

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 20 JUNE 2024**

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| Present | Prof. Rebecca Earle | RE | Chair of the UHSC |
| | John Phillips | JP | Director of Health and Safety Services |
| | Lee Cartwright | LC | Trade Union Representative (UNITE) |
| | Paul Allsopp | PA | Trade Union Representative (UNITE) |
| | Carl Messenger | CM | Trade Union Representative (Unison) |
| | Dr Andrew Marsh | AM | Trade Union Representative (UCU) |
| | Prof. Thomas Hase | TH | Chair of H&S Committee (Physics) |
| | Prof. Peter Scott | PS | Chair of H&S Committee (Chemistry) |
| | Dr Richard Puxty | RP | Chair of H&S Committee (SLS) |
| | Prof. Andre van Veen | AvV | Chair of H&S Committee (SoE) |
| | Lisa Burton | LB | Member of staff from the Faculty of Social Sciences |
| | Andy Smith | AS | Director of Wellbeing & Safeguarding |
| | Liz Gardner | LG | Member of staff from the Library |
| | Tim Kaye | TK | Member of staff from the Sports Centre |
| | Duncan Parkes | DP | Member of staff of the Students Union |
| | Helen James | HJ | Member of staff from Commercial Services |
| Richard Campbell-Kelly | RCK | Member of staff from Insurance Services | |
| Suzie Lynn | SL | Assistant Secretary to UHSC | |
| In attendance | Dr Claire Dancer | CS | Associate Professor – Reader (WMG) |
| | Daniel Gibbons | DG | Associate Director – Capital Programmes |

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 |
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| 032 | <p>Apologies for absence and membership update</p> <p>Apologies were received from Graham Hakes (Senior Health & Safety Adviser), Prof. Jonathan Millar (Deputy Chair of H&S Committee (WMS)), Duncan Stiles (Member of staff from the Estates Office), Prof. Paul Jennings (Chair of H&S Committee (WMG)), Andrea Pulford (Member of staff from the Arts Centre), Nick Humphries (Trade Union Representative (Unison)), Emma Birch (Students Union Representative), Prof. Victor Zammit (Chair of H&S Committee (WMS)) and Diana Stonefield (Member of staff from the Faculty of Arts).</p> <p>Tim Kaye has replaced Olly Boyle as Member of staff from the Sports Centre. Dr Claire Dancer is deputising for Prof. Paul Jennings.</p> <p>Prof. Jonathan Millar will be taking over as Chair of the WMS H&S Committee from 1 August.</p> |
| 033 | <p>Declarations of Interest</p> <p>There were no conflicts of interest declared.</p> |
| 034 | <p>Minutes of last meeting held on 6 March 2024</p> <p>The minutes of the meeting held on 6 March 2024 were received and approved.</p> |
| 035 | <p>Matters arising from last meeting on 6 March 2024</p> <p>The matters arising which are not covered in the substantive part of the agenda are as follows:</p> <ul style="list-style-type: none"> • 024(a): Chairs of SEM department Safety Committees to review emergency arrangements relating to their spaces with oxygen depletion sensors, and to ensure that information in Q2 Hazards Module is up to date and that notices on doors clearly indicate that spaces should not be entered when sounders are active. |

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| | <ul style="list-style-type: none"> 024(b): JP to brief Estates and Community Safety management on action to be taken when oxygen depletion sensors sound, so that those managers can cascade that information accordingly. <p>JP updated the Committee that H&S have re-drafted the oxygen depletion protocol for Estates and Community Safety. This has gone to Richard Seago and Mark Kennel to cascade to their teams. Safety notice boards in these spaces also need to be reviewed and updated, particularly in regard to contact details for space owners as the protocol states they are to be contacted in order to respond to an alarm. JP asked the Committee to take this back to their departments and inform colleagues of this requirement.</p> <p>ACTION: Chairs of Safety Committees to ensure that lab notice boards are updated with emergency contact details for spaces with oxygen depletion alarms.</p> |
| Chairs Update | |
| 036 | <p>Chairs Business and Actions</p> <p>There was no Chairs business.</p> |
| Executive Update | |
| 037 | <p>Performance Report [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (037-UHSC200624), the committee received and noted the content.</p> <p>JP explained that Graham Hakes is with the BSI auditor today and that is why he cannot attend this meeting. Today is the audit of WMS.</p> <p>JP highlighted the following key points:</p> <ul style="list-style-type: none"> The training module is running but there has been a problem with data corruption and a data cleanse exercise is underway. This module should be functional by the start of the new academic year. Portals are being rolled out in CCSG and WMG – This will allow users to view risk assessments without a licence. Regarding point 10 (the HSE inspection) – The HSE is conducting a sector-wide look into the management of pesticides. Standards were found to be good across Estates and the Stratford Innovation Campus. The final report is awaited but the verbal feedback was positive. |
| 038 | <p>Risk Assessment and People Modules (Assure)</p> <p>The Director of Health and Safety Services shared the Assure system on screen.</p> <p>JP explained there are a number of different risk assessment options in the Risk drop down menu – The focus is on the General RA and General RA (with attachments).</p> <p>JP stated that a risk assessment can be completed on the system or in Word or Excel and then uploaded. When the risk assessment is completed on the system, this is much more searchable. JP demonstrated that when completing this on the system, the hazard type provides a drop down to choose from; there are also some free text fields. This uses the same risk matrix as the paper version. Completing these on the system is the preferred way.</p> <p>PS advised that Chemistry have just spent a lot of time working on their paper risk assessments instead of completing these the now-preferred way. JP stated that discussions can be had regarding migrating these onto the system.</p> <p>PS, TH and AM queried the risk assessment template. JP will set up a meeting with Chairs of Safety Committees to discuss this in depth. RP stated he finds it difficult to navigate Assure and advised that Chairs of Safety Committees may benefit from a demonstration of this as well.</p> |

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| | <p>ACTION: JP to meet with Chairs of Safety Committees to discuss the risk assessment template and demonstrate how to navigate Assure.</p> <p>LB asked if everyone’s risk assessments would be visible or just those within the department. JP advised that it would be just those within the department, however a limited number of users could be set up as super users with visibility of other departments. HSO’s will also be able to see other departments. RCK asked who can see incidents. JP advised this was only within the department (Assure org unit). JP explained that Assure org units can be mapped out however the department wants them mapped out. There is also the option to make individual records confidential.</p> <p>JP explained that the People module is being utilised for training records. The person register is the list of staff. There is a training course library which currently contains the 3 mandatory H&S courses; eventually this will include department training. Job templates will match up the people to the courses they need to complete. There is also a TNA. Over time departmental TNA’s can be imported. The reporting function can be used to look at the data or the Insights+ dashboard. The dashboard will have the same red/green KPI pie charts as the other KPI’s.</p> <p>TH advised that the TNA in Physics includes PGR students and asked if this data could also go onto Assure. JP stated that anyone with a Warwick email address can be added.</p> <p>PS asked about the moodle data. JP stated that the moodle issue has been resolved with IT, but there was a further data problem with Assure. JP advised it is a manual upload of data which is done by the H&S team.</p> <p>RP asked about training on pieces of kit – JP stated there is the option to train people locally on how to upload this information.</p> |
| <p>039</p> | <p>Major Project Logistics Update [Exempt information not included]</p> <p>Daniel Gibbons presented the slides on screen.</p> <p>DG explained that STEM Connect is about transformation in the sciences and will lead to new facilities. Phase 1 is a 25,000m2 new build on car parks 9 and 10. Phase 2 will be repurposing the old buildings and Phase 3 will be another new build. H&S needs to be at the top of list during these works.</p> <p>DG highlighted that:</p> <ul style="list-style-type: none"> • The new building will be built on car parks 9 and 10 and there will be a new access road onto Gibbet Hill road. • All removed trees and vegetation will be offset. • The hoarding will be going up soon and will be there for 3 years – Text on the hoarding will be used to explain what is being done and why. • Services will be diverted – Surveys are being conducted and there will also be trench activities to identify specific service locations/depths. Vac extraction will be used to minimise risk of disruption to services. The permit office is also being liaised with. • A one-way system will be put into place around Lord Bhattacharyya way. This is already in place from Riley Court but will be moved back to the Gatehouse. This may be retained after enabling works are completed. • Departments are being worked with to determine if some activities will need to relocate during these works. • The contractor is now confirmed and comms have been sent out. • Construction vehicle movement deeper into campus will be minimised. Vehicles will enter the site by the Gatehouse and leave via the new access road onto Gibbet Hill road. |

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| | <ul style="list-style-type: none"> Welfare facilities and offices for contractors need to be considered. <p>LC stated there have been concerns raised around traffic management – Once the hoarding is up and Lord Bhattacharyya way becomes one-way, there will be only one egress out of the university from car parks 8 and 15. Add to this the 100s of vehicles coming in and out of campus to the site via Gibbet Hill road and there will be a lot of traffic. This was seen during the build of NAIC, when traffic queued for an hour to get off campus. LC queried if an access route for staff could be considered. DG advised that modelling had been completed to determine the impact of the one-way system. Alternative entry points have also been considered, such as near Lynchgate. DG believes there will not be an issue.</p> <p>TH asked about fire safety. The assembly point for Physics is in car parks 9 and 10. DG advised that work was being done with the fire safety team around this.</p> <p>RCK queried if any streetlights removed will be replaced with temporary lighting and if there will be oversailing on the public highway. DG confirmed oversailing had been looked at and stated that the university owns most of the land and the contractors understand the requirements. Regarding lighting, the highway is lit from the northern side but it is possible that some light from the car park may cover the path so this will be checked.</p> <p>LB highlighted there may also be a problem for buses, DG advised that buses do not enter campus; they remain on Gibbet Hill road. A right turn off of the work site has also been requested, which means that the contractor will have to wait for the road to be clear before exiting. TH asked about air quality if vehicles are waiting a long time to exit, DG advised this is being looked at.</p> <p>LB asked if there was a plan to offset the car park closures or if there was sufficient space elsewhere. DG advised that closing car parks 9 and 10 will not impact staff parking. Contractors have been asked to park off site and commute in. DG stated it would be good if the university could support with this but highlighted that there may be impacts on the community outside of the university.</p> <p>LB queried if there had been consultation with other buildings close by regarding the potential noise, such as WBS. DG stated that the noise should not affect these areas, but further comms may be required with nearby departments.</p> <p>RCK asked if there would be a daily wash and sweep to reduce mud from the trees and soil being moved off site. DG advised this would be completed before the vehicle leaves the site.</p> |
| 040 | <p>Protest Management Update [Exempt information not included]</p> <p>The Director of Wellbeing & Safeguarding presented the key points of the paper (040-UHSC200624), the committee received and noted the content.</p> <p>ACTION: Protest protocol and guidance to come back to the Committee to discuss.</p> |
| Governance | |
| 041 | <p>Wellbeing Update and Draft Strategy [Exempt information not included]</p> <p>The Director of Wellbeing & Safeguarding presented the key points of the paper (041-UHSC200624), the committee received and noted the content.</p> <p>AS advised that the draft is currently with Rachel Sandby-Thomas and UEB and that the Wellbeing Strategy group met last week.</p> |

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| | <p>AS stated that 3 priority areas have been identified – Making sure people start well and engage early, that they stay well, which includes engaging with external services, and that they succeed well, which includes how people can be supported with disabilities. There are also some principles that underline this. AS stated that this is going back to basics – To take care of people.</p> <p>RE suggested the document differentiate more clearly between the current situation and the University’s ambitions for the future. PS agreed that the document contains things that are aspirational but doesn’t say they are aspirations.</p> <p>AS replied that the document reflected the University’s ambitions rather than the current situation. AS stated that that wellbeing strategies are ambitious and aim us where we want to be. The document was aimed at supporting the People strategy to give it a frame of reference.</p> |
| 042 | <p>EAP Management Information Report N/A</p> |
| 043 | <p>UHSEC Update</p> <p>JP stated that the ongoing issue of where wellbeing sits was taken to UHSEC. The decision was made that UHSC and UHSEC will retain oversight of staff (not student) wellbeing and that the escalation route for concerns is through the People Committee. JP will ensure this is a standing item on the agenda next year.</p> <p>ACTION: Staff wellbeing to become a standing item on the agenda in the new academic year.</p> <p>AM asked if the feedback route for unions is also through this Committee. JP stated he would like for the unions to raise this as it would be useful to have union representation on the People Committee. CM advised that Unison have asked for this.</p> <p>DECISION: The UHSC agreed it would be helpful to have a trade union representative on the People Committee.</p> |
| 044 | <p>Update from Union Representatives</p> <p>Carl Mesenger, Unison – CM advised that the union is busy with Warwick Transformation case work. CM asked about fire warden and fire aid provisions from losing key members of staff, such as in the Library. Teams are being backfilled by Unitemps and CM highlighted the need to roll out fire warden training as soon as possible, however first aid can be a 3 day course and there are questions about whether this is appropriate for Unitemps to attend. The Library has been putting a call out for people to volunteer but more pressure for people to complete this may be required.</p> <p>Andrew Marsh, UCU – AM advised that the union is interested in the ongoing protests and the University’s response, along with concerns about the protest document which have been considered already. AM also raised it is unclear if the unions were involved in the Thrive at Work approach for staff wellbeing – Would like to see further engagement with the unions.</p> <p>Paul Allsopp, Unite – PA advised that H&S wise things have been quiet. Staff have raised concerns about their safety during the recent protests, particularly front-line staff such as cleaning and maintenance staff. PA asked if there had been any staff training on what they do in the event of a protest on campus. RE hoped this would be addressed in the new guidance. JP advised that Community Safety have been working on risk assessments for such a dynamic situation and that cleaning/maintenance may also need a dynamic risk assessment. JP will pick this up.</p> <p>Lee Cartwright, Unite – LC stated that the results of the student nighttime safety survey were presented at UHSEC and that he had asked for a similar survey to be done for staff, as staff also work late on campus. LC stated it will be interesting to see what feedback is received.</p> |
| 045 | <p>Activities around the University [Exempt information not included]</p> |

The Chair invited Committee members to provide an update on developments and initiatives in their respective areas:

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| Lisa Burton | Social Sciences | <p>LB asked whether Estates or the department should hold information such as fixed wire testing and fire alarm testing etc. LB stated things are different depending on the size of the departments – Social Sciences has a number of small departments along with WBS which is a big department. It would be useful to have a list of where this information would be expected to be held in an audit. RE suggested that JP/LB discuss offline. JP reminded the Committee of Project KEA and Invidia – All information will be held in one place and departments will be able to access it.</p> <p>An internal H&S audit was conducted in WBS in preparation for any future audits. It went well and the actions are being followed up.</p> |
| Helen James | CCSG | <p>Work is ongoing on the food safety management system. There is separate procurement work on the food and beverage supply chain and allergy management. Aim to get a system that talks to itself instead of multiple different systems.</p> |
| Tim Kaye | Sports | <p>RA's, SOPs and checklists are being uploaded onto the Assure portal. There is an external audit arranged later this year, along with an internal audit in next couple of months.</p> |
| Claire Dancer | WMG | <p>WMG had its BSI audit yesterday.</p> <p>Cell track is being implemented in order to monitor batteries.</p> <p>The new H&S Officer for WMG is now in place. CD thanked JP and GH for their support.</p> <p>WMG needs to recruit one more person to be back to full capacity.</p> |
| Tom Hase | Physics | <p>Physics is being audited on 19th July.</p> <p>Labcup will be rolled out to the department soon.</p> <p>The TNA for Physics is almost completed, training courses have been identified but it is unknown how they will be created. JP would like to take this offline.</p> |
| Andre van Veen | Engineering | <p>AvV stated that clarity on what items need to go onto Lapcup is required – This cannot be everything with H phrase as this would include cleaning products, etc. TH and AvV to take this offline.</p> |
| Peter Scott | Chemistry | <p>PS stated that Chemistry had a big job with Labcup and most of the work was on the technical staff and graduate students. It was a vast task that was not properly resourced. RE advised that the Committee may want to return to this at a later date. PS advised that things are getting there now.</p> <p>There is an ongoing problem with the fume hoods in MASB – Faults in the system cannot be diagnosed and most fume hoods are out of use, so work has to stop. PS stated that the same issue should not occur in STEM.</p> <p>The BSI audit for Chemistry is in July.</p> |
| Duncan Parkes | Students Union | <p>The SU is going through similar things as the University such as training, fire wardens and hybrid working.</p> |
| Liz Gardner | Library | <p>The library has a works program to upgrade lights – This will include closing stairwells and floors and will impact into Term 1.</p> <p>In July/August there will be a project at the front entrance and an alternative entrance will need to be used for approx. 1 week.</p> |

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| | Richard Campbell-Kelly | Insurance | The fire insurers have been on site to visit FAB, IBRB and Stratford Innovation Campus. Nothing bad was found. |
| | Duncan Stiles | Estates | <p>Update post meeting:</p> <p>Estates Health and Safety Activities</p> <p>Reinforced Autoclaved Aerated Concrete Update: RAAC inspections every month are ongoing by external engineers; No significant changes in condition have been noted since September 2023 when inspections first began. Ongoing remedial works continue to be developed with progress regularly reported to the RAAC action group chaired by Richard Seago, Business Services Director. Space RAAC Risk Assessments have been reviewed and are in place for buildings identified with RAAC that are available on the Estates Health and Safety pages.</p> <p>Estates have drafted a local mental health plan and Health, Safety and Wellbeing culture Questionnaire. The aim of this is to enable Estates Staff to provide honest feedback in regard to their experiences of leadership, engagement & communication, learning & training whilst working within Estates, and identify ways in which we can enhance our Health, Safety & Wellbeing culture to improve their experience.</p> <p>Estates have a planned stop work activities, to focus on the importance of Wellbeing on Wednesday 26th June 2024.</p> <p>Fire Safety Campus Fire Door Inspections Standard Operating Procedure has been developed with the relevant Estates staff trained to ensure that there is a consistent approach to inspections.</p> <p>PPE/ Uniform Tender Estates have been proactively engaging with Central Procurement, to ensure that Estates needs are fed into the retender via a small working group.</p> <p>Lab Safety - Mary Bagnall and Gillian Prince Health and Safety Officers attended a recent Estates Health, Safety and Wellbeing consultative meeting to present the importance of Lab Safety, it was most informative and beneficial the groups Health and Safety reps.</p> <p>Risk Assessments/ H&S Training Estates continue to review risk assessments and complete Mandatory H&S training.</p> |
| 046 | <p>H&S Annual Report JP advised that some minor amendments were raised by UHSEC, particularly around fire safety. JP happy to take comments/feedback offline.</p> | | |
| Other | | | |

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| 047 | <p>Any Other Business</p> <p>LC raised resourcing for Labcup, KEA, etc, due to the time-consuming nature of implementation. The union have also stressed the importance of making sure these projects are properly resourced. This has been raised on the risk register in Estates around permits and asbestos, due to the time that staff are required to give to these projects while also discharging their normal role. The amount of work exceeds what can be done in normal hours. This poses a risk to the business and wellbeing of the people.</p> <p>RE stated that since staff wellbeing sits in the remit of this Committee, the Committee can be used as a place to raise these concerns and as a way to join up University policies regarding wellbeing and other practices.</p> |
| Next meeting: TBC, Term 1 | |

| DECISIONS AND ACTIONS | | | |
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| ITEM | ACTION | LEAD AND DUE DATE | STATUS |
| 028- Activities around the University | ACTION: A report into the WMG battery incident is to be brought to the Committee after the investigation has concluded. | John Phillips | Deferred |
| 039- Protest Management CoP | ACTION: The Protest Management Code of Practice to be viewed again by the Committee once the amendments have been made. UPDATE: The one-page Protest Management document to be reviewed by the Committee. | Ben Pithouse Andy Smith | Closed |
| 004- Matters arising from last meeting on 7 June 2023 | ACTION: John Phillips to speak to Chris Twine regarding the Governance structure of Committees and subgroups, specifically how wellbeing and the People Committee fit into this and provide an update at the next meeting. | John Phillips | Closed |
| 010- Waste Policy Action Group Update | ACTION: The new Waste Policy to be viewed by the Committee. | Duncan Stiles | On-going |
| 012- Wellbeing Update | ACTION: Update on the trial of 1-1 support for front facing staff to be provided. | Andy Smith | Deferred |
| 012- Wellbeing Update | ACTION: Draft Staff Wellbeing strategy to be viewed by the Committee. | Andy Smith June 2024 | Complete |
| 015- Activities around the University | ACTION: Meeting to be set up to discuss the requirement to provide ID when purchasing chemicals/explosive precursors (GH, RP, OB) | Graham Hakes | Deferred |
| 022- Performance Report | ACTION: JP to demonstrate the Risk Assessment and People modules at the next meeting. | John Phillips | Complete |
| 024- Confined Space CoP | ACTION: Chairs of SEM department Safety Committees to review emergency arrangements relating to their spaces with oxygen depletion sensors, and to ensure that information in Q2 Hazards Module is up to date and that notices on doors clearly indicate that spaces should not be entered when sounders are active. ACTION: JP to brief Estates and Community Safety management on action to be taken when oxygen depletion sensors sound, so that those managers can cascade that information accordingly. | Safety Committee Chairs John Phillips | Complete Complete |
| 031- AOB | ACTION: SL to invite Graham Steer to the next meeting accordingly. | Suzie Lynn | Complete |
| 035- Matters arising from last meeting on 6 March 2024 | ACTION: Chairs of Safety Committees to ensure that lab notice boards are updated with contact details of space owners in areas with oxygen depletion alarms. | Chairs of Safety Committees | |

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| 038- Risk Assessment and People Modules (Assure) | ACTION: JP to meet with Chairs of Safety Committees to discuss the risk assessment template and demonstrate how to navigate Assure. | John Phillips | |
| 040- Protest Management Update | ACTION: Protest protocol and guidance to come back to the Committee to discuss. | Andy Smith | |
| 043- UHSEC Update | ACTION: Staff wellbeing to become a standing item on the agenda in the new academic year. | John Phillips | |
| ITEM | DECISION | | |
| 043- UHSEC Update | DECISION: The UHSC agreed it would be helpful to have a trade union representative on the People Committee. | | |