

Bangor University  
**MINUTES OF THE UNIVERSITY HEALTH AND SAFETY COMMITTEE**

**Meeting:** 11<sup>th</sup> March 2020

**Present:** Prof. G Roberts (Chair), Miss S Barnes, Mr A Jones, Mr W Jones, Dr J Latchford, Dr P Mullins, Dr K Mundy, Mrs R Parry, Miss E Riches, Dr H Roberts, Mrs J Roberts, Mr S Roberts, Prof P Spencer, Mr L Wiegand, Mrs E Parry Williams, Mr T Williams, Mr G W Jones (Secretary)

**Apologies:** Ms M Rowlands, Mr H Ellis, Mrs T Hibbert

**Update Covid-19**

G Hine, Head of Governance & Compliance, updated the Committee on the work the University is undertaking in response to the Covid-19 outbreak. The following key items were noted:

- i. All staff and student overseas travel on University related business is prohibited unless deemed essential and authorised by the relevant Dean of College or the Director of Corporate Services.
- ii. The Executive are appraising themselves regularly of the University's response to Covid 19.
- iii. A Tactical Working Group has been established to support the Executive, which assesses the changing UK and world situation and associated advice. Action is being taken as required, this has included, through PACS, the provision of anti-bacterial / anti-viral hand gel stations across the estate.
- iv. A Covid-19 Website has been developed with information provided for staff and students. The Website includes information on 'self-isolation'.

Appreciation was expressed for the report and the work being undertaken. It was also confirmed that University staff, students and Council members would receive regular updates.

**574. Minutes**

The Minutes of the meeting held on the 6<sup>th</sup> November 2019 were confirmed and signed.

**575. Matters Arising**

The following items were noted:

- a) 567 (b) In Year Accident & Sickness Statistics: To be reported on under Agenda Item 6.
- b) 569 Audit/Review Reports: Undeb Trading Cyf: A follow up meeting took place in November 2019 to discuss the audit findings and action taken to resolve these. There are no significant issues outstanding.

**576. Sub-Committee Reports:**

**a) Radiation Health and Safety Sub-Committee Report**

The Sub-Committee met on the 24<sup>th</sup> February 2020 with the following key items noted:

- i. *Natural Resources Wales and Counter Terrorism*: An inspection of the 'sealed radioactive source' was undertaken. No concerns were noted.

- ii. *Natural Resources Wales (NRW)*: Two Inspectors visited on 14<sup>th</sup> February 2020. The only recommendation was that the keypad access system should be replaced with a SALTO (electronic) lock.
- iii. *Radon*: Following changes to the Ionising Radiation Regulations and updates to the Health Protection Agency's (HPA) indicative Radon Map of the UK, a review of all previous radon measurements has been undertaken. As a result, further radon monitors are being placed in a small number of buildings with the potential for radon levels near the revised action level.  
  
In addition, on the advice of the Radiation Protection Advisor (RPA), further readings have been taken in all University owned Halls, with confirmation also sought from 3rd party Halls provider's regarding the radon assessment and mitigation arrangements they have in place for the Halls they provide to Bangor University. Further action will be taken dependent on the response from 3rd party Halls providers and from the radon results.
- iv. *Radiography Wrexham - School of Health Sciences*: Mr J Grant has been appointed as the new RPS and the Local Rules and Risk Assessment have been revised. It was noted that clarification is required regarding monitoring dosimetry of new and expectant mothers on placement.
- v. A summary of the work of the Nuclear Futures Institute (NFI), who are undertaking small scale synthesis to identify new nuclear fuels, was provided.
- vi. *Lasers*: An investigation was undertaken following notification of the purchase of a Class 4 laser from outside the European Economic Area (EEA). The investigation highlighted the significant differences that arise with regards to quality and safety features of items purchased inside and outside the EEA. The University's Procurement Procedures have since been amended to restrict the purchase of machinery and equipment directly from outside the EEA.
- vii. *Health and Safety Executive (HSE)*: It was reported that nationally the HSE are visiting more Universities, with their focus on Radiation Risk Assessments. In preparation, it is confirmed that all Local Rules and Risk Assessments for open source work and the use of XRFs and X-rays have been reviewed and are suitable.

It was requested that J Grant be invited to future Radiation H&S Sub Committee meetings.

**b) Chemical and Biological Health and Safety Sub-Committee Report**

The Sub-Committee met on the 24<sup>th</sup> February 2020. The following key items were noted:

- i. The Sub-Committee has appointed a new chair, Mr Merf Williams (School of Medical Sciences), who is an experienced medical micro-biologist.
- ii. All GMO work is Class I or non-notifiable. The only exception is a Class II project which uses a non-toxigenic E-coli 0157 strain. This project has been notified to HSE and has run for a number of years.
- iii. All GMO Risk Assessments were updated in 2019. The next Local Committee for Genetic Modifications will take place in December 2020 in accordance with the 3-yearly frequency agreed with the HSE.
- iv. A new proposal for a project using fish is under review. There is no risk to human health and the work is non-notifiable. Details of the project will be placed by the Home Office on the

Public Register.

- v. To ensure working practices meet best practice guidelines a review of all Risk Assessments associated with norovirus work is to be undertaken.

#### **577. Report from the Health, Safety & Emergency Management Task Group (HSEMTG)**

Since the last meeting of the Health and Safety Committee, the Task Group has met twice. At those meetings the following key items were noted:

- i. *Musculoskeletal Working Group*: An update on the Group's work, which has met three times was received. The Group will continue to explore any other possibilities that have the potential to impact positively on this area.
- ii. *H&S Policies*: A number of revised / updated H&S Policies; Control of Vibration, Minibus Safety, Overseas Travel, Fire Safety, Water Safety Management, Asbestos Management and Fieldwork were approved. The revised Policies do not assign any new responsibilities and have primarily been revised to reflect changes in functions and duties across the Corporate Services structure.
- iii. *Task Groups*: The Director of Property and Campus Services (PACS) now reports on estate safety to each HSEMTG; this following changes to Task Groups.

#### **578. 6-Month Accidents & Ill Health Statistics**

A 6-month report on accidents and incidents and ill health statistics for the period 1<sup>st</sup> August 2019 – 31<sup>st</sup> January 2020, which remain slightly below comparable periods, was provided. In summary:

- a) Accidents:
  - i. Further to the one incident (a fracture following a trip within a Lecture Room) reported at the previous Committee there have been no additional reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). To-date there has been 1 RIDDOR report in 2019/20.
  - ii. The total number of injury-accidents is 32, with 21 of these to Staff and Students.
- b) Sickness Absence:
  - i. Some 3,848 working days were lost due to reported sickness absence, a rate of circa 2.41 days per employee (FTE) for the first 6 months of the year.
  - ii. Data per 1,000 (FTE) employees equates to 392 instances and 2413 days absence. There were 433 instances and 2830 absences for the same period in 18/19.
- c) A report on the 'life-saving incident' in the University's sports centre, Canolfan Brailsford, was given. Following a member 'collapsing' staff had to give cardiopulmonary resuscitation (CPR), mouth-to-mouth and had to use the defibrillator, to 'shock' the person's heart, twice. The person was taken to hospital where they recovered.

Bystander assistance, through CPR and attaching a defibrillator, is said to increase the survival rate to around 32%. Across the University there are 15 defibrillators located within buildings, at Security Lodges and a further unit placed on the mobile Security vehicle. The importance of their provision cannot be emphasised. This is the third time Sports staff have saved the life of a customer. In recent times University Security have also saved lives, one a member of the public who collapsed on Ffriddoedd site and the most recent a student.

It was advised that the Vice-Chancellor has commended the staff involved and the Committee wished to also express its appreciation for the professionalism and valour of all those involved.

#### **579. Health and Safety Training Update**

The University's H&S Policy and various statutory obligations, places a duty on the University to "provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and others". The following items are noted for information, a number of which relate to University H&S Key Performance Indicators:

- i. Executive Level: In 2018 / 19 attendance of Executive level staff to training on corporate and personal obligations, requirements and legislative requirements, was: Executive 33%, Colleges 33% and Professional Services 45.43%. Therefore, a further training course has been scheduled for May/June 2020.
- ii. Heads of School: A new training session for Heads of Schools and College Managers has been developed and delivered to the College of Human Sciences. The training package is available for all Colleges and, in due course, for Professional Services.
- iii. H&S Coordinators: H&S Coordinator Briefings will recommence shortly, with a training event planned for May 2020.
- iv. Managing H&S (IOSH): The Institution of Occupational Safety and Health 4-day management of health and safety course will again be run again towards the end of the academic year. It was noted that this course is proving very popular with supervisory staff and those with specific H&S coordinator responsibilities.
- i. University Induction: In 2108/19 attendance was 67%, below the 90% target. 'Evidencing' central Staff Induction remains problematic. The Director of HR is leading a Working Group to identify how improvements can be made to record all training centrally.
- ii. Computer (DSE) Users. In 2018/19 the total number of staff completing DSE training was 81%, slightly above the 80% target. Current performance indicators show that 'compliance' has improved further in 2019/20 and the target of 85% is likely to be achieved.
- iii. Examples of other training provided by Health and Safety include, Fire Alarm Investigation, Safe Evacuation of Mobility Impaired Persons, Careers & Employability Talks, Student Inductions, Computer Users Assessors Training, Student Opportunities H&S Briefings.

#### **580. Any Other Business**

- i. It was noted the Director of the MRI scanner is currently reviewing all Safe Operating Procedures in response to changing guidance.

**The next H&S Committees is scheduled as follows:**

Wednesday 3<sup>rd</sup> June 2020, 2pm, Cledwyn 3