

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 22nd May 2013

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

Apologies: Mr A Butcher, Ms L Fowlie, Mr E Roberts, Dr L Shelley, Prof P Spencer, Prof T Woodman.

418. MINUTES

The Minutes of the meeting held on the 6th February 2013 were taken as read, confirmed and signed.

419. MATTERS ARISING

a) Minute 413 (ii) Security Requirements for Pathogens and Toxins:

Colleges will shortly be requested to review the on-line Schedule of specialist chemicals, agents and materials and confirm, by mid-October 2013, what listed materials they hold or plan to use.

b) Minute 415 (i) Training (defibrillators):

A list detailing the current location of defibrillators at the University was distributed.

420. SAFETY EXECUTIVE TASK GROUP

The Task Group has met four times since the last meeting. It was reported that a watching brief is currently being undertaken in relation to HSE Intervention at a local business where a member of University staff was also working.

Extensive work has also been carried out with the Halls Office and International Education Centre with regards to International Student safety, especially in the areas of fire and electrical. Plans include increasing the level of health and safety communications in Halls, updating Welcome Talks and the Student Handbooks and providing suitable electrical extension leads to International students residing in Halls.

a) Revised New and Expectant Mothers Policy

A revised Policy was proposed and it was noted that in particular it sought to modernise the original 1995 Policy to reflect changes in terminology and University procedures, and further promote the importance of the risk assessment process. The Policy is complemented by the Expectant and New Mothers Handbook and specialised information particular to key risks.

The Committee considered the draft Policy and a question was raised regarding whether students would appreciate what action they need to take and what support is available. It was suggested that information provided on the Student Services Website and in School / College Inductions be enhanced to highlight the need to inform Staff as soon as possible.

Following discussion **it was agreed** to approve the Policy and change the title to *New and Expectant Mothers at Work & Study*.

b) Current HSE Review

The Committee was informed of a current review by the Health and safety Executive (HSE)

of University procedures for assessing risks to staff who are predominantly placed or embedded within other employers. This intervention was instigated following HSE investigation and subsequent action at a local business where a member of University staff worked as part of a Knowledge Transfer Partnership (KTP) agreement.

The University investigation will conclude following the HSE review of University procedures and arrangements. In the interim a H&S Questionnaire to vet health and safety arrangements has been re-introduced and the wider implications of this HSE intervention for staff working away from the University at other employer workplaces, assessed.

Following discussion **it was recommended** a small Group be established to identify circumstances where staff are embedded within other organisation and working away from direct University oversight. **It was also recommended** that staff who will work away from the University or at a Partner's workplace, be identified during the recruitment stage and details passed onto relevant College or Departmental Health and Safety personnel for assessment.

421. **REPORT ON THE AUDIT OF THE COLLEGE OF ARTS AND HUMANITIES**

A summary of the recent Audit of Health and safety Management Systems for the College of Arts and Humanities was provided and in particular it was noted that the College was scored as 'good' on its quantitative assessment and 'very good' on its qualitative assessment.

It was noted that SEG will seek further information with regards to how the College ensures the health and safety of children attending College activities held in the community.

The Committee considered the Report and thanked the College for its work and support for Health and Safety.

422. **REPORT ON STUDENT SAFETY FROM THE STUDENTS' UNION**

The Students Union Director gave a verbal Report and the following items were noted:

- i. *Clubs and Societies:* A Clubs and Societies Co-ordinator has been appointed to support the 150 Clubs and Societies. Work to-date includes a review of AU Clubs risk assessments with audits currently being undertaken against the requirements detailed in these. In addition a comprehensive Equipment Log has been produced that identifies specific maintenance regimes.
- ii. *Website:* The SU Website is being upgraded by IT Services. This includes making health and safety information available on-line to relevant Clubs and Society members.
- iii. *Health and Safety Videos:* Topic specific safety videos are being produced and which will be available on the new Website.
- iv. *Training:* The training provided to Club and Societies Committees is to be reviewed. This will ensure appointed Committee Members have the appropriate skills to undertake their Committee roles.
- v. *Zero Tolerance:* Extensive work has been carried to raise awareness of, and eliminate discrimination.
- vi. *Awards / Grants:* The SU received a £5k TAITH grant, used to purchase 15 student loan bikes. This has resulted in an NUS Green Impact Award for the project. TAITH has also invited the SU to apply for further grants.

423. **ANNUAL HEALTH AND SAFETY REPORTS (2012)**

The 2012 Annual Health and Safety Report was considered and the following key points noted:

- i. **Accidents and Incidents:** 76 accidents involving injury were reported; 65 by staff and 11 by students which is 'average' when compared against National benchmarks. The

main cause of accidents remains handling and slips, trips and falls.

- ii. **Sickness Absence:** 4.7 sickness absence days per FTE member of staff was recorded in 2012. It was noted that although the University's rate compares favourably against National benchmarks inconsistencies remain in the way all Universities report and record absences. The Universities & Colleges Employers Association (UCEA) has recently developed reporting benchmarks to standardise how Universities report sickness absence and it is hoped that future Sector statistics will offer greater resilience.
- iii. **Absence Causations:** Musculoskeletal and Psychological causations remain the two main categories of certified sickness absence at the University, mirroring the National picture. It was noted that the Health Agenda is developed to reflect much of the absence causations.
- iv. **Fire Alarm Activations:** Activations decreased slightly by two to 162. For the first time activations in Academic and Admin Buildings (85) exceeded those in Halls (77), the downwards trend in Halls reflecting the efforts made to improve fire systems within and educate students within the residential estate. The Halls activation rate of 17.9 per 1000 detectors is exceptional when compared against the National activation rate of 61.4.
- v. **Fires:** No fires were reported in 2012.
- vi. **Enforcement Action:** No enforcement action was taken in 2012.
- vii. **Civil Claims (H&S Related):** Two civil claims; one a member of the public and one a staff member were commenced in 2012.
- viii. **Staff Training:** There was a decrease in the number of staff attending formal Health and Safety Training courses in 2012.
- ix. **NWWHSG:** Again the Group received recognition for its work with local employers through receipt of a Silver Award from Safety Groups UK at a presentation at the House of Lords.

Health and Safety Services Report:

- x. **Ty Gobaith:** Over £12,000 has been raised by staff and students to support the Ty Gobaith charity.
- xi. **Safe, Effective, Quality Occupational Health Service (SEQOHS):** The University remains accredited by SEQOHS following its annual review.
- xii. **Mental Health at Work:** Work to raise awareness commenced during National Stress Awareness Week with an exhibition, attended by a range of support organisations arranged. A review of the Stress at Work Policy has also been undertaken by Human Resources, the policy and its associated Guidance revised and a programme of Work Life Balance Talks arranged.
- xiii. **Avoidance of Heart Disease:** A 4 week Healthy Heart Programme was delivered consisting of lunchtime Talks and health activities. This initiative received significant support from Specialists and was welcomed by participants.
- xiv. **Health Surveillance / Health Checks:** Health Surveillance continues for staff most at risk from their work activities. Health Checks are offered to all new staff to review, support and improve their health lifestyle; Health Checks are also offered on a rolling programme.
- xv. **Support for Staff on Sick Leave:** Welfare Meetings continue to be held with staff on long term sick to ensure barriers to return to work are removed.
- xvi. **Radon Survey:** Continued in 2012 with a further 42 monitors placed to monitor previously unmeasured University buildings and to check the efficacy of radon mitigation works.

- xvii. **Childcare Nursery:** Following the *Ecoli* incident in 2011 a review of infection control arrangements was undertaken using an Audit Pack developed by the Health Protection Agency. Only minor improvements were noted.
- xviii. **Fieldwork Policy and Procedures:** A revised Fieldwork Policy and tailored guidance has been developed in-line with UCEA requirements. Consultation will commence with relevant Colleges Summer 2013.
- xix. **Lab Hazard Awareness:** Thanks were expressed to Dr Latchford for his efforts to raise general lab safety awareness and provide Lab Hazard Awareness Training to Domestic staff, Security staff and Estates and Facilities appointed contractors.
- xx. **General Support:** Support continued to be given to Colleges and Departments in the form of developing and simplifying health and safety documentation and the provision of general practical assistance to enable activities to take place.

Following discussion it was agreed that future reporting will be based on the Academic year to reflect changes nationally, with an interim Report submitted in November 2013 and Full Report from November 2014.

424. REPORT ON THE SAFETY OF THE ESTATE

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

- i. *Pontio:* The Principal Contractor for the site continues to give Llandrillo Coleg students the opportunity to visit the Pontio site. One potentially major incident has been reported on the site and this was comprehensively investigated and further mitigation and preventative measures put in place.
- ii. *SEACAMS:* It was envisaged that the planned major development on the Menai Bridge campus will commence in June 2013.
- iii. *St Mary's:* Discussions are taking place with bidders to develop a 600 room residential village under a Private Finance Initiative. Due to changes in legislation, sprinkler systems will be installed as part of this project.
- iv. *Maes Glas:* Major refurbishment work to upgrade existing facilities will start in the summer. Work includes covering the outside multi-purpose courts.
- v. *Risk and Bid Register:* The Register for 2013 / 2014 is nearing completion.
- vi. *Accessibility:* Approval has been given to start extensive accessibility upgrade work across the University.
- vii. *Main Arts:* in light of the recent fire at the National Library of Wales, a structural fire safety review will shortly be undertaken on the Grade 11 listed Main Arts building.
- viii. *Traffic Management:* Discussions regarding traffic management on Ffriddoedd Road and love Lane are currently taking place with Gwynedd Council.

425. ANY OTHER BUSINESS

- i. Appreciation was expressed for the excellent performance of University Security staff in resuscitating a member of the general public who had collapsed on University premises. It was noted that this was the third time in recent years where University staff have saved the life of members of the public on its premises, reflecting the high level of training received and professionalism of staff.