

UNIVERSITY OF WARWICK

UNIVERSITY HEALTH AND SAFETY COMMITTEE

OPEN MINUTES OF THE MEETING HELD 10:00, Wednesday 10 June 2020

Present	Michael Ward	MW	Head of Department, Chemistry (Chair)
	John Phillips	JP	Director of Health and Safety (Vice-Chair)
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Lisa Burton	LB	Member of staff from the Faculty of Social Sciences
	Lee Cartwright	LC	Trade Union Representative (UNITE)
	Richard Campbell-Kelly	RCK	Member of staff from Insurance Services
	Claire Daffern	CD	Trade Union Representative (UCU)
	Louise Davies	LD	Member of staff from the Sports Centre
	Heather Green	HG	Member of staff from the Library
	Tom Hase	TH	Chair of H&S Committee (Physics)
	Charlotte Lloyd	CL	Student Sabbatical Officer
	Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	David Mullins	DM	Chair of H&S Committee (WMG)
	Duncan Parkes	DP	Member of staff of the Students' Union
	Mayur Patel	MP	Assistance Secretary to the UHSC
	David Roper	DR	Chair of H&S Committee (SLS)
	Leon Sealey-Huggins	LSH	Trade Union Representative (UCU)
	Duncan Stiles	DS	Member of staff from the Estates Office
	Diana Stonefield	DS1	Member of staff from the Faculty of Arts
Victor Zammit	VZ	Chair of H&S Committee (WMS)	
Attending	Amy Hamson (Vice)	AH	Attending in the absence of David Towers
	Mayers Antonia	MA	Member of staff from the Library
Ref	Item		
028	Apologies for absence Apologies were received from Graham Hakes, David Tower, Caroline Farren, Peter Robinson. The Chair formally welcomed Leon Sealey-Huggins as the Trade Union Representative (UCU) replacing Mike Joy.		
029	Declarations of Interest No new declarations were made.		
030	Minutes of last meeting on 4 March 2020 The minutes of the meeting held on 4 March 2020 were received and approved following the minor amendments, additions in red , deletions struck through : 027 Any other business The Director of Health and Safety Services informed the Committee, that the recent concerns relating to the Corona Virus coronavirus was not solely a health and safety concern and the university was monitoring the situation with advise advice from Public Health England (PHE). Chris Twine was leading the university Major Incident Team on this issue, the team would capture data but would not provide advise advise .		
031	Matters arising from last meeting held on 4 March 2020 No new matters were raised.		
Chair's Update			
032	Chair's Business and Actions The Chair reported that a paper had been submitted by the UCU Trade Union Representatives regarding concerns to be addressed before staff returned back to work. The Trade Union Representative would be		

	invited to provide further information later during the meeting under item 035 Covid-19 Secure and Returning to Campus.
033	<p>Wellbeing Update</p> <p>The Director of Health and Safety Services, provided a verbal update relating to Wellbeing for Staff and Students. The major work that was being conducted included how staff and students would be able to return to campus. Hannah Friend was reviewing staff and student wellbeing, availability of support and issues that were being faced; a clinically led Digital Mental Health Service known as ‘The Big White Wall’ was launched 6-8 months ago and was a chat forum for Warwick students to raise and discuss issues they may have been experiencing, this had now been extended and made available to all Warwick University staff; the Health Assure contract was extended, who provide Warwick staff and family members support and advice through the Employee Assistance Programme (EAP), the latest report of EAP engagement by staff and family members indicated an increase compared to previous months, with high contact being made during the evenings and weekend, the highest area for contact was for legal advice relating to divorce and separation; meeting of both the Staff Wellbeing Strategy Group and the Student Wellbeing Strategy Group would continue and Council had approved the Wellbeing Strategy which consisted of two strands, students and staff.</p>
Executive Update	
034	<p>Key Points relating to the University Health and Safety Executive Committee</p> <p>The Director of Health and Safety Services presented, the report from the meetings of the University Health and Safety Executive Committee (UHSEC) on 03 June 2020 (032-UHSC100620). Discussion at UHSEC had included: four new policies on Biological Safety, Laser Safety, Explosives and Stress Management were approved by both the University Executive Board (UEB) and University Health and Safety Executive Committee (UHSEC); the International travel policy was approved by UEB but further work was required to ensure that the service level was correct to ensure we got value from the service; the British Standards Institute (BSi) audit took place in March 2020 focusing on Central Health & Safety processes, and Estates Operations and Compliance, the audit identified 1 major non-conformity (around the closing out of previous actions around inspections, maintenance and training) and 7 minor non-conformities (around the safety system management, training and water), the next BSi audit was to take place in September 2020 at which focus would be on the School of Life Sciences and Medical School; an update from Human Resources on the Menopause Policy would be given at a future meeting; as part of the ISO45001 Occupational Health and Safety Management, greater engagement from senior management and staff would be required.</p> <p>Trade Union Representative (UCU) indicated that they would welcome the opportunity to contribute to the Menopause Policy and requested that they be invited to the next meeting at which it would be discussed.</p> <p>The Director of Health and Safety Services would carry forward the interest and raise with the Director (Interim) of Human Resources.</p>
035	<p>Covid-19 Secure and Returning to Campus</p> <p>The Director of Health and Safety services, presented report (035-UHSC100620) which contained information regarding Covid-19 Secure and Returning to Campus. The Committee received and noted the content of the paper</p> <p>The Director of Health and Safety Services reported that prior to ‘lockdown’, the Major Incident process was initiated with regular Major Incident Team (MIT) Silver meeting being held. With lockdown easing the Silver MIT group had been replaced by the Campus Re-opening Working Group (CRWG). The group considered two complementary strands of work: Covid-19 secure Risk Assessment/SOP (033a-UHSC100620) for space and activity, and a building level risk assessment covering statutory compliance. The Covid-19 Secure Risk assessment/SOP for space and activity had been developed by key stakeholders including the Science, Engineering and Medicine departments and the Trades’ Unions; and piloted by the Research Technology Platform (RTP).</p> <p>Further discussion by committee members included:</p> <ul style="list-style-type: none"> • That following the risk assessment pilot by the Research Technology Platform’s (RTP’s), no feedback was provided, what was mechanism to be used to provide this prior to staff returning to work.

	<ul style="list-style-type: none"> • Before buildings re-opened and staff allowed to return, buildings required to be made safe, all turned off equipment successfully reactivated and flushing of water systems. Buildings would also need to meeting Covid-19 recommendations and activity risk assessments completed and approved. • The Library was receiving requests from researchers relating to printing and picking up/dropping off. At this stage, the Library was working through Covid guidelines to ensure safety and would not fully open but provide a reduced service when re-opened. An area of concern was related to study area and what responses should be given to requests. • The Estates department had prepared a building re-opening list with target dates, but had to consider risk assessments and confirmation that Head of Department had had dialog with their staff before re-opening was approved. • Work was also being carried out in other areas where re-opening would have an impact, these related to additional cleaning within buildings and working environment to meet the government recommendations. A short audio-visual presentation was being developed to be screened around university campuses via existing screens, to promote the importance of good hygiene practise; as well as the development of a Moodle training package to be rolled out shortly. • To meet and manage expectations of the staged return to work, departments needed to look at work space and prioritise activities and decide what percent of work force should be allowed at back at each stage. • Building level risk assessment was considered to be more important compared to space level as these would have to incorporate shared common areas such as beak-out areas, toilets and kitchen etc. • Clear guidance was required from central university as students had received information relating to face-to-face teaching, but this had not filtered down to teaching staff. • The Social Distances Working Group was considering the return of students and staff to campus, and information would become available shortly. • The university was to implement 2 metre social distancing; this level would remain but would be reviewed, even if government guideline suggested that this could be reduced to 1 metre providing higher safeguarding to staff and students. Departments had been advised to purchase face masks for staff and thermometers/thermos imaging equipment if required. • Estates was working with departments to re-open buildings, but would not look at areas of maintenance that would normally be managed by the department. Date of re-opening a building would be discussed and depend on when the departments were happy that all relevant actions had been completed and processes in place. • A Warwick UCU document was presented at the meeting, which highlight 5 main areas: Safe in society, Safe on campus, Safe university buildings, Safe for all colleague's and Safer communication in the hope of securing the University's commitment to ensuring that any return of staff and students to campus would be safe, secure and voluntary. Committee members received and noted the presentation. • Completed risk assessments were stored within the Health and Safety Software Tool – SHE Assure, all licence holders could access and view them, also action raised could be tracked easily through to completion. • Staff who had covid-19 related concerns should be primarily directed to speak with Departmental Heads, Trade Unions, Health and Safety Representatives, and Health and Safety Officers. If these channels were not open, then a phone call to the Health and Safety Department should be made.
036	<p>Estates Covid-19 Report</p> <p>The Member of Staff from the Estates Office presented, the report (034-UHSEC100620) covered Health and Safety, building statutory compliance, water management compliance and how contractors involved in capital projects had handled the Covid-19 crisis and how these processes would assist in getting groups back to work post lockdown. The Committee received and noted the content of the paper.</p>
Governance	
037	Health and Safety Annual Report

	<p>The Director of Health and Safety Services presented, the report (035-UHSC100620) on the Health and Safety Annual Report and reported that this was the second year the H&S annual report had been presented and would continue to do so annually. The Committee received and noted the content of the paper.</p> <p>The key points from the paper are as follows:</p> <ul style="list-style-type: none"> • That in 2021 the OHSAS18001 was to be replaced by the new International Standard ISO45001, the main differences included: higher level of management involvement; improved engagement with staff and stakeholders; an improved focus on Risk Assessment and Risk Management; increased focus relating to health and mental health issues; Health and Safety planning as part of the management system; and improved ability to integrate management systems such as ISO9001 (Quality), ISO14001 (Environment) and ISO27001 (Information Security). • That ISO45001 standard required 'top management' involvement with reviewing health and safety management system on a regular basis. <p>ISO45001 also required continual improvement for close out of actions; Statutory and Compliance records; regular review of activities related risk assessments; Risk Assessment and Risk Control Measures as required under the Control of Substances Hazard to Health Regulation and the Provision and Use of Work Equipment Regulations; Introduction of a Learning Management System (LMS) to aid reporting on completed essential and mandatory H&S training; and Mental Health Awareness training for managers</p> <p>The Annual report was welcomed by the committee, but a suggestion was made to include training requirements when looking at risk assessment. The Director of Health and Safety clarified, that training was only one element of a risk assessment and could only be identified once a risk assessment had been completed.</p>
037	<p>Activities around the University</p> <p>Committee members reported:</p> <ol style="list-style-type: none"> 1) A joint meeting of the Trade Unions had taken place discussing how to best protect shielding staff retuning back to work from furlough. 2) An insurance review was underway to be completed by 1st August, considering critical insurance level and the non-reduction in employee liability insurance and clinical trials insurance. 3) Trade Unions were working with Social Distances Working Group and Estates Working Groups considering implementations required for safe working for staff. 4) A 5G mast had been installed on the Library building. 5) Library assessing what implementations would be required to be put into place before re-opening and what level of service to supply. 6) Chemistry continue to hold departmental H&S meetings and working with chemtech team to complete risk assessments. 7) WMG were working on the business contingency plan, has completed 3 risk assessments, priority space activities being reviewed, H&S Fire Training completion rate increased from 40% - 90% continuing drive to achieve 100%. 8) SLS working with the Estates department to reactivate services and equipment in readiness for building re-opening. 9) Estates were supporting departments with building compliance to aid re-opening, work on Asbestos and Space Code of Practice completed, promotion and completion of Moodle training by all staff. 10) WMS were working on departmental risk assessments and had nominated a person to be part of the Restart Working Group.
Other	
038	<p>Any other business</p> <p>The Director of Health and Safety Services informed the Committee, that staff who were shielding needed to be classified as 'clinically extremely vulnerable' or 'clinically vulnerable', supported by medical documentation. Documents should be uploaded on Success Factors on individual profiles. It was pointed out that some</p>

employees may not be comfortable with discussing such matters with their direct manager, in such cases an alternative route should be sought.

A concern was raised regarding hand drier usage within toilets and confined spaces. A Leading Researcher from SLS and Chair of the Health and Safety Committee (SLS) advised the committee that if hands were washed for the recommended 20 seconds using detergent, then the risk of transferring the virus through water droplets would be minimal as water droplets would be clean, subsequently this had been confirmed through reference to HSE guidance. It would be more advantages to display signage with advise on correct and recommended hand hygiene practise.

The Committee to note, that an error had occurred during the preparation of the agenda for this meeting relating to item reference numbers. Items 26-37 on the agenda would be amended to 28-38 consecutively in the minutes of this UHSC meeting minutes.

Next meeting: 10.00am, Wednesday 11 November 2020, CMR1.0 (University House)

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS