

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 23rd May 2018

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

Apologies: Dr C Gwenin, Dr H Roberts, Ms C Monks

535. MINUTES

The Minutes of the meeting held on the 31st January 2018 were confirmed and signed.

536. MATTERS ARISING

- a) 529(b) (v) Chemical and Biological H&S Sub-Committee Report: The visit by the HSE GM Specialist Inspector went well, with no significant concerns raised. The Inspector noted the age and condition of the current Plant Growth Room and was informed that the current facility should be vacated in August 2018 and replaced with a more modern facility.
- b) 531 Report on PACS Matters: It was reported that the importance of risk management within PACS during this period of change and re-organisation has been raised with Council.
- c) 534(i) Accumulation of Waste: It was reported that additional refuse and recycling bins have been provided and staff resources reallocated to help tackle accumulation of waste in some communal areas. It was also reported that complaints related to waste have since decreased.
- d) 534(ii) H&S Coordinator Colleges of Arts & Humanities and Human Sciences: The Chair will raise the issue of competent H&S staff for both Colleges at the next Health and Safety Task Group.

537. HEALTH AND SAFETY POLICY STANDARDS

537(a) Electromagnetic Fields Policy (New)

This new Policy Standard states the requirements placed on the University and its Colleges and Professional Services with regards to the safe use and management of equipment that produce significant electromagnetic fields (EMF), in compliance with the recent Control of Electromagnetic Fields at Work Regulations.

Particular focus is given by the Policy to impact on "Persons at Particular Risk" from the effects of EMF and includes an "equality statement" which recognises that some people who may be at particular risk may be restricted from working with, or direct-observation of, work with high levels of EMF.

A number of practical Information Sheets and Template Risk Assessments have been produced to support the new Policy Standard.

It was noted that PACs has undertaken a desk top survey to identify potential significant EMF sources within the electrical infrastructure and will seek to appoint an external consultant to survey these in 18/19.

The proposed new Policy was discussed, **and it was agreed** to approve the new Policy.

537(b) Safe Use of Artificial Optical Radiation (New)

This new Policy Standard states the requirements placed on the University and its Colleges and Professional Services with regards to the safe use of potentially hazardous artificial optical radiation light sources, in compliance with the Control of Artificial Optical Radiation at Work Regulations.

The Policy Standard specifically excludes high-powered “lasers”, which due to the particular risks and controls involved are considered by a separate document.

The impact of this new Policy Standard on the University will be low as Colleges have, in the main, already put in place the necessary controls for the applicable high intensity light sources.

The Policy Standard is supported by a number of Information Sheets.

The proposed Policy was discussed, **and it was agreed** to approve the new Policy.

537(c) Alcohol & Substance Misuse Policy (Revision)

A new policy to replace the existing Policy Note OHSU P8 Alcohol and Drugs Related Problems was proposed. The Policy changes predominately relate to:

- i. Focusing the Policy’s primary purpose on the potential adverse health and safety impacts of alcohol and substance use.
- ii. Highlighting the principle that those who undertake a safety critical role should not consume or be under the influence of alcohol or intoxicating substances, while undertaking those safety critical duties.
- iii. Facilitate the future introduction of alcohol and substance testing for staff engaged in safety critical activities; subject to separate approval regarding quality assurance and application.

A discussion ensued in which the following key issues were raised:

- a. The breadth of staff covered by this revised Policy and the contractual implications arising from this.
- b. Lack of detail about the criteria that would trigger a test, test protocol and associated action limits and what action would be taken in the event of a ‘positive’ result.
- c. The implication or inclusion of students who if ‘under the influence’ could also impact on their own and others health and safety, especially if working in higher risk areas such as laboratories.
- d. The possibility of a blanket ban on consumption of alcohol during working

hours.

It was agreed further consideration is required by the Health and Safety Task Group. This revised Policy **was not approved**.

537(d) Children on University Property (Revoked)

As the University Health and Safety Policy now includes a section specifically on responsibility for safeguarding the health and safety of children who visit or participate in University activities (Sections 14.1, 14.3 and 14.4) it is felt there is no longer a requirement for a separate detailed Policy Standard. Removal of the existing Policy Note OHSU P15: Code of Practice Children on University Property was recommended.

It was noted that were the Policy to be revoked then pertinent information will be taken from Policy Note: OHSU P15 and incorporated into new practical examples and supporting Information Sheets. The Policy Note will not be revoked until the supporting Information Sheets have been published.

The proposed removal of the Policy Note was discussed, **and it was agreed to approve this proposal**.

538. AUDIT / REVIEW REPORTS

Since the last Committee, Health and Safety Services (HSS) has completed the Health and Safety Management Systems audit of the Bangor Students' Union.

The audit considered the overarching Health and Safety Management Arrangements and three themed hazards: Safety of Vehicle Trailers, Personal Safety of Students in Student Opportunities, and Use of Ladders & Stepladders.

The Union scored "Best Practice" with an overall score of 96%, with only 1 notable Action identified. A number of recommendations were also made to enable the Union to further improve its systems.

The commitment and leadership of staff at all levels within the Union and their ongoing efforts to continually improve systems and processes was commended throughout the report. Mr Barnard's contribution to SU health and safety was warmly acknowledged and the Chair and Committee thanked him for his contribution and wished him well in his new post.

NOTE: HSS has now commenced an audit of the Management Centre.

539. HEALTH AND SAFETY TASK GROUP

Since the last meeting of the Health and Safety Committee the Task Group has met once. At that meeting the following key items were noted:

- i. A review of H&S Task Group actions over the past 4 years has been undertaken, with the majority of actions now 'closed out'.
- ii. *Overseas Travel and Insurance:* It was observed that the RMS UK Internal Audit in 2015/16 identified that the purchase of University related overseas travel should be directly linked to confirming University business insurance was also in place; however, it was noted that such a mechanism is still not available.

The matter was considered by the Committee, which also observed that there was a need to further promote the University-related (free) travel insurance amongst the student population, in addition to staff.

- iii. *Training for Senior Staff:* A budget has been retained for an ‘Executive & Leadership’ H&S course this academic year. As Senior Staff training will shortly become an institutional KPI, attendance on the course is encouraged for all Heads, Deans and PVCs.
- iv. *UCEA Leadership KPIs:* Further Leadership and Institutional KPIs will be reviewed in light of recent re-organisation changes and criteria set-out by the UCEA standard which the University has adopted.

540. REPORT ON PACS MATTERS

A verbal report was provided with the following key points raised:

- a. *18/19 Budget:* Progress is being made to ensure statutory compliance is achieved with other work then prioritised. It was noted there may be a further 10% cut in the PACS budget.
- b. *Reorganisation:* To improve the service a streamlining of current contractors / suppliers to a total of one to six is proposed.
- c. *Staff Resources:* PACS staff resource is now significantly reduced when compared to levels during the previous Baker Tilley External Review, with the Asset and Space Manager and Senior Building Surveyor also recently leaving. To ensure critical tasks are not missed, a gap analysis has been undertaken with tasks reallocated, however this is leading to significant strain on remaining staff. Agency staff have been appointed to try to address some of the shortfall.
- d. *Asbestos:* A 38% reduction in the number of asbestos items on the Asbestos Register (PLANON) has been achieved in 17/18.
- e. *Business Case for reorganisation:* A business case is in development which will be issued to staff and Trades Union for consultation before presentation to Council and subsequently the Executive. Changes are expected to be rolled out from September 2018.

A discussion ensued with the following items noted:

- i. The Chair requested that PACS formally document their issues and concerns.
- ii. It was recommended that the Change Management Consultant be invited to the next Health and Safety Task Group to provide a report.
- iii. PACS were thanked for their efforts. Concern was also expressed regarding the impact of change and increased workloads on the health and welfare of their staff.

541. ITEMS FROM COMMITTEE MEMBERS

Items raised under Any Other Business.

542. ANY OTHER BUSINESS

The following items were noted:

- i. The Police are to meet with University officials to discuss the increase in unauthorised entry into buildings, especially across the Science Site

The next Committee is scheduled to take place on Wednesday 24th October 2018, 2pm in Terrace Conference Room 3.