

Health and Safety

Annual Report



2017/2018

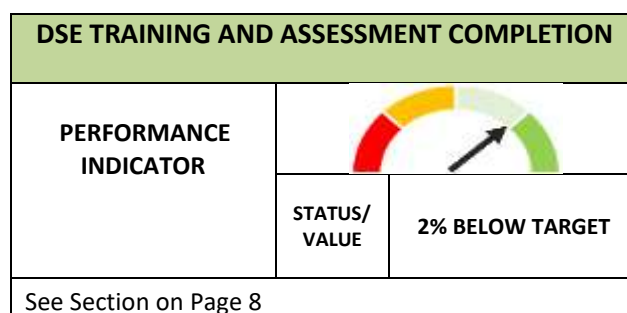
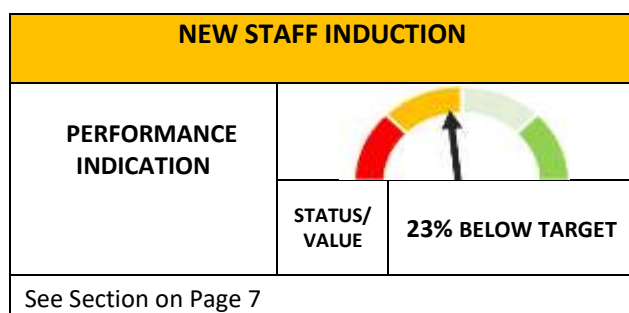
Notice: Higher Education Sector Injury Accident data has been updated on 17 April 2023 to correct an anomaly.

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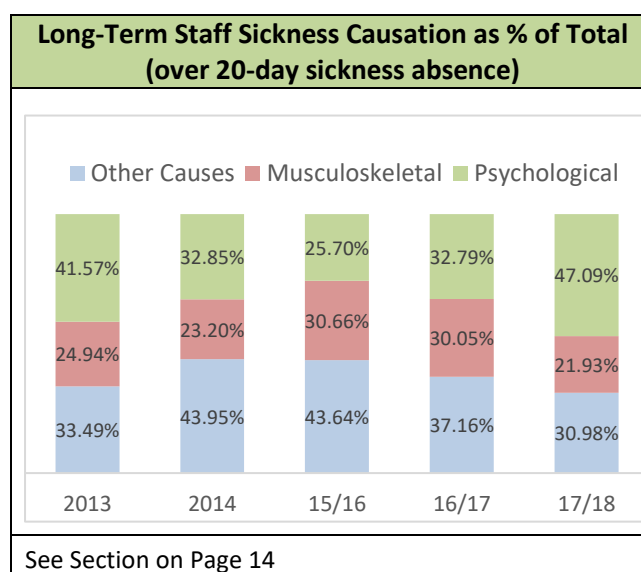
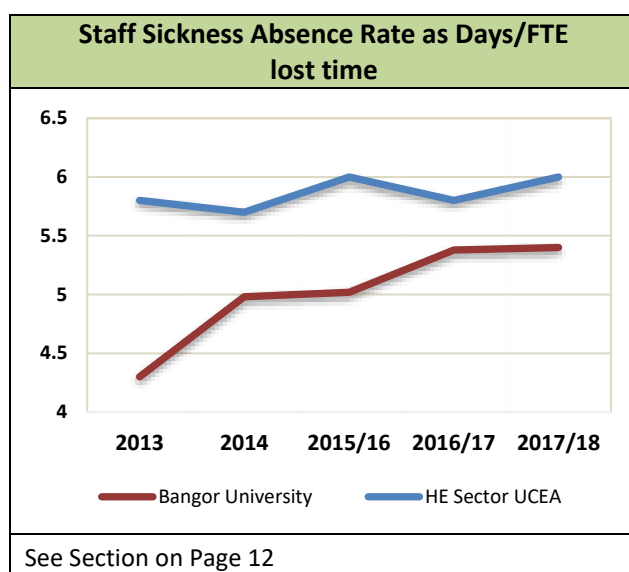
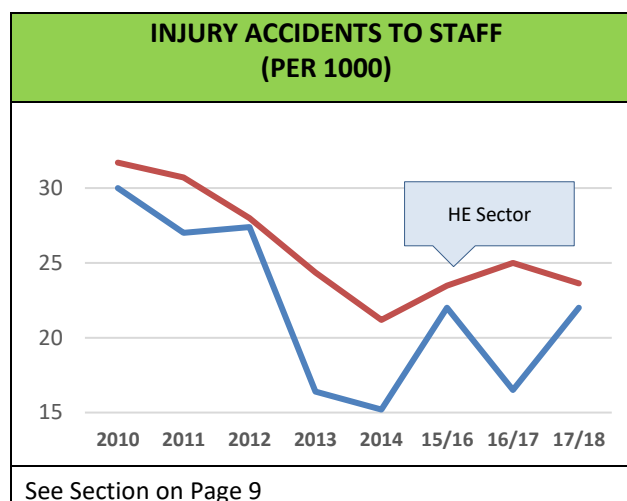
The 2017/18 Report provides a combined report for the many aspects of health and safety (H&S). A further summary of this Report is provided to the University Council.

Currently, Health and Safety targeted-KPIs are limited to three measures, namely improvement in Percentage Compliance with the national standard for health and safety management, H&S Induction of new staff and Safe Use of Computers (DSE). From 2018/19, further H&S performance indicators will be included.

PERFORMANCE INDICATORS: SUMMARY PAGE



| COMPLIANCE WITH UCEA LEADERSHIP & MANAGEMENT STANDARDS | |
|--|-------------------------------|
| UNIVERSITY COUNCIL | 94% Compliance (16/17) |
| UNIVERSITY EXECUTIVE | 83% Compliance (25/30) |
| See Section on Page 4 | |



1. POLICIES & KEY DOCUMENTS

Summary of new and revised key institutional documents introduced or modified during the year.

• NEW POLICIES

The H&S Committee approved the following Policies on 23rd May 2018.

ELECTROMAGNETIC FIELDS POLICY (EMF)

In compliance with the Control of Electromagnetic Fields at Work Regulations, the Policy states the requirements placed on the University.

Particular focus is given to the impact on “*Persons at Particular Risk*” from the effects of EMF. A number of Information Sheets and Template Risk Assessments support the new Policy.

SAFE USE OF ARTIFICIAL OPTICAL RADIATION

In compliance with the Control of Artificial Optical Radiation at Work Regulations, the Policy states the requirements placed on the University concerning the safe use of potentially hazardous artificial optical radiation light sources. The Policy specifically excludes “lasers”, which due to their particular risks and controls are considered separately.

A number of Information Sheets supports the Policy.

• REVOKED POLICIES

The H&S Committee revoked the following Policy on 23rd May 2018:

CHILDREN ON UNIVERSITY PROPERTY

The separate detailed Policy Standard was no longer required as the University Health and Safety Policy now includes a section specifically on responsibility for safeguarding the health and safety of children who visit or participate in University activities (Sections 14.1, 14.3 and 14.4).

Pertinent information has been taken from the old Policy Note: OHSU P15 and incorporated into web-based supporting information and guidance.

• REVISED COLLEGE / PROFESSIONAL SERVICE H&S DOCUMENTS

Following organisational changes, the majority of Professional Services and all Colleges require a review and update of their key health and safety

documents and arrangements. The changes have afforded an opportunity to develop a simplified Professional Service / College Template H&S Policy that reflects the University’s overarching H&S Policy format and which clearly defines key roles and responsibilities. These H&S Policies are supported by an Overview Risk Assessment and other documents, as necessary, to address specific and significant risks associated with a Professional Service / College.

As a starting point, the Template H&S Policy was rolled out to the College of Environmental Sciences & Engineering (CoESE), a merger of the former College of Natural Sciences (CNS) and College of Physical and Applied Sciences (COPAS). This has seen the production of a CoESE H&S Policy, CoESE Overview Risk Assessment and CoESE Staff & Student Health and Safety Handbook.

This Template H&S Policy will now be rolled out to other Colleges and Professional Services.

• IONISING RADIATIONS REGULATIONS (IRR17)

Changes to the Ionising Radiations Regulations (effective 1st January 2018) necessitated a review of all Radiation Laboratory Local Rules and associated Policies and procedures. This includes work with open sources and use of X-ray equipment.

IRR17 changes included:

- The University having to ‘Register’ with the Health and Safety Executive that it has open sources, uses X-rays and that it has historically had one building with radon levels above the 300 Bq m⁻³ Action Level.
- Substantial reduction in the maximum permissible dose to the eye.
- The removal of the specific dose limit for pregnant women.

In addition, portable XRF (X-ray Fluorescence) Analyzers have been purchased which have necessitated additional Local Rules, Operating Controls and risk assessments.

• MENAI SCIENCE PARK

The Menai Science Park Ltd (M-SParc) opened in March 2018. M-SParc is a wholly owned subsidiary company of Bangor University and operates at arm's length from it, with M-SParc being the 'Employer' and 'Responsible Person' for the management of health and safety.

The Health and Safety Team has worked closely with M-SParc throughout the Project, to make sure suitable health and safety arrangements are in place for its broad Tenant base, ranging from offices, mechanical workshops to laboratory work with chemicals and biological agents.

2. AUDITS, REVIEWS & ANALYSIS

Summary of key performance indicators and targets for institutional aspects and risks and departmental performance.

• LEADERSHIP & MANAGEMENT

The UCEA¹ & USHA² publication "Leadership & Management of Health and Safety in Higher Education Institutions" has been adopted by the University and now forms the basis of our own Health and Safety Policy.

The H&S Task Group, through a desktop exercise, considers and evaluates performance against each of the document's performance criteria.

| Compliance with National Management Standards | |
|---|------------------------|
| UNIVERSITY COUNCIL | 94% Compliance (16/17) |
| UNIVERSITY EXECUTIVE | 83% Compliance (25/30) |

This performance indicator will be enhanced over the next two years to include Colleges and Professional Services, together with H&S advisory support, and introduce targets for improvement.

• UNIVERSITY-LEVEL: RISK CONTROL INDICATORS

Overall performance in key risk-indicators is showing steady improvement. The following University-wide hazards and risks have been qualitatively assessed and should be considered an indication of performance.

| HAZARD / RISK / THEME | Policy / Docs | Risk Exp. | Primary Notes: Sept 2018 |
|---|------------------------|-----------|---|
| Asbestos | Currently under review | | |
| Control of Contractors | A | M | Review and revision required |
| COSHH - Biological Agents (HG2,3 & GM2) | G | L | Good control evident. Activity in this area is increasing |
| COSHH – Chemical in labs | G | L/M | Further COSHH training required |
| Electrical Safety - Installation | G | L | 5-yearly T&I in place |
| Electrical Safety - Portable Equipment | G | M/L | Levels of compliance improving |
| Fieldwork (Students and Staff) | G | L/M | Review of social / people research required |
| Fire Safety (Life-Risk) | G | M/L | Review of controls and competence required |
| Gas Safety | G | L | Landlord Certification & Service Contract in place |
| Lasers and Ultra Violet (UV) - non-ionising radiation | A | L | Review of Policy & arrangements needed |
| Musculoskeletal (manual handling) | G | M/L | Review of implementation required |
| Overseas Working & travel (inc. Student Placements) | G | L/M | 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 audited |
| Radiation - X-Rays (Human risk) | G | L | Good systems evident. Externally audited |

¹ Universities and Colleges Employers Association

² Universities Safety and Health Association

| | | | |
|--------------------------------------|---|-----|---|
| Slips, Trips and Falls (external) | P | M/H | No formal inspection regime in place. High civil litigation risk |
| Students' Union Led Activities | G | L | Good level of control still evident. Audited 2018 |
| Vehicle Safety | G | M | Deficiencies in record keeping remain |
| Water Safety (control of Legionella) | A | L/M | Revised College/Dept Policy & Procedure is required. University Policy needs updating |

KEY

| | |
|---|--------------------------------------|
| G: Good procedures | L: Low risk exposure |
| A: Average quality procedures | M: Medium risk exposure |
| P: Limited / no clear or suitable procedures | 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.

Note 2: The risk from "slips, trips and falls" primarily relates to the current lack of inspections being a factor against the University's ability to successfully defend a civil claim.

• COLLEGE / DEPARTMENT HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

During 2017/18 Health and Safety continued its 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* to benchmark overarching health and safety management arrangements and benchmarks from internal University policies and guidelines for the 'Themed' elements of the audit.

• STUDENTS' UNION

| | |
|------------------------|---|
| PERFORMANCE INDICATION |  |
|------------------------|---|

The Union's arrangements for the management of health and safety were found to be of an excellent standard, achieving an overall score of 96% of "Best Practice".

H&S Management Performance

| | Basic | Good Practice | Best Practice |
|-------|-------|---------------|---------------|
| PLAN | 100% | 100% | 75% |
| DO | 100% | 100% | 100% |
| CHECK | N/A | 100% | 100% |
| ACT | N/A | 100% | N/A |

The Union works closely with Health and Safety. The commitment and leadership of staff at all levels within the Union and their ongoing efforts to continually improve systems and processes was commended throughout the report.

Only one notable Action was identified, with a number of recommendations also made to enable the Union to further improve its systems.

Themed Risks:

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

Safety of Vehicle Trailers

| Basic | Good Practice | Best Practice |
|-------|---------------|---------------|
| 100% | 100% | 100% |


Personal Safety of Students in Student Opportunities

| Basic | Good Practice | Best Practice |
|-------|---------------|---------------|
| 100% | 100% | 100% |

Use of Ladders & Stepladders

| Basic | Good Practice | Best Practice |
|-------|---------------|---------------|
| 100% | 100% | 100% |

• HALLS OF RESIDENCES

| | |
|------------------------|---|
| PERFORMANCE INDICATION |  |
|------------------------|---|

The Department's arrangements for the management of health and safety were found to be

of a good standard, with an overall score of 96% of “Good Practice”.

H&S Management Performance

| | Basic | Good Practice | Best Practice |
|-------|-------|---------------|---------------|
| PLAN | 100% | 89% | 67% |
| DO | 100% | 100% | 100% |
| CHECK | N/A | 80% | 100% |
| ACT | N/A | 100% | N/A |

Across all Sections, it was evident that robust health and safety arrangements are in place and maintained with every effort made to learn and enhance arrangements, year on year.

The work of the Operations Team, who are responsible for carrying out an array of functions to ensure good health and safety standards are met and maintained and the Warden Team for their outstanding support of students during their stay in Halls were specifically commended.

A small number of actions were identified, together with recommendations to enhance current controls.

Themed Risks:

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

Personal Safety of Staff

| Basic | Good Practice | Best Practice |
|-------|---------------|---------------|
| 100% | 100% | 100% |

Provisions for Disabled Students

| Basic | Good Practice | Best Practice |
|-------|---------------|---------------|
| 100% | 100% | 100% |

Residential Halls Providers


| Basic | Good Practice | Best Practice |
|-------|---------------|---------------|
| 100% | 100% | 80% |

• FOLLOW UP: 2016/17 DEPARTMENTAL AUDITS

Health and Safety followed up on the 16/17 audits to confirm actions identified during the audit process were being addressed / closed out. Records are maintained of this:


- Libraries and Archives.
- Sports and Leisure.
- International Education Centre.

• BIOLOGICAL HAZARDS REVIEW

| PERFORMANCE INDICATION |  |
|------------------------|---|
|------------------------|---|

The annual inspection of HG2³ facilities took place in January 2018. 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 |  |
|------------------------|---|
|------------------------|---|

The amended Ionising Radiations Regulations (IRR 2017) which came into force on 1st January 2018 saw a reduction in the workplace radon action level from 400 Bq m⁻³ ('worst case' scenario) to 300 Bq m⁻³ (averaged over a year).

In response, a review of all previous radon results was carried out and additional measurements taken. It is been confirmed that radon levels are within the new workplace radon action level.

• STATUTORY INSPECTIONS & TESTS

A significant exercise was undertaken during the year to facilitate the University's change of specialist contractor for the statutory inspection and testing of both pressure and lifting equipment. The exercise utilised the knowledge and experience of technical colleagues from Colleges, PACS, H&S and Finance to introduce a completely new system for ensuring

³ Biological "Hazard Group" level 2

critical safety equipment receives the necessary statutory inspections and tests.

There are around **1,100 items of equipment** that require a statutory 'examination' either every 6 or 12 months. The potential for producing and reporting on performance information "percentage compliance" is being evaluated.

3. ENFORCEMENT ACTION & STATUTORY INSPECTORATE VISITS

No enforcement action was taken against the University in 2017/18.

Health and Safety Executive (HSE)

The HSE's Specialist Microbiological & Biotechnology Inspector (acts on behalf of the Department for the Environment, Food and Rural Affairs (DEFRA)) visited on 27th February 2018 to inspect areas where work with Genetically Modified Organisms takes place. The visit went well, with no significant concerns raised.

The Inspector noted the age and condition of the Plant Growth Room and was informed the current facility would be vacated soon and replaced with a more modern facility.

Natural Resources Wales (NRW) and Counter Terrorism Wales

The NRW Inspector carried out a full inspection with Counter Terrorism Wales in December 2017 to confirm the University's compliance with relevant legislation relating to the use, storage, disposal and security of radioactive materials. The inspection confirmed that there were good arrangements in place with a '0' score (no further actions) received.

4. HEALTH AND SAFETY TRAINING

Health and Safety provides, coordinates or supports a number of training courses as detailed below. Additional courses are also provided locally but these **are not** recorded on the central training database.

Historically, Manual Handling has been a popular course but which the Department struggles to

support internally. In response to this 10 members of staff undertook a "train-the-trainer" Manual Handling Assessor course and have subsequently undertaken a large number of training sessions locally, which has reduced the number of sessions requested centrally.

• GENERAL H&S TRAINING COURSES


In 2017/18 the following courses were provided or facilitated by Health and Safety.

| Year | No of Courses / Sessions | Staff/Student Participants |
|---------|--------------------------|----------------------------|
| 2017/18 | 39 | 166 |
| 2016/17 | 67 | 299 |
| 2015/16 | 56 | 309 ⁴ |
| 2014 | 100 | 579 |
| 2013 | 85 | 583 |
| 2012 | 106 | 719 |

Training provided to Staff included:

- First Aid and Defibrillator Training.
- IOSH Directing Safely.
- IOSH Managing Safely.
- General Health and Safety Inductions.
- Radiation Protection Supervisor – X-ray and open source work.

• GENERAL STAFF INDUCTION(S)

| | |
|------------------------|---|
| PERFORMANCE INDICATION |  |
|------------------------|---|

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


⁴ 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

Human Resources, where they will receive institutional health and safety information.

| Target for 2017/18 was 86% | | |
|--|-------------------------|--|
| PERFORMANCE INDICATOR | STATUS/ VALUE | NOTES |
| Percentage of new staff (invited) who attended the University central H&S Induction ⁵ | 63% 23% below target | Down 16% on 16/17 performance level Target for 2018/19 is 90% |

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 |  |
|------------------------|---|
|------------------------|---|

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.

| Target for 2017/18 was 67% | | |
|--|-------------------------|---|
| PERFORMANCE INDICATOR | STATUS/ VALUE | NOTES |
| Percentage of Computer (DSE) Users who have completed the on-line training and self-assessment | 65% 2% behind target | Up 13% on 16/17 --- 2018/19 target is 80% |

During 2017/18 a total of **412** staff completed the online Computer Users Training (bringing the total to 65% of estimated Computer Users). This figure is a 25.5% increase from last year's total of 51.8%.

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

| | |
|--|-----|
| College of Arts, Humanities and Business | 49% |
| CoAHB Staff | 54% |
| Bangor Business School | 70% |
| History, Philosophy and Social Sciences | 32% |

⁵ This figure excludes some manual staff groups and short term contracts

| | |
|---|-----|
| Languages, Literatures and Linguistics | 40% |
| Law | 38% |
| Music and Media | 63% |
| Cymraeg | 33% |
| College of Human Sciences | 45% |
| CoHS Staff | 64% |
| Education and Human Development | 18% |
| Health Sciences | 28% |
| Medical Sciences | 89% |
| Psychology | 51% |
| Sport, Health and Exercise Sciences | 83% |
| College of Environmental Sciences & Engineering | 69% |
| CoESE Staff | 77% |
| BioComposites | 79% |
| Computer Science and Electronic Engineering | 53% |
| Natural Sciences | 72% |
| Ocean Sciences | 57% |
| Professional Services | |
| Canolfan Bedwyr | 64% |
| Commercial Services | 84% |
| Corporate Services | 89% |
| Finance & Research Services | 80% |
| IT Services | 98% |
| Library and Archives Service | 91% |
| Marketing, Recruitment & Communications | 79% |
| North Wales Welsh for Adults Centre | 56% |
| Pontio Arts | 66% |
| Property & Campus Services | 26% |
| Student Services | 91% |
| Students' Union | 95% |

Health and Safety will continue to work with Colleges and Professional Services to improve rates of compliance. DSE Assessor Training will commence shortly for newly formed Services and schools.

• COMPETENCIES

The year 2017/18 is to be the base-year for assessing and promoting formal health and safety competence (training) for key senior managerial and safety roles. Each position has a minimum expectation of H&S Training ranging from formal "Executive Level" training for Deans and Directors, formal Certificate

training for Coordinators within high risk Colleges and Services, to one-to-one information sessions for Coordinators within low risk Professional Services.

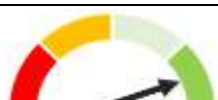
The current performance is as:

| H&S Competencies | |
|---|-----|
| DEANS & DIRECTORS OF PROFESSIONAL SERVICES, EXECUTIVE MEMBERS | 33% |
| H&S COORDINATORS | 53% |

This KPI will be enhanced from 2018/19 showing performance at four different levels, namely:

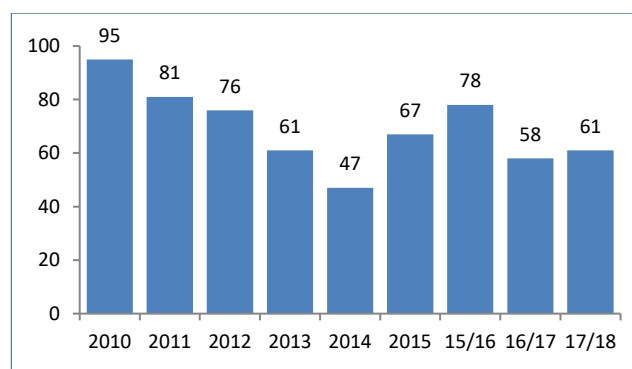
- Executive.
- Central H&S Advice.
- Deans and Directors.
- Local H&S Support.

5. ACCIDENTS & INCIDENTS

| | |
|------------------------|---|
| PERFORMANCE INDICATION |  |
|------------------------|---|

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 send a copy to Health and Safety who will, in addition to local arrangements, record centrally and take further action as required.

• INJURY-ACCIDENTS (TOTAL)



The number of Staff and Student accidents reported in 2017/18 that involved injury, as a result of their University work or studies, was **61** (58 in 2016/17).

⁶ Based on 2,084 members of Staff during the year (headcount)

Of this total, 46 (34) accidents related to Staff and 15 (24) to Students.

In addition to the staff/student injury-accident reports, a further **17** (28) Injury-Accident Reports were received for injuries to visitors and contractors. All related to minor injuries.

• MAJOR INJURIES

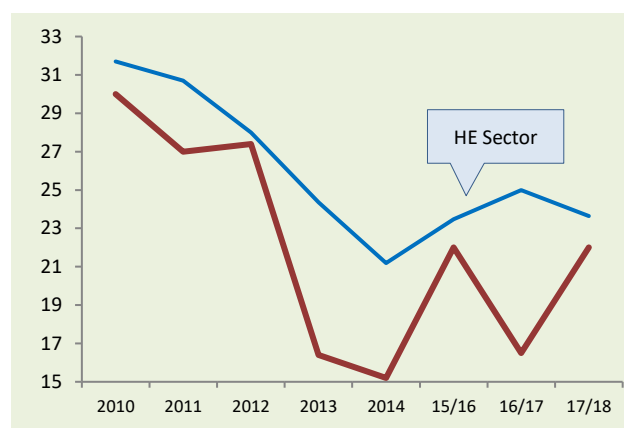
There were no “major injuries” during the year.

• INJURY ACCIDENTS RATE (per 1000 at Risk)

Staff

The Staff injury-accident ratio for 2017/18 was **22** accidents per 1,000 employees⁶, an increase from the **16.5** accidents per 1000 reported in 2016/17. The National Rate 17/18 was **23.64/1000**.

Sector and Bangor University Injury-Accidents averaged per 1000 **STAFF** (2010 – 2017/18)



— Bangor University

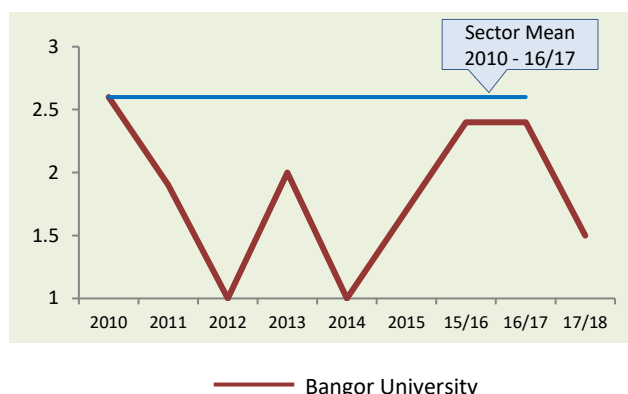
| 10 | 11 | 12 | 13 | 14 | 15 | 15/16 | 16/17 | 17/18 |
|----|----|------|------|------|------|-------|-------|-------|
| 30 | 27 | 27.4 | 16.4 | 15.2 | 21.3 | 22.4 | 16.5 | 22 |

Students

In 2017/18, there were **15** (24 in 16/17) Student injury-accidents as a direct result of their University studies. Showing a ratio of **1.5** accident per 1,000 Students⁷ a decrease on the 2.4 in 16/17. The National Rate 16/17 was 2.7/1000.

⁷ Based on 9,767 Students during the year

Sector and Bangor University Injury-Accidents averaged per 1000 STUDENTS (2008 – 2017/18)



REPORTABLE ACCIDENTS (RIDDOR)

During 2017/18, there were **3** Health and Safety Executive (HSE) Reportable Accidents and Incidents. All **3** related to **Students** attending hospital as a result of their injury: a fall on an uneven surface outside a building resulting in a sprained ankle, a fall down a slope on a field trip leading to a fractured wrist and a cut to the arm from a protruding Halls mattress bedspring that needed to be 'glued'.

The number of HE Sector Staff RIDDOR incidents was **1.22/1000** in 2016/17 (last available figures). The Bangor University rate in 2017/18 was **0/1000**; it was 0.5/1000 in 16/17.

The number of Student RIDDOR incidents at the University was **0.3 /1000** in 2017/18.

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

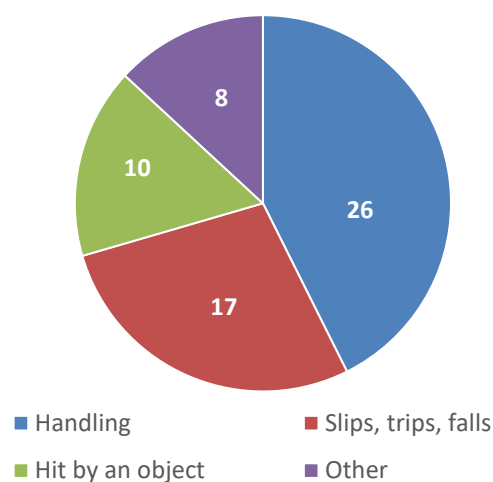
| Year | Staff | Student | Visitor | Total |
|---------|-------|---------|---------|-------|
| 2017/18 | 0 | 3 | 0 | 3 |
| 2016/17 | 1 | 1 | 0 | 2 |
| 2015/16 | 4 | 1 | 0 | 5 |
| 2014 | 7 | 1 | 0 | 8 |
| 2013 | 3 | 1 | 1 | 5 |
| 2012 | 0 | 2 | 0 | 2 |
| 2011 | 3 | 0 | 0 | 3 |
| 2010 | 3 | 3 | 1 | 7 |
| 2009 | 10 | 0 | 2 | 12 |
| 2008 | 5 | 1 | 1 | 7 |
| 2007 | 3 | 2 | 0 | 5 |
| 2006 | 3 | 6 | 0 | 9 |

There were **no** Reportable Occupational Diseases or Dangerous Occurrences in 2017/18.

ACCIDENT CAUSATION (all accidents)

The majority of the **61** injury-accidents involved either a handling incident (26 = 43%), being hit by a moving / falling object (10 = 16%); or a slip, trip or fall (17 = 28%).

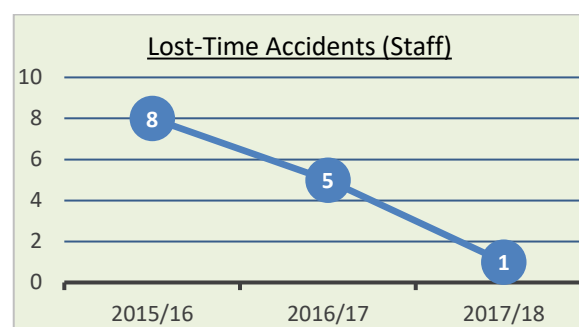
The other 8 incidents, related to *an unsafe working practice* (1), *contact with a moving object* (4), *contact with static electricity* (1) and *others* (2).



LOST-TIME ACCIDENTS & INCIDENTS TO STAFF

Only **1** Staff lost-time incident was reported in 2017/18. This lost-time incident was associated with a historical medical issue and was not deemed RIDDOR reportable.

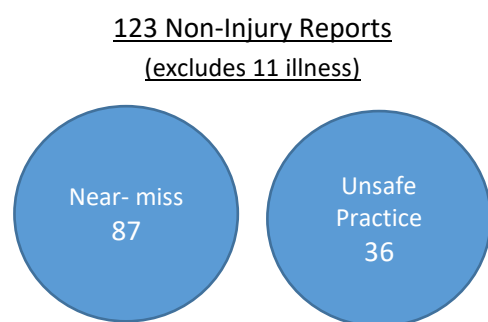
The University's lost-time incidence rate is **0.5** days per 1000 employees, a decrease from **2.42/1000** in 16/17.



• OTHER ACCIDENTS, INCIDENTS, NEAR MISSES

A further **134** (154 in 16/17) Incident Reports (staff, students, visitors and contractors), **which did not involve an injury**, were received in 2017/18. These include **11** Reports for illnesses that required first aid support or calls for an ambulance.

The Reports are grouped as:



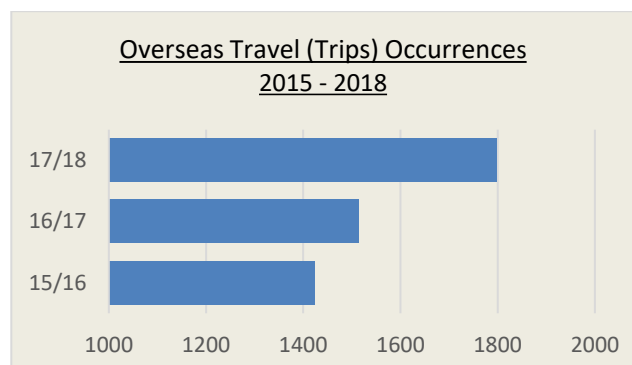
Near Miss reports reduced by 14.7% from 2016/17 figures (15 reports). Unsafe Practice reports increased by 9% (3 reports).

In addition, **132** sports related incident reports were received (non-academic activities), primarily for injuries which inevitably occur when playing some sports.

A further **13** reports were also received for students which involved 'routine life' type incidents that are not considered to be University activity related.

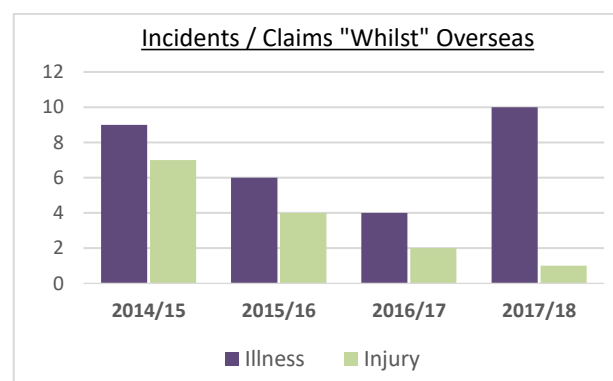
• OVERSEAS & OVERSEAS TRAVEL INCIDENTS

During 2017/18, there were **1,797** University-related overseas travel occurrences (trips) by staff and students registered on the central insurance database. This is a 19% increase on the 1,513 recorded in 16/17 and a 26% increase on the 1,424 reported in 2015/16.



A total of 25 overseas travel 'claims' were made during the year:

- 3 related to travellers cancelling their trip before departure, with the person presenting GP evidence of illness preventing them from travelling.
- 10 claims were received for medical issues whilst travelling.
- 1 claim was received for an injury as a result of a violent incident whilst abroad.
- A further 11 were 'claimed back' (i.e. after the traveller's return) for expenses incurred whilst overseas.



A sample-review of overseas travel purchases against travel insurance evidenced that the majority of staff had arranged travel insurance. However, it was difficult, in some cases, to ascertain what travel had been booked.

The sample-review did find that nearly all staff and students had completed all the 'fields' indicating that they have assessed the Travel Health advice, received appropriate inoculations and where appropriate travel to declared restricted regions had been assessed and approved.

It should be noted that a mechanism to link the purchase of University related overseas travel to confirming University business travel insurance is still unavailable.

• VEHICLE ACCIDENTS & INCIDENTS

In 2017/18, there were 10 motor vehicle accident claims; 9 of these were for hired-in vehicles damaged whilst on hire to members of staff on University business.

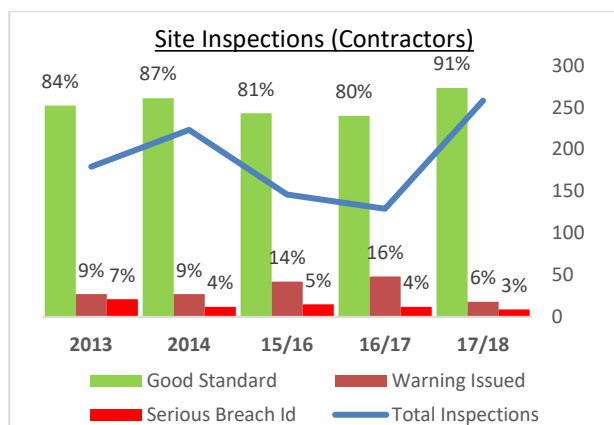
| Vehicle Incident Rate ⁸ | | | | | |
|------------------------------------|-----------------|----------------|-----------------|----------------|------------------|
| 2015/ 2016 | | 2016/17 | | 2017/18 | |
| Total Days | Total Miles | Total Days | Total Miles | Total Days | Total Miles |
| 2,871 | 207,029 | 1,686 | 175,701 | 1,810 | 255,090 |
| Inc./ Days | Inc./ Miles | Inc./ Days | Inc./ Miles | Inc./ Days | Inc./ Miles |
| 1.04/ 1000 days | 1.4/ 100k miles | 3.6/ 1000 days | 3.4/ 100k miles | 4.4/ 1000 days | 3.18/ 100k miles |
| TOTAL INJURIES | | TOTAL INJURIES | | TOTAL INJURIES | |
| 2 (single incident) | | 0 | | 0 | |

The Students' Union (SU) is a distinct legal entity with different insurers and as such holds the SU's data separately. The SU 'owns' 7 vehicles: 4 minibuses, 2 MPVs and one van. There were no reported road traffic injuries and no insurance claims for any vehicle. The total distance for vehicles travelled in 2017/18 was **47,923** miles, a 20% increase on 2016/17 (39,856).

• CONTRACTOR SITE-MONITORING

| PERFORMANCE INDICATION | |
|------------------------|--|
| | |

In 2017/18 the number of construction-site in-house H&S Inspections doubled to **258**. This is a significant increase on inspections carried out in 16/17 (129) and 15/16 (146). The findings of those inspections showed a marked improvement in observed operating standards on-site.



⁸ Using total incidents per **hire days and mileage** for one (hire) vehicle provider, only, and 8 such insurance-incidents

⁹ Based on an average FTE over 2017/18 of 1580.54

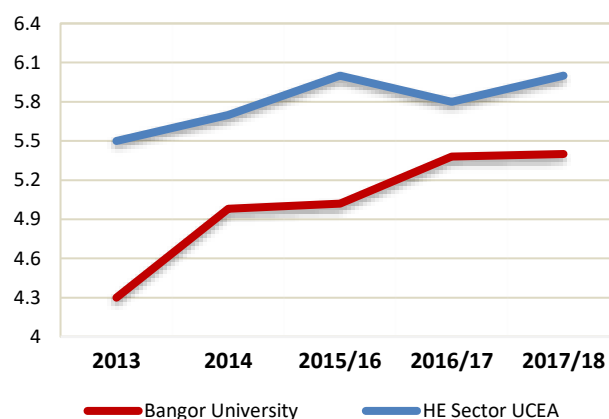
Of the 258 in-house inspections undertaken 65.5% were of Contractors working practices, 15.5% were of University Maintenance staff, 15% Grounds Staff, with the remainder for campus Security and Halls operations. The 3% deemed as 'serious breaches' all related to Contractors.

6. STAFF SICKNESS ABSENCE

| PERFORMANCE INDICATION | |
|------------------------|--|
| | |

In 2017/18 a total of 8,542 working days were lost due to reported sickness absence. This equates to an annual Staff Sickness Absence rate of around **5.4** days per FTE employee⁹ (5.38 days in 2016/17).

Sickness Absence Rates (Days/FTE)

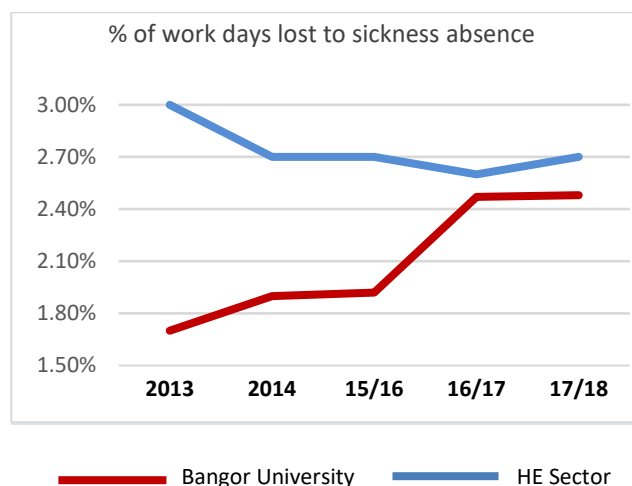


The National (Higher Education) Sector Average in 2017/18 was **6.0** days¹⁰. The UK national average rate of sickness absence for 2017, as provided by the Office for National Statistics, was **4.1** days, the lowest on record. A local comparator, Cyngor Gwynedd, recorded an **8.72** days rate in 2017/18 (April-March).

The Bangor University 2017/18 Sickness Absence rate of **5.4 days** equates to around **2.48%** of the working time¹¹ being lost due to sickness absence. The rate in 2016/17 was **2.47%**.

¹⁰ Average provided by UCEA Sickness Absence in Higher Education Report 2017/18; based on 102 HE institutions

¹¹ Based on an average of 260.715 working days per year



81% (6,953 working days, adjusted for FTE) of all sickness absences reported in 2017/18 were confirmed by a medical (doctor) certificate, with the remainder 19% (1,589 working days, adjusted for FTE) self-certified.

Long-term absences, those greater than 20 days, accounted for **63%** (5,383 working days absence, adjusted for FTE) of all the absence days reported in 2017/18, showing a 4.5% decrease on 2016/17.

| Percentage of sickness absence that is long-term | | | | | |
|--|-------|-------|-------|-------|-------|
| | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 |
| Bangor | 56%* | 63%* | 61.9% | 65.6% | 63% |
| Sector | 49.6% | 49.6% | 52.4% | 53.3% | 52.2% |

* up until 2015/16 Bangor University used calendar years, therefore 2013/14 = 2013 and 2014/15 = 2014.

The total number of staff who reported a sickness absence in 2017/18 was **615 (headcount)**, this equates to around **29.97%** of staff; in 2016/17 the rate was **30.8%**.

• SICKNESS ABSENCE TRENDING

The following table breaks down the total working days lost to sickness absence into short, medium and long-term absences. Short term (ST) is defined as 1-7 days absence, medium term (MT) 8-20 days and long term (LT) in excess of 20 days absence.

| CATEGORY | 15/16 | 16/17 | 17/18 |
|--------------------------|--------|--------|--------|
| FTE Staff (av. for year) | 1790 | 1692 | 1580 |
| Total Working days lost | 8984 | 9106 | 8542 |
| LT total days lost | 5561 | 5974 | 5383 |
| MT total days lost | 1556 | 1240 | 1546 |
| ST total days lost | 1867 | 1892 | 1613 |
| LT Instances | 110 | 102 | 101 |
| LT number of staff | 98 | 98 | 98 |
| MT instances | 186 | 135 | 165 |
| MT number of staff | 157 | 132 | 142 |
| ST instances | 1045 | 1027 | 886 |
| ST number of staff | 553 | 776 | 484 |
| LT % of total days lost | 61.90% | 65.60% | 63.01% |
| MT % of total days lost | 17.32% | 13.62% | 18.11% |
| ST % of total days lost | 20.78% | 20.78% | 18.88% |
| LT days per FTE | 3.11 | 3.53 | 3.40 |
| MT days per FTE | 0.87 | 0.73 | 0.98 |
| ST days per FTE | 1.04 | 1.12 | 1.02 |

The following tables show average days per FTE sickness absence comparators to the HE sector rates over the last 4 years by employee group and age group.

| Staff Group / Year | All Staff | Academic | Professional & Technical | Clerical | Manual ¹² |
|--------------------|-----------|----------|--------------------------|----------|----------------------|
| 2017/18 HE | 6.0 | N/A | N/A | N/A | N/A |
| 2017/18 BU | 5.4 | 2.7 | 4.9 | 9.5 | 9.5 |
| 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 |

¹² The Manual Staff Group refers to Job Categories not Grades, for example some Grade 6 and 7 Facilities Managers are included within this group

| Age Group / Year | <25 | 25-34 | 35-44 | 45-54 | 55-65 | 65+ |
|------------------|-----|-------|-------|-------|-------|------|
| 2017/18 HE | 4.8 | 4.1 | 5.0 | 6.7 | 9.2 | 10.0 |
| 2017/18 BU | 0.8 | 4.1 | 4.2 | 5.7 | 7.8 | 16.1 |
| 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 2017/18, compared to 2016/17 and 2015/16.

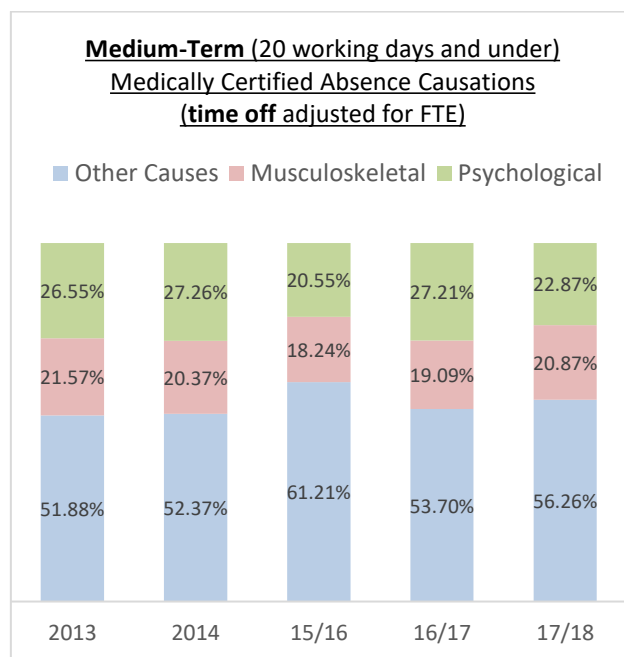
Once again, it can be seen that just over 50% of all long-term cases ended within a 2-month period.

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

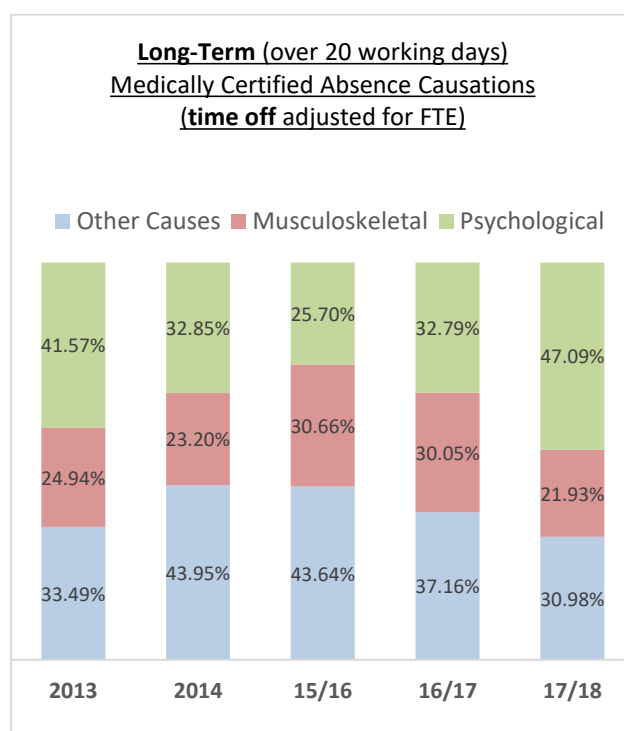
SICKNESS ABSENCE CAUSATIONS

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

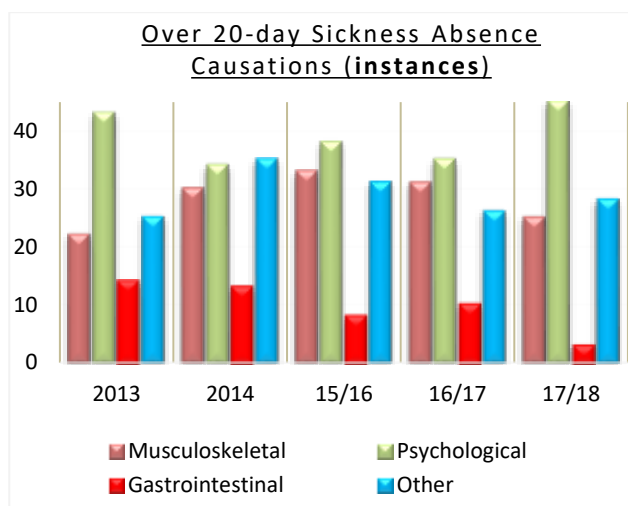
The distribution for the **days lost** for the primary absence causation categories are as follows:



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 causations (incidences / cases) are as:



• COLLEGES & PROFESSIONAL SERVICES

The following table details the Sum of Average Days per FTE for each College and Professional Service¹³, compared to the University average.

| UNIVERSITY/ COLLEGE / PROFESSIONAL SERVICE | RATE | RATE excl. long term |
|--|------------|----------------------|
| The University | 5.4 | 2.00 |
| Arts, Humanities and Business | 4.23 | 0.49 |
| Environmental Sciences and Engineering | 1.59 | 0.87 |
| Human Sciences | 3.88 | 0.94 |
| Commercial Services | 3.36 | 1.79 |
| Corporate Services | 9.48 | 3.2 |
| Finance & Research Services | 8.88 | 4.21 |
| Marketing, Recruitment & Communications | 5.55 | 3.5 |
| Student Services | 7.50 | 4.21 |
| Canolfan Bedwyr | 4.62 | 4.21 |
| IT Services | 5.85 | 2.53 |
| Library and Archives Service | 9.68 | 5.25 |
| North Wales Welsh for Adults Centre | 3.75 | 2.91 |
| Pontio Arts | 4.20 | 2.53 |
| Property & Campus Services | 13.45 | 3.69 |
| Students' Union | 17.64 | 3.42 |

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 a second column has been added that excludes long-term absence.

¹³ FTE figures were taken at the beginning of September after College/Professional Service changes had been made

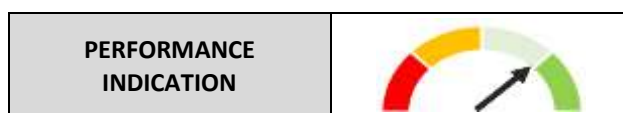
• HEALTH SURVEILLANCE

Specialist Health Surveillance was undertaken for around 120 members of Staff to confirm their work is not causing harm to health during 2017/18.

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 health-impact results were identified during 2017/18.

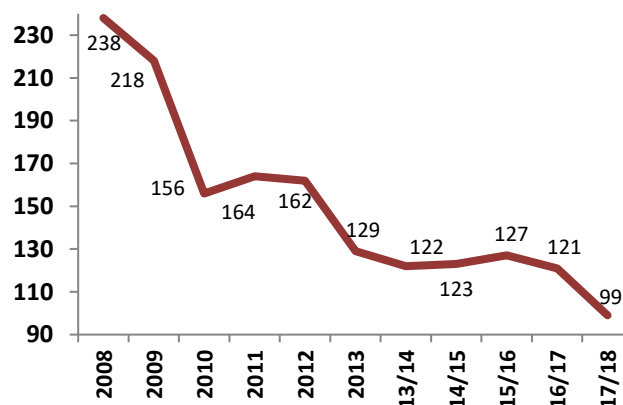
7. FIRE ALARM ACTIVATIONS



The University has over a hundred buildings across a number of sites, with most protected by automatic fire detection and alarm systems. There are approximately 8,000 smoke/heat detectors and many hundreds of manual call points.

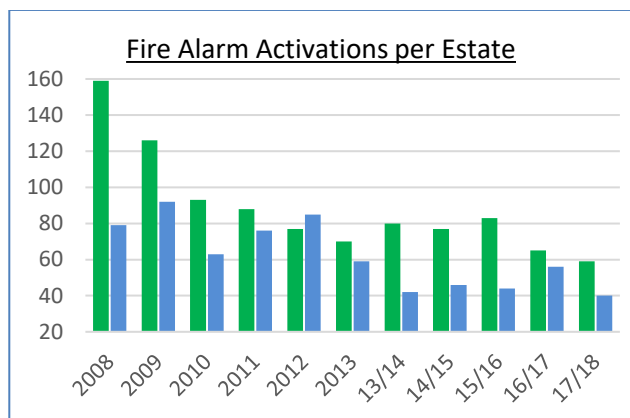
During 2017/18 there were **99** Fire Alarm activations in University buildings, a **18%** decrease on the 121 in 2016/17.

**Bangor University Total
Fire Alarm Activations**



The North Wales Fire & Rescue Service attended **21** times. This is a significant decrease on the 34 in 16/17. **19** of these (29 in 16/17) attendances were to Halls of Residences between 8pm and 8am.

Total activations (99) are sub-divided to identify activation rates for Residential and Academic and Admin buildings that form most of the University estate.



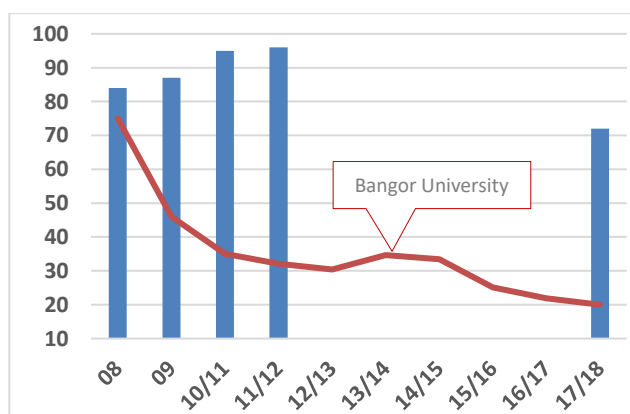
— Halls of Residences
— Academic & Admin

Fire alarm activations within Academic and Admin buildings fell to **40** in 2017/18 from 56 (16/17). Fire alarm activations within Halls of Residences decreased slightly to **59** from 65 (16/17).

Fire Alarm Activation Rate / 1000 detectors

| Estate | 17/18 | Trend |
|-----------------------------------|-----------|----------|
| Halls of Residences ¹⁴ | 12.5/1000 | Downward |
| Academic & Admin ¹⁵ | 12.3/1000 | Downward |

Fire Alarm Activations per 1000 Study Bedrooms¹⁶



| | 08 | 09 | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 |
|---------------|-----------|-----------|-----------|-----------|--------------------------|-----------|-----------|-----------|-----------|-----------|
| BU | 75 | 46 | 35 | 32 | 30 | 35 | 33 | 25 | 22 | 20 |
| Sector | 84 | 87 | 95 | 96 | No data available | | | | | 72 |

¹⁴ Based on 4736 detectors in Halls

¹⁵ Based on 3264 detectors in Academic Buildings

FIRES

There was **one** fire (as defined) in 2017/18. This involved an incident behind the Halls of Residence shop where rubbish had been set alight. The Fire Service and Police attended as suspected arson.

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 within Halls of Residences.

8. CIVIL CLAIMS (H&S RELATED)

In 2017/18 there was **one** Public Liability Claim for an purported injury whilst on University property.

No Employers' Liability claims were made.

9. WEBSITE STATISTICS

In 2017/18 there were **21,069** unique page views to the Health and Safety website, with **30,315** pages viewed. Of these the top five most popular pages visited were:

- The Health and Safety Home Page.
- Well-being.
- A-Z Link.
- DSE Self-Assessment Form.
- Risk Assessment.

End.

¹⁶ Based on 2960 study bedrooms. There was no Sector data available between 2012 - 2016