

Bangor University  
**MINUTES OF THE UNIVERSITY HEALTH AND SAFETY COMMITTEE**

**Meeting:** 5<sup>th</sup> June 2019

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

**Apologies:** Prof. C Tully, Prof. P Spencer, Dr L Jones, Dr L Murphy, Mr W Jones, Dr K Mundy

**557. Minutes**

The Minutes of the meeting held on the 30<sup>th</sup> January 2019 were confirmed and signed.

**558. Matters Arising**

The following items were noted:

- a) 552 Presentation by John Stevens (JS) Transformation and Performance Consultant: Mr D Owen reported that subsequent to the last meeting, the plan to appoint a single contractor, from the 1<sup>st</sup> March 2019, to act as the University's Hard Facilities Management Company had been aborted.  
  
As a result, PACS has implemented 'Plan B', grouping existing suppliers into 8 'themed' contracts. The majority of contracts will be in place by September 2019. It was noted that all existing PACS suppliers have confirmed they will continue with their services until the new contracts are in place.  
  
The Committee formally thanked the PACS team for their work and their efforts to develop and implement *Plan B*; this with significantly depleted resources in terms of personnel and budget.
- b. 553 University Health & Safety Policy Statement: The University Council approved the revised Policy Statement.
- c. 555(v) Staff Sickness Absence: The new Employee Assistance Programme provision commenced on the 1<sup>st</sup> June 2019. Staff will be informed of this via a number of routes e.g. HR Website, leaflets attached to payslips, HR Induction.

**559. Report from the 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. *Policy Reviews:* As per the Policy Review Schedule a number of revised Policy Standards (Safe Use of Lasers, Driver & Vehicle Safety) were discussed and agreed. Revisions include minor amendments and technical and terminology changes. Further policy amendments and revocations were also discussed and which are covered in **561.** below.
- ii. *Sickness Absence Statistics:* Further investigation will be undertaken to understand the increase in musculoskeletal related long term absences.
- iii. *Task Group Membership and Terms of Reference (ToR):* The ToR has been amended to better align to the University's H&S Policy/UCEA standard (covered in **564.** below). Membership of the Task Group has also been extended to include representatives from all Colleges.
- iv. *Revocation of the Alcohol and Substance Misuse Policy:* Following numerous revisions to the

current Alcohol & Drugs Related Problems Policy (1997), a further technically updated version was considered. It was agreed the Policy did not present any value to the University with most aspects subsumed into Human Resources policies and procedures.

After due consideration **it was agreed** that the Alcohol and Drug Related Problems Policy should be revoked and further information be included in both HR and H&S procedures, where appropriate.

- v. *PACS Change-Consultant Report*: It was confirmed there is no significant direct deterioration in health and safety risk exposure as a result of the termination of the plan to undertake all maintenance under a single contractor. It was again noted that PACS are struggling to manage day-to-day matters due to staffing levels.
- vi. *Overseas Travel Advice*: The matter of staff having access to the enhanced Overseas Travel advice service is still not resolved. Further enquires will be made with the Director of Finance and University's Insurers who procure the service.

#### **560. Presentation: Performance against the UCEA Leadership and Management KPIs & Current H&S Policy Commitments**

A presentation on the development of the University's Leadership & Management KPIs, which are incorporated into the University's H&S Policy Statement and Responsibilities and Arrangements document, and how the University monitors its performance against these was given. The following key items were noted:

- i. The University's H&S Policy now aligns to the UCEA / USHA Leadership & Management of Health and Safety in Higher Education Institutions (2015) document which is the Sector Standard and which provides health and safety benchmarks that institutions can measure their health and safety performance against.
- ii. The Annual H&S Report includes an assessment of the Council's and Executive's performance against the benchmarks set for them.

#### **561. University H&S Policy Statement: Responsibilities and Arrangements**

Amendments arising as part of the three-year review of the Responsibilities and Arrangements section of the University H&S Policy were discussed. The document directly reflects the national standard, produced by UCEA/USHA, on Leadership & Management of H&S and advises how the H&S Policy Statement is implemented and monitored. In summary, changes relate to:

- i. Minor amendments which primarily seek to address separate policy requirements for three areas: Training, Personal Protective Equipment and Accident & Incident Investigation. These integrate key policy and statutory requirements into the document and allow for the revocation of separate H&S Policy Standards for these areas. These additions and changes **were approved**.
- ii. The insertion of two additional points for the 'Vice-Chancellor and Executive'. The first concerning the need to consider the health and safety impacts of strategic decisions and the second to confirm the use of information from audits and reviews to guide decision making; both of which are included in the UCEA standard. These additions **were approved**.
- iii. The removal of the requirement (3.2.1) for the Vice-Chancellor and members of Executive to accompany direct reports on an Inspection or visit during the year. Following discussion **it was agreed** 3.2.1 should be reworded to better reflect what this involved.
- iv. Clarity was requested regarding 22.5, referring to H&S Induction and who should record them.

**It was agreed** to request that the Health and Safety Task Group consider the above, in relation to sections 3.2.1 and 22.5, before recommending approval to the University Council.

#### **562. In Year Accident & Sickness Statistics**

The In-Year Statistics for the period August 2018 – April 2019 were presented. Items to note included:

- i. Injury-accidents to Staff and Students were slightly down on the same period in 16/17 and 17/18.
- ii. There were two RIDDOR reportable injuries in the last quarter of 18/19.
- iii. Circa 6,628 working days were lost due to reported sickness absence, a rate of around 4.19 days per employee (FTE) for the first 9 months of 18/19.
- iv. Total Long Term Sickness (LTS) Days Absence was 4142.64, +9% on the same period in 17/18.
- v. Total LTS Instances was 88, +17% on the same period in 17/18.
- vi. For the first 9 months of the 18/19 academic year, the frequency of psychological factors for absence has decreased, whilst musculoskeletal and other long-term absences have increased when comparing to the same period the previous academic year. A discussion ensued in which it was agreed HR and Health and Safety will work together with relevant Departments to investigate further.

#### **563. Presentation: Fire Safety Arrangements**

A presentation on the findings of the Building Fire Risk Assessments (FRA) undertaken by an external specialist was given. The following key items were noted:

- i. All University buildings and POBL Group and St Mary's Campus (Halls) have a current FRA.
- ii. The specialist assessed 69 University owned/managed buildings in 18/19, with a further 42 buildings scheduled for 19/20.
- iii. Of the 69 buildings surveyed, no actions requiring urgent / immediate action were identified.
- iv. A review of FRAs will now be undertaken to collate actions into 'type' across Residential / Non- Residential and allocate these actions accordingly.
- v. Reports will be produced every 6 months on the performance against actions in Categories A and B and all procedural actions.

#### **564. Annual Review of the Performance and Effectiveness of the Committee**

Following an internal audit, all Council Committees are now required to review their performance and effectiveness. The Committee considered this requirement and agreed with the gap analysis, which evidenced the H&S Committee is meeting its Terms of Reference (as taken from the University's Ordinance).

It was noted the Students' Union has requested that in order to report fully on the previous Academic Year and the year ahead, their Standing Agenda Item to report to the January/February H&S Committee should be moved to the September/October Committee. **This was agreed.**

#### **565. Any Other Business**

The following item was noted:

- i. The PACS restructure has taken place in order to align to, and support 'Plan B' (see 558(a)).

**The next H&S Committees are scheduled as follows:**

**Wednesday 6<sup>th</sup> November 2019, 2pm, Cledwyn 3**

**Wednesday 11<sup>th</sup> March 2020, 2pm, Cledwyn 3**

**Wednesday 3<sup>rd</sup> June 2020, 2pm, Cledwyn 3**