BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 6th February 2013

Present: Dr D Assinder, Miss S Barnes, Mr D Fordham, Mr W Jones, Dr J Latchford, Mrs L Meadows, Ms C Monks, Mr J Patton, Mr D Roberts, Mr E Roberts, Dr G Roberts, Dr H Roberts, Mr S Roberts, Prof C Tully, Mr G W Jones (Secretary).

Apologies: Dr G Clarke, Mr R Dart, Mr H Ellis, Ms L Fowlie, Ms E Riches, Dr D M Roberts, Mr I Salisbury, Dr L Shelley, Prof P Spencer, Dr T Woodman.

410. MINUTES

The minutes of the meeting held on the 23rd May 2012 were taken as read, confirmed and signed.

411. MATTERS ARISING

a) The Chair welcomed Dr Huw Roberts and Professor Carol Tully.

b) The Chair formally expressed his thanks to John East who retired in December 2012. Gratitude was expressed to the contribution John has made to the health and safety of staff and students studying and working at the University.

c) Minute 401 (b) Return to Work Support:

It was noted an article has been published to share the work of the Occupational Health Practitioner, local GPs and representatives from Gwynedd and Ynys Môn Councils and Betsi Cadwalader Health Boards with regards to their return to work support and initiatives.

d) Minute 401 (c) Report on *E.coli* Incident:

Clarification is still required with regards to which Regulatory Authority has inspector responsibility for communicable diseases and infection control at the Nursery.

412. RADIATION HEALTH AND SAFETY SUB-COMMITTEE REPORT

The Sub-Committee met on the 22nd January 2013 and the following key items were noted:

i. *Radiation Protection Advisor (RPA):* The RPA only raised minor issues during his two visits in 2012. All items have been addressed.

ii. *Unused Stocks:* Work to reduce the amount of stocks held by the University has seen a 70% reduction in holdings.

iii. *Management Plan:* Information relating to the waste disposal routes for the different isotopes has been updated.

iv. *Personal Dosimetry:* Bi-monthly badges are now used by ^{32}P workers on the condition that primary stock activity does not exceed 18.5 MBq.

v. *Wrexham – School of Radiography:* The University's RPA has visited, inspected and undertaken scatter dose measurements at the newly commissioned x-ray facility.

vi. *Radon Survey:* Radon results for surveys within two further areas showed radon levels are within recommended guidelines. Further results are awaited for one location to confirm the efficacy of recent remediation work.

vii. *DEXA Operator Training:* It was noted the Sub-Committee concluded that volunteers

should not be used when training operators how to use the DEXA scanner.

The Committee considered the work of the Sub-Committee and supported its resolution that volunteers should not be used as subjects when training DEXA Operators.

413. CHEMICAL AND BIOLOGICAL HEALTH AND SAFETY SUB-COMMITTEE

The Sub-Committee met on the 30th January 2013 and the following key items were noted:

i. *Venomous Snakes:* In response to the University being unable to obtain its own stocks of anti-venom the more dangerous snakes have been re-housed and Epi Pen training has been provided to key staff to deal with anaphylactic shock. Work is ongoing to further develop mitigation measures and confirm appropriate stocks are held or obtainable through the specialist centre in Liverpool.

ii. *Security Requirements for Pathogens and Toxins:* An on-line database that lists all specialist chemicals agents and materials requiring registration and authorisation has been produced. Each College will be required to declare what is and is not held at least annually.

iii. *Local Committee for Genetic Manipulation*: The Genetic Manipulations Committee comprises of experts from a number of fields (e.g. plant biologists) and lay members and ensures compliance with the Genetically Modified Organisms (Contained Use) Regulations which establishes controls to protect people and the environment. This Committee confirms that all registered work at the University is undertaken in compliance with statutory requirements and projects are reviewed annually.

414. SAFETY EXECUTIVE TASK GROUP

The Task Group has met five times since the last meeting and has been involved in a number of areas including Smoking Controls and the Corporate Health and Safety Risk Assessment. It was also noted that the University was recently awarded a *TAITH:* The Sustainable Travel Group grant to improve cycling facilities and physical health at the University, aimed ultimately at reducing the number of car journeys. This work includes the Travel the World health promotion, starting on the 1st March in competition against Aberystwyth University which will encourage staff and students to record distances walked and cycled.

414.1 Revised Overseas Travel Policy

A summary of the suggested amendments to the Overseas Travel Policy was provided and a discussion ensued regarding research and work activity undertaken at the home country where FCO restricted travel advice was pertinent.

It was noted that FCO advice applies only to UK citizens and is not designed as advice for foreign nationals returning to their home state or region.

The Policy amendment and supporting on-line insurance approval process was approved subject to including further reference to the Ethical Approval procedure.

415. HEALTH REPORT

The following summary of health activities programme was given:

i. *Training:* A number of Anaphylaxis and Defibrillator courses have been provided. Work is also ongoing to improve safe handling techniques for staff that regularly 'handle items' as part of their role. This includes visiting a local 'handling aids' supplier with training to be provided on these.

ii. *Health Checks:* 80% of new staff attended the new starter health checks now offered in place of pre-employment screening, which is no longer required. The programme of health checks for staff undertaking specific work activities continues.

iii. *Ill Health Support:* The Occupational Health Practitioner has been invited to talk to the Ynys Mon Medical Committee in June about the ongoing work with Human Resources and local GP's to support staff on long term sick.

iv. *Ty Gobaith:* The recent abseil raised £900. The Weight Loss Challenge has also commenced which will raise further monies for the charity.

v. *Mental Health:* The pilot Stress Awareness Course was received positively and will now be offered to others across the University.

vi. *Maternity Risk Assessments (staff):* Support continues to be offered to new and expectant mothers. This includes meeting with the mother every 6 weeks with adjustments made to their work / working environment if necessary.

vii. *Health Agenda:* The Health and Safety Assistant has completed their MSc in Health Promotion and will now take the lead in this area.

viii. *Departmental Support:* in depth study and programme investigating handling and ergonomic controls within Commercial Services has been completed.

416. REPORT ON THE SAFETY OF THE ESTATE

A review of ongoing Estates and Facilities activities was provided and the following were noted:

i. *Maintenance:* The 2012/13 Bid and Risk Register has been completed. This document assesses and prioritises estate-related work, taking into account health and safety, business continuity and student experience risks.

ii. *Estates Strategy:* The Strategy was summarised and it was noted that work will include addressing backlog maintenance, demolition and major refurbishment of some University buildings.

iii. *Pontio:* Work commenced on the 8th September 2012 with the project scheduled to finish in early summer 2014. Miller Construction, the Principal Contractor for the site is working closely with the community. This includes engaging local suppliers and facilitating local College students to visit the site.

iv. *Contractors:* The use of contractors is currently under review. This includes identifying where Estates and Facilities staff can undertake work instead and the possibility of creating apprenticeship opportunities within the Department.

v. *Accessibility:* The Pontio Physical Access Working Group continues to meet to ensure accessibility issues are identified and addressed in the new building. In addition, opportunities are to be investigated to improve accessibility across the University estate in general.

417. ANY OTHER BUSINESS

The following items were noted:

i. The frequency of the meetings was discussed. It was agreed to hold a meeting in November and May and only use the February date if there was a discernable need to hold a meeting.

ii. Human Resources was thanked for its efforts to address work related stress. This has included facilitating the Staff Stress Survey and the implementation of a Stress Website, Stress Policy and programme of Talks to staff.

iii. The North West Wales Health and Safety Group (NWWHSG) received the Safety Groups UK Silver Award in recognition of their support of employers and organisations across North Wales to ensure workplaces are healthy and safe for all. The next

NWWHSG Conference will take place on Friday 13th September.

iv. *Electrical Safety:* Concern was expressed as to the lack of understanding of some students with regards to electrical safety and the requirements when studying and residing at the University. Following discussion it was agreed a 'Halls Amnesty' should be considered, to enable students residing in Halls to bring along their electrical equipment to get it PAT Tested, obtain suitable electrical adaptors etc.