

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 4 October 2018

Present: J Phillips (Director of Health and Safety, Acting Chair), L Burton (member of staff from the Faculty of Social Sciences), R Campbell-Kelly (Insurance), C Daffern (UCU), Dr A Marsh (member of staff from the Faculty of Science), L Davies (member of staff from Warwick Sport), Dr H Friend (Administration), H Green (member of staff from the Library), A Hamson (Senior Administrative Officer, School of Engineering) vice Professor D Towers (School of Engineering), Dr T Hase (Physics), D Parkes (Students Union), P Robinson (Contracts Manager) vice O Cooper (Commercial), D Stonefield (member of staff from the Faculty of Arts), Professor V Zammit (WMS)

Apologies: Professor L Young (Chair), C Allendar (Prospect), L Cartwright (UCATT), Professor D Towers (School of Engineering), Professor T McNally (WMG), Dr P Schafer (Life Sciences), A Pulford (member of staff from The Arts Centre), O Cooper (Commercial), D Stiles (Compliance and Assurance Manager)

In attendance: C Farren (Senior Health and Safety Officer and Secretary to the Committee), M Evans (Health and Safety Advisor, Estates), M Patel (Assistant Secretary to the Committee).

01/18-19 Apologies and welcome

REPORTED: (by the acting Chair)

That apologies were received from Professor L Young (Chair), C Allendar (Prospect), L Cartwright (UCATT), Professor D Towers (School of Engineering), Professor T McNally (WMG), Dr P Schafer (Life Sciences), A Pulford (member of staff from The Arts Centre), O Cooper (Commercial), D Stiles (Compliance and Assurance Manager)

That new members: B Dinghra (new Sabbatical Officer of the Students Union, absent), Dr H Friend (Director of Wellbeing and Safeguarding) replacing S Crookes, D Stonefield (Faculty of Arts) replacing T Forysiak, D Parkes (member of staff of the Student's Union) replacing A Bastable, and M Patel (Assistant Secretary to committee) replacing H Reynolds

02/18-19 Minutes

CONSIDERED:

The minutes of the meeting held on 2 May 2018.

RESOLVED:

- (a) That the minutes of the meeting of the University Health and Safety Committee held on 2 May 2018 be approved subject to the following amendment (additions underlined, deletions ~~struck through~~).

That item 35/17-18 incorporates the discussion involving the change in approach connected to fire evacuation training.

- (b) That the change in approach from training everyone to be responsible for evacuating University buildings safely to the need to identify key staff to take on the role of fire warden was going to be challenging for Departments who have a lot of transient staff.

03/18-19 Matters arising from the minutes

- (a) Annual self-assessments October 2018 (UHSC 201/17-18 refers)

REPORTED: (by the Director of Health and Safety)

- (i) That the annual self-assessment survey was sent out to all Head of Departments (HOD) in October 2017 for the last academic year.
- (ii) That for academic year 2018-19 the Health and Safety Office would send out the self-assessment survey during October 2018.
- (iii) That it was anticipated that the survey returns would be received by the Health and Safety Department during November 2018. Surveys which were not received by this date, contact would be made with departments.
- (iv) That the surveys would be circulated to both HOD's and members of the University Health and safety Committee.
- (v) That survey questions should be answered to the best of their knowledge. If unsure, the answer should be, 'No' and further information should be included in the free text box at the end of the survey.

- (b) Communicating changes to Health and Safety policies (UHSC 34/17-18 refers)

REPORTED: (by the Director of Health and Safety)

- (i) That changes to any H&S Policies had been reflected in the Terms of Reference (TOR) of the Departmental H&S Committees across the Science, Engineering and Medical Faculty and within Commercial Group and Estates.
- (ii) That the new TOR had been circulated to Departments for consideration at their local H&S Committee meetings.
- (iii) That the new method of communication be taken forward and discussed at the next meeting of the UHSC Committee.

04/18-19 Declarations of Conflict of Interest

REPORTED: (by the acting Chair)

- (a) That should any members or attendees of the University Health and Safety Committee have any conflicts of interest related to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.
- (b) That members of the Committee were encouraged, wherever possible, to inform the Secretary prior to the meeting of any potential conflicts of interest.

RESOLVED:

That no conflicts of interest be recorded.

05/18-19 Chair's Business

REPORTED: (by the Director of Health and Safety)

- (a) That a Stress Management Working Group had been established along with their 'Terms of Reference'; The proposal was that this would be taken to the University Health and Safety Executive Committee for consideration.
- (b) That the first meeting of the Stress Management Working Group took place on Friday 20 July 2018.
- (c) That the minutes from the meeting, once confirmed, would be made available to members of the UHSC.
- (d) That following a visit by the Health and Safety Executive – Water Hygiene Management, a 'Notification of Contravention Letter' was issued to the University of Warwick. This was due to the results from one of the samples taken from the Sports Pavilion testing positive for Legionella bacteria.

06/18-19 Terms of Reference and Membership

RECEIVED:

Revised Terms and Membership for the University Health and safety Committee for the academic year 2018-19 (UHSC.01/18-19)

REPORTED: (by the acting Chair)

- (a) That there had been no amendments to the Committee's Terms of Reference.
- (b) That the Chair of each of the Science Health and Safety Committees had been formally appointed as members to the UHSC this year following the changes made with the introduction of the Faculty of Science, Engineering and Medicine.

07/18-19 Key Points relating to the University Health and Safety Executive Committee

RECEIVED:

A paper reporting the notes relating to the meetings of the University Health and Safety Executive Committee (UHSEC) held on 30 May and 3 July 2018 (UHSC.02/18-19)

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That 3 Building Managers were in post to support Westwood Campus, Warwick Accommodation and selected buildings on Central Campus. These appointments were subject to review following six months of appointment.
- (b) That the Chemical Inventory project team reported no particular supplier was capable of delivering all the essential criteria; the project specification needed to be reviewed to move the project forwards.
- (c) That progress in relation to the Estates project relating to the introduction of appropriate ventilation and strengthen of the floor in Westwood Teaching Building (for chemical storage cabinets to be fitted) was considered to be progressing too slowly; a timeline for completion was to be reported at the next University Health and Safety Executive Committee to be held on 22 October 2018.
- (d) That there had been an increase in the number of incidents reported, HR Management referrals and a rise in fire incidents. Slip, trips and falls remained the highest incident category reported.
- (e) That the internal Health and Safety Department audit process which was to the OHSAS 18001 standard reported 43 Major Non-conformities and 126 Minor Non-conformities. The Health and Safety Department were currently preparing plans with Departments in order to address the non-conformities raised.

(by Members)

- (f) That from the 21 policies published on the University Health and Safety webpages, half were considered to be more guidance than policies.
- (g) That policies should include an element of training to follow through, otherwise the benefits would be limited.
- (h) That the lead policy on the Health and Safety webpages required to be updated to the new version.
- (i) That training for policies should be provided from the central Health and Safety Department and not at departmental level to reduce variations in training provided.
- (j) That a training budget and resources should be put in place, otherwise departments would not be compliant with health and safety law and its own University Health and Safety Policy.

RESOLVED:

- (a) That the Lead policy on the Health and Safety webpage be updated with the latest version.
- (b) That policy training and funding be taken forward and discussed at future meetings of the UHSC.

08/18-19 University Health and Safety Committee Programme 2018-19

RECEIVED:

A paper from the Director of Health and Safety on the UHSEC Programme of work for 2018-19 (UHSC.03/18-19)

REPORTED: (by the Director of Health and Safety)

- (a) That six meetings would take place during the academic year 2018-19, three of which would be for internal University staff only.
- (b) That extra items would be added to the programme as a result of unforeseen incidents.
- (c) That the Insurance Services Manager was currently working on a policy to detail what was covered by insurance and to be issued once complete.

RESOLVED:

- (a) That the planned UHSEC Programme of work for 2018-19 was noted by members.
- (b) That a paper be made available at the next meeting from the Insurance Services Manager which relates to University Health and Safety Insurance cover once insurance contracts had been finalised.

09/18-19 Incident and Performance Report

RECEIVED:

A paper from the /senior Health and Safety Advisor on the incidents reported to the Health and Safety Department for the period March to August 2018 and health and safety performance (UHSC.04/18-19)

REPORTED: (by the Senior Health and Safety Advisor)

- (a) That the overall number of incidents (including near misses) had decreased during this period.
- (b) That the number of 'significant/serious' incidents had seen a substantial increase. This increase has been due to a new classifying criteria looking at the overall potential of an incident in anticipation of the new SHE Software.

- (c) That 9 'serious' reported incidents were distributed between the Estates department (5) and the Science and Medical Faculty (4), including 2 phenol and waste related incidents, 1 electrical failure and 1 RIDDOR involving formalin having been microwaved.
- (d) That four of the 'significant/serious' incidents had been reported to the Health and Safety Executive (HSE)
- (e) That the highest reported incident category was 'slip/trips/falls' but saw a decrease by approximately 24% for this period.
- (f) That the legionella incident arose out of there having been 2 cricketers in hospital with Legionnaires Disease and Environmental Health were tracking back the various venues that they would have played at, which included Cryfield Pavilion. The water samples that were taken, whilst found to have legionella bacteria species present, were not the type that caused the Legionnaires disease concerned.
- (g) That during the BSi audit, it was found that a 2 ton crane was in operation on campus which had not had a valid statutory inspection (out of date).
- (h) That the QuEMIS Hazard Management System completion rate currently sits at 97.5% and efforts were ongoing to achieve 100% completion.
- (i) That the overall risk rating for the University of Warwick remained reported as, 'RED' or 'high risk'.

10/18-19 Health and Safety Audit

RECEIVED:

A paper from the Director of Health and Safety on the OHSAS 18001 audits carried out by the British Standards Institute (BSi) during the summer months of 2018 (UHSC.05/18-19)

REPORTED: (by the Director of Health and Safety)

- (a) That the 'Stage 1' audit of the Central Health and Safety system was completed in February 2018. The identified Non-Conformities raised at that time could be reported as having been closed-out, with the system confirmed to be compliant to BSi 18001 standards.
- (b) That the 'Stage 2' audit took place in August 2018 and involved looking at the 7 higher risk departments (Chemistry, Engineering, Physics, WMS, SLS, WMG and Estates Operations).
- (c) That on completion of the 'Stage 2' audit the BSi Auditor noted that appropriate levels of control were demonstrated in most areas assessed and that staff that were present at the time who were audited showed excellent knowledge and awareness of their role/responsibilities.
- (d) The auditor identified two problematic issues which ran across all departments and issued 2 Major Non-Conformities (NC) against the

University. All departments failed to meet the OHSAS 18001 standard.
The two Major NC's raised were:

- Statutory Inspections of lifting equipment, pressure systems, bulk gas storage and Local Exhaust Ventilation Systems (including chemical fume cupboards and bio-safety cabinets)
 - Statutory Testing for Water Hygiene, including legionella control measures.
- (e) That in addition to the Major NCs, two Minor NCs were identified across the seven departments which could be address relatively quickly, with no major resource implications.

RESOLVED:

- (a) That the findings of the audit would be reported to the University Health and Safety Executive Committee (UHSEC) on October 22, as would the corrective Action Plan for the Major NCs.
- (b) That BSi would carry out a further one day visit to assess our progress against the Corrective Action Plan and close out the Major NCs on 14 November 2018. If the Major NCs were successfully closed out, all seven departments could apply for OHSAS 18001 Certification.

11/18-19 Smoking Policy

RECEIVED:

A verbal report from the Director of Health and Safety on discussions at other meetings on the development of smoking policy.

REPORTED: (by the Director of Health and Safety)

- (a) That the Smoking Policy had been raised and discussed at various University Committees and Work Groups.
- (b) That a total ban was not considered feasible on a University designed like Warwick.
- (c) That consideration should be given to identify 'hot spots' such as Library Bridge, Loading Bays and Compactor areas etc and that every person seeing persons smoke in these areas should be empowered to ask them to move to an area further away.
- (d) That areas for 'smoking shelters' could be considered.

(By Members)

- (e) That construction sites do provide smoking shelters, however, the University should recognised that there was a need for separate shelters for smoking cigarettes and for vaping.

- (f) That providing smoking shelters would reduce mobile smoking and cigarette ends around campus which sometimes indicates that smoking is acceptable in the area.
- (g) That policing would be very difficult and it was unsure who should take responsibility for it.
- (h) That maybe a starting point should be to stop selling cigarettes on campus sites.
- (i) That there was concern regarding visitors to the campus and the impact on them, bearing in mind that they pay to use the facilities.

RESOLVED:

- (a) That an outright ban on University sites would be impractical, however, consideration should be given to identifying designated smoking areas and all members of staff should be responsible for policing the non-use of these.
- (b) That the smoking policy required reviewing and reported back to the committee at future meetings.

12/18-19 Activities around the University

REPORTED: (by Members)

- (a) That the Library were working with the central Health and Safety Advisor to update building risk assessments.
- (b) That work was underway with architects for the refurbishment of the Library to increase study space and occupancy.
- (c) That the Library were considering staffing levels and number of fire wardens required as a result of the refurbishment.
- (d) That Campus & Commercial Service Group (CCSG) were organizing monthly health and safety meeting.
- (e) That CCSG were in the process of reviewing and updating their risk assessments.
- (f) That CCSG were undertaking Statutory Equipment Inspections.
- (g) That training for compactor usage was under development.
- (h) That Warwick Sports were working with Estates and the Central Health and Safety Department looking at Legionella and asbestos management.
- (i) That following the new sports facility build, risk assessments and procedures were under development.

- (j) That within Estates a Statutory Inspection Working Group had been established with a terms of reference to advise and monitor Statutory Maintenance across the University in accordance with the Policy.
- (k) That Estates had investigated the underground service strike and were progressing lessons learnt to prevent reoccurrence.
- (l) That Estates, in order to ensure compliance, had purchased a standard maintenance specification (SFG20) for building engineering services.
- (m) That Physics were currently completing risk assessments for work space, equipment and projects.
- (n) That the Faculty of Social Science (FSS) were looking into putting into place H&S leads.
- (o) That the FFS Faculty Board had approved some lone working arrangements which would be suitable for FSS academic departments/office working (low risk).
- (p) That zoning of fire alarms was currently under review for the Social Sciences building on main campus which would reduce the need for every part of the building to be evacuated when the alarm sounds.
- (q) That the FSS were coordinating Portable Appliance Testing (PAT) across their faculty.
- (r) That the FSS were developing a Major Incident protocol after the incident involving Warwick Arts Centre in order to improve the way in which they manage similar incidents.
- (s) That the FSS were collating good practice associated with risk assessments and looking to promote the use of generic risk assessment templates.
- (t) That the FSS had advertised their new Nursing Room (which can be booked online via:
<https://warwick.ac.uk/fac/soc/staffresources/athenaswan/nursingroom>)
- (u) That the FSS toilet cleaning arrangements were being reviewed in order to introduce a second clean during the day to raise the standard of cleanliness.
- (v) That the Students Union were reviewing all policies and risk assessments.
- (w) That Chemistry had identified core technicians within the department.
- (x) That the 1st round of the Health and Safety Induction training had been completed within the Chemistry department.

- (y) That WMS had expanded their local H&S Committee membership to include students, union reps and more members of staff.
- (z) That in preparation of new buildings at the Gibbet Hill site, car parking and heavy goods vehicle access were being assessed.
- (aa) That prior to the new Art Facility building work, work was underway assessing safety, new parking arrangements and relocation of existing Fire Assembly Points which would be blocked during the build.
- (bb) That the Engineering Department were reviewing local H&S Committee membership, new H&S objectives, updating policies, blue folders in each laboratory which holds information relating to activities and risk, and H&S action plans following audits.-

13/18-19 Any other business

RESOLVED:

That there were no items raised by members of the UHSC.

14/18-19 Dates of future meetings

Thursday 7th February 2019 at 10.00, in CMR1.0

Thursday 2nd May 2019 at 10.00, in CMR1.0