

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
PROTECTED MINUTES OF THE MEETING HELD 5 MARCH 2025**

Present	Prof. James Hayton	JH	Chair of the UHSC
	John Phillips	JP	Director of Health and Safety Services
	Perry Wheatley	PW	Trade Union Representative (UNITE)
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Nick Humphries	NH	Trade Union Representative (Unison)
	Dr Andrew Marsh	AM	Trade Union Representative (UCU)
	Prof. Thomas Hase	TH	Chair of H&S Committee (Physics)
	Prof. Paul Jennings	PJ	Chair of H&S Committee (WMG)
	Dr Richard Puxty	RP	Chair of H&S Committee (SLS)
	Prof. Andre van Veen	AvV	Chair of H&S Committee (SoE)
	Prof. Jonathan Millar	JM	Chair of H&S Committee (WMS)
	Oliver Cooper	OC	Member of staff from the Faculty of Arts
	Lisa Burton	LB	Member of staff from the Faculty of Social Sciences
	Andy Smith	AS	Member of staff from Professional Services
	Liz Gardner	LG	Member of staff from the Library
	Tim Kaye	TK	Member of staff from CCSG
	Duncan Parkes	DP	Member of staff of the Students Union
	Duncan Stiles	DS	Member of staff from Estates
Richard Campbell-Kelly	RCK	Member of staff from Insurance Services	
Suzie Lynn	SL	Assistant Secretary to UHSC	
In attendance	Graham Hakes	GH	Senior Health & Safety Adviser
	Ian Rose	IR	Audit & Systems Manager
	Rose Clark	RC	Executive Officer, Faculty of Social Sciences
	John Roberts	JR	University of Warwick Science Park
	Rajan Randev	RR	Deputy Technical Services Facilities Manager

Some items are noted as “Exempt information not included” as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

Ref	Item
016	<p>Apologies for absence and membership update</p> <p>Apologies were received from Louis Gosling (Students Union Representative) and Prof. Peter Scott (Chair of H&S Committee (Chemistry)).</p> <p>Rajan Randev will be deputising for Prof. Peter Scott.</p> <p>Rose Clark can attend until 11:00.</p> <p>Oliver Cooper has replaced Andrea Humber as representative from the Faculty of Arts.</p>
017	<p>Declarations of Interest</p> <p>There were no conflicts of interest declared.</p>
018	<p>Minutes of last meeting held on 21 November 2024</p> <p>The minutes of the meeting held on 21 November 2024 were received and approved.</p>
019	<p>Matters arising from last meeting on 21 November 2024</p> <p>The matters arising which are not covered in the substantive part of the agenda are as follows:</p>

	<p>012- Update on the trial of 1-1 support for front facing staff to be provided (AS) AS advised he is hoping to bring this into the Staff Strategy as a resource request. Work is currently ongoing to get accredited for Thrive at Work, however at best UoW would be looking to achieve a bronze award, as such we are looking at utilising this resource in a better way. Currently, 16 people are having 1-1 support which is a good utilisation of staff wellbeing resource. The next step is to formalise how this would work as a process with HR and how people would access it.</p>
Chairs Update	
020	<p>Chairs Business and Actions JH raised the University of Birmingham received a letter from the HSE relating to stress management, this will be discussed later in the agenda.</p>
Executive Update	
021	<p>Performance Report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (021-UHSC050325), the Committee received and noted the content.</p> <p>IR advised that the dashboard had been created following a recommendation from the internal audit. The Assurance level is limited and this is linked to RA completion rates, etc. IR highlighted that:</p> <ul style="list-style-type: none"> • The H&S team have been working with departments to identify RA gaps; • KPI4 Training data – There is still a gap in this data. The data from the last dashboard was slightly erroneous due to how the data was uploaded. <p>TH raised a concern about some people having multiple University accounts. JP advised that Lisa Grimsley has manually removed 95% of duplications; there are some cases where people have different names which is almost impossible to identify. TH stated that the data depends on what email address people do the training under and that some post grads may have completed this under their student account. IR stated that KPI4 is purely staff data.</p> <p>JP stated that face to face training is easier to manage and further courses will be inputted in the future. RCK asked if mandatory training is linked into SuccessFactors. JP stated there is a team looking at this currently and that Assure was only a short term tactical solution. TH raised that students cannot be put on SuccessFactors, JP advised this has been flagged. JP stated an update on this from HR may be useful at the beginning of next term. JM stated that the big admin effort that is put into keeping training records across the University should be considered when considering cost for a new system.</p> <p>ACTION: Update required from HR on mandatory training records being linked to SuccessFactors.</p> <ul style="list-style-type: none"> • There has been an internal and a BSI audit which changed the Risk Profile slightly. Estates (Ops) has increased slightly due to control around RAs and Engineering has decreased slightly due to better management controls. <p>AM asked what the scale of the profile is. JP will confirm this. TH asked if these were unmitigated risks and JP advised they were mitigated risks. JP stated it is very unlikely these departments will ever go ‘green’ due to the nature of the hazards that they have. JH asked for a key to be added to the table to clarify what the scale is for future reports.</p> <p>ACTION: Risk Profile scale to be added to future iterations of the performance report.</p> <p>GH highlighted the current key risks and added that COSHH is being worked on around UoW with assistance from Labcup; the risk will come down when it is implemented. TH stated that people, stress, etc may be good to highlight within the key risks.</p>

	<p>GH stated that the incident data is steady; this reports on work related incidents (sports injuries are not often work related). There were zero serious incidents at the time of the report.</p>
<p>022</p>	<p>Martyn’s Law and SafeZone Update [Exempt information not included]</p> <p>John Phillips updated the Committee that Martyn’s Law is legislation being developed in response to the Manchester Arena bombing and it applies to venues where there are large gatherings of people. It has not come into law yet, but it will soon. There is a lot of work going on behind the scenes regarding this at UoW and there is a Martyn’s Law Working Group.</p> <p>JP advised that SafeZone is a system that can be logged into when someone comes onto campus and can be used to identify the location of first aiders who can then be contacted in the event of an incident. There are some challenges – A smart phone is required, and people will need to log in and log out, etc. However, JP advised it is a very good system. It can also facilitate mass communication via phone, email or desktop, which can communicate incidents on campus to people.</p> <p>ACTION: Mark Kennel to provide an update/presentation on SafeZone at the next meeting.</p> <p>RCK stated SafeZone could also be used to communicate with staff abroad, especially those in locations where incidents have occurred. It can be used for 2-way communication and would make it very quick and easy to get an ‘okay’ message from staff if needed.</p>
<p>023</p>	<p>Waste Policy Update Duncan Stiles updated the Committee that there was previously a Hazardous Waste policy and an Estates statement of principles; this has been combined into an overarching Waste policy which has been consulted on. Rosie Drinkwater is the policy owner and there will also be a CoP which is being drafted. This is going to POG for approval tomorrow.</p>
<p>Governance</p>	
<p>024</p>	<p>Staff Wellbeing Working Group Update JH advised that the Group has met again since the papers were prepared.</p> <p>The Director of Wellbeing and Safeguarding presented the key points of the paper (024-UHSC050325), the Committee received and noted the content.</p> <p>AS stated that the Group is going well, the current key areas of focus are metrics to be used and EAP provision. The draft Strategy is also progressing and will hopefully be able to be shared more widely soon.</p> <p>The Group is looking to re-tender the EAP by next April. What this looks like is still to be determined – There is potential for a hybrid EAP/in house model, potentially with a new EAP provider.</p> <p>AS thanked everyone that has contributed to the Group.</p> <p>DS stated that Estates is one of the highest users of the EAP and that the transition to a new provider or something else needs to be thought about as the knowledge of the EAP is high and the recent Estates survey also included a wellbeing section. AS would be interested to see this survey.</p> <p>AS stated that the EAP feedback can sometimes be mixed. The Group is looking at what can be provided as well as the cost.</p> <p>JM raised a query about the role of H&S Committees in STEM departments; the risk profile highlighted these departments as some on the highest risk, but the Committees can only focus on physical H&S, not wellbeing and mental health as there is no capacity for this. WMS has a People Committee, but this is not connected to the SWWG, and these departments are represented by only one member at the SWWG. There is also no</p>

	<p>connection between UHSC and SWWG for STEM as different members attend. JP advised he had raised similar concerns at UHSEC about the Committee taking on too much in relation to wellbeing instead of physical H&S matters and it was agreed that the SWWG would be created as a UHSEC subgroup to handle this. JP would recommend that each department does something similar with their own H&S Committees in order to handle the potential increase in the volume of work.</p> <p>AS stated it is early days but once the Group is happy with the draft Strategy that it will go out for consultation. AS asked if people within STEM were more at risk of psychological wellbeing risks, JM stated not necessary, the concern is that this cannot be overseen by their H&S Committees. JH added that currently the Group is looking at high level issues, not implementation, so full departmental representation is not required, just the faculty. Further engagement with departments may be required later.</p> <p>RP stated that Assure is used for reporting of H&S issues but queried the reporting of wellbeing issues. AS stated that different departments have different data sets. We need to ensure we are providing an environment that is conducive to good wellbeing and to have the data to back this up. This is being looked at as part of the metrics discussions; need to know where the needs are and that things are working.</p>
025	<p>EAP Management Information Report [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (025-UHSC050325), the Committee received and noted the content.</p> <p>JP advised that the management report is in a new format as Health Assured are reformatting their information management interface.</p> <p>JP reminded the Committee that in 2024 Health Assured received criticism in regard to their confidentiality and subsequently their BACP accreditation was suspended. They have since had an audit and have a few minor recommendations to complete before their accreditation will be reinstated. JP asked members to communicate to their departments that the EAP should still be used and that the EAP has provide assurance that they do not share any information about anyone calling in.</p> <p>Feedback about the EAP can be mixed but this tends to be in relation to the telephone triage. JP asked for any feedback to be fed back to him. Looking to re-tender this in time for April 2026 with a new set of requirements – The previous requirements have been shared with the SWWG for comment. JP stated there is a current gap in the requirements around feedback; how Health Assured report on the feedback they receive from UoW staff. The hope is to get the required documentation to Procurement as soon as possible. JP added that Health Assured is still the biggest EAP provider in the UK. They also have an app called Wisdom, where staff can make enquiries instead of having to call – Good feedback is received about this.</p> <p>JP highlighted there appears to have been a 10% drop off in usage of the EAP last year, perhaps related to the bad press. However, it is still widely used. JP asked colleagues to promote its use.</p>
026	<p>UHSEC Update [Exempt information not included]</p> <p>The Director of Health and Safety presented the key points of the paper (026-UHSC050325), the Committee received and noted the content.</p> <p>JP stated that the University of Birmingham has received a letter from the HSE regarding their stress management processes.</p> <p>JP highlighted that the H&S policy, Fieldwork policy and Drones policy will be going to POG tomorrow. There have been very few changes to the H&S policy and policy document. IR stated the Drone policy has been updated so that a lot of the more technical information will now sit within the associated CoP.</p>

	<p>JP stated that the vehicle movement key risk was discussed – It is felt the risk is increasing and will do more as construction activities pick up pace; STEM Connect, Social Sciences and other projects will increase construction vehicles on site. Legal hire E-Scooters have also been re-introduced which adds a further complexity – Personal ones are still illegal. Vehicle safety data will be monitored over the next few years. AvV raised that vehicles on Gibbet Hill Road should be looked at; especially some motorists not abiding by the speed limit. JP stated this is a public highway but there are good relationships with the Council. AvV added that crossing at WBS is also challenging.</p>				
027	<p>Update from Union Representatives</p> <p>The Chair invited Union Representatives to provide an update.</p> <ul style="list-style-type: none"> PA (UNITE) – There has been a slight increase in minor accidents with maintenance staff. This has been looked into and appears to be PPE related; low amount of PPE being signed out from stores. PA is working with Allan Steel regarding this. UoW supplies all required PPE and staff should be able to request things from their line manager. <p>JP raised there had been previous queries around gender specific PPE and stated that there should now be 2 new providers for PPE. PA stated there is and that Allan Steel will be working with the new providers. RR asked to be kept updated on this – There are issues with lab coats (unisex) and safety boots (wide fit). PA stated part of the tender was to look at them being gender neutral. DS clarified that the PPE in Estates stores is for maintenance workers. JP confirmed that other departments still use the same suppliers but not from the stores.</p> <p>IR asked if this issue was related to a stock of PPE on a vehicle that had run out. PA stated that maintenance staff are issued a PPE bag, and it is their responsibility to top this up from the stores when required. DS stated there will be a campaign on this and currently PPE is being checked at meetings.</p> <p>JH stated that which PPE to use would be on the RA and queried whether staff were not reading this. PA stated this is a separate piece of work regarding how to capture that RAs are being read. JP stated it is hard to make people read RAs – The control measures is the key section that needs to be read. TH stated this is a competency sign off issue. JP stated he is a fan of TBT's which communicate the control measures, and then to inspect the PPE to ensure it is clean, etc. TH added that CoP's are also too long and a summary of this would be good – JP stated this would be the SOP and TBT.</p> <ul style="list-style-type: none"> NH (Unison) – The Union is keen to get ahead of the curve in regard to climate change and working in hot weather. JP stated that Estates colleagues have done a lot of work with this. NH added this would also tie into PPE. AM (UCU) – AM stated it is good the multiple ways that stress management is starting to be addressed across the University. AM raised that there is only one trade union representative at the SWWG currently, but they were not able to attend the last meeting. JP stated this is the representative who attends UHSEC but that the Unions can discuss this to decide who should attend. AM stated there has also been a campaign on toilets at work and a number at Gibbet Hill have been highlighted as inadequate. 				
028	<p>Activities around the University [Exempt information not included]</p> <p>The Chair invited Committee members to provide an update on developments and initiatives in their respective areas:</p> <table border="1" data-bbox="194 1778 1540 2033"> <tr> <td data-bbox="194 1778 427 2033">Lisa Burton</td> <td data-bbox="427 1778 651 2033">WBS</td> <td data-bbox="651 1778 1540 2033"> <ul style="list-style-type: none"> Seeing an increase in work related stress and anxiety – Both in individuals who have gone through support routes and those that have not. There is a concern that the numbers may be masked, especially at higher grades where the mentality may be to cope with it. Working on how to land the new travel RA process to get maximum buy in </td> </tr> </table>		Lisa Burton	WBS	<ul style="list-style-type: none"> Seeing an increase in work related stress and anxiety – Both in individuals who have gone through support routes and those that have not. There is a concern that the numbers may be masked, especially at higher grades where the mentality may be to cope with it. Working on how to land the new travel RA process to get maximum buy in
Lisa Burton	WBS	<ul style="list-style-type: none"> Seeing an increase in work related stress and anxiety – Both in individuals who have gone through support routes and those that have not. There is a concern that the numbers may be masked, especially at higher grades where the mentality may be to cope with it. Working on how to land the new travel RA process to get maximum buy in 			

		<ul style="list-style-type: none"> • Emergency evacuations have been completed recently and have gone very well. Response times were good, and work is being done on internal processes to make these smoother. • There are some ongoing issues with various older Social Sciences buildings
Tim Kaye	Warwick Sport	<ul style="list-style-type: none"> • Close to agreeing a deal with OpsPlan which is a system to oversee all H&S, maintenance and facilities services • The recent evacuation went very well
Duncan Stiles	Estates	<ul style="list-style-type: none"> • Asbestos Policy reviewed, very minor amendments. • Water Safety Policy reviewed going to POG 6th March 2025 • ES015 Fuel Cards & EV Charging Fobs SOP being reviewed. • ES020 Telematics SOP being reviewed. • University Water Safety Plan reviewed • Health, Safety and Wellbeing Questionnaire in October, summary of the results at Estates Health Safety & Wellbeing Strategic Group Meeting, the results were very positive, an action plan is now being developed, that will be presented to ELT in the near future, we have had a total of 596 responses (62% of the 955 estimate of total staff). • Development of a new SOP Non-Compliant Electrical Adapters. • University Asbestos Management COP consulted and reviewed. • Members of Estates have been involved in the tender process for the new University Uniform, Workwear, PPE and Safety Footwear with a successful outcome. Thank you to Central Procurement for leading on this and involving Estates.
Andy Smith	Wellbeing & Safeguarding	<p>There have been some issues with the Big Issue seller on campus who has been banned and is being investigated. Comms about scams on campus have been issued and the Police and local authority are investigating. JP stated he does not believe this is restricted to just UoW campus.</p> <p>RP stated there are a few scams related to housing in particular in relation to international students. AS stated he is trying to provide some information and education for students, including before they arrive.</p> <p>AvV raised that in Engineering there have been attempts to break into their facilities; Community Safety was made aware, and it is believed this was officially reported. RR stated Chemistry had a similar incident of a lock being forced and money stolen from students. There have also been reports from SLS regarding tailgating and stealing cash. This was reported to the Police and Community Safety was also involved. OC shared that Mathematical Sciences also had an intruder going through offices. DP stated the SU was broken into recently as well and there was attempted access to the roof; believe this was related to risk taking as a banner has been put on a different roof previously. Community Safety was made aware.</p> <p>AS stated that UoW campus does get similar crime to large towns, but believes this is not anything to be worried about currently. AS advised to make Community Safety aware if anything occurs, who can then share this with the Police.</p>

			JH asked how Community Safety concerns and H&S concerns are linked up. JP advised that Community Safety report into AS and operationally there is good interaction with H&S – H&S receive a copy of their incident reports as well.
Richard Campbell-Kelly	Insurance Services		<ul style="list-style-type: none"> Starting renewal discussions in time for 1st August – Do not anticipate any problems AIG, the property insurer, completed surveys of the campus in December – There were no major issues and a few minor issues with regard to hot works permits The Engineering services inspection contract (Zurich) will be managed by Estates procurement from 1st August The travel RA has been updated – Some departments have not been completing it properly/fully or downplaying risks so this new version should help resolve that
Tom Hase	Physics		<ul style="list-style-type: none"> A discussion is required on gas monitors in labs. There are 2 systems – One linked to the fire alarm system and one a local system. When to use one or the other needs some thinking. On the Science Concourse one of the double doors leading to library bridge has been locked since January stating ‘awaiting parts’ and a bin placed in front of it – This is a fire door and it is worrying that this is still not fixed.
Richard Puxty	SLS		<ul style="list-style-type: none"> In SLS/WMS there have been incidents of CO2 incubators failing and causing gas leaks. There is a system that detects this and closes the gas line however there is an issue regarding the response to such incidents. When Community Safety attend, they communicate with the technical team who then come in on a voluntary basis out of hours to reset the panel. This needs addressing in regard to business continuity. RP raised the cost of PPE and Engineering controls and how these get paid for, whether under grants or not. JP stated this would be case by case depending on the use of the lab and if it’s shared, etc. JP stated there is notification of projects that would have significant H&S concerns and that H&S requirements should be factored into the design stage of the risk assessment.
Jonathan Millar	WMS		<ul style="list-style-type: none"> The H&S Committee is meeting regularly Tenancy agreements at 2 WMS sites are being reviewed <p>JP raised the FP20 process, UoW follow this as a tenant or a landlord, but the contracts don’t always say a lot about H&S. However, below the legal agreement is the H&S pro forma which maps out who is responsible for managing each area. Discussion may be required with DS offline regarding this. DS stated the property module on Invida can also assist with this. JP stated he will not sign off on an agreement until he is happy with H&S but is unaware if the department also signs this. DS stated departments do not, but they are consulted.</p>
Other			

029

Any Other Business

DS thanked JP for the H&S Committee training held before this meeting.

Attendees:

Andrew Marsh
Liz Gardner
Mark Tock
Paul Allsopp
Duncan Parkes
Perry Wheatley
Oliver Cooper
Duncan Stiles
Tom Hase
Jonathan Millar
Andre van Veen
Richard Puxty
James Hayton
Rose Clark
Paul Jennings
Nick Humphries
Tim Kaye
Lisa Burton
Andy Smith

Next meeting: 4 June 2025

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
010- Waste Policy Action Group Update	ACTION: The new Waste Policy to be viewed by the Committee.	Duncan Stiles	Closed
012- Wellbeing Update	ACTION: Update on the trial of 1-1 support for front facing staff to be provided.	Andy Smith	Complete
015- Any Other Business	ACTION: H&S training for Committee members to be organised to coincide with March UHSC meeting.	John Phillips/ Suzie Lynn	Complete
021- Performance Report	ACTION: Update required from HR on mandatory training records being linked to SuccessFactors.	John Phillips June 2025	
021- Performance Report	ACTION: Risk Profile scale to be added to future iterations of the performance report.	Ian Rose	
022- Martyn's Law and SafeZone Update	ACTION: Mark Kennel to provide an update/presentation on SafeZone at the next meeting.	John Phillips/ Mark Kennel June 2025	
ITEM	DECISION		