

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 12th November 2014

Present: Prof. P Spencer (Chair), Miss S Barnes, Mr R Dart, Mr D Fordham, Ms L Fowlie, Mr A Jones, Mr W Jones, Dr J Latchford, Ms C Monks, Dr L Murphy, Mr D Owen, Mrs E Parry Williams, Ms E Riches, Dr H Roberts, Mr S Roberts, Prof. C Tully, Mr G W Jones (Secretary).

Apologies: Prof. J Hughes, Mrs L Meadows, Prof. D Shepherd, Mr E Roberts, Mr R Taylor.

442. Pre-Meeting Notes:

It was reported that Professor P Spencer has been appointed by Council as the new Chair of the University Health and Safety Committee. Prof. P Spencer thanked Dr D Assinder for his work as the previous Chair.

Mrs E Parry Williams was welcomed as the new health and safety representative for Council.

Appreciation was also expressed to Joe Patton, Occupational Health Practitioner, following his retirement in October, for his efforts and dedication in supporting staff.

443. MINUTES

The Minutes of the meeting held on the 21st May 2014 were taken as read, confirmed and signed.

444. MATTERS ARISING

a) Minute 437 (a) Chemical and Biological Health and Safety Committee:

It was noted that a new Chair of the Sub-Committee was required and this would be addressed prior to the next meeting.

ACTION: DF

b) Minute 439 Diving Policy:

It was confirmed that minor amendments were made to the Diving Policy as requested and the Policy was now current.

c) Minute 441(ii) Security Arrangements:

It was reported that work to improve security arrangements, following the break-in at the School of Electronic Engineering, were nearing completion.

445. REPORT ON THE TRAGIC DEATH OF IAN NICHOLLS

An update on the HSE investigation into the tragic death of Ian Nicholls was outlined. A further report will be provided when the HSE investigation has concluded.

446. SAFETY EXECUTIVE TASK GROUP

The following key items were noted:

- i. *Revised Memberships:* Following the Registrar's retirement the Academic Registrar has been appointed as Chair and the membership of the Task Group revised.

- ii. *Health and Safety Policy*: It was highlighted that membership of the Health and Safety Committee has been revised, to reflect recent changes to roles and titles. The University Ordinance would be revised in due course, following a full Policy review in 2015.

ACTION: DF/KM

- iii. *Near Miss Reporting*: Work is ongoing to identify ways to encourage near miss and non-injury incident reporting and enhance subsequent evaluation.
 - iv. *Firearms and Imitation Firearms on University Property*: It was reported that the current arrangements are being reviewed and revised procedures for dealing with suspect items being prepared.
 - v. *Guides for Council Members and Deans of College*: The Guide to Council has been agreed and will be subsumed into the greater Council Member information document. The Guide for Deans of College requires some amendments before being issued to Deans.
- ACTION: GWJ**
- vi. *Arrangements for Managing Ebola Concerns*: In accordance with University contingency and Emergency Planning arrangements a Group has been established to consider and oversee the University's arrangements in response to a possible Ebola outbreak.

447. POLICY REVISIONS

- i. *Safe Use of Pressure Systems Policy Standard*: This Policy Standard, replacing Guidance Note OHSU G12 Guidance on Safe Use of Pressure Systems, was approved.
- ii. *Safe Use of Computers Policy Standard*: This revised Policy Standard, replacing 2008 Display Screen Equipment Policy Standard, was approved.

448. REPORT ON THE HEALTH AND SAFETY REVIEW OF STUDENTS' UNION CLUBS & SOCIETIES

A report on the recent H&S Review of SU Clubs was presented.

It was noted that following the implementation of free membership there had been a significant increase in the number of members and the number of Clubs and Societies. To date there are approximately 8000 members. There are currently 56 Clubs and 90 Societies.

The Review found that the 'standard of health and safety management controls across the Clubs and Societies assessed were generally excellent, with a number of improvements and recommendations made to further enhance upon existing good practices.'

The Students' Union team; especially the Clubs and Societies Development Coordinator and the Sabbatical Officers were praised for their efforts and dedication in supporting Club and Society activities.

It was noted the Student's Union has presented an Action Plan to Health and Safety Services with a many of the actions already completed.

449. REPORT ON ESTATE MATTERS

A brief verbal report was presented with the following key items noted:

- i. *Budget*: Following the 2014 / 2015 budget allocation the Estates & Facilities Department is undertaking enhanced monitoring and inspection regimes for the unfunded areas.
- ii. *Physical Access Working Group*: A further significant sum has been allocated to improve accessibility across the estate.
- iii. *External Auditor Review*: Work will shortly commence to address the actions identified by the Review.

- iv. *Major Projects:* The Committee was assured that H&S was being adequately managed by the main contractors on all our main building projects. Where areas for improvement had been identified these had been communicated to the contractors. However, given the time pressure on some of these projects it was agreed that Estates would write to main contractors reminding them of the need to operate a safe and secure site.

ACTION: E&F

- v. *Car Parking:* Initiatives to address car parking issues across the estate are underway, including:
- a) Tighter control of the number and duration of Contractor car park permits issued.
 - b) Closer monitoring of car park usage.
 - c) Taking robust action if vehicles are found without permits or parked inappropriately.
 - d) Additional parking on the upper Normal site.

A discussion ensued during which concerns were raised regarding inappropriate parking on Science Site during Open Days and on the Normal Site when Bangor City Football Club matches are on. The Estates & Facilities Department agreed to investigate the issues raised.

ACTION: E&F

450. REPORT ON BANGOR COLLEGE, CHINA

A report on the Health and Safety arrangements for Bangor College, China was given. It was noted that the report, as included in the Committee papers, was a summary of a more detailed paper prepared earlier for the inauguration and realisation of Bangor College, China.

In particular, it was noted that the partner institution is considered to be the 'legal entity' under Chinese law. This designation, codified in the Operational Agreement, means that the partner institution has the ultimate responsibility, under Chinese Health and Safety legislation, for the well-being of both staff and students.

It was confirmed that the Health and Safety arrangements would be further developed as soon as the new Deputy-Dean of College, a Bangor employee, takes up their post. Currently there are no significant health and safety concerns.

ACTION: GWJ

451. ANY OTHER BUSINESS

There were no items to note.