

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 20th February 2009

Present: Dr A R Beaumont (Chair), Miss S Barnes, Mr J East, Mrs L Fowlie, Mr J Jackson, Prof M Kalaji, Mrs L Meadows, Mrs A Parry, Mr J Patton, Ms C Monks, Miss E Riches, Dr D M Roberts, Mr E W. Roberts, Dr G Roberts, Mr M West, Mr G W. Jones (Secretary).

Apologies: Mr R Behi, Dr I Ap-Dewi, Mr I Connor, Mr H Ellis, Mr D N Fordham, Mr M Goodwin, Dr J Latchford, Dr G Clarke, Dr D Wright, Mr S Roberts.

312. MINUTES

The Minutes of the last meeting, held on the 7th November 2008, were taken as read, confirmed and signed.

313. MATTERS ARISING

a) Minute 304 (a) Asbestos Management:

It was reported that Estates and Facilities have appointed a temporary Asbestos Manager until a permanent Asbestos Manager is appointed. The Asbestos Survey is currently being Quality Assured with the full launch of the University Asbestos Register planned for March / April 2009. In addition, Asbestos Refresher Training has been arranged for Estates & Facilities Maintenance staff and Contractors.

b) Minute 304 (c) Students' Union:

It was reported that Students' Union Audit Action Plan had been produced.

c) Minute 304 (d), PAT Testing:

It was reported that the North West Purchasing Consortium had identified two preferred portable appliance testing contractors. Details are available from the Purchasing Officer within the Finance Department

d) Minute 304 (e), Staff Counselling Services.

It was reported that the Network of Staff Supporters (NOSS) have been appointed as the new providers of the University's Staff Counselling Service.

e) Minute 307(ii), Incident Report.

It was noted, the Health and Safety Executive did not pursue the gas escape incident.

314. THE STUDENT HEALTH, SAFETY AND WELL-BEING SUB-COMMITTEE

A report from the Sub-Committee was received and in particular the following items were noted:

- i. Concerns were expressed about the difficulty of implementing the 5 metre smoking ban, the lack of no-smoking signage and lack of ashtray removal from some entrances.
- ii. A Cycling Facilities survey, reviewing how the existing infrastructure, eg. cycle racks, supports those wishing to cycle has been undertaken. This will be progressed further and consider additional and related issues, including shower facilities and the safety of those wishing to cycle.

- iii. The Alcohol Awareness Campaign, supported by various groups, was regarded a general success.
- iv. It was noted training on substance and alcohol abuse was to be arranged via the North West Wales Substance and Alcohol Abuse Group. It was hoped training staff would help with the preparation of new staff drugs and alcohol procedures.
- v. A request was made for more student representatives on the Sub-Committee.
- vi. The Senior Assistant Registrar has been invited to report on and discuss the Sports Strategy at the next meeting, this with a view to promote greater joint working.

A discussion ensued on the difficulties surrounding the implementation of the Non-Smoking Policy. Following due consideration **it was agreed** to trial various initiatives to improve implementation and to request that the Safety Executive Task Group consider the matter in greater detail and report back to the Committee at a future meeting.

It was highlighted that Health and Safety Services and the Students' Union are working on a joint campaign, linking to the National No-Smoking Day on the 11th March. This initiative was fully supported by the Committee.

The Committee welcomed and supported the resolve to increase student representation on the Sub-Committee and the desire to work on enhancing the new Sports Strategy.

315. CHEMICAL AND BIOLOGICAL HEALTH AND SAFETY SUB-COMMITTEE

A report from the Sub-Committee was received and in particular the following items were noted:

- i. The Policy and procedures for disposal of chemical, clinical and biological wastes are to be reviewed.
- ii. The Sub-Committee had considered the way in which the University manages Legionella risks within building services and was reassured that the Estates and Facilities Department have rigorous systems in place
- iii. A Biohazard Audit is scheduled for March/April 2009.
- iv. Additional structured training is required for Estates & Facilities staff and contractors, to raise their awareness of the hazards that may be present within laboratories.
- v. A revised system for permitting access into laboratories for non-scientific staff is required.

The Committee considered the report and in particular commended the progress on addressing the implications of REACH legislation within teaching laboratories.

The Committee questioned the current system for legionella testing of fire hose reels. It was highlighted that the matter had also recently been raised by the University Insurance Inspector and has subsequently been passed to Estates and Facilities for action.

316. REPORT BY THE SAFETY EXECUTIVE TASK GROUP

It was reported that since the last meeting of the Committee the Task Group had met on three occasions. The following items were brought to the attention of the committee:

- i. The development of a Positive Working Strategy and related initiatives continues.
- ii. A report on Staff Absence Management had been considered and it was particularly noted that staff long term an absence has decreased significantly over the previous twelve months. The work and effort in this area was highly commended.
- iii. Following the 2006 and 2007 Stress Surveys, Human Resources and Health and Safety Services have been working together to identify what action could be taken to address the issues raised and a number of initiatives, particularly training, have commenced. This will be progressed under the Working Together strategy.
- iv. The Task Group has also considered items such a pedestrian safety around car park entrances and Drinking Water provisions across the estate.

317. REPORT FROM HEALTH AND SAFETY SERVICES

A Report was provided and the following were noted:

- i. The 2009 Weight Loss Challenge started in January, with 67 people 'signing up'.
- ii. A cost benefit analysis has been prepared which seeks funding for staff requiring physiotherapy support.
- iii. A meeting took place with local General Practitioners (GPs) to establish closer relationships and inform them of University health initiatives.
- iv. Future health promotions are planned for National No Smoking Day and an audit of Display Screen Equipment is to be undertaken shortly.
- v. Departmental / College Audits will recommence in March following the preparation of a new audit package based on BS OHSAS 18001. Themed Audits continue.
- vi. Themed Audits are currently being undertaken on health and safety aspects of Overseas Travel, Pedestrian Safety and Lighting Levels across the estate.
- vii. A new staff guide for Expectant and New Mothers has been prepared. The Staff Health and Safety Handbook is also to be replaced.
- viii. Work is ongoing to identify the health and safety impacts upon 'silent workers' eg. Security, Maintenance and Domestic staff. This initiative should help identify what their needs are, the problems they face, how their needs can be met and risks reduced.

318. AUDIT AND REVIEW REPORTS

A report was provided on the recently completed Audit of 'Emergency Systems' and it was noted that the full Report is to be made available on-line.

The Committee considered the report and it was highlighted Estates & Facilities has produced an Action Plan to address priority items.

319. REPORT ON THE WELL-BEING WEEK

It was reported that 115 staff attended the Well-Being Day on the 12th January 2009 and a further 151 joined in well-being activities over the course of the week. It was noted response to the Event had been very positive but numbers attending were disappointing.

The Committee considered the report and complemented all involved with arranging a high quality campaign. Following due consideration the suggestion that future campaigns should be tailored to an 'audience' and located at key locations across University sites was supported

320. HEALTH AND SAFETY POLICY REVISION 2009

It was reported that a full review of the University's Health and safety Policy is to be undertaken and the Committee was asked to forward comments on the current Policy to Health and Safety Services.

It was noted that a draft revision of the revised Policy should be presented at the next Health and Safety Committee in May for initial consideration.

321. ANY OTHER BUSINESS

i. Quality Review of the Committee

A questionnaire seeking the opinion of member on the effectiveness and value of the Committee was distributed and it was highlighted that the questionnaire should be returned to Health and Safety Services.