

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
PROTECTED MINUTES OF THE MEETING HELD 21 NOVEMBER 2024**

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)
	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)
	Andrea Humber	AH	Member of staff from the Faculty of Arts
	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
	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
	Lauren McCleary	LMC	Risk and Resilience Manager
	Rose Clark	RC	Executive Officer, Faculty of Social Sciences
	George Saxon	GS	Head of Transport Systems & Operations
	Neil Porter	NP	Health & Safety Officer (WMG)

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
001	<p>Apologies for absence and membership update</p> <p>Apologies were received from Prof. Thomas Hase (Chair of H&S Committee (Physics)), Duncan Stiles (Member of staff from Estates), Louis Gosling (Students Union Representative), Prof. Paul Jennings (Chair of H&S Committee (WMG)), Andy Smith (Director of Wellbeing & Safeguarding), Prof. Peter Scott (Chair of H&S Committee (Chemistry)) and Lisa Burton (Member of staff from the Faculty of Social Sciences).</p> <p>George Saxon will be deputising for Duncan Stiles. Neil Porter will be deputising for Prof. Paul Jennings. Rose Clark will be deputising for Lisa Burton.</p>
002	<p>Declarations of Interest</p> <p>There were no conflicts of interest declared.</p>
003	<p>Minutes of last meeting held on 20 June 2024</p> <p>The minutes of the meeting held on 20 June 2024 were received and approved.</p>
004	<p>Matters arising from last meeting on 20 June 2024</p> <p>The matters arising which are not covered in the substantive part of the agenda are as follows:</p> <p>028- WMG battery incident report (JP)</p>

	<p>JP advised that the incident is now closed and has been shared with the appropriate people. JP proposed to close this action, and any queries can be taken offline.</p> <p>010- Waste Policy (DS) GS advised that Estates are working on an overarching Waste Policy – This will be going to POG on 6th March 2025 and the draft Policy will be brought to the next meeting of this Committee.</p> <p>012- 1-1 support for front facing staff (AS) To be deferred until next meeting.</p> <p>015- Requirement to provide ID when purchasing chemicals (GH) GH advised that this is due to legislation where ID will be required for ordering certain chemicals that are explosive precursors. There is a procedure on the H&S webpages regarding this: Ordering explosives precursors</p> <p>035- Lab notices to be updated with contact details of space owners (JP) JP explained that high hazard spaces in the sciences have lab notice boards detailing the hazards within the space and that these should also contain contact details so that the fire service can speak to the space owner if required. It has been decided that if there are no contact details on there, then Community Safety will revert to normal procedures and use their emergency contacts list. This will normally be the HoD, Director of Administration, and/or the Head of Technical Services, who can then implement their own departmental emergency plan.</p> <p>038- Risk assessment template (JP) JP stated at the last meeting of this Committee there was a presentation of the risk assessment (RA) template on the Assure system, and that there has since been a meeting with H&S Chairs regarding how this can be utilised, and discussions will be carried on with Departments. JP raised that reporting needs to be completed on the completion of RAs, whether on Assure or otherwise. JP advised to close this action. AvV stated that space RAs are easy to track, but activities not so much. JP agreed this was more dynamic.</p> <p>040- Protest protocol and guidance (AS) JP advised this has been issued and had been sent to UHSEC members to review. This was approved at UEB and is now operational. Action to close.</p>
005	<p>Terms of Reference and Membership The Director of Health and Safety Services presented the key points of the paper (005-UHSC211124), the Committee received and noted the content.</p> <p>JP welcomed the new members to the Committee and thanked Prof. Rebecca Earle for Chairing this previously.</p> <p>JP highlighted that the ToR has been amended to formally include staff wellbeing matters in this Committee, reporting to UHSEC. UHSEC then reports into the People Committee. This is staff wellbeing only; student wellbeing is separate. JM stated that it is difficult for Dept H&S Committees to cover wellbeing and the EAP, so this has been split across their H&S Committee and their People Committee, but this does not feed into the University People Committee. JP raised that not every Department has a People Committee either. A staff wellbeing subgroup has been formed to feed into UHSEC, a date has been put into diaries for the first meeting.</p> <p>DECISION: The Committee approved the Terms of Reference and Membership for the 2024-25 academic year.</p>

Chairs Update	
006	<p>Chairs Business and Actions</p> <p>There was no Chairs business.</p>
Executive Update	
007	<p>Performance Report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (007-UHSC211124), the Committee received and noted the content.</p> <p>JP advised there was an internal audit over the summer which looked at Health & Safety Assurance and how this is provided to Committees. A few improvements were identified, most of which have been addressed with the creation of a new performance dashboard; this includes an overall Assurance rating for the University. The current assurance rating is Limited Assurance. JP advised he had been challenged regarding this rating at UHSEC and Audit & Risk and stated this is mainly due to the risk assessment data at this time.</p> <p>JP highlighted that the dashboard also includes an extract from the risk profile tool; this rates UoW departments based on the risks in that department and their management of them. The big departments, such as Estates and the Sciences, have the highest ratings. JP stated that efforts are being made to track trends over time; Chemistry has improved but Engineering has slipped slightly. Engineering and Estates Operations are due to be audited by BSI in January. IR will be conducting an internal audit of these departments beforehand. JP will take comments on the audit report offline.</p> <p>GH stated the report also identified the need to report on key risks for the University; these have been identified as:</p> <ul style="list-style-type: none"> • Batteries/battery storage after the previous incident in WMG • Vehicle movements due to STEM Connect and movement of larger vehicles on campus • PUWER – Making sure work equipment is used safely • COSHH – Currently introducing Labcup which is a chemical inventory system <p>JP advised that the red/amber arrows on the key risks were an addition requested by UHSEC. The red arrow on vehicle movements is due to the risk from STEM Connect projects as the vehicle movement related to these will be complex. There was a request that San Ting Gilmartin (Director of Capital Programmes) attends the next UHSEC to provide assurance regarding this. GS advised that this must be looked at holistically. JH asked if there would ever be greens, as surely then they would not be a key risk. JP advised that the item would be green for one cycle and then be removed.</p> <p>JM queried if the RA data for SLS & WMS had been included as this is held on SharePoint, there are roughly 400-500 RAs in each Department. GH confirmed that this had been included and that the data had been collected by the Departments H&S Officers.</p> <p>RCK asked if the RA data included one off field work RAs. JP stated it did not as this is almost impossible to measure as it is so dynamic. JP stated that some standard repeat activities are included, but it is difficult to measure dynamic activities.</p>

008	<p>Managing Infectious Diseases Plan</p> <p>The Risk and Resilience Manager presented the key points of the paper (008-UHSC211124), the Committee received and noted the content.</p> <p>JH queried if plague was a general category of illness, instead of a specific illness.</p> <p>The Committee had no further comments. MIDP to be taken to UHSEC for approval.</p>
009	<p>Fieldwork Policy and Update</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (009-UHSC211124), the Committee received and noted the content.</p> <p>GH advised that Mary Bagnall had put a lot of work into creating the Fieldwork policy and updating the guidance. The policy will be submitted to POG for approval.</p> <p>GH stated that fieldwork could be scientific research or taking students out on a trip and that the guidance is straight forward. This complements the travel process as a fieldwork RA may also be required.</p> <p>JM stated this would be looked at very closely by the WMS Safety Committee due to work that is carried out in slums. GH asked JM to review the guidance. JH asked if this should also be reviewed by research committees. JP stated that it should do. JP and GH will pick this up and share it with them – It will go to UHSEC in January and POG in March.</p>
Governance	
010	<p>Wellbeing Update</p> <p>The Director of Health and Safety Services presented the key points of the paper (010-UHSC211124), the Committee received and noted the content.</p> <p>JP stated there was a discussion at the last UHSEC meeting about staff wellbeing. There is a strategy document for 2020-2024 which sits with a student strategy. A standalone staff strategy is being proposed for 2025 onwards. The set up of a staff wellbeing working group was approved at UHSEC to help develop this strategy with representation from departments, the Unions, HR, wellbeing, etc.</p>
011	<p>EAP Management Information Report</p> <p>The Director of Health and Safety Services presented the key points of the paper (011-UHSC211124), the Committee received and noted the content.</p> <p>JP stated there has been some recent negative press regarding Health Assured who have been UoW’s EAP provider for a number of years. Health Assured have since provided a lot of assurance that all issues are being resolved. BACP have currently withdrawn their accreditation, however Health Assured are the only EAP provider that have gained this organisational accreditation, and it is not mandatory; they will be audited again soon to have this reestablished.</p> <p>JP advised that there has been a slight drop off in usage and that he strongly recommended that people still contact the EAP. JP is confident that as a result of this scrutiny, all procedures have been tightened up. Health Assured are also challenging the BBC report as they believe some areas are factually incorrect.</p> <p>The staff wellbeing working group will also be looking at the EAP as this will be going out to tender and it needs to be defined what the tender will look like. Bringing this service in house will be at least ten times more expensive, however a blended model will be looked at.</p> <p>JP to take comments offline.</p>
012	<p>UHSEC Update</p> <p>The Director of Health and Safety Services presented the key points of the paper (012-UHSC211124), the Committee received and noted the content.</p> <p>JP explained that UoW is covered by two Councils – Coventry and Warwickshire. UoW has entered into a primary authority agreement with Coventry City Council who will take the lead on food safety matters. JP stated this is very good to have as councils only enter these agreements with those these have faith in. GH advised that Coventry City Council were currently reviewing the food safety management system.</p> <p>JP advised that the introduction of Invida will assist with Statutory Compliance; Invida will be replacing the current Q2 system. It will improve the data quality and visibility of data. RP asked if departmental led Statutory Compliance will be included in the system. JP confirmed that department owned items will go into this system</p>

	<p>as well. JP stated everything that needs a statutory inspection should be in the system. IR stated there is a big bit of work to be done around the end users for this system.</p> <p>JP highlighted that the GMBSC and IRNIRC are still doing brilliant work.</p>				
<p>013</p>	<p>Update from Union Representatives [Exempt information not included]</p> <p>The Chair invited Union Representatives to provide an update.</p> <ul style="list-style-type: none"> NH (Unison) – Where Warwick Transformation is happening within departments there has been a loss of First Aiders – Library, Food Group, etc. There are people waiting to complete this now in the Library. NH highlighted that other departments may also run low on First Aiders and there may then be a higher demand for courses. JP asked members to highlight serious gaps so that H&S can put on an additional course if required. AM (UCU) – TUC have released a report on toilets at work; there are a number of buildings on campus where provisions are inadequate, such as in the Library, due to change in demand and a move to gender natural facilities. There is also an issue regarding cleaning of facilities not being completed after midday until the next morning. AM raised that further cleaning of facilities later in the day needed to be considered. JP will pick this up with Estates. GS agreed with this. 				
<p>014</p>	<p>Activities around the University The Chair invited Committee members to provide an update on developments and initiatives in their respective areas:</p> <table border="1" data-bbox="194 976 1536 2016"> <tr> <td data-bbox="194 976 427 2016"> <p>George Saxon</p> </td> <td data-bbox="427 976 651 2016"> <p>Estates</p> </td> <td data-bbox="651 976 1536 2016"> <p>Update from Estates:</p> <ul style="list-style-type: none"> Estates Leadership resent changes, resulted in the Estates Statement of intent being reviewed and now signed by San Ting Gilmartin, Richard Seago and Wendy Roberts along with the remainder of ELT. We stay committed to Health, Safety and Wellbeing of our Staff as a priority. Estates Leadership team responsibilities have now reviewed within the University leadership document, John Phillips Director of Health and Safety informed. SOP ES009 V.3 – Principles of Contractor Management that outlines the procedures to be followed and the required Health and Safety checks to be undertaken at all stages for when selecting, engaging and managing contractors, the SOP has been reviewed. Our second university water engagement forum, held on 14th October 2024, was another resounding success, bringing together the Estates maintenance operations water safety team, departmental staff, University strategic water safety management group members and water professionals in a vibrant and engaging atmosphere, the event provided an opportunity for informal networking and collaboration around the important topic of water hygiene. The forum featured presentations on operational and management water safety standards, whilst emphasising the university’s commitment to maintaining safe water systems. A Health, Safety and Wellbeing Questionnaire was developed by members of the Estates Consultative Health, Safety and Wellbeing group to enable our Staff to provide honest feedback in regard to their experiences of leadership, </td> </tr> </table>		<p>George Saxon</p>	<p>Estates</p>	<p>Update from Estates:</p> <ul style="list-style-type: none"> Estates Leadership resent changes, resulted in the Estates Statement of intent being reviewed and now signed by San Ting Gilmartin, Richard Seago and Wendy Roberts along with the remainder of ELT. We stay committed to Health, Safety and Wellbeing of our Staff as a priority. Estates Leadership team responsibilities have now reviewed within the University leadership document, John Phillips Director of Health and Safety informed. SOP ES009 V.3 – Principles of Contractor Management that outlines the procedures to be followed and the required Health and Safety checks to be undertaken at all stages for when selecting, engaging and managing contractors, the SOP has been reviewed. Our second university water engagement forum, held on 14th October 2024, was another resounding success, bringing together the Estates maintenance operations water safety team, departmental staff, University strategic water safety management group members and water professionals in a vibrant and engaging atmosphere, the event provided an opportunity for informal networking and collaboration around the important topic of water hygiene. The forum featured presentations on operational and management water safety standards, whilst emphasising the university’s commitment to maintaining safe water systems. A Health, Safety and Wellbeing Questionnaire was developed by members of the Estates Consultative Health, Safety and Wellbeing group to enable our Staff to provide honest feedback in regard to their experiences of leadership,
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		<p>engagement & communication, learning & training whilst working within Estates. This was launched from 7th October until Friday 25th October 2024. We had a total of 596 responses (62% of the 955 estimate of total staff). The results will now be reviewed that will inform a prioritised action plan.</p> <ul style="list-style-type: none"> • At the recent University Asbestos Management Group meeting the updated version of the Asbestos Management Arrangements (Code of Practice) was discussed and is being reviewed. • A risk assessment has been developed to consider the hazards and risks associated with converting Lord Bhattacharyya Way from two-way to one-way traffic, referencing the 20mph limit, installation of new road signage in compliance with the TSRGD, and traffic management to improve safety for road users during the construction programme for STEM. • Staff continue to complete mandatory Health and Safety training and reviews of risk assessments. • The University Code of Conduct Video is being reviewed, supported by key Estates and University Staff.
Duncan Parkes	Students Union	The Students' Union has been reviewing its fire strategy, this follows a previous report where no actions could be completed due to the pandemic. This is now being worked on with the fire safety team.
Andre van Veen	School of Engineering	Current focus is on preparing for the audit, fixed wire testing in ongoing at this time and RAs are being reviewed.
Richard Puxty	SLS	There is an ongoing problem with air handling – Labs are so cold that people are wearing coats, gloves and hats, etc. JM stated this is affecting both old and new buildings and that MCBB is also bad. RP stated there are portable heaters in use which then pose an additional risk. GH asked GS to feed this back to Estates.
Liz Garner	Library	LG agreed with the comments raised previously regarding the facilities in the Library and highlighted that the heating in these buildings is also bad.
Neil Porter	WMG	WMG is looking at the improvement of chemical storage from purchase to disposal. A number of committee members have recently left – Invites have been sent out for replacements. Cell track is being introduced for tracking the storage and charge of batteries.
Andrea Humber	Faculty of Arts	<ul style="list-style-type: none"> • There is concern over students tripping on the sockets in the floor in FAB as they do not re-cover them after use. • There are issues with the heating on the 5th floor as it is cold all the time. • There is a fire exit door that keeps breaking – Not working again now despite just being fixed. • PAT testing has been organised but has had to keep being delaying as do not have master keys to access all rooms.
Richard Campbell-Kelly	Insurance Services	UoW has stayed with Zurich for PI, PL and motor insurance. AIG, the property insurer, will be conducting surveys soon and they wish to visit FAB again.
Rose Clark	WBS	<ul style="list-style-type: none"> • One live emergency evacuation – due to a small electronic fire in the café from a refrigeration unit. • One emergency evacuation due to a student pushing a break glass call point to try and exit a fire door.

			<ul style="list-style-type: none"> • Excellent work from the zonal team on checking fire doors are working as should and raising repairs where needed. • Ongoing issues in relation to CCTV not working for an extended period of time. A new supplier has now been appointed, however, repairs/replacement is still ongoing. • Advice and guidance on building regulations for those with disabilities has been difficult for Estates, as the Disability support advisor seems to have not been replaced – WBS put in a request for an internal ramp at the WBS Teaching Centre, which they are finding difficult to resolve. • Emergency pull cords in accessible toilets have been investigated and it has been reported that they are designed to be a local measure only, alarms do not link through to the Community Safety Lodge and so there is a question regarding what happens out of hours. GH stated that some buildings have an EBI link back to the Gatehouse whereas others do not.
Other			
015	<p>Any Other Business</p> <p>JP advised that Martyn’s Law needs to be brought to the Committee at a future date, this is regarding the need to carry out RAs for spaces that have capacity for large gatherings; UoW has many such spaces. JP assured the Committee that there is a working group regarding this. This will become law soon but is not law yet.</p> <p>JH raised the possibility of H&S training for Committee members. JP stated there has previously been a training session held before a Committee meeting, followed by a lunch break and then the Committee afterwards. JP advised this can be organised.</p> <p>ACTION: H&S training for Committee members to be organised.</p>		
Next meeting: 5 March 2025			

DECISIONS AND ACTIONS			
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	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
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	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	Complete
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	Complete
040- Protest Management Update	ACTION: Protest protocol and guidance to come back to the Committee to discuss.	Andy Smith	Closed
043- UHSEC Update	ACTION: Staff wellbeing to become a standing item on the agenda in the new academic year.	John Phillips	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	
ITEM	DECISION		
005- Terms of Reference and Membership	DECISION: The Committee approved the Terms of Reference and Membership for the 2024-25 academic year.		