

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 2nd November 2016

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

Apologies: Mrs M Lake, Dr K Mundy, Prof C Tully, Dr C Gwenin, Mr D Williams, Mr D Roberts, Prof J. Hughes.

497. MINUTES

The Chair welcomed, Mrs T Hibbert in her capacity as the new Director of Human Resources the Committee. The Minutes of the meeting held on the 18th July 2016 were confirmed and signed.

498. MATTERS ARISING

- a) Minute 491 University H&S Policy Revision (Responsibilities and Arrangements):
A training course on Health and Safety Leadership, aimed at senior staff, was run over the summer. No further sessions are currently scheduled due to resource limitations.

499. ANNUAL HEALTH AND SAFETY REPORT

A summary of the 2015/2016 Annual Health and Safety Report, previously distributed, was given and the following key points noted:

- a. ***Institution H&S Audit:*** The University achieved 'amber / green' performance level in RSM UK's internal audit. The audit noted on two areas of interest, namely: not being able to evidence training courses arranged locally and not being able to directly match overseas travel purchases to the travel insurance system. The Audit & Risk Committee are monitoring the proposed actions.
- b. ***University level Risk Control:*** A qualitative assessment of the performance of a number of University-wide hazards / risks (taken from the Corporate Health and Safety Risk Assessment) noted two areas of weakness, namely pedestrian safety (two sites) and external arrangements to mitigate slips, trips and falls risk. It was further noted that Asbestos Management is subject to a separate assessment.
- c. ***Accidents and Incidents:*** 156 reports for incidents not involving injury (covers Unsafe Practices, Near Misses and Illness) were received in 2015/2016, a notable increase on the 55 in 2014.
78 accidents involving injury were reported, 52 to staff and 26 to students. Eight members of staff took 1 day or more off work due to their injury. The main cause of injury-accidents remains handling and slips, trips and falls. There were 4 RIDDOR reportable incidents in 2015/16.
- d. ***Overseas Travel Incidents:*** During 2015/16, 1,424 overseas travel occurrences were registered. Of these 10 members of staff or students required medical attention whilst overseas, 6 due to illness and 4 due to injury.
- e. ***Sickness Absence:*** 5.02 sickness absence days per FTE member of staff was

recorded in 2015/16, slightly below the national sector average. Musculoskeletal and Psychological causations remain the two main causations of long term and medically certified absences at the University.

- f. **Health Surveillance:** Some 130 staff received annual health surveillance to support their health and confirm their work is not causing harm. No adverse health-impact results were identified.
- g. **Fire Alarm Activations:** In 2015/16 total activations rose slightly to 127 (123 in 2014/15), a fall in Academic / Admin Buildings from 46 to 44 and a rise in Halls of Residences from 77 to 83.
- h. **Fire Brigade Attendance:** Following the introduction of in-house Fire Investigations, the Fire Service only attended on 23 occasions following a fire alarm activation. A significant reduction on the 116 in 2014.
- i. **Fires:** There was one fire in 2015/16, involving unattended cooking leading to smoke damage to a Halls kitchen.
- j. **Enforcement Action:** No enforcement action was taken against the University in 2015/16.
- k. **Civil Claims (H&S Related):** There was one new Civil Claim for personal injury relating to a member of staff and a slip/fall incident.
- l. **Staff Training:** 309 staff / students participated in 56 training sessions in 2015/16. This reduction on 2014 figures (579 participants / 100 sessions) is attributed to the departure of the Department's trainer. To partly address this HSS are planning to increase their online training provision.
- m. **Contractor Site Monitoring:** Property and Campus Services undertook 148 formal contractor Site Monitoring Inspections in 2015/6 a 23% reduction on 2014. The percentage of inspections which identified health and safety problems has increased on previous years.
- n. **College / Department H&S Annual Returns / Risk Assessments:** 100% of Colleges and 95% of Departments completed their Annual H&S Return on time. 80% of Colleges and 86% of Departments completed and reviewed their Overview Risk Assessment in the last year.
- o. **Health Promotion Events:** A range of joint staff / student events were offered in 2015/16: Blood in Pee to raise awareness of some infection and cancers, Family Friendly parental promotions and Food Banks to encourage donation of food etc to those in need in Bangor. In addition, there was a range of opportunities to get staff active: bike rides, golf days, walks.
- p. **Ty Gobaith:** Currently 24% of staff contribute a £1 a month through the Staff Lottery. Over £3,200 raised in 2015/16 through this.

The Chair expressed his appreciation for the report and asked Committee members to forward any suggestions for additional or modified KPIs. It was noted that a Summary of the Annual Report will be presented at Council.

500. H&S MANAGEMENT AUDIT ARRANGEMENTS

A summary of the new health and safety management audit process, which has been developed to address difficulties with the previous audit package was given. The following key items were noted:

- i. The production of the new audit pack follows the introduction of the new national

standard for “leadership and management of health and safety...” and the University aligning its new Health and Safety Policy to this.

- ii. Each key audit point (benchmark) is taken from the national standard and University Policy with three performance measures allocated:
 - BASIC: performance has met basic expectations.
 - SUBSTANTIAL: the measures put in place indicate substantial compliance.
 - HIGH: performance has met the highest institutional and national expectations (without seeking to be regarded as exemplar).
- iii. Shorter Themed Audits will supplement the Management Performance Audit to evaluate performance in key College / Department risk areas.
- iv. Themed Audits will be developed, with findings reported alongside the Management Performance Audit Report.
- v. The draft Audit Schedule will be evaluated following the first audit.
- vi. All Audit Reports will be discussed with the Dean; or Head before being considered by the Health and Safety Task Group. Subsequent to this, the headline report will be presented to Health and Safety Committee for information.

501. REPORT FROM THE SAFETY EXECUTIVE 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:

- a. Asbestos Control Arrangements: The Task Group considered Property & Campus Services (PACS) interim arrangements to manage critical asbestos information following the identification of multiple data anomalies. An Asbestos Specialist is supporting PACS to clarify and resolve anomalies as speedily as possible.
- b. PACS Risk Management: To address the implications of financial and resource restrictions, the PACS Task Group will now, as part of its remit, evaluate potential risk exposure and oversee risk mitigation and control.
- c. HSS Work Plan 16/17: The current HSS Work plan includes; auditing, document revision and development, and a review of Staff Training arrangements.
- d. Task Group Name: The Group will now be referred to as ‘The Health and Safety Task Group’ to better reflect its role and align with other Executive Management Task Groups.

502. REPORT ON ESTATE MATTERS

The following key items were raised:

- i. The implementation of PLANON Accelerator V14 has been delayed until January / February 2017.
- ii. In response to current resource issues, PACS has reviewed and realigned its budget to ensure critical services and statutory compliance is maintained.
- iii. A full review of asbestos and space information has been carried out to ensure the accuracy of PLANON V14 data. Robust mitigation measures were put in place to

manage asbestos and space data during the review.

Following discussions, the chair requested that in future a written report is circulated with the other agenda papers.

503. ITEMS FROM COMMITTEE MEMBERS

No items were raised.

504. ANY OTHER BUSINESS

The following items were noted.

- i. Assurance was given that the University is not in the same position as some Schools and Universities that have required the assistance of the Emergency Services to remove chemicals that have recently been listed in revised guidance from the Department of Education.

The next two Committees are scheduled 1st February 2017 and 24th May 2017, both at 10am in the Council Chamber.