

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
OPEN MINUTES OF THE MEETING HELD 13:00, Wednesday 8 June 2022

Present	Prof. Mike Ward	MW	Head of Department, Chemistry (Chair)
	John Phillips	JP	Director of Health and Safety Services
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Lee Cartwright	LC	Trade Union Representative (UNITE)
	Nicola Rogers	NR	Trade Union Representative (UCU)
	Dr. Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	Carl Messenger	CM	Trade Union Representative (UNISON)
	Louise Davies	LD	Member of staff from the Sports Centre
	Duncan Parkes	DP	Member of staff of the Students' Union
	Lisa Burton	LB	Member of the Faculty of Social Sciences
	Duncan Stiles	DS	Member of staff from the Estates Office
	Heather Green	HG	Member of staff from the Library
	Graham Hakes	GH	Senior Health & Safety Advisor
	Lorraine Blackwell	LB	Member of staff from Commercial Services
	Prof. Paul Jennings	PJ	Chair of H&S Committee (WMG)
	Dr. Tom Hase	TH	Chair of H&S Committee (Physics)
	Prof. Victor Zammit	VZ	Chair of H&S Committee (WMS)
Mayur Patel	MP	Assistance Secretary to the UHSC	
Attending	Christopher Griffin	CG	Head of Risk and Resilience

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 Charlton Sayer, Parvez Islam, Prof. David Towers, Amy Hamson, Richard Campbell-Kelly, Diana Stonefield, Prof. Yin Chen, George Saxon.</p>
032	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
033	<p>Minutes of last meeting on 9 March 2022</p> <p>The minutes of the meeting held on 9 March 2022 were received and approved.</p>
034	<p>Matters arising from last meeting held on 9 March 2022</p> <p>There were no matters arising from the last meeting.</p>
Chair's Update	
035	<p>Chair's Business and Actions</p> <p>The Chair informed the Committee that the project in which Labcup was providing the Chemical Inventory Tool had seen extensive progress since the last meeting of the UHSC and was close to completion. It was anticipated that the purchase would have been completed by 1st June 2022, however, due to some slippage a new completion date, 15th June 2022, had been agreed. The new Chemical Inventory Tool was to be implemented within the Chemistry department firstly, and then rolled out to other University departments in stages.</p>
Executive Update	
036	<p>Key Points relating to the University Health and Safety Executive Committee</p>

	<p>The Director of Health and Safety Services presented the report from the meetings of the University Health and Safety Executive Committee (UHSEC) on 12 May 2022 (036-UHSC080622). The paper was received, and content noted by Committee members.</p>
037	<p>Health and Safety Performance</p> <p>The Senior Health & Safety Advisor presented the Health and Safety Performance paper (037-UHSC080622). The paper was received, and content noted by Committee members.</p>
038	<p>Roadway and Pavement Safety</p> <p>The Director of Health and Safety Services informed the Committee, that a conversation with Parvez Islam (Director of Environmental Sustainability) and George Saxon (Head of Transport Systems and Operations) had been had highlighting poor lighting across central campus and the increase in campus traffic as students and staff return. Parvez and George were invited to this UHSC meeting to provide an update of the intended work.</p> <p>As Parvez or George were not available to attend, Duncan Stiles (Head of assurance, Risk and Property) provided the following update on their behalf.</p> <p>“Following concerns being raised at departmental H&S meetings around increased campus traffic and the mixture of modes now being used by staff and students and the potential for increased conflicts. We have received the data and whilst it shows that there had been no increase in terms of incidents between vehicles and other modes users it has been agreed that we will organise a road safety audit carried out by an external company with support from Estates Compliance and assurance which will cover our road condition, signs, markings, safety crossing points and junctions.”</p> <p>The Transport and Mobility Team had undergone a restructure which had led to a change of job descriptions for the Operations Team to now include road and pavement inspections, these had been included to help support Estates in identifying more frequently the condition of campus to arrange repair and replacement works more efficiently, supported by framework contractors working on behalf of Maintenance. The aim of these changes was to speed up the process to resolve and help reduce the risk to members of our community. There had also been installations of new sensors in partnership with Transport for West Midlands at busy junctions on campus (Gibbet Hill entrance, Lord Bhattacharyya entrance, Lynchgate Road, Leighfield Road and Piazza) specifically to monitor mode usage, these sensors are also able to indicate estimates speed and help identify conflicts by recording pathing. This data will be used in future to help support master planning and safety cases”.</p>
039	<p>ISO:45001 Audit Update</p> <p>The Chair invited the Director of Health and Safety Services to provide a verbal update following that last visit by the British Standards Institution (BSi).</p> <p>The Director of Health and Safety Services informed the Committee that the next Surveillance Visit by the British Standards Institute (BSi) was scheduled to take place on 21st – 23rd July 2022, and they would be visiting the School of Engineering. Health and Safety Services had been conducting a series of internal audits of the six high risk departments to prepare them for their BSi audit, each department was to be visited once in a 3 yearly cycle with Estates being involved each time due to the work they carry out.</p> <p>The Member of staff from the Sports Centre was keen to understand that if BSi was to visit all departments, was the Campus & Commercial Services Group – Sport (CCSG-Sport) due to be audited. The Senior Health and Safety Advisor clarified that currently Campus & Commercial Services – Accommodation was within scope, and CCSG-Sport was to be looked at and included in the future.</p>

Governance

040	<p>Managing Infectious Diseases Plan</p> <p>The Chair invited Christopher Griffin, Head of Risk and Resilience, to present the paper on Managing Infectious Diseases Plan (MIDP).</p> <p>The Head of Risk and Resilience presented the Managing Infectious Diseases Plan paper (040-UHSC080622), the paper was received, and content noted by Committee members.</p> <p>The Member of staff from the Library was keen to understand if the 'Control of Infectious Diseases' risk assessment should still be used or if the plan replaced it. The Director of Health and Safety Services confirmed that the risk assessment was still to be used and would be updated to cover all the infectious diseases mentioned in the plan.</p> <p>The Trade Union Representative (LC), (UNITE), was keen to understand with the Commonwealth Games coming to campus, how did the plan work for our staff who would be working within the restricted area. The Senior Health and Safety Advisor reported that University staff remained under the responsibility of the University, and both the University and the Commonwealth Games organisers were working with Public Health England.</p>
041	<p>Legionella and Water Quality Policy [Exempt information not included]</p> <p>The Head of Assurance, Risk and Property presented the report on the Legionella and Water Quality Policy (041-UHSC080622). The paper was received, and content noted by Committee members.</p> <p>The Member of staff from the Sports Centre was keen to understand if departments were to continue conducting 'water checks' or was this task now to be taken on by Estates. The Head of Assurance, Risk and Property confirmed that departments should continue with their checks and Estates was to be a second line of checks.</p>
042	<p>EAP Management Information Report [Exempt information not included]</p> <p>Chair invited the Director of Health and Safety Services to present the paper on the latest Employee Assistance Programme (EAP) Management Information Report.</p> <p>The Director of Health and Safety Services presented the report from the latest Employee Assistance Programme (EAP) Management Information Report (042-UHSC080622). The paper was received, and content noted by Committee members. It was reported that the EAP had been renewed for the next 12 months and thereafter work would be conducted to send out to tender and identify another service provider if it was required.</p> <p>ACTION: The Director of Health and Safety Services to discuss who should be accessing the EAP with the Director of Wellbeing and Safeguarding.</p>
043	<p>Asbestos Policy Update</p> <p>The Chair invited the Head of Assurance, Risk and Property to present the paper on the Asbestos Policy.</p> <p>The Head of Assurance, Risk and Property presented the paper on the Asbestos Policy (043-UHSC080622), the paper was received, and content noted by Committee members.</p>

044	<p>Activities around the University</p> <p>Committee members reported:</p> <ol style="list-style-type: none"> 1) Warwick Medical School reported that term 2 laboratory face to face teaching work had gone well. 2) Commercial Services reported that asbestos training and the Train the trainer for evac chairs had been completed by CCSG staff. A Fire Safety campaign was to be started and completion of the Fire Safety Moodle would be monitored for completion rates. 3) The students Union had appointed a new Director and Chief Executive and were reviewing policies. 4) The Trade Union Representative (UNITE) reported that they were supporting staff who were involved in Evolve 22. 5) Estates staff were completing Working Safely in Warwick training, and spill training. 6) Estates are reviewing and updating Standard Operating Procedures, and Code of Conduct for suppliers. 7) The Faculty of Social Science reported that the Building and Facility Group were to have their first meeting, travel risk assessments were being worked on, evacuation process had been updated, evac chair training and defib training was underway, Moodle training was being monitored and the Leadership document was to be reviewed. 8) The Library reported that their H&S Committee now included Managers from all areas of the library, work continued on revising Risk Assessments and Standard Operating Procedures. 9) The Sports Centre had completed fire evacuation across all shifts which had increased knowledge and were now concentrating on DSE assessments. Work was to be conducted on Risk Assessment mapping followed by Operating Procedures. 10) The Science, Engineering and Medicine had had its first faculty meeting. 11) The Trade Union Representative (UCU) was providing support to staff undergoing Evolve 22.
Items below this line are for receipt and/or approval, without discussion	
Other	
045	<p>Any Other Business</p> <p>[Exempt information not included]</p> <p>The Chair was keen to understand and required clarification on the approval of travel risk assessments, was it that the HoD needed to approve all travel risk assessments. The Director of Health and Safety Services clarified that Academics in charge of research groups were able to approve travel risk assessment for their staff.</p>
Next meeting: 10.00, Wednesday 9 November 2022	

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
021- Key Points relating to the University Health and Safety Executive Committee	ACTION: The Director of Health and Safety Services to circulate the latest EAP report to Committee members.	John Phillips June 2022	
042- EAP Management Information Report	ACTION: The Director of Health and Safety Services to discuss who should be accessing the EAP with the Director of Wellbeing and Safeguarding.	John Phillips November 2022	