

UNIVERSITY OF WARWICK

Minutes of the meeting of the University Health and Safety Executive Committee
held on 22 October 2018

Present: G McGrattan (Director of Human Resources, Acting Chair), D Stiles (Compliance and Assurance Manager) and K Edwards (Chief Finance Officer, Estates), vice J Breckon (Director of Estates), L Cartwright (Trade Union representative nominated by the University Health and Safety Committee), C Farren (Senior Health and Safety Adviser), Dr J Ferrie (Lay Member of the Council), Dr I Hancox (Research Technology Engagement Manager), R Lawrie (Commercial Director), Professor D Leadley (Head of Department within the Faculty of Science), J Phillips (Director of Health and Safety), A Smith (Finance Director)

Apologies: R Sandby-Thomas (Registrar, Chair), J Breckon (Director of Estates), B Dhingra (Student representative nominated by the Students' Union and appointed by the Steering Committee), Professor A Lavender (Head of School, Theatre Studies), Professor E Smith (Director of Centre for Education Studies), Professor L Young (Pro-Dean External Affairs)

In Attendance: 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.*

01/18-19 Apologies and Conflicts of Interest

REPORTED: (by the Acting Chair)

- (a) That apologies were received from R Sandby-Thomas (Registrar, Chair), J Breckon (Director of Estates), B Dhingra (Student representative nominated by the Students' Union and appointed by the Steering Committee), Professor A Lavender (Head of School, Theatre Studies), Professor E Smith (Director of Centre for Education Studies), Professor L Young (Pro-Dean External Affairs)
- (b) That should any members or attendees of the University Health and Safety Executive Committee have any conflicts of interest related 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.

02/18-19 Minutes

CONSIDERED:

The minutes of the meeting of the University Health and Safety Executive Committee that took place on 03 July 2018.

RESOLVED:

That the minutes for the July meeting be approved.

03/18-19 Chair's Business

REPORTED: (by the Acting Chair)

- (a) That the University had received a Notification of Contravention letter from the Health and Safety Executive (HSE) relating to a high Legionella count found in the water system at Cryfield Pavilion.
- (b) That the University's formal response to the letter was sent to the HSE during w/c 15 October 2018. This would be reported formally at the next meeting.
- (c) That steps had been taken to address the immediate issues, but there were wider ranging issues which required further actions.
- (d) That there had been a significant number of underground service strikes over the summer months and that there was an initiative within Estates to improve this.

(by the Lay Member of the Council)

- (e) That concern was raised as to whether sufficient information was being made available to contractors (relating to services) and whether the service strikes were on known services identified at the project planning stage.

(by the Compliance and Assurance Manager)

- (f) That 6 significant service strikes had been reported over the summer period and investigated.
- (g) That a review was underway to work with contractors to reduce the number of underground service strikes.
- (h) That known underground service surveys are supplied to contractors at the project planning stage, but contractors are encouraged to carry out additional investigative surveys if they wish.
- (i) That investigation of the service strikes indicated that strikes had occurred on known services due to reduced operative concentration.

04/18-19 Matters Arising on the Minutes

(a) Chemical Safety Task and Finish Group (minute 71/16-17 refers)

REPORTED: (by the Director of Health and Safety)

- i. That the Chemical Inventory project team reported no particular supplier was capable to deliver all essential criteria. The project specification requires to be relooked at to move the project forward.
- ii. That the Chemical Inventory Tool was anticipated to be rolled out to departments during spring 2019.
- iii. That the project implementation was scheduled for March 2019, starting with the Chemistry Department who would pilot the tool.
- iv. That a Project Implementation Plan would be provided to the Committee for discussion at future meeting.

(by the Lay Member of the Council)

- v. That all departments should be consistent in the information relating to the chemicals they hold.

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

- vi. That the Physics Department holds a spreadsheet detailing all chemicals held.

RESOLVED:

That once the Chemical Inventory Tool had been procured and rolled out to departments an accurate record of chemicals is anticipated.

(b) Chemical storage Westwood Campus (minute 29/17-18 refers)

REPORTED: (by the Compliance and Assurance Manager)

- i. That work was to start October 2018 and anticipated to finish by the end of November 2018.
- ii. That further progress updates would be made available at future meetings.

(c) Labelling of drinking water outlets (minute 29/17-18 refers)

REPORTED: (by the Compliance and Assurance Manager)

- i. That identifying drinking water outlets had been completed and labelling of drinking water would start in November 2018 and progress during 2019.

(d) BMRI CL3 Refurbishment (minute 36/17-18 refers)

REPORTED: (by the Compliance and Assurance Manager)

- i. That remedial works and PPM works to plant and equipment had been completed.
- ii. That CPW appointed to complete a feasibility report for replacement of all plant and equipment associated with CL3 labs had been completed.
- iii. That Estates Maintenance had completed their maintenance / visual inspections on a regular basis to help reduce unexpected plant failures disrupting the labs.
- iv. That Clean Air Technologies and Cleanroom & Containment had been appointed.
- v. That the feasibility report reviewing CL3 labs and associated areas detailing out options and cost estimates of long term solutions was currently with the University commercial team for budget estimate for post review with Finance.
- vi. That Estates are in a position to start works in November 2018, however the Department had requested that the works are delayed until next year.
- vii. That Estates Maintenance team would continue monthly inspections of existing fan sets and issue a report detailing findings until the new installation is completed.

(e) Speed-humps on Leighfield Road (minute 55/17-18 refers)

REPORTED: (by the Compliance and Assurance Manager)

- i. That an appointment for a Road Safety Engineer had been made.
- ii. That four speed-humps along Leighfield Road had been removed.
- iii. That speed-checks along Leighfield Road during July – August 2018 had highlighted that speeding was an issue.
- iv. That further speed-checks would be carried out.
- v. That the Bicycle User Group would be consulted on the design and selection of new speed-humps to be installed.
- vi. That the installation of new speed-humps was anticipated to start January 2019.

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

- vii. That due to work not to start until January 2019 more signage should be considered along Leighfield Road.
- viii. That the meeting with the Bicycle User Group given high priority and arranged urgently.

(f) Objectives and closing out actions (minute 56/17-18)

REPORTED: (by the Compliance and Assurance Manager)

- i. That currently the Estates 'docket system' had no mechanism to flag jobs such that it be given higher priority for action once received by Estates.

RESOLVED:

That the Estates process for prioritising reactive work and projects requested by departments, especially those relating to Health and Safety issues, be provided at the next UHSEC meeting.

05/18-19 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 2018-19 (UHSEC.01/18-19)

REPORTED: (by the Senior Health and Safety Adviser)

- (a) That there had been no amendments to the Committee's Terms of Reference.
- (b) That Rupert Lawrie joins the Committee as the University's Commercial Director, with the Director of Campus Services and IT, Mike Roberts, stepping down from the committee.
- (c) That Professor Jonathan Millar had stepped down as the representative for the Faculty of Medicine, since it no longer exists as a separate faculty. Professor David Leadley is now representing the Faculty of Science, Engineering and Medicine.
- (d) That Professor Emma Smith had formally replaced Kate Ireland as the nominee from the Faculty of arts.
- (e) That Dr Ian Hancox had been nominated on to the UHSEC by the Director of Research Technology Platforms.
- (f) That Balraj Dhingra had replaced Emily Dunford as the nominated Students' Union representative.

RESOLVED

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

06/18-19 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 2018-19 (UHSEC.02a/18-19 and UHSEC.02b)

REPORTED: (by the Senior Health and Safety Adviser)

- (a) That there had been no amendments to the Committees' Terms of Reference.
- (b) That the only change to the membership of the Genetic Modification and Biosafety Committee related to the Academic active in biological agents or genetic modification in WMG where Dr Jerome Charmet had replaced Professor Mark Williams.
- (c) That the following major changes to the membership of the University Health and Safety Committee had been made.
 - i. That Dr Rob Eason had stepped down from the University Health and Safety Committee as the representative from UNITE.
 - ii. That Balraj Dhingra had replaced Emily Dunford as the nominated Students' Union representative.
 - iii. That the merger of the Faculty of Science with the Faculty of Medicine, Dr Dan Mitchell stepped down and instead the Chairs of the Health and Safety Committees of the Faculty of Science, Engineering and Medicine had been recognised as members of this committee.
 - iv. That Diana Stonefield had replaced Teresa Forysiak as the member of the Faculty of Arts appointed by the Chair of the Board of the Faculty of Arts.
 - v. That Hannah Friend had replaced Shirley Crookes as the member of administrative staff appointed by the Registrar and Chief Operating Officer.
 - vi. That Duncan Parkes had replaced Andy Bastable as the member of staff of the Students' Union appointed by the Chief Executive of the Students' Union.
 - vii. That Mayur Patel had replaced Helen Reynolds as the Assistant Secretary.

RESOLVED:

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

07/18-19 Committee Programme of Work 2018-19

CONSIDERED:

A paper on the planned programme of work for the committee for the academic year 2018-19 (UHSEC.03/18-19)

REPORTED: (by the Director of Health and Safety)

- (a) That the programme of work for academic year 2018-19 had been developed based on the programme from previous years.
- (b) That the only addition to the programme related to the inclusion of regular reports from a number of sub-groups covering matters such as water safety/quality, asbestos, statutory inspection, fire safety and the Permit to Work (PTW) Group, which had been established.

RESOLVED:

That the committee approved the planned programme of work for the Committee for the coming academic year 2018-19.

08/18-19 OHSAS 18001 Audit Update

CONSIDERED:

A paper on 18001 Stage 2 Audit carried out by the BSi during the summer months of 2018 (UHSEC.04/18-19)

REPORTED: (by the Director of Health and Safety)

- (a) That the Stage 2 Audit of the seven higher risk departments was completed by BSi in August 2018. The seven outstanding Minor Non-conformities from the Stage 1 audit earlier in 2018 were all closed out.
- (b) That the Stage 2 Audit identified 22 Minor Non-conformities across all seven departments and 2 Major Non-conformities which resulted in the University failing to meet the OHSAS 18001 Standard.
- (c) That the Major Non-conformities related to Statutory Inspection of lifting equipment, pressure systems, bulk gas storage and Local Exhaust Ventilation Systems (including chemical fume cupboards and bio-safety cabinets) and Statutory Testing for Water Hygiene, including Legionella control measures.
- (d) That a Corrective Action Plan had been developed and submitted to BSi, who would return to check the University's progress against the plan on 14 November 2018.

(by the Compliance and Assurance Manager)

- (e) That the Water Hygiene Non-conformity was raised as a Major, the action plan submitted resulted in it being reduced to a Minor. As a result of the

Legionella high count at Cryfield Pavilion the Non-conformity remains as Major.

- (f) That a team would be required to asset tag all equipment to produce an up to date and accurate asset register.
- (g) That a team of 3, full-time, for 3 months, is estimated to complete asset tagging of all equipment, but this would have to be reviewed once work had started.

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

- (h) That departments asset lists do not include all equipment within departments as some are maintained by other departments within the University.

(by the Senior Health and Safety Adviser)

- (i) That the Statutory Inspection Process needs to be outlined and decided urgently to guarantee that if an incident occurs we are covered by our University insurance.
- (j) That 50% of the sampled LEV systems failed to produce statutory inspection documents.

09/18-19 Risk Profile Review

CONSIDERED:

A paper on the latest version of the Health and Safety Risk Profile (UHSEC.05/18-19)

REPORTED: (by the Director of Health and Safety)

- (a) That the pre and post audit scores remain very similar. Whilst the assurance rating for some activities (such as training and audit) had improved, the score across all seven departments for Engineering Controls had decreased due to the Major Non-conformities identified during the OHSAS 18001 audits.
- (b) That the net effect was that the risk rating remains at 'Red' for all departments, and are likely to remain so until the Major Non-conformities are addressed.

10/18-19 Statutory Inspections

CONSIDERED:

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)

REPORTED: (by the Compliance and Assurance Manager)

- (a) That the second meeting of the Statutory Maintenance Group was held on 17 September 2018, with representation across the University departments.
- (b) That a system demonstration was given by the Estates PPM Surveyor on SFG20 which is the standard maintenance compliance specification for building engineering services.
- (c) That the University Gas Policy was now in place and applies to all workplace activities relating to the installation, commissioning, modification and operational use of natural gas and LPG services systems.
- (d) That a paper was received from the Estates Electrical Testing Officer relating to Fixed Wire Testing and Inspection, and PAT Testing. PAT testing for equipment in shared buildings should be organised by building managers.
- (e) That a paper was received from the Estates Compliance Officer relating to Estates Lifts and Lifting Equipment audit.
- (f) That a Zurich quarter 2 engineering inspection report was received.
- (g) That personal harnesses are provided and assigned to individuals, signed for and asset tagged.

11/18-19 Water Hygiene

CONSIDERED:

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)

REPORTED: (by the Compliance and Assurance Manager)

- (a) That the Water Safety Management Group met on 8 October 2018 with representatives from across the University.
- (b) That it was reported, a Specialist Inspector from the Health and Safety Executive (HSE) visited Cryfield Sports Pavilion following an investigation by Public Health England (PHE) and Warwickshire Environmental Health who confirmed cases of Legionnaires Disease contracted by two cricketers using the facility. Water samples taken showed high Legionella count but the strain was different from that which caused the disease in the cricketers.
- (c) That the HSE issued a letter of Notification of Contravention due to, at the time of inspection, the University was unable to demonstrate that it had in place a system of cleaning and disinfecting certain elements of the water systems.

RESOLVED:

That the system at Cryfield Sports Pavilion had been disinfected and no Legionella bacteria had been found in subsequent samples, also the flushing regimes at the Pavilion had been reviewed.

The TMV maintenance programme had been reviewed, and on an annual basis, when the TMV's are stripped down, they would be replaced where necessary and records kept on maintenance sheets.

That the dashboard metrics relating to statutory testing would be discussed at the next meeting of the UHSEC.

12/18-19 Review of Policy and Leadership and Management Document

CONSIDERED:

A paper on proposed changes to the University's Health and Safety Policy document (UHSEC.08/18-19)

REPORTED: (by the Director of Health and Safety)

- (a) That there are no significant changes proposed to either the University Health and Safety Policy or to the Leadership and Management Document.
- (b) That the administrative amendments to the University Health and Safety Policy and the Leadership and Management Document reflected the appointment of a Commercial Director.

(by the Lay Member of the Council)

- (c) That clarification was required regarding the statement "all take reasonable steps to prevent injury or ill-health to staff, students and visitors" within the Health and Safety Policy.

(by the Acting Chair)

- (d) That the part of the statement "reasonable steps" should be revised to "necessary steps".

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

- (e) That the Leadership and Management Document stated "100% of Risk Assessments are in place for all identified activities and equipment by January 2019". Clarification was required what programme should be followed thereafter.

RESOLVED:

That the recommended amendment to the Health and Safety Policy to be made with no further discussion at this committee.

That all risk assessments previously identified should be completed by the end of January 2019. New activities and equipment risk assessments to be completed when identified during 2019 at the earliest opportunity.

13/18-19 Health and Safety Plan 2018-19

CONSIDERED:

A paper on the progress made against the University Health and Safety Plan (UHSEC.09/18-19)

RESOLVED:

That the Health and Safety Plan 2018-19 to be taken forward to the next meeting of the UHSEC.

14/18-19 Dates of Future Meetings

17 December 2018, at 12.45, in CMR1.0

11 February 2019, at 12.45, in CMR1.0

8 April 2019, at 12.45, in CMR1.0

20 May 2019, at 12.45, in CMR1.0

15 July 2019, at 12.45, in CMR1.0