

# BANGOR UNIVERSITY

## HEALTH AND SAFETY COMMITTEE

**Meeting:** 21<sup>st</sup> May 2014

**Present:** Dr D Assinder, Miss S Barnes, Mr R Dart, Mr H Ellis, Mr D Fordham, Mr A Jones, Mr W Jones, Dr J Latchford, Mrs L Meadows, Ms C Monks, Dr L Murphy, Mr D Owen, Ms E Riches, Mr D Roberts, Mr S Roberts, Prof P Spencer, Prof C Tully, Mr G W Jones (Secretary).

**Apologies:** Ms L Fowlie, Mr J Patton, Mr E Roberts, Dr H Roberts.

### 434. MINUTES

The Minutes of the meeting held on the 13<sup>th</sup> November 2013 were taken as read, confirmed and signed.

### 435. MATTERS ARISING

- a) Special Note:  
The Coroner's Inquest into the tragic accident was held in April 2014 with a verdict of 'misadventure'. It was noted the HSE Investigation into the accident continues.
- b) Minute 427 (a) Security & Registration Requirements for Pathogens and Toxins:  
Colleges have been reminded they must notify the Compliance Unit of all statutory-listed materials they hold or plan to use, by 1<sup>st</sup> August 2014.
- c) Minute 427(c) Report on the Audit of the College of Arts and Humanities:  
The College has provided assurance that the necessary arrangements to ensure the health and safety of children attending activities are in place.
- d) Minute 427 (f) Civil Claims (H&S Related):  
The University has been removed as a defendant from the outstanding civil claim.
- e) Minute 428 (b) Report into the HSE Investigation of a Partner Organisation:  
A review is currently underway to ensure actions identified following the HSE's investigation into how the University manages potential risks to staff placed or embedded with organisations have been addressed.
- f) Minute 429 (i) Students' Union Clubs & Societies:  
The Students' Union was congratulated on achieving 6<sup>th</sup> place (out of 150+ HE Institutions) in the "WhatUni?" Student Choice Awards for Best Clubs & Societies.
- g) Minute 429 (vi) Students' Union Storage Facilities:  
It was reported that work is ongoing to identify solutions to address the difficulties caused by the lack of suitable and quality storage for Clubs & Societies.
- h) Minute 432 (viii) Policy on Replica Weapons:  
Discussions are ongoing with the Police and others, in order to progress this Policy.

### 436. RADIATION HEALTH AND SAFETY SUB-COMMITTEE

The Sub-Committee met on the 21<sup>st</sup> January 2014 and the following key items were noted:

- i. *Unused Stocks:* Extensive progress has been made to reduce the amount of old radiation stock held by the University, with stocks currently stored in appropriate facilities at two sites. It was noted non-soluble stocks will require formal disposal by a licensed Contractor if storage facilities are lost as a result of the anticipated Memorial building refurbishment.

- ii. *Radiation Management Documents*: A Radiation Open Source Stock Permit Mapping and a Radiation Open Source Waste Permit Mapping document have been developed. These detail how the University complies with the requirements of its radiation stock and waste permits and licenses.
- iii. *Radiation Management Arrangements*: Procedures have been established to address some concerns highlighted during an internal Review of open and sealed radiation sources management arrangements. Checks will be made to ensure procedures are being adhered to.
- iv. *Natural Resources Wales (NRW) Inspection*: In December 2013 NRW reviewed the University's compliance against specific authorisations and permits issued under the Environmental Permitting Regulations 2010, and its basic compliance with the requirements of the Ionising Radiation Regulations 1999. There were no action points from the visit.

#### **437. CHEMICAL AND BIOLOGICAL HEALTH AND SAFETY SUB-COMMITTEE**

The Sub-Committee met on the 21<sup>st</sup> January 2014 and the following key items were noted:

- i. *Venomous Snakes*: The number of venomous snakes held at the University has increased to meet the demands of developing and expanding research. Arrangements are in place to manage a snake bite if one were to occur. This includes Epi Pen training for key staff to deal with the immediate anaphylactic shock and external arrangements with the Liverpool School of Tropical Medicine for appropriate anti-venom.
- ii. *Accidents and Incidents*: Work is ongoing to address concerns raised after a student believed they had been exposed to chemicals whilst using an item of equipment based within another academic School. The student was shown how to use the equipment by a local Technician but did not fully understand the experiment and processes involved. Ownership of risk remains with the 'parent' School even though the activity is undertaken within another School and the Sub-committee is looking to tighten-up on controls for such activities. Future plans could include establishing central 'equipment' points for use by all scientific Schools.
- iii. *Genetically Modified Organisms (GMO)*: The HSE inspection to assess management arrangements to control GMO work resulted in a good report, with four minor recommendations being made. All actions have been addressed.
- iv. *Biohazard Inspection / Review 2013*: A follow-up review against the actions identified in the Biological Hazards Audit 2009 was undertaken late 2013. The review highlighted that most actions had been completed with the majority of areas well managed. Only a few minor points were noted.

#### **438. SAFETY EXECUTIVE TASK GROUP**

The Task Group has met three times since the last meeting H&S Committee. The following key items were noted:

- i. *Guide for Council Members*: An approved 'Guide for Council Members' which summarises how health and safety is managed at the University has been considered. The Guide will be presented to the H&S Committee in due course.
- ii. *Risk Exposure*: A review of the 'Hazard and Risk Control – Overview' which considers headline issues from the Corporate Health and Safety Risk Assessment highlighted that auditing and record keeping needs to be enhanced.
- iii. *Task Group Chair*: The Deputy Registrar has been appointed as Chair following the retirement of the Registrar. The Task Group will continue to report to the Vice-Chancellor and the Executive.

#### 439. DIVING POLICY

The revised Diving at Work Policy Standard, an update of the existing OHSU P11, Policy Note on Diving at Work was presented to the Committee. **It was agreed** that the revised “Diving at Work Policy Standard” be approved, subject to minor amendments.

#### 440. ANNUAL HEALTH AND SAFETY REPORTS (2013)

A summary of the 2013 Annual Health and Safety Report was given. The following key points were noted:

- i. **Accidents and Incidents:** 61 accidents involving injury were reported; 40 by staff and 21 by students. This is lower than the 76 reported in 2012. The main cause of accidents remains handling and slips, trips and falls.
- ii. **Sickness Absence:** 4.3 sickness absence days per FTE member of staff was recorded in 2013. Musculoskeletal and Psychological causations remain the two main causes of long term and medically certified absences at the University.
- iii. **Health Surveillance:** Over a 180 staff (manual workers, research chemists and technical staff, shift workers, food handlers, contracted drivers, grounds workers and Biocomposites trials staff) received annual health surveillance to support their health and confirm their work is not causing harm.
- iv. **Fire Alarm Activations:** Activations decreased significantly to 129, with activation rates split fairly evenly across the two estates; Academic and Admin Buildings (59) and Halls of Residences (70).
- v. **Fires:** There was one residential cooking incident, which due to the reporting criteria is defined as a minor fire.
- vi. **Enforcement Action:** No enforcement action was taken against the University in 2012.
- vii. **Civil Claims (H&S Related):** There were no new Civil or Public Liability Claims made in 2013.
- viii. **Staff Training:** 583 staff attended training courses provided by/through Health and Safety Services in 2013. In addition, the Estates Department provided a number of training courses to 180 Contractors to ensure good working practices are implemented whilst working at the University; Human Resources also provided numerous briefings and sessions to support staff well-being.
- ix. **NWWHSG:** The Group held its bi-annual Health and Safety Conference ‘Changing for the Better’ in September to which over a 100 representatives from local and national employers attended.
- x. **Bike Storage / Bike Loans:** As a result of the successful 2012 TAITH grant application the University was able to increase total bike storage facilities by >40% and purchase a number of ladies and gentlemen’s hybrid bikes for free loan. As a result the number of staff bike loans nearly doubled in 2013.
- xi. **Travel the World:** From 1<sup>st</sup> March 2013 staff and students were encouraged to participate in the Travel the World Challenge and record their walking, swimming or cycling activity. The promotion lasted 90 days and saw 400 staff and 192 students participating. Overall staff completed 67,000 miles (2.69 times around the world).
- xii. **Supporting You:** The campaign was aimed at reminding staff of the service, support and information provided by Health and Safety Services and to ask staff through the completion of a survey for ideas for future health and well-being promotions.
- xiii. **No Smoking Day:** Held on the 13<sup>th</sup> March in-line with the National No Smoking Day. This involved a poster campaign using the National theme of ‘Swap Fags for Swags’ aimed at seeing how much money could be saved by giving up.

- xiv. ***Tŷ Gobaith:*** In December, the Registrar presented a cheque for £12,897 to Tŷ Gobaith. The money was raised from numerous events including a 'Zip-Wire' challenge organised by the School of Chemistry, a fundraising meal organised by 'Lead Wales' for local businesses, ascents of both Kilimanjaro and Mount Snowdon plus the proceeds from the University's staff lottery that exists solely to raise funds for Tŷ Gobaith.

**441. ANY OTHER BUSINESS**

- i. From 5<sup>th</sup> July Maes Glas will be known as Canolfan Brailsford
- ii. Concern was expressed regarding security arrangements across the University following a break-in at the School of Electronic Engineering.