

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 07 JUNE 2023**

Present	Prof. Rebecca Earle	RE	Chair of the UHSC
	John Phillips	JP	Direct 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)
	Nicola Rogers	NR	Trade Union Representative (UCU)
	Tomi Amole	TA	Students Union Representative
	Dr Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	Dr Richard Puxty	RP	Chair of H&S Committee (SLS)
	Prof. David Towers	DT	Chair of H&S Committee (Engineering)
	Prof. Victor Zammit	VZ	Chair of H&S Committee (WMS)
	Liz Gardner	LG	Member of staff from the Library
	Duncan Parkes	DP	Member of staff of the Students Union
	Helen James	HJ	Member of staff from Commercial Services
	Duncan Stiles	DS	Member of staff from the Estates Office
Graham Hakes	GH	Secretary to UHSC, Senior Health & Safety Adviser	
Suzie Lynn	SL	Assistant Secretary to the UHSC	
In attendance	Olly Boyle	OB	Member of staff from the Sports Centre
	Christina Compton	CC	Building & Facilities Manager, WBS

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
031	<p>Apologies for absence</p> <p>Apologies were received from Louise Davies (Member of staff from the Sports Centre), Diana Stonefield (Member of staff from the Faculty of Arts), Andrea Pulford (Member of staff from the Arts Centre), Prof. Thomas Hase (Chair of H&S Committee (Physics)), Richard Campbell-Kelly (Member of staff from Insurance Services), Prof. Paul Jennings (Chair of H&S Committee (WMG)), Lisa Burton (Member of staff from the Faculty of Social Sciences), Ben Pithouse (Member of staff from Professional Services), Claire Daffern (Trade Union Representative (UCU)), Dr Charlotte Allender (Trade Union Representative (Prospect)) and Andy Smith (Director of Wellbeing).</p> <p>Louise Davies has now left the University and Olly Boyle will be attending as Member of staff from the Sports Centre as the Interim Head of Sports Operations. The Chair welcomed Olly Boyle to the Committee.</p> <p>Christina Compton is deputising for Lisa Burton.</p>
032	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
033	<p>Minutes of last meeting held on 08 March 2023</p> <p>The minutes of the meeting held on 08 March 2023 were received and approved.</p>
034	<p>Matters arising from last meeting on 08 March 2023</p> <p>The matters arising which are not covered in the substantive part of the agenda are as follows:</p> <p>022- Committee training</p> <p>The Chair noted that the training delivered before this meeting was informative and helpful.</p>

	<p>019- Duncan Stiles to raise through Estates that the hand sanitisation station in the Faculty of Arts is not functioning. DS confirmed that unless Estates CCS are told otherwise, they are not filling Hand Sanitiser stations due to lack of budget, the stations not being used and therefore going mouldy. The stations will remain in situ in case they are required again in the future. The owner of the station in the Faculty of Arts can organise with Estates to have this filled if required.</p> <p>019- Community Safety to be updated regarding what events on the Piazza require a risk assessment (BP)</p> <p>UPDATE: John Phillips will follow this up with Ben Pithouse.</p> <p>025- Update to be provided on the new travel process (GH) GH confirmed that the updated form is going live soon.</p> <p>028- David Towers and Duncan Stiles to discuss the fire alarm issues in Engineering. DS confirmed that testing of the alarms has been completed and there were no issues.</p>
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Chair's Update	
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035	<p>Chair's Business and Actions The Chair informed Committee members that there was no Chair's business.</p>
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Executive Update	
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036	<p>Performance Report [Exempt information not included]</p> <p>The Senior Health and Safety Adviser provided an update on Health and Safety performance using Assure.</p> <p>GH demonstrated the new Safety Committee Dashboard to the Committee, highlighting how the new Dashboard shows types of incidents by nature as well as by term. Incidents could also be viewed by department.</p> <p>GH highlighted that the high number of incidents within Sports was due to Assure being utilised as the accident book for all accidents, including sport related injuries – These incidents are not reportable as they are not work related, but they are noted. It was also noted that the high number of incidents within the Finance and Resourcing Group was due to Estates being within this Group.</p> <p>The Dashboard will eventually display data for incidents, audits, training and risk assessments with an aim to implement this in departments in the next academic year.</p> <p>DS asked if the data showed any pattern regarding RIDDORS. GH explained that these are random in nature but that a high level of minor incidents is more likely to result in a serious or significant incident.</p> <p>DT queried if near miss reporting was consistent with other institutions. GH stated that benchmarking is completed annually. GH encouraged members to report near misses and explained that the Assure app can be downloaded to enable reporting via mobile phone. JP explained that USHA send out a proforma every year which then benchmarks UoW against other universities, parts of this are reported on in the annual report. JP explained near misses are not used to set performance indicators as we do not want to drive reporting down.</p> <p>CM raised that reporting broken pathing can be very longwinded and knowing the exact location is difficult. GH stated that there is now the option to use geolocation to add the location when reporting this on your mobile phone. GH explained that footpath and roadway issues should be reported initially through the Estates helpdesk in order to get the issue fixed, it can then also be reported on Assure.</p>
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	<p>CM asked when the helpdesk was open. DS stated it is open later now and issues can also be reported via email. The Chair confirmed that footpath and roadway issues are also being considered by the UHSEC and how reporting is done is under continued discussion. LC raised that there have been issues reported with only a picture of a broken slab which could be anywhere on campus, so an accurate location is really important.</p>
037	<p>Update on University Fire Safety [Exempt information not included]</p> <p>The Director of Health and Safety Services updated the Committee that the Fire Safety Adviser has now left the University and recruitment is underway for a direct replacement. The aim is to have someone in post by the next academic year. OB asked who the point of contact for Fire Safety was in the interim – JP stated that anyone within the H&S team could be contacted, but work would be picked up by Graham Hakes or Allan Steel who have fire safety qualifications.</p> <p>JP informed the Committee of the new legislation requiring the need for a building safety case for sleeping accommodation over a certain height (18m) – Currently only Cryfield 7 falls under this new legislation. The case has been prepared and the application will be made within the next couple of weeks.</p>
038	<p>Update on WMG Battery Incident [Exempt information not included]</p> <p>The Senior Health and Safety Adviser presented the key points of the paper (038-UHSC070623), the committee received and noted the content.</p> <p>ACTION: Graham Hakes to share the expected number of dedicated fire wardens per department with the Committee.</p>
039	<p>Protest Management CoP [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (039-UHSC070623), highlighting to the Committee that there has been a move across the sector to document what their procedures are for the management of protests.</p> <p>ACTION: The Protest Management Code of Practice to be viewed again by the Committee once the amendments have been made.</p>
040	<p>Annual Report 2022</p> <p>The Director of Health and Safety Services presented the key points of the paper (039-UHSC070623), the committee received and noted the content. JP invited comments to be sent offline.</p>
041	<p>Objectives 2023-24</p> <p>The Director of Health and Safety Services presented the key points of the paper (040-UHSC070623), the committee received and noted the content.</p> <p>JP reiterated the new Safety Committee Dashboard on Assure which will enable better monitoring of KPI's in the next academic year.</p> <p>DS asked if the H&S training that will be inputted into the Assure system will include wellbeing training. JP stated that IDG have raised concerns regarding Assure being used for more than just the 3 mandatory H&S moodles and highlighted that this training solution is only being implemented for 1-2 years whilst an LMS is looked into.</p> <p>Discussion to be taken offline.</p>

Governance											
042	<p>UHSEC Update</p> <p>The Director of Health and Safety Services presented the key points of the paper (041-UHSC070623), the committee received and noted the content.</p>										
043	<p>Update from Union Reps</p> <p>[Exempt information not included]</p> <p>PA raised that Unite and TUC are concerned about the levels of work-related stress in the construction industry and the number of work related suicides. TUC have stated that work related stress is at unprecedented levels, but that suicides are not reportable as work related deaths. Unite are asking the HSE to investigate all work related deaths.</p> <p>NR (UCU) highlighted the marking and assessment boycott – There are concerns about the implications on staff and staff are being asked to take on extra assessments. There has also been an increase in personal tutees without an increase in the number of staff which is causing concerns for both staff and student wellbeing.</p> <p>CM (Unison) raised concerns regarding the staff sickness policy – There have been reports of staff being told they cannot take any more sick leave, as they have ‘used up their sick leave’ and so are feeling pressured to come into work sick.</p> <p>The Chair raised concerns that this is a bigger topic that perhaps should be raised in a different forum. The Chair would like an email regarding the next steps the UHSC should be taking.</p> <p>HJ confirmed that 3 instances of sickness should be the trigger for a conversation. However, PA raised that HR do not appear to be following policy with this. JP stated there used to be regular meetings with HR and that this would be a good forum to raise this in.</p> <p>ACTION: 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>										
044	<p>Activities around the University</p> <p>The Chair invited Committee members to provide an update on developments and initiatives in their respective areas:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 20%;">John Phillips</td> <td style="width: 20%;">Health & Safety</td> <td>Project KEA – Estates are purchasing a new system for facilities management which would replace Quemis. JP wanted to ensure that all departments are aware and being engaged in this – UHSC and UHSEC need to be kept updated. DS informed the Committee that Jo Bishop will be presenting to UHSEC in January 2024 and that there is also a Project webpage.</td> </tr> <tr> <td>Dr Andrew Marsh</td> <td>Chemistry</td> <td>The main items in Chemistry are the implementation of the Labcup system and updating of background risk assessments. AM thanked Health & Safety for their assistance with this. AM will be stepping down from the Chemistry H&S committee and therefore also the UHSC, Peter Scott will be taking this up instead. The Chair formally thanked AM for his commitment to the Committee.</td> </tr> <tr> <td>Prof. David Towers</td> <td>Engineering</td> <td>Near miss reporting has risen recently which is good. DT informed the Committee that he will be stepping down from the Engineering H&S committee that therefore also the UHSC. DT stated he is pleased with</td> </tr> </tbody> </table>		John Phillips	Health & Safety	Project KEA – Estates are purchasing a new system for facilities management which would replace Quemis. JP wanted to ensure that all departments are aware and being engaged in this – UHSC and UHSEC need to be kept updated. DS informed the Committee that Jo Bishop will be presenting to UHSEC in January 2024 and that there is also a Project webpage.	Dr Andrew Marsh	Chemistry	The main items in Chemistry are the implementation of the Labcup system and updating of background risk assessments. AM thanked Health & Safety for their assistance with this. AM will be stepping down from the Chemistry H&S committee and therefore also the UHSC, Peter Scott will be taking this up instead. The Chair formally thanked AM for his commitment to the Committee.	Prof. David Towers	Engineering	Near miss reporting has risen recently which is good. DT informed the Committee that he will be stepping down from the Engineering H&S committee that therefore also the UHSC. DT stated he is pleased with
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Prof. David Towers	Engineering	Near miss reporting has risen recently which is good. DT informed the Committee that he will be stepping down from the Engineering H&S committee that therefore also the UHSC. DT stated he is pleased with									

			the things that have been introduced at school level. The Chair formally thanked DT for his participation in the Committee.
Christina Compton	Social Sciences		CC stated she was informed by Rose Clark in Social Sciences that the refurb has been completed to create gender neutral toilets. WBS has a number of Grand Challenges – Accessibility is being considered across the building, an internal H&S audit is being conducted which will feed into ISO45001, H&S policy is being amended to be in line with UoW policy and evacuation procedures are being reviewed.
Duncan Parkes	Students Union		The SU has more events on over the next 4 weeks and then larger events near the end of the year – There will be a societies festival which will have a lot of activity near the SU and Oculus.
Helen James	Commercial Services		Conferences are working on transport and drivers. The new Director of Food & Drink is introducing a new strategy which will focus on healthy eating.
Duncan Stiles	Estates		Estates is looking at a wellbeing charter and how this can be applied. A H&S questionnaire on culture is being directed through the Estates H&S committee, work is being done to ensure that the questions are really clear. Estates have a new Training Officer, Phil Heritage – The priority is Estates Operations and the Assure system would be welcomed for better documentation of training. Have recently had an internal ISO45001 audit, the external audit will take place in July. Risk assessments are to be uploaded to Assure.
Olly Boyle	Sports		Before Christmas there was an external leisure audit – There were lots of findings and a few recommendations that are being worked through with Graham Hakes and Ian Rose from H&S. DS asked if there was anything Estates related. OB stated there was – Access to fixed wiring testing information, fire alarm testing, etc is held within Estates and it was queried why Sports did not hold this information. OB asked how this information could be accessed. DS will link in with Simon Loveridge, the zone manager.

Subsidiary and Sub-Committee Reports

Items below this line are for receipt and/or approval, without discussion

045	Wellbeing Update N/A UPDATE: The Director of Wellbeing to be invited to the first meeting of the new term.
046	Update on EAP Wellbeing N/A

Other

047	Any Other Business CC asked if there was a policy on E-scooters as some students are bringing these into the school and leaving them – Concerns have been raised regarding the batteries and possible fire hazards due to recent news. GH stated there is a policy and confirmed that E-scooters are illegal unless they are a part of a scheme such as what the University ran previously. E-scooters should not be charged in a building and recommended that the
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students need to be told not to bring them in. CC confirmed that the students have been told but continue to bring them in. GH advised that this may then fall into the disciplinary process.

DS stated that Estates were leading the E-scooter trial and suggested that George Saxon be contacted for further information. There is also information in the student handbook that could be used for appropriate wording regarding this issue.

LC queried the situation with E-bikes. JP stated they are legal if they meet certain criteria, but they are not allowed to be charged on campus. LC raised that cycling is being encouraged at the University and yet there are no charging points for E-bikes.

ACTION: The location on campus where E-bikes can be charged is to be determined.

Next meeting: TBC

DECISIONS AND ACTIONS			
ITEM	ACTION	LEAD AND DUE DATE	STATUS
019- Matters arising from last meeting on 09 November 2022	ACTION: Duncan Stiles to raise through Estates that the hand sanitisation station in the Faculty of Arts is not functioning.	Duncan Stiles	Closed
019- Matters arising from last meeting on 09 November 2022	ACTION: Community Safety to be updated regarding what events on the Piazza require a risk assessment. UPDATE: John Phillips will follow this up with Ben Pithouse.	Ben Pithouse John Phillips	
022- Key Points – UHSEC	ACTION: Training of Committee members to be considered.	John Phillips	Complete
025- Travel update	ACTION: Update to be provided on the new travel process after the trial has been completed.	Graham Hakes	In progress
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	In progress
028- Activities around the University	ACTION: David Towers and Duncan Stiles to discuss the fire alarm issues in Engineering.	David Towers and Duncan Stiles	Closed
028- Activities around the University	ACTION: Update on Wellbeing to be a standing item on the agenda.	John Phillips/ Suzie Lynn June 2023	Complete
028- Activities around the University	ACTION: The new Director of Wellbeing to be invited to attend the next Committee meeting. UPDATE: The Director of Wellbeing to be invited to the first meeting of the new term.	John Phillips/ Suzie Lynn	
028- Activities around the University	ACTION: Update to be provided on the fire strategy across the University.	John Phillips/ Simon Watson June 2023	Complete
038- Update on WMG Battery Incident	ACTION: Graham Hakes to share the expected number of dedicated fire wardens per department with the Committee.	Graham Hakes	
039- Protest Management CoP	ACTION: The Protest Management Code of Practice to be viewed again by the Committee once the amendments have been made.	Ben Pithouse	
043- Update from Union Reps	ACTION: 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.	Union Reps	

047- Any Other Business	ACTION: The location on campus where E-bikes can be charged is to be determined.	Duncan Stiles	
ITEM	DECISION		