

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 1st November 2017

Present: Prof. P Spencer (Chair), Mr S Barnard, Miss S Barnes, Mrs T Hibbert, Mr A Jones, Dr L Jones, Mr W Jones, Mrs M Lake, Ms C Monks, Dr L Murphy, Miss E Riches, Dr H Roberts, Mr S Roberts, Mrs E Parry Williams, Mr G W Jones (Secretary).

Apologies: Mr H Ellis, Dr J Latchford, Dr K Mundy, Prof. C Tully.

520. MINUTES

The Minutes of the meeting held on the 24th May 2017 were confirmed and signed.

521. MATTERS ARISING

- a) 515 Health and Safety Task Group: The Chair of the Task Group was not present so no update given on Task Group considerations as to how risks associated with the work of the Financial Sustainability Board (FSB) and its Implementation Groups are mitigated. It was agreed to carry the item to the next Committee.
- b) 515 Property and Campus Services (PACS): The Director of PACS not present so no information was presented to the Task Group regarding resource restraints and mitigation arrangements. It was agreed to carry the item to the next Committee.
- c) 517(c) Radon: It was noted PACS is still trying to bring the Contractor responsible for the installation of radon mitigation measures in the Arduwy building back to site to address issues regarding the design and quality of the system.
- d) 517(d) Manual Handling Injuries: Due to the limited trending of incidents involving injuries to hand / arms from manual handling activities no further work is proposed at this stage.

522. HEALTH AND SAFETY TASK GROUP

Since the last meeting of the Health and Safety Committee, the Task Group has not met. It was agreed that the Chair would further discuss the role of the Task Group with the Executive.

ACTION: H&S Committee Chair

523. AUDIT / REVIEW REPORTS

Since the last Committee, Health and Safety Services (HSS) has carried out two Departmental H&S Management audits using the revised scoring system. It was noted that the revised scoring system does not allow a College/Department performance to move to the next performance level (Basic, Good Practice and Best Practice) until achieving 100% compliance in the previous performance level.

523a **International Education Centre**

The audit found that the Department's arrangements for the management of health and safety were to a good standard achieving 'Good Practice', with only a limited number of actions identified.

It was apparent during the audit the excellent support the Department offers to its international students to ensure overseas students have a positive experience whilst at Bangor.

The Department has worked closely with HSS to develop its health and safety management system with the Director, Senior Managers and local H&S Coordinator actively engaging with HSS.

523b **Halls of Residence**

The Department's arrangements for the management of health and safety were found to be of a very good standard achieving 'Good Practice'. A small number of actions were identified. The most significant relating to the need to display Gas Safe Landlord Certificates in relevant buildings.

The audit highlighted the exceptional commitment of the Halls Team, which includes Wardens and Campus Life, to ensuring robust health and safety arrangements are established and maintained. This is essential in such a customer driven Department, and because of the potentially high-risk nature of the services it provides to students.

Specific praise was given to the Operations Team, who are responsible for carrying out an array of functions to ensure good health and safety standards are met and maintained and the Warden Team for their outstanding support of students during their stay in Halls.

524 **ANNUAL HEALTH AND SAFETY REPORT**

A summary of the 2016/2017 Annual Health and Safety Report, previously distributed, was given and the following key points noted:

- a. **Accidents and Incidents:** 58 injury-accidents to Staff and Students were reported (34 to Staff and 24 to Students). This is down from the 78 injury-accidents reported in 15/16.

The Staff injury-accident ratio was 16.5 accidents per 1,000 employees a decrease from the 22.4 accidents per 1000 reported in 15/16. Both the Staff and Student injury-accident ratio are below the Sector Norm.

- b. **Lost Time Staff Incidents:** There were 5 lost-time injuries, all arising from "handling" incidents. The two 8+ day 'lost time' incidents related to a subsequent infection, following a severe cut, and the other incident was because of further complications not directly arising from the injury.
- c. **Sickness Absence:** Days lost due to short-term absences remained steady, medium-term absences (8-20 days) decreased, while long-term days absence increased slightly. In total 9,106 working days were lost due to an absence, reported by 30.8% of staff; this equates to 5.38 days/fte or 2.47% of working time being lost to sickness absence.
- d. **Fire Alarm Activations:** There were 121 Fire Alarm activations in University

buildings (56 in Academic buildings and 65 in Halls of Residences). The North Wales Fire & Rescue Service attended 34 times, 29 of these to Halls of Residences.

- e. **Fires:** There was one fire (as defined). This involved an incident deemed ‘arson’, though no significant damage was caused.
- f. **General H&S Training:** During the year, HSS provided or facilitated 67 “face-to-face” courses to 299 participants.
- g. **General Staff Induction:** There is a statutory requirement to provide staff with suitable H&S information and training. An aspect of this is the University Induction, arranged by HR. In 16/17 79% of new staff attended the Induction. This is an increase of 16% on 15/16.
It was noted that arrangements to formally record local H&S Inductions remain a weakness across the University.
- h. **Overseas Travel:** Staff and Students registered 1,513 individual overseas travel occurrences on the central insurance database. Of these, there were 6 reported incidences, where a staff/student required medical attention whilst overseas. There was one serious incident overseas, where a student was assaulted. They made a full recovery and continued with their studies.
- i. **Vehicle Incidents:** There were no claims for damage to University vehicles. There were 8 claims (staff and students) relating to damage to hire vehicles. There were no injuries.
- j. **Civil Claims:** There was one new Civil Claim for personal injury relating to a member of the public and a slip/fall incident.
- k. **Non-Injury Reports:** 154 non injury related reports were received. This included 19 Illness / Medical Condition Reports, 102 Near Miss Reports and 33 Unsafe Practice Reports.
- l. **Site Inspections:** PACS undertook a 129 site inspections in 16/17. Following discussion it was agreed in future the data would be split into in-house (PACS staff) inspections and contractor inspections.
- m. **Ty Gobaith:** Over £3000k was raised for the Charity in 16/17.

525 ITEMS FROM COMMITTEE MEMBERS

No items were raised.

526. ANY OTHER BUSINESS

No items were noted.

The next Committee is scheduled to take place on 31st January 2018, 9.30am in Terrace Conference Room 3.