

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 23rd May 2012

Present: Dr D Assinder, Miss S Barnes, Dr G Clarke, Mr H Ellis, Ms L Fowlie, Mrs L Meadows, Ms C Monks, Dr L Murphy, Mr J Patton, Dr D M Roberts, Dr G Roberts, Mr S Roberts, Mr I Salisbury, Dr L Shelley, Prof. P Spencer, Mr G W Jones (Secretary).

Apologies: Mr J East, Dr J Latchford, Mr E Roberts, Ms E Riches, Dr T Woodman.

400. MINUTES

The minutes of the meeting held on the 8th February 2012 were taken as read, confirmed and signed.

401. MATTERS ARISING

a) Minute 391 (a) Radon Report:

Results of the fourth stage of the radon survey have been received and these have identified two areas requiring further investigation or remedial work.

b) Minute 391(i) Return to Work Support:

The meeting between the Occupational Health Practitioner, local GPs and representatives from Gwynedd and Ynys Môn Councils, and Betsi Cadwalader Health Boards had provided reassurance that the new return to work system is working well.

It was noted that Professor Dame Carol Black recently complemented this initiative and encouraged the outcome to be shared through the occupational health media as an example of best practice for other services to follow.

c) Minute 396 Report on *E.coli* Incident:

Relevant Agencies and Public Health bodies are currently in the process of agreeing who has responsibility for the various aspects of enforcement and provision of advice for Nurseries and other childcare facilities.

402. REPORT FROM THE SAFETY EXECUTIVE TASK GROUP (SEG)

It was reported that the Task Group had been involved in a number of areas including:

- i. Considering the audit Report for the College of Health and Behavioural Sciences and the Annual Self-Evaluation Reports.
- ii. Developing upon existing smoking controls. In particular it was noted that the Task Group has made a technical amendment to the Non-Smoking Policy to allow for the trialling of "smoking areas" on the estate. These areas will firstly be trialled on the Ffriddoedd Residential campus and the Dean Street site. Consideration will be given to establishing further smoking areas following evaluation of the success within these trail locations.
- iii. Clarifying and formalising responsibility for health and safety aspects of the Residential (Halls of Residences) estate following recent changes made to the Estates & Facilities Department. A Paper outlining responsibility and committee interaction has been produced and it is noted an amendment to the University Health and Safety Policy is also required.

(a): **Amendment to the University Health and Safety Policy**

The Safety Executive Task Group recommended that the University Health and Safety Policy be amended to include the responsibility now delegated to the Head of Residences for the residential estate. This recommendation was made as the existing Policy refers to the Director of Estates & Facilities having responsibility for all buildings and due to the recent changes this is no longer the case.

The recommended changes, inserting the role of Head of Residences and including a new Section 2.22, were considered and, with minor amendments, *agreed*.

403. FIRE SAFETY POLICY

The revised Fire Safety Policy and associated Managements Guides were presented for discussion and subject to minor amendments the Policy was *approved*.

404. ANNUAL HEALTH AND SAFETY REPORT 2011

A summary of the Annual Health and Safety Report for the calendar year 2011 was given and in particular the following were noted:

- i. The Accident & Incident rates remained slightly below the national average for both staff and students.
- ii. The reported staff sickness absence rate was 5.8 days (2.23%), slightly down on 2010 and slightly below the HE sector average.
- iii. The number of Fire Alarm Activations was slightly up on 2010 but was again considerably below the national average.
- iv. One claim for damages was made against the University's Public Liability insurance; this is being challenged by the Insurers.
- v. There was one major fire incident in 2011. This occurred within a science building and resulted in property damage to one wing of the building.
- vi. Around 1125 member of staff attended a Health and Safety training course or Briefing Session in 2011; an increase of around 34% on the previous year with some 120 courses and sessions provided.
- vii. Around £4,000 has been raised for Tŷ Gobaith through a mixture of events, activities and the staff lottery during the year.
- viii. The North West Wales Health and Safety Group was again commended at a National Awards ceremony for its programme of events which are provided for local businesses.

The Report was welcomed and a discussion ensued on the Fire Alarm activation statistics. Following due consideration *it was recommended* that:

- ix. The annual Fire Safety Talk provided by the Fire & Rescue Service to all students residing in Halls of Residences should, if possible, be reinstated.
- x. Priority should be given to introducing further technical improvements to reduce the number of fire alarm activations ahead of assessing whether pre-investigation procedures should be further evaluated.

405. ANNUAL HEALTH AND SAFETY SERVICES REPORT

A summary of the work completed and planned by the department was given. In particular it was noted that:

- i. Health Support activities continued, focusing on illness prevention, providing support for the long term sick, supporting new and expectant mothers, providing health surveillance, and promoting health through initiatives and events.

- ii. Safety and risk management support activity continued to focus on reducing risk exposure, assisting Colleges and Departments, developing people and simplifying procedures to enable activities to occur.

406. REPORT ON THE AUDIT OF THE COLLEGE OF HEALTH AND BEHAVIOURAL SCIENCES (CoHaBS)

The recent audit of CoHaBS highlighted the College's positive commitment to health and safety with the quantitative and qualitative scoring for overall health and safety management performance, scoring "Good" and "Very Good" respectively. Recommendations made were very similar to those of other Colleges and are being considered at a University level.

Following the audit, a number of health and safety training sessions have been provided to CoHaBS staff.

407. SELF EVALUATION SUMMARY REPORT

The 2011 Annual College / Department Self Evaluation of Health and Safety Performance saw returns from all six Colleges and 14 out of 21 Service Departments.

Overall the responses and results were positive with improvement seen in most areas. Areas requiring improvement included improving mechanisms for performance reporting and record keeping. It was noted the self evaluation process will change in 2012.

408. REPORT ON THE SAFETY OF THE ESTATE

A summary of ongoing Estates and Facilities activities was provided. The following key items were noted:

- i. *Appointment of Measured Term & Framework Contractors:* the process will ensure the University has a pool of 'vetted' contractors who can be appointed to undertake work.
- ii. *Accessibility:* it had been recognised accessibility needs to be improved across the estate.
- iii. *Estates Strategy:* which looks at backlog maintenance issues as well as the future of the estate, will be completed by July, in line with the HEFCW deadline.
- iv. *SEACAMs:* tenders have been returned. Works should start by the end of the summer with completion of the project scheduled for the end of July 2013.
- v. *Pontio:* discussions are ongoing with the preferred bidder. It is envisaged the construction stage will commence during summer 2012.

A discussion ensued regarding the Estates and Facilities Department being consulted on proposed changes to the estate in a timely manner. It was suggested that potential impacts on the estate should be included at research grants application stage and following discussion it was **agreed** to take the matter forward to the Research Strategy Task Group for consideration.

409. ANY OTHER BUSINESS

There were no items of any other business.