

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee
held on 16 October 2017

Present: Ms R Sandby-Thomas, (Registrar, Chair), Mr J Breckon (Director of Estates), Mr L Cartwright (Trade Union representative nominated by the University Health and Safety Committee), Mrs C Farren (Senior Health and Safety Adviser), Dr J Ferrie (Lay Member of the Council), Professor D Leadley (Head of Department within the Faculty of Science), Mrs G McGrattan (Director of Human Resources), Professor J Millar (The Head of Department within the Faculty of Medicine), Mr J Phillips (Director of Health and Safety), Ms S Shute (Theatre Studies Departmental Administrator), Professor L Young (Pro-Dean External Affairs)

Apologies: Mrs K Ireland (The Head of Department within the Faculty of Social Sciences), Mr M Roberts (Director of Campus Services and IT), Mr A Smith (Finance Director)

In Attendance: Mr M Patel (Health and Safety Administration Officer, Assistant Secretary)

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

01/17-18 Apologies and Conflicts of Interest

REPORTED: (by the Chair)

- (a) That apologies were received from Mrs K Ireland (The Head of Department within the Faculty of Social Sciences), Mr M Roberts (Director of Campus Services and IT), and Mr A Smith (Finance Director).
- (b) 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.
- (c) That members of the Committee were encouraged, wherever possible, to inform the Secretary prior to the meeting of any potential conflicts of interest.

RESOLVED:

That no conflicts of interest be recorded.

02/17-18 Minutes

RESOLVED:

That the minutes for the July meeting be approved.

03/17-18 Chair's Business

REPORTED: (by the Chair)

That members of the UHSEC were encouraged to participate and to share views, thoughts and good practice from within their respective departments or faculties.

04/17-18 Matters Arising on the Minutes

(a) Chemical Safety Task and Finish Group

REPORTED: (by the Director of Health and Safety)

- i. That an update of progress was provided by the Director of Campus Services and IT.
- ii. That the tender had been sent out for prospective vendors to complete.
- iii. That all bids from vendors should be received by the end of October.
- iv. That selection of vendors would be complete during November.
- v. That 4 vendors were hopefully to be shortlisted.
- vi. That successful vendors would undergo IT Security and Finance checks during December 2017 – January 2018.
- vii. That implementation was anticipated by February 2018.

(b) Chemical Storage Westwood Campus

REPORTED: (by the Senior Health and Safety Advisor)

- i. That 700 chemicals identified had been reduced to 200 and it was felt that there would be no further significant reduction.
- ii. That fume cabinets were currently being considered from different suppliers.
- iii. That the floor structures required reinforcement to accommodate the addition of new storage cabinets.
- iv. That the water supply pressure at Westwood Campus was low and chemical safety showers were being considered instead.

(by the Chair)

- v. That there should be confirmation that storage cabinets had been sourced.

(by the Director of Health and Safety)

- vi. That storage cabinets were still under review and currently chemicals were stored in secondary containment.

(by the Director of Estates)

- vii. That additional information would be useful to understand which buildings were being looked at.

(c) University Health and Safety Risk Profile

REPORTED: (by the Director of Health and Safety)

- i. That the University Health & Safety Risk Profile was presented to both the Operations Risk Management and University Health & Safety Committees.
- ii. That training to new Head of Departments would be rolled out shortly.
- iii. That training for long term Head of Departments was anticipated to be provided in December 2017.
- iv. That the Safety Risk Profile would be rolled out in three stages. Stage 1 in January 2018, stage 2 in April 2018, followed by roll out to all departments stage 3 in academic year 2018-19.
- v. That Health & Safety Officers were in post in high-risk departments.
- vi. That Health & Safety Champions in smaller departments required training.
- vii. That a Moodle module was under development to provide information how to carry out a risk assessment.

(by Dr J Ferrie)

- viii. That do we know how we can move from red to amber/green on the overall Health & Safety Risk Profile.
- ix. That it would be preferable for a list to be drawn up to measure progress.
- x. That could progress be hindered by resources available.
- xi. That could some progress be achieved by the end of academic year 2017/18.

(by Head of Department within the Faculty of Science)

- xii. That smaller departments should all be assessed at the same time.
- xiii. That maybe consideration be paid to a 'Health and Safety Week' when all departments have undergone training.

(by the Chair)

- xiv. That could Health & Safety Officers help with risk profiling and training.

(by the Director of Human Resources)

- xv. That the overall risk profile should start at red, as progress is made it should be progressed to amber and only reach green once all departments had been risk assessed and sufficient assurance has been obtained.

RESOLVED:

- i. That high risk departments would be considered first.
- ii. That planned progress should be outlined in later papers to enable departments to improve their risk profile, but this may be slow.
- iii. That information of a planned 'Health and Safety Week' be brought to the next meeting.

(d) Building Managers

REPORTED: (by Director of Estates)

- i. That the Building Manager positions within Warwick Accommodation were under review to identify if this role could be combined into other roles, or whether it would be necessary to create new positions.
- ii. That the job description had been finalised and signed off.
- iii. That three positions had been identified.
- iv. That recruitment was anticipated to be complete by the end of December 2017.

(e) Local Exhaust Ventilation Maintenance

RESOLVED: (by Director of Estates)

- i. That the LEV asset list had been circulated to all Departmental Technical Managers.
- ii. That the fume cupboard flow rates had been tested over the summer (Aug/Sept) as part of the 12 month planned preventative maintenance (PPM) programme by the contractor CSW.
- iii. That all cabinets with storage had been switched to high flow rate.

(f) Health and safety Policies

REPORTED: (by the Director of Health and Safety)

- i. That 21 topic specific policies had been identified.
- ii. That 5 policies were currently undergoing consultation.
- iii. That 16 policies were to be issued.
- iv. That all 21 policies should be in place by January 2018.
(by the Trade Union representative nominated by the University Health and Safety Committee)
- v. That concern was raised if policies were issued without training being available.

(by the Theatre Studies Departmental Administrator)

- vi. That basic instructions on how to carry out a risk assessment made available so policies can be met.

RESOLVED:

- i. That policies should be completed within the next 30 days.
- ii. That policies should be issued and then consideration be paid as to what was required to implement them.

05/17-18 Terms of Reference and Membership

CONSIDERED:

A paper on the Terms of Reference and Membership of the University Health and Safety Executive Committee for the academic year 2017-18 (UHSEC.01/17-18).

RESOLVED:

That the committee approved the membership of the Health and Safety Executive Committee.

06/17-18 Sub-Committee Membership

CONSIDERED:

A paper on the Membership of the University Health and Safety Committee and the Genetic Modification and Biological Safety Committee for the academic year 2017-18 (UHSEC.02a/17-18 and UHSEC.02b).

RESOLVED:

That the committee approved the membership of both the University Health and Safety and the Genetic Modification and Biological Safety Committees.

07/17-18 Committee Programme of Work 2017-18

CONSIDERED:

A paper on the planned programme of work for the Committee for the coming academic year (UHSEC.03/17-18).

RESOLVED:

That the committee approved the planned programme of work for the Committee for the coming academic year 2017-18.

08/17-18 Fire Safety Update

CONSIDERED:

A paper on fire safety work carried out over the summer and the University's response to a HEFCE request for information following the Grenfell disaster in June 2017 (UHSEC.04/17-18).

REPORTED: (by the Director of Health and Safety)

- (a) That a new Fire Safety Adviser (FSA) had been appointed.
- (b) That the FSA has been directed to focus on prevention of fire spread and robust evacuation arrangements.
- (c) That 29 fire activations took place last week (09-13/10/17) and completed fire observation forms have been received.
- (d) That the University did not have any building over 18m with Aluminium Composite Material (AMC) cladding.
- (e) That the University had to report to HEFCE that we did not have all of our Fire Risk Assessments in place and did not have robust records for Fire Evacuation Drills, but plans were in place.
- (f) That Students' Union had asked if there was anything they could do to raise fire safety awareness with students and landlords.

(by the Director of Estates)

- (g) That he was concerned regarding fire evacuation at the Wellesbourne Campus.

(by the Chair)

- (h) That there was confusion as to responsibility for undertaking fire evacuations at the Science Park.

RESOLVED:

- (a) That an update be made available regarding who was responsible for carrying out fire evacuation at the Science Park at the next meeting.

09/17-18 Performance Report

CONSIDERED:

A paper on the incidents reported to the Health and Safety Department for the period April to September 2017 and health and safety performance (UHSEC.05/17-18).

REPORTED: (by the Senior Health and Safety Adviser)

- (a) That the number of incidents decreased over the summer period.
- (b) Seven of the 'significant/serious' incidents had been reported to the Health and Safety Executive (HSE).
- (c) That the highest incident category was 'slip/trip/falls'.
- (d) That the QuEMIS Hazard Management System completion rate currently sits at 88% and efforts were ongoing to achieve 100% completion.

10/17-18 Health and Safety Plan 2017-18

CONSIDERED:

A paper on the progress made against the University Health and Safety Plan (UHSEC.06/17-18).

REPORTED: (by the Director of Health and Safety)

- (a) That 80 people had undergone NEBOSH training to date.
- (b) That a further 200-600 people had shown an interest to complete the NEBOSH training.
- (c) That departments were being approached to identify what H&S training need they required.
- (d) That 3 providers for a new H&S Software Tool had been identified.
- (e) That providers were at the moment being scored on their presentations, but scoring would be completed once additional information was made available from vendors.

11/17-18 Health and Safety Policy Annual Review

CONSIDERED:

A paper on proposed changes to the University's Health and Safety Policy document (UHSEC.07/17-18).

REPORTED: (by the Director of Health and Safety)

RESOLVED:

There were no issues raised by the Committee.

12/17-18 Major Projects Update

CONSIDERED:

(UHSEC.08/17-18).

REPORTED: (by the Director of Estates)

- (a) That the performance of contractors on major projects across campus had markedly improved over the last two years.
- (b) That the NAIC project had reached 1.5 million man hours without a RIDDOR.
- (c) That in the Control of Design and Development stages 'hold points' would be put in the Concerto system.

13/17-18 Any Other Business

(by the Director of Health and Safety)

- (a) That feedback on the Regular Inspection on Containment Laboratories by the Health and Safety Executive had given the University a glowing response with regards to what they observed during their routine visit.

14/17-18 Date of Future Meetings

11 December 2017, at 1030, in CMR1.0
13 February 2018, at 1400, in CMR1.0
3 April 2018 at 1400, in CMR1.0
14 May 2018, at 1030, in CMR1.0
2 July 2018, at 1030, in CMR1.0