

BANGOR UNIVERSITY
HEALTH AND SAFETY COMMITTEE

Meeting: 13th November 2013

Present: Dr D Assinder, Mr S Barnard, Miss S Barnes, Mr H Ellis, Mr A Jones, Dr J Latchford, Ms C Monks, Dr L Murphy, Mr J Patton, Ms E Riches, Mr D Roberts, Mr E Roberts, Dr G Roberts, Mr S Roberts, Dr L Shelley, Prof C Tully, Mr G W Jones (Secretary).

Apologies: Ms L Fowlie, Mr R Dart, Dr D M Roberts, Mrs L Meadows, Dr L Shelley, Prof P Spencer, Prof T Woodman.

The meeting commenced with the Committee paying their respects to Mr Ian Nicholls following his tragic accident in July.

426. MINUTES

Mr E Roberts asked that his apologies be noted on the Minutes of the meeting held on the 22nd May 2013. Subject to this amendment, the Minutes of the meeting held on the 22nd May 2013 were then taken as read, confirmed and signed.

427. MATTERS ARISING

a) Minute 419 (a) Security Requirements for Pathogens and Toxins:

The process to identify what statutory-listed materials Colleges hold or plan to use is underway. A central list will be collated in due course.

b) Minute 420 (b) Current HSE Review:

Included as an agenda item.

c) Minute 421 Report on the Audit of the College of Arts and Humanities:

Information on how the College ensures the health and safety of children attending activities held in the community remains outstanding.

d) Minute 423 Annual Health and Safety Reports (2012):

The Annual Report may again be based on the calendar year (2013) whilst national data collection transfers to the HESA academic year cycle.

e) Minute 423 (i) Accidents and Incidents:

54 accidents involving injury have occurred to date in 2013, five of which have required reporting to the HSE as per the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

f) Minute 423 (vii) Civil Claims (H&S Related):

The University although accepting no blame has settled one civil claim and is currently anticipating its removal as a defendant in the second claim.

428. SAFETY EXECUTIVE TASK GROUP

The Task Group has met three times since the last meeting in addition to emergency meetings held in response to the tragic accident in July. The following key items were noted:

- i. *Smoking Areas around the Main University Building:* An opinion survey of a sample of Main Arts users concluded improvements have been made. Recommendations included moving one of the Main Arts smoking areas and the establishment of designated

smoking areas in other areas of the University.

- ii. *Industrial Action:* A Working Group has been established to oversee how the University responds to a fire incident during the Fire Brigade's strike. Appreciation was expressed to the Estates and Facilities staff who took responsibility to ensure suitable controls are put in place.

a) **Chemical Safety in Teaching**

The School of Chemistry was praised following the Review of chemical safety in teaching which highlighted the good standard within taught Year 1 and Year 2 under-graduate practicals. The Review identified a number of improvements which the School has responded very positively to.

Thanks were expressed to Dr Huw Roberts for his expertise and assistance during the Review.

It was noted further assessment of how other Colleges use chemicals in teaching and research will be undertaken in due course.

b) **Report into the HSE Investigation of a Partner Organisation**

A Paper was presented and the following was noted:

The review by the Health and Safety Executive (HSE) of University procedures to assess potential risks to staff placed or embedded within other employers included a number of University staff being interviewed. Following discussions and production of an action plan to reduce the likelihood of a re-occurrence the HSE ceased its inquiries at the University.

The internal investigation raised the following key actions:

- ii. Re-introduce the requirement to assess the host 'KTP' organisations health and safety arrangements and if possible carry out an Inspection of the site before a member of staff may start work.
- iii. Remind Colleges / Departments of their responsibilities with regards to staff embedded within a host organisation.
- iv. Establish systems to identify all University staff working within host organisations.
- v. Investigate University procedures with regards to other employer's staff placed within the University.

It was noted a review of student placements is underway, starting with KESS and Access to Masters courses before moving to other academic-placement types. A Report will be presented to the Committee in February in 2014.

429. REPORT BY THE STUDENTS' UNION ON SAFETY IN CLUBS & SOCIETIES

The Chair introduced Steve Barnard, the Students' Union Clubs and Societies Development Coordinator who had been invited to give a verbal Report on safety within Clubs & Societies. The following key items were noted:

- i. *Clubs and Societies:* There are currently 58 sports clubs and 114 societies. Membership has increased from 4,500 to 7,260 in this academic year.
- ii. *Coordinators Role:* Prior to the appointment of the Coordinator there was limited information on what Clubs and Societies did or needed to do in relation to health and safety.
- iii. The Coordinator's role includes assisting the Students' Union, Sabbatical Officers and Clubs and Societies to develop and plan their activities to enhance their student experience, ensuring health, safety and sustainability in the process. The Coordinator oversees the minibus fleet and the students' bike loan scheme.

- iv. *Work to Date:* Extensive work has been carried out to overhaul procedures and to ensure Clubs and Society Committees and their members are aware of their own responsibilities. Work includes:
 - o Regularly visiting Clubs and Societies to monitor activities.
 - o Developing a template Policy which can be customised for each Club and Society to ensure they understand their specific responsibilities, for example, with regards to accredited training, equipment maintenance.
 - o Enhancing competence through the provision of in-house training. This includes practical emergency response sessions and training videos.
 - o Establishing a 3-tier risk rating for Clubs and Societies.
 - o Developing more opportunities for International and disabled students.
- v. *Future Work:* Risk assessments and emergency arrangements will be audited to provide assurance that controls are effective. Health and Safety Services will then be invited to audit this process.
- vi. *Challenges:* Lack of storage creates difficulties with concern expressed this will worsen following the move to Pontio. In addition, the ever expanding range of Clubs and Societies is placing an increased demand on resources.

It was noted the Estates and Facilities Department is to review storage across the University.

430. HEALTH AND SAFETY SERVICES REPORT

A summary of Health and Safety Services activities was provided and the following were noted:

- i. **Fieldwork:** The consultation process is to be completed. A Report together with a draft Policy will be presented at a future meeting of the Committee.
- ii. **Pressure Systems:** A review is underway to ensure all departmental pressure systems are identified and notified to the University's Insurance Officer, as appropriate. Working with relevant Colleges and Departments to ensure they are aware of their responsibilities with regards to pressure systems.
- iii. **Corporate Risk Assessment:** Currently being updated.
- iv. **Radiation Facilities:** Representatives from the Environment Agency, Natural Resources Wales (NRW) and the Counter Terrorism Security Advisers (CTSA) will visit in December to inspect University radiation facilities.
- v. **Lasers:** A review of the University's laser safety procedures and arrangements is planned.

a) Health Agenda 2013 / 2014:

- vi. **Ty Gobaith:** £12,800 was raised by staff and students in 2013.
- vii. **Weight Loss Challenge:** Commences on the 22nd January 2014. Santander have agreed to match the money raised £1 for £1.
- viii. **Health Surveillance / Health Checks:** Staff working with food have attended Health Surveillance and Health Checks. Health Checks have also been provided to School of Chemistry and day Security staff.
- ix. **On-going Support:** Support continues to be provided to new and expectant mothers and staff on long term sick to assist their return to work.
- x. **Life Support Training:** A number of life support training sessions have been provided. Sessions include CPR and how to use a defibrillator and an epi-pen.
- xi. **First Aid:** A review of first aid and lift support training is to be undertaken. A paper

regarding how improvements can be made to improve the effectiveness and suitability of such training will be presented to the Safety Executive Task Group in due course.

b) Health Promotion:

- xii. ***Back to Basics:*** A promotion aimed at getting office staff who often sit at their desks for long periods resulting in musculoskeletal problems up and moving.
- xiii. ***November – December, Supporting You:*** Reminder to staff about the Health and Well-being Website and the support available. The campaign will include a survey asking staff what health promotions they would like in the future.
- xiv. ***January, Alcohol Campaign:*** Will provide information on responsible drinking.
- xv. ***February, Healthy Living Week:*** A week long campaign starting on the 10th February 2014 which is aimed at staff and students.
- xvi. ***March, No Smoking:*** *Asb Wales* will provide information to staff and students on smoking related issues as part of the National No Smoking Day.
- xvii. ***April, World Voice Day:*** Advice will be given on how lecturers can look after their voice.
- xviii. ***May, Sun Awareness:*** Hints and tips on looking after your skin.
- xix. ***June, Men's Health:*** A promotion aimed to improve men's awareness of male health issues and how to manage these.
- xx. ***July – August, Lunchtime Walks:*** A range of lunchtime walks to get people moving during the summer period. Analysis of the year's health promotions will also be undertaken to assist in the development of 2014 / 2015 promotions.
- xxi. ***Corporate Health Standard:*** A gap analysis is being undertaken to identify the benefits of achieving the Welsh Government's, Corporate Health Standard, the quality mark for workplace health promotion in Wales.

c) Travel the World Report

A Paper was presented and the following points noted:

- i. The aim of the promotion was to raise awareness of the recommended 10,000 daily steps and to encourage staff and students to get active and be environmentally aware by asking them to record their walking, swimming or cycling activity and promote non-car travel.
- ii. The promotion lasted 90 days, with the first 60 days held as a friendly competition with staff at Aberystwyth University.
- iii. Regular Newsletters were provided throughout the promotion to highlight how far round the world staff had travelled. A student Intern assisted throughout.
- iv. In total, 400 staff and 192 students registered to participate. Overall staff completed 67,000 miles (2.69 times around the world), 11,000 more miles than Aberystwyth.
- v. A subsequent participant survey highlighted that it had raised awareness of how little exercise some people took. They also felt that the pedometers, funded by a TAITH grant application had been a great motivator.

It is hoped the promotion will be repeated in 2015.

431. POLICY REVISION: MINIBUS SAFETY POLICY

The revised Minibus Safety Policy, an update of the existing OHSU P14, Code of Practice on the Safe Use of Minibuses was presented to the Committee. A discussion ensued in which a number of recommendations were made and agreed. **It was agreed** that the revised “Minibus Safety Policy” be approved, subject to minor amendments.

432. REPORT ON THE SAFETY OF THE ESTATE

- i. *Pontio*: no significant safety issues or concerns have been noted at the site.
- ii. *SEACAMS*: The project is underway and following noise issues at the beginning is proceeding to the build-stage.
- iii. *St Mary's*: Bids are in the process of being assessed for a new student village.
- iv. *Maes Glas Sports Centre*: Over the summer the outside multi-purpose courts were covered with an inflatable ‘dome’. The internal refurbishment work will start by the end of 2013.
- v. *Major Refurbishments*: Garth and Ardudwy are now re-occupied following extensive refurbishment work.
- vi. *Estates Strategy*: The Strategy is currently under review. This includes identifying how the University estate can be streamlined in order to better focus resources.
- vii. *Risk and Bid Register*: The Register for 2013 / 2014 has been approved with the allocation of £3.2m funding.
- viii. *Policy on Replica Weapons*: Following an incident a review of the policy and procedures on replica weapons is to be undertaken.
- ix. *Contractor Control Review*: An external review of how the Department manages its Contractors was undertaken with a number of recommendations received, particularly around the area of record keeping.

433. ANY OTHER BUSINESS

No items were raised for discussion.