

**UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 09 NOVEMBER 2022**

Present	Prof. Rebecca Earle	RE	Chair of the UHSC
	John Phillips	JP	Direct of Health and Safety Services
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Nicola Rogers	NR	Trade Union Representative (UCU)
	Dr Andrew Marsh	AM	Chair of H&S Committee (Chemistry)
	Prof. Paul Jennings	PJ	Chair of H&S Committee (WMG)
	Dr Richard Puxty	RP	Chair of H&S Committee (SLS)
	Prof. Victor Zammit	VZ	Chair of H&S Committee (WMS)
	Lisa Burton	LB	Member of staff from the Faculty of Social Sciences
	Ben Pithouse	BP	Member of staff from Professional Services
	Heather Green	HG	Member of staff from the Library
	Louise Davies	LD	Member of staff from the Sports Centre
	Helen James	HJ	Member of staff from Commercial Services
	Graham Hakes	GH	Secretary to UHSC, Senior Health & Safety Advisor
Suzie Lynn	SL	Assistant Secretary to the UHSC	
In attendance	George Saxon	GS	Member of staff from the Estates Office

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</p> <p>Apologies were received from Prof. Thomas Hase (Chair of H&S Committee (Physics)), Duncan Stiles (Member of staff from the Estates Office), Richard Campbell-Kelly (Member of staff from Insurance Services), Tomi Amole (Students Union Representative), Prof. David Towers (Chair of H&S Committee (Engineering)), Dr Charlotte Allender (Trade Union Representative (Prospect)), Duncan Parkes (Member of staff of the Students’ Union), Lee Cartwright (Trade Union Representative (UNITE)), Diana Stonefield (Member of staff from the Faculty of Arts), Antonia Mayers (Trade Union Representative (Unison)), Claire Daffern (Trade Union Representative (UCU)) and Andrea Pulford (Member of staff from the Arts Centre).</p> <p>George Saxon is deputising for Duncan Stiles at this meeting.</p>
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
003	<p>Minutes of last meeting held on 08 June 2022</p> <p>The minutes of the meeting held on 08 June 2022 were received and approved.</p>
004	<p>Matters arising from last meeting on 08 June 2022</p> <p>There were no matters arising which were not covered in the substantive part of the agenda.</p>
005	<p>Membership and Terms of Reference 2022-23</p> <p>The Director of Health and Safety Services presented the key points of the paper (005-UHSC091122), the committee received and noted the content.</p> <p>John Phillips explained the function of the Committee to new members, the purpose is twofold; it is a consultative flow of information to Health and Safety Committees and Faculty meetings to disseminate information, and it is also a way of escalating up formally to the UHSEC or UEB.</p> <p>DECISION: The Committee approved the Membership and Terms of Reference 2022-23.</p>

Chair's Update	
006	<p>Chair's Business and Actions</p> <p>The Chair informed Committee members that there was no Chair's business.</p>
Executive Update	
007	<p>Performance Report</p> <p>[Exempt information not included]</p> <p>The Senior Health and Safety Adviser provided an update on Health and Safety performance using SHE Assure, a PDF of the dashboard has been attached. Graham Hakes informed the Committee that SHE Assure has changed its name to just 'Assure'.</p> <p><u>Incident Records Dashboards 01/10/21-30/09/22</u></p> <p>-The Chair asked for clarity on what a RIDDOR was. GH explained that certain incidents need to be reported to the Health and Safety Executive (HSE), such as broken bones, gas leaks, etc. This is in relation to members of staff and members of the public (students).</p> <p>-GH stated that the HSE is notified of the cause of the accident and what is being done to rectify it. HSE can then choose whether to attend and investigate, and it was advised that HSE have not attended to investigate a RIDDOR incident in recent years.</p> <p>-Incidents are categorised as minor, significant and serious – If there are a pattern of minor incidents then this could become significant.</p> <p>-GH advised that near miss reporting is slowly improving. GH explained that a near miss is something that had the potential to injure you, e.g., a ceiling tile falling in front of you would be a near miss, but not a ceiling tile being loose. JP asked the Committee to encourage near miss reporting.</p> <p>GH demonstrated some of the functions of Assure to the Committee.</p> <p>GH highlighted that there were portal dashboards for Estates, H&S and UoW. GH demonstrated that the UoW portal has a QR code which can be used to report incidents and near misses whilst out and about.</p> <p>ACTION: QR code for reporting incidents and near misses to be shared with the Committee.</p> <p>JP explained that anybody can report an incident or near miss via the portal and that there is also an option to ask for questions/advice from the H&S team. This is another reporting measure; data can be collated if it comes through the portal. JP asked the Committee to raise awareness of the portal.</p>
008	<p>Key Points – UHSEC</p> <p>[Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (008-UHSC091122), highlighting the following keys points:</p> <p>Leadership and Management of Health and Safety document – JP explained that this document is based on a document created by the HSE and further developed by the Universities Safety and Health Association (USHA) on behalf of the Higher Education sector. It has been adopted by the university and amended to reflect our structure and job roles. This document supports the H&S Policy document highlighted that there is ongoing work to be done around raising awareness of the document and the provision of training.</p> <p>H&S Policy document – This is the statement on intent, under which sit a lot of specific policies.</p>

009	<p>HSE Visit to Gibbet Hill [Exempt information not included]</p> <p>The Director of Health and Safety Services updated the Committee about the recent visit to Gibbet Hill by a bio-specialist inspector from the HSE. This was a planned visit and lots of documentation was prepared in advance by the Technical and Research teams. The visit went well with two points that needed to be addressed.</p>																
Governance																	
010	<p>Infectious Diseases Risk Assessment [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (010-UHSC091122), explaining how the risk assessment had been expanded to cover other infectious diseases and not just Covid-19. The risk assessment is available to share with departments and is available on the H&S webpages – Infectious Diseases (including Covid-19) (warwick.ac.uk)</p> <p>Prof. Victor Zammit highlighted that face coverings were available at reception areas in WMS for use if wanted by staff and students.</p> <p>ACTION: The Director of Health and Safety Services to determine the status of hand sanitisation stations across the University.</p>																
011	<p>Activities around the University [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="196 1211 1533 2033"> <tr> <td data-bbox="196 1211 421 1319">Helen James</td> <td data-bbox="421 1211 646 1319">Commercial Services</td> <td data-bbox="646 1211 1533 1319">Fire Safety Campaign is going well – 81.3% completed. Near miss reporting has dropped over first quarter, this is being made a priority again.</td> </tr> <tr> <td data-bbox="196 1319 421 1393">Heather Green</td> <td data-bbox="421 1319 646 1393">Library</td> <td data-bbox="646 1319 1533 1393">Fire Safety report was commissioned for the building due to the occupancy and this is currently being worked through.</td> </tr> <tr> <td data-bbox="196 1393 421 1538">Ben Pithouse</td> <td data-bbox="421 1393 646 1538">Professional Services</td> <td data-bbox="646 1393 1533 1538">Have seen a shift in the nature of student protests, such as the disruption at the careers fair last week. There were Health and Safety concerns regarding the welfare of those at the fair. BP stated clarity on what is an ‘event’ is needed.</td> </tr> <tr> <td data-bbox="196 1538 421 1612">Nicola Rogers</td> <td data-bbox="421 1538 646 1612">Union rep</td> <td data-bbox="646 1538 1533 1612">Union members have been reporting poor ventilation in rooms in Ramphal.</td> </tr> <tr> <td data-bbox="196 1612 421 2033">George Saxon</td> <td data-bbox="421 1612 646 2033">Estates</td> <td data-bbox="646 1612 1533 2033">The University ‘Contractors Code of Conduct’ has recently been updated and an Estates wide communication was sent out to those who manage Contractors/Suppliers, and Estates Suppliers have been notified of this update. Updated Driver and Vehicle Safety policy – Policy changes led to consultation, and this will go back to the Policy Oversight Group on 10th November 2022. University Asbestos Management and Legionella and Water Quality Policies have been reviewed. Estates SOP for Snow Clearing and Gritting has been reviewed. An external consultancy for road safety on campus will be taking place before the end of the year.</td> </tr> </table>		Helen James	Commercial Services	Fire Safety Campaign is going well – 81.3% completed. Near miss reporting has dropped over first quarter, this is being made a priority again.	Heather Green	Library	Fire Safety report was commissioned for the building due to the occupancy and this is currently being worked through.	Ben Pithouse	Professional Services	Have seen a shift in the nature of student protests, such as the disruption at the careers fair last week. There were Health and Safety concerns regarding the welfare of those at the fair. BP stated clarity on what is an ‘event’ is needed.	Nicola Rogers	Union rep	Union members have been reporting poor ventilation in rooms in Ramphal.	George Saxon	Estates	The University ‘Contractors Code of Conduct’ has recently been updated and an Estates wide communication was sent out to those who manage Contractors/Suppliers, and Estates Suppliers have been notified of this update. Updated Driver and Vehicle Safety policy – Policy changes led to consultation, and this will go back to the Policy Oversight Group on 10 th November 2022. University Asbestos Management and Legionella and Water Quality Policies have been reviewed. Estates SOP for Snow Clearing and Gritting has been reviewed. An external consultancy for road safety on campus will be taking place before the end of the year.
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	Prof. Paul Jennings	WMG	A risk area was identified regarding communication to external workers.
	Lisa Burton	Social Sciences	Lots of considerations coming out of the STEM Grand Challenge. In WBS, a Health and Safety self-audit in being planned.
	John Phillips	Health and Safety	Lots of extra training going on for First Aid to get numbers up due to hybrid working. JP asked the Committee to reach out if there were shortfalls in their areas. HJ asked for guidance on required numbers, GH will pick this up with HJ. First Aid posters are now QR codes which can be scanned to get an up-to-date list of first aiders. Estates will be putting up posters around campus regarding Avian Flu warning people not to go near dead birds that they find and to report them. PA asked if this includes injured birds, JP stated that it does.
	Dr Andrew Marsh	Chemistry	There is a project ongoing in Chemistry regarding updating the risk assessment, this will then enable additional training needs to be identified. LabCup Inventory system is ongoing. The Health and Safety update/induction has been completed.
	Dr Richard Puxty	SLS	A digital solution for training is needed which will tell people what they need to do and when they have completed it.
	Prof. Victor Zammit	WMS	The department was due an audit in March/April which coincided with the new Head of Department starting. A request was made to defer the audit which was granted.
	Louise Davies	Sports Centre	Have been carrying out safety audits with one of the Health and Safety Officers which has been going well.
	Paul Allsopp	Union rep	Unite are running a national campaign called 'Get me Home Safely' which is in relation to staff that have to work unsociable hours. The Union are asking for an extended duty of care by employers to ensure staff arrive and get home safely, as such risk assessments may need adapting for certain individuals. There is also a video: https://www.unitetheunion.org/campaigns/get-me-home-safely-campaign/
	Prof. Rebecca Earle	Chair	The Chair highlighted that Travel Risk Assessments may need to be brought back to the Committee at a future meeting.

Subsidiary and Sub-Committee Reports

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

012	<p>H&S Policy</p> <p>The Director of Health and Safety Services presented the key points of the paper (012-UHSC091122), the committee received and noted the content.</p> <p>HG stated that previously the library adopted this policy and had the senior leadership team for their area sign it. JP stated that this is still a good thing to be done.</p>
013	<p>Leadership & Management Document Update</p> <p>The Director of Health and Safety Services presented the key points of the paper (013-UHSC091122), the committee received and noted the content.</p>

014	<p>Employee Assistance Programme MI [Exempt information not included]</p> <p>The Director of Health and Safety Services presented the key points of the paper (014-UHSC091122). JP will circulate the most recent EAP report to the Committee.</p> <p>JP was actioned at the last meeting to clarify who could access the EAP – It was agreed with Hannah Friend that any student should go to Wellbeing in the first instance, however if they happened to contact EAP then we would not stop that, but also not promote that.</p> <p>JP stated there are EAP leaflets with a card that can be popped out and that PA can collect some of these from Health and Safety.</p> <p>JP explained that to get an appointment for counselling, the process is to ring EAP and then through the triage process counselling could be recommended.</p> <p>EAP is getting good use, staff can get 6 free sessions of counselling either by the telephone, video or face to face. JP confirmed this is completely confidential.</p> <p>JP will look into getting some extra comms out for staff, highlighting that a good way to disseminate this is through the members own Health and Safety committees.</p> <p>JP stated EAP also have an app which may need to be pushed more as up take has not been high. JP will circulate the app to the Committee.</p> <p>BP asked about waiting times. JP stated the SLA is no more than 2 weeks before seeing someone face to face.</p> <p>ACTION: The Director of Health and Safety Services to circulate the EAP app to Committee members.</p>
Other	
015	<p>Any Other Business</p> <p>The was no other business raised.</p>
Next meeting: 8 March 2023, 10:00-12:00	

DECISIONS AND ACTIONS			
ITEM	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	Complete
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	Complete
007- Performance Report	ACTION: QR code for reporting incidents and near misses to be shared with the Committee.	John Phillips ASAP	Complete
010- Infectious Diseases Risk Assessment	ACTION: The Director of Health and Safety Services to determine the status of hand sanitisation stations across the University.	John Phillips	
014- Employee Assistance Programme MI	ACTION: The Director of Health and Safety Services to circulate the EAP app to Committee members.	John Phillips ASAP	Complete
ITEM	DECISION		
005- Membership and Terms of Reference 2022-23	DECISION: The Committee approved the Membership and Terms of Reference 2022-23.		