

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 3rd February 2016

Present: Prof. P Spencer (Chair), Mr S Barnard, Miss S Barnes, Mr H Ellis, Mr D Fordham, Mr W Jones, Dr J Latchford, Mrs L Meadows, Ms C Monks, Mr D Owen, Mrs E Parry Williams, Ms E Riches, Dr H Roberts, Mr S Roberts, Mr M Stanley, Mr G W Jones (Secretary).

Apologies: Mr A Jones, Prof. C Tully, Prof. J Hughes, Ms F Elin, Mr D Williams, Mrs M Lake, Dr L Jones.

478. MINUTES

The Minutes of the meeting held on the 11th November 2015 were taken as read, confirmed and signed.

479. MATTERS ARISING

a) Minute 471 (b) Bangor College, China:

The Bangor College, China (BCC) Handbook has been approved and made available to staff.

b) Minute 471 (c) Staff Training:

The development of Staff Training as a Key Performance Indicator (KPI) will be included under Agenda Item 3.

c) Minute 471 (d) College / Department H&S Risk Assessments:

Colleges / Departments are to return their updated H&S Risk Assessment as part of the Annual H&S Return process. The deadline for H&S Returns is 7th February 2016.

d) Minute 472 (c) Health and Safety Policy Statement:

Council have approved the revised Health and Safety Policy Statement. It now awaits formal signature by the Vice-Chancellor.

e) Minute 475 (i) Health and Safety Services (HSS) Report: Driver & Vehicle Safety:

To be included under Agenda Item 4.

480. UPDATE ON H&S MANAGEMENT & POLICY REVIEW

A brief presentation was given on the changes that will arise from the re-format of the University H&S Policy and adoption of the new standard for Leadership & Management of Health and Safety, produced by USHA/UCEA. The following key points were noted:

- a) The existing University H&S Policy has been separated into two documents.
 - i. *The H&S Policy Statement*, already approved by Council, which states the health and safety principles and commitments of the University.
 - ii. *The H&S Arrangements* (under development) stating how health and safety will be delivered.
- b) The *H&S Arrangements* will align the existing University H&S Policy Arrangements section with the UCEA/USHA Guidance and will clearly identify individual roles and responsibilities. It is envisaged no new responsibilities will be created as a result.

- c) Both the *H&S Policy Statement* and *H&S Arrangements* will enable the University to evidence that it is working to a recognised health and safety management system. The changes, which are primarily based at reformatting existing information will develop clearer KPIs and integrate the ‘Plan, Do’ Check, Act’ methodology.
- d) Formal Training Sessions, developed around the revised documents, will be provided to those with key managerial responsibilities.
- e) It is envisaged future benchmarking of the University’s health and safety management system will be simpler as the University can match against the UCEA Guidance, which in turn will be mapped to the new British Standard.
- f) The future HSS Audit Programme will be directed by the information provided in individual College / Department Annual H&S Returns and their associated Overview Risk Assessment.
- g) The Guide for Council and Guide for Deans of College / Heads of Departments will require updating once both documents, the revised H&S Policy Statement and H&S Arrangements, are approved and in place.

481. AUDIT REPORTS: Driver & Vehicle Safety Review

The Review of College / Department arrangements to ensure compliance with the Driver & Vehicle Safety Policy identified that across the University, 5 Schools and 6 Departments operate 45 owned / leased vehicles.

The Review highlighted a number of areas for improvement, including:

- a) More robust systems for assessing Driver Licences annually, as per Insurance Requirement are required.
- b) Some departmental systems to ensure vehicles are inspected regularly to ensure their roadworthiness require improvement.
- c) The University’s arrangements for ensuring vehicles are taxed and MOT’d should be streamlined.

A discussion ensued. The Committee agreed the Report and it was observed that associated actions required further consideration by the Safety Executive Task Group.

482. SUB-COMMITTEE REPORTS

482 (a) Radiation Health and Safety Sub-Committee Report

The Sub-Committee met on the 21st January 2016 with the following key items noted:

- a) *Radon*: The results of all Radon Surveys are to be reviewed in 2016, with radon monitors deployed to gauge residual radon levels in those areas previously identified as being close to the Action Levels.
- b) *Scientific Use of Radioactive Sources*: The University has a legal requirement to maintain concise records of all work with radioactive sources, stock, usage and waste. Although the isotope database, supplemented by records held on other systems is compliant with statutory requirements, the isotope database remains problematic and is not a viable long-term option. Work is ongoing to identify a way forwards to improve radiation stock / waste record management.
- c) *Natural Resources Wales (NRW) and Counter Terrorism Wales Inspection*: The inspection went well with a ‘0’ score, meaning no breaches or further actions were identified.
- d) *University Permits*: Due to the transfer of responsibilities from the Environment Agency

to NRW, the University's Stock and Waste Permits require review.

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

The Sub-Committee met on the 21st January 2016. The following key items were noted:

- a) *Health Surveillance at the University:* a review of health surveillance is currently being undertaken, with the intention of simplifying and quantifying health surveillance requirements.
- b) *Accidents and Incidents:* It was noticed that there were no eye exposure (chemical) incidents in 2015, there was an increase in incidents involving Glass Winchesters containing waste chemicals.
- c) *Work Involving Genetically Modified Organisms:* Research, using a Hazard Group 3 (HG3) organism to investigate ways of controlling malaria is to commence in 2016.
- d) *Annual Inspection of Biobazard Facilities:* The annual inspection of HG2 facilities took place in January 2016. 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.

483. REPORT FROM THE SAFETY EXECUTIVE TASK GROUP

Since the last meeting of the Health and Safety Committee the Task Group has met once, during which the mechanisms for providing information for overseas travellers, including Insurance, website accessibility and content, financial controls and pre-travel health requirements and related risk controls was considered. It was noted:

- a) There were 1500 'recorded' occasions where staff and students travelled overseas on University business in the most recent 12 months period (Dec 2014 – Nov 2015). 766 of these occasions were to non-EU destinations.
- b) The most popular non-EU destinations were USA, Canada, China, Ghana, South Africa, India, Singapore, Tanzania and Israel.
- c) Colleges recording the most overseas travel instances were Natural Sciences, with 365 non-EU travel occasions, followed by the College of Business, Law, Education & Social Sciences, with 90 recorded non-EU travel occasions.
- d) The most travelled Service Departments (to non-EU destinations) were IEC, 60; Academic Registry (incl. Quality Assurance), 27; and Development & Alumni, 6.

The Task Group considered that the current overseas Travel Insurance Form and accompanying information and Overseas Travel Policy provide a good basis and mechanism for assessing risk and controlling overseas travel on University business.

Further actions will relate to:

- e) Improvements to link travel purchases to the Insurance Form.
- f) Clarification that, even if travel is arranged by a third party, the Bangor University Travel Insurance Form must be completed whenever a person travels as a Bangor University representative.
- g) Further promotion of travel insurance and risk assessment requirements.

484. REPORT ON ESTATES MATTERS

The following key items were raised:

- i. The Estates budget has been reduced for the 2015 – 2016 financial year. As a result, a prioritised Schedule of maintenance works, with mitigating measures identified to manage outstanding risks, has been prepared.
- ii. The revised Schedule concentrates on areas where health and safety, legal compliance and student satisfaction are critical.
- iii. The E&F Task Group will formally approve the Schedule.
- iv. The adverse weather has had a significant impact across the University estate with major roof damage to the Canolfan Brailsford and Weldon.

485. REPORT BY THE STUDENTS' UNION

It was reported that:

- i. The Union has relocated to Pontio, with some work still ongoing.
- ii. There are currently 35 Volunteer Projects and 170 different Clubs and Societies, the health and safety management of all is overseen by the Union.
- iii. Student training has included Leadership Training for those responsible for group activities and Professional Coaching, a joint project between the SU and Canolfan Brailsford.
- iv. An electronic database system to maintain records (eg equipment maintenance, training) and prompt when actions are outstanding is in the process of being introduced across the SU, including Clubs and Societies.
- v. A programme of h&s monitoring for Clubs and Societies has been established. This process will enable support to be targeted to Clubs and Societies, as appropriate.

Appreciation was expressed to the Estates Department for their support to identify a number of facilities, across the University for use by Clubs and Societies.

486. ITEMS FROM COMMITTEE MEMBERS

No items were raised.

487. ANY OTHER BUSINESS

No items were raised.