

**UNIVERSITY OF WARWICK  
UNIVERSITY HEALTH AND SAFETY COMMITTEE  
PUBLIC MINUTES OF THE MEETING HELD 14 NOVEMBER 2023**

|                      |                        |                             |   |
|----------------------|------------------------|-----------------------------|---|
| <b>Present</b>       | Prof. Rebecca Earle    | RE                          | Chair of the UHSC                                   |
|                      | John Phillips          | JP                          | Direct of Health and Safety Services                |
|                      | Lee Cartwright         | LC                          | Trade Union Representative (UNITE)                  |
|                      | Carl Messenger         | CM                          | Trade Union Representative (Unison)                 |
|                      | Dr Andrew Marsh        | AM                          | Trade Union Representative (UCU)                    |
|                      | Prof. Paul Jennings    | PJ                          | Chair of H&S Committee (WMG)                        |
|                      | Dr Richard Puxty       | RP                          | Chair of H&S Committee (SLS)                        |
|                      | Diana Stonefield       | DiS                         | Member of staff from the Faculty of Arts            |
|                      | Andy Smith             | AS                          | Director of Wellbeing                               |
|                      | Liz Gardner            | LG                          | Member of staff from the Library                    |
|                      | Olly Boyle             | OB                          | Member of staff from the Sports Centre              |
|                      | Duncan Parkes          | DP                          | Member of staff of the Students Union               |
|                      | Duncan Stiles          | DS                          | Member of staff from the Estates Office             |
|                      | Richard Campbell-Kelly | RCK                         | Member of staff from Insurance Services             |
|                      | Graham Hakes           | GH                          | Secretary to UHSC, Senior Health & Safety Adviser   |
| Suzie Lynn           | SL                     | Assistant Secretary to UHSC |   |
| <b>In attendance</b> | Christina Compton      | CC                          | Member of staff from the Faculty of Social Sciences |
|                      | Perry Wheatley         | PW                          | Trade Union Representative (UNITE)                  |
|                      | Holly Roffe            | HR                          | Students Union Representative                       |
|                      | Nishi Vasisht          | NV                          | Deputy Technical Services Facilities Manager        |
|                      | 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  |
|-----|---|
| 001 | <p><b>Apologies for absence</b></p> <p>Apologies were received from Prof. Thomas Hase (Chair of H&amp;S Committee (Physics)), Claire Daffern (Trade Union Representative (UCU)), Paul Allsopp (Trade Union Representative (UNITE)), Prof. Peter Scott (Chair of H&amp;S Committee (Chemistry)), Emma Birch (Students Union Representative), Prof. Victor Zammit (Chair of H&amp;S Committee (WMS)), Lisa Burton (Member of staff from the Faculty of Social Sciences) and Helen James (Member of staff from Commercial Services).</p> <p>Perry Wheatley is deputising for Paul Allsopp. Nishi Vasisht and Rajan Randev are deputising for Prof. Peter Scott. Holly Roffe is deputising for Emma Birch. Christina Compton is deputising for Lisa Burton.</p> |
| 002 | <p><b>Declarations of Interest</b></p> <p>LC declared an interest in the Confined Space CoP, this will be tabled by LC and DS together.</p>   |
| 003 | <p><b>Minutes of last meeting held on 7 June 2023</b></p> <p>The minutes of the meeting held on 7 June 2023 were received and approved.</p>   |
| 004 | <p><b>Matters arising from last meeting on 7 June 2023</b></p> <p>[Exempt information not included]</p> <p>CC asked for clarification on the following points:</p> <ul style="list-style-type: none"> <li>• If people are still to disperse during a fire evacuation, or if will this revert to congregating at assembly points. Confirmed that this is still dispersal.</li> </ul>   |

- Following the issue highlighted by the previous external leisure audit at the Sports Centre, will departments be holding their own statutory information as this is currently held by Estates. OB stated that the audit is occurring again this year, and the information has been requested from Estates again and it has been received. DS stated that for any audit where this is required to please engage with Estates to obtain the information. DS also updated the Committee regarding the new CAFM system that is being looked at which will allow departments to locate their own records. JP stated that Project Kea has advanced over the past months and a supplier, Invida, has been selected. This is a long-term solution that will provide better access to compliance data for the customer.

The matters arising which are not covered in the substantive part of the agenda are as follows:

**019-** Community Safety to be updated regarding what events on the Piazza require a risk assessment (JP)  
JP stated this has been resolved – There was confusion regarding what is classified as an event verses the handing out of leaflets. RE confirmed that handing out leaflets does not require a risk assessment. JP stated that is correct, but setting up a stand does and there is a process for that. AS agreed that this action can now be closed.

**025-** Update to be provided on the new travel process after the trial has been completed (GH)  
GH stated the process had been trialled in Physics and is now being rolled out into other departments. Over 100 people have used this new process and found it be quicker. Discussions need to be had regarding how this can be implemented in Social Sciences due to being smaller departments. There will also be a travel hub webpage which will be a single point of truth around travel – This will link out to other pages and then back to the hub.

**028-** A report into the WMG battery incident is to be brought to the Committee after the investigation has concluded (JP/GH)  
The Committee would like a fuller discussion around lessons learnt from this incident when able. GH stated that the response investigation can be shared with the Committee.

**038-** Graham Hakes to share the expected number of dedicated fire wardens per department with the Committee  
GH stated that the fire warden guidance ([Fire Safety Work Instructions \(warwick.ac.uk\)](http://warwick.ac.uk) – F005 Fire Warden Guidance) had been issued to the academic DA's. The university wants to revert back to the fire warden model and this document gives guidance regarding the required numbers. GH advised that this was a work in progress due to complexities such as hybrid working and that there will be discussions with departments going forward.

**039-** Update on the Protest Management Code of Practice (AS)  
AS updated the Committee that this has been condensed into a one-page document to make it more clear and concise, with appropriate appendices for those planning a protest and how to deal with one. This is out for comment with the SU at the moment and work will be done with them to iron out the concerns raised previously. This is still a work in progress, but it is a priority. AS confirmed that a draft would come to the Committee.

**UPDATE:** The one-page Protest Management document to be reviewed by the Committee.

**043-** Union Reps to send the UHSC Chair an email regarding the next steps the UHSC should be taking in terms of formal action being taken against staff sickness.

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|                         | <p>RE stated that the sickness policy sat with HR, but clarity was required regarding what Committee is the appropriate place for this issue. CM also highlighted the need for Health and Safety to have oversight of other HR policies such as the absence management policy.</p> <p>AS stated he has not been in post long enough to say either way just yet, but confirmed that wellbeing is linked to Health and Safety and that some collaboration and communication between Health and Safety, HR and the Unions is required. RE confirmed that it needs to be determined how the Committee liaises with HR.</p> <p>JP explained there is a new People Committee and how Health and Safety links in with this needs to be determined. JP has raised this to Geraldine Mills, Director of Human Resources. JP suggested that a representative from the People Committee may need to link into the UHSC or UHSEC, but raised that wellbeing is such a large topic that it could swamp the Health and Safety committees, but agreed they are linked. CC agreed that wellbeing could take up a large portion of committee time and suggested smaller working groups. JP asked how the Unions feed into HR and the People Committee. LC confirmed the Unions still have regular meetings with HR. AM stated that the People Committee links into UEB but that there is no Union representation on there.</p> <p>JP stated it would be worth mapping out all the groups and subgroups to find out who is doing which bits of this and how it all links together. RE stated clarification of the how People Committee feeds into the structure would also be useful. DIS suggested linking this in with the current Governance review with Chris Twine.</p> <p><b>ACTION:</b> 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.</p> <p><b>047-</b> The location on campus where E-bikes can be charged is to be determined (DS)<br/> Duncan Stiles responded on behalf of George Saxon, Head of Transport Operations &amp; Systems:<br/> <i>Estates are still reviewing solutions in the marketplace and best practice in terms of external e-bike charging solutions. As there is a lot of variation in terms in either internal charging lockers or external charging units with keys or smart applications. Looking to use the results of the Travel Survey (last day to respond was yesterday) to determine best location based on direct user demand/feedback.</i></p> |
| 005                     | <p><b>Terms of Reference and Membership</b></p> <p>The Director of Health and Safety Services presented the key points of the paper (005-UHSC141123), the committee received and noted the content.</p> <p><b>DECISION:</b> The Committee approved the terms of reference and membership for the 2023-24 year.</p>  |
| <b>Chair's Update</b>   |   |
| 006                     | <p><b>Chair's Business and Actions</b></p> <p>The Chair informed Committee members that there was no Chair's business.</p>  |
| <b>Executive Update</b> |   |
| 007                     | <p><b>Performance Report</b><br/> [Exempt information not included]</p> <p>Graham Hakes explained the Assure system to the Committee and how each department will see their own data. GH advised that this Committee should focus on RIDDORs (dangerous incidents and occurrences) such as the WMG fire incident. GH demonstrated the system and explained that the data displayed is from 2017 to now. There are date filters down the side which can be utilised.</p>   |

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|            | <p>GH demonstrated the KPI pie charts. JP explained that the KPI's are essentially how quickly things are being resolved from actions after incidents and inspection/audits. There is also a third KPI around risk assessments which will eventually also be recorded within the system. Finally, the last KPI is regarding training, which is also currently not in the system. However, it has been agreed that the 3 main Health and Safety training moodles will have their completion data loaded into Assure.</p> <p>GH explained how KPI's 1 and 2 should only have 5% in the red and that departments have worked really hard recently to complete these actions. JP stated that the red sections can then be clicked on to delve deeper into the data, Safety Committee chairs can use this to encourage action owners to complete their actions. GH stated the focus needs to be on the high priority actions and that he is available to demonstrate the system to Union representatives.</p> <p>JP stated he would strongly recommend uploading risk assessments into Assure. There are 2 options for this – The risk assessment can be completed on Assure or there is the option to upload it as an attachment. CC asked when RAs needed to be uploaded to the system. GH stated this can be done now and he can help facilitate this.</p> <p>RP asked about training records being inputted into Assure. JP confirmed that the records from the 3 main Health and Safety moodle courses will be moved into Assure. After this, talks can be had with departments about migrating localised Health and Safety training into the system. Notifications can also be set up to remind people to recomplete training. RP asked if links will be communicated to departments. GH stated the work needed to be completed first. JP stated the main issue will be around managing leavers/starters/movers.</p> <p>JP updated the Committee that 12 Assure portals are being purchased which will allow people to access the system without a log-in, which will be a game changer.</p> <p>AM queried if there should be a paper written to go along with the dashboard information to better explain it. The issue was discussed, and it was decided that a one page key summary will be produced as part of this update going forwards.</p> <p><b>ACTION:</b> Health &amp; Safety to complete a key summary coversheet for the Performance Report to be circulated with the agenda and papers going forwards.</p> |
| <p>008</p> | <p><b>Audit Update</b><br/>[Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (008-UHSC141123), the committee received and noted the content.</p> <p>JP noted that the previous non-conformities from the audit before this one have all been completed satisfactorily. A minor non-conformity was identified in this audit, but overall it was a good audit.</p> <p>CC asked when the next audits will be – JP stated the next external audit is in January and this will be WMG and WMS (along with Health and Safety). Internal audits for these have already been conducted. There is a rolling plan which can be shared with the Committee if required.</p>   |
| <p>009</p> | <p><b>Confined Space Code of Practice Update</b></p> <p>Duncan Stiles updated the Committee that there is a Confined Space policy which is administered by Estates and the Permit Office, and a Confined Space Code of Practice has now been drafted. This was shared with the Committee prior to the meeting. DS advised that departments have raised queries regarding what spaces are classified as a confined space. LC stated departments were concerned about labs and walk in refrigeration. These queries will be taken to the Permit Group, but LC stated in his opinion these spaces should sit with the department and be controlled as a restricted space by way of a risk assessment. JP stated similar comments were given from Health and Safety regarding what is a confined space and what is locally managed. LC advised that the Permit Group will discuss what is managed by permits and what is managed by the department.</p>   |

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|                   | <p>DS advised the Committee that the confined spaces within the University are listed on a register and there is a permitted system to access them, it is a controlled process.</p> <p><b>ACTION:</b> The Confined Space CoP to be viewed again by the Committee once the amendments have been made.</p>   |
| 010               | <p><b>Waste Policy Action Group Update</b></p> <p>Duncan Stiles updated the Committee that currently there is a Hazardous Waste policy which sits within Health and Safety, and Estates also have a waste statement of principles, which is not quite a policy. A plan has therefore been made to pull these together and create an overarching Waste policy for the University. A group has been formed with Health and Safety and departmental representation. A RATSIA is also being created. Once the policy has been drafted this will need to be consulted on through the Policy Oversight Group. Biological and radiation waste are likely to sit outside of this, but it is believed the Waste policy will refer to them. RR queried if chemical waste would also sit outside of this. JP will take this up offline.</p> <p><b>ACTION:</b> The new Waste Policy to be viewed by the Committee.</p>   |
| <b>Governance</b> |  |
| 011               | <p><b>UHSEC Update</b></p> <p>[Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (011-UHSC141123), highlighting the following key points:</p> <ul style="list-style-type: none"> <li>• All RAAC has been identified and is being managed closely.</li> <li>• Comms have been sent to Engineering and Physics regarding LabCup phase 2. After this will be Gibbet Hill departments (SLS/WMS) and finally WMG. RR asked if Estates and CCSG would also be imported into LabCup. JP stated this has not been ruled out but is currently outside of scope.</li> </ul> <p>AM asked if the dashboard data PDF was sent out with the minutes. JP confirmed this was sent out to UHSEC members. JP stated that UHSEC members had raised concerns about the minutes reflecting a snapshot in time and the need to refer back to this, hence the PDF. JP stated there was a further query about the ability to view data across time, this is being worked on and will be demonstrated in the future.</p> |
| 012               | <p><b>Wellbeing Update</b></p> <p>Andy Smith, Director of Wellbeing, updated the Committee that:</p> <ul style="list-style-type: none"> <li>• A trial is currently being conducted to provide 1-1 support on campus to front facing staff (such as personal tutors) alongside the EAP. There is a unique need to support those who support students so that they are better placed to support those students. The outcomes of this will be reviewed to see if it works as anticipated – Sickness absence rates are one factor that will be looked at. AS stated that a further update on this will be provided, and if it goes well then further resource will be requested to roll this out more widely. The Committee agreed this was a good idea.</li> <li>• A Staff Wellbeing strategy is being looked at and a draft will hopefully be completed by April 2024.</li> </ul> <p><b>ACTION:</b> Update on the trial of 1-1 support for front facing staff to be provided.</p> <p><b>ACTION:</b> Draft Staff Wellbeing strategy to be viewed by the Committee.</p>    |
| 013               | <p><b>EAP Management Information Report</b></p> <p>The Director of Health and Safety Services presented the key points of the paper (013-UHSC141123), the committee received and noted the content. JP will take comments offline.</p>   |

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|               | <p>JP highlighted that the EAP is up for renewal next year and discussions have begun with HR and the Director of Wellbeing regarding whether to extend the current supplier for another year or find a new one. JP stated there had previously been concerns raised about staff not getting a response when contacting the EAP. JP would encourage everyone to complete the feedback form if they have used the service. RR raised that those that have had a bad experience with the service may not necessarily fill in the feedback form so the feedback may not be representative.</p> <p>CM stated there are regular complaints at Unison about there previously being an onsite service for staff but now there is just a phone number. CM stated it would be good to see the University provide more face-to-face assistance.</p>   |   |              |           |   |             |         |  |               |     |   |
| 014           | <p><b>Update from Union Reps</b></p> <p>The Chair invited Union reps to provide an update.</p> <ul style="list-style-type: none"> <li>• AM raised a query regarding the management of protests and the management of industrial action. JP advised he had a meeting with Claire Daffern last week and confirmed that industrial action will be separated from protests, but that they will be linked.</li> <li>• CM stated there had been complaints about the reporting of near misses as people don't feel like they can raise minor issues – Such as gloves not being up to standard. JP advised that managers can report this on the Assure system as a near miss or Union reps could report this on behalf of someone else, names do not need to be mentioned.</li> <li>• LC stated there was no further update from Unite as sickness is being dealt with separately.</li> </ul>  |   |              |           |   |             |         |  |               |     |   |
| 015           | <p><b>Activities around the University</b><br/>[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 1160 1522 2016"> <tr> <td data-bbox="194 1160 427 1626">Rajan Randev</td> <td data-bbox="427 1160 651 1626">Chemistry</td> <td data-bbox="651 1160 1522 1626"> <p>-The new Chair of the Chemistry Health &amp; Safety committee is currently undertaking a review and implementing new ideas – Such as a new website with a library of guidance pages instead of a PDF handbook, which is more accessible</p> <p>-ChemSOPRA has been rolled out – The is a Sharepoint system where each individual or space has risk assessments – In the future this could be captured by Assure but this is making progress currently</p> <p>-Local safety training used to be ChemSafe but this has changed to OLSB – This training will cover the fundamentals and is designed to be quick, this can then be supplemented later following a training needs analysis. This change has been well received.</p> <p>-There are several projects on-going that are being reviewed at the departmental Health &amp; Safety meeting</p> </td> </tr> <tr> <td data-bbox="194 1626 427 1771">Liz Gardner</td> <td data-bbox="427 1626 651 1771">Library</td> <td data-bbox="651 1626 1522 1771"> <p>-An overhaul of the Library's risk assessments and SOP's is currently in progress – These are not yet in Assure and training on how to do this would be appreciated</p> <p>-There has been a near miss reporting campaign</p> </td> </tr> <tr> <td data-bbox="194 1771 427 2016">Richard Puxty</td> <td data-bbox="427 1771 651 2016">SLS</td> <td data-bbox="651 1771 1522 2016"> <p>-There is a new directive that requires PI's to provide a copy of their ID when purchasing precursors to explosives from suppliers, instead of just purchasing as the University of Warwick. This is causing issues. RP queried if procurement could make connections with suppliers for them to accept the purchase order. JP highlighted this is for poisons as well. GH stated that details regarding this have been sent out and the onus is on the supplier to identify who they are supplying to – This is a</p> </td> </tr> </table> |   | Rajan Randev | Chemistry | <p>-The new Chair of the Chemistry Health &amp; Safety committee is currently undertaking a review and implementing new ideas – Such as a new website with a library of guidance pages instead of a PDF handbook, which is more accessible</p> <p>-ChemSOPRA has been rolled out – The is a Sharepoint system where each individual or space has risk assessments – In the future this could be captured by Assure but this is making progress currently</p> <p>-Local safety training used to be ChemSafe but this has changed to OLSB – This training will cover the fundamentals and is designed to be quick, this can then be supplemented later following a training needs analysis. This change has been well received.</p> <p>-There are several projects on-going that are being reviewed at the departmental Health &amp; Safety meeting</p> | Liz Gardner | Library | <p>-An overhaul of the Library's risk assessments and SOP's is currently in progress – These are not yet in Assure and training on how to do this would be appreciated</p> <p>-There has been a near miss reporting campaign</p> | Richard Puxty | SLS | <p>-There is a new directive that requires PI's to provide a copy of their ID when purchasing precursors to explosives from suppliers, instead of just purchasing as the University of Warwick. This is causing issues. RP queried if procurement could make connections with suppliers for them to accept the purchase order. JP highlighted this is for poisons as well. GH stated that details regarding this have been sent out and the onus is on the supplier to identify who they are supplying to – This is a</p> |
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|                   |                 | <p>legal requirement. Ian Graham has done a lot of work around this and providing ID was the lowest option we could get. A chat is required with procurement, but it is unlikely that this will change. RP stated some suppliers might accept an Opera order with a name as validation of ID. GH advised to take this offline, JP advised to get procurement involved. DiS stated there is a review of procurement so it would be good to feed this in. OB would like to be involved in this as well regarding pool chemicals.</p> <p><b>ACTION:</b> Meeting to be set up to discuss the requirement to provide ID when purchasing chemicals/explosive precursors (GH, RP, OB)</p> <p>-Clarity is required regarding the roles and responsibilities within the Leadership and Management document. The list of responsibilities for PI's is extensive. RP asked if the document could be amended to state that they can delegate tasks. RE asked how this document can be amended. JP stated it would be through this Committee and the UHSEC. JP informed the Committee that the document is reviewed every year and there are usually minor changes – JP believes this change to allow delegation can be made, and the review for this document is due next month so JP will word something for approval by RP and others. AM highlighted the difference between responsibility and accountability, the PI would still be accountable if they delegated the task.</p> |
| Diana Stonefield  | Faculty of Arts | <p>-There was an incident where someone tripped and fell in car park 8 at Humanities and when the Helpdesk was rung there was a query over whether the carpark was managed by Estates or externally. DS confirmed it was Estates.</p> <p>-In the UHSEC minutes it was mentioned that the Faculty of Arts had approval for a Facility Manager, this is an FA4 administrative post, which is a more limited post than was communicated at the meeting.</p>  |
| Christina Compton | WBS             | <p>-During the installation of a smart stage, issues with the fire stopping in the building were found in this area and the café, these have been raised. RE asked what CC would like to happen regarding this. CC stated that a conversation will be had with Estates and that the Fire Safety Adviser has recommended investigation into fire stopping and fire lines in the school. This will be taken forward to Estates. CC will provide an update at the next meeting. CC explained that the school was built in different phases over different years, these issues are in the last build phase and there is a question regarding accountability of the building company.</p> <p>-There have been issues with fire alarm faults and resets – Community Safety has had to be called out a lot to reset things</p> <p>-Feedback has been received about the risk assessment training on moodle being very lab focused, is there anything more for events?</p> <p>-The school is unsure if it will be internally or externally audited at some point in the future, as such CC has done some work for Lisa Butler to see where the school is currently so it is much better prepared for an audit.</p>  |

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|  | Duncan Stiles          | Estates   | <ul style="list-style-type: none"> <li>-The Strategic Health, Safety and Wellbeing Committee meeting took place recently in Estates – Have objectives for 2023-24 and there are objectives around wellbeing</li> <li>-Progress is being made with the Wellbeing Charter</li> <li>-Collating the annual H&amp;S report, training objectives success, chairs reports, statements from unions etc</li> <li>-Closing out Assure actions – These get reported on at the Committee and work is being done with Allan Steel to get these closed</li> <li>-There is a piece of work being done with procurement around PPE and uniform, looking into a new supplier.</li> </ul> |
|  | Olly Boyle             | Sports    | <ul style="list-style-type: none"> <li>-The external leisure audit will be taking place on 6<sup>th</sup> December – Information has been received from Estates and hopefully the audit will go well</li> <li>-There was an incident last Thursday regarding the fire alarm going off following a test and the barriers didn't open as they should do, this has been raised as an incident to find out what happened. Ian Rose is aware, and it is believed the alarm went off whilst a worker from Estates was cleaning an aspirator.</li> </ul>   |
|  | Paul Jennings          | WMG       | <ul style="list-style-type: none"> <li>-WMG has recently had an internal audit and is now awaiting an external audit</li> <li>-Steven Leemoon, the Health and Safety Adviser for WMG, is leaving the University soon. PJ queried who would be supporting WMG in the meantime. JP advised it will be a team effort until a replacement is recruited. PJ thanked Steven for his hard work and dedication.</li> </ul>  |
|  | Richard Campbell-Kelly | Insurance | <ul style="list-style-type: none"> <li>-The University's insurance renewal has gone through – Remaining with Zurich</li> <li>-AIG for buildings – Will be doing a survey of some buildings on campus and at Stratford Innovation Campus</li> <li>-Estates are running the Zurich asset inspection contract – Departments need to make sure that assets are cleansed from the list, so they are not put into the tender</li> <li>-RCK stated he has moved from procurement into the legal team, but will still have links into procurement</li> <li>-There has been no particular trend of claims at the moment</li> </ul>   |

**Other**

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| 016 | <p><b>Any Other Business</b></p> <p>DS asked the Committee if they were assured that there were no reporting gaps for the Stratford Innovation campus and that all reporting areas were covered. The same with NAIC, how are the Health and Safety matters for the building raised, do these come via the WMG representative? JP stated that SLS and Estates hold an interest in the Stratford Innovation campus, so information would come through those departments. Regarding the NAIC, there was a safety committee set up which included WMG and the tenants, this was run by Richard Seago, however Richard has moved to Estates so it needs to be determined who will run this now.</p> <p>PJ raised that one of the labs chosen for the WMG audit is behind the reception at the NAIC so this may raise some questions.</p> |
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**Next meeting: 6 March 2024**



| DECISIONS AND ACTIONS                                      |  |  |             |
|--|--|--|-------------|
| ITEM   | ACTION   | LEAD AND DUE DATE                                | STATUS      |
| 019- Matters arising from last meeting on 09 November 2022 | <p><b>ACTION:</b> Community Safety to be updated regarding what events on the Piazza require a risk assessment.</p> <p><b>UPDATE:</b> John Phillips will follow this up with Ben Pithouse.</p>   | <p>Ben Pithouse</p> <p>John Phillips</p>         | Closed      |
| 025- Travel update   | <p><b>ACTION:</b> Update to be provided on the new travel process after the trial has been completed.</p>  | Graham Hakes                                     | Closed      |
| 028- Activities around the University                      | <p><b>ACTION:</b> A report into the WMG battery incident is to be brought to the Committee after the investigation has concluded.</p>  | John Phillips                                    | On-going    |
| 028- Activities around the University                      | <p><b>ACTION:</b> The new Director of Wellbeing to be invited to attend the next Committee meeting.</p> <p><b>UPDATE:</b> The Director of Wellbeing to be invited to the first meeting of the new term.</p>                              | John Phillips/<br>Suzie Lynn                     | Complete    |
| 038- Update on WMG Battery Incident                        | <p><b>ACTION:</b> Graham Hakes to share the expected number of dedicated fire wardens per department with the Committee.</p>   | Graham Hakes                                     | Complete    |
| 039- Protest Management CoP                                | <p><b>ACTION:</b> The Protest Management Code of Practice to be viewed again by the Committee once the amendments have been made.</p> <p><b>UPDATE:</b> The one-page Protest Management document to be reviewed by the Committee.</p>    | <p><del>Ben Pithouse</del></p> <p>Andy Smith</p> | In progress |
| 043- Update from Union Reps                                | <p><b>ACTION:</b> Union Reps to send the UHSC Chair an email regarding the next steps the UHSC should be taking in terms of formal action being taken against staff sickness.</p>  | Union Reps                                       | Closed      |
| 047- Any Other Business                                    | <p><b>ACTION:</b> The location on campus where E-bikes can be charged is to be determined.</p>   | Duncan Stiles                                    | Closed      |
| 004- Matters arising from last meeting on 7 June 2023      | <p><b>ACTION:</b> 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.</p> | John Phillips                                    |             |
| 007- Performance Report                                    | <p><b>ACTION:</b> Health &amp; Safety to complete a key summary coversheet for the Performance Report to be circulated with the agenda and papers going forwards.</p>  | Graham Hakes                                     |             |
| 009- Confined Space Code of Practice Update                | <p><b>ACTION:</b> The Confined Space CoP to be viewed again by the Committee once the amendments have been made.</p>   | Duncan Stiles                                    |             |

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| <b>010- Waste Policy Action Group Update</b>  | <b>ACTION:</b> The new Waste Policy to be viewed by the Committee.   | Duncan Stiles           |  |
| <b>012- Wellbeing Update</b>                  | <b>ACTION:</b> Update on the trial of 1-1 support for front facing staff to be provided.   | Andy Smith              |  |
| <b>012- Wellbeing Update</b>                  | <b>ACTION:</b> Draft Staff Wellbeing strategy to be viewed by the Committee.   | Andy Smith<br>June 2024 |  |
| <b>015- Activities around the University</b>  | <b>ACTION:</b> Meeting to be set up to discuss the requirement to provide ID when purchasing chemicals/explosive precursors (GH, RP, OB) | Graham Hakes            |  |
| <b>ITEM</b>                                   | <b>DECISION</b>  |                         |  |
| <b>005- Terms of Reference and Membership</b> | <b>DECISION:</b> The Committee approved the terms of reference and membership for the 2023-24 year.                                      |                         |  |