

# BANGOR UNIVERSITY

## HEALTH AND SAFETY COMMITTEE

**Meeting:** 24<sup>th</sup> October 2018

**Present:** Prof. G Roberts (Chair), Miss S Barnes, Mrs T Hibbert, Mr A Jones, Dr L Jones, Dr J Latchford, Dr K Mundy, Mr D Owen, Mrs R Parry, Miss E Riches, Mr S Roberts, Prof P Spencer, Mrs E Parry Williams, Mr G W Jones (Secretary).

**Apologies:** Prof. C Tully, Mr H Ellis, Dr H Roberts, Mr W Jones

### INTRODUCTIONS

The new Chair of the Committee, Professor Gareth Roberts, introduced himself and welcomed other new members.

The H&S Committee Terms of Reference, which is a Sub-Committee of the University Council, were discussed and it was noted that the Committee is quite distinctive in that, in addition to Council Members and Senior University Staff, academic and service staff attend, along with student representatives. The Committee therefore acts as both a Committee of health and safety governance and for consultation with staff and students.

It was noted that the H&S Task Group oversees the management of health and safety, with a report provided by it to this Committee.

### 543. MINUTES

The Minutes of the meeting held on the 23<sup>rd</sup> May 2018 were confirmed and signed.

### 544. MATTERS ARISING

- a) 536(a) Chemical and Biological H&S Sub-Committee Report: Following the HSE GM Specialist Inspector's visit a new Plant Growth Room facility has been established in the Thoday building. The Biological Safety Officer will inform the HSE Inspector of this once the single remaining project in the old Plant Growth Room is complete.
- b) 536(d) H&S Coordinator Colleges of Arts, Humanities & Business and Human Sciences: The College Manager and Deputy College Manager of the College of Human Sciences and the Deputy College Manager of the College of Arts, Humanities and Business have been nominated to oversee health and safety arrangements in their respective Colleges.

### 545. HEALTH AND SAFETY TASK GROUP

Since the last meeting of the Health and Safety Committee, the Task Group has met twice. At those meetings the following key items were noted:

- i. *Landlord Registrations*: This task is now complete, with the Director of

Property & Campus Services listed as the University's Landlord.

- ii. *Training for Senior Staff:* A number of Senior Staff attended IOSH Directing Safely training in July. Attendance at this course is an institutional KPI, with attendance encouraged for all Directors, Deans and PVCs.

The matter of training for Council members was raised and it was noted that each new Council member receives a briefing from the University Secretary that includes health and safety.

- iii. *UCEA Leadership & Management – Gap Analysis:* The Task Group has considered in detail the draft Gap Analysis on each point of the UCEA Leadership & Management Standards for Council and Executive Leadership. Performance is now included in the Annual Report.
- iv. *University H&S Policy Statement, Review:* The Task Group will review the Policy Statement shortly, with a view to the Statement being considered by the H&S Committee at its January 2019 meeting.
- v. *Internal Audit:* The University's (external) auditing team has undertaken an Internal Audit of Health and Safety Governance and the Task Group has initially considered the Report's contents. It was highlighted that the Report indicates:
  - a) The University's arrangements for the management of health and safety offered Council 'reasonable assurance'.
  - b) The Report included seven 'low' level recommendations and one 'medium' recommendation relating to recording of staff training activity.

The Task Group will report on the Action Plan to address recommendations at the January 2019 H&S Committee.

#### **546. AUDIT / REVIEW REPORTS**

Since the last Committee, Health and Safety (HSS) has completed the Health and Safety Management Systems audit of the Management Centre.

The audit considered the overarching Health and Safety Management Arrangements, together with three themed hazards: Compliance with Statutory Obligations, Food and Kitchen Safety and Events Facilitated by the Centre.

It was highlighted that Staff engaged positively with this process and their support was welcomed.

The Management Centre scored "Good Practice" with an overall score of 94% in that category, with only minor changes required to achieve Best Practice. A number of recommendations were also made to assist the Centre to improve its arrangements further.

#### **547. ANNUAL HEALTH AND SAFETY REPORT**

A summary of the 2017/18 Annual Health and Safety Report, previously distributed, was discussed and the following key points noted:

- a. **Accidents and Incidents:** 61 injury-accidents to Staff and Students were reported (46 to Staff and 15 to Students). This is a slight increase on the 58 injury-accidents reported in 16/17.

The Staff injury-accident ratio was 22 accidents per 1,000 employees an increase from the 16.5 accidents per 1,000 reported in 16/17. Both the Staff and Student injury-accident ratio are below the Sector Norm.

- b. **Lost Time Staff Incidents:** One lost-time injury report received. This associated with a historical medical issue and as such not deemed RIDDOR reportable.
- c. **Sickness Absence:** A total 8,542 working days were lost due to reported sickness absence, this equates to **5.4** days/fte or **2.48%** of working time being lost. A Doctor's Certificate (fitness to work note) was received for 81% of all sickness absences (days). Long-term absences (those greater than 20 days) accounted for 63% of all absence days, a 4.5% decrease on 16/17.
- d. **Fire Alarm Activations:** There were 99 Fire Alarm activations in University buildings (40 in Academic / Admin buildings and 59 in Halls), an 18% decrease on the 121 in 16/17. The North Wales Fire & Rescue Service attended the University on 21 occasions due to a fire call, 19 of these to Halls of Residences.
- e. **Fires:** There was one fire (as defined). This involved an incident deemed 'suspected arson', though no significant damage was caused.
- f. **General H&S Training:** During the year, HSS provided or facilitated 39 "face-to-face" courses to 166 participants.
- g. **General Staff Induction:** Currently the statutory requirement to provide staff with suitable H&S information and training is addressed through attendance at the University Induction, and/or attendance at a local Induction. In 2017/18, 63% of new staff attended this Induction, a decrease of 16% on 16/17 and notably below the target set for the year.
- In 18/19 it is planned to complement the existing H&S Induction with an on-line system which will make monitoring and recording of attendance simpler. To reflect this improved efficiency, an institutional target for completion of the H&S Induction by appropriate new staff will be set at 90% for 2018/19.
- h. **Overseas Travel:** Staff and Students registered 1,797 individual overseas travel occurrences on the central insurance database. Of these, there were 11 reported incidences, where a staff/student required medical attention whilst overseas.
- i. **Vehicle Incidents:** There were 10 motor vehicle accident claims during the year; 9 of these for hired-in vehicles damaged whilst on hire to staff on University business. There were no injuries.
- j. **Civil Claims:** There was one new Public Liability Claim for a purported injury whilst on University property.
- k. **Non-Injury Reports:** 134 non-injury-related reports were received. This included 11 Illness / Medical Condition Reports, 87 Near Miss Reports and 36 Unsafe Practice Reports.

1. **Site Inspections:** The number of PACS led construction in-house H&S Inspections increased significantly to 258 (129 in 16/17). 65.5% related to Contractors' working practices with the remainder associated with University staff activities. 91% of the Inspections identified a 'Good Standard', 6% resulted in a 'Warning' being issued and 3% found a 'Serious Breach'. All serious breaches related to Contractor activities.

**548. REPORT ON PROPERTY & CAMPUS SERVICES (PACS) MATTERS**

A written report was tabled at the meeting and the following key points raised:

- a. *PACS Restructure and Change Programme:* An update on the proposed restructure and the appointment of a Hard Facilities Management Contractor and Project Management Contractor was given.
- b. *Space Utilisation and Property Management:* An estate wide space utilisation study is underway to determine best 'building by building' and 'site by site' efficiency measures. The process will also identify buildings that are no longer fit for purpose.
- c. *PACS Budget 18-19:* PACS are currently identifying how to achieve the 10% budget reduction. It was noted this will not include a 10% reduction on the M&E core / statutory maintenance budget. Implications of a reduction in terms of building maintenance include:
  - i. No planned removal / remediation of asbestos items unless included within a 'project code' and / or as part of emergency asbestos work.
  - ii. Removing 'Low Risk' category buildings from the current Building Fire Risk Assessments re-inspections / review programme.

**549. ANY OTHER BUSINESS**

No items were raised.

**H&S Committees for 2019 are scheduled to take place as follows:**

**Wednesday 30<sup>th</sup> January 2019, 9.30am, Council Chamber**

**Wednesday 5<sup>th</sup> June 2019, 2.30pm, Cledwyn 3**