

Bangor University
MINUTES OF THE UNIVERSITY HEALTH AND SAFETY COMMITTEE

Meeting: 6th November 2019

Present: Prof. G Roberts (Chair), Miss S Barnes, Mr D Davies, Mr H Ellis, Mr A Jones, Dr J Latchford, Dr P Mullins, Dr K Mundy, Mrs R Parry, Miss E Riches, Dr H Roberts, Mr S Roberts, Mr L Wiegand, Mr H Williams, Mrs E Parry Williams, Mr G W Jones (Secretary)

Apologies: Mr W Jones, Mrs T Hibbert, Mrs J Roberts, Prof P Spencer, Mr T Williams, Dr G Robinson

The Chair welcomed Mr Lars Wiegand, Director, Property and Campus Services (PACS) to the meeting.

566. Minutes

The Minutes of the meeting held on the 5th June 2019 were confirmed and signed.

567. Matters Arising

The following items were noted:

- a) 561 University H&S Policy Statement: Responsibilities and Arrangements: The University Council approved the revised Responsibilities and Arrangements document.
- b) 562(vi) In Year Accident & Sickness Statistics: A Working Group (consisting of Human Resources, Health & Safety and relevant departments) has been established following an increase in musculoskeletal sickness absences in the first 9 months of 18/19. It was noted that the number of incidents stabilised in the remaining part of the year. A Report on the Working Group's findings will be provided to the next H&S Committee.

568. Report from the Health, Safety & Emergency Management 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. *H&S Induction Records*: It was confirmed that a Working Group has been established, led by the Director of Human Resources, to improve systems for recording training and to allow Colleges and Services to record staff training on a central electronic system.
- ii. *Annual College / Professional Services H&S Questionnaire*: It was noted that overall the feedback was positive, with only 2 areas identified as 'average' performance and the remaining 9 subject areas showing a 'good' performance.
- i. *Fire Risk Assessments*: A summary paper, indicating completion and performance against each priority category, was considered and discussed. A progress report will be provided in due course.

569. Audit/Review Reports: Undeb Trading Cyf

The report of the H&S Audit of the wholly-owned subsidiary company Undeb Trading Cyf. was received. It was noted that in general the level of performance was found to be good. Areas for development and support include improving documentation and record keeping. Health & Safety has been working with the Operations Manager to address the majority of actions /

recommendations identified and will formally follow up on these in December / January.

570. Annual H&S Report

A summary of the 2018/19 Annual Health and Safety Report, previously distributed, was discussed and the following key points noted:

- i. **Accidents and Incidents:** Both the staff and student injury-accident ratio are below the Sector Norm.

There were 56 injury-accidents to staff and students reported (43 to staff and 13 to students). A slight decrease on the 61 injury-accidents reported in 17/18. The Staff injury-accident ratio was 21 accidents per 1,000 employees (22 per 1,000 reported in 17/18).

- i. **Lost Time Staff Incidents:** Eight lost-time injury reports received. Five of the lost-time incidents were associated with slips and trips at work and three were due to a handling activity.
- ii. **Non-Injury Reports:** 148 non-injury incidents reported. 128 involved a near miss, dangerous situation, unsafe practice and the remaining 20 were reports of medical incidents (such as fainting, illness and convulsions).
- iii. **Sickness Absence:** A staff sickness absence rate of 5.47 days per FTE employees (5.40 days in 2017/18) was reported, equating to 2.51% of time lost to sickness absence (8,712 working days). Indications are the University should remain below the Sector average. Long-term absences, those greater than 20 days, accounted for 64% of working days absence, a 1.6% increase on 2017/18.
- iv. **Fire Alarm Activations:** There were 96 Fire Alarm activations in University buildings (44 in Academic / Admin buildings and 52 in Halls), a 3% decrease on the 99 in 17/18. The North Wales Fire & Rescue Service attended the University on 22 occasions due to a fire call, 21 of these to Halls of Residences.
- v. **Fires:** There was one fire (as defined) in the Pontio building; this caused by contractors carrying out 'hot works' which resulted in roofing/waterproofing material over-heating until the ignition point was reached.
- vi. **General H&S Training:** Around 291 members of staff undertook central health and safety during the year.
- vii. **Training KPIs:** Only 69% of new staff attended the central Induction, missing the 18/19 target by 21%. Efforts continue with introducing an on-line option.

The KPI target of 80% of staff having undertaken computer-user training was exceeded.
- viii. **Vehicle Incidents:** In 2018/19, there were 5 motor vehicle accident reports; 4 of these related to minor incidents associated with the use of University vehicles (e.g. striking a bollard). Incidents per 100,000 mileage ratio is not available due to limited data available.
- ix. **Civil Claims:** There were two Employer Liability Claims, following reported injuries at work and one Public Liability Claim for a reported injury whilst using sports equipment.
- x. **Site Inspections:** The number of construction/ maintenance in-house H&S Inspections decreased to 189, from 258 the previous year. However, the findings of those inspections showed a marked improvement in observed operating standards onsite.

571. Significant Accident & Incident Reports

- a) A report on the incidents notified to the Health and Safety Executive, as per the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), from 1st August 2018 – October 2019, was provided. In summary:
 - i. There were 9 RIDDOR Reports; 7 relating to staff and 2 to members of the Public (1 Student and 1 Visitor).
 - ii. Staff: Of the 7 incidents:
 - 5 were an ‘Over 7 Day’ Report where the member of staff could not carry out their work for more than 7 consecutive days following the incident. Three were caused by manual handling incidents, 2 were as a result of a slip or trip at work.
 - 2 were classed as a ‘Specified Injury’ (a broken wrist and a broken arm) both as a result of a slip, trip at work.
 - iii. Members of the Public: Of the 2 incidents:
 - Student: The student was taken to hospital for (A&E) treatment after slipping whilst using a hand tool to separate a plastic 3D printed mould from its support (base) material. Their injured knuckle required ‘gluing’.
 - Public: A visitor (performer in Pontio) was taken to hospital (A&E) for treatment for a broken arm. They were making their way bare-footed from the dressing room to the performance area when their foot slipped on the damp floor.

The Committee considered each report and it was confirmed that future RIDDOR incidents would also be considered by members

- b) In addition, a report on the Alun Roberts near-miss incident, where a piece of concrete spalling fell to the ground from the 11th floor of the building was considered and implications discussed. The Committee was assured that appropriate and timely steps were taken in response to the incident.

572. Report on Estate Matters

A verbal report from the new Director of PACS was provided. It was noted that:

- i. The Director is currently meeting with all Colleges and Professional Services to better appreciate their local experiences and concerns, and to evaluate perceived risks in the context of wider University risks.
- ii. An Estate Strategy is currently being developed. This will take many months and will align with the University’s Strategic Vision.
- iii. The support of PACS staff and the wider University community was welcomed and colleagues were encouraged to report any concerns.

A discussion ensued in which the Committee acknowledged the work of PACS staff through challenging times.

573. Any Other Business

No items were raised.

The next H&S Committees are scheduled as follows:

Wednesday 11th March 2020, 2pm, Cledwyn 3 **AND** Wednesday 3rd June 2020, 2pm, Cledwyn 3