

UNIVERSITY OF WARWICK

Minutes of the University Health and Safety Committee
held on 15 May 2014

- Present: Professor T Jones (Chair), Mr A Bastable, Ms Z Buckland, Ms P Collins, Mr M Hubbard, Ms T Forsyia, Mr M Joy, Dr A Marsh, Mr D Mitchell, Mr O Cooper (for Ms L Burton), Ms H Green, Mr N Sanders, Mr P Sweetman
- Apologies: Ms C Allender, Ms L Burton, Ms C Farren, Ms L McCarthy, Mr R Buckle, Mr L Cartwright, Mrs S Foy, Ms A Pulford, Ms C Quinney, Mr E Ryan.
- In attendance: Mrs J Brannon, Dr I MacKirdy, Mr J Phillips, Mr M Stacey and Ms S England (for item 37/13-14).

30/13-14. New Members

The Chair welcomed new members Teresa Forsyia (Faculty of Arts), Mr Mick Hubbard (Estates Office) and Dr Andrew Marsh (Faculty of Science).

31/13-14. Minutes

CONSIDERED: (by members)

Whether there is value in formal notes being produced, in addition to the minutes. Such a set of notes from the previous meeting was discussed and the consensus was that such notes would be very useful for briefing others in departments.

RESOLVED:

- i. That minutes of the meeting held on 11 February 2014 be circulated via e-mail and approved in correspondence.
- ii. That in future notes of key points reported to the University Health and Safety Executive Committee would be circulated to members.

32/13-14. Declarations of conflict of interest

REPORTED:

- (a) That, should any members or attendees of the University Health and Safety Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared.

(by the Chair)

- (b) That members of the University Health and Safety Committee were encouraged, wherever possible, to inform the Secretary prior to the meeting of any potential conflicts of interest, and were also invited to do so now if appropriate.

NOTE: No declarations were made.

33/13-14. Review of the Role of the Committee

REPORTED (by Dr I MacKirdy):

That the committee performs an important role in relation to communicating key health and safety messages to departmental committees and departmental staff, and that it is useful for members to reflect on the current effectiveness of the committee, and to consider the future role of the Committee, especially in light of the University's Strategic H&S Goal.

34/13-14. Incidents

CONSIDERED:

Reports on recent incidents and trends with reference to incident data for the Higher Education sector (UHSC.13/13-14, refers)

REPORTED (by John Phillips):

A verbal summary of the Universities Safety and Health Association (USHA) reports on incident data and the University's corresponding incident data was provided outlined in the associated papers, and will focus on the following key matters:

- (a) Our RIDDOR reportable accident experience is higher than the sector average, which is not to be unexpected due to being a campus based organisation with owned residences and in house security, cleaning and portering staff.
- (b) Our recorded 'non-reportable' (less serious) accident experience is noticeably lower than the sector average, which indicates that there is a potential issue with under reporting, particularly in some departments.
- (c) In terms of lost time accidents (LTAs) we have seen an increase in the number and proportion of LTAs resulting in more than 7 days absence from work
- (d) That slips, trips and falls (on the level) continued to be the most regularly reported incident category with a number resulting in time lost, and that we had seen an upward swing in the number and significance of these during the spring months.
- (e) That object handling (lifting) continues to be another major cause of accidents and absence from work.
- (f) That changes in the way the Health and Safety Department record incident categories had enabled greater interpretation of data and more valuable information being passed to faculties/department, and that summary reports will be available on a monthly basis during the summer months. An overview of the main points of the recent incidents for four main

faculties/departments: CCSG; Medicine and Sciences; Arts and Social Sciences, and; Administration, was provided.

(by Members):

- (g) That an analysis of the slips, trips and falls (STF) issue had been carried out recently and that most are down to behaviours rather than infrastructure matters. Further analysis of both STFs and handling/postural issues is to be carried out and fed into future reports.
- (h) That there had been a concerted effort in CCSG to actively encourage people to report all incidents, as they are good learning opportunities, and that this had been reflected in the number of reports submitted.
- (i) That there had been a similar approach in Estates, where Safety Alerts and Tool Box Talks had helped to raise the importance of reporting incidents.
- (j) That there are ways in which learning from incidents can be fed back to departments and shared across departments, and that there are many benefits in restructuring the process for providing feedback and sharing information.

(by Dr I MacKirdy):

- (k) That the investigation into the recent compactor incident by an external engineering specialist had been concluded, and that there were lessons learned in relation to the management of contractors who maintain such equipment.

35/13-14. Activities and Issues around the University

REPORTED (by Iain MacKirdy):

- (a) That Members were encouraged to share other examples of their recent health and safety initiatives with the Committee.

(by Members):

- (b) That within the Library there had been a focus on creating a more positive health and safety culture, and reinforcing the need for reporting incidents and problems in a prompt manner, especially where staff members were dispersed across the campus or working in shared premises. There had been a focus providing feedback and keeping people 'up to date', which is achieved through the provision of up to date information on the relevant web pages and through tool box talk style meetings.
- (c) That the Students' Union continue to focus on improving the safety of staff and customers. Evening events, day time activity and sports/society events bring a number of different challenges. The SU are raising the level of staff understanding in relation to the importance of reporting near misses and minor injuries. This is being achieved through regular Health and Safety meetings and a termly Health, Safety and Environmental newsletter. The inclusion of an appropriate risk assessment process within the Student

Event Planning Pack had encouraged student organisers to engage in the process.

- (d) That the Medical School had been working on how important information can be better disseminated to all staff, and the use of a Health and Safety Communications newsletter had been useful in this regard. A major area of work for the committee relates to assurance of the control measures required by the Human Tissue Act.
- (e) That there had been a number of positive developments within Chemistry including the use of an electronic Safety Handbook and a structured approach to health and safety induction training for academic staff, and regular (annual) refresher training at the start of each academic year.
- (f) That the inclusion of a sensible risk assessment process within the Student Event Planning Pack had encouraged student organisers to engage in the process.
- (g) Health and safety is to become a standing item on the agenda of Warwick Business School's Equality & Welfare Committee, which has its inaugural meeting later this summer, and consideration will be given to the developments to Gibbet Hill Road in particular due to their close proximity to the School.

36/13-14. Planning for 2014/15

RESOLVED:

That this item be deferred until the next meeting.

37/13-14. Capital Build Plan

CONSIDERED:

Presentations by Mr M Stacey, Deputy Director of Estates, and Ms S England, Director of Campus Operations, on the phased capital build plan for 2014-18 and associated safety issues relating to the plan, including the impact on traffic routes, cycle lanes/paths and pedestrian movements, noting there had been consideration of the safety implications of each phase of the development and that traffic flow considerations included cycle routes, pathways and pedestrian crossings.

By Ms S England:

- (a) That there had been a number of communications sessions, and that a new 'Keep the Campus Moving' website is due to be launched very soon. This website will play a key role in keeping people up to date, and will provide a feedback/query mechanism.

(by Members):

- (b) That it was important that the launch of this site was communicated to all with encouragement to staff and students to visit the site regularly to keep up to date with developments.

38/13-14 Thanks

REPORTED (by the Chair):

That this was the last meeting of the Committee attended by Mr Nick Sanders, and that Roger Buckle (who was unable to attend the meeting) would not attend any future meetings due to his retirement in July 2014.

RESOLVED:

That the Committee thanked Mr Sanders and Mr Buckle for their long service, commitment and insight to the deliberations of the Committee.

38/13-14. Dates of future meetings

To be advised