

UNIVERSITY OF WARWICK
UNIVERSITY HEALTH AND SAFETY COMMITTEE
OPEN MINUTES OF THE MEETING HELD 10:00, Wednesday 6 November 2019

Present	Michael Ward	MW	Head of Department, Chemistry (Chair)
	John Phillips	JP	Director of Health and Safety (Vice-Chair)
	Paul Allsopp	PA	Trade Union Representative (UNITE)
	Lisa Burton	LB	Member of staff from the Faculty of Social Sciences
	Richard Campbell-Kelly	RCK	Member of staff from Insurance Services
	Louise Davies	LD	Member of staff from the Sports Centre
	Tom Hase	TH	Chair of H&S Committee (Physics)
	David Mullins	DM	Chair of H&S Committee (WMG)
	Duncan Parkes	DP	Member of staff of the Students' Union
	Mayur Patel	MP	Assistance Secretary to the UHSC
	Duncan Stiles	DS	Member of staff from the Estates Office
	Diana Stonefield	DS1	Member of staff from the Faculty of Arts
	David Towers	DT	Chair of H&S Committee (Engineering)
	Victor Zammit	VZ	Chair of H&S Committee (WMS)
Attending	Graham Hakes	GH	Senior Health and Safety Advisor
	Peter Robinson (Vice)	PR	Attending in the absence of Oliver Cooper

Ref	Item
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014	<p>Apologies for absence</p> <p>Apologies were received from Charlotte Allender, Lee Cartwright, Charlotte Lloyd, Oliver Cooper, Hannah Friend, Heather Green, Andrea Pulford, Prof. David Roper, Caroline Farren.</p>
015	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
016	<p>Minutes of last meeting on 6 November 2019</p> <p>The minutes of the meeting held on 6 November 2019 were received and approved following the minor amendments, additions in red, deletions struck through:</p> <p>012 Activities around the University</p> <p>3) The Public Liability/Medical Malpractice insurance cover was reported to have increased due to the number of claims additional activities.</p> <p>12) Estates inspections have included the Furniture Store, Car parks, Cryfield CHP, Boiler House, Senate House and Wellesbourne workshops and the old Sports Centre climbing wall.</p>
017	<p>Matters arising from last meeting on 6 November 2019</p> <p>The matters arising were as follows:</p> <p style="padding-left: 40px;">(a) Disparity relating to hour worked by staff on different grades and ability (or not) to take time off in lie (minute 009-UHSC020519)</p> <p>The Director of Health and Safety Services, provided a verbal update informing the Committee that this item would be picked up through the Staff Wellbeing Strategy Group.</p>

Chair's Update

018	<p>Chair's Business and Actions</p> <p>The Committee received no updates from the Chair.</p>
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019	<p>Wellbeing Update</p> <p>The Director of Health and Safety Services, provided a verbal update relating to Wellbeing for Staff and Students. A proposal to set up two new groups (Workforce Wellbeing Strategy Group and Student Wellbeing Strategy Group) was reported at the February University Health and Safety Executive Committee (UHSEC) meeting. The introduction of the Staff Wellbeing Strategy Group would replace the existing Stress Management Group and carry forward issues raised at meetings.</p>
Executive Update	
020	<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 14 January and 6 February 2020 (018/UHSC040320). Discussion at UHSEC had included, that the Health and Safety Executive (HSE) had served a Notification of Contravention due to its lack of consistency in safe management of non-ionising and ionising radiation; the approval of 4 new policies (Biological Safety, Laser Safety, Explosives and Stress Management); the approval in concept to international travel risk, removing the £500 threshold for booking flights and accommodation and all University business bookings be made through Key Travel; the Workforce Wellbeing Strategy Group and Student Wellbeing Strategy Group developing a Wellbeing and Safeguarding Strategy; Estates trailing an online asbestos register and the Permit System using Quemis going live; that following the Bolton University Accommodation fire, the University of Warwick (UoW) received a letter from the Secretary of State to confirm that fire systems were in place at the UoW; the health and safety performance using the new SHEAssure software; the Menopause Policy raised at previous UHSC meeting was being considered by Human Resources; the revision of the University Risk Profile, Health and Safety Plan for 2019-20 and the report output from the employee Assistance Programme.</p>
Governance	
021	<p>New Policy – Natural Gas Installation</p> <p>The Director of Health and Safety Services presented, the report (019-UHSC040320) on the new Natural Gas Installation policy. The Committee were informed that the new policy was in its draft stage and available for comment on the 'Daft Policies' webpage on the Health and Safety Webpages. Committee members were requested to review the policy and provide comments by 13 March 2020 to the Director of Health and Safety Services, prior to them being taken to the next UHSEC meeting in April 2020.</p>
022	<p>OHSAS 18001 Audit Update</p> <p>The Director of Health and Safety Services provided a verbal update on the OHSAS 18001 Audit, with the following key points:</p> <ul style="list-style-type: none"> • OHSAS 18001 would undergo a name change to ISO 45001 by January 2020. • Currently the audit process was using a hybrid standard covering both OHSAS 18001 and ISO 45001. • Audits would involve looking at Leadership and Management, staff interaction, trade union representation at both UHSC and UHSEC. • BSi returned every six months to check progress, the next inspection during 10/03/20 – 13/03/20, with day 1 and 2 being spent with Central Health and Safety and day 3 and 4 within departments. <p>The Committee was keen to understand when BSi would audit individual departments and if a timeline was available.</p> <p>The Director of Health and Safety Services informed the committee that BSi visits were on a 6 monthly cycle and so all departments will not be seen at the same time, but each department should anticipate an audit once every 3 years. The next departmental audit was scheduled for September 2020 and would be auditing Warwick Medical School looking at Risk Assessments.</p>

023	<p>USHA Statistics</p> <p>The Director of Health and Safety Services presented, the report (021-UHSC040320) on the University Safety and Health association (USHA) Statistic for the period August 2018 – July 2019. The Committee received and noted the presentation.</p>
024	<p>SHE Assure Performance Report</p> <p>The Senior Health and Safety Advisor demonstrated the SHE Assure Software in relation to incident reporting, incident investigation close-out and inspection and audit action close-out. The Committee received and noted the presentation.</p>
025	<p>HSE Letter of Notification</p> <p>The Director of Health and Safety Services presented, the report (023-UHSC040320) on the HSE Notification of Contravention in connection with breaches of two pieces of health and safety legislation relating to ionising and non-ionising radiation. These primarily related to suitable and sufficient risk assessment and risk control measures. The HSE had requested a formal response including copies of reviewed and revised risk assessments by March 2020. The Committee received and noted the presentation.</p>
026	<p>Activities around the University</p> <p>Committee members reported:</p> <ol style="list-style-type: none"> 1) Warwick Business School (WBS) had been reviewing their evacuation plans, fire wardens and first aid provisions. 2) WBS had introduced local induction checklist for new starters and established a Faculty Green Team to concentrate on sustainability. 3) WBS were exploring the introduction of nursing facilities and reviewing risk assessments. 4) Warwick Medical School (WMS) continue their work on reviewing and updating risk assessments. 5) WMS had a separate chemical database which has now not supported, information now being incorporated which risk assessments, a meeting with Caroline Farren and Mary Bagnall to be scheduled. 6) Warwick Manufacturing Group (WBG) had provided risk assessment training to staff; progress with accident investigations was on going; number of fire wardens had been increased and fire awareness Moodle training was at 80% completion by staff.
Other	
027	<p>Any other business</p> <p>The Director of Health and Safety Services informed the Committee, that the recent concerns relating to the coronavirus was not solely a health and safety concern and the university was monitoring the situation with advice from Public Health England (PHE). Chris Twine was leading the university Major Incident Team on this issue, the team would capture data but would not provide advice.</p> <p>The Committee to note, that an error had occurred during the preparation of the agenda for this meeting relating to item reference numbers. Items 18-25 on the agenda would be amended to 20-27 consecutively in the minutes of this UHSC meeting minutes.</p>
Next meeting: 10.00am, Wednesday 10 June 2020, CMR1.0 (University House)	

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
004(c)-Matters arising (relates to minute 009-UHSC020519) Disparity relating to hours worked by staff on different grades and ability (or not) to take time off in lieu	ACTION: The Director of Health and Safety Services to provide an update at the next UHSC meeting.	JP, 04/03/20	Completed
006-UHSC020519 – Terms of Reference and Membership	ACTION: The Director of Health and Safety Services to arrange a meeting with the NAIC WMG Development and Services Facilities Director to establish a committee structure.	JP	Completed
	DECISION: The Committee approved the UHSC Terms of Reference (ToR) for academic year 2019-20.		