**UNIVERSITY OF WARWICK**

**Minutes of the meeting of the Safety Committee held on 27th May 2005**

Present: Professor P Scott (Chair), Dr. D Hodgson, Dr. S Al-Khalifa, Professor M Wills, Mr. R Moore, Miss. J Gardner, Mr. P Jones, Mrs. A Walters, Mrs. A Boutall, Mr. M Smith, Mr. J Dempsey, Ms. J Emmerson, Mr. A Winter, Mr. R Farr, Mr. F Buxton, Mrs. L McCarthy

Apologies: Mr. D Wilson, Ms. S Russell, Mr. D Beaton, Ms. T Forysiak, Mr. J Burrows, Ms. K Stark, Ms. S Riley, Mr. P Mason, Mr. R Buckle, Mr. P Hand

In Attendance: Ms. J Strong, Secretary to the University Safety Committee
Dr. D Veale, University Safety Officer
Mrs. C Beament, University Health and Safety Adviser
Ms. M Eggleton, Occupational Health Adviser
Mr. D Welchman, Head of Estates Projects, Estates Office

28/04-05 Minutes

RESOLVED:

(i) That the minutes of the meeting held on the 11th February 2005 is approved.

(ii) That a copy of the minutes be placed on the restricted access area of the Safety Office web site.

29/04-05 Matters Arising From the Minutes

RECEIVED:

(a) Revision of the University Health and Safety Policy (USC.18-04/05)

A report from the Chair on the response from Senate and Council to the proposed revision of SITU part 18 – Work Experience

RESOLVED:

That Senate and Council have approved the proposed revision of SITU part 18 – Work Experience.

(b) Smoking in the University (USC. 19-04/05)

REPORTED:

That further consultation by the Safety Office with academic departments, Senior Officers of the University, Trade Unions and

other interested parties over the recommendations in the report is required. A summary of responses would be presented to the committee at its next meeting

(c) Annual Report to Senate and Council (USC. 22-04/05)

RECEIVED:

A report from the University Safety Officer that the Annual Report to Senate and Council was approved and has been posted on the University's Safety web site.

(d) Recognition and Reward of Departmental Safety Officers (USC. 23-04/05)

CONSIDERED:

Proposals for the recognition and reward of Departmental Safety Officers (USC.29-04/05).

RECOMMENDED:

That proposals for the recognition and reward of Departmental Safety Officers be approved by Senate and Council as set out in paper USC. 29/04-05.

(e) Responsibility for Fire safety (USC. 24-04/05)

RECEIVED:

A report from the working party on Fire Safety (Paper 30-04/05)

CONSIDERED:

(a)

i. Recruitment ongoing for a Safety Manager, who will hold some responsibility for Fire safety, based in the Estates Office.

ii. Requirement of consistency of approach to all Fire safety issues across the University

RECOMMENDED:

Departmental Safety Officers from the Science departments to meet regularly to discuss fire safety issues. The University Safety Officer to set up an initial meeting, to agree on the groups, scope, members and frequency of meetings. Report to University safety Committee at it's next meeting.

CONSIDERED:

(b) Review of staff training in fire safety.

RECOMMENDED:

Staff training in Fire Safety to be discussed with Estates Safety Manger when appointed.

30/04-05 Chair's Business

WELCOMED:

Claire Beament (Assistant University Safety Officer) to the meeting.

31/04-05 Report from the University Safety Officer

RECIEVED:

Report from the University Safety Officer

REPORTED:

(a) Mary Eggleton is the University's temporary Occupational Health Adviser whilst recruitment continues for two permanent post, one of which will be a more senior role.

(b) Ben Swoboda retired in April 2005 from his post as Assistant University Safety Officer. Claire Beament is his replacement.

(c) SITU Part 5 and attendant supplement has been revised, printed and distributed to departments.

(d) Candidates were required for forthcoming first aid training.

(e) Review of Accidents and Incidents

i. Trip and Fall Accident / Medical school, occurred when a Security Officer attended a fire evacuation. Fall caused due to staff evacuating the building failing to congregate at the appointed area therefore blocking access to the building.
ii. Two electric shocks in Warwick Hospitality.

32/04-05 Report from the University Estates Officer

RECEIVED:

A report from the University's Estates Officer.

CONSIDERED:

(a) University Ring Road
Feasibility study of converting the pedestrian crossing near Library Road to a Pelican crossing controlled by traffic lights. Study request due to high student numbers crossing causing traffic congestion

RECOMMENDED:

TMS consultancy concluded that a change would reduce traffic congestion, however traffic speed would increase. The recommendation that from a safety viewpoint was that no change to the current arrangements would be made.

REPORTED:

(b) Capital Projects
   i. Westwood – Institute of Education – Teaching Centre
   Demolition completed by beginning of June 2005, work to commence on new build July 2005.

   ii. Warwick Business School – Phase II
   Work will commence in July 2005.

33/04-05 Report from Student & Ancillary Services

RECIEVED:

A report from the Security Manager on the number of fire alarms and other emergency call outs.

NOTED:

(a) Ambulance Attendance's described as "not know" refers to calls originated from a mobile phone.
(b) Fire Alarms where "Brigade not called" is recorded, illustrates that until a fire is confirmed the Fire Brigade are usually not called.

34/04-05 Visit from Enforcing Authorities

RECEIVED:

Letters from the Environment Agency, and the Health and Safety Executive, following visits to Engineering & Chemistry and Biological Sciences, respectively.

NOTED:

Further visits to departments may be arranged in the future.