

UNIVERSITY OF WARWICK

UNIVERSITY HEALTH AND SAFETY EXECUTIVE COMMITTEE

A meeting of the University Health and Safety Executive Committee will be held on Monday, 22 October 2018 from 12.45 to 14.45 in CMR1.0, University House.

Rachel Sandby-Thomas
Registrar

A G E N D A

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

1. Apologies and Conflicts of Interest

2. Minutes

3. Chair's Business

4. Matters Arising on the Minutes

- (a) Chemical Safety Task and Finish Group (minute 71/16-17 refers)
- (b) Chemical storage Westwood Campus (minute 29/17-18 refers)
- (c) Labelling of drinking water outlets (minute 29/17-18 refers)
- (d) BMRI CL3 Refurbishment (minute 36/17-18 refers)
- (e) Speed-humps on Leighfield Road (minute 55/17-18 refers)
- (f) Objectives and closing out actions (minute 56/17-18 refers)
- (g) Slips, Trips and Falls (minute 63/17-18 refers)

5. Terms of Reference and Membership

Senior Health and Safety
Adviser

A paper on the Terms of Reference and Membership of the University Health and Safety Executive Committee for the academic year 2018-19 (UHSEC.01/18-19, attached).

6. Sub-Committee Membership

Senior Health and Safety
Adviser

A paper on the Membership of the University Health and Safety Committee and the Genetic Modification and Biological Safety Committee for the academic year 2018-19 (UHSEC.02a/18-19 and UHSEC.02b, attached).

- | | | |
|-----|--|-------------------------------|
| 7. | <u>Committee Programme of Work 2018-19</u> | Director of Health and Safety |
| | A paper on the planned programme of work for the Committee for the academic year 2018-19 (UHSEC.03/18-19, <u>attached</u>). | |
| 8. | <u>OHSAS 18001 Audit Update</u> | Director of Health and Safety |
| | A paper on 18001 Stage 2 Audit carried out by the BSi during the summer months of 2018 (UHSEC.04/18-19, <u>attached</u>). | |
| 9. | <u>Risk Profile Review</u> | Director of Health and Safety |
| | A paper on the latest version of the Health and Safety Risk Profile (UHSEC.05/18-19, <u>attached</u>). | |
| 10. | <u>Statutory Inspections</u> | Director of Estates |
| | A paper on the most recent meeting of the Statutory Inspection Group and the presentation of current dashboard metrics relating to statutory inspections (UHSEC.06/18-19, <u>attached</u>). | |
| 11. | <u>Water Hygiene</u> | Director of Estates |
| | A paper on the most recent meeting of the Water Hygiene Group and the presentation of current dashboard metrics relating to statutory testing (UHSEC.07/18-19, <u>attached</u>). | |
| 12. | <u>Review of Policy and Leadership and Management Document</u> | Director of Health and Safety |
| | A paper on proposed changes to the University's Health and Safety Policy document (UHSEC.08/18-19, <u>attached</u>). | |
| 13. | <u>Health and Safety Plan 2018-19</u> | Director of Health and Safety |
| | TO CONSIDER: | |
| | A paper on the progress made against the University Health and Safety Plan (UHSEC.09/18-19, <u>attached</u>). | |

MATTERS TO RECEIVE AND APPROVE WITHOUT FURTHER DISCUSSION

Note: The following papers are non-controversial or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the 'Matters for Consideration' element of the Agenda by contacting the Secretary (ext: 23208) prior to the meeting, by telephoning 024 76523208, or via e-mail to J.Phillips.3@warwick.ac.uk or by raising the item at the commencement of the meeting. Restricted items are denoted by an asterisk ().*

14. Performance Report

A paper on the University's health and safety performance, including incidents reported to the Health and Safety Department, for the period April to September 2018 (UHSEC.10/18-19, attached).

15. Slips, Trips and Falls

A paper on the University's health and safety performance, including incidents reported to the Health and Safety Department, for the period April to September 2018 (UHSEC.11/18-19, attached).

16. Major Projects Update

(UHSEC.12/18-19, attached).

17. Any Other Business

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