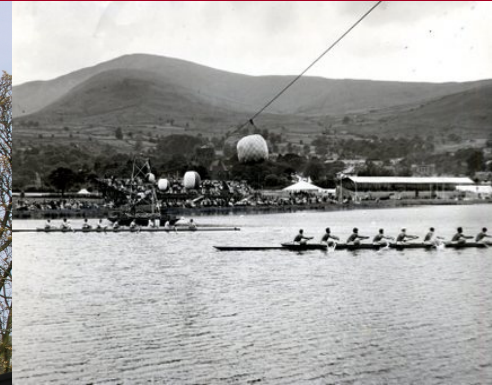




PRIFYSGOL
BANGOR
UNIVERSITY

Health and Safety



Annual Report
2011

INTRODUCTION

Welcome to the 2011 Annual Health and Safety Report. The Report provides statistical information on a number of areas and where possible the University's performance is compared against National data.

The Appendix to the Report provides information on the work of the central Health and Safety Services (HSS) Department.

Overview

The HSS Department's work continues to be driven by the Corporate Health and Safety Risk Assessment, the Health Agenda and reactive needs. Statistics for the year shows a general improvement in most measurable areas, with for example a slight decrease in accidents and numbers of fires and an increase in numbers of staff undertaking health and safety training.

Health and Safety planning and support continues to be overseen by the Safety Executive Task Group and the University's Health and Safety Committee.

The University has not been subject to any reactive Inspections, Statutory Notices or Prosecutions during the year.

Challenges Ahead

Last year's Report noted proposed changes to the way in which the Health and Safety Executive (HSE) engages with employers and directs its inspections. These changes are now coming to fruition and are likely to result in more targeted inspections, less interaction with employers and the introduction of a charging mechanism for advice provided. The latter will reflect a "fee for fault" approach by the HSE and, depending on how it is implemented locally, may result in a sea change to the traditional supportive approach of the Inspector.

There are of course many other challenges which we face, from more financial prudence to an increased need to support Colleges and Departments as they in turn develop to reflect changing strategies and activities. None of these challenges should prove insurmountable; however,

it is envisaged the greater difficulty will be one of ensuring resources and support are targeted to the greatest effect, without losing sight of the day to day work which is most appreciated by staff and students. Ensuring the University operates on the right side of the law by providing a healthy and safe place to work and study remains the primary objective.

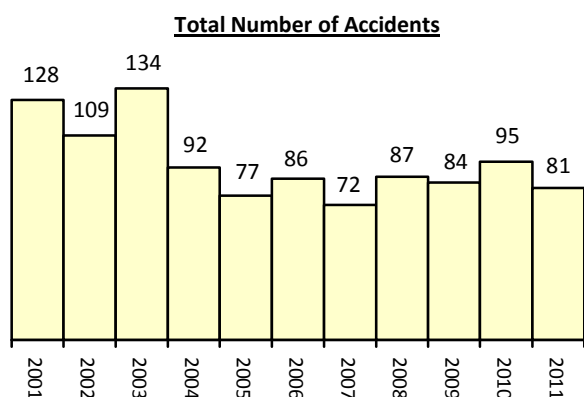
Gareth W. Jones

Head of Health and Safety Services

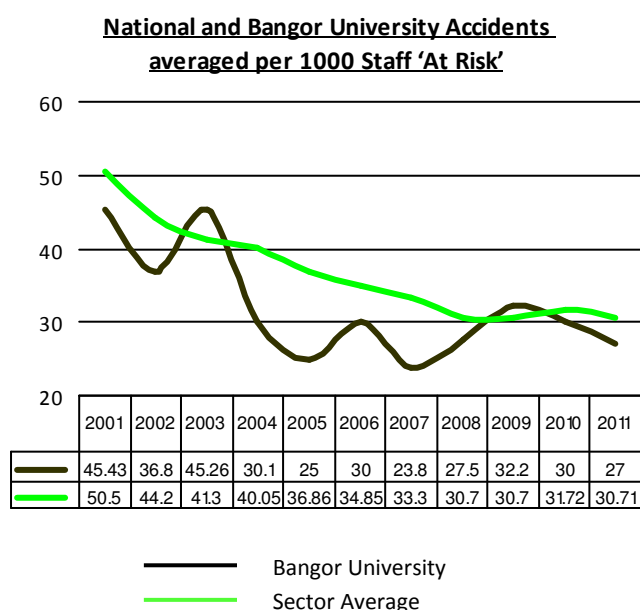
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Accidents and Incidents

In 2011 a total of **81** accidents involving injury were reported, a slight decrease on the 95 reported in 2010.



To identify a comparable rate which allows for the annual fluctuations in staff and student numbers a ratio of accidents “per thousand at risk” is used. This is also evaluated beside the National HE Sector Average.

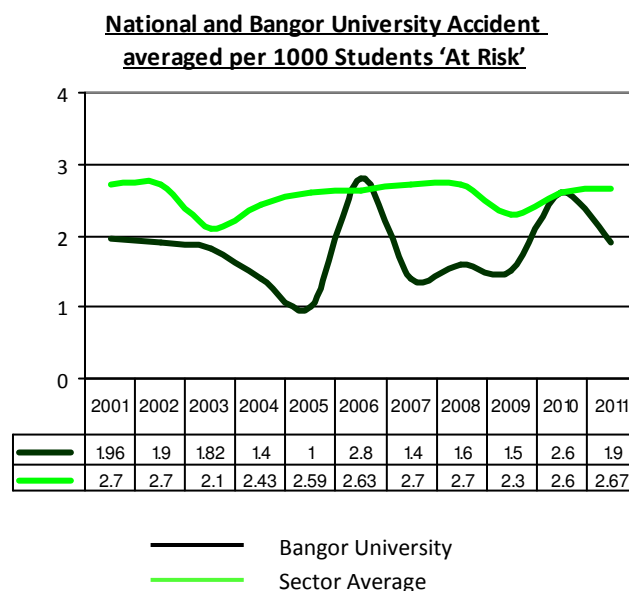


A total of 60 accidents were reported by staff in 2011, showing a ratio of **27** accidents per 1,000¹. This is a decrease from 30 accidents per 1000 in 2010 and compares favourably with the HE Sector² which reported 30.71 accidents per 1,000 staff in 2011.

¹ Based on 2227 members of staff during the year

² Information gathered from 116 Universities / Institutions

For students 21 accidents were reported in 2011, the equivalent of **1.9** accidents per 1,000 students³. As with staff, this showed a slight decrease from 2010.



The number of Health and Safety Executive (HSE) Reportable Accidents and Incidents (RIDDOR) for 2011 was **3**, all of which involved members of staff.

This is a decrease from a total of **7** in 2010 and equates to **1.3** per 1000 staff. The RIDDOR reportable accidents were:

- 3-day absence following a muscle strain whilst moving furniture.
- 3-day absence as a result of a spanner slipping, resulting in a fractured thumb.
- 3-day absence as a result of falling on steps.

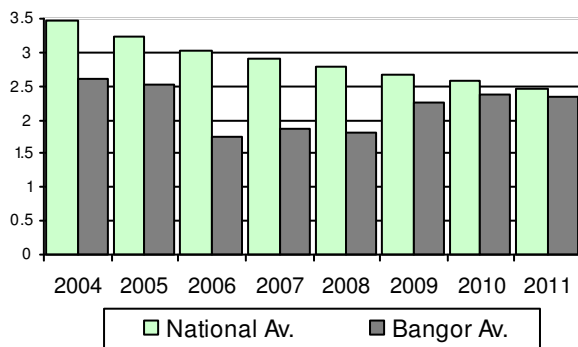
Note: from April 2012 there will no longer be a need to report absence caused by workplace injury/incident until the 8th day of absence.

The HE Sector as a whole experienced a slight increase in the numbers of reportable student accidents in 2011, showing 0.16 per 1000 students, compared to 0.14 in 2010. Staff rates fell slightly to 2.1 per 1000 staff across the Sector.

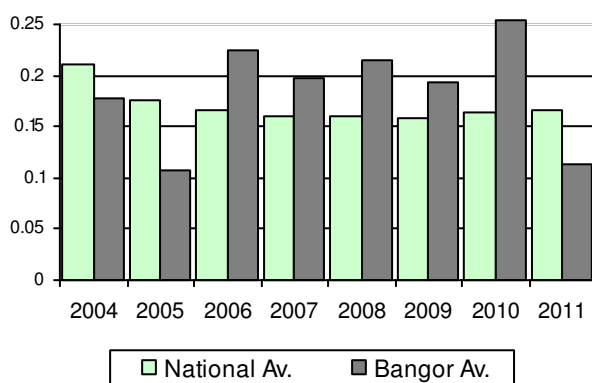
Five year rolling averages are used to smooth out fluctuations due to the influence of random events on such small sample sizes.

³ Based on 10,801 students during the year

**Staff Reportable (RIDDOR) Accidents per 1,000
'At Risk' (5 Year Rolling Average)**



**Student Reportable (RIDDOR) Accidents
per 1,000 'At Risk' (5 Year Rolling Average)**



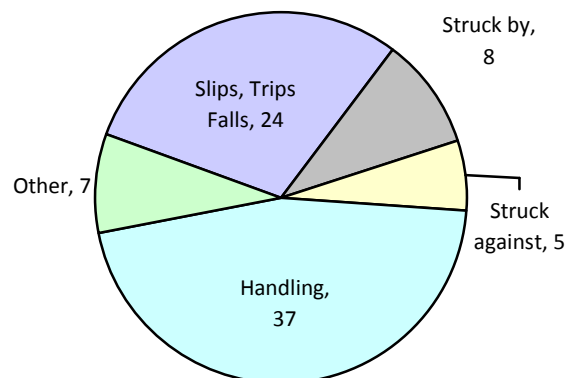
From 2012 we will no longer be able to compare historical staff RIDDOR statistics with National reportable accident and incident rates, as the applicable legislation⁴ will change in April 2012.

Accident Causation

Each year accidents and incidents are evaluated and categorized, using "accident involving", to indicate a general or underlining cause. These are broad categories due to the variable and rather random nature of incidents.

Of the 81 accident reports received 24 (~30%) were as a result of a slip, trip or fall. A further 8 reports (~10%) involved being struck by something (eg. a door) and the majority were as a result of a handling incident.

**Breakdown per Causation (by incident
total)**



Of the 37 handling incidents, 14 were small cuts (eg. to hands/fingers), 7 were slight/localised burns (normally from an oven, grill or hot water/materials), 4 incidents involved a "pulled back or muscle" and 2 related to needlestick injuries which occurred in the sciences. In addition, there were 2 incidences of a fractured thumb/finger, 1 fractured toe and 7 "others".

The number of accidents caused by slips, trips and falls fell slightly in 2011, accounting for around 30% of reports.

Other Incidents and Accidents

The above report relates to those accidents and injuries which resulted in an "injury" and arose due to the University's work. A further 71 reports were also received during the year and these are broken down as:

- 37 Sporting Injuries
- 20 Near Miss/Concern Reports
- 14 Illness and Other

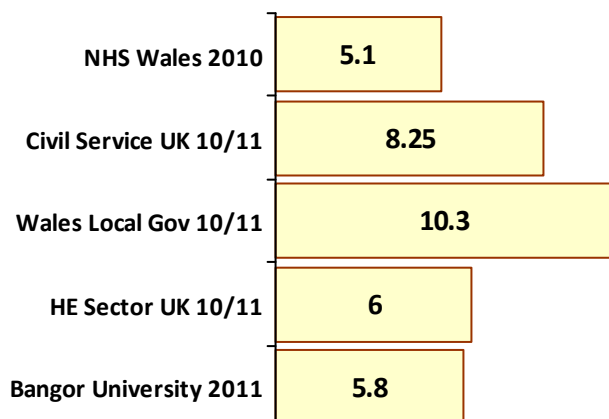
Staff Sickness Absence

A Sickness Absence rate of around **5.8** days per FTE employee was recorded in 2011. This compares to the National (UK) Sector Average of 6.0 days and is slightly down on 2010, which was 6.43 days.

The 2011 Sickness Absence rate of 5.8 days equates to around 2.23% of the available time being lost due to sickness absence. The rate in 2010 was 2.46%.

⁴ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Sickness Absence (comparator) Rate
(days per member of staff [FTE] per year)

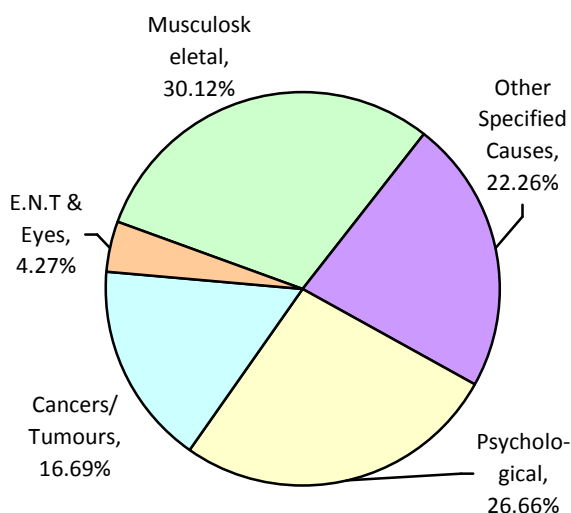


71% of University staff **did not** report a single day sickness absence in 2011 (69% in 2010).

It is understood that there are variations in the ways in which absence is recorded across the Sector and beyond, therefore comparisons on an institution by institution basis is not possible.

In 2011 long-term absences due to musculoskeletal conditions dropped by around 7% compared to the previous year, with certified psychological related absences remaining around the same level.

Top 5 Long-Term (over 20-days) Certified Absence Causations



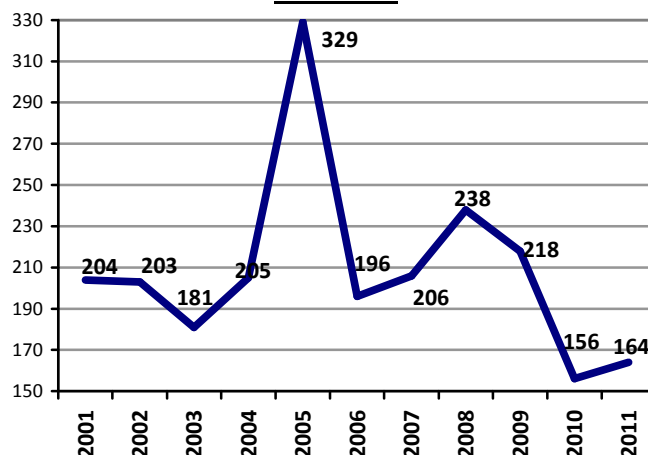
Under the category of long-term musculoskeletal there were 16 incidences of fractures/injuries, 3 incidences of back pain/injury and a further 16 incidences of general musculoskeletal conditions (includes shoulder injury, arthritis).

Fire Alarm Incidents

The University has 96 buildings⁵ that have Fire Alarm systems, which are primarily installed within occupied and key or critical storage facilities. There are a small number of low risk occupied buildings which do not have a Fire Alarm system.

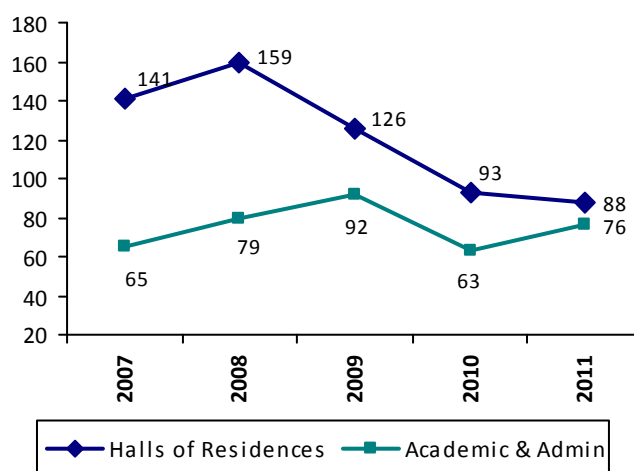
Fire alarm activations within the 96 buildings increased slightly in 2011 to **164**, from 156 the previous year.

Bangor University Total Fire Alarm Activations



The total of 164 fire alarm incidences is further divided to identify activation numbers for the two primary University estates, namely Residential and Academic/Admin buildings.

Fire Alarm Activations per estate



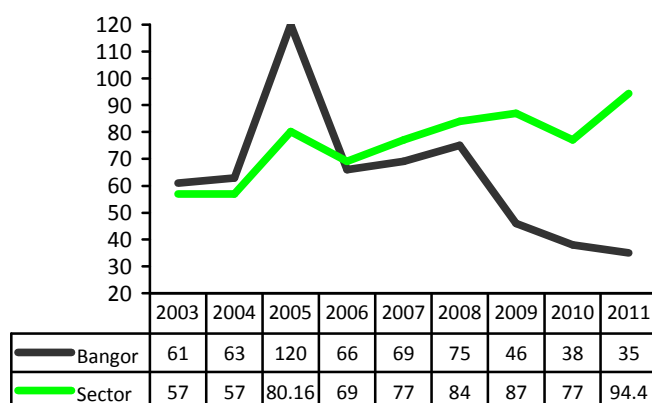
Unplanned Fire Alarm activations for 2011 were at

⁵ Including Gwalia and Wales & West Halls of Residences

a rate of **1.7** activations per building, and **18.46** activations per 1000 detectors⁶.

To help measure the University's general fire safety performance, data is compared with National HE Sector averages. At present this is only possible for residential buildings and is calculated per 1000 study bedrooms and per 1000 detectors.

Fire Alarm Activations per 1,000 Study Bedrooms



As indicated above, University Halls of Residences experienced a Fire Alarm activation rate of **35** per 1000 study bedrooms, which compares favourably against the National average⁷ of **94.4** activations per 1000 study bedrooms.

The national activation rate⁸ per 1000 detector within residential accommodation is **75.9**, the University rate is **20.34**.

Fires

There were two fires reported in 2011, one was an external bin fire and the second was a significant incident, causing major damage to the Memorial building on the Science site.

The latter incident was caused by a fault within a 'Growth Cabinet' and resulted in smoke and fire damage to a number of rooms. The area was unoccupied at the time and the incident was dealt with speedily and professionally by the North Wales Fire & Rescue Service.

⁶ There are approximately 8,882 detectors across both estates

⁷ Based on returns from 63 Universities 2010/11

⁸ The statistical comparisons provided above raise concerns that data being measured is incorrect. The National dataset is currently being challenged (May 2012)

There were no injuries, and building damage was repaired under insurance.

During 2011 the North Wales Fire & Rescue Service was called out to University buildings on 149 occasions.

A more detailed report on Fire and Fire Alarm Activations for 2011 can be found on the Health and Safety Website.

Enforcement Action

During 2011 no enforcement action was taken against the University and no formal investigations were carried out.

Civil Claims (H&S related)

One Public Liability claim for damages was received in 2011; this claim is being opposed by the University's insurers.

There were no Employer Liability claims.

Major Occurrences

In addition to the fire incident reported above the University childcare Nursery was voluntarily closed in November 2011 due to cases of *E.coli* 0157 infection amongst two children who use the facility.

Significant staff and financial resources were expended to manage and resolve the situation and the Nursery re-opened within the week. At a University-level, an Emergency Management Group was established to oversee the situation and ensure suitable support for Nursery Staff was provided.

It is concluded that the *E.coli* 0157 bacterium did not emanate from within the Nursery and is likely to have been brought into the facility by a child, with cross infection between children most likely occurring during educational play periods.

The Nursery is managerially controlled through the School of Psychology and offers a service to staff, students and the general public.

Staff Training and Development

During the year 120 courses were provided or facilitated by Health and Safety Services, an increase on previous years.

<i>Year</i>	<i>Number of Courses / Briefings</i>	<i>Staff Attending</i>
2011	120	1125
2010	91	880
2009	84	572
2008	64	607
2007	48	548

There was an increase in the number of courses provided / sourced, up ~34% compared to 2010, and staff numbers attending courses also increased by ~27%.

Course evaluations remain very positive with the majority of respondents finding the sessions “*very useful*” or “*useful*” and recommending them to their colleagues.

College and Department Self-Evaluation Reports

Colleges and Departments were surveyed again in 2011 to identify how each was facilitating and managing health and safety. The primary purpose of these surveys is to help identify strengths and weaknesses, enabling HSS to tailor its support.

Overall responses were good, with many Colleges and Departments indicating a very good performance.

It is anticipated that the self-evaluation process will be modified in 2013 to further improve the processes employed.

Formal Audits and Reviews

College and themed audits continued during the year, and in particular a major audit of one College was completed.

In general audit findings were positive with many examples of good practice identified.

Action Plans are produced at the end of each audit and where required additional support is provided to assist Colleges and Departments.

Website Statistics

The Health and Safety Website continues to expand and is developing into a valuable repository of University specific health and safety advice and resources.

During 2011 the University’s Health and Safety Website (bangor.ac.uk/hss) received **13,128** visits, with **47,643** pages viewed, an increase on 2010.

The Website was accessed on more than **6,400** occasions by University staff and students.

Policy Development

The following new or revised Policies, and associated guidance, were adopted in 2011:

- Overseas Travel
- Vibration at Work
- Health and Safety Information and Training

All Policies are consulted upon across the University prior to consideration and approval by the Health and Safety Committee on behalf of Council.

Document Developments

In addition to supportive guides for new Policies a number of other documents and websites were produced during the year. These include:

- Sport & Activity Guides for the Students’ Union
- Occupational health support information for staff
- Return to work options for the long term sick
- Contractor Control (Estates)
- Laboratory Equipment Safety
- COSHH for the Laboratory

Quality of Service Survey 2011

The University's staff health service is from time to time evaluated through use of a questionnaire to assess the quality of service received by staff. In 2011 this survey was undertaken through an on-line survey, with over two hundred members of staff taking part.

The survey indicated that nearly all respondents were very happy with the services received, confidentiality of the service and the efficiency of the services provided.

Further details of quality evaluation are contained in the appended HSS Report.

The University's Charity, Ty Gobaith

Over £4,200 was raised during 2011 to help support the quality of life for local children, many of whom have a life limiting illness, and assist with the psychological care of their families.



Monies were raised from many quarters; including the staff lottery, through the School of Chemistry whose students versus staff football match was a great source of fun. A weight-loss challenge was again undertaken, a canoe trip from Plas Newydd to Bangor Pier was accomplished by staff, the annual Snowdon walk was completed and a member of staff even undertook the annual night-time bike ride from Manchester to Blackpool.

Further information on the type of fund raising events held in 2011 is on the dedicated Website: www.bangor.ac.uk/tygobaith

North West Wales Health and Safety Group (NWWHSG)

In 2011 a programme of eleven monthly talks was given to representatives from dozens of local employers.



Attendees' evaluation found that over 80% merited the programme, quality of speakers and talks to be "excellent" or "very good".

The Group was again recognised by 'Safety Groups UK' and awarded a Silver Prize for its support for local organisations and health and safety.

Planned Work for 2012

Scheduled work for 2012 includes:

- Attain SEQOHS (Safe Effective Quality Occupational Health Service) accreditation for staff health services
- Completing and distributing a simplified Risk Management, Policy & Legislative Requirements document for College/ Department use
- An audit on the storage, use and disposal of chemicals in teaching and research
- Enhancing and developing procedures for improved control of carcinogens, teratogens and mutagenic agents
- Arranging specialist health promotion and support events, including 'Healthy Heart' and 'Alcohol Awareness'
- Develop and introduce revised safety and infection control procedures for child care facilities
- Enhance the Corporate Health and Safety Risk Assessment including the development of performance benchmarks for legionella control, asbestos removal and maintenance of passenger lifts
- Develop and introduce a simplified system, for declaring materials listed under anti-terrorism and similar legislation
- Develop and introduce a revised Fire safety Policy and tailored guidance material

End.

BACKGROUND

Health and Safety Services (HSS) is a central Department providing support to the University and its Colleges, Departments, staff and students on health and safety. Managerially the Department reports to the Registrar's Office, with its work being supported and directed by the Safety Executive Task Group and University Health and Safety Committee.

During 2011 the Department continued its role to effectively support the University and its staff and students, through providing sensible and supportive services, advice and assistance. Although a proportion of the Department's time will always be allocated to ongoing commitments and reactive work, which naturally occur in the ever changing University environment, significant effort was made in 2011 to increase the amount of practical and pro-active assistance provided to Colleges and Departments.

1. HEALTH MATTERS

HSS continues to provide, support and promote the health of staff and a summary of activities during the year is provided.

• Illness Prevention

The Staff Health Check programme that was first launched in 2007 for existing staff is now being offered and delivered to new starters. This change in emphasis offers an enhanced service to staff and is in line with the recent Equality Act. Pre-employment health questionnaires are also no longer required and have been superseded by the Post-employment Health Check, which are far more supportive and informative for the member of staff.

At present, the take up rate by new starters is around 34%. An understanding of why people are not taking up the offer will be reviewed to identify what further efforts can be made to encourage participation.

• Supporting the Long Term Sick

A Focus Group was established to help evaluate support offered to staff who have been on long term sick leave. In general findings were very positive and suggestions have now been integrated into our working practices to help the return to work process.

In April 2010 sick notes were replaced by Medical Statements of Fitness for Work. Efforts at Bangor University to support and evaluate this transition was formally recognised by Professor Dame Carol Black, UK National Director for Health and Work, who invited the Occupational Health Practitioner to become a member of a Working Group at the Department for Work and Pensions. This Group contributed to an independent review of sickness absence, aimed to support people with health conditions to stay in employment. The findings were presented to Parliament at the end of 2011 through a published paper⁹.

• Supporting New and Expectant Mothers

Welfare contact with expectant and new mothers has been maintained by the Health and Safety Assistant. In 2011 a total of 61 staff were expectant, on maternity leave or returned following maternity leave. Each person received regular and timely welfare contact; the purpose of which was to ensure suitable workplace adjustments were made to enable greater comfort and support attendance at work. In many cases, joint visits with an officer from Human Resources were undertaken to help inform staff of their maternity leave entitlements and any additional support available.

• Health Surveillance

The purpose of Health Surveillance is to check whether work is causing harm and is provided to staff whose work exposes them to potential health risks arising from respiratory or skin sensitizers, or from the use of vibrating machinery. We are happy to report no new cases or problems have been detected during 2011.

⁹ Black, C. Frost, D (2011) 'Health at Work – an independent review of sickness absence' www.dwp.gov.uk/docs/health-at-work.pdf

During the early part of the year our staff Health Surveillance programme and the wider Health Agenda were showcased as an example of best practice by the Health and Safety Executive (HSE) in a national report 'The Health and Safety of Great Britain: Being part of the solution'¹⁰.



• Other Health Initiatives:

Weight Loss Challenge: At the beginning of 2011 a total of 13 staff joined the annual Weight Loss Challenge. Members lost a total of 170Kgs in weight and raised £372 for the Ty Gobaith children's hospice.

Smoking: In March, National No Smoking Day was marked by a survey to help understand the reasons why ex-smokers stopped smoking and the reason why smokers continued to smoke. The findings were shared with the organisers of National No-Smoking Day to provide an evidence base for future campaigns. In response, an award for excellence was received from ASH Wales.

Quality Assurance: The University applied for a new Quality Assurance standard of its occupational health support services, known as the 'Safe, Effective Quality Occupational Health Service' (SEQOHS) standard. The accreditation scheme is managed by the Royal College of Physicians of London on behalf of the Faculty of Occupational Medicine. The evaluation involved an audit of occupational health working practices to ensure compliance with legal and professional standards, a site visit to assess the facilities in which services are delivered and the impact assessment of occupational health services within the employing organisation.

To support the application a Working Group, led by the OHP, was established. The Group consisted of members of the Health and Safety Committee and other professional staff who contributed to the Portfolio of evidence.

All members of staff were invited to offer comment, through an on-line survey, on their experiences of the University's occupational health services. The key findings of the survey indicated:

- 100% satisfaction rate amongst those seen for either a health check, workplace support during pregnancy, help in returning from sick leave or health surveillance due to occupational hazards
- 99% of staff confirmed their confidentiality was respected
- 97% of staff were seen on time
- 92% found it easy to contact occupational health
- 86% said their expectations of occupational health services were being met
- 77% felt they were receiving adequate information to support their physical health
- 75% confirmed the bilingual health and well-being website is valuable
- 64% felt they were receiving adequate information to support mental health
- 48% wished to be trained in the use of a defibrillator and/or an auto-injector

¹⁰ www.hse.gov.uk/strategy/one-year-on.pdf

- 40% requested periodic health information on topics ranging from the avoidance of heart disease to alcohol awareness

Planning: Findings from the Staff Survey (as referred to above) were utilised during the development of the latest action plan and formed the basis of a calendar of health activities, commencing in September 2011 and continuing to August 2012.

Back Care: National Back Care Week is an annual event occurring every October. The 2011 event was marked by an opportunity for staff to join a Back Care Club which aimed to help improve core stability as strengthening those muscles is an effective way of reducing the risk of debilitating back pain.

In addition, a Specialist Clinician provided a series of Back Care Talks and exercise classes for staff. Those in attendance were primarily members of the Estates & Facilities Department workforce whose activities involve regular manual handling tasks. During the year Talks were also arranged for members of staff from the Library and Archives team. The purpose of these Talks was to describe how the back works and the action individuals can take to ensure fitness for work and to avoid back and other muscular problems occurring in the first instance.



Alcohol: The annual Alcohol Awareness Campaign aims to promote safe drinking to staff and students over the festive season and beyond.

On the 5th of December 2011 an alcohol campaign email was sent out to all staff with paper copies of the campaign leaflet given to staff supervisors for distribution to staff groups not on the Internet. A prize was offered to encourage people to read and absorb the information. The purpose of the email and campaign was to raise awareness of the drink drive limit, promote alcohol free drinks to drivers at staff and student events over the festive season, raise awareness of the Department of Health guideline limits for alcohol consumption, remind people of the social consequences that alcohol fuelled behaviour can have on nearby residents and inform drinkers about the calorific content of alcohol.



The staff email and leaflet was sent out to approximately 2,000 staff, which resulted in 540 accessing the Website (27% of Bangor University staff in total). 68 members of staff entered the competition to win a meal for two at the University's Café Teras.

An evaluation meeting has concluded more needs to be done so that health messages about responsible drinking can be extended throughout the year, not just Christmas. This has resulted in:

- a) Plans for a 'Mocktails' promotion event, introducing more people to the alcohol free cocktails that the Christmas campaign promoted
- b) The 2012/13 health timetable containing a 'Detox' initiative

2. SAFETY MATTERS

Health and safety being one of the most regulated areas of the University's activities brings with it many challenges and copious workloads. A small team of staff are dedicated to supporting the University and its Colleges, Departments, staff and students to ensure that we not only stay on the "right side of the law" but also ensure that the advice and support provided is tailored to enable activities to happen, even with an element of risk.

- **Health and Safety Management System Audits - Colleges**

An audit of the College of Physical and Applied Sciences (COPAS) health and safety management system against the requirements of OHSAS 18001/2 was undertaken in 2011 and found the College's health and safety performance to be 'Very Good'. However, following this the Safety Executive Task Group agreed to temporarily postpone the audit process until a template guide on supporting a College's health and safety management system and pro-forma could, with the assistance of COPAS, be produced. The audit process recommenced late 2011.

- **Themed Audits & Reviews**

Radon Survey: The Radon Survey continued in 2011 with 42 monitors placed in December within previously unmeasured University buildings and buildings where radon mitigation work was carried out to confirm the efficacy of the work. The Department has also provided advice and support to other Universities with regards to undertaking their own radon surveys.

Smoking Review: A review of the Non Smoking Policy was completed in 2011. The subsequent Report, presented to the University Health and Safety Committee and the Safety Executive Task Group highlighted the difficulties in complying with the University 5-metre rule. Although solutions were also offered it was widely agreed there is no single or simple solution to the problems experienced, observing that peer-pressure is probably still the most valuable enforcement tool.

- **Policies / Documents**

To further enhance the HSS ethos to provide clear, useful instruction and guidance, a number of new / revised policies were developed, namely the Health and Safety Training and Information Policy (revised), the Control of Vibration in the Workplace (new), and the Overseas Travel Policy (revised).

The revised Overseas Travel Policy is now supported by an on-line system for risk assessment and obtaining Travel Insurance. This was a significant step forwards, streamlining the previously cumbersome, and often misunderstood overseas travel risk assessment and University insurance process. The new system also ensures staff and students have considered the risks to their health and safety so appropriate arrangements / insurance can be put in place before travel. Between going live in September 2011 and the November Health and Safety Committee the system received over 350 entries.

In addition, and in accordance with the recommendations of the Fire Safety Policy Review (2010) much work was carried out to revise the existing Fire Safety Policy (HSG28). This included the creation of a new Fire Safety Policy and associated Management Guides, with consultation taking place with the Fire Working Group, also established as part of the Review, and which consists of representatives from a range of University Colleges / Departments.

Extensive support was also provided to the Estates and Facilities Department to develop their health and safety documentation.

- **Self Evaluation Forms**

Colleges and Departments were re-surveyed in 2011 to establish how each is facilitating and managing health and safety. Overall responses were good. The process also helps HSS to identify strengths and weaknesses so the Department can tailor its support.

It is anticipated that the self-evaluation process will be modified in 2013 to facilitate an improved understanding of performance and practices.

• Training

During the year 120 courses were provided or facilitated by Health and Safety Services, a 34% increase on the number of courses provided / sourced in 2010. Sessions ranged from, what is perceived as the health and safety staple course, eg. Risk Assessment, Fire Safety, Manual Handling, Health and Safety Induction, to more specialised courses such as Stress, Laboratory Safety, COSHH Awareness and courses developed to meet the specific needs of a College / Department.

In addition, the Department worked closely with the Estates and Facilities Department to raise the health and safety awareness of its staff. This work consisted of the creation of modular training courses, which acted as building blocks, enabling learning to progress with each course.

The Department also supported the Registrar's Office in facilitating a major training exercise to assess University Security staff response to a 'mock' radiation spill. The response by Security staff to the incident was considered to be exceptional, highlighting the extensive but often 'unseen' contribution Security make to the day to day operation of the University.

• Corporate H&S Risk Assessment – Benchmarks

The Corporate Health and Safety Risk Assessment (CHSRA) is now in its fifth year of development and assesses headline risks for over forty 'risk areas'. As reported last year, the approach taken through the CHSRA recently benefited from a close working relationship with the Health and Safety Executive (HSE) to identify a more measured approach to risk management.

The approach goes through 8-Stages, and commences with a declaration at the outset of what exactly is to be achieved at the end of the process (Figure 1.)

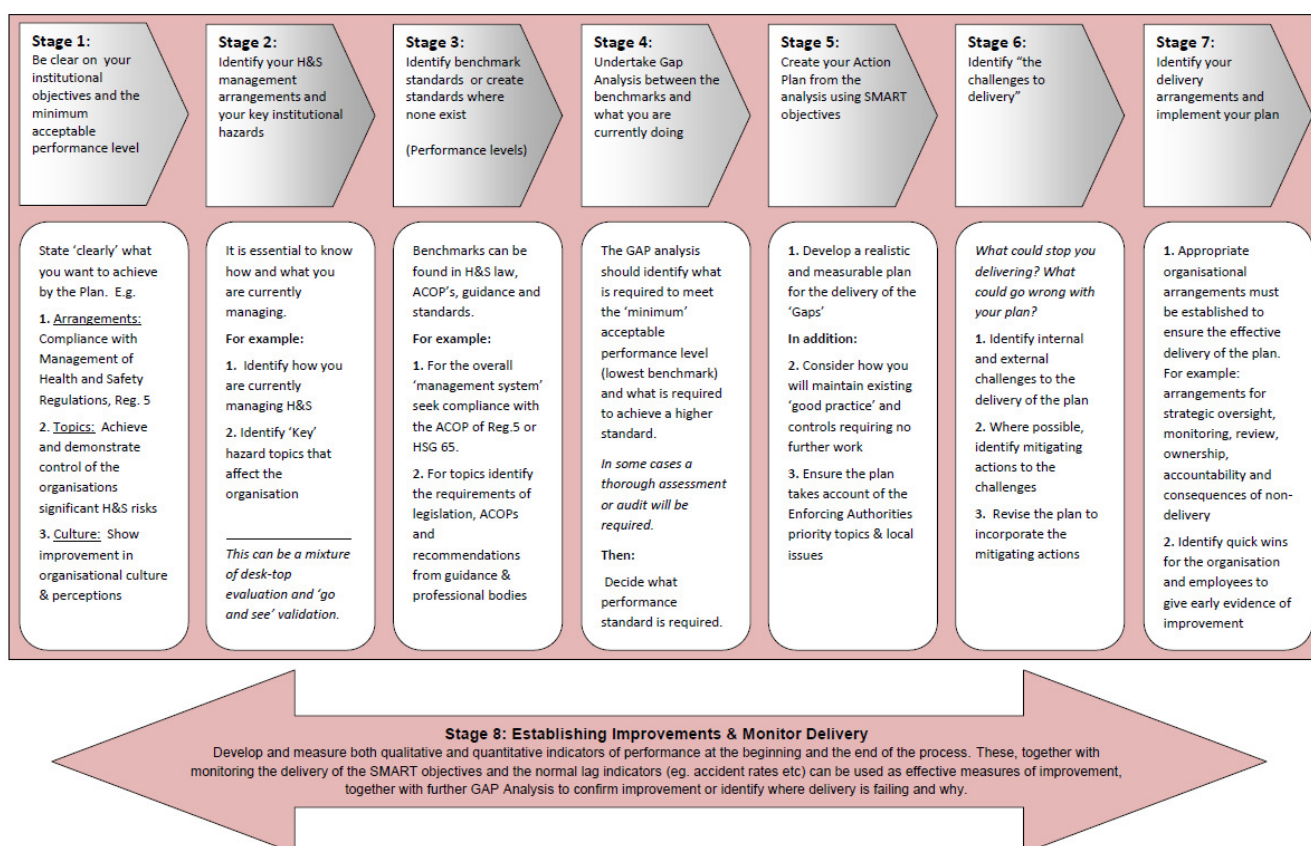


Figure 1

The University's CHSRA currently has two primary sections. The original and traditional risk assessment approach remains for all previously identified risk areas and these are further enhanced through use of the 8-Stage process for a number of key risk areas; such as Asbestos Management, Radiation (Open Sources) and Radon Management.

Over coming years this approach will develop into a comprehensive and measurable mechanism to identify what exactly we are trying to achieve, how this is being achieved and how performance is being measured and monitored.

Potential Performance Targets reflect the following levels:

1. Compliance with the Law so far as it does not place anyone at significant risk
2. (Level 1+) Achieving a number of key identified Good Practice indications
3. (Level 1+) Achieving Good Practice in all or a significant percentage of areas
4. (Level 1+) Exceeding Good Practice in a number of measurable areas
5. Be considered as exemplar and perform beyond Good Practice in a high number of measurable areas.

The Safety Executive Task Group oversees the continued development of the CHSRA.

- ***E.coli* 0157 Incident**

The most significant item to note is the support provided by the Department to the Tir Na n-Og Nursery during and following its voluntary closure on the 18th November. This was as a result of notification from Public Health Wales that a child, and a parent of a child that attended the Nursery, had been diagnosed with *E. coli* 0157.

Following notification of the incidences, visits were undertaken by Public Health Wales, Gwynedd Council's Environmental Health and Food Safety Officers and the Health and Safety Executive. The Department liaised with all parties, including various University departments to support the investigation process to identify the cause of the bacterium, to provide appropriate advice to staff and to ensure remedial works, procedural changes etc., were managed and dealt with promptly to meet the actions required by the Regulatory Authorities and without which the Nursery could not re-open.

It should be noted that no further cases of *E.coli* were diagnosed amongst Nursery staff or children. All samples taken from surfaces within the Nursery were also free of *E.coli* 0157, with **no causal link** made to the Nursery's activities, or kitchen.

It became apparent at an early stage that advice and directives were being received from separate Agencies and authoritative Bodies and during the week in which the Nursery was shut this situation proved unnecessarily stressful for Nursery management and staff. As a result, HSS is continuing its efforts to clarify roles and responsibilities with the relevant Enforcing and Statutory Authorities and Bodies for managing and providing direction and advice during such incidences.

- **Students' Union**

To help support the Athletic Union's (AU) health and safety management controls a review of the AU Health and Safety Policy and Procedures was undertaken. This included assessing existing standards and procedures against those produced by National Bodies and Professional Organisations and producing simple and straightforward protocols for Clubs to follow.

The exercise resulted in an overhaul of the AU Health and Safety Policy and the production of new health and safety booklets for each of the 42 Clubs assessed. These contain specific health and safety information and interesting, useful facts, hints and tips relevant to the Club's activities.

- **Summary of Other Support Activities**

The following section provides a general overview of the type of day to day support the Department can be asked to provide to Colleges / Departments.

Student Services: On-going support is given to Disability Services to ensure Personal Emergency Evacuation Plans are prepared for students, who following assessment they have identified as needing assistance in an emergency evacuation. In addition, following a re-structure of Student Services a review of their health and safety arrangements was undertaken resulting in the preparation of a new Health and Safety Policy and supporting

documents. HSS also worked closely with Disability Services to assess existing health and safety procedures for Support Workers who are appointed to help disabled students in a number of ways; for example, Note Taker, Mentors and Learning Support Workers.

Student Nightclub: The Department initially supported the Estates and Facilities Department in 2010 in preparation of the Impact Assessment Report which was presented to Gwynedd Council to strengthen the planning approval submission. Following planning approval, HSS provided on-going assistance to the Estates and Facilities Department, Students' Union and Undeb Trading during the subsequent building work and Club opening to ensure facilities within the new Club were safe and that the external environment surrounding the Club would be safe for staff and students to work and study in.

Radiation: Before the Club could open the existing Radiation Store, located in the Robinson basement had to be moved. This process involved de-contamination and clearing of a redundant laboratory based in the Memorial building and remedial works to ensure security arrangements would meet the approval of the Environment Agency who issue the relevant radiation licences. A number of days were also spent with the external Radiation Protection Adviser to make certain radiation stocks were re-located safely in accordance with legislative requirements. The process also enabled surplus stocks of carbon 14 and tritium to be identified and disposed of, substantially reducing the University's radiological hazards. This work also created much needed 'head room', in terms of the 'Authorisation' that new stocks could then be purchased.

Chemicals and Biological Agents: It has been apparent for some time that some laboratories contained chemicals and biological agents that were no longer required as the teaching / research work in those areas had finished. In 2011 significant effort was made to catalogue and dispose of surplus stock across a number of Colleges. In total nearly 8 tonnes of chemicals, including some biological agents were removed from the University. The work also included, in some instances decontamination of redundant laboratories and equipment, again carried out in-house to provide assurance to the University that the work was undertaken properly.

Estates & Facilities Development: As part of the reorganisation of the Estates & Facilities Department HSS has worked closely with its Estates & Property division to develop improved Contractor Control arrangements, facilitate and deliver modular training of professional staff and safety planning. The medium term objective being to introduce improved controls, communication and management systems for contracts and contractors, and supporting staff through developing an even greater understanding and appreciation of the legal and safety implications of their work.

The safety arrangements and systems employed across the Estates & Facilities Department are continually developing and will in due course, if continued with the same commitment and momentum, prove to be an excellent example both internally and externally.

- **NWWHSG**

The North West Wales Health and Safety Group facilitated by HSS and established to enable local employers to support one another to promote good health and safety practices arranged eleven monthly talks in 2011 with topics ranging from Control of Noise at Work Regulations to the more unusual Managing Safety in the Marine Environment. The talks are always well received with over 80% of attendees' meriting the programme, quality of speakers and talks to be "excellent" or "very good".



In addition, the Group held a Conference on the *Ever Changing World of Health and Safety* in September which was well attended. The Group was also again recognised by 'Safety Groups UK' and awarded a Silver Prize for its support to local organisations and health and safety.