

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 9th November 2011

Present: Dr D Assinder, Miss S Barnes, Dr G Clarke, Mr J East, Mr H Ellis, Mr D Fordham, Ms L Fowlie, Mr A Jones, Dr J Latchford, Mrs L Meadows, Ms C Monks, Dr L Murphy, Mr G Parry, Mr J Patton, Ms E Riches, Mr D Roberts, Dr D M Roberts, Mr E Roberts, Dr G Roberts, Mr S Roberts, Dr T Woodman, Mr G W Jones (Secretary).

Apologies: Mr R Dart.

The Chair welcomed Dylan Roberts (Acting Director, Estates & Facilities), Dr Tim Woodman (Senate Representative) and Alan Jones to the Committee.

383. MINUTES

The Minutes of the meeting, held on the 20th May 2011 were taken as read, confirmed and signed.

384. MATTERS ARISING

(a) Minute 377(a) Centrally Timetabled Spaces:

The Working Group is in the process of developing a template risk assessment for centrally timetabled spaces which will enable bookings to be prioritised dependent on the risks associated with each timetabled space.

(b) Minute 377(c) Policy Standards for Approval:

Over 350 entries have been made since the roll out of the on-line travel risk assessment questionnaire in September 2011. The system which links directly into the Finance Insurance system will be reviewed at the end of the year to consider whether its format should be developed further. Gratitude was expressed to Sam Foster and his IT Team for their help in creating the system.

(c) Minute 379 Radon Report:

The next Radon Survey (Phase Four) will commence in December 2011. The survey will concentrate on measuring radon in buildings where radon mitigation work has been undertaken and within newly acquired buildings purchased or leased in the last 12 – 14 months.

(d) Minute 381 NWWHSG 'Ever Changing World of Health and Safety' Conference:

The Chairman highlighted the quality of the recent Conference held at the University which had been a well organised, interesting day. This sentiment was echoed by delegate feedback and gratitude and appreciation was extended for the efforts of those involved in its organisation.

385. REPORT FROM THE SAFETY EXECUTIVE TASK GROUP (SEG)

The following significant items have been discussed since the last Committee meeting:

- i. SEQOHS – Safe Effective Quality Occupational Health Service: The Task Group is in full support of the application for SEQOHS accreditation.
- ii. Smoking: It has been agreed to trial a number of smoking shelters on the Ffriddoedd Site.

iii. Management Briefing: It was noted the next Management Briefing would focus on stress.

386. REPORT ON THE SAFETY OF THE ESTATE

The Acting Director presented a report and it was noted a significant proportion of the Department's day to day work involves planned and reactive maintenance, providing support for Colleges and Departments to enable them to continue their activities.

Future major maintenance works and projects will be determined following detailed analysis of implications and benefits. It was noted decisions would not just be made on health and safety grounds alone as such have to be balanced with other pressing factors.

The following were also noted:

- i. Estates & Facilities re-structure: Business Services, Sports & Recreation and Residential Accommodation have split from the Estates and Facilities Department. Work is ongoing to address the changes required in roles and responsibilities, policies, procedures and professional support as a result of the split.
- ii. Projects: A number of significant projects namely Pontio, Sustainable Expansion of the Applied Coastal and Marine Sectors (SEACAMs) and the refurbishment of Rathbone as the new International Centre are underway.
- iii. Teaching Rooms: A number of teaching rooms are to be refurbished. This will be complemented by the appointment of a Facilities Co-ordinator who will be responsible for monitoring the rooms, once completed to ensure their continued condition and suitability.

The 'unseen' elements of the Department's work was highlighted and commended. For example, the extensive efforts made during the heavy snow when Grounds staff transported key staff to work, Security staff ensured buildings secure and Technical staff ensured aquaria continued to operate by providing regular supplies of fresh sea water.

387. REPORT BY HEALTH AND SAFETY SERVICES

A summary of the Department's recent activities was provided. The following key items were noted:

- i. SEQOHS: A preliminary visit is to be arranged with the SEQOHS Accreditors following a successful PEER Review by a Specialist Practitioner from the Betsi Cadwaladr University Health Board.
- ii. Health Agenda: Results from a staff survey, instigated as part of the SEQOHS accreditation process and which enabled staff to state what support they would like will be used to help direct the 2012 health agenda.
- iii. National BackCare Awareness Week: Twenty staff are now participating in the 2011 Back Care Club following an event to raise awareness of the national back care campaign in October.
- iv. First Aid: A review of the first aid provision and training provider has been undertaken.
- v. Alcohol Awareness: An alcohol awareness campaign will take place before Christmas.
- vi. Smoking: The findings of a Smoking Survey, developed with Helen Kalliope Smith (Canolfan Bedwyr) are to be used to develop the 2012 National No Smoking Day campaign. Thanks were expressed to Ms Kalliope Smith who has also received a Tobacco Excellence Award (from ASH Cymru and the Wales Public Health) in recognition of her personal efforts in promoting no smoking messages through Storm FM, and for researching why smokers smoke and ex-smokers stopped.
- vii. Return to Work Support: Local General Practitioners and major employers have been invited to attend a work shop in early 2012 to look at how support to those on long term

sickness absence can be improved. This follows a study of Fitness to Work Notes which highlighted GP's are providing less advice to support a person back to work than the initial six months period following its launch.

- viii. H&S Management Systems Audit: The audits have recommenced with CoHABs following a temporary suspension to enable the production of health and safety management arrangements with CoPAS, which can now be used as a template by other Colleges.
- ix. Students' Union: Work is ongoing to develop health and safety arrangements amongst student Clubs and Societies. A summary of general Students Union health and safety and student activities will be presented at the February Committee.
- x. Fire Safety Group: Building fire risk assessments have now been completed for all buildings. The actions are currently being collated by the Fire Safety Officer (Estates and Facilities) before being forwarded to relevant building contacts for comment. Consultation on the revised Fire Safety Policy and Fire Safety Management Guides will commence early in 2012.
- xi. Intensive work continues on a one-to-one basis to ensure health and safety needs of students with disabilities are supported
- xii. Corporate Health and Safety Risk Assessment: Work is ongoing to develop benchmarks for key risk areas.
- xiii. NWWHSG: The work involved in organising the NWWHSG Conference and arranging the monthly NWWHSG Talks, which provide an important forum for local employers to 'network' and learn about health and safety, was highlighted and commended.
- xiv. Bike Loans: The scheme which has involved the collection and refurbishment of disused bikes found across the Campus will allow staff and students to borrow a bike for free. It is envisaged the scheme will start in early 2012.

388. ANY OTHER BUSINESS

- i. The Acting Director of Estates and Facilities expressed his thanks to the Health and Safety Team for their continued support.

389. HEALTH AND SAFETY COMMITTEE DATES 2011 – 2012

Wednesday February 8th 2012, 10am, Council Chamber

Wednesday 23rd May 2012, 10am, Council Chamber