

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 11th November 2015

Present: Prof. P Spencer (Chair), Miss S Barnes, Mr H Ellis, Mr D Fordham, Ms L Fowlie, Mr A Jones, Dr L Jones, Mr W Jones, Mrs M Lake, Mrs L Meadows, Ms C Monks, Dr L Murphy, Mrs E Parry Williams, Ms E Riches, Dr H Roberts, Mr S Roberts, Mr M Stanley, Mr D Williams, Mr G W Jones (Secretary).

Apologies: Dr J Latchford, Dr K Mundy, Prof, C Tully, Prof John Hughes.

470. MINUTES

The Minutes of the meeting held on the 20th May 2015 were taken as read, confirmed and signed.

471. MATTERS ARISING

a) Minute 463 (c) Guides for Council Members and Deans of Colleges:

The Guides have been published and issued but will require subsequent amendment to reflect the changes arising from the revised University H&S Policy.

b) Minute 463 (d) Bangor College, China:

Bangor College, China (BCC) has approved the Staff Handbook for visiting academic and administrative staff. The Handbook, developed to provide general guidance for visitors to BCC, will be made available to staff.

c) Minute 464 (a(viii)) Staff Training:

SEG has commenced its review of staff health and safety training records. It is envisaged Staff Training will be developed as a Key Performance Indicator (KPI) to support the revised Health and Safety Policy.

d) Minute 464 (a(xi)) College / Department H&S Risk Assessments:

A review of College / Department H&S Risk Assessments will commence shortly.

e) Minute 464 (b) Minibus Safety Review:

A review of College / Department management arrangements to ensure compliance with the Driver & Vehicle Safety Policy Standard is nearing completion. As part of this process it is hoped to streamline the administrative requirements with regards to the need to carry out driving licence checks and driver authorisations for staff and students driving on University related business.

f) Minute 464 (c(iv)) Electrical Equipment Safety Review:

The two Colleges identified as having weaknesses with regards to compliance with the Electrical Safety Policy have undertaken extensive work over the summer to ensure portable electrical appliances are PAT Tested as required.

g) Minute 465 Safety Executive Task Group:

The revised fire investigation procedures implemented as a result of changes in how the North Wales Fire and Rescue Service respond to fire alarm activations is working well. Thanks was expressed to all Security staff who are critical to this. The arrangements are regularly reviewed and minor enhancements made in light of operational experience.

h) Minute 469 Any Other Business:

Reassurance has been received with regards to electrical safety at Bangor College, China.

471. POLICIES, AUDITS AND REPORTS

471(a). Revised Sickness Causation Report

A summary of the revised long term sickness absence statistics, which cover the last four years, were presented. It was noted the main cause of long term sickness absence in 2013 and 2014 was musculoskeletal and psychological.

No major trends have been identified.

With regards to psychological long-term absence, staff emanated from 24 different departments in 2014 and 20 in 2013. Additional support may be beneficial in two units. Health Promotion work will be prioritised accordingly.

471 (b). Chairman's Report

The review of the University's Health and Safety Policy has commenced, taking into account the updated *UCEA / USHA Leadership and Management of Health and Safety in Higher Education Institutions* Guidance document. It is noted the revised UCEA / USHA document is far more comprehensive when compared to the earlier version. Significant changes are:

- i. It outlines clear responsibilities across institutions.
- ii. Emphasis is placed on continual improvement arising from actions identified in an Institution's Risk Profile.
- iii. Institutions should develop measureable Key Performance Indicators (KPI) in response to their Institutional Risk Profile. The UCEA document provides no firm guidance on, or exemplar of, KPI.

As a result of the review, the H&S Policy has now been split into two sections: the Health and Safety Policy Statement, a Governance Policy, and an associated Management Arrangements and Procedures document.

471(c). Health and Safety Policy Statement

The draft revised Health and Safety Policy Statement was considered by the Committee and there were no significant changes suggested. It was noted that the Policy Document sought to identify the expected performance level and standard and did not seek to attain excellence in every aspect of health and safety.

Subject to minor changes it is now proposed to bring the Policy Statement before University Council for its consideration. **Action: Chair of H&S Committee**

471(d). Measuring University H&S Performance

In response to the USHA / UCEA Guidance publication draft Key Performance Indicators (KPIs) are currently under consideration and were presented for comment. It should be noted some KPIs will change year on year, as short term targets are set and alter.

471(e). Report on the use of Unmanned Aerial Vehicles (Drones)

A HSS appraisal to establish the extent of Unmanned Aerial Vehicle (UAV) operations

across the University identified that 4 Schools and 1 Department were deploying UAVs; and 3 Departments were considering their use to support their activities.

Discussions with Liverpool John Moores University, who operate a number of drones, highlighted the legal complexities associated with UAV use and differing interpretations. As a result:

- i. All Schools / Departments have been instructed they can only operate a UAV on University related business if the UAV is:
 - o Commissioned through a competent 3rd Party Supplier who hold appropriate qualifications, insurances and a CAA Permit for Aerial Work.
 - o The ‘commission’ is notified to and approved by HSS before UAV work commences.

In support of the increasing need for Colleges / Departments to operate UAV’s HSS will:

- ii. Develop a Policy Standard and associated Operating Manual.
- iii. Seek a CAA Permit to operate UAVs (following suitable training being received by a School / Department UAV Pilot).
- iv. Approve UAV overflying of University property by 3rd Parties and all 3rd Party commissions until alternative arrangements are in place.

472. COMMITTEES AND MAJOR PROJECT REPORTS

All items relating to the Safety Executive Task Group (SEG) covered as agenda items.

473. MAJOR ACCIDENTS AND INCIDENTS

- i. One major incident has occurred in 2015 relating to a member of staff contracting Japanese Encephalitis whilst working in China. It is noted that SEG is currently reviewing health precautions ahead of, and during overseas travel, work and study.
- ii. To enhance data capture and enable accident / incident trends to be identified significant effort has been made to promote accident and incident reporting across the University. The results of this can be seen in the following comparison of 2014 and 2015 data:

	2014	2015
Accident & Incident Forms 1 st Jan - 11 th Nov	146	284
Injuries	68	61
Fire	1	0
Medical Conditions	12	21
Near Miss / Unsafe Practice	33	127
Sports	32	75

474. HEALTH AND SAFETY SERVICES (HSS) REPORT

A summary of key HSS work was given. The following key items were noted:

- i. A review of College / Department arrangements to ensure compliance with the Driver & Vehicle Policy Standard is nearing completion. It is hoped this will lead to less onerous requirements on Colleges / Departments with regards to driver authorisations and driving licence checks.
- ii. Extensive work has been undertaken to amend key institutional health and safety documents in line with the revised *UCEA / USHA Leadership and Management of*

Health and Safety in Higher Education Institutions Guidance.

- iii. Key health promotions have included: cycling, loan bikes, Bangor to Aber Bike Ride, University Golf Days, Travel the World, rolling out Staff Health Checks, development of the on-line DSE System.

475. ITEMS FROM COMMITTEE MEMBERS

The following items were raised:

- i. Thanks was expressed to the Committee for its support to implement the IOSH Managing Safety Course.
- ii. The Students' Union expressed its appreciation of support provided on the Student Volunteering drone.

476. ANY OTHER BUSINESS

No items were raised.