

BANGOR UNIVERSITY

HEALTH AND SAFETY COMMITTEE

Meeting: 8th February 2012

Present: Dr D Assinder, Miss S Barnes, Mr R Dart, Mr J East, Mr D Fordham, Ms L Fowlie, Mr A Jones, Mr A G Jones, Dr J Latchford, Ms C Monks, Dr L Murphy, Mr G Parry, Mr J Patton, Ms E Riches, Mr D Roberts, Mr E Roberts, Mr S Roberts, Mr I Salisbury, Dr L Shelley, Prof. P Spencer, Mr G W Jones (Secretary).

Apologies: Dr G Clarke, Prof J Hughes, Mrs L Meadows, Dr D M Roberts, Dr G Roberts, Dr T Woodman.

390. MINUTES

A minor amendment was requested to the minutes of the meeting held on the 9th November 2011:

Minute 384(a) Centrally Timetabled Spaces: *'The Working Group is in the process of developing a template risk assessment for identifying higher risk buildings which will enable bookings to be prioritised dependent on the risks associated with each area'.*

Subject to the above amendment, the minutes of the meeting held on the 9th November 2011 were then taken as read, confirmed and signed.

391. MATTERS ARISING

(a) Minute 384 (c) Radon Report:

The fourth phase of the radon survey commenced in December 2011 with radon monitors placed in newly purchased / leased buildings and buildings where remedial works had taken place to confirm the efficacy of the work. The results will be available in April 2012.

(b) Minute 384(d) NWWHSG Conference:

The NWWHSG has, for the third year running received an award (silver) in the annual Safety Groups UK Awards. Congratulations were extended to all involved.

(c) Minute 385(iii) Management Briefing:

The next briefing, which will focus on stress is to be held on Monday 27th February 2012.

(d) Minute 387(i) SEQOHS:

External SEQOHS auditors 'unequivocally' awarded the SEQOHS standard to the University's occupational health services following their visit on the 3rd February. Bangor University is the first University to have achieved this standard.

The Committee congratulated the Occupational Health Practitioner and the rest of the team on efforts to obtain accreditation.

(e) Minute 387 (iii) National Back Care Awareness Week:

Over 20 members of staff attended the Back Care Club after Christmas. An evaluation of the Club's effectiveness will take place in April.

(f) Minute 387 (iv) First Aid:

A review of first aid provision highlighted some concerns with regards to the suitability of first aid for specialist fieldwork courses. It was noted that these courses are now led by the Occupational Health Practitioner.

(g) Minute 387 (v) Alcohol Awareness:

It was reported that around 27% of staff accessed the on-line pre-Christmas alcohol awareness website. The objective of the campaign was to raise awareness, promote alcohol free drinks for drivers and inform drinkers of calorific contents.

(h) Minute 387 (vi) Smoking:

A University 'No Smoking' campaign will run in conjunction with the National No Smoking Day on the 14th March 2012. The campaign will focus on supporting staff and students who are trying to quit smoking and raising awareness of the impact of smoke on non-smokers.

(i) Minute 387 (vii) Return to Work Support:

A meeting is to be held on the 25th April 2012 between the Occupational Health Practitioner, local GPs, and representatives from Gwynedd Council and the Betsi Cadwalader University Health Board. The meeting will focus on sharing and learning from each other's experiences of the new return to work system.

(j) Minute 387 (xiv) Bikes: The University scheme to support staff wishing to purchase a bike is now in place. In addition, HSS has a number of free 'loan' bikes which will be available to staff and students.

392. CHEMICAL AND BIOLOGICAL HEALTH AND SAFETY SUB COMMITTEE REPORT

The following significant items were discussed:

- i. *Genetic Modifications:* There is now a Class 2 project taking place which has been notified to, and approved by the HSE.
- ii. *Laboratory Safety Training:* A number of direct labour and contractor staff have received laboratory safety training to raise their awareness of laboratory hazards. This will enable them to undertake surveys and minor work in the majority of laboratories without the need for direct supervision.
- iii. *Pathogens & Toxins:* The University has received notification from the Home Office that it is compliant with the requirements of the Security of Pathogens and Toxins Regulations 2002.

393. RADIATION HEALTH AND SAFETY SUB COMMITTEE REPORT

The following were noted:

- i. *End of Life Decommissioning of Radiation Laboratories:* Work is ongoing to decommission radiation laboratories which are no longer required. This work has included the disposal of old surplus radiation stocks.
- ii. *University Radiation Management Plan:* A review of the document is planned.
- iii. *Training:* A training exercise took place in December 2011 to assess Security staff response to a 'mock' radiation spill. The response by Security staff to the incident was considered to be exceptional. Specific training to raise laboratory hazard awareness is now being provided to Security staff. It was noted that Security staff deal with a wide range of incidents and their handling of them is a credit to the University.

394. REPORT FROM THE SAFETY EXECUTIVE TASK GROUP

It was noted that the Task Group has been involved in a number of areas including

- i. Oversight of the e-coli 0157 incident
- ii. Funding of Capital & Development Projects related to health and safety
- iii. Clarification of the lines of responsibility following the reorganisation of the Estates & Facilities Department

395. FIRE SAFETY REPORT

(a) Fire Safety Review Report:

A summary of the Fire Safety Review was given. Amongst other items, the Review highlighted the majority of University buildings have fire safety systems that are of a higher standard than legislation and British Standards stipulate. In addition, the Review recognised that existing Fire Safety documents were difficult to follow and the requirement to carry out weekly fire alarm checks was in some cases unachievable.

(b) Revised Safety Policy and Guidance Documents:

The draft Revised Fire Safety Policy and Guidance Documents were presented for information. The documents, which clarify fire safety roles and responsibilities, will now be issued to Colleges and Departments for formal consultation.

A discussion ensued in which concern was expressed at the understanding of the fire alarm evacuation procedures amongst overseas and part time students. It was suggested that in the event of a building fire alarm sounding it would be advantageous if a message was displayed on computer screens in that building to notify users that they should evacuate.

(c) New Arrangements for Fire Safety Management:

The Fire Officer, Estates and Facilities, informed the Committee that his main role was to manage the building fire risk assessments with actions from them split into College / Department and Estates and Facilities responsibilities. College / Department actions have been communicated to them and the Estates and Facilities actions are currently being prioritised.

It was noted that all building and systems matters pertaining to fire should be directed to the Fire Safety Officer in the first instance.

396. REPORT ON *E. COLI* INCIDENT

A summary of the Tir Na n-Og Nursery *E.coli* incident which had taken place late November 2011 was given. It was noted no causal link had been made to the Nursery's activities.

All those involved in handling the incident and ensuring the Nursery re-opened as quickly as possible, were thanked.

397. REPORT BY THE STUDENTS' UNION

A report on health and safety within the Student's Union was given. The report focussed on student activities with the following items noted:

- i. *Clubs and Societies:* The biggest potential health and safety risk is associated with student led activities (over 50 sports clubs and over 80 societies). Recent work has included a re-write of the AU H&S Policy and a review of higher risk Clubs and Societies to ensure their procedures reflect good practice guidance. In addition, health and safety training with a 'can do' approach is given to Club and Society captains to raise awareness of health and safety

responsibilities and what this means in practice.

- ii. *Student Volunteers*: A large number of students participate in volunteer work with projects ranging from beach cleans, to supporting Ysbyty Gwynedd's Hergest Unit. As part of the management of volunteers all students working with children undertake an Enhanced Disclosure (CRB) check. It is envisaged that this element of the Union's activity will increase considerably over the coming years.
- iii. *Accident and Incident Handling*: The most recent, significant incident was the Rowing Club capsizing on the Menai Straits. Multi agency working has resulted in a positive outcome with the move of the Club to Padarn Lake where, due to the non-tidal nature of the water, risks are much lower. The site also presents greater opportunities with regards to organising inter University rowing events, promoting the Students' Union and the University.
- iv. *Multi Agency Working*: The Students' Union works closely with a range of internal and external organisations to facilitate its activities. For example, Health and Safety Services, Estates and Facilities, Padarn Country Park and the local Police, for example with regards to the organisation of the Olympic Torch Bus event.
- v. *Student Campaigns*: The Union runs regular campaigns which have included:
 - 'Reclaim the Night': A joint student and community event led by the Women's Society to raise awareness of female safety around Bangor. This involved a march around Bangor followed by discussions with local community groups and the Police.
 - 'Student Harassment Survey': An on-line survey has just finished which asked students for their opinions and experiences of living in Bangor. The results are currently being examined and which it is hoped will identify positive changes, particularly on behalf of international students.
 - 'Health and Well-being': Joint staff / student Health Living Weeks are carried out regularly in conjunction with Health and Safety Services to support and promote healthy living. For example diet, exercise, good sexual health practices.

398. REPORT ON THE SAFETY OF THE ESTATE

A summary of the wide range of Estates and Facilities activities was provided. This includes reactive maintenance, project work, spend to save plans, work to ensure compliance with legislative requirements and estate enhancements to benefit staff and students.

A revised Estates Strategy is also being developed, which will look at the back log maintenance issues as well as the future of the estate.

The Halls Office, who although now separate from the Estates & Facilities Department, look to the Department for advice and support.

The Department recognises the need to continue to improve communications with Colleges and Departments.

399. ANY OTHER BUSINESS

- i. The statutory reporting (RIDDOR) requirement to report 'over 3 day' injuries is to increase to over 7 days. However, the University will still record over 3 day injuries for consistency when analysing accident statistics.
- ii. The Health and Safety Adviser, Lisa Fowlie, has been appointed Chair of IOSH Audit and Risk Committee.