

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee held on
Tuesday 3 November, 2015

Present: Ms J Horsburgh (Chair), Mr J Breckon, Dr J Ferrie, Mrs P Glover,
Professor D Leadley, Mrs L McCarthy, Mr L Pilot

Apologies: Ms G McGrattan, Professor T Jones

In Attendance: Mr J Phillips (Secretary), Mrs C Farren (Assistant Secretary)

Note: Restricted business (denoted by an asterisk {}) is confidential to members and attendees of the University Health and Safety Executive Committee.*

01/15-16 Conflicts of Interest

CONSIDERED:

That, should any members or attendees of the University Health and Safety Executive Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

RESOLVED:

That no conflicts of interest be recorded.

02/15-16 Minutes

CONSIDERED:

The minutes of the meeting held on 11 June 2015.

RESOLVED:

That the minutes of the meeting of the University Health and Safety Executive Committee held on 11 June 2015 be approved.

03/15-16 Management of Internships (minute 33/14-15)

REPORTED: (by the Interim Director of Health and Safety)

That the names of those leading on placement and internship programmes had been shared with the Director of Human Resources.

04/15-16 Actions following Avon Incident (minute 36/14-15)

REPORTED: (by the Director of Governance and Assurance Services)

(a) That a working group had been established to close out actions identified in relation to the identified areas for improvement as a result of the

investigation into the Avon Building incident, noting that the three key areas of focus were; clarity in relation to roles and responsibilities; management of contractors and statutory testing of work equipment, had been established to close out on actions post the Avon incident.

- (b) That work was in progress to develop a proposal to establish building management roles that would have a clearly articulated set of responsibilities, particularly for buildings where there was multiple occupancy and no obvious lead department.
- (c) That consistency in relation to statutory testing across Departments was proving difficult to achieve currently in the absence of building managers.

(by the Interim Director of Health and Safety)

- (d) That health and safety training had been provided to the University senior management team and FA9 Administrative posts across the University; a briefing had also been provided to the Science and Medical Facilities Group with similar training planned for Heads of Department in January 2016.
- (e) That positive feedback had been received on the health and safety training provided so far.
- (f) That there was evidence of improved contractor management with work having been completed around the pre-qualification process for procurement in Estates and increased contractor monitoring on site.

(by the Director of Estates)

- (g) That the Estates Health and Safety and Compliance Manager was overseeing closure on matters relevant to the Estates Office arising from the Avon incident.
- (h) That the structural survey of similar ceilings recommended post the Avon incident had been completed; the report had identified a number of remedial actions and recommendations; those requiring immediate action had been dealt with, with the rest being managed through the Helpdesk docket system.
- (i) That all similar lighting grid structures, such as those in Warwick Arts Centre, Humanities and Warwick Business School (old and new) had been checked and were found to be satisfactory and/or have had safe working load information affixed.

05/15-16 University Health and Safety Committee discussion relating to cyclist and pedestrian safety (minute 41/14-15)

REPORTED: (by the Director of Estates)

- (a) That the Registrar had chaired a meeting to review the new road layout and the impact that this was having on vehicle and pedestrian/cyclist safety.

- (b) That Estates had commissioned an independent survey of the new road scheme to examine means to reduce the numbers of near misses and incidents occurring.
- (c) That an extraordinary meeting of the Estates Project Progressing Group had taken place to consider the recommendations arising from the survey, noting that additional signage for road users and pedestrians; introduction of rumble strips to slow traffic down and/or a road narrowing option were all being considered.
- (d) That the Estates Department, on behalf of the University, would be working closely with Coventry City Council to seek to implement some of the same recommendations on non-University owned roads, such as Gibbet Hill Road.
- (e) That there were short-term measures that could be implemented promptly, noting that interim measures were continuing, including speed monitoring of motorists.
- (f) That lessons learnt from other shared spaces (external to the University) would be considered for the University scheme where appropriate.
- (g) That communication with staff and students remained a priority, noting that behaviour changes would be required as for any shared space design scheme.

(by the Interim Director of Health and Safety)

- (h) That the service yard at the rear of Rootes Grocery Store had also been surveyed in order to improve pedestrian safety and reduce the likelihood of delivery vehicles coming into contact with pedestrians and cyclists.

(by the Student Representative)

- (i) That the Students' Union would continue to petition for a proper crossing on Gibbet Hill Road.
- (j) That students were not being actively encouraged by the Students' Union to support the 'speed watch' campaign as it was not considered to be appropriate for students to do so.
- (k) That there would be an ongoing requirement to familiarise new students with campus road safety matters at each intake.

(by the Chair)

- (l) That those involved in the recent incidents, both pedestrians and drivers, had been offered support.

06/15-16 University Genetic Modification and Biosafety Committee (minute 42/14-15)

REPORTED: (by the Secretary to the GMBSC)

- (a) That the Chair of the GMBSC had raised matters of concern relating to the disclosure of sensitive research information via the Health and Safety

Executive public register with the Pro-Vice-Chancellor (Science, Engineering and Medicine);

- (b) That as a result, processes have been put into place to limit disclosure of intellectual property or information that would affect the biosecurity risk to the University.

07/15-16 Terms of Reference and Membership

REPORTED: (by the Chair)

That there were two changes to the membership, including the appointment of Professor David Leadley (Physics) to the role of Head of Department within the Faculty of Science, and a newly appointed Student Union representative, Mr Luke Pilot.

RESOLVED:

That the Terms of Reference and Membership be approved.

08/15-16 Chair's Business

CONSIDERED:

A report from the Interim Director of Health and Safety following recent incidents in Chemistry and WMG (UHSEC.02/15-16*)

REPORTED: (by the Chair)

- (a) That the two incidents had been reported to Steering Committee, Audit Committee and also to Council.
- (b) That a task and finish group had been established to close out on the actions recommended in the HSE Notification of Contravention Letter for the chemical incident, noting that the group had identified wider institutional matters for further consideration as a result of its work, including the potential to standardise chemical inventory management across the institution.
- (c) That the actions agreed to improve the management of chemical inventory had been extended from Chemistry across all Science and Medicine departments.
- (d) That Chemistry had collated information on over 25,000 chemicals into an inventory database, and had identified superfluous chemicals which were being stored appropriately pending completion of a programme of safe disposal.
- (e) That there was complexity around chemical segregation, however the Chemistry Department were working with the Health and Safety Department to evaluate best steps to approach this.

(by the Director of Estates)

- (f) That the Estates Department had conducted a number of containment tests of fume cabinets across the Chemistry Department which resulted in the identification of a number of remedial actions to ensure containment.
- (g) That there was a need to confirm the status of containment testing of fume cabinets elsewhere in the University.

(by the Interim Director of Health and Safety)

- (h) That a Health and Safety Alert had been sent out to Departments outlining the recommendations in relation to the safe storage of chemicals and inventory management.
- (i) That additional resources to support other Departments develop their own inventories had been identified and would be made available by December 2015.
- (j) That the manual handling incident had also identified a number of recommendations in relation to work equipment and the need to improve the procurement and pre-use risk assessment processes; an action plan had been produced and circulated to Heads of Department.
- (k) That an update on progress with the close out on actions following the manual handling incident would be reported to the Steering Committee in January 2016.

(by the Head of Department within the Faculty of Science)

- (l) That Physics had received the Safety Alert on chemical management and were awaiting further support and guidance.

(by the Chair)

- (m) That the chemical incident had invoked engagement with both the Fire Service and the local authority Emergency Planning team providing opportunity to improve the University's emergency response arrangements.

RESOLVED:

That a further update on progress against the agreed action plans in respect of the Avon and Chemistry incidents, including in relation to fume cabinet testing, be considered at the meeting of the Committee scheduled to take place on 2 March 2016.

09/15-16 Health and Safety Policy Statement

CONSIDERED:

A paper from the Interim Director of Health and Safety on the proposed Draft University Health and Safety Policy Statement (UHSEC.03/15-16)

REPORTED: (by the Interim Director of Health and Safety)

- (a) That the revised policy provided greater clarity and detail in relation to health and safety responsibilities and accountabilities across the University.
- (b) That there was a need to reflect on the recent publication of the Universities Health and Safety Association's revised guidance on, '*Leadership and Management in Health & Safety in Higher Education*', and the functionality of the University Health and Safety Executive Committee.

(by the Director of Governance and Assurance Services)

- (c) That Steering Committee was now the forum for the approval of policies, including those relating to health and safety.
- (d) That matters of health and safety assurance could be considered by Council via the Audit Committee.

(by the Chair)

- (e) That the assurance route to Council would need to be considered during the review of the function of this Committee.
- (f) That the proposed removal of 'Wellbeing' from the Policy Statement reflected a change to the positioning of wellbeing within the Directorate and was not indicative of any diminution in the status of wellbeing by the University, noting that a new post of Director of Wellbeing had been established.

(by the Head of Department within the Faculty of Science)

- (g) That there was a need to consider responsibilities for centrally-timetabled spaces within the policy.

(by Dr J Ferrie)

- (n) That it was noted that there were no environmental considerations within the Health and Safety Policy statement.

(by the Director of Estates)

- (o) That the Estates Department's Environmental Management System had recently been certificated to the international standard ISO 140001, but the scope of this certification was not University-wide as it only applies to Estates Department activities.

RESOLVED:

- (a) That a review of the sector guidance should be carried out to examine implications to the existing governance structure for health and safety and potential changes that might be required to the terms of reference of this Committee.
- (b) That the proposed re-establishment of the University Health and Safety Executive Committee as the executive committee, reporting to the Steering Committee, be endorsed.

- (c) That the proposed revised Health and Safety Policy Statement be recommended to the Council, subject to those minor amendments noted during the meeting, and subject to any further comment by members, to be submitted by correspondence to the Interim Director of Health and Safety, prior to the meeting of the Council to be held on 16 November 2015.
- (d) That on the relationship with the Students Union in relation to matters of Health and Safety be considered for inclusion in the next revision of the Health and Safety Policy Statement.

10/15-16 Health and Safety Policies

Members considered two revised policies as proposed by the Interim Director of Health and Safety: the Revised Asbestos Management Policy (UHSEC.04/15-16) and the Electrical Safety Policy (UHSEC.05/15-16).

REPORTED: (by the Interim Director of Health and Safety)

- (a) That both policies had been reformatted to include core principles and responsibilities.
- (b) That there were no material changes to the Asbestos Management Policy.
- (c) That the Electrical Safety Policy placed additional responsibility on Heads of Department, should they permit non-Estates Department staff (or any directly appointed contractors) to work on non-research related electrical equipment or installations.
- (d) That the Electrical Safety Policy had been written with the expectation that all Departments would utilise the expertise of the Estates Department, however even where a Head of Department might formally elect not to utilise this expertise there was an absolute requirement for testing and certification of electrical installations to be carried out under the control of the Estates Department.

(by the Director of Estates)

- (e) That Departments opting to conduct electrical work themselves (or utilise their own appointed contractors) would need to provide assurance to the Estates Department that their electrical work had been carried out correctly, to standard, with the provision of all relevant testing and commissioning information.
- (f) That there were currently a number of Departments known to conduct their own electrical work for which the Estates Department would not wish to be considered responsible for.
- (g) That if the Estates Department were to be utilised to test and commission the electrical work conducted by others, this could pose a resourcing issue.

(by Dr J Ferrie)

- (h) That the University should consider assigning control for all aspects of the safety of fixed electrical installation to the Estates Department, as the Department with the responsibility for the estate.

- (i) That Departments opting to carry out their own electrical work should otherwise have to declare who their competent individuals are (for electrical safety).
- (j) That consideration should be given to the testing and commissioning of electrical installations, noting that this was an 'authorised licenced' activity for which a greater level of control should be imposed.
- (k) That in his view there remained the need for greater clarity in relation to accountability within the Electrical Safety Policy.

RESOLVED:

- (a) That the Asbestos Management Policy be recommended to the Steering Committee.
- (b) That the practicality of the Electrical Safety Policy be trialled with a Department that currently conducts their own electrical work, and in conjunction with competent persons appointed by the Director of Estates.
- (c) That the Electrical Safety Policy be reviewed and revised post trial, prior to endorsement by this Committee.

11/15-16 Proposed Health and Safety Plan

CONSIDERED:

A paper from the Interim Director of Health and Safety on the proposed content of the Health and Safety Plan for the period January 2016 to December 2016 (UHSEC.06/15-16).

REPORTED: (by the Interim Director of Health and Safety)

- (a) That the University Health and Safety Plan for 2016 had been developed to address identified gaps in the health and safety management system and to support continual improvement across the University, particularly across areas of greater risk.
- (b) That performance metrics would be reported in the areas of inspection actions and 'close-out', incident investigation actions and 'close-out', risk assessment completion and health and safety training delivery.
- (c) That there was a need to improve the sharing of information with Departments, particularly in relation to 'close-out rates', rather than number of incidents or number of inspection recommendations made.

(by the Director of Estates)

- (d) That reporting within the Estates Department had improved recently, and that the Estates Department health and safety objectives would align with the University's health and safety performance metrics and would include a greater focus on the close out of actions following incidents and inspections in particular.

(by the Chair)

- (e) That there was opportunity for the Health and Safety Department to be involved in the development of the new HR system which could enable integration of health and safety training with the use of the Moodle learning platform.

RESOLVED:

That the Health and Safety Plan be approved by the Committee.

12/15-16 Health and Safety Report

CONSIDERED:

A summary of reported incidents and inspections carried out for the period May 2015 to September 2015 (UHSEC.07/15-16*).

REPORTED: (by the Interim Director of Health and Safety)

- (a) That the report provided the Committee with completion rates in terms of close out actions taken by Departments for two key performance areas, namely inspections and incidents.
- (b) That some Departments did not routinely report back that they had carried out the actions recommended post inspection or post incident investigation, whilst others, such as the Campus and Commercial Services Group (CCSG), were very good at reporting.
- (c) That the Health and Safety Department were going to introduce a 'Stop' and 'Improvement' Notice scheme to raise the standards of performance and influence behaviours by Departments.
- (d) That it was anticipated that health and safety training for the senior management teams would help to raise standards.

(by the Chair)

- (e) That it was noted that CCSG reported the most incidents across the University.

(by the Faculty of Science Head of Department representative)

- (f) That in his view there was still a culture of under-reporting of incidents by other departments.

(by the Student Representative)

- (g) That the Student Union had their own incident reporting system.

RESOLVED:

- (a) That the content of the Health and Safety Performance Report be noted.
- (b) That Health and Safety Department introduce improvements to the inspection and incident investigation processes so that close-out of actions allocated to a departments can be monitored more effectively.
- (c) That the Committee be updated on the implementation of the Improvement and Stop Notice system.

13/15-16 Reports from Health and Safety Committees

CONSIDERED:

- (a) University Health and Safety Committee (UHSEC.08/15-16)
- (b) University Genetic Modification and Biosafety Committee (UHSEC.09/15-16*)

REPORTED: (By the Secretary to the UHSC and GMBSC)

- (a) That the main focus of the last meeting of the University Health and Safety Committee was around the lessons learnt from the recent incidents involving HSE intervention.
- (b) That the Genetic Modification and Biosafety Committee noted the inspection conducted by the Department for Transport and the requirement for the University to have a Road Transport Security Plan which would have to address biosecurity and the transportation of dangerous goods.
- (c) That the Genetic Modification and Biosafety Committee noted the good engagement between the Technical Services teams of the School of Life Sciences/Warwick Medical School and the Estates Department relating to the maintenance programme during the summer Containment Level 3 laboratory shutdown.

(by the Director of Health and Safety)

- (d) That excellent progress had been made to understand the complexity of the Containment Level 3 Laboratory by relevant Estates teams and the School of Life Sciences which had enabled a coordinated maintenance work programme to be developed.
- (e) That the Estates Department were proposing work of a similar nature to be developed for other complex areas, such as research facilities containing toxic gas installations.

RESOLVED:

- (a) That the content of the two reports from the Health and Safety Committees be noted.
- (b) That the Committee be updated on the development of the Road Transport Security Plan.

14/15-16 Major Projects Update

CONSIDERED:

A Project Progress Group (PPG) report by the Director of Estates on RAG status of major projects as at 19 October 2015 (UHSEC.10/15-16).

REPORTED: (By the Director of Estates)

- (a) That a health and safety 'RAG' status had been introduced into the major project progress report.
- (b) That work to refurbish Benefactors had been hindered by asbestos having been identified during the construction phase.
- (c) That the Health and Safety Executive (HSE) had been notified upon the contractor having exposed asbestos; due process had been followed with the work having been stopped and made safe.
- (d) That the number of reported tripping incidents on the Plaza had reduced since the road scheme was put into full operation.
- (e) That there a number of incidents (mainly near misses) continued to be reported on the Plaza and Gibbet Hill in relation to pedestrians, cyclists and vehicles and that this matter remained under close monitoring by the Estates Department, who were also continuing to engage with Road Safety Engineering advisers and the Local Council on this matter.
- (f) That a University appointed Clerk of Works was now regularly attending the NAIC construction site, which was expected to contribute to the maintenance of high standards on site.
- (g) That the imported asbestos in-fill material imported onto the construction site of the UWEWE site had delayed the project; the contractor was responsible and in the process of removing the imported asbestos containing material off site.
- (h) That there remained a need for any building built pre-2000 to have either an asbestos survey conducted prior to any work undertaken (that could disturb the building fabric) and/or the need to review any existing asbestos survey information held by the Estates Department.
- (i) That the Estates Department had introduced changes to ensure that greater emphasis would be placed on health and safety considerations at the design stage of new projects.

(by the interim Director of Health and Safety)

- (j) That there remained a need for Departments to consider asbestos that could be contained within any work equipment in the work equipment risk assessment process.

RESOLVED:

That the Health and Safety status of capital projects, as set out in paper UHSEC.10/15-16, be noted.

15/15-16 Dates of Future Meetings

Wednesday 2 March 2016	10:00-12:00	CMR1.2
Thursday 9 June 2016	10:30-12:30	CMR1.1