

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 6th November 2009

Present: Dr A R Beaumont (Chair), Mr R Behi, Dr G Clarke, Mr H Ellis, Mr D N Fordham, Mrs L Fowlie, Mr M Goodwin, Mr T Hecht, Dr J Latchford, Mrs L Meadows, Ms C Monks, Mr G Parry, Mr J Patton, Miss E Riches, Dr D M Roberts, Mr E W. Roberts, Dr G Roberts, Mr S Roberts, Mr G W. Jones (Secretary).

Apologies: Mr I Connor, Mr J East, Miss S Barnes, Mr J Jackson , Mr M West, Mr A Williams, Dr D Wright, Mr L Jones, Prof P Spencer, Mr J Charles, Mr P Hogan.

332. MINUTES

The Minutes of the last meeting, held on the 21st May 2009, were taken as read, confirmed and signed.

333. MATTERS ARISING

There were no matters arising.

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

A report from the Sub-Committee was received. In particular the following items were noted:

- i. Minute 033 – No Smoking Campaign. A lack of adequate ‘No Smoking’ signage still exists which is often raised when students smoking close to buildings are challenged. Temporary signs have been put up but permanent signs are needed.
- ii. Minute 034b – Student Medical Conditions / Impairments. Guidance is needed with regards to who will take responsibility for providing support and advice to departments in undertaking risk assessments involving students with mental health problems, and informing those who need to know the key findings of such assessments.
- iii. Minute 035 – Student Health and Safety Initiatives. The Students’ Union expressed their appreciation of the extra funding made available to support the Student Counselling Service.

335. REPORT BY THE SAFETY EXECUTIVE TASK GROUP

A report by the Task Group was received. In particular the following items were noted:

- i. Three meetings have taken place since the last H&S Committee meeting.
- ii. A new Asbestos Policy and Controls have been prepared (raised under agendum item 7).
- iii. A new audit package is to be introduced. Departments and College audits will take place from this autumn and themed audits will continue.

336. HEALTH AND SAFETY SERVICES HALF YEAR REPORT

The following key items were noted:

- i. A new audit package based on OHSAS 18001 / 2 has been developed allowing the University to benchmark current health and safety performance and set future targets. L Fowlie was thanked for her work in preparing the package.
- ii. A preliminary Radon Survey has been completed and furthering monitoring is underway.
- iii. The Biohazard audit, put on hold over the holiday period has now recommenced.
- iv. Document Development: A new Radiation Handbook has been produced pulling together three separate documents into one 'easy to use' guide. In addition, practical Information Sheets covering a range of laboratory and chemical hazards have been produced. A training package providing a step by step guide on undertaking COSHH Assessments is also under development. Dr J Latchford and S Barnes were thanked for their work.
- v. Health Support Promotion: A summary was given of the following promotional activities which were well received and supported across the University, raising over £2,500 for Ty Gobaith over the last 18 months:
 - Weight Loss Challenge.
 - Alcohol Awareness.
 - The Flipper Club (swimming group).
 - Summer Time / Lunch Time Walks.

Bangor University has been shortlisted for a national award in health promotion demonstrating the University's health systems are comparable to other national organisations such as British Telecom and E.ON. Future health initiatives include:

- Food for Life Project aimed at improving the diet of staff and students.
 - Cycling Group to encourage health and fitness amongst staff and students.
 - Efforts to secure funding from the Ryder Cup 2010 to encourage health through golf.
- vi. Interim Health and Safety Statistics:
 - Long Term Sickness: The number of staff on long term sickness shows a slight drop compared to the previous year.
 - RIDDOR: The number of RIDDOR reportable accidents has increased on 2008. However, this increase may be attributed to better reporting.
 - Enforcement Action: A formal enquiry was received from the HSE relating to a complaint regarding exposure to chemicals within the School of Chemistry. A report of the incident was provided and no further action was taken by them.
 - vii. The Fire Service has undertaken a number of audits, a summary of which will be reported to the May Health and Safety Committee.
 - viii. The NWWHSG Conference: The Conference attracted over 130 delegates from across North Wales with key note speakers including Lord McKenzie of Luton (the Minister for Health and Safety DWP) and Ms Jane Lassey, Head of HSE Operations – Wales. On the day, the Vice Chancellor committed the University to the HSE and UK Government's 'Pledge to be part of the Solution' initiative. Thanks were given to L Fowlie and S Barnes for their excellent efforts in making the event such a success.

337. COLLEGE AND DEPARTMENTAL HEALTH AND SAFETY SELF EVALUATION REPORT

It was noted the purpose of the exercise was to determine the University's current position with regards to health and safety management in Colleges / Departments, and was not intended to provide a 'league' table of results but rather to identify strengths and where support could be provided to address weaknesses. It was noted that the scoring system is rather coarse and scores items that are not applicable negatively rather than positively, these issues will be addressed in future.

The most notable strengths were the implementation and recording of Health and Safety Inductions, fire procedures and fire drills.

The most notable weaknesses were the lack of risk assessments, training records, low levels of health and safety monitoring and managers not trained in sickness absence.

Support will now be focussed on risk assessments and advice will be given to Colleges and Departments as to the documentation they are required to keep. The Agresso System may also provide a way forwards with regards to the maintenance of training records.

A lengthy discussion ensued concerning the University's legal responsibilities with regards to portable appliance testing. It was noted the legal requirement is to maintain safe electrical equipment and not to PAT Test *per se*, although without PAT testing the University may not be able to demonstrate equipment has been properly maintained. The Committee **agreed** a small group should be set up to investigate the wider legalities of PAT Testing. This group will report back to the May 2010 meeting.

338. CONTROL OF ASBESTOS

The existing Asbestos Policy OHSGU20 has been revised with the Policy now a separate Asbestos Policy Standard, supported by an Asbestos Management Plan which lists responsibilities and provides a framework to audit against.

The new Policy was **approved**.

It was agreed that comments regarding the Asbestos Management Plan be forwarded to the Director of Estates & Facilities.

339. HEALTH AND SAFETY POLICY

The draft Health and Safety Policy was presented to the Health and Safety Committee. It was confirmed that the University wide consultation phase will now commence.

340. SWINE FLU UPDATE

It was noted little had changed since the previous Committee and the impact had been less severe than expected. Information leaflets have been sent to all staff and students.

341. ANY OTHER BUSINESS

- i. Concerns were raised that a fire alarm pager to alert a profoundly deaf member of staff

in Ocean Sciences had not been installed despite funds being made available in May. The Director of Estates & Facilities agreed to look into the matter.

- ii. The next scheduled meetings of the Committee are:

Friday 19th February, 10.00 am

Friday 21st May, 10.00am