

# BANGOR UNIVERSITY

## HEALTH AND SAFETY COMMITTEE

**Meeting:** 1<sup>st</sup> February 2017

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

**Apologies:** Mrs M Lake, Mr S Barnard, Prof J Hughes.

### 505. MINUTES

The Minutes of the meeting held on the 2<sup>nd</sup> November 2016 were confirmed and signed.

### 506. MATTERS ARISING

- a) Minute 500, H&S Management Audit Arrangements: The new health and safety management audit pack has been trialled with the Libraries and Archives Department. The Audit Schedule will now commence with the next Department to be audited Sports and Leisure.

### 507. THE NEW SENTENCING GUIDELINES

A presentation on the impact of the Sentencing Guidelines was provided. It was noted that the guidelines direct the Courts when imposing a sentence for health and safety, corporate manslaughter and food hygiene offences, and have now been in place for a year.

The following key points were highlighted:

- i. The Definitive Guideline sets out nine “steps” to:
  - Determine the seriousness of the offence by allocating it culpability and risk of harm ratings.
  - Consult tables based on organisational size to find the fine’s starting point and range (i.e. size of the fine has proper impact)
  - Adjust the fine to reflect multiple factors, including aggravating and mitigating factors, the impact of the fine and guilty plea.
- i. Since 1<sup>st</sup> February 2016, the rate individuals have been sentenced to prison for health and safety offences has increased seven-fold. Figures show **23** people received an immediate, or suspended custodial sentence between 1<sup>st</sup> February 2016 and mid-September 2016 (an 8-month period). **Rate of 3 a month.**
- ii. Since the introduction of the Guidelines the number of fines above one million pounds has seen a six-fold increase.

The need to disseminate this information was acknowledged. Health and Safety Services and Health and Safety Task Group will develop and deliver a suitable programme to communicate these changes to relevant groups and individuals.

**Action:** HSS and HSTG

## 508. SUB-COMMITTEE REPORTS

### 508(a) Radiation Health and Safety Sub-Committee Report

The Sub-Committee met on the 19<sup>th</sup> January 2017 with the following key items noted:

- i. *Radon*: 3-monthly monitoring badges placed in two locations over the 2016 / 2017 winter period. This to confirm the efficacy of radon remedial works.
- ii. *Radon*: All radon surveys to date will be reviewed in 2017 to identify buildings with radon measurements near the Action Level. As part of this work, buildings where significant refurbishment work has taken place will also be identified and where appropriate monitored. Three-monthly monitors will then be placed in all relevant buildings over the 2017 / 2018 winter period. The survey will cost approximately £1.5k - 2k.
- iii. *Radiation Materials Disposal*: To support part demolition of the Memorial building, authorised disposal of nearly 5kg of radiation stocks took place in April 2016.
- iv. *Natural Resources Wales (NRW) and Counter Terrorism Wales Inspection*: The annual inspection confirmed that there were good arrangements in place. NRW plan to carry out an additional, full inspection in 2017.
- v. *University Permits*: Although the University is operating well within its Permit Limits with respect to total activity on site and waste disposal to sewer and offsite, the Stock and Waste Permits are to be amended to include gaseous release of <sup>14</sup>C and additional use of <sup>33</sup>P.
- vi. *Radiography Wrexham – School of Healthcare Sciences*: A new RPS is to be appointed at the Wrexham site. The new RPS has received training, provided by the University Radiation Protection Adviser, and will now be formally appointed in writing.

### 508(b) Chemical and Biological Health and Safety Sub-Committee Report

The Sub-Committee met on the 19<sup>th</sup> January 2017. The following key items were noted:

- i. *Chemical Waste*: The School of Chemistry has further enhanced arrangements for the storage of waste chemicals within laboratories. This follows an incident in the School, where a Winchester, used to store waste chemicals, over-pressurised violently.
- ii. *Work Involving Genetically Modified Organisms*: With the exception of one project, all other GM projects are Class 1 or involve modifications to harmless animals and plants and do not require notification to the HSE. The Biological Safety Officer is currently reviewing all GMO Risk Assessments. A GMO Committee will be arranged following this review.
- iii. *Safety Critical Equipment*: Ensuring safety critical equipment such as autoclaves and biological safety cabinets are serviced and maintained was highlighted as a concern as individual researchers are not able to source the required funds from funding / grant bodies. Colleges were encouraged to quantify the issue and address the funding via the forthcoming Planning Round. The Health and Safety Task Group should monitor this situation and report back in due course.

**Action:** Colleges and HSTG

- iv. *Annual Inspection of Biobazard Facilities*: The annual inspection of HG2 facilities took place in January 2017. Findings were positive with it clear that all staff and students working in the areas have a good understanding of the risks and associated controls.
- v. *MSparc Project*: Although difficult to assess the level of potential risk as proposed usage is at present 'unknown', discussions regarding the duties and liability of building

occupier's and the University have commenced.

#### 509. **REPORT FROM THE HEALTH AND SAFETY TASK GROUP**

Since the last meeting of the Health and Safety Committee, the Task Group has met on one occasion, with the following areas noted for information:

- i. Corporate H&S Risk Assessment: The annual review of the Corporate H&S Risk Assessment has taken place. The document identifies, assesses and prioritises institutional health and safety risks and enhancements across the University.
- ii. Training: The Task Group considered a detailed Paper on H&S Training across the institution. Further effort will now be expended to enhance and support training.
- iii. Health Surveillance: The Group received a report on health surveillance requirements and how the University confirms its hazardous activities are not affecting the health of relevant staff and students.

#### 510. **REPORT ON ESTATE (PACS) MATTERS**

Thanks were initially expressed for the support Property & Campus Services (PACS) receives from other Colleges and Departments.

A Paper was tabled and the following key items are noted:

- i. *Health and Safety Monitoring*: Developments are to be made to improve health and safety monitoring across PACS.
- ii. *Asbestos Management*: The Asbestos Management Plan is under review to include enhanced Quality Assurance Procedures.
- iii. *Third-Party Occupiers*: PACs are to undertake a further occupancy survey, which will also seek to identify all non-University (3<sup>rd</sup> party) occupiers. This is in response to the increasing number of 3<sup>rd</sup> parties occupying parts of the estate without all the appropriate agreements in place.
- iv. *Legislative and Compliance*: Statutory and legislative maintenance service work continues to be managed and resourced. It was also noted that due to the Department's reduced budget, restricted work is being carried out in some other areas.
- v. *Resources*: The University's Risk Register has been reviewed following budget reductions, affecting staff and maintenance expenditure.
- vi. *Award*: The Department has received the UK Principal Contractor of the Year Award at the National CDM Awards 2016 organised by the Association for Project Safety. This for the Department's work in the completion and fitting out of the Pontio building.

The Chair congratulated PACS on receiving the Award.

Following discussions, the Chair stated the Health and Safety Task Group needs to work closely with PACS to address the impact of resource restraints.

**Action:** PACS and HSTG

**511. ITEMS FROM COMMITTEE MEMBERS**

No items were raised.

**512. ANY OTHER BUSINESS**

The following items were noted.

- i. A request was made that minutes of the Health and Safety Task Group be made available to the Committee. This was agreed.

**Action:** HSS

**The next Committee is scheduled to take place on 24<sup>th</sup> May 2017, 10am in Terrace Conference Room 3.**