



WARWICK

ESTATES HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2022

Version 2.0

December 2022

By Duncan Stiles, Head of Assurance, Risk and Property

Published Location: [Health, Safety and Wellbeing](#) | [Estates Office](#) | [University of Warwick](#)

Table of Contents

Executive Summary

Strategic Health, Safety and Wellbeing Group - James Breckon, Director of Estates; Chair's reflection

Estates Consultative Health, Safety and Wellbeing Group - Tim Budden, PPM Technician; Chair's reflection

Union reflection - Lee Cartwright, Permit Officer and Paul Allsopp, Roofer.

Summary of Health and Safety Statistics for Quarters 1, 2 and 3

Estates Summary of Health, Safety and Wellbeing Strategic Objectives 2022

Appendix A – Statement of Intent dated 10th February 2022

Appendix B – Warwick Chain Newsletter October 2022

Executive Summary

The purpose of this report is to provide the Estates Executive Leadership Team with summary information relating to principal activities associated with the promotion and management of health, safety and wellbeing issues for the period January 2022 to December 2022. The report highlights the current key priorities during the year.



During the reporting period, the Estates Leadership Team reinforced their commitment to health and safety leadership by issuing the signed Safety Statement of Intent for the Estates Department which outlined the promotion of a positive health and safety culture within the department. This culture includes awareness and understanding; effective processes; and positive behaviour by staff at all levels.

[estates departmental health and safety statement of intent February 2022. v.2 \(warwick.ac.uk\)](https://warwick.ac.uk/estates-departmental-health-and-safety-statement-of-intent-february-2022-v2)

During the reporting period, Estates introduced key health, safety and wellbeing objectives that were monitored at the Estates Consultative Health, Safety and Wellbeing and Strategic Health, Safety and Wellbeing Groups.

Both groups have good staff representation including union engagement across all sections of Estates and both groups' terms of reference have been reviewed on an ongoing basis.

Fire safety, asbestos management, permit arrangements, water hygiene and statutory inspections have been reported throughout the reporting period at the Strategic Health, Safety and Wellbeing Group, with highlight reports being submitted to the Statutory Inspections & Compliance Programme Board and University Health and Safety Executive Committee.

During 2022 the University Strategic Water Safety Management Group and Technical Water Safety Group were established and chaired by Steve Twynholm, Director of Operations.

Ongoing policy reviews were led by Estates via the Policy Oversight Group for the Legionella/ Water Quality, Asbestos Management and Driver and Vehicle Safety. These are now published and communicated across Estates and the wider University.

The University Code of Conduct for Contractors was updated (version 1.8), published and communicated to Estates Staff who manage contractors/ suppliers. The version control summary is outlined on pages 32 and 33.

Strategic Health, Safety and Wellbeing Group -James Breckon, Director of Estates; Chair's Reflection



I'm very pleased with the Health, Safety and Wellbeing engagement of all our Staff with reporting near misses and incidents in a timely manner, along with actions from investigations being acted upon and closed out.

I was particularly pleased to see that the representatives from the Estates Consultative Health, Safety and Wellbeing Group were shortlisted at the annual Estates awards for the "Outstanding Team" Award and I encourage all our staff to engage with their local Health, Safety and Wellbeing Representative.

Our teams' risk assessments, standard operating procedures, implementation of the University Codes of Practice, mandatory training and staff communications have remained high on the department's/meetings' agenda during the year, ensuring health, safety and wellbeing is an integral part of everyone's role within Estates and the wider University.

At this year's Estates Directors Staff Briefings in June and November we were joined by representatives from Reward, Occupational Health, Wellbeing, Warwick Sport, and Social Inclusion to highlight the benefits available to our staff. This goes a long way to support their wellbeing.

*Every individual is encouraged and empowered to stop their work, or the work of others should they feel it is being carried out in an unsafe manner, remembering that **'nothing is so important that it cannot be done safely'**. As always, I encourage the section leads to report at the health, safety and wellbeing meetings or to their line managers, any risks, issues, ideas and successes so that we can all learn, develop and build upon the strength of this knowledge and improve our performance in this area.*

The University, with support from Estates, updated the Code of Conduct to version 1.8, setting out the minimum standards expected for health and safety and behaviour on campus. All colleagues involved with contractors, sub-contractors and suppliers were reminded of our responsibilities when engaging on behalf of the University.

As we move into 2023, we continue to develop our department, rolling out changes to improve our services, aiming to meet customer expectations and always ensuring we are integrating our health, safety, environment, and wellbeing objectives in all that we do as a department.

Many thanks for your continued support.

Estates Consultative Health, Safety and Wellbeing Group - Tim Budden, PPM Technician; Chair's Reflection



Again, this year it's been a very challenging time since Covid-19. Our meetings have been held mainly remotely but it's intended that these will be hybrid during 2023. I'm proud that our group was shortlisted at the annual Estates awards for the "Outstanding Team" Award and reaching our 50th meeting milestone.

The membership of the group has been very strong and very well attended across Estates, having an additional representative from the Estates Procurement team this year. Both Duncan Stiles, my Deputy Chair, and I would like to thank all the Health, Safety, Wellbeing and Accessibility Champions and guest speakers Graham Hine, Senior Transport Services Manager and Lee Cartwright, Permit Officer for their engagement and commitment this year.

The group meetings have a full agenda that incorporates the Estates Health, Safety and Wellbeing Objectives, whilst giving all our members an opportunity to raise matters on behalf of our workforce, and feedback our updates and consultations at their local health and safety team meetings.

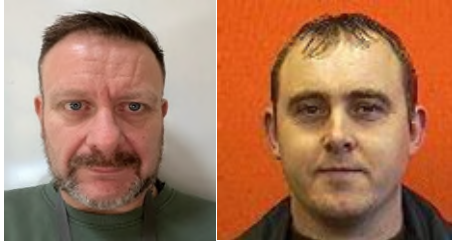
The Consultative Group was given the opportunity to make a difference by highlighting our concerns, issues and good news stories to senior management at the Estates Strategic Health, Safety and Wellbeing Group meetings. We feel that we do have a voice, particularly when new policies, COP's, SOP's and guidance are being developed or reviewed. During this year we have been consulted on the Estates SOP's ES019 PPE; ES012v.2 Out of Hours and Lone Working; ES015 Fuel Cards; ES020 Telematics System. V.2; ES009 Principles of Contractor Management. V.2; Driver and Vehicle Safety Policy; Asbestos Management Policy; and Legionella and Water Quality Policy.

I'm also pleased that the Estates workplace health and safety inspections have progressed with our findings tracked on the Assure system which is a useful tool for us to monitor.

The accessibility moments have been very informative in relation to assistance dogs and My Adjustments Passport presented by Jenny Wheeler, Accessibility Officer and a member of our group.

Finally, our group discussions will continue during 2023 on forging close links with the Estates Environmental Management Group and promoting a good culture of health, safety and wellbeing throughout the department to ensure that our staff feel comfortable in challenging unsafe tasks and promote the reporting of accidents and near misses.

Union Reflection - Lee Cartwright, Permit Officer and Paul Allsopp, Assistant Zone Manager



Having attended health, safety and wellbeing meetings on behalf of Unite members, concerns regarding the Evolve 22 process in Maintenance have been raised and discussed to understand the impacts. Members have also raised concerns about the cost-of-living crisis, and falls from heights as the biggest cause for death on construction sites. Information was shared that the TUC are running a campaign "Too hot – too cold" on how to protect workers from extreme temperatures and fight climate change; National Unions Asbestos Campaign; and reports on issues with the Telematics system that were addressed by the *Senior Transport Services Manager*.

The union has the opportunity to make representation and review Estates' risk assessments, SOP's, CoP's, policies and papers as part of the Estates Health, Safety and Wellbeing Group meetings and attend the programmed workplace health and safety inspections.

Summary of Health and Safety Stats, Quarters 1, 2 and 3

Estates receives and updates a quarterly report presented by a member of the Health and Safety Services Team.

Assure serious and significant incidents/near misses along with any RIDDOR notifications to the Health and Safety Executive (HSE) are discussed by the Estates Health, Safety and Wellbeing groups and actions are noted. The following incidents were recorded between 01/01/2022 and 01/12/2022





Estates Health, Safety and Wellbeing Strategic Objectives 2022

1. **Risks:** Ensure that 100% of risk assessments are in place for all identified spaces, work activities and equipment that present significant risk. Risk assessments shall be reviewed, where appropriate, following incident/near miss investigation and/or following any significant change to process or activity, within agreed timescales by December 2022.

Summary of Objective Outcome

Assurance checks have been conducted at points throughout the year to review the published risk assessments on the Estates Health, Safety and Wellbeing webpages. From the checks made, teams are reviewing in a timely manner. Space risk assessments have also been introduced this year and are being developed by teams.

The risk assessments will start to migrate onto a SharePoint site by early 2023.

2. **Safe Systems of Work:** Ensure that where risk cannot be completely managed through the use of engineering controls alone that safe systems of work are documented, communicated, implemented and complied with across Estates through the use of Standard Operating Procedures (SOPs), training and Toolbox Talks (TBTs).

Summary of Objective Outcome

New SOP's have been developed along with review of existing SOP's and Estates Safety Briefings. These are available on the Estates Health, Safety and Wellbeing webpages.

3. **Audit and Assurance:** Ensure that actions identified through proactive monitoring, audit and inspection of contractors and staff are closed out within agreed timescales- 95% by December 2022.

Summary of Objective Outcome

Workplace inspections programme is in place and coordinated by the Health, Safety and Wellbeing Consultative Group. Actions are being logged on the Assure system. The group will develop a programme for 2023.

4. **Audit and Assurance:** Ensure a gap analysis of ISO 45001 management systems of occupational health and safety across defined Estates Teams to demonstrate compliance by July 2022.

Summary of Objective Outcome

An ISO **45001** management systems gap analysis was completed for Capital Projects led by Mark Evans, Health and Safety (Construction) Adviser. The gap analysis report was discussed at a Project Managers away day.

Warwick Accommodation and CCS will be part of the ISO **45001** management system. Health and Safety Services will continue to support and determine any gaps.

5. **Training:** Ensure that 100% of all mandatory health and safety training (as identified within the University Leadership and Management of Health and Safety and Estates Training Plan) is identified against the job role requirements, attended and delivered by December 2022.

Summary of Objective Outcome

Two internal snap sample audits were conducted in August and September across all Estates functions to check completion of all three core mandatory e-learning (Moodle) Health and Safety modules by all members of staff at induction and every three years thereafter; these being:

1. H&S – Induction
2. H&S – Display Screen Equipment (for those who work on computers)
3. H&S – Fire Safety Awareness (including extinguisher and warden training).

Where gaps were identified, teams will continue to progress and monitor via the Estates Administration teams.

6. **Take Positive Action:** Ensure our critical areas or activities with a significant safety/wellbeing risk are identified and positive action is taken to eliminate, reduce and mitigate these risks as measured via positive health and safety behaviour change.

Summary of Objective Outcome

At the Estates Health, Safety and Wellbeing Consultative Group meetings there were detailed discussions on how we as a group promote a culture of health & safety and wellbeing throughout the department, but we don't have a good way of measuring that. This will be a further agenda discussion point in 2023 and part of the 2023 objectives.

- Inclusion and Respect:** Ensure Equality Impact Assessments are in place for new policies (where required) and all Estates business continues to foster an inclusive environment on campus. This builds on our Estates value of being respectful to others and links into the University's Equality Objectives.

Summary of Objective Outcome

An Accessibility Moment about My adjustments Passport at Warwick and safe areas where assistance dogs can use the toilet were presented by Jenny Wheeler, Accessibility Officer, at the Health, Safety and Wellbeing Consultative Group.

Equality Impact Assessments were completed relating to amendments to Driver and Vehicle Safety, Asbestos Management and Legionella and Water Quality Policies.

The Estates Chaplaincy Statement of Principles has been developed listing out the procedures to be adhered to when Estates staff, contractors or consultants work in the Chaplaincy or associated areas.

- Take Positive Action:** Develop a mental health plan as part of the People strategy; raise awareness and provide enhanced wellbeing support for staff by December 2022.

Summary of Objective Outcome


The University Wellbeing Team conducted 2 x pilot sessions on 17/2/22 and 22/2/22. The sessions covered: Part 1 - Mental Health Training for staff: Spotting mental health issues; what to say, what not to say; clarifying when to escalate and developing confidence. Part 2 Scenario specific training to follow. 13 staff from Estates attended.

Estates Directors Staff Briefings – 15th/16th June and 29th/30th November 2022 highlighted staff benefits available to Estates employees. The area representatives were from:

Reward / Occupational Health / Wellbeing / Warwick Sport / Green Champions / Pensions / IT / Social Inclusion/ Transport/ Sustainability / Menopause Group and Grow with Estates Project Group.

Estates will continue to discuss wellbeing and the opportunities to support our staff's health, safety and wellbeing.

Considerate Constructors Scheme Site Visit Report for the University of Warwick for site visits in 2022

Site name	Site ID	Project dates	Renewal date	Latest score	Next visit	Contractor	Self assessment	Compare
Wellesbourne Library & Archive Storage Facility Warwick, CV35 9EF	124528	18 Jan 2021 22 Nov 2021	22 Nov 2021	37 Very Good	--	Chiel Construction Ltd	--	

APPENDIX A



The Head of Department's Health and Safety Statement of Intent for the Estates Department

It is my intention as the Head of Department for the Estates Department that a positive health and safety culture is established within the department, and that this culture includes awareness and understanding, effective processes, and positive behaviour by staff at all levels and by students, contractors and visitors.

This positive health and safety culture will be people-focussed and evidenced by:

- a) an atmosphere of trust where people question and challenge unacceptable behaviours and report problems;
- b) those with responsibility for health and safety being provided with the required training, guidance, information and support to enable them to perform their roles to the required standard;
- c) everyone being clear as to what is acceptable and unacceptable behaviour;
- d) colleagues being willing and able to draw the right conclusions from health and safety information and to implement major safety reforms;
- e) consultation with and participation of workers, and, where they exist, workers' representatives when there are potential changes that could impact on staff safety or well-being; and
- f) adaptability such that the organisation and its members can adapt to changing circumstances and demands while maintaining focus on health, safety and well-being.

This positive health and safety culture will have as its key elements:

- a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;
- b) the setting of objectives for health and safety at an institutional level within the University's Leadership and Management document;
- c) the development of departmental objectives which complement the institutional objectives and are included in departmental plans;
- d) emphasis on the importance of both the physical and mental health of staff and students;
- e) estate, assets and facilities that are fit for purpose; and
- f) staff, students and contractors behaving in ways conducive to good health and safety.

Health and safety issues must be addressed through robust risk assessment at the specification, design, development and implementation phases in all planning, projects, research and working practices within the University and in its dealings with suppliers and contractors.

Risk control measures identified through the risk assessment process must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum.

Thereafter, steps must be taken to minimise risks to the health and safety of individuals, so far as is reasonably practicable, taking into account the control hierarchy: placing an emphasis on risk control by elimination, reduction and replacement, and technical solutions in particular.

The Estates Department is committed to strive for continual improvement in health and safety.

It is important for all to remember that **there is nothing so important that it cannot be done safely.**




James Breckon, Director of Estates


Date: 10/02/2022

Review Due: 09/02/2023


This document is also endorsed by:

Parvez Islam, Director of Environmental Sustainability: Signed  Dated 16/02/2022

Steve Twynholm, Operations Director: Signed  Dated 16/02/2022

Wendy Roberts, Director of Staff & Student Accommodation: Signed  Dated 10/02/2022

Kevin Edwards, Chief Finance Officer: Signed  Dated 16/02/2022

Charlotte Lewis, Head of Strategic Programmes and Governance: Signed  Dated 16/02/2022

David Hammond, Capital Programme Director: Signed  Dated 16/02/2022

Duncan Stiles, Head of Assurance, Risk and Property: Signed  Dated 16/02/2022

Julie Doherty, HR Manager: Signed  Dated 28/05/2022

APPENDIX B



ESTATES PARTNERS' NEWSLETTER + ISSUE 6

WARWICK CHAIN

WARWICK
THE UNIVERSITY OF WARWICK



Welcome to the sixth issue of our newsletter. It's been a very busy summer with supporting the Commonwealth Games residential village on Campus whilst maintaining a very busy works programme in the residences and academic projects. I thank all our contractors, sub-contractors and supply chain with your contribution in supporting us.

In this newsletter informative we share with you a summary of the Suppliers forum that was very well attended by our suppliers along with two recently completed major capital projects, namely Interdisciplinary Biomedical Research Building (IBRB) and Faculty of Arts Building (FAB).

We are also excited to announce The STEM Grand Challenge which is Growth in STEM research and teaching which is a key priority in the University Strategy 'Excellence with Purpose' to 2030. To deliver that goal, the STEM Grand Challenge has been established to consider how best to grow and strengthen our existing world-class STEM research and education activities, and to consider the key enablers of innovation and scientific discovery in a changing world.

In supporting our ongoing health and safety culture and performance I remind you that its everyone has a role to play with visible leadership, modelling safe behaviour and challenging unsafe behaviour. Our 'Contractors Code of Conduct' sets out the expectations and rules to follow whilst at the University. This code of conduct has recently been updated that you need to read and share with all your Staff and any Subcontractors that work for you at the University. The updated code can be found by following the link below; UOW Contractor Code of Conduct_v1.8_final version (warwick.ac.uk)

Finally If you have any articles that you can share via our newsletters we would like to here from you, please get in touch via complianceadmin@warwick.ac.uk.

James Breckon
Director of Estates, University of Warwick