

# Health and Safety

## Annual Report

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PRIFYSGOL  
**BANGOR**  
UNIVERSITY

2018/2019

Revised with additional national rates in December 2019

**SUMMARY OF KEY PERFORMANCE**

**69%**

Attendance at the central staff induction

**NEW STAFF  
(CENTRAL) INDUCTION**

**21% below  
target**

**COMPUTER USERS**



**81%**

Completion of Training  
and Self-Assessment

**1% above  
target**

**100%**

University Council

**COMPLIANCE WITH  
UCEA LEADERSHIP &  
MANAGEMENT STANDARDS**

**Annual  
Improvement**

**83%**

University Executive

**INJURY ACCIDENTS  
TO STAFF**



**21**

Accidents per 1000 Employees

**8.61  
accidents  
below the 8-  
year Sector  
mean**



**STAFF SICKNESS  
ABSENCE RATE**

**5.47**

Days Lost per FTE Employee

**0.53 days  
below HE  
Sector  
(17/18)**

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### 1. POLICIES & KEY DOCUMENTS

Summary of new, revised and revoked 'key' institutional health and safety documents introduced, removed or modified during the year.

#### • NEW & REVISED POLICIES

No new policies were introduced in 2018/19.

The following policies were reviewed and revised during the year:

- The University Health and Safety Policy Statement
- University Health and Safety Responsibilities and Arrangements document (supporting the H&S Policy)
- Risk Assessment
- Safe Use of Lasers
- Safety of Electrical Equipment
- Out of Hours Working
- Use of Small Unmanned Aircraft (Drones)\*
- New & Expectant Mothers
- Driver & Vehicle Safety

*\* It is highlighted that the 'Drones' Policy has been amended ahead of the policy review schedule to facilitate their greater use in research and teaching. This reflects a relaxation in the Civil Aviation Authority's interpretation of 'commercial activities'.*

#### • REVOKED POLICIES

The approach of challenging the necessity of all policies has continued and the following health and safety policy standards have been revoked:

- Alcohol and Substance Misuse
- Accident and Incident Investigation
- Personal Protective Equipment (PPE)
- Health & Safety Training and Information

The policy on Alcohol and Substance Misuse was formally revoked, as superseded by Human Resources (HR) procedures and general risk assessment advice.

Through minor additions to the University H&S Policy: Responsibilities & Arrangements, it was possible to remove three additional policies. Namely, Accident & Incidents, PPE and Training. All

relevant and supportive information is available electronically, with policy commitments now embedded in the University's primary H&S Policy.

#### • REVISED COLLEGE / PROFESSIONAL SERVICE H&S DOCUMENTS

During 2018 / 19 work continued to 'bed-in' procedural changes arising from reorganisation and rationalisation. This included working with the College of Human Sciences, the College of Arts, Humanities and Business and the College of Environmental Sciences & Engineering to revise and produce key health and safety documents. Three core documents (College H&S Policy, College Staff & Student H&S Handbook and College Overview Risk Assessment) now capture general and unique health and safety risks associated with each College.

The same process has commenced for Professional Services.

#### • GMO RISK ASSESSMENTS

Procedural and stylistic changes were made to the GMO Risk Assessments, to address recommendations made by the HSE's Specialist Microbiological & Biotechnology Inspectorate the previous year.

All GMO Risk Assessments have subsequently been reviewed.

### 2. AUDITS, REVIEWS & ANALYSIS

Summary of key performance indicators for institutional, College and Professional Services and risk management aspects.

#### • LEADERSHIP & MANAGEMENT

The UCEA<sup>1</sup> / USHA<sup>2</sup> publication "Leadership & Management of Health and Safety in Higher Education Institutions" has been fully adopted by the University. The H&S Task Group, through a desktop exercise, considers and evaluates performance against each of the document's performance criteria for Council and Executive levels.

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<sup>1</sup> Universities and Colleges Employers Association

<sup>2</sup> Universities Safety and Health Association

Compliance* with National Management Standards	
UNIVERSITY COUNCIL	100% Compliance (17/17)
UNIVERSITY EXECUTIVE	83% Compliance (25/30)

The third management tier, Colleges and Professional Services, will be reported on in the 2020/21 Annual Report.

\*Compliance refers, at this stage, to being able to evidence that systems are in place to demonstrate that the stated 'action' is being delivered. Further quality assurance enhancements may be possible in some cases.

**UNIVERSITY-LEVEL: RISK CONTROL INDICATORS**

Overall performance for key risk-indicators is showing steady improvement. The following University-wide hazards and risks have been qualitatively assessed to identify residual risk-exposure.

HAZARD / RISK / THEME	Policy / Docs	Risk Exp.	Primary Notes: Sept 2019
Asbestos	G/A	L/M	Policy and Plan update required
Associated Companies	G	L	Reviewed in 2019, no significant University h&s exposure
Children on Campus	G	L/M	Further consideration by Schools / Depts. for children at events
Control of Contractors	G/A	M	Actual implementation of current arrangements require improvement
COSHH - Biological Agents (HG2,3 & GM2)	G	L	Good control evident. Activity in this area continues to increase
COSHH – Chemical in labs	G	L/M	Further COSHH training required
Computers (DSE)	G	L	Compliance improving, per targeted (t)KPI report
Disability – H&S + Emergency	G	L	Good arrangements in place to support
Electrical Safety - Installation	G	L	5-yearly T&I in place
Electrical Safety - Portable Equipment	G	L/M	Levels of compliance improving across the institution

Fieldwork (Students and Staff)	G	L/M	Review of social / people research required
Fire Safety (Life-Risk)	G	L	Risk Assessments recently undertaken
Gas Safety	G	L/M	Auditable document trail is lacking.
Lasers and Ultra Violet (UV) - non-ionising radiation	G	L	Laser Policy reviewed. Additional training provided. UV to be reviewed 19/20
Musculoskeletal (manual handling)	G	M	Known problems with Manual Staff. Review underway
Overseas Working & travel (inc. Student Placements)	G	L	There remains a need to link travel purchase with insurance/ risk assessments
Pedestrian & Traffic Management	A	M	Requirement for review & improvements
Radiation - Radon	G	L	Controls & Risk Assessments in place
Radiation - Open & Sealed Sources	G	L	Good system in place. Externally inspected
Radiation - X-Rays (Human risk)	G	L	Good systems evident. Externally reviewed
Slips, Trips and Falls (external)	P	L/M	Partly surveyed, further surveys in 19/20. Remedial work to be prioritised. Remains high civil litigation risk
Students' Union Led Activities	G	L	Good level of control still evident. Audited 2018
Vehicle & Driver Safety	G	M	Deficiencies in record keeping remain
Water Safety (Control of Legionella)	A	L/M	University policy now deficient. Revised College/ Dept. procedures required

KEY	G: Good procedures in place	L: Low risk exposure
	G/A: Aspects of procedures require improvement	L/M: Exposure low but work required
	A: Average quality procedures (major improvements needed)	M: Medium risk exposure
	P: Limited / no clear or suitable procedures (urgent improvements needed)	H: Higher-level risk exposure

**Note 1:** The above are indicators taken from the Corporate Health and Safety Risk Assessment (August) 2019, which is an on-going qualitative appraisal of the University's Top c.40 Hazard and Risk Areas.

**• COLLEGE / SERVICES ANNUAL SUMMARY OF PERFORMANCE (SELF-EVALUATION)**

Historically, each College and Department (Professional Service) was requested to complete an annual Self-Evaluation Questionnaire. This exercise was reintroduced for 2018/19, following a two-year deferment to allow for re-organisations.

The Self-Evaluation seeks to gauge current performance and offers an opportunity for Colleges and Services to highlight aspects that cause them concern, indicating where additional support may be required. There was a 90% return rate (with the two non-returns reflecting the disbanding of a single Professional Service into a number of smaller entities).

The following indicates the performance level:

Requirement / Question		Overall Performance
a	H&S Policy & Overview Risk Assessments in place and reviewed	GOOD
b	Communication / Consultation arrangements	GOOD
c	H&S Coordinators / Staff appointed with specific H&S Tasks	GOOD
d	Dean / Director participate in Workplace Inspections / Visits	AVERAGE
e	Arrangements for providing H&S Information to new Staff in place (*systematic evidencing is a recognised difficulty)	GOOD
f	Arrangements for providing H&S Information to new Students in place	GOOD
g	Management Arrangements for on-going H&S Tasks:	
	- DSE Assessments / Electrical Safety	GOOD
	- Accident Reporting	GOOD
	- Fire Alarm Tests / Fire Drills	GOOD
	- Overseas Travel Notifications	GOOD
	- Driver Licence Checks	AVERAGE

This provides an indication of performance and shows a notable improvement on previous years. Effort is still required to improve evidencing and documenting of procedures.

In some cases, the College/Professional Service has good 'headline' arrangements in place but there are recognised weaknesses within some of their constituent Schools or Units.

Support will continue to be provided to Colleges and Professional Services during 2019/20 to further improve and streamline systems for health and safety.

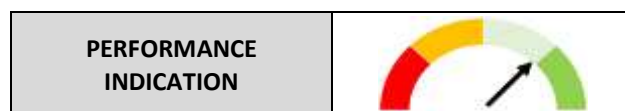
**• COLLEGE / SERVICE HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS (AUDITS)**

The program of health and safety management audits, utilising standards set by the USHA/UCEA Leadership and Management of Health and Safety in Higher Education Institutions Guidance, continued for two subsidiary companies. Health and safety management audits include review of documentation, together with site visits, interviews and inspections.

During 2019/20 Management Audits will recommence for Colleges and Professional Services.

*The audit programme is supplemented by H&S Reviews that consider Themes (headline risk areas). These can take the form of desktop exercises, inspections or a combination of both.*

**• THE MANAGEMENT CENTRE (AUDIT)**



The Management Centre's overarching health and safety management arrangements were found to be of a Good Standard (94%), with only minor changes needed to achieve Best Practice.

Initially a number of actions relating to kitchen procedures were identified; some of these were previously identified by Gwynedd Council's Food Hygiene and Standards Inspection. Management Staff engaged positively with this process and the majority of actions were completed.

H&S Management Performance

	Basic	Good Practice	Best Practice
PLAN	100%	100%	67%
DO	100%	100%	100%
CHECK	N/A	80%	100%
ACT	N/A	67%	N/A

**Themed Risks:**

The Audit, in addition to overall management arrangements, also considered a selection of themed risks. For the Management Centre these were:

Compliance with Statutory Obligations

Basic	Good Practice	Best Practice
100%	100%	67%

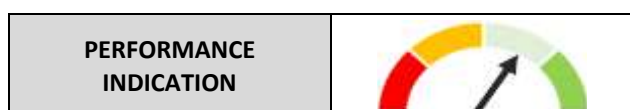
Food and Kitchen Safety

Basic	Good Practice	Best Practice
100%	80%	25%

Events Facilitated by the Centre

Basic	Good Practice	Best Practice
100%	100%	100%

• **UNDEB (TRADING) CYF.**



Undeb Trading’s arrangements for the management of health and safety were found to be of a good standard, with an overall score of 84% Good Practice.

The audit followed a slightly different format. Although a review of overarching health and safety management arrangements was undertaken, as in other audits, the arrangements to manage core day-to-day operational tasks were also assessed instead of three specific ‘themed’ areas.

The audit found that even though health and safety management arrangements were in place across

most areas, some needed to be formalised and record keeping improved, to be able to better evidence completed tasks. This included an operational risk assessment which had to be developed during the audit process.

It should be noted that the Operations Manager relies heavily on seasonal and part-time appointments and this limited continuity makes it difficult to delegate tasks often leading to the Operations Manager trying to solely manage health and safety arrangements.

H&S Management Performance

	Basic	Good Practice	Best Practice
PLAN	100%	100%	50%
DO	100%	100%	100%
CHECK	N/A	60%	50%
ACT	N/A	33%	N/A

Day to Day Operational Tasks:

The arrangements to manage tasks associated with core operational tasks were assessed as part of the Audit, for example those required to manage fire safety, first aid and food safety. It was agreed, that as these could not be separated across the three performance levels, a basic pass / fail would be given. This showed a 72% pass rate.

• **FOLLOW UP: 2017/18 DEPARTMENTAL AUDITS**

2017/18 Health and Safety Audits were also followed up to confirm actions identified during the audit process were being addressed / closed out. The areas which this applies to were:

- Halls of Residences
- International Education Centre
- Students’ Union

No notable concerns were found during these follow-ups and each are commended for their continued commitment to health and safety.

• **STATUTORY (MATERIAL) NOTIFICATIONS**

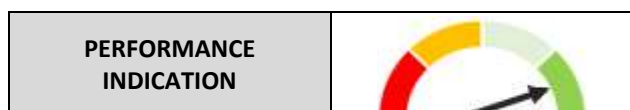
Many substances, agents, products and materials used in the sciences are subject to strict legislative control and, in some cases, have to be notified to

University Officers and Statutory Authorities. Many of the materials listed are impacted by Anti-Terrorism, Chemical Weapons and Drug-Precursor legislative controls.

The Statutory Notifications Database was developed to enable Colleges / Schools / Professional Services to confirm requirements before purchasing and / or creating such substances so the relevant permissions are obtained. It is noted that the University's use of 'highly-restricted' materials has reduced over recent years.

In 2018/19 a gap analysis of the database against relevant legislation and their appended Schedules, was undertaken and confirmed the appropriateness of the University's schedules. A review and assessment of compliance with notification, licensing, stock-levels and controls of scheduled materials will be undertaken in 2019/2020.

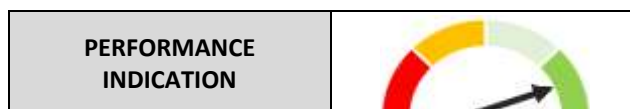
**• BIOLOGICAL HAZARDS REVIEW**



The annual inspection of HG2<sup>3</sup> facilities took place in December 2018.

Housekeeping was an issue in some areas, but this could be attributed to samples and equipment being left by departing Academics. Arrangements are now in place to better 'police' this aspect.

**• RADON REVIEW**



In 2018/19 a review of all previous radon results was carried out to identify buildings which could, as a result of the amended Ionising Radiations Regulations (IRR17) fall above the workplace action radon level (300 Bq m<sup>-3</sup> [averaged over a year]).

It is noted that requirements for radon monitoring are changing regularly and as such will be re-evaluated routinely to ensure the University remains compliant and following best practice.

All measurements undertaken in 2018/19 were found to be below the radon actions levels. Radon levels in remaining (applicable) buildings will be measured in 2019/20.

**• OVERSEAS TRAVEL INSURANCE PROVIDER**

A review of the overseas travel advice and critical emergency support, provided as part of the University's travel insurance, was undertaken. This followed UMAL (University insurers), appointing alternative providers for both overseas medical and security/advisory services.

The pre-travel in-country advisory service is critical to enabling safe and successful overseas travel and work. This is particularly the case for research in the 'field' and for travel and work to potentially problematic regions of the World. It is confirmed that Bangor University Staff and Students now have access to up-to-date and in-depth overseas travel information.

Staff and Students are regularly reminded to assess overseas travel safety and health information and to complete the on-line Travel Insurance & Risk Assessment Form. Difficulties remain with policing this aspect of overseas travel as there continues to be no procedural or systematic link between Overseas Travel Purchase and then obtaining University Business Travel Insurance (and overseas travel risk assessment). This is an outstanding action from past Internal Auditing and pertains to financial systems and procurement and the ability to purchase overseas travel from multiple agencies.

Travel to FCO (Foreign & Commonwealth Office) 'scheduled' destinations remains well controlled, with senior University Officer approvals required, where appropriate.

**3. ENFORCEMENT ACTION & STATUTORY INSPECTORATE VISITS**

No enforcement action was taken against the University in 2018/19. There were also no investigations initiated.

<sup>3</sup> Biological "Hazard Group" level 2



• The Health and Safety Executive (HSE)

There were no formal visits or enforcement/complaint correspondence with the HSE during the year. There were no Fee For Interventions or Notices.

• Fire & Rescue Service

There were a number of statutory inspections by the North Wales Fire & Rescue Service, predominantly focusing on Scientific and Residential buildings.

A number of recommendations were made during these visits, none of which were significant or urgent.

These visits are facilitated by PACS, with local Building Occupiers participating and providing information on activities and occupation.

• Natural Resources Wales (NRW) and Counter Terrorism Wales

The NRW Inspector and Counter Terrorism Wales inspected relevant facilities in December 2018 to confirm the University's compliance with legislation relating to the use, storage, disposal and security of radioactive materials. The inspection confirmed that there were good arrangements in place.

**4. HEALTH AND SAFETY TRAINING**

Nearly 300 members of Staff participated in health and safety courses and sessions provided centrally, these are summarised in the next table.

Centrally facilitated courses are, in many cases, supplemented by local and external courses. Unfortunately, these **are not** recorded on the central training database and therefore no breakdown of performance is available.

• **GENERAL H&S TRAINING COURSES**

In 2018/19 the following courses were provided or facilitated by Health and Safety, Governance & Compliance (Corporate Services):

Year	No of Courses / Sessions	Staff/Student Participants
2018/19	45	291
2017/18	39	166
2016/17	67	299

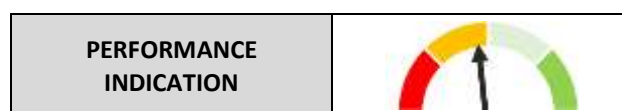
<sup>4</sup> In 2015/16 DSE/Computer User Training was transferred online and is no longer offered as a face-to-face training course. e.g. DSE User Training accounted for 137 participants in 2014

2015/16	56	309 <sup>4</sup>
2014	100	579
2013	85	583
2012	106	719

Training provided to Staff include:

- First Aid Training
- IOSH Managing Safely (4-day training for H&S Coordinators, Officers and for Managers and Course Leaders)
- General Health and Safety Inductions
- Fire Marshal and Fire Investigation
- DSE Assessor
- Safe Evacuation (disability)
- Laboratory Access

• **GENERAL STAFF INDUCTION(S)**



General University Staff Induction is an Institutional Health and Safety KPI.

**Target:** The 2018/19 target was missed by 21%. The target for 2019/2020 and 2020/2021 will therefore remain at 90%.

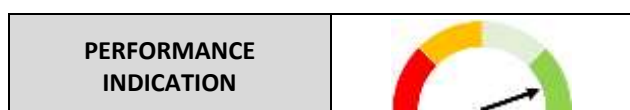
Presently, most new members of staff are invited to attend the central Staff Induction Day where they will receive institutional health and safety information. The rate of attendance at this event compared to new-Staff appointment rate (as applicable) forms the basis of the (targeted) KPI.

Target for 2018/19 was 90%		
PERFORMANCE INDICATOR	STATUS/ VALUE	NOTES
Percentage of new Staff (invited) who attended the University central H&S Induction <sup>5</sup>	<b>69%</b> (21% below target)	<b>+6% on 17/18 performance</b>

**Note:** Local (School / Services / Research Group) H&S Inductions are not recorded centrally and therefore not currently utilised as an institutional KPI.

<sup>5</sup> This figure excludes some manual Staff groups and short term contracts

**COMPUTER USERS TRAINING**

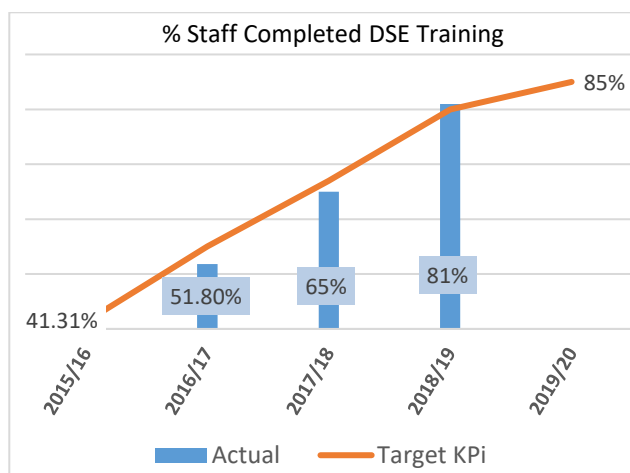


Computer User Training (DSE) is an Institutional KPI. Such training is specifically required by the Display Screen Equipment Regulations.

**Target:** The 2018/19 target of 80% was achieved.

Target for 2018/19 was 80%		
PERFORMANCE INDICATOR	STATUS/ VALUE	NOTES
Percentage of Computer (DSE) Users who have completed the on-line training and self-assessment	<b>81%</b> 1% above 2018/19 target	<b>Up 24% on 17/18 performance</b> --- 2019/20 target is 85%

During 2018/19, **495** members of Staff completed the online Computer Users Training (bringing the total to 81% of estimated Computer Users having completed the training). This figure is a 24.6% increase from last year's total of 65%.



The following table shows '% of 'computer user' self-assessments completed (compliance) in each College, School and Professional Service.

<b>College of Arts, Humanities and Business</b>	<b>76%</b>
CoAHB Staff	100%
Bangor Business School	85%
History, Philosophy and Social Sciences	57%
Languages, Literatures and Linguistics	80%
Law	100%
Music and Media	76%
Cymraeg	67%

<b>College of Human Sciences</b>	<b>72%</b>
CoHS Staff	95%
Education and Human Development	45%
Health Sciences	70%
Medical Sciences	95%
Psychology	67%
Sport, Health and Exercise Sciences	90%
<b>College of Environmental Sciences &amp; Engineering</b>	<b>75%</b>
CoESE Staff	91%
BioComposites	91%
Computer Science and Electronic Engineering	61%
Natural Sciences	78%
Ocean Sciences	63%
<b>Professional Services</b>	<b>90%</b>
Canolfan Bedwyr	91%
Commercial Services	100%
Corporate Services	94%
Finance & Research Services	81%
IT Services	100%
Library and Archives Service	94%
Marketing, Recruitment & Communications	98%
North Wales Welsh for Adults Centre	70%
Pontio Arts	100%
Property & Campus Services	52%
Student Services	100%
Students' Union	90%

DSE Assessor Training has also now been completed for all new Professional Services and new Schools.

**COMPETENCY**

Recommended 'competency training standards' have been established for each tier of senior management and for their primary H&S Coordinators, Officers and Advisers. The following shows the 2018/19 performance level for each:

FUNCTION	MEMBER / DEAN / DIRECTOR	H&S COORDINATOR / OFFICER
<b>EXECUTIVE</b> (who are not also a Dean/Director)	<b>33%</b>	<b>66%</b>
<b>COLLEGES</b>	<b>33%</b>	<b>100%</b>
<b>PROFESSIONAL SERVICES*</b>	<b>45.43%</b>	<b>91%</b>

\*Professional Services as per the start of 2018/19.

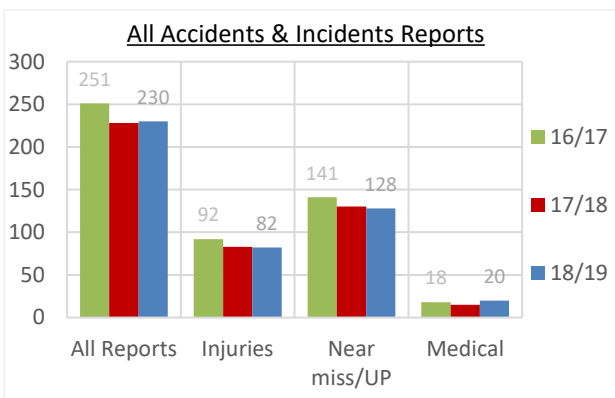
**5. ACCIDENTS & INCIDENTS**



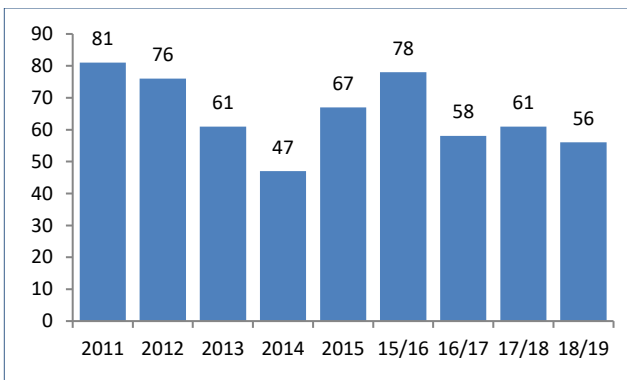
Each College, School and Professional Service must establish local arrangements to receive and record Accident & Incident Forms associated with their activities. As part of this process, they must also investigate incidents and take further action as required; in cases that are more serious, central Health and Safety Staff will lead on any investigation.

During 2018/19 there were 230 incident reports, slightly higher than 2017/18 (228). 82 of those reports involved an ‘injury’ to a person (non-sport), 128 were non-injury incidents (near miss, dangerous situation, unsafe practice) and the remaining 20 were reports of medical incidents (such as fainting, illness and convulsions).

The 82 injuries occurred on-site and/or during University-led activities, to Students, Staff, Contractors and Visitors.



**INJURY-ACCIDENTS TO STAFF AND STUDENTS**



The number of Staff and Student accidents reported in 2018/19 that involved injury and occurred as a result of their University work or studies or on University property, was **56** (61 in 2017/18). Of this total, 43 (46 in 17/18) accidents related to Staff and 13 (15 in 17/18) to Students.

In addition to the Staff/Student injury-accident reports, a further **26** (17 in 17/18) Injury-Accident Reports were received for injuries to visitors and contractors. All related to minor injuries.

**MAJOR INJURIES**

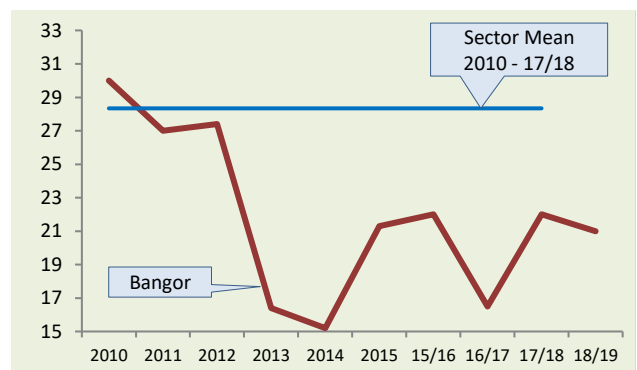
There was one “major injury” (as defined) during the year caused by a fall of a member of Staff, who suffered a broken wrist as a result.

**INJURY ACCIDENTS RATE (per 1000 at Risk)**

**Staff**

The Staff injury-accident ratio for 2018/19 was **21** accidents per 1,000 employees<sup>6</sup>, a slight decrease from the **22/1000** reported in 2017/18. The National Rate 17/18 was **29.61/1000** (adjusted FTE).

Sector and Bangor University Injury-Accidents averaged per 1000 STAFF (2010 – 2018/19)



11	12	13	14	15	15/16	16/17	17/18	18/19
27	27.4	16.4	15.2	21.3	22.4	16.5	22	21

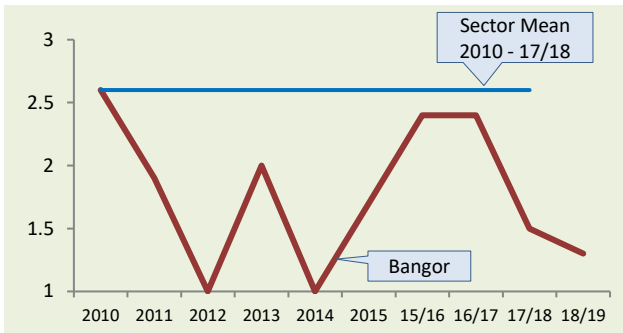
**Students**

In 2018/19, there were **13** (15 in 17/18) Student injury-accidents as a direct result of their University studies. Showing a ratio of **1.3** accident per 1,000 Students<sup>7</sup> a decrease on the 1.5 in 17/18. The National Rate 17/18 was 2.6/1000.

<sup>6</sup> Based on 2,044 members of Staff during the year (headcount)

<sup>7</sup> Based on 10,123 Students during the year

Sector and Bangor University Injury-Accidents averaged per 1000 STUDENTS (2010 – 2018/19)



10	11	12	13	14	15	15/16	16/17	17/18	18/19
2.6	1.9	1	2	1	1.7	2.4	2.4	1.5	1.3

• **REPORTABLE ACCIDENTS (RIDDOR)**

During 2018/19, there were **7** Health and Safety Executive (HSE) Reportable Accidents and Incidents.

**Five** 'RIDDORS' related to **Staff**, with **4** due to their being absent from work for over 7 days as a result of their injury, and **1** suffered a broken wrist (major injury) as a result of a fall at work.

The remaining **2** reports related to **members of the public** attending hospital as a result of their injury (*a Performer at Pontio, slipped on wet floor that resulted in broken arm*) and a Student who suffered a cut knuckle that needed to be 'glued' at hospital.

The rate of HE Sector Staff RIDDOR incidents was **1.16/1000** in 2017/18 (*adjusted FTE*). The Bangor University rate in 2018/19 was **2.4/1000**; it was 0/1000 in 17/18.

The rate of Student RIDDOR incidents nationally was as **0.11/1000** in 2017/18. The latest, 2018/19, University rate was **0.1 /1000** (*0.3 in 17/18*).

Historically the University's RIDDOR rates fluctuate greatly, as shown below:

Year	Staff	Student	Visitor	Total
2018/19	5	1	1	7
2017/18	0	3	0	3
2016/17	1	1	0	2
2015/16	4	1	0	5
2014	7	1	0	8
2013	3	1	1	5
2012	0	2	0	2
2011	3	0	0	3
2010	3	3	1	7

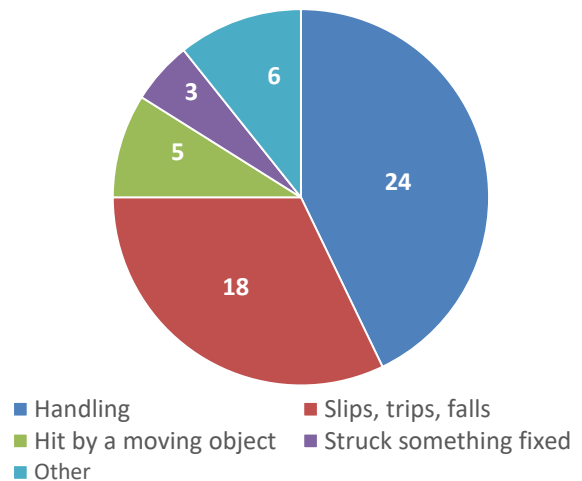
2009	10	0	2	<b>12</b>
2008	5	1	1	<b>7</b>
2007	3	2	0	<b>5</b>
2006	3	6	0	<b>9</b>

There was one further RIDDOR report, not included above, for the Management & Development Centre, a wholly owned subsidiary company.

There were **no** Reportable Occupational Diseases or Dangerous Occurrences in 2018/19.

• **ACCIDENT CAUSATION (all accidents)**

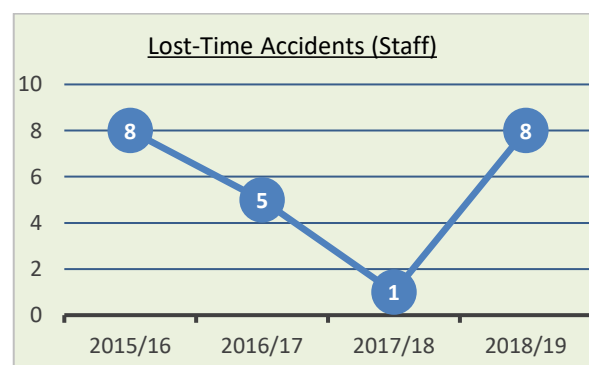
The majority of the **56** injury-accidents involved either a handling incident (24 = 43%), being hit by a moving / falling object (5 = 9%); hit something fixed (3 = 5%) or a slip, trip or fall (18 = 32%); 6 other.



• **LOST-TIME ACCIDENTS & INCIDENTS TO STAFF**

A total of **8** Staff lost-time incidents were reported in 2018/19 resulting in **126** work days lost.

The University's lost-time incidence rate is **4** per 1000 employees (headcount), an increase on **0.5/1000** in 17/18. Five of the lost-time incidents were associated with slips and trips at work and three were due to a handling activity.

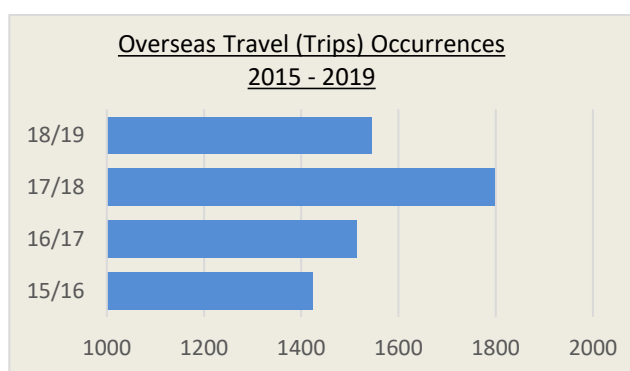


• **SPORTS RELATED INCIDENTS**

In addition to the 148 non-injury incident reports there were **97** sports related incident reports received (non-academic activities), primarily for injuries which inevitably occur when playing some sports.

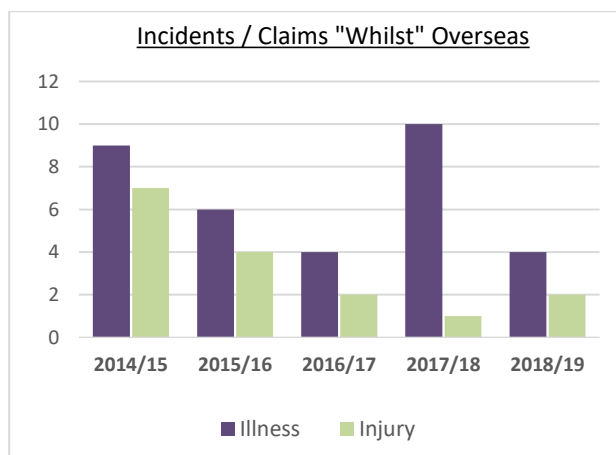
• **OVERSEAS & OVERSEAS TRAVEL INCIDENTS**

During 2018/19, there were **1,545** University-related overseas trips by Students and Staff registered on the central insurance database. This is a **14% decrease** on the 1,797 overseas 'trips' recorded in 17/18.



A total of 10 overseas travel 'insurance claims' were made during the year:

- 4 related to pre-travel cancelations (incl. ill-health preventing travel)
- 6 claims were received for medical issues whilst overseas (2 injury, 4 illnesses)
- The 2 injuries were both to Students, one with regards to dental treatment following a fall from a bike and the second for minor treatment following a fall whilst running



• **VEHICLE ACCIDENTS & INCIDENTS**

Hire Vehicles

Hire Vehicle incident rates per miles travelled or days hire is **not available** for 2018/19.

It is anticipated that data will be available for 2019/20. The lack of report is due to changes in how the primary vehicle hire company records and reports on mileage.

University Vehicles

The University has no central record of miles travelled by its own vehicles and as a result, no performance or accident/incident data is provided.

Grey Fleet (Staff vehicles used on business)

No data is available on mileage travelled by Staff on University business during the year.

Vehicle Accidents & Incidents

In 2018/19, there were **5** motor vehicle accident claims; 4 of these related to minor incidents associated with the use of University vehicles (e.g. striking a bollard) and one related to vandalism to a hire vehicle whilst on University related business.

There were **no** vehicle-related injuries reported.

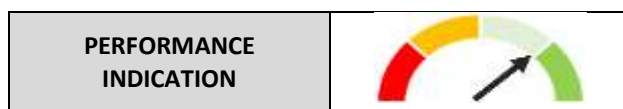
Students' Union Vehicles

The Students' Union (SU) is a distinct legal entity with different insurers and holds its own data separately. The SU 'owns' 7 vehicles; 4 minibuses, 2 MPVs and one van.

There were **no** reported road traffic injuries. There was one insurance claim when a minibus clipped a gate post.

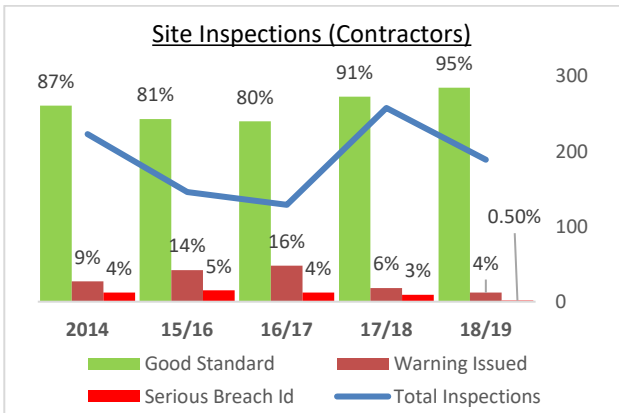
The total distance for SU vehicles travelled in 2018/19 was **55,145** miles, a 15% increase on 2017/18 (47,923).

• **SITE-MONITORING (CONSTRUCTION & MAINTENANCE)**



In 2018/19 the number of construction/maintenance in-house H&S Inspections decreased to **189**, from **258** the previous year.

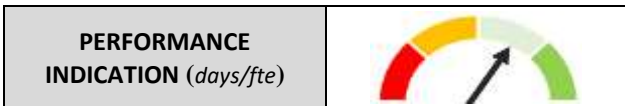
The findings of those inspections showed a marked improvement in observed operating standards on-site.



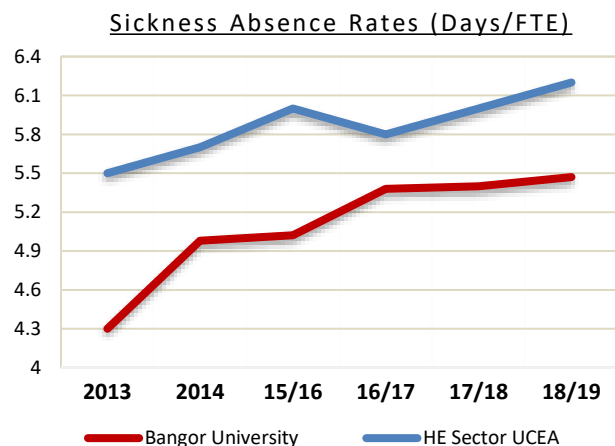
Of the 189 inspections, 65% were of Contractors working practices, 15% were of University Maintenance Staff, 14% Grounds Staff and the remaining 6% referred to Facilities operation.

There were 8 ‘warnings’ issued (4%) and all involved Contractors. The 1 serious breach referred to a Contractor Working at Heights without appropriate controls.

## 6. STAFF SICKNESS ABSENCE



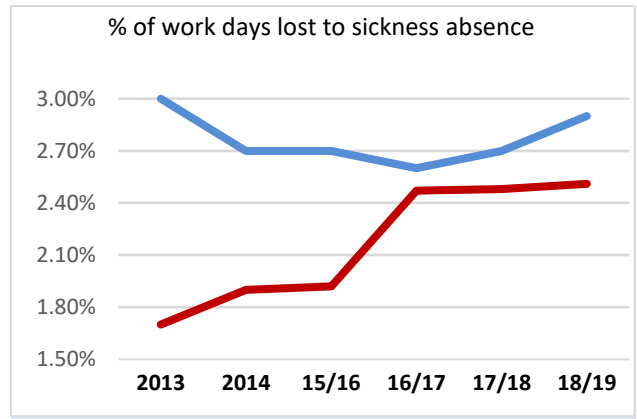
The headline sickness absence rate remains below the national sector average, trending slowly upwards.



In 2018/19 a total of 8,712 working days were lost due to reported sickness absence. This equates to an annual Staff Sickness Absence rate of around **5.47** days per FTE employee<sup>8</sup> (5.40 days in 2017/18).

The National Sector Average in 2018/19 was 6.2 days. The CIPD reported that the average level of employee absence (April 2019) was 5.9 days per employee per year, or 2.6% of working time lost; which is the lowest ever recorded by the CIPD Survey. A local comparator, Cyngor Gwynedd, reported an 8.72 days rate in 2017/18 (April-March).

The Bangor University 2018/19 Sickness Absence rate of **5.47 days** equates to around **2.51%** of the working time<sup>9</sup> lost due to sickness absence. The rate in 2017/18 was **2.48%**.



80.21% (6,988 working days, adjusted for FTE) of all sickness absences reported in 2018/19 were confirmed by a medical (doctor) certificate, with the remainder 19.79% (1,724 working days, adjusted for FTE) self-certified.

Long-term absences, those greater than 20 days, accounted for **64%** (5,573 working days absence, adjusted for FTE) of all the absence days reported in 2018/19, showing a 1.6% increase on 2017/18.

Percentage of sickness absence that is long-term					
	14/15	15/16	16/17	17/18	18/19
Bangor	63%*	61.9%	65.6%	63%	64%
Sector	49.6%	52.4%	53.3%	52.2%	54.6%

<sup>8</sup> Based on an average FTE over 2018/19 of 1591.5

<sup>9</sup> Based on an average of 260.715 working days per year

\* Until 2015/16 Bangor University used calendar years, therefore 2014/15 = 2014.

**• % OF STAFF WHO REPORTED A SICKNESS ABSENCE**

There was a decrease in the number of Staff who reported a sickness absence in 2018/19.

**591 members of Staff (headcount)** reported a sickness absence during the year, this equates to around **28.91%** of Staff.

In 2017/18 the rate was **29.97%** and **30.8%** in 2016/17.

**• BENCHMARK SICKNESS ABSENCE TABLE (UCEA)**

This section, taken from the UCEA **2017/18** benchmark report, provides information on how Bangor University compares to the whole sector and to the subset of universities that share its same **type** (Pre-92) and **size** (small). UCEA define an institution as "small" if it has fewer than 2000 employees. There are 13 institutions in the same 'subset' as Bangor University.

Please note that the UCEA Report is **a year in arrears** and therefore Bangor University data is for **2017/18**.

<b>UCEA REPORT 2017/18</b>		All (101) HE institutions		Pre-92, small HEIs (13)	
<u>Measure (FTE)</u>	Bangor (BU)	Benchmark	BU Rank	Benchmark	BU Rank
<b>Average working days lost (days)</b>	5.4	6.0	33	5.5	10
<b>% of working days lost</b>	2.5%	2.7%	34	2.5%	10
<b>Short &amp; Medium Term working days lost (days)</b>	2.0	2.9	10	2.7	3
<b>% long-term sickness absence</b>	63.0 %	52.2 %	91	50.5 %	13

The following is the sickness absence causation summary for **2017/18**, as provided by the UCEA benchmark report.

<b>All Sickness Absence (short, medium and long-term)</b>			
<b>Absence Category</b>	<b>BU</b>	<b>All (101)</b>	<b>Pre-92, small HEIs</b>
<b>RESP</b> - Asthma and other chest/respiratory problems incl. pneumonia, bronchitis, pleurisy	3.9%	4.1%	4.0%
<b>CNCR</b> - Cancers and tumours (Benign and malignant tumours, cancers)	3.4%	3.6%	2.7%
<b>COLD</b> - Cold, cough, flu - influenza	8.6%	12.9%	12.2%
<b>DEGP</b> - Diabetes and other endocrine/glandular problems (e.g. diabetes, thyroid, metabolic)	0.2%	0.3%	0.5%
<b>ENTD</b> - Eye, ear, nose, throat and dental problems	7.2%	3.5%	3.1%
<b>GNIT</b> - Genitourinary and gynaecological disorders, excl. pregnancy	2.8%	2.0%	1.8%
<b>MIGR</b> - Headache, migraine and neurological/nervous system	3.4%	3.7%	2.8%
<b>HEBL</b> - Heart, circulatory and blood disorders	8.4%	2.6%	2.6%
<b>OPER</b> - Operation/ recovery/ medical appointment*	0.0%	7.8%	8.3%
<b>INBP</b> - Injury, burns and poisoning	4.0%	3.7%	3.3%
<b>MNTL</b> - Mental health incl. exhaustion, fatigue, nervous debility, alcohol/drug abuse	32.9%	24.4%	21.9%
<b>MUSC</b> - Musculoskeletal incl. back/neck problems, carpal tunnel, tendonitis	14.9%	11.5%	14.6%
<b>INFC</b> - Other infectious diseases (e.g. shingles)	0.8%	1.9%	1.5%
<b>PREG</b> - Pregnancy-related disorders	0.8%	1.0%	0.9%
<b>SKIN</b> - Skin disorders	1.7%	0.5%	0.6%
<b>STMC</b> - Stomach/ digestive/ gastrointestinal problems (e.g. abdominal pain, gastroenteritis, vomiting, diarrhoea)	5.4%	7.8%	6.7%

<b>OTHR</b> - Other known causes not covered by the UCEA categories	1.7%	4.7%	5.0%
<b>UNKN</b> - Unknown causes/not specified**	0.0%	4.0%	7.6%

\* Bangor University does not use this category. The actual illness/condition category is used and not post-operative recovery.

\*\* Effort is given to ensuring Bangor University data references an actual illness or condition and not to append 'unknown'.

**PERIODS OF LONG-TERM ABSENCE**

The following table demonstrates the total absence period of all long term ill health cases that concluded in 2018/19, compared to 2017/18, 2016/17 and 2015/16.

As in previous years it can be seen that most (long-term) absences, 66%, ended within a 2-month period.

Over 20 day absences that concluded in 2018/19 (comparator 2017/18, 2016/17 and 2015/16)				
Absence period in Months	Number of Instances 2015/16	Number of Instances 2016/17	Number of Instances 2017/18	Number of Instances 2018/19
≤2	47	47	43	67
≤3	19	16	18	8
≤4	12	7	7	6
≤5	6	7	7	7
≤6	3	6	3	9
≤7	0	1	5	2
≤8	0	2	0	2
≤9	2	1	0	0
≤10	0	1	0	0
≤11	1	1	1	0
≤12	0	0	0	0

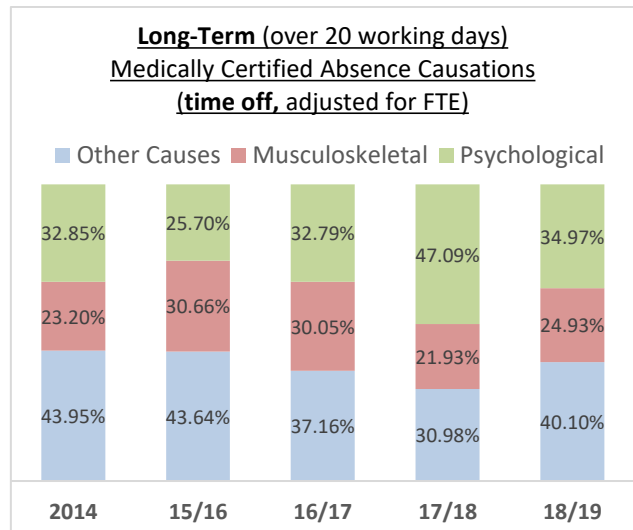
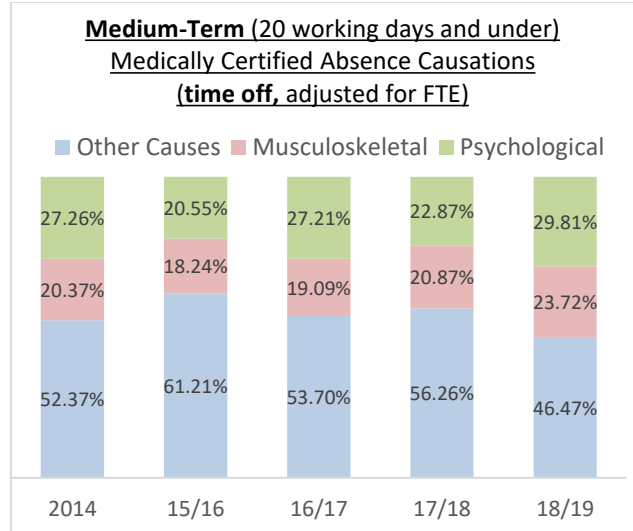
**SICKNESS ABSENCE CAUSATIONS**

**Note:** Causation groups refer to Doctor/Medically Certified absence only, and do not include self-declared absence causations (Self-Certification).

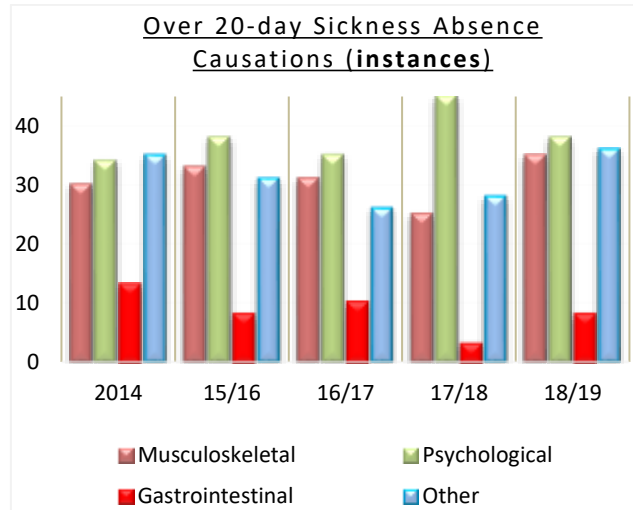
It is again found that psychological illnesses and musculoskeletal absence causations (back, joints and

fractures) account for the greatest percentage of absences during 2018/19.

The distribution for the **days lost (time off)** for the primary absence causation categories are as follows:



Long-term absence causations (incidences / cases) are as:





**COLLEGES & PROFESSIONAL SERVICES**

The following table details the ‘Average Days’ sickness absence per FTE for each College and Professional Service, compared to the University average.

College / Professional Service* (*as of start of 2018/19)	RATE	RATE excl. long term
The University	5.47	1.97
Arts, Humanities and Business	4.84	0.70
Environmental Sciences & Engineering	1.87	0.94
Human Sciences	4.45	0.88
Commercial Services	3.89	2.3
Corporate Services	9.05	3.6
Finance & Research Services	8.39	4.2
Marketing, Recruitment & Comms.	8.23	3.6
Student Services	12.6	4.27
Canolfan Bedwyr	2.49	2.49
IT Services	3.82	3.11
Library and Archives Service	8.14	3.86
N. Wales Welsh for Adults Centre	1.99	1.99
Pontio Arts	6.21	2.85
Property & Campus Services	10.73	3.01
Students' Union	4.24	3.39

**Note:** Care should be taken when interpreting headline Days/FTE rate for smaller departments due to the statistics being adversely affected by long-term absences of very few Staff. To aid our understanding the second column has been added that excludes long-term absence.

**HEALTH SURVEILLANCE**

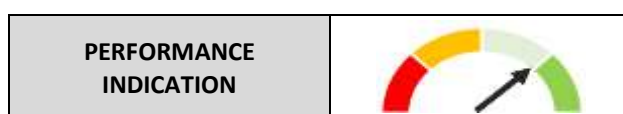
Specialist Health Surveillance was undertaken for around 125 members of Staff to confirm their work is not causing harm to health during 2018/19.

Surveillance, of various types, is provided to Staff who are regularly exposed to vibrating equipment and high intensity noise levels, and to a number of research scientists, chemists and technical Staff, shift workers, contracted drivers and animal handlers.

No adverse work-related health-impact results were identified during 2018/19.

Health Surveillance is primarily provided to confirm certain workplace risks are not adversely impacting their health. There is also an added benefit to members of Staff in that the consultations can often highlight more general health matters not necessarily associated with their work, such as high blood pressure, and a number of Staff have been referred to their own GPs as a result of such health surveillance.

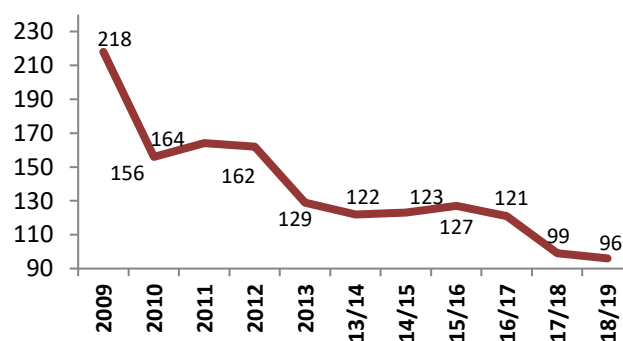
**7. FIRE ALARM ACTIVATIONS**



The University’s estate consists of more than a hundred buildings across a number of sites. Most buildings are protected by automatic fire detection and alarm systems with approximately 8,000 smoke/heat detectors and hundreds of manual call points installed as part of these systems.

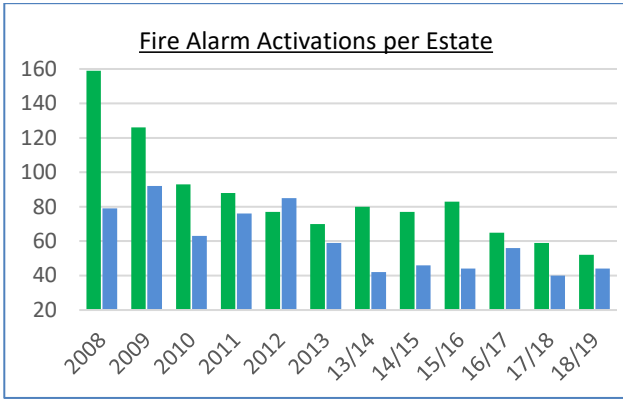
During 2018/19 there were **96** Fire Alarm activations in University buildings, a **3%** decrease on the 99 in 2017/18.

Fire Alarm Activations 2009 – 18/19



The North Wales Fire & Rescue Service attended **22** times, a slight increase on the 21 in 17/18. **21** of these (**19 in 17/18**) attendances were to Halls of Residences between 8pm and 8am.

Total activations (96) are sub-divided to identify activation rates for Residential and Academic and Admin buildings that form most of the University estate.



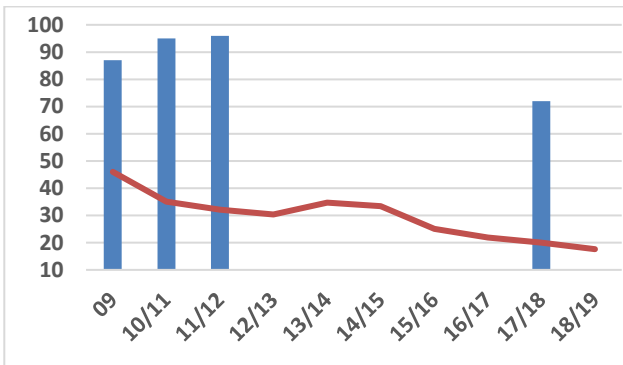
— Halls of Residences  
— Academic & Admin

Fire alarm activations within Academic and Admin buildings rose slightly to **44** in 2018/19 from 40 (17/18). Fire alarm activations within Halls of Residences decreased again to **52** from 59 (17/18) and 65 (16/17).

Fire Alarm Activation Rate / 1000 detectors

Estate	18/19	Trend
Halls of Residences <sup>10</sup>	11/1000	Downward
Academic & Admin <sup>11</sup>	13.5/1000	Upward

Fire Alarm Activations per 1000 Study Bedrooms<sup>12</sup>



	09	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
BU	46	35	32	30	35	33	25	22	20	17.6
Sector	87	95	96	No data available					72	

**FIRES**

There was **one** fire in 2018/19 in Pontio. This was as a result of a contractor undertaking 'hot works' on

the outside of the building, on Level 5. The 'hot work' involved use of a propane gas flame torch for roofing repair/modification.

The 'hot work' resulted in roofing/waterproofing material over-heating until the ignition point was reached. The Contractor attempted to extinguish the flames but smoke had travelled into the building. In addition, due to the potential for flames to have spread and be 'hidden' within the structure, Pontio could not be re-occupied until appropriate checks had been carried out by the Fire and Rescue Service.

The cause of this incident was a failure in hot works and sub-contractor arrangements. The hot works were, at the time, managed by the Main Contractor for Pontio's construction and not directly by the University.

In addition to the Pontio incident, there were also a number of near miss fire-incidents. A near miss fire incident is an incident 'involving only smoke, without flames, which may or may not cause damage'. Most of these involved cooking incidents or unauthorized smoking within Halls of Residences.

**8. CIVIL CLAIMS (H&S RELATED)**

In 2018/19 there were **two** Employer Liability Claims as a result of reported injuries at work and **one** Public Liability Claim for a purported injury whilst using sports equipment.

**9. WEBSITE STATISTICS**

In 2018/19 there were **24,442** unique page views to the Health and Safety website, with **32,749** page-views. Of these the top five most popular pages visited were:

- The Health and Safety Home Page
- Well-Being
- A-Z Link
- Risk Assessment
- Laser Calculators

**End.**

<sup>10</sup> Based on 4736 detectors in Halls

<sup>11</sup> Based on 3264 detectors in Academic Buildings

<sup>12</sup> Based on 2960 study bedrooms. There was no Sector data available between 2012 - 2016