

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 12 May 2016

- Present: Dr A Marsh (member of the Faculty of Science) (Acting Chair), Dr C Allender (Prospect), Mr A Bastable (member of staff of the Students' Union), Ms Lisa Burton (member of the Faculty of Social Sciences), Mr L Cartwright (UCATT), Ms P Collins (member of staff from Commercial Services), Ms S Crookes (member of administrative staff), Mr R Eason (UNITE), Ms T Forsyiaik (member of the Faculty of Arts), Ms H Green (member of the staff from the Library), Mr M Joy (UCU), Ms L McCarthy (UCU), Mr J Phillips (Director of Health and Safety), Mr E Ryan (UNITE), Mr D Stiles (member of staff from the Estates Office)
- Apologies: Professor P Thomas (Pro Vice Chancellor), Mr D Mitchell (member of the Faculty of Medicine), Mrs A Pulford (member of staff from the Arts Centre), Ms C Quinney (member of staff from the Sports Centre), Mr A Roberts (Sabbatical Officer of the Student's Union), Mr S Stynes (UNISON)
- In attendance: Ms C Farren Senior Health and Safety Adviser (Secretary), Ms H Reynolds Research Support Manager (Assistant Secretary), Ms J Poole (Senior Occupational Health Adviser),

Note: Items marked with an asterisk () are classified as restricted, noting that all restricted business is confidential to members and attendees of the UHSC.*

24/15-16 Apologies and welcome

Apologies received from Professor P Thomas, Ms A Pulford and Mr Alex Roberts.

25/15-16 Declarations of Conflicts of Interest

CONSIDERED

That, should any members or attendees of the University Health and Safety Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

RESOLVED

That no conflicts of interest be recorded.

26/15-16 Minutes

RESOLVED

That the minutes of the meeting of the Committee held on 11 February 2016 be approved.

27/15-16 University Health and Safety Committee Membership (minute 17/15-16 (b) refers)

REPORTED: (by the Senior Health and Safety Adviser)

That the terms of reference of the UHSC would be updated to reflect that lay members would be removed from the UHSC membership.

28/15-16 Road and Pedestrian Safety (minute 22/15-16 (a) and (b) refer)

REPORTED: (by the Senior Health and Safety Adviser)

That Warwick Student Union had examined the work carried out by Birmingham University's Student Union on road safety awareness and would work with Warwick TV to produce something similar for Warwick students.

29/15-16 Health and Safety Policies*

RECEIVED

A report on the revised Electrical Safety Policy; the revised Health and Safety Policy Statement and associated guidance on health and safety responsibilities (paper UHSC.11/15-16* refers).

REPORTED: (by the Director of Health and Safety)

- (a) That the revised Electrical Safety Policy had been approved by the Steering Committee and awaits approval later this month by the Council before being signed by the Vice-Chancellor and President; the Registrar and Chief Operating Officer; the Interim Provost and the Group Finance Director.
- (b) That the core principles of the Electrical Safety Policy had been strengthened with regard to points (1) 'No Live Working' and (5) that work on fixed wiring installations must be carried out by Estates staff or Estates approved contractors.
- (c) That the revised and updated Health and Safety Policy Statement had been approved by the Steering Committee and adopted by Council and would be signed by the Vice-Chancellor and President, the Registrar and Chief Operating Officer, the Interim Provost and the Group Finance Director before it is formally launched at the end of May 2016.
- (d) That the Health and Safety Policy Statement made health and safety responsibilities transparent.
- (e) That the USHA document, 'Leadership and Management in Health & Safety in Higher Education Institutions 2015' had been developed into a guidance document for the University of Warwick entitled, 'Leadership and Management of Health and Safety at the University of Warwick' which sets out the accountabilities, responsibilities and expectations of the University's Health and Safety Policy Statement.

- (f) That the 'Leadership and Management of Health and Safety at the University of Warwick' document would be made available upon approval by Steering Committee.
- (g) That a new Training Officer would be recruited to develop training materials and systems to capture training records, noting that the new Human Resources system would be used to capture individual staff training records.
- (h) That ten core training courses provided by the Health and Safety Department, had been identified as set out in the Leadership and Management of Health and Safety guidance document.

(by the Chair)

- (i) That the Policy Statement and accompanying Leadership and Management document were a much welcomed improvement; this comment was supported by other committee representatives.
- (j) That it was important that all local health and safety committees across campus had appropriate staff representation within their constitutions, including trade union members, research, teaching and technical staff.

30/15-16 Activities around the University

REPORTED (by Members):

- (a) That WBS were carrying out an exercise to identify areas for improvement connected with their buildings and infrastructure in relation to disability access which, once complete, would be rolled out across the Social Sciences Faculty.
- (b) That Estates had introduced a number of initiatives to raise health and safety awareness including the establishment of health and safety sub-groups to provide health and safety updates to staff on monthly specialised topics and safety tours on major construction sites being conducted by senior management.
- (c) That Occupational Health were changing their 'Computer Work' webpages to update the guidance on health and safety for computer work including computer set up, exercises, symptoms, and guidance associated with lighting and the environment.
- (d) That Student Services were updating advice regarding travelling abroad as part of a wider review of information available on international travel.
- (e) That Accommodation Services had updated their training programme for staff.
- (f) That the Library were looking at extending their 24/7 hour operation, the impact of which was currently under review, any experience that other members have had with 24 hour opening were welcomed.

- (g) That the University was considering piloting a 'Purple Flag' initiative (run by the Portman Group) which would introduce a recognized 'mark' of safety/standards for tackling alcohol-related incidents and anti-social behaviour.
- (h) That the Department of Chemistry had updated their chemical safety procedures which includes a need to complete a risk assessment at chemical procurement stage.

(by member of staff from the Estates Office)

- (i) That Estates had developed their own arrangements upon agreement on the Electrical Safety Policy and have developed a number of new standard operating procedures for staff to work to.
- (j) That the production of the University's new Code of Conduct Video was underway and would be made available for review by Committee members.
- (k) That risk assessments were now being cross-referenced across Estates activities.
- (l) That the senior management team were starting to consider what mandatory and recommended health and safety training would be required at different levels of their management structure following sight of the 'Leadership and Management of Health and Safety at the University of Warwick' document.
- (m) That a Health and Safety Contractors Forum had been created with its first meeting being held at the end of May; this would provide a forum in which good practice could be shared and the opportunity would be used to emphasise the importance of a positive health and safety culture for the University of Warwick, introducing the revised Code of Conduct.
- (n) That Estates, already working with third party occupiers, would embed health and safety within all new third party occupier contracts.
- (o) That Estates were considering introducing suggestion boxes for Estates staff to anonymously suggest improvements, including health, safety and compliance issues across Estates offices.

31/15-16 Changes to Footpaths and Cycleways

RECEIVED

A presentation on forthcoming changes to footpaths and cycleways associated with the National Automotive Innovation Centre (NAIC) project on main campus.

REPORTED: (by the Strategy Programme Manager for Estates (Keep Campus Moving))

- (a) That due to the progression of the construction work for NAIC it will become necessary to close the main runway linking main campus to University House and provide two alternative pedestrian crossings: one running

through car park 16, a new path to gate house and onto University Road roundabout; the second, through the existing route to Millburn House Road (where a new pedestrian crossing will be installed), through Millburn House car park and the gate onto Kirby Corner Road.

- (b) That the new designated walk/cycle path through Car Park 16 would take out a number of car parking spaces, however further parking spaces would be made available beside the cottage on Gibbet Hill Road which is due for demolition.
- (c) That the construction work on the corner of the NAIC site where it edges with University Road and the loop road would require the current pedestrian footpath to be closed and an alternative pedestrian path on the other side of University Road (from IARC past Physics/Car Park 9) to be improved.
- (d) That, in addition to 31/15-16(c), it would be necessary to close one of the lanes of University Road round to the loop road during the summer vacation only, which would involve three-way traffic lights to be installed.
- (e) That following an Estates led traffic survey which involved vehicle speed analysis of the area from the Gatehouse on University Road to the IMC building, the University would be adopting a recommendation which was to narrow the lanes along this stretch of road and remove the central reservation and use this opportunity to improve the pedestrian pathway along the side of the IMC building.
- (f) That in preparation for the developments off Scarman Road, the on street car parking on Leighfield Road had been removed and Car Park 3 made a pay and display carpark.

(by Members)

- (g) That there was concern regarding the new shared use paths for cyclists and pedestrians planned in the alternate arrangements, particularly at areas where there will be mixed traffic interface, such as at car park barriers (where there could be a mix of vehicles, pedestrians and cyclists) and along University Road where the road narrows (where there could be vehicles and cyclists).
- (h) That further consideration should be paid to address what could be an increased risk to cyclists.
- (i) That there should be more cycle safety awareness campaigns during these changes to reduce mitigation and that this could be linked in with the initiative by the SU (minute 28/15-16 refers).

32/15-16 Chemical Safety Update

REPORTED: (by the Director of Health and Safety)

- (a) That considerable work had taken place across campus to improve chemical safety.
- (b) That the Health and Safety Department had worked with departments to produce a Request for Information document (listing all requirements) that had been sent to potential software suppliers resulting in a few potentially viable options which would be reported to the Chemical Safety Task and Finish Group.
- (c) That a trial web page (which utilises the chemical's hazard codes found in a Safety Data Sheet) was under development which will help staff establish the most appropriate safety/storage requirements for each chemical; this was something that the University had developed in-house.

RESOLVED

That an update on the progress of chemical safety would be provided at the next UHSC meeting.

33/15-16 Incident Report

RECEIVED

A paper from the Senior Health and Safety Adviser on the incidents reported to the Health and Safety Department for the period January to April 2016 (paper UHSC. 12/15-16).

REPORTED: (by the Senior Health and Safety Adviser)

- (a) That there had been an 11% increase in accidents and incidents reported with 285 incidents reported in total of which 196 were classified as 'work related'.
- (b) That 4 incidents had resulted in formal reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- (c) That there had been three fires on campus during this period in comparison to the total of 4 for the whole of the 2015-16 academic year, however the general trend of fire incidents at the University remained downward.
- (d) That the Health and Safety Department had issued three internal Improvement Notices.
- (e) That a number of enforcement authorities had visited over the period, the most notable being the Department for Transport, who reported a number of improvements required and one serious deficiency, the latter of which involved security training and was in the process of being addressed.

(by Ms P Collins)

- (f) That Commercial Services had noted the increase of incident reports involving 'contact with something sharp' and had improved their training programme in this area.

34/15-16 University Health and Safety Executive Committee Membership

REPORTED: (by the Director of Health and Safety)

- (a) That the membership of the University Health and Safety Executive Committee for the new academic year had altered to ensure greater representation of Departments across the University.
- (b) That as the University Health and Safety Executive Committee structure and terms of reference were under review this could lead to a review of the membership of this committee.

35/15-16 Dates of Future Meetings

That the dates of the UHSC meetings for the forthcoming academic year 2016/17 would be posted on the Governance web page as soon as the dates are confirmed.