

# BANGOR UNIVERSITY

## HEALTH AND SAFETY COMMITTEE

**Meeting:** 24<sup>th</sup> May 2017

**Present:** Prof. P Spencer (Chair), Mr S Barnard, Miss S Barnes, Mr H Ellis, Mr D Fordham, Mr A Jones, Mr W Jones, Dr J Latchford, Ms C Monks, Miss E Riches, Mr D Roberts, Dr H Roberts, Mr S Roberts, Mr D Williams, Mr G W Jones (Secretary).

**Apologies:** Mrs M Lake, Mrs T Hibbert, Prof. J Hughes, Dr L Jones, Dr K Mundy, Dr L Murphy, Prof. C Tully, Mrs E Parry Williams.

### 513. MINUTES

The Minutes of the meeting held on the 1<sup>st</sup> February 2017 were confirmed and signed.

### 514. MATTERS ARISING

- a) Minute 507, The New Sentencing Guidelines: The University's Council and Executive have received information on the new Guidelines. Heads, Deans and Pro VCs will be briefed on the new Guidelines at a Management Briefing, which will be arranged in due course.
- b) Minute 508(b(iii)), Safety Critical Equipment: The Health and Safety Task Group maintains a watching brief to ensure safety critical equipment, purchased through research funds / grants are maintained as required.

### 515. HEALTH AND SAFETY TASK GROUP

Since the last meeting of the Health and Safety Committee, the Task Group has met on two occasions, with the following areas noted:

#### Meeting 28<sup>th</sup> March 2017

- i. Minute 567, PACS Risk Management and Financial Sustainability:
  - Bid and Risk Document: Currently under development by PACS. The document will prioritise risks arising from resource restraints and include mitigation measures to manage risk. The PACS Task Group will consider the completed document.
  - Condition Survey (Buildings and Services): A new condition survey is proposed. Existing PACS contractors will facilitate the survey, who have a good knowledge of the University estate.
  - Monitoring: An enhancement of the PACS inspection regime for contractors should improve monitoring of contractors on site. Staff will utilise 'hand held' devices, capable of feeding data direct into PLANON Accelerator to support this process.

## Meeting 16<sup>th</sup> May 2017

- i. Minute 569, Audit and Review Reports: The following key points were noted from the First Aid Provision review, which focussed on compliance with the First Aid at Work Regulations:
  - With the exception of a few buildings, the minimum legal requirement for First Aid trained personnel was met.
  - A shortage of trained First Aid personnel was found in some higher-risk locations. Arrangements are currently being made to address this.
  - HSS is to provide clearer advice to Colleges / Schools / Departments on identifying their First Aid requirements.
- ii. Minute 566(b), Alcohol and Substance Misuse Policy: Discussions are ongoing to finalise the Policy. This includes clarification of what roles and tasks are deemed safety critical.

A discussion ensued in which it was recommended the Health and Safety Task Group considers how any risks associated with the work of the Financial Sustainability Board (FSB), and its Implementation Groups, is mitigated. It was also recommended that the FSB should specifically consider the health and safety implications of their approach to ensure risks are managed. **Action: H&S Task Group**

It was agreed PACs should present a written report, regarding resource restraints and mitigation arrangements, to the Task Group. **Action: Director of PACS**

## **516. HEALTH AND SAFETY POLICY STANDARDS**

### **516a University Diving Projects (revision)**

The current Policy (approved 21<sup>st</sup> May 2014), replaced the original Policy Note: OHSU P11 Diving at Work. Subsequent to approval, further discussions took place with University staff with extensive diving experience resulting in a number of amendments. In summary:

- i. *Title / Application:* Amended to 'Diving Projects' and now includes 'diving activities that count towards any Bangor University credited course'.
- ii. *Roles and Responsibilities:* 'Diving Safety Officer' replaced with standard diving roles: Dive Officer & Dive Supervisor and clarifies the University (Duty Holder) and not an individual as the Diving Contractor.
- iii. Clarifies divers must have an in-date Medical Examination undertaken by an Approved Medical Examiner of Divers (AMED).

The revised Policy was discussed and **was approved.**

### **516b Control of Substances Hazardous to Health (COSHH) (revision)**

Replaces Policy Note: OHSU P5 Control of Substances Hazardous. Changes predominantly relate to refreshing the Policy layout, updating legislative references and as the Policy now references hazardous and clinical waste enables the removal of the separate OHSU P12 Clinical Waste Policy. No additional responsibilities are placed on the University, Colleges and Departments or staff and students.

The revised Policy was discussed and **was approved.**

**516c Manual Handling (revision)**

Replaces Policy Note: OHSU P2 Manual Handling Operations. Changes predominantly relate to refreshing the Policy layout, updating legislative references and now directs readers to the Health and Safety Executive's MAC Tool, developed to help identify high-risk workplace manual handling activities to ensure appropriate controls are put in place to manage risk. No additional responsibilities are placed on the University, Colleges and Departments or staff and students.

The revised Policy was discussed and **was approved.**

**516d Removal of Policy**

- i. *OHSU P13: Violence at Work Policy Note:* It was noted that there is no specific item of H&S legislation directly pertaining to "Violence at Work", with the risk from, and of, violence at work encompassed within the general health and safety legislation. As the information and duties are considered to be suitably addressed by other University Policies, Procedures and Information it was recommended the Violence at Work Policy Note be removed.
- ii. *OHSU P12: Safe Handling, Storage, Transport and Disposal of Clinical Waste:* Following the up-date of the Control of Substances Hazardous to Health (COSHH) Policy Standard it was advised there is no longer any need for a specific policy for clinical waste. Relevant information is available on-line, with the duties of waste producers covered by the revised COSHH Policy.

The proposed removal of both policies **was approved.**

**517. AUDIT / REVIEW REPORTS**

It was reported that Health and Safety Services (HSS) has carried out two audits using the new H&S Management Audit Pack, which references national standards (*UCEA Leadership and Management of Health and Safety in Higher Education Institutions*) and which are adopted into the University H&S Policy. Benchmarks for the 'Themed' elements of the audits are developed by HSS and are designed to test the effectiveness of the management system for specific subject areas.

**517a Libraries and Archives**

The Department's arrangements for the management of health and safety were found to be of a high standard. Overall, the Department achieved 'Best Practice' for their safety performance, which calculates all scores from the overarching H&S Management Arrangements section and each Themed section of the audit.

A small number of actions were identified, the most significant of which related to improving record keeping and monitoring actions through to completion.

Mr Stuart Read, the local H&S Coordinator is expressly thanked for his efforts in implementing and maintaining robust health and safety arrangements across the Department.

## 517b Sports

The Department's arrangements for the management of health and safety were found to be to an excellent standard, achieving 'Best Practice' and nearly a 100% for their overall health and safety performance.

It was noted that over recent years, the Department's health and safety management arrangements have developed beyond recognition, with the Department also striving to continually identify and make improvements where possible. The few minor actions identified during the audit were mostly addressed by audit completion.

Mr Sam Wallwork, the H&S Coordinator, together with the Head of Department, have shown exceptional commitment to the health and safety agenda and are thanked for their support during the audit process.

**Note:** A discussion ensued about the scoring rationale and explanatory notes included in the Audit Reports. It was agreed a review of the scoring system would be undertaken, with an explanation of the scoring system included in future reports. **Action: HSS**

## 517c Radon

It was reported that the Review was carried out to confirm that mitigation arrangements previously put in place to manage radon remain effective and to assess the implication of forthcoming reductions to the radon Action Level, which comes into force on 1<sup>st</sup> January 2018. The following action will be taken as a result of the Review:

- i. Radon measurements to be taken in all buildings, previously showing radon concentrations close to the new Action Level.
- ii. PACS to utilise hand held devices and PLANON Accelerator to ensure records of maintenance and inspections of radon engineering controls are maintained.
- iii. Although radon measurements have been below the proposed new Action Level, PACS to bring the Contractor responsible for the design and installation of radon mitigation systems in Ardudwy back to site to address issues regarding the design and quality of the installation.

## 517d Manual Handling Injuries

Historically *handling, lifting or carrying* injuries have accounted for a significant percentage of reported injuries / near misses at the University. When presenting 'handling' accident / incident data the assumption is often made that it only includes accidents / incidents that caused a 'bad back' or 'similar' injury. The review of handling injuries (2012 – 2016) has evidenced that the majority of injuries are to other parts of the body (e.g. feet, hands, arms, legs) and are minor in nature (e.g. cuts, bruises). It was also established that very few working days are actually lost because of a handling injury.

HSS will now consider whether further action is appropriate to try to reduce incidents involving injuries to hand/arms. **Action: HSS**

**518 ITEMS FROM COMMITTEE MEMBERS**

No items were raised.

**519. ANY OTHER BUSINESS**

No items were noted.

**The next Committee is scheduled to take place on 1<sup>st</sup> November 2017, 2pm in Terrace Conference Room 3.**