

Health and Safety

Annual Report



PRIFYSGOL
BANGOR
UNIVERSITY

2019/2020

Notice: Higher Education Sector Injury Accident data has been updated on 17 April 2023 to correct an anomaly.

SUMMARY OF KEY PERFORMANCE

43%

Attendance at the central staff induction

**NEW STAFF
(CENTRAL) INDUCTION**

**47% below
target**

COMPUTER USERS



82.96%

Completion of Training
and Self-Assessment

**2.04% below
target**

100%

University Council

**COMPLIANCE WITH
UCEA LEADERSHIP &
MANAGEMENT
STANDARDS**

**Annual
Improvement
demonstrated**

90%

University Executive

**(Executive
Level +7%)**

**INJURY ACCIDENTS
TO STAFF**



11.5

Accidents per 1000 Employees

**below the
Sector**



**STAFF SICKNESS
ABSENCE RATE**

3.96

Days Lost per FTE Employee

**1.54 days
below HE
Sector
(19/20)**

HEALTH AND SAFETY ANNUAL REPORT 2019/20

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1. COVID-19 SUMMARY

In January 2020 the world watched as new Coronavirus cases increased in China. As it became clear the situation was worsening, the University, like many other organisations, started to prepare for how it would protect its staff and students against the virus.

As part of this, in January the Coronavirus Outbreak: Tactical Group, which consisted of key University personnel was formed. The Group was tasked with monitoring the everchanging situation to ensure the University responded appropriately across all functions. From inception the Group met at least once a week; this until the end of March when the Group was replaced by other Working Groups.

Travel – Overseas and UK (also see Overseas Travel incidents)

In January the University commenced a watching brief of Covid-19 cases in China and the University's travel database evaluated to identify which staff and students were overseas and / or planning to travel overseas so that appropriate action could be taken, and support provided. Key dates and actions as the situation developed:

- 29th January: No travel to Hubei Province or to the rest of mainland China (not including Hong Kong and Macao).
- 13th February: No travel to China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia or Macau.
- 14th February. The first iteration of the "Management arrangements in response to Coronavirus (Covid-19) Risk Assessment" was produced.
- 28th February: No travel to China, Thailand, Japan, South Korea, Hong Kong, Taiwan, Singapore, Malaysia, Macau, northern Italy (north of Pisa, Florence and Rimini), Cambodia, Laos, Myanmar, and Vietnam.
- 6th March: No travel overseas on University business other than in exceptional circumstances. NOTE: This was in advance of FCO advice and other institutions and

hopefully prevented staff and students becoming stranded overseas as the pandemic took hold, creating significant travel difficulties.

- 12th March: Travel within the UK on University business was authorised only where necessary.

Cessation of Activities: Start of Lockdown:

- On the 15th March students were informed teaching was being suspended and moving to online delivery as of 23rd March.
- On the 16th March the UK government advised that restrictions were now in place and the next day University staff were instructed to work from home, unless essential.
- The University, through PACS, began the process of closing and securing University buildings.
- On the 23rd March the formal 'lockdown' was announced by the Prime Minister, together with an instruction for all, except essential workers, to work from home. The University's Covid-19 Planning Group met frequently throughout this period and up to the National Lockdown.

PACS and Halls of Residence put into place arrangements to support remaining residential students and secure buildings.

University support services and teaching essentially became only available online.

The move to home working happened suddenly with the University given little time to prepare. Staff required support and guidance on how to essentially create an office at home and set up computer equipment safely. IT Services were integral to providing staff with appropriate software and where possible hardware. This of course, whilst staff coped with other anxieties arising from lockdown e.g. home schooling, caring for vulnerable persons, isolation.

It is noted that whilst many staff could work from home, many still had to continue working on site.

This included Commercial Services staff supporting the 100s of students who were effectively 'stuck' in University halls, technical staff performing critical College related functions and a range of staff from Property & Campus Services and IT Services who worked throughout.

Ysbyty Enfys

To support the national effort the University provided its primary Sport Complex, Canolfan Brailsford, and the Covid-19 'hospital' Ysbyty Enfys Bangor was established and remains to this day.

Preparing for the new academic year

Once lockdown ended the University was able to prepare for the next academic year. Preparation came in many stages and involved countless staff working together with a goal of enabling the University to re-open and provide the best provision it could for research and the new academic year.

From preparing buildings, assessing risk, providing training and instruction and developing protocols, the efforts to get the University 'ready' have been a credit to those involved and the institution.

Throughout the time-period of this Annual Report it is noted that:

- Nearly a kilometre of plastic sheeting has been purchased and erected to create safe places to study, work and teach.
- Over 3,000 chairs and seats have been removed from campus to free up space and to reflect reduced capacities.
- Over 16,000 posters, signs, floor markers and seat restrictor straps have been purchased and installed.
- Over 5,400 litres of hand sanitiser have been purchased, and mostly used.
- Over 6,000 litres of disinfectant purchased.
- 8,000 washable face coverings purchased and distributed.
- Over 900 staff have undertaken on-line training to prepare them for a return to work on site under the new arrangements and controls.

Note: Information on Covid-19 testing for staff and students is considered in separate reports.

2. 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 2019/20.

The following policies were reviewed and revised during the year:

- Control of Vibration in the Workplace.
- Minibus Safety.
- Fire Safety.
- Water Safety Management.
- Asbestos Management Health and Safety.
- Non-Smoking.
- Fieldwork Health and Safety.
- Overseas Travel.

In addition, following on from the three-yearly review of the University's overarching H&S Policy Statement in January 2019, the three-yearly review of the supporting H&S Responsibilities and Arrangements document was undertaken with changes approved by Council on 4th October 2019. Changes included:

- The integration of key policy and statutory requirements for Training, Personal Protective Equipment and Accident & Incident Investigation. This to enable the revocation of separate H&S Policy Standards for these areas.
- The insertion of two additional points for the 'Vice-Chancellor and Executive'. The first concerning the need to consider the health and safety impacts of strategic decisions and the second to confirm the use of information from audits and reviews to guide decision making.

• REVOKED POLICIES

No Policies were revoked in 19/20.

REVISED PROFESSIONAL SERVICE H&S DOCUMENTS

Work continued in 2019 / 20 to revise Professional Services health and safety documentation in-line with updates to College health and safety documents in 2018/19. This included IT Services, Finance, Students’ Union, Property & Campus Services, Undeb Trading.

3. AUDITS, REVIEWS & ANALYSIS

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

LEADERSHIP & MANAGEMENT

The UCEA¹ / USHA² publication “Leadership & Management of Health and Safety in Higher Education Institutions” has been fully adopted by the University. The H&S Emergency Management Task Group, through a desktop exercise, considers and evaluates performance against each of the document’s performance criteria for Council and Executive levels.

Compliance* with National Management Standards	
UNIVERSITY COUNCIL	100% Compliance (17/17)
UNIVERSITY EXECUTIVE	90% Compliance (28/31)

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 2020
Asbestos	G/A	L/M	Policy and Plan update required to reflect institutional changes
Associated Companies	G	L	Reviewed in 2019, no significant University h&s exposure identified
Children on Campus	G	L/M	Further consideration by Schools / Depts. for children at events (existing risk is low due to covid controls)
Control of Contractors	G/A	L/M	Actual implementation of current arrangements require improvement in some areas
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 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 (Covid will impact re-test compliance)
Fieldwork (Students and Staff)	G	L/M	Review of social / people research required (delayed)
Fire Safety (Life-Risk)	G	L	Risk Assessments recently undertaken
Gas Safety	G	L/M	Auditable document trail is lacking in some areas
Lasers and Ultraviolet (UV) - non-ionising radiation	G	L	Laser Policy reviewed. Additional training provided. UV review required in due course
Musculoskeletal (manual handling)	G	M	Known problems with some Manual Staff
Overseas Working & travel (inc.	G	L	There remains a need to link travel purchase

¹ Universities and Colleges Employers Association

² Universities Safety and Health Association

Student Placements)			with insurance/ risk assessments
Pedestrian & Traffic Management	A	L/M	Requirement for review & improvements of certain sites required
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)	G/A	L/M	Partly surveyed. Remedial works undertaken in 19/20. 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 (no central system)
Water Safety (Control of Legionella)	G	L/M	University policy now revised. Revised College/ Dept. procedures required. Water Test records require improving

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 in place (urgent improvements needed)	H: Higher-level risk exposure

Note 1: The above are indicators taken from the Corporate Health and Safety Risk Assessment, 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)

This was not undertaken in 2019/20 due to the Covid-19 situation.

• WHOLLY OWNED COMPANIES HEALTH AND SAFETY ARRANGEMENTS

The Management Centre

As a result of the 2018 audit, actions were required to improve food hygiene standards. Throughout

2019/20 the H&S Team provided extensive support and monitoring for the Management Centre and continued to monitor food hygiene practices to ensure food hygiene standards were maintained. Further action has also been taken locally in 2020 as a result.

In addition, work has been undertaken to support the Management Centre with re-opening its catering and hotel establishments post Covid-19 lockdown.

Undeb Trading

Although an audit of Undeb Trading in July 2019 showed that the arrangements for the management of health and safety were of a good standard, with an overall score of 84% Good Practice. An assessment of the 'day to day' arrangements to manage tasks associated with core operational tasks showed a **72%** pass rate.

As part of the audit process, support was provided to address actions identified. A follow-up was undertaken in September and October 2019 which confirmed actions arising from the audit had been addressed.

Support has also been given in advising on a safe re-opening for students in response to the Covid-19 pandemic, whilst ensuring activities support Test, Trace and Protect efforts.

M-SParc

An annual review of M-SParc's paperwork was undertaken during 2019/20. Advice and support were also provided on Covid-19 arrangements as part of re-opening. Several visits were undertaken throughout the year to ensure, for instance, Risk Assessments and suitable health and safety arrangements were in place for the M-SParc "On Tour" project, which took workshop activities and resources out into the community in communal hubs. The first hub was based in Bethesda.

• COLLEGE / SERVICES HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS (AUDITS)

Health and safety management audits utilise standards set by the USHA/UCEA (e.g. Leadership and Management of Health and Safety in Higher Education Institutions Guidance) and standards set

by the University's own H&S Policies. These are then supplemented through evaluating guidance for the 'themed' sections of the audit, for example, Overseas Travel.

Work was carried out to streamline the College audit process. Historically College audits had been labour intensive and it was felt efficiencies could be made if the audit was predominantly undertaken as a desktop exercise, supplemented by interviews. A trial desktop audit was undertaken on the College of Environmental Sciences & Engineering.

The H&S Management Audit of the College of Arts, Humanities and Business commenced in January 2020. The audit focused on H&S Management Arrangements and three themed areas: Overseas Travel, UK Based Trips, Hosting Events. The Health and Safety team had started interviewing staff and collating documentation to support the question set when 'lockdown' commenced, and the audit was suspended as more pressing matters took priority

With the start of the 20/21 Academic year a review will be undertaken to establish how the Health and Safety team can continue College and Services H&S Management Audits in light of 'home working' etc.

FOLLOW-UP OF PREVIOUS AUDITS

• BIOLOGICAL HAZARDS REVIEW

The University Chemical and Biological Health and Safety Sub-Committee met on 24th February 2020 where it was noted the annual inspection of HG2 facilities was to be scheduled. Unfortunately, the inspection did not take place due to Covid-19.

• RADON REVIEW

In 2019 all previous radon results were reviewed 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⁻³ [averaged over a year]). As a result, all relevant buildings were re-surveyed for a 3-month period from late November 2019. Further investigative and remedial work has been undertaken in one building as a result of this survey.

In addition, on the advice of the University's Radiation Protection Advisor, a review of radon

levels in University owned Halls of Residence commenced in February 2020 and confirmation was sought from 3rd party providers regarding their radon management arrangements. Unfortunately, as a result of Covid-19 monitors could not be collected for analysis and were left in-situ. With the on-going Covid situation it is currently not felt appropriate to undertake further measurements at this time.

4. ENFORCEMENT ACTION & STATUTORY INSPECTORATE VISITS

No enforcement action was taken against the University in 2019/20. There were also no investigations initiated.

• 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

The North Wales Fire & Rescue Service undertook an inspection and familiarisation of New Arts and Main Arts in February 2020.

These visits are facilitated by PACS, with local Building Occupiers participating and providing information on activities and occupation, including details of fire drills, fire alarm tests etc. No issues were raised as a result of this visit.

• Natural Resources Wales (NRW) and Counter Terrorism Wales

The NRW Inspector and Counter Terrorism Wales inspected relevant facilities in December 2019 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.

NRW visited a second time in February 2020, to assess arrangements in facilities where 'open source' work is undertaken. No concerns were identified.

5. HEALTH AND SAFETY TRAINING

Over 200 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

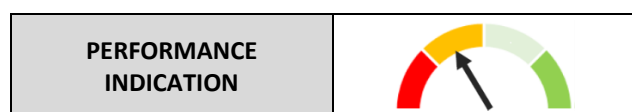
In 2019/20 the following courses were provided or facilitated by Health and Safety:

Year	No of Courses / Sessions	Staff/Student Participants
2019/20	45	221
2018/19	45	291
2017/18	39	166
2016/17	67	299
2015/16	56	309 ³
2014	100	579
2013	85	583
2012	106	719

Training provided to Staff include:

- First Aid Training.
- College Level Health and Safety Briefing.
- General Health and Safety Inductions.
- Fire Marshal and Fire Investigation.
- Working at Heights.
- Portable Electrical Appliance Testing.

• GENERAL STAFF INDUCTION(S)



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

Target: The 2019/20 target was missed by 47%. **63** out of **145** new (applicable) contracted staff completed the General University Staff Induction. *The target for 2020/2021 will remain at 90%.*

Presently, most new members of staff are invited to attend the central Staff Induction Day where they

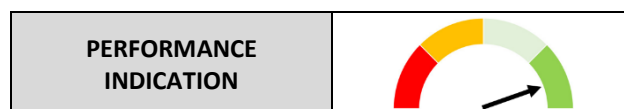
will receive institutional health and safety information. The rate of attendance at this event compared to new-Staff appointment rate (as applicable) forms the basis of the (targeted) KPI.

Due to some staff not being able to attend the monthly face-to-face central Induction an online version was trialled between August and November 2019 and fully launched in December 2019 to seek greater compliance.

Target for 2019/20 was 90%		
PERFORMANCE INDICATOR	STATUS/ VALUE	NOTES
Percentage of new Staff (invited) who attended the University central H&S Induction ⁴	43% (47% below target)	-37% on 18/19 performance

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

• COMPUTER USERS TRAINING



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

Target: The 2019/20 target of 85% was not achieved.

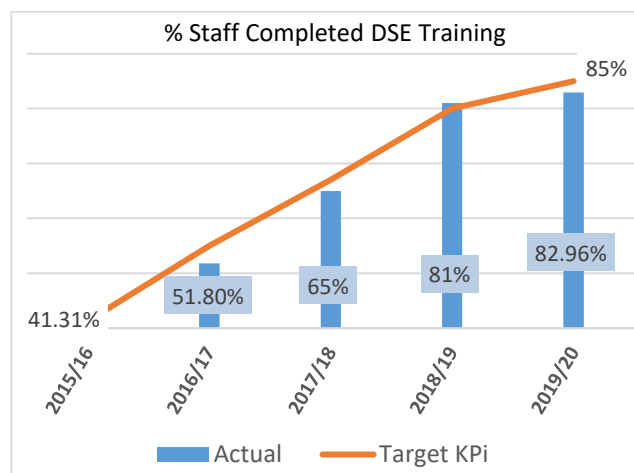
Target for 2019/20 was 85%		
PERFORMANCE INDICATOR	STATUS/ VALUE	NOTES
Percentage of Computer (DSE) Users who have completed the on-line training and self-assessment	82.96% 2.04% below 2019/20 target	Up 2.4% on 18/19 performance --- 2020/21 target remains at 85%

During 2019/20, **226** members of Staff completed the online Computer Users Training (bringing the total to 82.96% of estimated Computer Users having completed the training). This figure is a 2.4% increase from last year's total of 81%, however it fell short of

³ In 2015/16 DSE/Computer User Training was transferred on-line and is no longer offered as a face-to-face training course. e.g. DSE User Training accounted for 137 participants in 2014

⁴ This figure excludes some manual Staff groups

the target value of 85%. There are several reasons for this, mainly due to Covid-19 working restrictions.



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

College of Arts, Humanities and Business	88%
CoAHB Staff	100%
Bangor Business School	90%
History, Philosophy and Social Sciences	67%
Languages, Literatures and Linguistics	91%
Law	94%
Music, Drama and Performance	89%
Welsh and Celtic Studies	100%
College of Human Sciences	75%
CoHS Staff	93%
Education and Human Development	64%
Health Sciences	68%
Medical Sciences	68%
Psychology	82%
Sport, Health and Exercise Sciences	95%
College of Environmental Sciences & Engineering	76%
CoESE Staff	94%
BioComposites	80%
Computer Science and Electronic Engineering	50%
Natural Sciences	84%
Ocean Sciences	68%
Professional Services	90%
Canolfan Bedwyr	82%
Commercial Services	93%
Corporate Services	90%
Finance & Research Services	80%

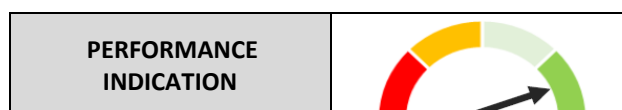
IT Services	100%
Library and Archives Service	92%
Marketing, Recruitment & Communications	92%
Learn Welsh - North West	96%
Pontio Arts	90%
Property & Campus Services	78%
Student Services	99%
Students' Union	86%

• 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 2019/20 performance level for each, which remains the same as the previous year as training dates had to be cancelled due to the Covid-19 lockdown.

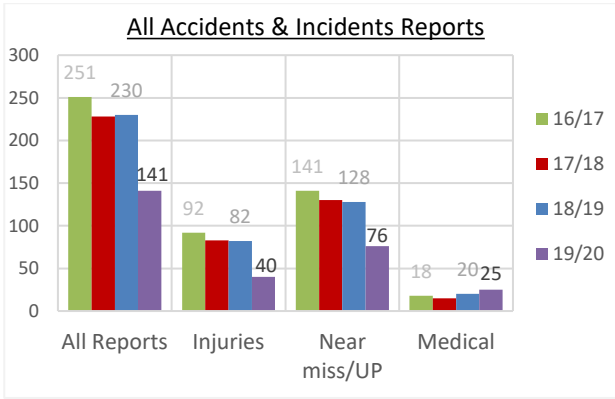
FUNCTION	MEMBER / DEAN / DIRECTOR	H&S COORDINATOR / OFFICER
EXECUTIVE (who are not also a College Head/Director)	33%	
COLLEGES	33%	100%
PROFESSIONAL SERVICES	45.43%	91%

6. ACCIDENTS & INCIDENTS



During 2019/20 there were 141 incident reports, lower than 2018/19 (230). **40** of those reports involved an ‘injury’ to a person (non-sport), **76** were non-injury incidents (near miss, dangerous situation, unsafe practice) and the remaining **25** were reports of medical incidents (such as fainting, illness and convulsions).

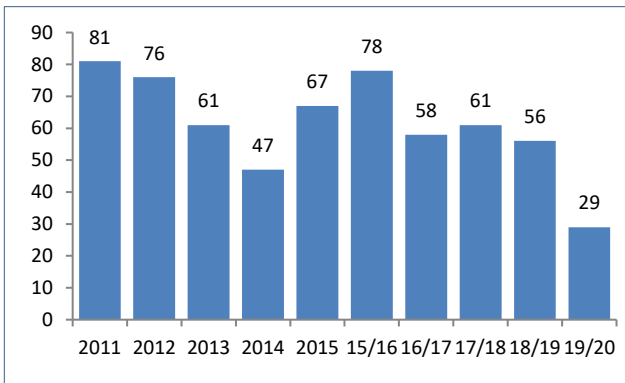
The 40 injuries occurred on-site and/or during University-led activities, to Students, Staff, Contractors and Visitors.



The increase in medical incidents is attributed to one individual who experienced recurrent episodes of their condition. The person received appropriate support from across the institution to enable them to continue their studies and to participate in other University activities.

INJURY-ACCIDENTS TO STAFF AND STUDENTS

The accident and incident rates have reduced notably due to the cessation of many on-site activities due to Lockdown in March.



The number of Staff and Student accidents reported in 2019/20 that involved injury and occurred as a result of their University work or studies or on University property, was **29** (56 in 2018/19). Of this total, 23 (43 in 18/19) accidents related to Staff and 6 (13 in 18/19) to Students.

In addition to the Staff/Student injury-accident reports, a further 11 (26 in 18/19) Injury-Accident Reports were received for injuries to visitors and contractors. All related to minor injuries.

MAJOR INJURIES

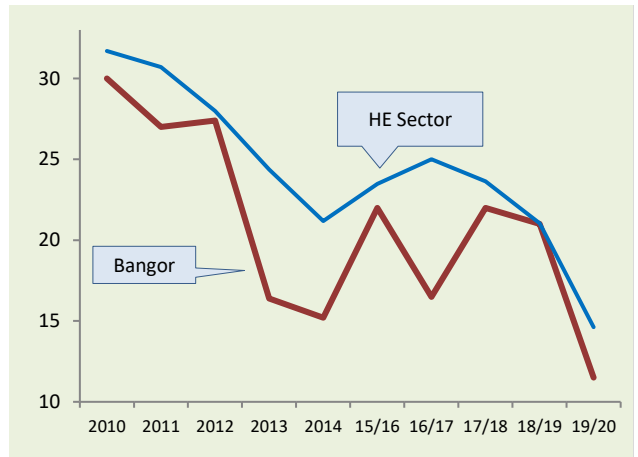
There was one “major injury” (as defined) during the year caused by a member of Staff tripping over a bag on the floor during a lecture and suffering a broken arm as a result.

INJURY ACCIDENTS RATE (per 1000 at Risk)

Staff

The Staff injury-accident ratio for 2019/20 was **11.5** accidents per 1,000 employees⁵, a significant decrease from the **21**/1000 reported in 2018/19 but which is attributed to most University activities effectively ceasing at the end of March 2020 when lockdown and working from home became the norm. The National Rate 19/20 was **14.62**/1000.

Sector and Bangor University Injury-Accidents averaged per 1000 STAFF (2010 – 2019/20)



12	13	14	15	15/16	16/17	17/18	18/19	19/20
27.4	16.4	15.2	21.3	22.4	16.5	22	21	11.5

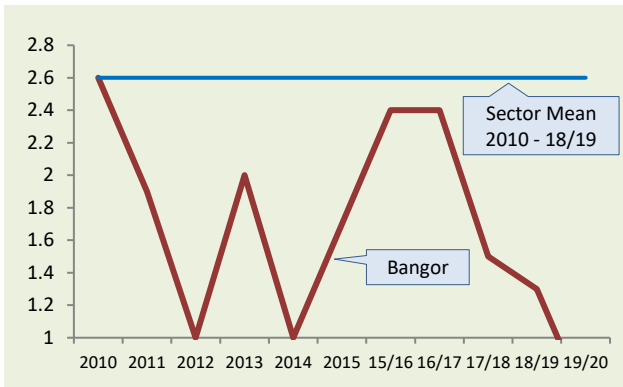
Students

In 2019/20, there were **6** (13 in 19/20) Student injury-accidents as a direct result of their University studies. Showing a ratio of **0.6** accident per 1,000 Students⁶ a decrease on the 1.3 in 18/19. The National Rate 18/19 was 2.9/1000.

⁵ Based on 2005 members of Staff during the year (headcount)

⁶ Based on 10,247 Students during the year

Sector and Bangor University Injury-Accidents averaged per 1000 STUDENTS (2010 – 2019/20)



11	12	13	14	15	15/16	16/17	17/18	18/19	19/20
1.9	1	2	1	1.7	2.4	2.4	1.5	1.3	0.6

REPORTABLE ACCIDENTS (RIDDOR)

During 2019/20, there were 1 Health and Safety Executive (HSE) Reportable Accidents and Incidents.

This RIDDOR related to a temporary member of Staff, as a result of a fall at work.

The rate of HE Sector Staff RIDDOR incidents was 1.21/1000 in 2018/19 (adjusted FTE). The Bangor University rate in 2019/20 was 0.5/1000; it was 2.4/1000 in 18/19.

The rate of Student RIDDOR incidents nationally was as 0.055/1000 in 2018/19. The latest, 2019/20, University rate was 0 /1000 (0.1 in 18/19).

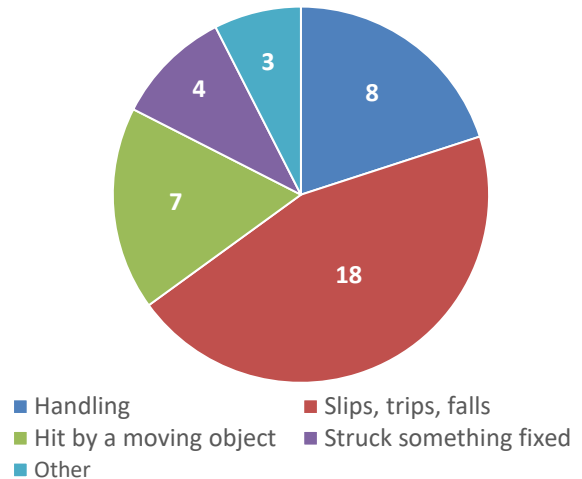
Historically the University’s RIDDOR rates fluctuate greatly, as shown below:

Year	Staff	Student	Visitor	Total
2019/20	1	0	0	1
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	12
2008	5	1	1	7

There were no Reportable Occupational Diseases or Dangerous Occurrences in 2019/20.

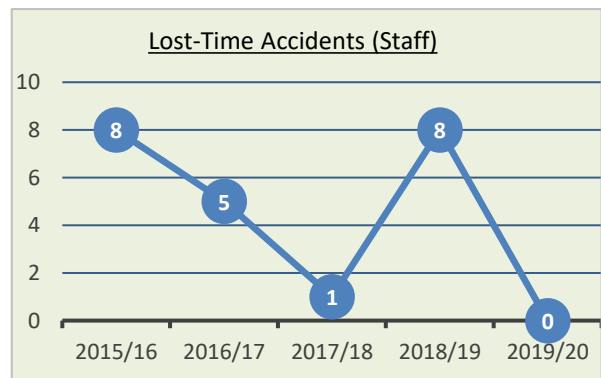
ACCIDENT CAUSATION (all accidents)

The majority of the 40 injury-accidents involved either a handling incident (8 = 20%), being hit by a moving / falling object (7 = 17%); hit something fixed (4 = 10%) or a slip, trip or fall (18 = 45%); 3 other.



LOST-TIME ACCIDENTS & INCIDENTS TO STAFF

There were no Staff lost-time incidents reported in 2019/20.



SPORTS RELATED INCIDENTS

There were 103 sports related incident reports received (non-academic activities), primarily for injuries which inevitably occur when playing some sports.

OVERSEAS & OVERSEAS TRAVEL INCIDENTS

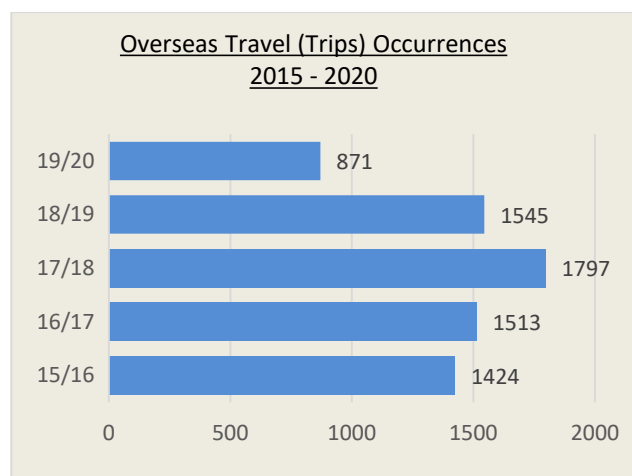
This section of the report primarily relates to overseas travel for trips commencing from the 1st August 2019 to the 6th March 2020, at which point staff and students were prevented from making overseas trips and requested to return to their home country/base where possible.

As of the 6th March, 126 staff and students were still overseas. Most staff and students made their own way 'home' without need for Insurance assistance.

The number requesting support to return was 10.

The number of students who elected to remain overseas was 22, where they were in locations that were less affected, at that time by the virus, mainly in the far east and Australia or New Zealand.

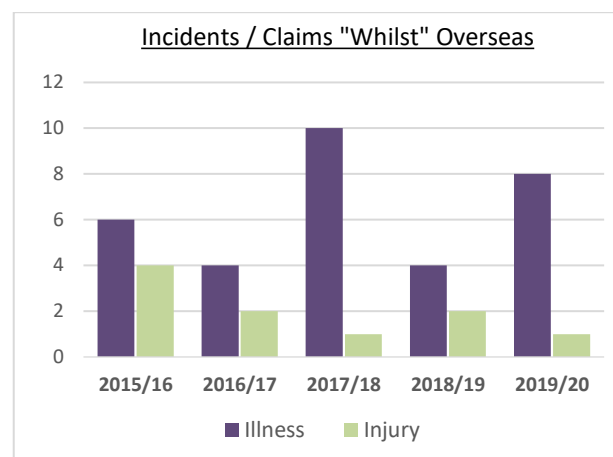
Overseas travel reduced by 44% in 2019/20, primarily due to Covid-19 controls.



33 Travel 'insurance' Claims were made in 2019/20:

- 9 Medical Expenses: 1 injury and 8 as a result of non-Covid related illness.
- 9 Trip Cancellations (6 Covid related).
- 8 Placement Curtailment (Covid related).
- 4 Rearrangement Costs (Covid related).
- 3 Loss / Damage to personal items.

Note: Although outside of the 19/20 Academic year, as of 13th October 2020, 28 students and 1 member of staff have requested overseas travel (insurance) cover. This since the return to research and requirements for students to be overseas as a mandatory element of their course and with the associated Covid-19 screening processes implemented.



• VEHICLE ACCIDENTS & INCIDENTS

In 2019/20, there were **2** motor vehicle accident claims; one was for slight front apron damage to a VW Transporter van which resulted in a cost £620 and the other was for rather more substantial damage to the side of a large MPV, with a cost of £2,470.

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

The following table indicates incident rates for hire vehicles only. There is no mileage data for University owned vehicles and / or 'grey' fleet where staff use their own vehicle on University business.

Vehicle Incident Rate ⁷					
2016/17		2017/18		2019/20	
Total Days	Total Miles	Total Days	Total Miles	Total Days	Total Miles
1,686	175,701	1,810	255,090	466	61,034
Inc./ Days	Inc./ Miles	Inc./ Days	Inc./ Miles	Inc./ Days	Inc./ Miles
3.6/ 1000 days	3.4/ 100k miles	4.4/ 1000 days	3.18/ 100k miles	4.3/ 1000 days	3.3/ 100k miles
TOTAL INJURIES		TOTAL INJURIES		TOTAL INJURIES	
0		0		0	

Note: 2018/19 data was not available

Students' Union (SU) Vehicles

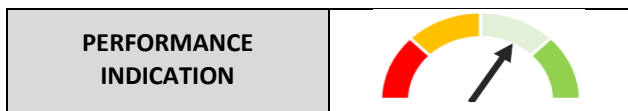
The SU is a separate legal entity with different insurers and holds its own data separately. The SU 'owns' 7 vehicles: 4 minibuses, 2 MPVs and one van.

⁷ Using total incidents per **hire days and mileage** for one (hire) vehicle provider, only, and 2 such insurance-incidents

In 2019/20 (travel stopped in March 2020 due to Lockdown) there were **no** reported road traffic injuries. There were **3** insurance claims; a minibus damaging an empty stationary car, a minibus scrapping a wall when exiting a University car park and a damaged roof caused by a car park height barrier.

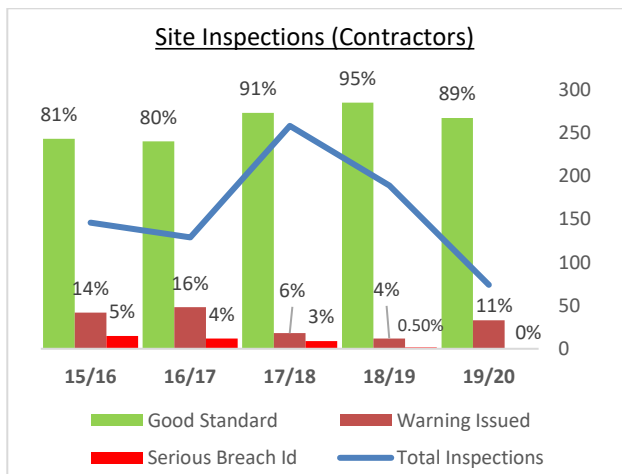
The total distance for SU vehicles travelled in 2019/20 was **35,074** miles, a 36% decrease on 2018/19 (55,145).

• SITE-MONITORING (CONSTRUCTION & MAINTENANCE)



In 2019/20 the number of construction/maintenance in-house H&S Inspections decreased to **74**, from **189** the previous year.

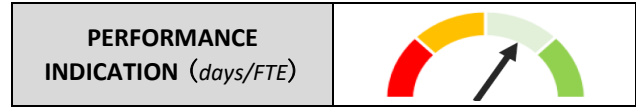
The findings of those inspections showed a slight increase in warnings issued, however due to Covid-19 a 60% decrease in inspections was seen due to restrictions of staff and work on site.



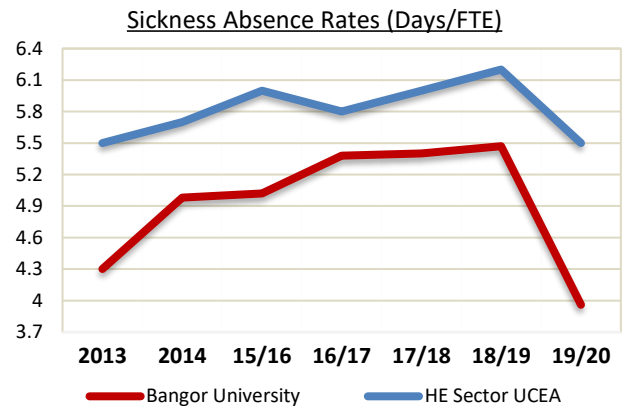
Of the 74 inspections, 20% were of Contractors working practices, 18% were of University Maintenance Staff, 61% Grounds Staff and the remaining 1% referred to Facilities operation. There were 8 minor issues (11%) with 7 involving Contractors and 1 Facilities.

It is noted that the number of site inspections reduced significantly due to Lockdown and curtailment of activity.

7. STAFF SICKNESS ABSENCE



The headline sickness absence rate remains below the national sector average. Note, the 2019/20 data is impacted by the Covid-19 pandemic.



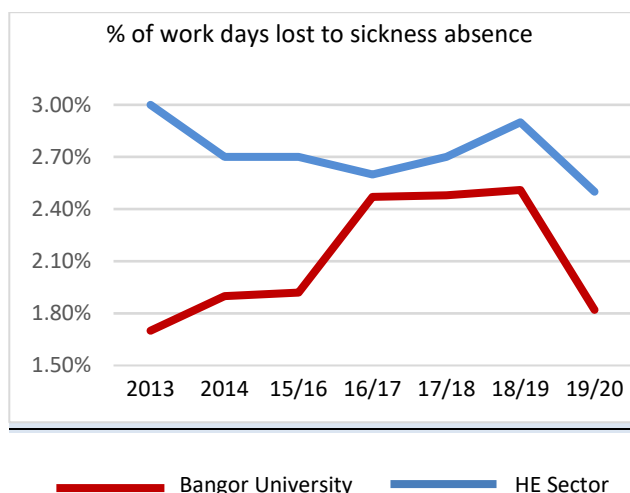
In 2019/20 a total of 6,293 working days were lost due to reported sickness absence. This equates to an annual Staff Sickness Absence rate of around **3.96** days per FTE employee⁸ (5.47 days in 2018/19).

The National Sector Average in 2019/20 was 5.5 days. The CIPD reported that the average level of employee absence (April 2020) was 5.8 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 a 9.45 days rate in 2018/19 (April-March).

The Bangor University 2019/20 Sickness Absence rate of **3.96 days** equates to around **1.82%** of the working time⁹ lost due to sickness absence. The rate in 2018/19 was **2.51%**.

⁸ Based on an average FTE over 2019/20 of 1588.38

⁹ Based on an average of 260.715 working days per year



75.42% (4,747 working days, adjusted for FTE) of all sickness absences reported in 2019/20 were confirmed by a medical (doctor) certificate, with the remainder 24.58% (1,546 working days, adjusted for FTE) self-certified.

Long-term absences, those greater than 20 days, accounted for **56.7%** (3,569 working days absence, adjusted for FTE) of all the absence days reported in 2018/19, showing a 11.4% decrease on 2018/19.

It is noted that as ¼ of the last half of the year was during Covid-19 Lockdown that several staff were either furloughed or shielding and therefore any absence to these members of staff were not recorded as sickness.

Percentage of sickness absence that is long-term					
	15/16	16/17	17/18	18/19	19/20
Bangor	61.9%	65.6%	63%	64%	56.7%
Sector	52.4%	53.3%	52.2%	54.6%	56.0%

COVID-19 SICKNESS ABSENCE

371 days were lost to covid-19 sickness absence (up to 31st July) affecting 22 members of staff, 4 of whom were confirmed Covid-19 positive.

One member of staff was hospitalised due to Covid-19 and has subsequently returned to his duties as a Security Officer.

% OF STAFF WHO REPORTED A SICKNESS ABSENCE

There was another decrease in the number of Staff who reported a sickness absence in 2019/20.

526 members of Staff (headcount) reported a sickness absence during the year, this equates to around **26.23%** of Staff. In 2018/19 the rate was **28.91%** and **29.97%** in 2017/18.

Included in the data are 22 staff who were unable to work due to Covid-19 symptoms.

BENCHMARK SICKNESS ABSENCE TABLE (UCEA)

This section, taken from the UCEA **2018/19** 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 12 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 **2018/19**.

UCEA REPORT 2018/19		All (99) HE institutions		Pre-92, small HEIs (12)	
Measure (FTE)	Bangor (BU)	Benchmark	BU Rank	Benchmark	BU Rank
Average working days lost (days)	5.5	6.2	26	6.2	5
% of working days lost	2.5%	2.9%	27	2.8%	5
Short- & Medium-Term working days lost (days)	2.0	2.8	6	2.8	2
% long-term sickness absence	64.0%	54.6%	82	54.2%	12

The following is the sickness absence causation summary for **2018/19**, as provided by the UCEA benchmark report.

HEALTH AND SAFETY ANNUAL REPORT 2019/20

All Sickness Absence (short, medium and long-term)			
Absence Category	BU	All (99)	Pre-92, small HEIs
RESP - Asthma and other chest/respiratory problems incl. pneumonia, bronchitis, pleurisy	4.0%	3.5%	5.1%
CNCR - Cancers and tumours (Benign and malignant)	4.6%	4.2%	4.3%
COLD - Cold, cough, flu - influenza	7.7%	11.1%	8.5%
DEGP - Diabetes and other endocrine/glandular problems (e.g. diabetes, thyroid, metabolic)	1.5%	0.3%	0.8%
ENTD - Eye, ear, nose, throat and dental problems	4.8%	3.5%	3.4%
GNIT - Genitourinary and gynaecological disorders, excl. pregnancy	4.6%	1.9%	2.3%
MIGR - Headache, migraine and neurological/nervous system	1.9%	3.7%	2.7%
HEBL - Heart, circulatory and blood disorders	6.1%	2.5%	3.0%
OPER - Operation/ recovery/ medical appointment*	0.0%	6.4%	6.8%
INBP - Injury, burns and poisoning	0.0%	3.7%	2.4%
MNTL - Mental health incl. exhaustion, fatigue, nervous debility, alcohol/drug abuse	28.0%	25.6%	24.4%
MUSC - Musculoskeletal incl. back/neck problems, carpal tunnel, tendonitis	21.9%	11.4%	14.4%
INFC - Other infectious diseases (e.g. shingles)	0.9%	1.6%	1.7%
PREG - Pregnancy-related disorders	0.8%	1.1%	1.1%
SKIN - Skin disorders	1.5%	0.4%	0.5%
STMC - Stomach/ digestive/ gastrointestinal problems (e.g. vomiting, gastroenteritis, diarrhoea)	10.0%	8.0%	7.7%
OTHR - Other known causes not covered by the UCEA categories	1.7%	4.5%	3.0%
UNKN - Unknown causes/not specified	0.0%	6.6%	8.0%

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

• 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 most (long-term) absences, 63%, ended within a 2-month period.

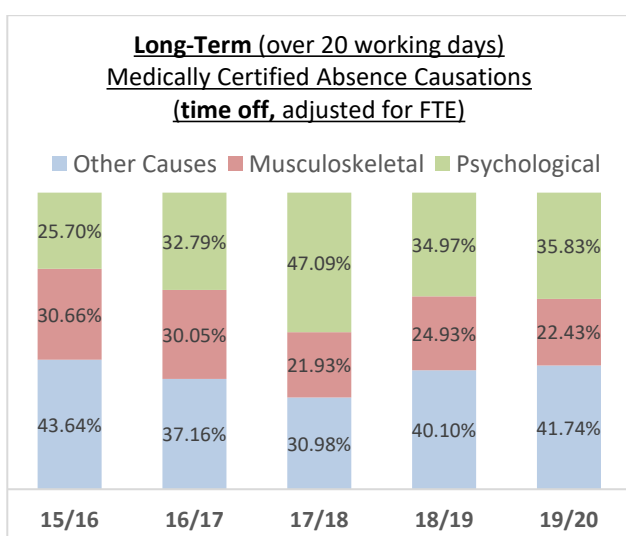
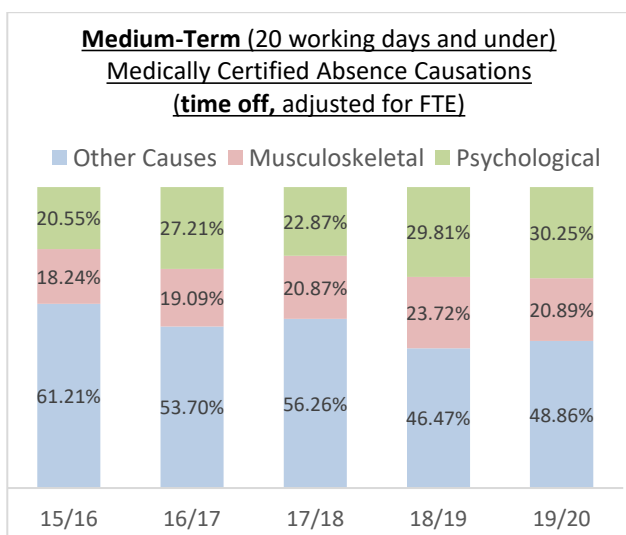
Over 20-day absences that concluded in 2019/20 (comparator 2018/19, 2017/18 and 2016/17)				
Absence period in Months	Number of Instances 2016/17	Number of Instances 2017/18	Number of Instances 2018/19	Number of Instances 2019/20
≤2	47	43	67	55
≤3	16	18	8	21
≤4	7	7	6	5
≤5	7	7	7	2
≤6	6	3	9	3
≤7	1	5	2	1
≤8	2	0	2	0
≤9	1	0	0	0
≤10	1	0	0	0
≤11	1	1	0	0
≤12	0	0	0	0

• SICKNESS ABSENCE CAUSATIONS

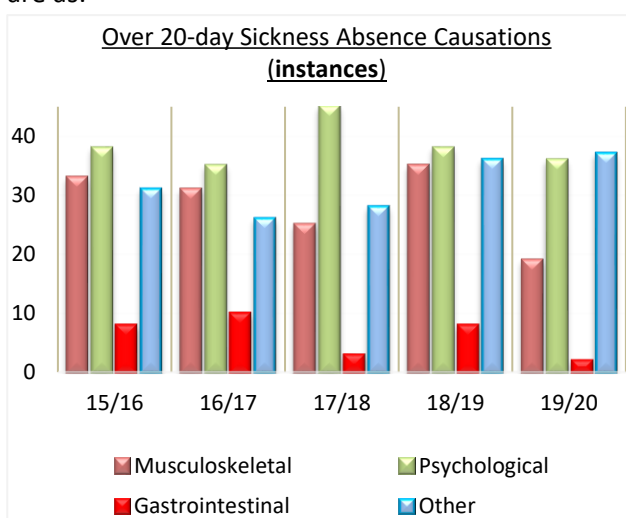
Note: Causation groups refer to Doctor/Medically Certified absence only, and do not include self-declared absence causations (Self-Certification).

It is again found that psychological illnesses and musculoskeletal absence causations (back, joints and fractures) account for the greatest percentage of absences during 2019/20.

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	RATE	RATE excl. long term
The University	3.96	1.71
Arts, Humanities and Business	4.08	0.70
Environmental Sciences & Eng.	1.43	0.64
Human Sciences	3.61	1.24
Canolfan Bedwyr	2.91	1.59
Commercial Services	4.86	1.9
Corporate Services	3.79	2.41
Finance & Research Services	5.21	2.59
IT Services	4.05	2.24
Learn Welsh – North West	1.59	1.47
Library and Archives Service	5.79	2.61
Marketing, Recruitment & Comms.	3.59	2.34
Pontio Arts	3.68	1.86
Property & Campus Services	8.81	3.70
Student Services	6.05	4.18
Students' Union	3.93	1.67

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 2019/20.

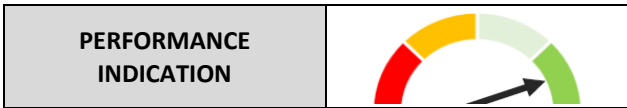
Surveillance, of various types, is provided to Staff who are regularly exposed to vibrating equipment and high intensity noise levels, and to a number of research scientists, chemists and technical Staff, shift workers, contracted drivers and animal handlers.

No adverse work-related health-impact results were identified during 2019/20.

Health Surveillance is primarily provided to confirm certain workplace risks are not adversely impacting

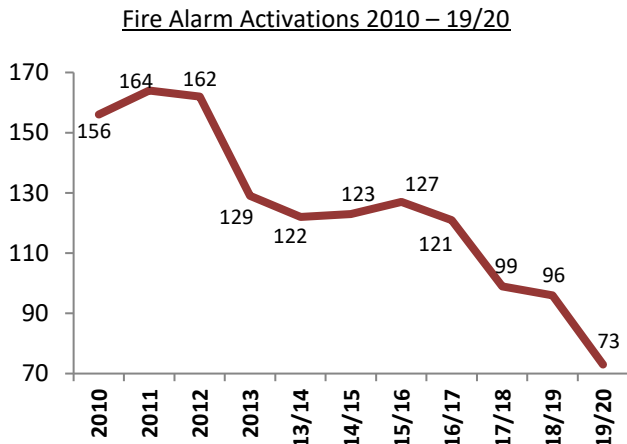
their health. There is also an added benefit to members of Staff in that the consultations can often highlight more general health matters not necessarily associated with their work, such as high blood pressure, and a number of Staff have been referred to their own GPs as a result of such health surveillance.

8. FIRE ALARM ACTIVATIONS



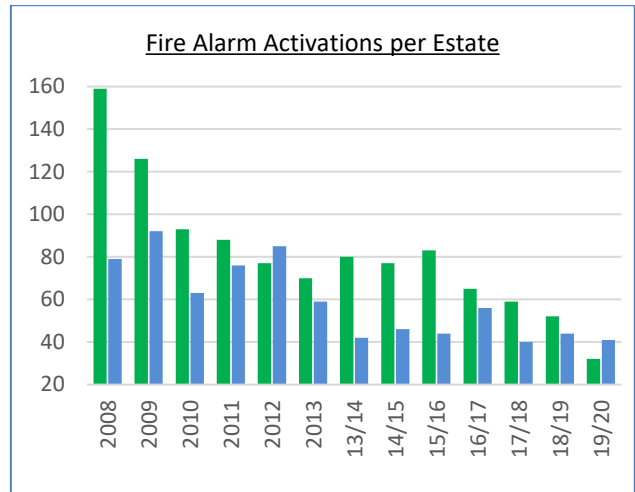
The University’s estate consists of more than a hundred buildings with most protected by automatic fire detection and alarm systems with approximately 9,000 smoke/heat detectors installed.

During 2019/20 there were **73** Fire Alarm activations in University buildings, a **24%** decrease on the 96 in 2018/19.



The North Wales Fire & Rescue Service attended **18** times, a decrease on the 22 in 18/19. **17** of these (21 in 19/20) attendances were to Halls of Residences between 8pm and 8am.

Total activations (73) 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

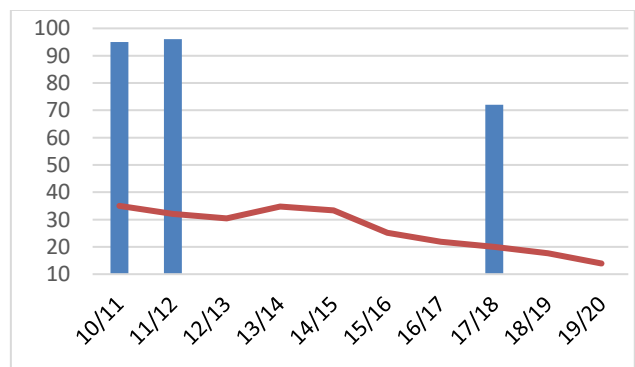
Fire alarm activations within Academic and Admin buildings decreased to **32** in 2019/20 from 44 (18/19). Fire alarm activations within Halls of Residences decreased again to **41** from 52 (18/19), 59 (17/18) and 65 (16/17).

Fire Alarm Activation Rate / 1000 detectors

Estate	19/20	Trend
Halls of Residences ¹⁰	9.5/1000	Downward*
Academic & Admin ¹¹	7/1000	Downward*

* Covid-19 and ‘lockdown’ will have notably impacted incidences

Fire Alarm Activations per 1000 Study Bedrooms¹²



	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20
BU	35	32	30	35	33	25	22	20	17.6	13.9
Sector	95	96	No data available					72		

¹⁰ Based on 4335 detectors in Halls
¹¹ Based on 4630 detectors in Academic Buildings

¹² Based on 2960 study bedrooms. There was no Sector data available between 2012 – 2016 and 18/19 data are not yet available

• **FIRES**

There was one fire, which although not in a building was on University land, this as a result of a malicious act with articles of clothing and bedding set on fire.

There was one 'near-miss' fire, defined as an incident 'involving only smoke, without flames as a result of a cooking incident in Halls.

9. CIVIL CLAIMS (H&S RELATED)

In 2019/20 there was **one** Employer Liability Claim from a past member of staff and **four** Public Liability Claims for a slip on a wet floor (Pontio), a Research project claim and damage to vehicles (x2) from a malfunctioning automatic bollard system at M-Sparc.

In 2018/19 there were two Employer Liability Claims as a result of reported injuries at work and one Public Liability Claim.

10. WEBSITE STATISTICS

In 2019/20 there were **24,805 (-1.5%)** unique page views to the Health and Safety website, with **35,373** page-views **(+8%)**. Of these the top four most popular pages visited were:

- Risk Assessments.
- Overseas Travel.
- A-Z Link.
- Laser Calculators.

End.