

# Health and Safety

## Annual Report

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PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**2016/2017**

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

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The 2016/17 Report provides a combined report for many aspects of health and safety. A Summary of the Report is also provided to Council and aspects included in the University's KPI Reports.

Currently, Health and Safety KPIs are limited to two measures, namely University-Level Induction and Safe Use of Computers (DSE). It is intended to increase KPIs as reporting and recording systems are improved. The two training KPIs can be found under the Training Section (4). Additional Self-Reporting KPIs will be included in future reports, post-reorganisation.

## 1. POLICIES & KEY DOCUMENTS

There were no additional (new) policies in 2016/17. The University Health and Safety Policy Statement is due for renewal in 2018.

### • REVISED POLICIES

The following Policies were reviewed and revised in 2016/17.

**UNIVERSITY DIVING PROJECTS (revision):** The existing Policy (approved 21<sup>st</sup> May 2014), replaced the original Policy Note: OHSU P11 Diving at Work. Key changes are:

- i. *Title / Application:* Amended to 'Diving Projects' to incorporate 'diving activities that count towards any Bangor University credited course'.
- ii. *Roles and Responsibilities:* 'Diving Safety Officer' replaced with standard diving roles: Dive Officer & Dive Supervisor, clarifying the University (Duty Holder) and not an individual as the Diving Contractor.
- iii. Clarifies divers must have an in-date Medical Examination undertaken by an Approved Medical Examiner of Divers (AMED).

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (revision):** Replaces Policy Note OHSU P5 Control of Substances Hazardous to Health (COSHH). Changes mainly related to refreshing the Policy layout, updating legislative references and including references to hazardous and clinical waste; enabling

subsequent removal of the separate OHSU P12 Clinical Waste Policy.

**MANUAL HANDLING (revision):** Replaces Policy Note OHSU P2 Manual Handling Operations. Changes predominantly related to refreshing the Policy layout, updating legislative references and now directs readers to the Health and Safety Executive's on-line (free to access) MAC Tool, developed to help identify high-risk workplace manual handling activities to ensure appropriate controls are put in place to manage risk.

### • REVOKED POLICIES

The following Policies were revoked in 2016/17.

**OHSU P13: Violence at Work Policy Note:** The information it held is now suitably addressed by other University Policies, Procedures and sources of Information.

**OHSU P12: Safe Handling, Storage, Transport and Disposal of Clinical Waste:** Following the update of the Control of Substances Hazardous to Health (COSHH) Policy Standard there was no longer a need for a specific Clinical Waste Policy. Relevant information is available on-line, with the duties of waste producers covered by the revised COSHH Policy Standard.

### • MAJOR PROJECT: STUDENT VOLUNTEERING

Working alongside the Students' Union, a review of all relevant health and safety paperwork for "Student Volunteering Bangor" activities was undertaken. This involved an assessment and subsequent re-write of 38 existing risk assessments and the associated Student Opportunities H&S Policy. The aim was to develop comprehensive, user-friendly documents, reducing many from over 25 pages (each) to 4 pages.

The revised documents will now also act as a useful prompt for Project Leaders to help them identify Project Partner responsibilities and to assist when training / briefing their volunteers in preparation for Project activities.

## 2. AUDITS, REVIEWS & INSPECTIONS

### • COLLEGE / DEPARTMENT HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

During 2016/17 HSS started its program of health and safety management audits, using the new H&S Management Audit Pack.

The Audit Pack references national standards (*USHA/UCEA Leadership and Management of Health and Safety in Higher Education Institutions*) and provides Benchmarks which enabled HSS to assess a Department's / College's overarching health and safety management arrangements.

Performance Benchmarks for the 'Themed' elements of the audits, which test the effectiveness of the management system for specific subject areas, are developed by HSS; usually in line with internal policies and guidelines.

Three major audits have now been completed using the new system:

### • DEPARTMENT: Sports

PERFORMANCE INDICATION	BEST PRACTICE
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The Department's arrangements for the management of health and safety were found to be to an excellent standard, achieving 'Best Practice' and nearly a 100% for their overall health and safety performance.

#### H&S Management Performance

	Basic	Good Practice	Best Practice
PLAN	100%	100%	66%
DO	100%	100%	100%
CHECK	100%	100%	100%
ACT	100%	100%	N/A

It is noted that over recent years, the Department's health and safety management arrangements have developed considerably, with the Department striving to continually identify potential issues and make improvements, where possible. The Director and Senior Manager actively engage with and

promote health and safety to their staff and users of the facilities.

The few minor actions identified during the audit were mostly addressed by audit completion.

#### Themed Risks:

The Audit, in addition to overall management arrangements, considered a selection of themed risks. For Sports these were as follows:

#### Driver & Vehicle Safety

Basic	Good Practice	Best Practice
100%	100%	N/A

#### Personal Safety

Basic	Good Practice	Best Practice
100%	100%	N/A

#### Safety of Children

Basic	Good Practice	Best Practice
100%	100%	100%

### • DEPARTMENT: International Education Centre

PERFORMANCE INDICATION	GOOD PRACTICE
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The audit found that the Department's arrangements for the management of health and safety were to a good standard.

#### H&S Management Performance

	Basic	Good Practice	Best Practice
PLAN	100%	87%	67%
DO	100%	82%	50%
CHECK	N/A	80%	50%
ACT	N/A	100%	N/A

The Department has worked closely with HSS over the last few years to develop its health and safety management system. The Director and Senior Managers actively engage with HSS and this ethos is

reflected across the whole Department through the general support of the health and safety agenda.

It was apparent that excellent support is offered to its international students. From the recruitment stage through to their arrival and beyond, the care and dedication the team provide to ensure overseas students have a positive experience whilst at Bangor shone through.

A few actions were identified; the most significant of which relates to ensuring management supervision of accidents and incidents investigations. Though, these are very few in number.

#### Themed Risks:

The Audit, in addition to overall management arrangements, considers a selection of themed risks. For IEC these were as follows:

#### Safe Use of Computers (DSE/Musculoskeletal)

Basic	Good Practice	Best Practice
100%	100%	67%

#### Overseas Travel

Basic	Good Practice	Best Practice
100%	100%	100%

#### Social Activities (Day Trips & Events)

Basic	Good Practice	Best Practice
100%	100%	100%

#### • DEPARTMENT: Libraries and Archives

PERFORMANCE INDICATION	Good/Best Practice
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**Note:** Library and Archives were used to trial the first audit. Following this audit some modifications were made to the measurement and scoring criteria, for this reason the scoring charts are not replicated here.

The Department's arrangements for the management of health and safety were found to be of a high standard. Overall, the Department achieved 'Best Practice' for their safety performance, which calculates all scores from the

overarching H&S Management Arrangements section and each Themed section of the audit.

A small number of actions were identified, the most significant of which related to improving record keeping and monitoring actions through to completion.

Health and Safety Services has subsequently worked with the management team at Library & Archives and additional arrangements have been implemented, as necessary.

#### • Future College and Departmental Audits

A small number of full audits are planned for 2017/18; this due to the current organisational changes.

The following will be audited in 2017/18:

- Halls of Residences.
- Students' Union.
- Management Centre (wholly-owned subsidiary).

Other Departmental and College audits will be put on hold, with emphasis focused on supporting new Directorates and Colleges to deliver an effective and appropriate health and safety management system.

#### • BIOLOGICAL HAZARDS REVIEW

PERFORMANCE INDICATION	
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The annual inspection of HG2 facilities took place in January 2017. Findings were positive and it was clear that all staff and students working in the areas have a good understanding of the risks and associated controls.

#### • RADON REVIEW

PERFORMANCE INDICATION	
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The Radon Review was carried out to confirm that mitigation arrangements previously put in place to manage radon remain effective and to assess the implication of forthcoming reductions to the Radon Action Level, which comes into force on 1<sup>st</sup> January

2018. This will see the current Workplace Action Level reducing from 400 Bq m<sup>-3</sup> to 300 Bq m<sup>-3</sup>.

The following key actions were recommended:

- i. Radon measurements to be taken in all buildings, previously showing radon levels close to the new Action Level.
- ii. PACS to ensure records of maintenance and inspections of radon engineering controls are maintained.
- iii. In one building issues with regards to the quality of installation of radon mitigation measures was identified and the Contractor responsible for the design and installation of the systems has been requested to return to site to address concerns.

#### • FIRE SAFETY (Cladding-Systems)

Immediately following the tragic fire at Grenfell Tower in London a review to assess the vulnerability of University buildings and to identify potential fire risks was undertaken.

The Review assessed over 100 buildings and confirmed that the University has no cladding system, of a similar combustible-material type to that used at Grenfell, on any of its residential buildings. It also confirmed that one academic building has a similar system installed (on one elevation), though the internal fire safety arrangements are considered to be of a very high standard.

An initial report has been considered by the Health and Safety Task Group, highlighting that there are no immediate or significant concerns.

All buildings are scheduled to be re-assessed and a further report will be considered in due course.

#### • WINTER VOMITING BUG

In response to high instances of winter vomiting bug (norovirus) in the locality a review of high risk areas and cleaning/washing materials across the

University was undertaken. The standards applied across most areas was found to be excellent.

A clear 'Guide' for the purchase and use of Cleaning Materials has now been produced, referencing the appropriate biological and virucidal (BSEN) standards.

### 3. ENFORCEMENT ACTION & STATUTORY INSPECTORATE(S) VISITS

No enforcement action was taken against the University in 2016/17.

#### Health and Safety Executive (HSE)

The HSE undertook no investigations of the University and there were no formal visits.

#### Natural Resources Wales (NRW)

The NRW Inspector visited in December 2016 to confirm the University's compliance with relevant legislation relating to the use, storage, disposal and security of radioactive materials. The annual inspection confirmed that there were good arrangements in place. NRW plan to carry out an additional, full inspection in 2017.

### 4. HEALTH AND SAFETY TRAINING

Health and Safety Services provides, coordinates or supports a number of training courses throughout the year. The following indicates the numbers of such courses and participants; however, it is noted that many additional courses are provided locally and these **are not** recorded on the central training database.

#### • GENERAL H&S TRAINING COURSES

During the year 67 "face-to-face" courses were provided or facilitated by Health and Safety Services.

Year	No of Courses / Sessions	Staff/Student Participants
2016/17	67	299
2015/16 <sup>1</sup>	56	309 <sup>1</sup>
2014	100	579
2013	85	583
2012	106	719

<sup>1</sup> In 2015/16 DSE/Computer User training was transferred on-line and no longer offered as a face to face training course. e.g DSE User Training accounted for 137 participants in 2014

Training provided to Staff included:

- Manual Handling Assessor & Train-the-Trainer.
- First Aid and Defibrillator Training.
- Portable Electrical Appliance Testing.
- Display Screen Assessors.
- Fire Marshal Training.
- General Health and Safety Inductions.
- General and Specialist Risk Assessments.

#### • GENERAL STAFF INDUCTION(S)

PERFORMANCE INDICATION	
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*General University Staff Induction is now utilised as an Institutional Health and Safety KPI.*

**Target:** by 2018/19, at least 90% of all new staff, employed during that academic year will have received a central University health and safety induction.

Presently, most new members of staff are invited to attend the central Staff Induction Day, arranged by Human Resources, where they will receive institutional health and safety information.

PERFORMANCE INDICATOR	STATUS/VALUE	NOTES
Percentage of new staff (invited) who attended the University central H&S Induction <sup>2</sup>	79%  On-target	Up 16% on 15/16.  Target for 2017/18 is 86%

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

#### • COMPUTER USERS TRAINING

PERFORMANCE INDICATION	
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*Computer User Training (DSE) is now utilised as an Institutional KPI. Such training is specifically required by the Display Screen Equipment Regulations.*

**Target:** 80% of Computer Users by 2018/19 have completed the on-line training within the last 5 years.

PERFORMANCE INDICATOR	STATUS/VALUE	NOTES
Percentage of Computer (DSE) Users who have completed the on-line training and self-assessment.	51.8%  Slightly behind target	Up 10% on 15/16  ---  2017/18 target is 67%

During 2016/17 a total of **423** staff completed the online Computer Users Training (bringing the total to 51.8% of estimated Computer Users). This figure is a 25.4% increase from last year's total of 41.31%.

The following chart shows % of computer users completed in each College, School and Department.

<b>College of Arts &amp; Humanities</b>	21%
CAH Staff	29%
Creative Studies and Media	19%
English Literature	19%
History and Archaeology	0%
Linguistics	50%
Modern Languages and Cultures	31%
Music	8%
Philosophy and Religion	25%
Cymraeg	43%
<b>College of Business, Law, Education &amp; Social Sciences</b>	20%
CoBLESS Staff	38%
Bangor Business School	23%
Law	5%
Education	17%
Social Sciences	24%
<b>College of Health &amp; Behavioural Sciences</b>	36%
CoHaBS Staff	50%
Healthcare Sciences	25%
Medical Sciences	46%
Psychology	34%
Sports, Health & Exercise Sciences	80%
<b>College of Natural Sciences</b>	65%

<sup>2</sup> This figure excludes some manual staff groups and short term contracts



CNS Staff	85%
Biological Sciences	52%
SENRGy	58%
Ocean Sciences	74%
Biocomposites	78%
<b>College of Physical &amp; Applied Sciences</b>	47%
CoPAS Staff	50%
Chemistry	60%
Computer Science	36%
Electronic Engineering	37%
Pontio Innovation	25%
<b>Service Departments</b>	
Academic Registry	93%
Admissions Team	44%
Canolfan Bedwyr	23%
Canolfan Brailsford	95%
Commercial Services	92%
Corporate Communications and Marketing	61%
Development & Alumni Relations	80%
Finance Office	66%
Halls	79%
Health & Safety Services	100%
Human Resources	94%
International Education Centre	71%
IT Services	91%
Library & Archives	91%
North Wales Welsh for Adults Centre	56%
Planning & Governance	100%
Pontio	25%
Property & Campus Services	43%
PVC Welsh Medium	20%
Research and Enterprise Office	21%
Student Services	71%
Students Union	74%
The Sustainability Lab	100%
VC & PRO VCs	78%

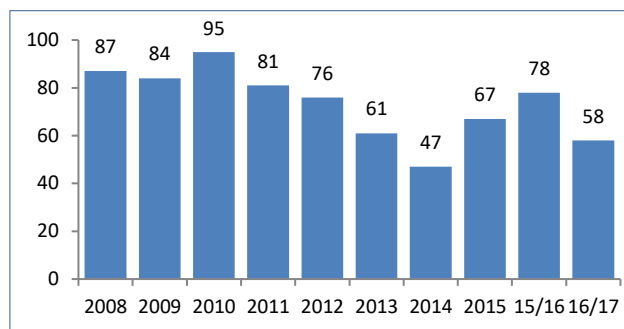
HSS will now work with new Colleges and Directorates to improve rates of compliance.

## 5. ACCIDENTS & INCIDENTS

Health and Safety Services is the central depository for all University Accident & Incident Forms. On receipt, each Form is assessed to determine if further investigation and / or action is required. The data is

reviewed regularly to capture trends in relation to accident causation, locations and activities.

### • INJURY-ACCIDENTS (TOTAL)



08	09	10	11	12	13	14	15	15/16	16/17
27.5	32.2	30	27	27.4	16.4	15.2	21.3	22.4	16.5

The number of Staff and Student accidents reported in 2016/17 that involved injury, as a result of their University work or studies, was 58 (78 in 2015/16). Of this total, 34 (52) accidents related to Staff and 24 (26) to Students.

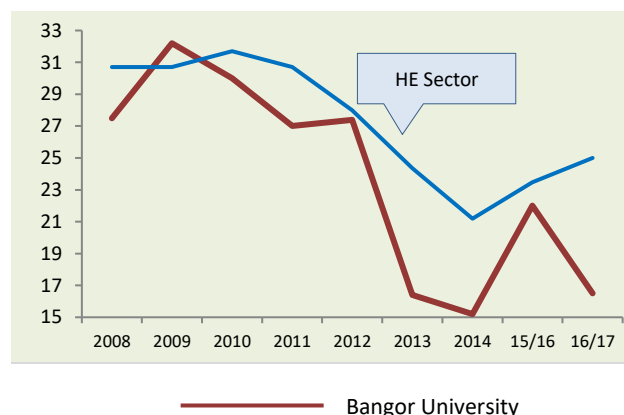
In addition to the staff/student injury-accident reports, a further **28 (18)** Injury-Accident Reports were received for injuries to visitors and contractors. All related to minor injuries.

**Note:** Incident rates for injury—accidents to Contractor and the Public are too low to trend.

### • INJURY ACCIDENTS RATE (per 1000 at Risk)

The Staff injury-accident ratio for 2016/17 was 16.5 accidents per 1,000 employees<sup>3</sup>, a decrease from the 22.4 accidents per 1000 reported in 2015/16. The National Rate 16/17 was 25/1000.

Sector and Bangor University Injury-Accidents averaged per 1000 **STAFF** (2008 – 2016/17)

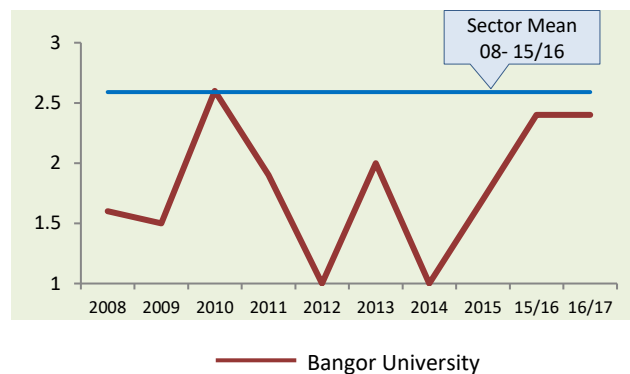


<sup>3</sup> Based on 2066 members of Staff during the year (headcount)



In 2016/17, there were **24** Student injury-accidents as a direct result of their University studies. Showing a ratio of **2.4** accident per 1,000 Students<sup>4</sup> the same as in 2015/16. The National Rate 16/17 was 2.7/1000.

Sector and Bangor University Injury-Accidents averaged per 1000<sup>5</sup> STUDENTS (2008 – 2016/17)



08	09	10	11	12	13	14	15	15/16	16/17
1.6	1.5	2.6	1.9	1	2	1	1.7	2.4	2.4

#### • MAJOR INJURIES

Of the 58 injury-accidents in 2016/17, **NONE** were categorised as “major injuries”.

#### • REPORTABLE ACCIDENTS (RIDDOR)

During 2016/17, there were **2** Health and Safety Executive (HSE) Reportable Accidents and Incidents. **One** related to **Staff**: an over-7 day injury where the member of staff was off ‘normal’ work following a cut to the thumb, which then became infected. The single Student incident arose when they were handling chemicals, wearing the appropriate disposable chemical-resistant gloves, but ‘instinctively’ scratched an itch on their face; transferring a chemical onto the face. This resulted in a precautionary visit to the hospital and no long term impact.

#### Incident Rates:

The number of HE Sector Staff RIDDOR incidents was **1.14/1000** in 2015/16. The Bangor University rate was **0.5/1000** in 2016/17, down from 1.7/1000 in 15/16.

The number of Student RIDDOR incidents at the University was **0.1 /1000** in 2016/17.

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

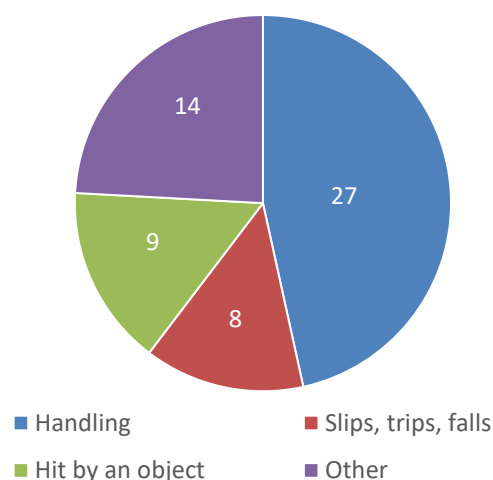
Year	Staff	Student	Visitor	Total
2016/17	1	1	0	2
2015/16	4	1	0	5
2014	7	1	0	8
2013	3	1	1	5
2012	0	2	0	2
2011	3	0	0	3
2010	3	3	1	7
2009	10	0	2	12
2008	5	1	1	7
2007	3	2	0	5
2006	3	6	0	9

There were **no** Reportable Occupational Diseases or Dangerous Occurrences in 2016/17.

#### • ACCIDENT CAUSATION (all accidents)

The majority of the 58 injury-accidents involved either a handling incident (27 = 47%), being hit by a moving / falling object (9 = 16%); or a slip, trip or fall (8 = 14%).

The other 14 incidents, related to *contact with a fixed / stationary object* (5), *assault* (1), *contact with a substance* (2), *contact with static electricity* (1) and *others* (5).



<sup>5</sup> Based on 10,188 Students during the year



### • MANUAL HANDLING INJURIES DATA REVIEW

As the number of handling related incidents accounts for such a high percentage of all accidents a review of data was undertaken in 2016/17.

Historically 'handling, lifting or carrying' injuries have accounted for a significant percentage of reported injuries / near misses at the University. When presenting 'handling' accident / incident data the assumption is often made that it only includes accidents / incidents that caused a 'bad back' or 'similar' injury.

The review of all handling injuries (2012 – 2016) evidenced that the majority of injuries were to other (i.e. not the back) parts of the body (e.g. feet, hands, arms, legs) and were minor in nature (e.g. cuts, bruises). It was also established that very few working days are actually lost because of a handling injury.

Following the Review, HSS arranged Manual Handling Assessor (train-the-trainer) Training for those Colleges / Departments felt most at risk. This was to enable the College / Department to provide bespoke manual handling training and assess specific handling risks to their staff, which is felt to be more beneficial than the generic course previously provided by HSS.

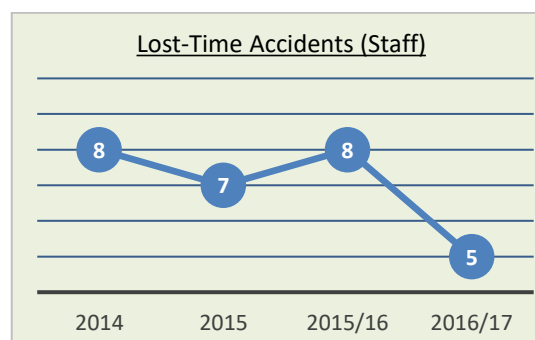
### • LOST-TIME ACCIDENTS & INCIDENTS TO STAFF

A total of **5** Staff lost-time incidents (following an accident at work) occurred in 2016/17.

All lost-time incidents arose from "Handling" incidents. However, the two over 8+ day 'lost time' incidents related to a subsequent infection, following a severe cut, and the other incident led to further complications (stress).



The University's lost-time incidence rate is **2.42** days per 1000 employees, a decrease from **3.45/1000** in 15/16.

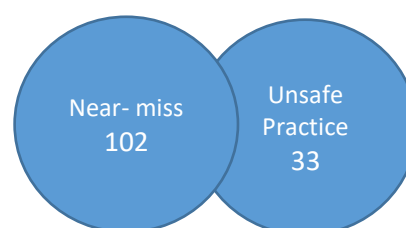


### • OTHER ACCIDENTS, INCIDENTS, NEAR MISSES

A further **154** (156) Incident Reports, **which did not involve an injury**, were received in 2016/17. These include **19** Reports for illnesses that required first aid support or calls for an ambulance.

The Reports are grouped as:

135 Non-Injury Reports (excludes 19 illness)



In addition, there were **150** sports related incident reports received (non-academic activities), primarily for injuries which inevitably occur when playing some sports.

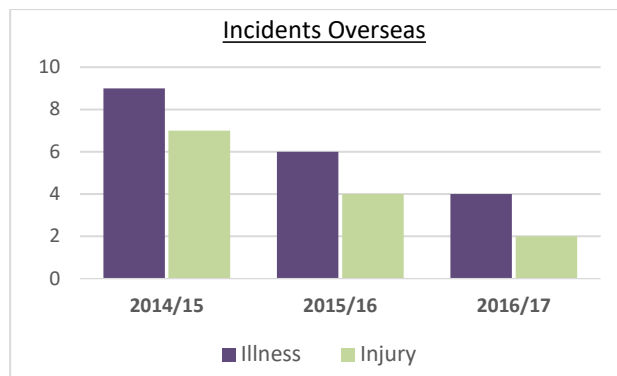
### • OVERSEAS & OVERSEAS TRAVEL INCIDENTS

During 2016/17 there were 1,513 individual staff/student overseas travel occurrences registered on the central insurance database. There were 1,424 in 2015/16.

Of these, there were **6** reported incidences, which resulted in the staff/student requiring medical attention whilst overseas.

- Illness: 4.
- Injury: 2 (Assault: 1).

The 'assault' injury related to an Erasmus Student, on their year-abroad, who suffered a knife wound whilst attending a concert in Spain. The student made a full recovery and continued their year-abroad and studies.



**Note:** Concern remains that some staff are travelling abroad on University-business without 'taking' University Travel Insurance. A sample-review of overseas travel purchases against travel insurance is currently underway (October 2017).

#### • VEHICLE ACCIDENTS & INCIDENTS

In 2016/17 there were no claims for damage to University vehicles. There were **8** claims relating to damage to hire vehicles as follows:

- Staff reversed hire minibus into a tree.
- Staff reversed a minibus into (the same) tree. As a result, Grounds affixed a large warning sign to the trunk of the tree.
- Staff damaged the side of a hired minibus.
- Staff driving a hire car was struck on the passenger side by LGV (truck) whilst negotiating a dual carriageway roundabout.
- Research Student driving a hire car hit a vehicle on a roundabout. Subsequent to this, they parked at a nearby petrol station to exchange details with the other car driver and upon driving away selected reverse by mistake hitting a low wall.
- Staff driving a hire MPV reversed into a pillar at a car park.

<sup>6</sup> Using total incidents per hire days and mileage for one (hire) vehicle provider, only

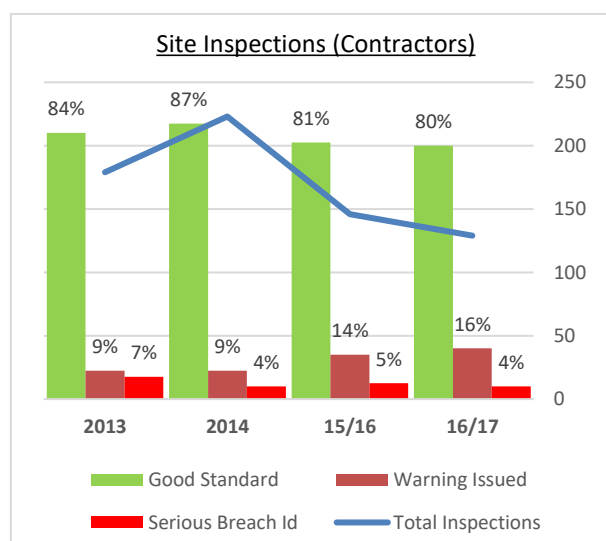
Vehicle Incident Rate <sup>6</sup>					
2014 / 2015		2015/ 2016		2016/17	
Total Days	Total Miles	Total Days	Total Miles	Total Days	Total Miles
2,808	260,073	2,871	207,029	1,686	175,701
Inc./ Days	Inc./ Miles	Inc./ Days	Inc./ Miles	Inc./ Days	Inc./ Miles
1.4/ 1000 days	1.54/ 100k miles	1.04/ 1000 days	1.4/ 100k miles	3.6/ 1000 days	3.4/ 100k miles
TOTAL INJURIES		TOTAL INJURIES		TOTAL INJURIES	
0		2 (single incident)		0	

Students' Union data is held separately (as the Union is a distinct legal entity with different insurers). There were no reported Road Traffic injuries and no insurance claims were made (for own fleet). The total distance SU vehicles travelled in 2016/17 was 39,856 miles.

#### • CONTRACTOR SITE-MONITORING




The number of construction-site H&S Inspections decreased slightly in 2016/17 to **129 (146)**. Findings were similar to 2015/16 with Good Standards / No Issue **80% (81%)**, Moderate **16% (14%)** and Risks Identified **4% (5%)**.



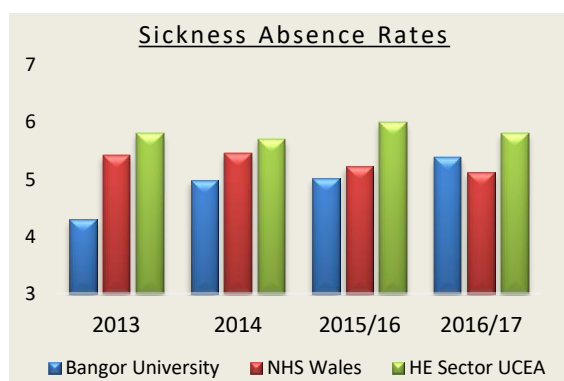
The decrease in the number of formal site inspections, from 223 in 2014 to 129 in 2016/17, is noted.

## 6. STAFF SICKNESS ABSENCE

PERFORMANCE INDICATION	
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**Days lost due to short-term absences remained steady, medium-term absences (8-20 days) decreased while long-term absences increased in 2016/17.**

In 2016/17 a total of 9,106 working days were lost due to reported sickness absence. This equates to an annual Staff Sickness Absence rate of around **5.38** days per FTE employee<sup>7</sup> (5.02 days in 2015/16). The National (HE) Sector Average in 2016/17 (last available data) was **5.8** days<sup>8</sup>.



The Bangor University 2016/17 Sickness Absence rate of **5.38 days** equates to around **2.47%** of the working time<sup>9</sup> being lost due to sickness absence.

The percentage absence rate was **1.92% in 2015/16, 1.9% in 2014, 1.7% 2013** and **1.8% in 2012**.

In 2016/17 80% (7,250 working days, adjusted for FTE) of all sickness absences were confirmed by a medical (doctor) certificate, with the remainder 20% (1,856 working days, adjusted for FTE) self-certified.

Long term absences, those greater than 20 days, accounted for 66% (5,974 working days absence,

adjusted for FTE) of all the absence days reported in 2016/17, and showed a 6.5% increase on 2015/16.

The following table breaks down the total 9,106 working days lost to sickness absence into short, medium and long term absences. The total number of staff who reported a sickness absence in 2016/17 was **636**, this equates to around **30.8%** of staff; in 2015/16 the rate was 28.9%.

Length of Absences (per category)			
	SHORT 1-7 days	MED 8-20 days	LONG 21 + days
Days Lost	1892 days	1240 days	5974 days
As % of Total	20.78%	13.62%	65.60%
Instances	1027	135	102
Number of staff <sup>10</sup>	776	132	98

### • SICKNESS ABSENCE TRENDING

CATEGORY	15/16	16/17	CHANGE
<b>FTE Staff</b> (average for year)	1790.22	1692.62	-97.6 (-5.5%)
Total Working days lost	8984.31	9106.84	+122.53 days
Long term (20+) days lost (total)	5561.14	5974.80	+413.66 days
Long term Instances	110	102	-8 instances
Short/Medium (<20) term days lost	3423.16	3132.04	-291.12 days
Long term (only) as % of total days lost	61.90%	65.60%	+3.7%
ST & MT (only) as % of total days lost	38.10%	34.40%	-3.7%
Long term days per FTE	3.11	3.53	+0.42 days lost
ST/MT days per FTE	1.91	1.85	-0.06 days lost

The following tables show average days per FTE sickness absence comparators to the HE sector rates over the last 3 years by employee group and age group.

<sup>7</sup> Based on an average FTE over 2016/17 of 1692.62

<sup>8</sup> Average provided by UCEA Sickness Absence in Higher Education Report 2016/17; based on 101 HE institutions

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

<sup>10</sup> Duplicate staff members are showing in these categories as some took both short and medium or short and long term time off on separate occasions

Staff Group / Year	All Staff	Academic	Professional & Technical	Clerical	Manual
2016/17 HE	5.8	2.8	6.2	8.8	15.5
2016/17 BU	5.4	2.2	5.3	8.4	10.9
2015/16 HE	6.0	2.9	6.4	8.3	16.5
2015/16 BU	5.0	2.0	6.8	7.9	6.6
2014/15 HE	5.7	2.7	6.1	8.4	17.5
2014/15 BU	5.1	2.2	5.4	8.0	10.4
2013/14 HE	5.5	2.6	6.3	7.9	11.1
2013/14 BU	4.6	2.8	3.5	7.7	8.2

Age Group / Year	<25	25-34	35-44	45-54	55-65	65+
2016/17 HE	4.4	3.9	4.8	6.8	9.3	9.7
2016/17 BU	2.0	2.3	4.5	5.8	9.5	8.8
2015/16 HE	4.6	3.7	4.8	6.8	9.1	10.3
2015/16 BU	0.7	3.1	3.7	6.6	7.6	7.9
2014/15 HE	4.3	3.5	4.7	6.3	8.9	10.3
2014/15 BU	1.2	4.1	3.6	5.3	8.8	8.0

### • PERIODS OF LONG-TERM ABSENCE

As a period of absence could start anywhere in the academic year, the following table demonstrates the total absence period of all long term ill health cases that concluded in 2016/17, compared to 2015/16 and 2014.

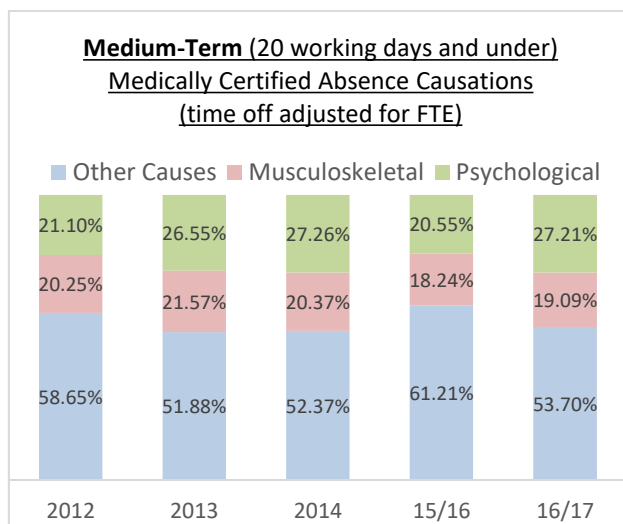
It can be seen that approximately 52% of all long term cases ended within a 2 month period.

Over 20 day absences that concluded in 2016/17 (comparator 2015/16 and 2014)			
Absence period in Months	Number of Instances 2016/17	Number of Instances 2015/16	Number of Instances 2014
≤2	47	47	51
≤3	16	19	23
≤4	7	12	4
≤5	7	6	5
≤6	6	3	4
≤7	1	0	5
≤8	2	0	3
≤9	1	2	0
≤10	1	0	0
≤11	1	1	1
≤12	0	0	0

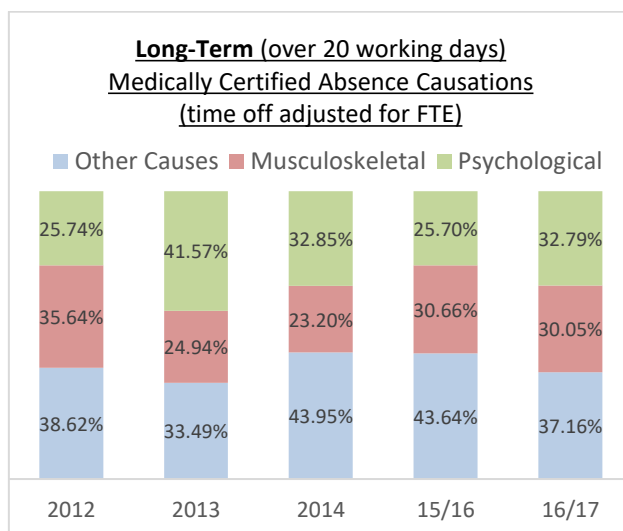
### • SICKNESS ABSENCE CAUSATIONS

Using medically certified data only: it is again noted that psychological illnesses and musculoskeletal absence causations (includes backs, joints and fractures) account for the greatest percentage of absences at the University.

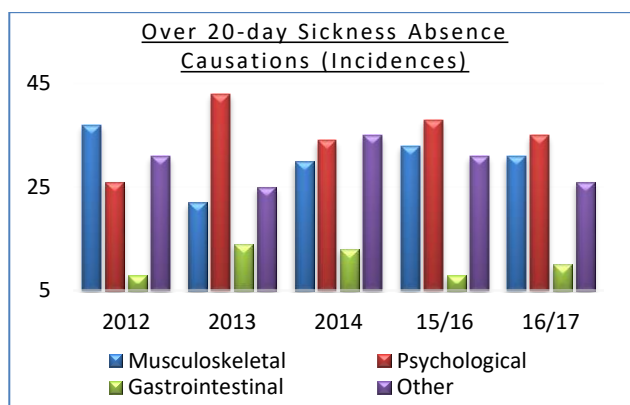
The distribution for the days-lost for the primary categories are as follows:



There are no National Comparators for the above causation groups as they refer to Doctor/Medically Certified absence only, and do not include self-declared absence causations (Self-Certification).



Long-term absence causation (incidences) are summarised as:



## 7. OCCUPATIONAL HEALTH

### • HEALTH SURVEILLANCE

Around 130 members of Staff receive Health Surveillance to confirm their work is not causing harm to health.

Surveillance is provided to staff regularly exposed to vibrating equipment and high intensity noise levels, and to some research scientists, chemists and technical staff, shift workers, contracted drivers and animal handlers.

All health surveillance is tailored to Staff's known occupational (work) risk exposure and typically would include respiratory, noise or vibration surveillance and/or skin assessments and eyesight tests.

No adverse health-impact results were identified during 2016/17.

### • ILL-HEALTH MANAGEMENT REFERRALS

In 2016/17 there were 52 Management Referrals to the Occupational Health Practitioner, due to ill-health absence. In 2015/16 there were 64 such referrals.

## 8. FIRE ALARM ACTIVATIONS

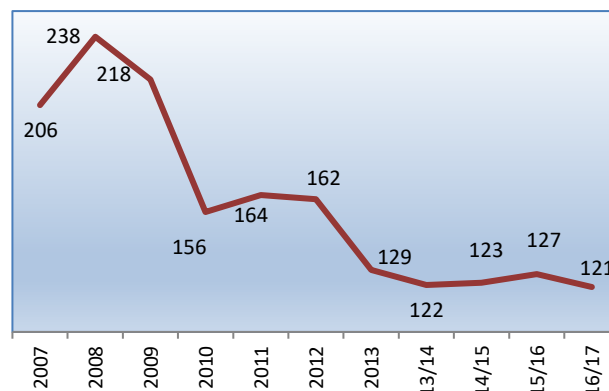


The University estate consists of over a hundred buildings across a number of sites. The majority of buildings are protected by automatic fire detection and alarm systems, which have approximately **7910**

smoke/heat detectors and several hundred manual call points.

During 2016/17 there were **121** Fire Alarm activations in University buildings, a slight decrease on the 127 in 2015/16.

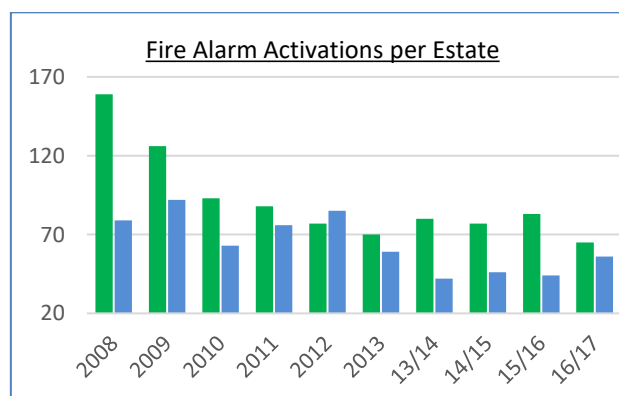
Bangor University Total Fire Alarm Activations



The North Wales Fire & Rescue Service attended **34** times. Although an increase on the 23 in 15/16 this is still a significant reduction on the 116 occasions in 2014 and can only be as a result of the in-house Fire Alarm Activation Investigations (except Halls from 8pm – 8am) carried out by trained University Security staff.

**29** of the Fire & Rescue Services attendances were to Halls of Residences.

Total activations (121) are further sub-divided to identify activations rates for Residential and Academic & Admin buildings that form most of the University estate.



— Halls of Residences  
— Academic & Admin

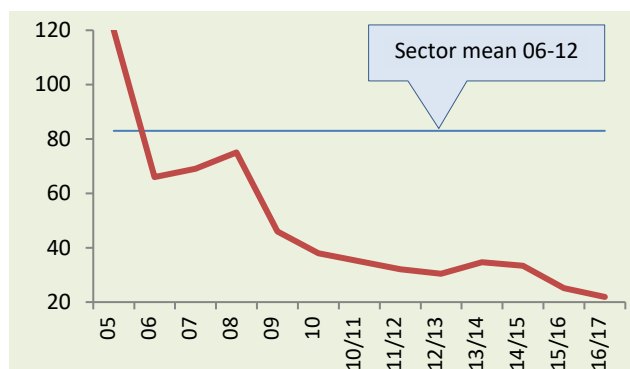


The number of fire alarm activations within Academic & Admin buildings rose to **56** from 44 (2015/16). Fire alarm activations within Halls of Residences decreased from 83 (15/16) to **65**.

#### Fire Alarm Activation Rate / 1000 detectors

Estate	16/17	Trend
Halls of Residences <sup>11</sup>	13.7/1000	Downward
Academic & Admin <sup>12</sup>	17.6/1000	Upward

#### Fire Alarm Activations per 1000 Study Bedrooms<sup>13</sup>



08	09	10	10/11	11/12	12/13	13/14	14/15	15/16	16/17
75	46	38	35	32.1	30.4	34.7	33.4	25.1	21.9

**Note:** National / Sector comparisons have not been available since 2012. The Universities Safety and Health Association (USHA) has recently indicated that it will now collate institutional data and produce a benchmark report from 16/17.

#### FIRES

There was **one** fire (as defined) in 2016/17. This involved an incident deemed 'attempted arson' in a Halls of Residence kitchen.

In addition, a small fire occurred due to BBQs, which were still hot being put in an external bin on Ffriddoedd Site causing other rubbish in the bin to ignite. Security staff used a water extinguisher to extinguish the flames.

There were also a number of near miss fires. 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 steam from showers within Halls of Residences.

#### 9. CIVIL CLAIMS (H&S RELATED)

In 2016/17 there was **one** new Civil Claim for personal injury. This relates to a member of public and a slip/fall incident.

#### 10. WEBSITE STATISTICS

In 2016/17 there were **26,249** unique page views to the Health and Safety website, with 41,048 pages viewed (+22% on 2015/16).

#### 11. HEALTH PROMOTION

Through tailored and targeted events and initiatives the University seeks to promote and support the health and well-being of Staff and Students. Campaigns during 2016/17, focussed on toilet door poster campaigns once again, highlighting issues such as testicular and ovarian cancer, dehydration and genitourinary health.

**A YDYCH YN HYDRADOL?**  
Cymerwch Y Prawf LLIW Wrin

WEDI HYDRADU  
BACHHYDREIG  
EITHRIADOL O DDADHYDREIG  
(EWCHE I WELD MEDDYG)  
Mae Eich Arennau Yn Anhygoel  
HELPWCH NHW I WEITHIO'N WELL  
DRWY HYDRADU EICH HUN

**ARE YOU HYDRATED?**  
Take The Urine COLOUR Test

HYDRATED  
DEHYDRATED  
EXTREMELY DEHYDRATED  
(CONSULT A DOCTOR)

Your Kidneys Are Amazing  
HELP THEM WORK BETTER BY STAYING HYDRATED

**Pa mor dda ydych chi'n adnabod eich cnau?**  
Os oes gennych chi rai, teimlwch nhw  
Os nad yw rhywbeth yn teimlo'n iawn, ewch i weld meddyg  
Mae'r bêl yn eich cwrt chi

**How well do you know your nuts?**  
If you've got them give them a feel  
If something doesn't feel right, go see a doctor  
The ball's in your court

uk.movember.com

<sup>11</sup> Based on 4736 detectors in Halls

<sup>12</sup> Based on 3174 detectors in Academic Buildings

<sup>13</sup> Based on 2960 study bedrooms

## 12. SUPPORTING THE WIDER COMMUNITY



For many years the University has supported the Tŷ Gobaith / Hope House Charity that provides palliative and respite care and terminal nursing for life-limited children.

Staff and Students have once again been involved in a number of fund raising activities over the last year, ranging from the monthly donations through the staff lottery, donations instead of Christmas cards, the Student Christmas market and other donations. The staff lottery costing £1 each month currently has 26% of staff contributing regularly. Over £3,000 was raised in 2016/17 through the staff lottery.

**End.**