

# Health and Safety

## Annual Report

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2020/2021

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

## SUMMARY OF KEY PERFORMANCE INDICATORS

**73.53%**

Attendance at the central staff induction

**NEW STAFF  
(CENTRAL) INDUCTION****16.47% below  
target****COMPUTER USERS****75.21%**Completion of Training  
and Self-Assessment**9.79% below  
target****INJURY ACCIDENTS  
TO STAFF****9.6**

Accidents per 1000 Employees

**Comparable  
with the Sector****STAFF SICKNESS  
ABSENCE RATE****3.87**

Days Lost per FTE Employee

**0.53 days  
below HE  
Sector (20/21)**

Please note: all performance indicators are directly impacted by the coronavirus pandemic and the resultant reduction in on-site working and curtailment of many activities.

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### 1. COVID-19 SUMMARY

This Annual Report summarises a period that was wholly impacted by the coronavirus pandemic and a notable reduction in on-site activity. The Report should therefore be read in this context throughout.

During the academic year 2020/21, health and safety work continued to concentrate on Covid-19 and responding to the ever-shifting understanding and dynamics of the virus, and changes in UK & Welsh Government and HE Sector guidance and requirements. The Report reflects a time where the University transitioned from an essentially 'closed' campus to its re-opening and the provision of 'blended' learning, and the return of on-campus activities. The amount and type of activities undertaken then increased significantly as the year progressed.

#### Preparing for the 20/21 Academic Year

*Note: The Report does not focus on the work required to re-open of campus, July-September 2020, as this was reported on in the last Annual Report.*

To help prepare for the physical return to in-person teaching, in September 2020, the University Executive established three Sub-Groups, namely: The Return to Campus Group, The Return to Research Group and the Teaching & Learning Group. Additional sub-groups, such as the *Test, Trace & Protect Group* were also established to advise on specific Covid topics, as needed.

The aim of these groups was to facilitate a safe return to campus, the return of essential on-campus research activities and to ensure students were offered on-campus, face to face, teaching and support services and were able to partake in some Students' Union social and club activities.

Whilst many Universities at the start of the academic year continued solely with on-line lectures, Bangor University sought to ensure that all courses had an element of in-person activity. Enabling blended learning was especially important to minimise disruption for those students on more practical and vocational degree programmes and was seen as essential to providing as 'normal' a student experience as possible.

#### Teaching and Learning Spaces

For the start of the 2020/21 academic year all teaching and learning spaces had to be assessed to establish revised capacities in accordance with the then 2m social distancing requirement. Health and Safety and Campus Service staff worked diligently to ensure this was done for all spaces, to ensure in-person teaching could re-commence in September. As was indicated in the last Annual Report, many hundreds of items of furniture were removed, thousands of floor markers and seat straps were applied, and posters and signage fixed.

#### Use of Coaches

To support fieldtrips and student activities, approval was given for coach use at the start of the year. However, recognizing that group travel created a higher transmission risk, coach capacities were significantly reduced to enable passengers to 2m socially distance. Other controls included boarding and seating from back to front with alighting the coach carried out in reverse, wearing of face coverings and passengers sitting in the same seat on the outward and return journey, with a record kept of who sat where and on which coach.

#### Coronavirus Cases During 2020/21

It is pleasing to note that there were no reported cases of coronavirus transmission directly attributable to in-person teaching throughout the 2020/21 academic year.

There were of course many cases of coronavirus amongst the student and staff community during the year and at one stage, local coronavirus restrictions were placed on the City of Bangor due to a spike in cases across the area.

For the 2020/21 academic year the total number of reported Covid-19 cases at the University was **429**, with:

- 63 Staff cases
- 356 Student cases

#### Covid-19 and Overseas Travel

In line with national and international restrictions, the University restricted most overseas travel during

the first few months of the 2020/21 academic year. This position relaxed a little for some key activities, such as authorised work-placements / international-experience, and for a small number of Post-Graduate Research students.

### Halls of Residences

September 2020 saw the return of students, with nearly two thousand students arriving in Halls over a ten-day period. The arrival period extended over many days to reduce numbers of people on-site and ease congestion. Certain activities, such as registration, were also predominantly transferred 'on-line'.

Throughout the pandemic, the Halls Team with the support of Domestic and Catering staff have provided essential support to residents, including students in self-isolation and quarantine.

### Oversight of Covid-19 Arrangements

In support of the Executive, the Health, Safety & Emergency Management Task Group met monthly from 1<sup>st</sup> September 2020. The Task Group was appraised of and reviewed arrangements for managing strategic and thematic coronavirus risks and sought to ensure other aspects of health and safety management were not being adversely impacted.

The Task Group played a crucial leading role in ensuring blended learning was a success and that the University adapted and changed to reflect covid risk levels and changes in legislation and expectations.

### COVID-19 Risk Categorisation of Activities

To enable activities to be undertaken, a RED / AMBER / GREEN (RAG) covid-risk categorisation protocol was developed and implemented. The RAG categorisation was based on Covid-19 Test, Trace & Protect (TTP) requirements for self-isolation were there a case of Covid-19 positive amongst a cohort.

As additional assurance, approval was required by Dean of College / Head of School or Professional Service for AMBER activities, and the Executive-Lead for RED activities.

The RAG approach was considered to have been a success, supporting activities to be undertaken whilst giving due regards to risk and legislative requirements.

### Risk Assessment

The initial University's Covid-19 Risk Assessment (*University-level: Management Arrangements in Response to Coronavirus [Covid-19]*) was replaced in May 2020 by the more detailed version, which looked forwards to the re-opening of the campus and the new academic year.

That Risk Assessment was subsequently converted into the current (as amended) *University-level: Preventing the Spread of Covid-19 Risk Assessment*, which has been regularly updated throughout the year.

The risk assessment seeks to ensure the University operates in compliance with relevant coronavirus legislation and is supported by numerous more specialist risk assessments and operating procedures.

### Ysbyty Enfys

Thankfully, Ysbyty Enfys, established in the University's Sport Complex, Canolfan Brailsford, in April 2020, was not required as a Covid-19 'hospital'. However, the facility played an integral part in the public mass vaccination programme, with over **90,000** 'vaccinations' delivered from December 2020 until the centre was closed as a vaccination hub on 4<sup>th</sup> July 2021.

### NHS Student PCR Covid Testing Provision

The University in conjunction with Betsi Cadwaladr University Health Board (BCUHB) established an on-site student PCR testing facility.

This on-site facility went live the week before teaching commenced in September 2020/21 and several hundred swab-tests for PCR analysis were performed on-site by BCUHB staff.

The support of BCUHB during the year was greatly appreciated and the partnership working was a definite success.

### Staff & Student Asymptomatic Test Facility

Under a climate of apprehension that students at university would not be able to return home for Christmas (due to the then very high rates of Covid-19 in student communities), in November 2020 the UK Government announced they would enable all Universities to utilise the *Deloitte's* 'lateral flow Covid-19 assisted tests' for the mass-testing of students and staff to enable them to return home for the festive period.

The Asymptomatic Testing Centre was a significant logistical effort, involving many areas of the University and local contractors who constructed the facilities under difficult time pressures.

To ensure the service succeeded, over 100 students and around a dozen staff were recruited and trained to run the facility. Staff and students were trained in performing assisted LFT tests, how to analyse samples, testing protocols and trained as test assistants, in customer services and numerous other supporting roles.

Key members of staff from the scientific community and central services managed the whole provision and ensure the quality of service met contractual standards.

On the 30<sup>th</sup> November, the University opened the Asymptomatic Covid Testing Centre for staff and students in PJ Hall. This major Centre, with 24 testing booths and analytical stations, was soon followed with two satellite and smaller testing sites at Ffriddoedd and St Mary's residential campuses.

The Asymptomatic Testing service was over 95% funded by the UK & Welsh Governments and remained open until June 2021, when replaced by the 'test-at' home' kits.

Over **10,000** covid-19 assisted asymptomatic tests were performed at University test centres, with a positivity rate of only **0.2%**.

### LFD Home Test Kits

From the 1<sup>st</sup> June 2021, and simultaneously with the closure of the on-site Test Facility, self-test kits were provided to staff and students from distribution 'hubs' across the University. Test Kits were sourced

through a UK initiative for the supply of Covid LFT test kits at higher education institutes. The service continued into the 2021/22 academic year.

### Test, Trace and Protect

Identifying contacts of a Covid-19 positive case in a timely manner was critical to containing the spread of the virus. The University worked closely with Cyngor Gwynedd's Covid TTP team and colleagues in Digital Services significantly modified an existing student engagement APP to function as a Covid-19 Tool to identify close contacts of confirmed positive cases. The APP was also used for Students' Union activities and enabled other non-curricular activities to be undertaken.

The in-house Covid-APP and the administrative arrangements around its use, has been a huge success and enabled regional TTP and the University to work closely and successfully to understand how the virus was impacting the student community and to be reassured that the University was managing risk effectively.

The close working arrangement between the University and Cyngor Gwynedd, which included fortnightly TTP meetings and participation in the regional Incident Management Team, has been a notable success. The sharing of knowledge and information enabled the University to be appraised of wider community Covid rates and reassured the local authority and other interested parties, that the University continued to operate conscientiously and professionally throughout the period.

## 2. H&S POLICIES & KEY DOCUMENTS

A 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 2020/21.

The only Policy revision during the year was to the University's overarching Health and Safety Policy Statement. This change was as a result of an Internal Audit in which it was noted that the University H&S Policy did not specifically reference pandemics and how the University would react and put in place appropriate arrangements to mitigate against risks.

The amendment, considered and subsequently agreed by Council reads as:

- xvii. React to any pandemic or epidemic and put in place suitable systems, arrangements, and controls to mitigate and manage risk and to safeguard the health and well-being of staff and students.*

### • REVOKED POLICIES

No Policies were revoked in 2020/21.

## 3. AUDITS, REVIEWS & ANALYSIS

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

### • INTERNAL AUDITS

#### Home Working:

An internal audit on home working and returning to campus provided assurance that suitable arrangements were in place.

Minor recommendations were made and addressed.

#### Covid-19 Controls:

Once the University commenced in-person teaching, it was essential that the controls put in place to protect and mitigate the risks of Covid-19 transmission were evaluated. To help ensure this,

numerous Covid-19 building inspections commenced from early October.

These inspections sought to confirm the suitability, provision, and maintenance of building related Covid-19 arrangements (e.g., signage, hand sanitisers, seat straps etc.) and general behaviour in teaching, research, and communal areas.

During October, **29** 'occupied' buildings were inspected, with circa **53** monitoring inspections performed.

The inspections confirmed that most physical arrangements and procedures were appropriate, maintained and followed.

Regular monitoring visits then continued throughout the year.

### • LEADERSHIP AND MANAGEMENT

The UCEA<sup>1</sup> / USHA<sup>2</sup> "Leadership & Management of Health and Safety in Higher Education Institutions" was not reviewed during the year and the level of compliance from 2019/20 was considered to remain applicable.

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

### • UNIVERSITY-LEVEL: RISK CONTROL INDICATORS

**Themed risk indicators were not reviewed during the year.** With limited on-site activity and reflecting the emphasis on mitigating Covid-19 risk, it was decided to suspend themed-risk assessments. Management arrangements remained in place for those risks which were still pertinent during the year.

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

This was not undertaken in 2020/21.

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

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



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

Health and safety management audits normally use standards established by USHA/UCEA and those standards established through the University's own H&S Policies. These are then supplemented by further evaluating guidance for the 'themed' sections of the audit.

The planned 2020/21 review to establish how the Health and Safety Team could continue College and Services H&S Management Audits did not take place. This was primarily due to the longevity of Covid related work, which absorbed the Team's time and resources.

#### FOLLOW-UP OF PREVIOUS AUDITS

##### • BIOLOGICAL HAZARDS REVIEW

The University Chemical and Biological Health and Safety Sub-Committee met in February 2021. Although the formal annual inspection of HG2 facilities did not take place in 2020/21, local Technicians and the University's Biological Safety Officer undertook checks to confirm facilities were operated safely and as required.

There were no significant biohazard incidents reported

##### • RADIATION

The University's external Radiation Protection Advisor (RPA) visited the School of Radiography in Wrexham in April 2021 to confirm arrangements for the X-ray facility.

In addition, the RPA and Radiation Protection Officer visited the School of Medical Sciences to assess the radiation safety and IRR17 compliance for the school's newly acquired MultiRad 160 X-ray irradiator.

No significant concerns were noted.

#### 4. ENFORCEMENT ACTION & STATUTORY INSPECTORATE VISITS

No enforcement action was taken against the University in 2020/21. 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 did not undertake any formal building inspections during the academic year.

##### • Natural Resources Wales (NRW) and Counter Terrorism Wales – radiation facilities

The NRW Inspector and Counter Terrorism Wales did not visit applicable facilities during the year. These facilities continued to operate safely and securely during the year.

#### 5. HEALTH AND SAFETY TRAINING

The provision of health and safety training has been significantly impacted by the pandemic, with the number of available training sessions reduced or not possible due to close-contact and related Covid restrictions.

##### • GENERAL H&S TRAINING COURSES

In 2020/21 the following courses were provided or facilitated through central Health and Safety.

Year	No of Courses / Sessions	Staff/Student Participants
2020/21	8	25 <sup>3</sup>
2019/20	45	221
2018/19	45	291
2017/18	39	166
2016/17	67	299
2015/16	56	309 <sup>4</sup>
2014	100	579
2013	85	583
2012	106	719

<sup>3</sup> Plus 2,594 staff and post graduate students who completed the on-line Working under Covid Induction training


<sup>4</sup> 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



In addition to the above training courses, several resources were created for staff and students to provide Covid-19 information. These ranged from College Student Handbooks and presentations to staff and student videos and a Covid-19 presentation for staff returning to site. The presentation was updated throughout the year as information and legislation changed.

In total **2,594** staff and post-graduate students completed the **compulsory Covid-19 training**.

#### • GENERAL STAFF INDUCTION(S)

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

**Target:** The 2020/21 target was missed by 16.47%. **125** out of **170** new (applicable) contracted staff completed the General University Staff Induction. *The target for 2021/2022 will remain at 90%.*


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

The Induction session was undertaken online throughout 2020/21 due to Covid-19 restrictions.

Target for 2020/21 was 90%		
PERFORMANCE INDICATOR	STATUS/ VALUE	NOTES
Percentage of new Staff (invited) who attended the University central H&S Induction <sup>5</sup>	<b>73.53%</b> (16.47% below target)	Though behind target this was still a <b>52.4%</b> improvement on 19/20 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

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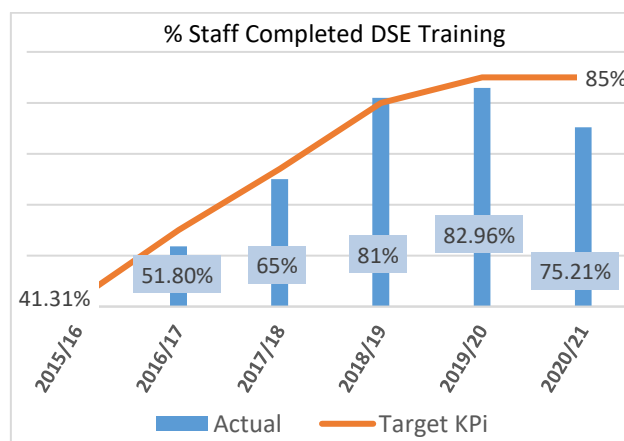
Computer User Training (DSE) is an Institutional KPI. Such training is specifically required by the Display Screen Equipment Regulations.

**Note:** Covid and 'working from home' will have notably impacted this KPI.

**Target:** The 2020/21 target was not achieved.

Target for 2020/21 was 85%		
PERFORMANCE INDICATOR	STATUS/ VALUE	NOTES
Percentage of Computer (DSE) Users who have completed the on-line training and self-assessment	<b>75.21%</b> 9.79% below 2020/21 target	Down 9.8% on 19/20 performance --- 2021/22 target remains at 85%

During 2020/21, **154** members of Staff completed the online Computer Users Training (bringing the total to 75.21% of estimated Computer Users having completed the training during the last 6 years). This figure is a 9.8% decrease from last year's total of 82.96% and fell short of the 85% target.



The following table shows '% of 'computer user' self-assessments completed (compliance) in each College, School and Professional Service<sup>6</sup>.

College/Service	% DSE
College of Arts, Humanities and Business	73%
College of Environmental Sciences and Engineering	67%
College of Human Sciences	67%

<sup>5</sup> This figure excludes some manual staff groups

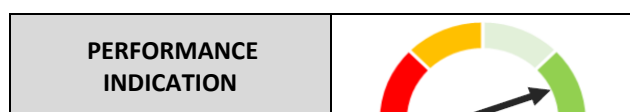
<sup>6</sup> This data is based on staff employed on 30<sup>th</sup> July 2021

Canolfan Bedwyr	69%
Corporate Services	73%
Digital Services	94%
Finance Services	93%
Human Resources	94%
Marketing, Communications and Recruitment	80%
Campus Services	90%
Student Services and Administration	93%
Students' Union	76%

### • COMPETENCY

This KPI, reflecting health and safety training levels for senior management has not changed from last year. It is anticipated that senior management training will be available in 2021/22, following postponements due to Covid-19, and this KPI will be re-introduced in next year's Report.

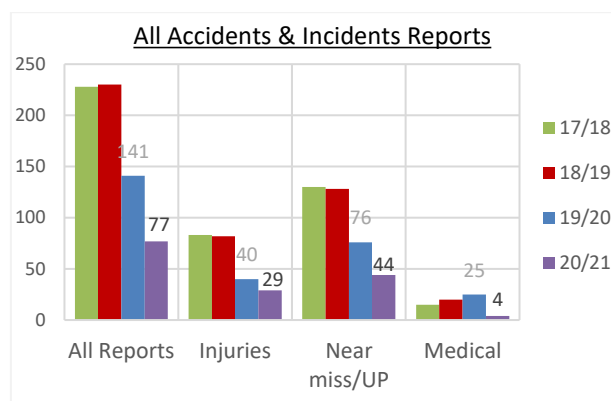
## 6. ACCIDENTS & INCIDENTS



The number of reported accidents and incidents have been significantly impacted by the pandemic, and resultant reduction of staff and students on-site and decrease in activities. This is reflected across the sector.

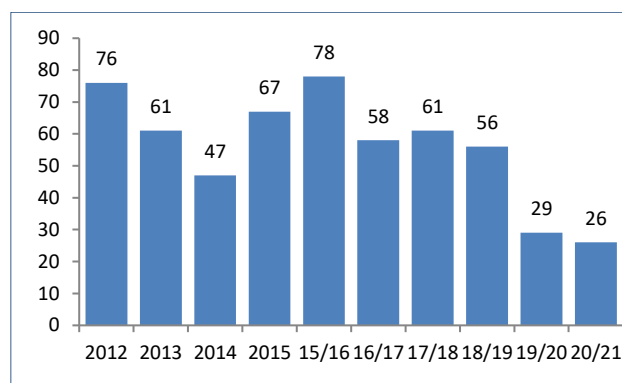
During 2020/21 there were **77** incident reports, which is lower than 2019/20 (**141**). **29** of those reports involved an 'injury' to a person (non-sport), **44** were non-injury incidents (near miss, dangerous situation, unsafe practice) and the remaining **4** were reports of medical incidents (such as fainting, illness and convulsions).

The **29** injuries occurred on-site and/or during university-led activities to Students, Staff, Contractors and Visitors.



### • INJURY-ACCIDENTS TO STAFF AND STUDENTS

The accident and incident rates continued to be reduced in 2020/21, certainly reflecting the ongoing impact of the Covid pandemic and reduced on-site activity.



The number of Staff and Student accidents reported in 2020/21 that involved injury and occurred because of their University work or studies or on University property, was **26** (29 in 19/20). Of these, 19 (23 in 20/21) accidents related to Staff and 7 (6 in 19/20) to Students.

*In addition to the Staff/Student injury-accident reports, a further 3 (11 in 20/21) Injury-Accident Reports were received for injuries to visitors and contractors. All were minor injuries.*

### • MAJOR INJURIES

There were no "major injuries" (as defined) during the year.

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

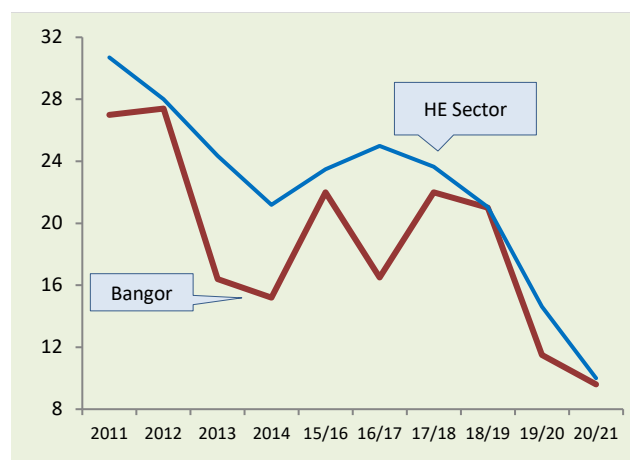
#### Staff

The Staff injury-accident ratio for 2020/21 was **9.6** accidents per 1,000 employees<sup>7</sup>, a decrease from the

<sup>7</sup> Based on 1,979 members of Staff during the year (headcount)

**11.5/1000** reported in 2019/20. The National Rate 20/21 was **10/1000**.

Sector and Bangor University Injury-Accidents averaged per 1000 STAFF (2011 – 2020/21)

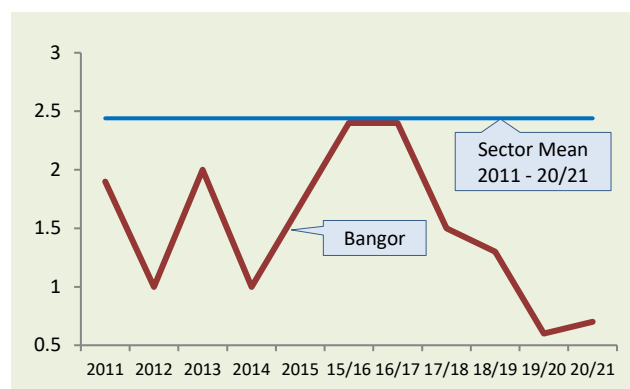


13	14	15	15/16	16/17	17/18	18/19	19/20	20/21
16.4	15.2	21.3	22.4	16.5	22	21	11.5	9.6

### Students

In 2020/21, there were **7 (6 in 19/20)** Student injury-accidents as a direct result of their studies, or University activity. Showing a ratio of **0.7** accident per 1,000 Students<sup>8</sup>. The National Rate 2021/21 was 1.27/1000.

Sector and Bangor University Injury-Accidents averaged per 1000 STUDENTS (2011 – 2020/21)



13	14	15	15/16	16/17	17/18	18/19	19/20	20/21
2	1	1.7	2.4	2.4	1.5	1.3	0.6	0.7

### REPORTABLE ACCIDENTS (RIDDOR)

During 2020/21, there were **2** Health and Safety Executive (HSE) Reportable (RIDDOR) Accidents and Incidents.

One incident related to a student with a cut to the finger, which required gluing at A&E. The second reportable accident was to a member of staff who took over 7 days off work following a knock to the head from a falling object.

The rate of HE Sector Staff RIDDOR incidents was **0.54/1000** in 2020/21 (*adjusted FTE*). The Bangor University rate in 2020/21 was the same as 2019/20 at **0.5/1000**.

The rate of Student RIDDOR incidents nationally was as **0.033/1000** in 2020/21. The latest, 2020/21, University rate was **0.1 /1000 (0 in 19/20)**.

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

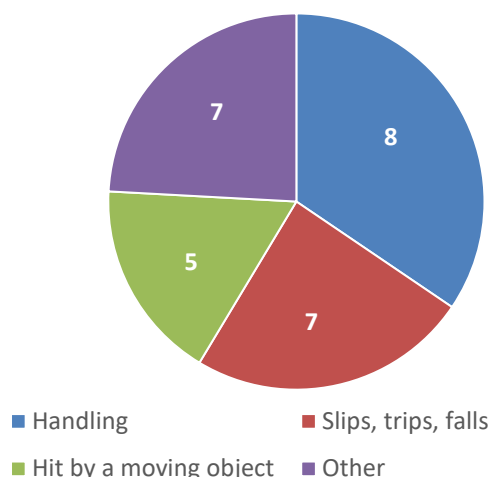
Year	Staff	Student	Visitor	Total
2020/21	1	1	0	2
2019/20	1	0	0	1
2018/19	5	1	1	7
2017/18	0	3	0	3
2016/17	1	1	0	2
2015/16	4	1	0	5
2014	7	1	0	8
2013	3	1	1	5
2012	0	2	0	2
2011	3	0	0	3
2010	3	3	1	7
2009	10	0	2	12

There were **no** Reportable Occupational Diseases or Dangerous Occurrences in 2020/21.

### ACCIDENT CAUSATION (all accidents)

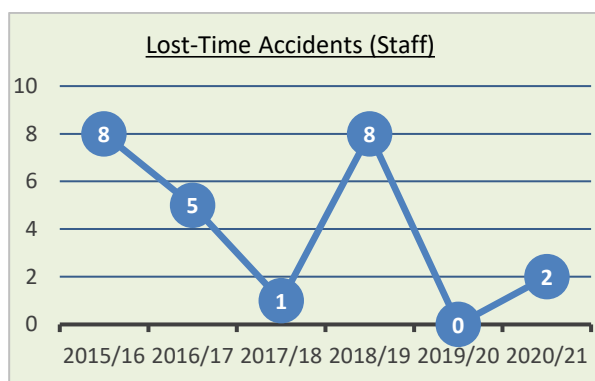
The majority of the **29** injury-accidents involved either a handling incident (10 = 35%), being hit by a moving / falling object (5 = 17%); or a slip, trip or fall (7 = 24%); 7 other.

<sup>8</sup> Based on 9,592 Students during the year



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

There were two recorded Staff lost-time incidents in 2020/21.



#### • SPORTS RELATED INCIDENTS

There were 9 sports related incident reports received (non-academic activities), primarily for injuries which inevitably occur when playing some sports.

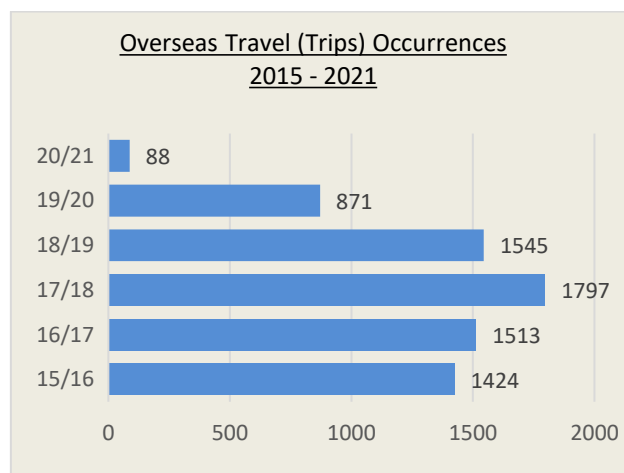
Note: most contact sport activities were suspended through Covid-19, and this is reflected in the sharp reduction of reported incidents.

#### • OVERSEAS & OVERSEAS TRAVEL INCIDENTS

In response to the pandemic, the University prohibited overseas travel from 6<sup>th</sup> March 2020 (unless in exceptional circumstances). Following this, travel remained primarily limited to authorised work-placement / international-experience, and to a small number of Post Graduate Research students.

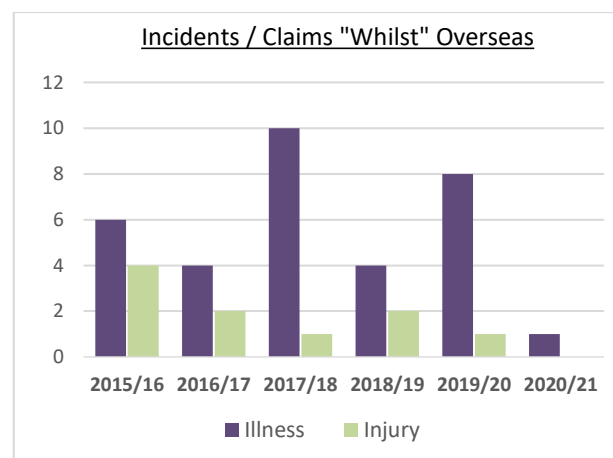
During 2020/21, staff and students only undertook 88 overseas trips. This is a 94% reduction on

2018/2019, the last academic year unaffected by Covid travel restrictions.



Two Travel 'insurance' Claims were made in 2020/21:

- One Medical Expenses due to illness in France.
- One Loss / Damage to personal items.



#### • VEHICLE ACCIDENTS & INCIDENTS

As most university-related car-hire and travel was suspended during the year no incident rate is offered in this Report.

##### Students' Union (SU) Vehicles

The SU is a separate legal entity with different insurers. The SU 'owns' 6 vehicles: 4 minibuses, 1 MPV and one van.

Throughout 20/21 there was no agreed national standard for operating minibuses, with multiple households, safely. As such the SU was unable to use minibuses but continued to use its 'van' and

minibuses as single occupancy vehicles to carry kayaks etc. to a destination.

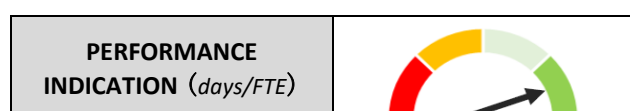
There was therefore **no** reported road traffic injuries or insurance claims for minibuses.

The total distance for SU vehicles travelled in 2020/21 was **1,441** miles, a 96% decrease on 2019/20 (35,074).

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

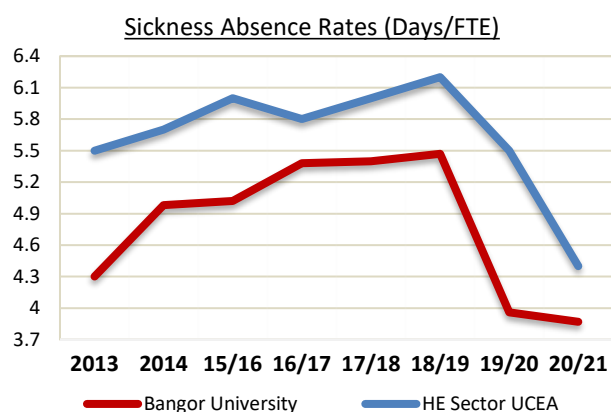
No performance measurement is offered in this Report. The Contractor Monitoring reporting will recommence in 2021/22.

## 7. STAFF SICKNESS ABSENCE



*Staff sickness absence reporting has been directly impacted by the pandemic, particularly notable is the evident decrease in reporting short term absence whilst staff are working from home or on furlough.*

The headline sickness absence rate remains below the national sector average but is closer than previous years. Long-term absence remains above the sector average.

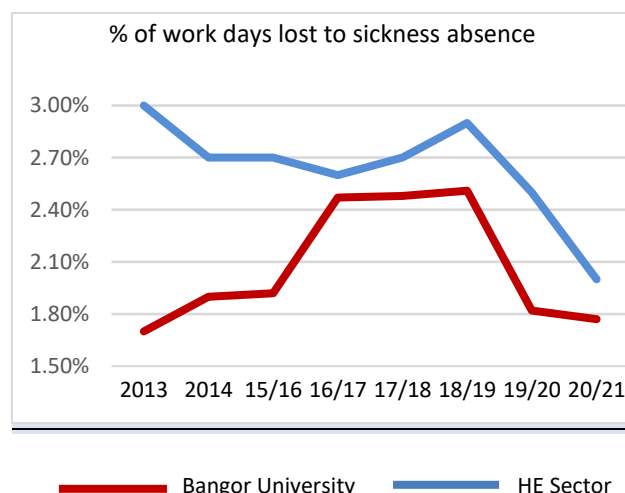


In 2020/21 a total of 6,003 working days were lost due to reported sickness absence. This equates to an annual Staff Sickness Absence rate of around **3.87** days per FTE employee<sup>9</sup> (3.96 days in 2019/20).

The National Sector Average in 2020/21 was **4.4** 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 **6.35** days rate in 2020/21 (April-March).

The Bangor University 2020/21 Sickness Absence rate of **3.87 days** equates to around **1.77%** of the working time<sup>10</sup> lost due to sickness absence. The rate in 2019/20 was **1.82%**.



78.54% (4,715 working days, adjusted for FTE) of all sickness absences reported in 2020/21 were confirmed by a medical (doctor) certificate, with the remainder 21.46% (1,288 working days, adjusted for FTE) self-certified.

Long-term absences, those greater than 20 days, accounted for **72.39%** (4,345 working days absence, adjusted for FTE) of all the absence days reported in 2020/21, showing a **27.7% increase** on 2019/20.

*It is noted that several hundred staff were furloughed during the year, and many were shielding, and as a result sickness occurrence to these members of staff were not necessarily reported.*

Percentage of sickness absence that is long-term					
	16/17	17/18	18/19	19/20	20/21
Bangor	65.6%	63%	64%	56.7%	72.4%
Sector	53.3%	52.2%	54.6%	56.0%	62.1%

<sup>9</sup> Based on an average FTE over 2020/21 of 1551.64

<sup>10</sup> Based on an average of 260.715 working days per year

### COVID-19 SICKNESS ABSENCE

It was reported that 771 days were lost to Covid-19 sickness absence (up to 31<sup>st</sup> July) affecting 83 members of staff.

### % OF STAFF WHO REPORTED A SICKNESS ABSENCE

There was a marked decrease in the number of Staff who reported a sickness absence in 2020/21.

**359 members of Staff** (*headcount*) reported a sickness absence during the year, this equates to around **18.14%** of Staff. In 2019/20 the rate was **26.23%** and **28.91%** in 2018/19.

### BENCHMARK SICKNESS ABSENCE TABLE (UCEA)

This section, taken from the UCEA **2020/21** 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 11 institutions in the same 'subset' as Bangor University.

UCEA REPORT 2020/21		All (104) HE institutions		Pre-92, small HEIs (11)	
Measure (FTE)	Bangor (BU)	Benchmark	BU Rank	Benchmark	BU Rank
Average working days lost (days)	3.9	4.4	33	5.3	4
% of working days lost	1.8%	2.0%	30	2.4%	4
Average period of absence (days)	10.2	7.8	83	7.8	10
Short- & Medium-Term working days lost (days)	1.1	1.7	6	1.7	1
% long-term sickness absence	72.4%	62.1%	88	67.0%	9

The following is the sickness absence causation summary for **2020/21**, as provided by the UCEA benchmark report.

All Sickness Absence (short, medium and long-term)			
Absence Category	BU	All (104)	Pre-92, small HEIs
<b>RESP</b> - Asthma and other chest/respiratory problems incl. pneumonia, bronchitis, pleurisy	0.8%	2.3%	2.6%
<b>CNCR</b> - Cancers and tumours (Benign and malignant)	7.1%	4.1%	4.9%
<b>COLD</b> - Cold, cough, flu - influenza	3.0%	4.2%	3.2%
<b>DEGP</b> - Diabetes and other endocrine/glandular problems (e.g., diabetes, thyroid, metabolic)	0.0%	0.4%	0.3%
<b>ENTD</b> - Eye, ear, nose, throat and dental problems	3.1%	3.1%	1.9%
<b>GNIT</b> - Genitourinary and gynaecological disorders, excl. pregnancy	6.4%	1.7%	2.2%
<b>MIGR</b> - Headache, migraine and neurological/nervous system	4.0%	4.4%	3.8%
<b>HEBL</b> - Heart, circulatory and blood disorders	4.3%	3.2%	2.9%
<b>OPER</b> - Operation/ recovery/ medical appointment*	0.0%	5.4%	5.6%
<b>INBP</b> - Injury, burns and poisoning	8.9%	3.4%	4.4%
<b>MNTL</b> - Mental health incl. exhaustion, fatigue, nervous debility, alcohol/drug abuse	30.8%	32.6%	28.3%
<b>MUSC</b> - Musculoskeletal incl. back/neck problems, carpal tunnel, tendonitis	7.8%	10.2%	12.0%
<b>INFC</b> - Other infectious diseases (e.g. shingles)	0.0%	1.4%	0.4%
<b>PREG</b> - Pregnancy-related disorders	2.3%	1.2%	1.0%
<b>SKIN</b> - Skin disorders	0.9%	0.4%	0.9%
<b>STMC</b> - Stomach/ digestive/ gastrointestinal problems (e.g. vomiting, gastroenteritis, diarrhoea)	5.6%	5.0%	5.0%



<b>COVID</b> - Suspected or confirmed cases of Covid-19	12.9%	7.0%	5.3%
<b>OTHR</b> - Other known causes not covered by the UCEA categories	2.1%	5.0%	4.8%
<b>UNKN</b> - Unknown causes/not specified	0.0%	5.3%	10.5%

Bangor University does not record under the UCEA Post-Operative Recovery category as the actual illness/condition category is used as a more factual reflection of absence causation.

#### • PERIODS OF LONG-TERM ABSENCE

The following table demonstrates the total absence period of all long-term ill health cases that concluded in 2020/21, compared to 2019/20, 2018/19 and 2017/18.

As in previous years most (long-term) absences, 60%, ended within a 2-month period.

Over 20-day absences that concluded in 2020/21 (comparator 2019/20, 2018/19 and 2017/18)				
Absence period in Months	Number of Instances 2017/18	Number of Instances 2018/19	Number of Instances 2019/20	Number of Instances 2020/21
≤2	43	67	55	53
≤3	18	8	21	17
≤4	7	6	5	5
≤5	7	7	2	2
≤6	3	9	3	3
≤7	5	2	1	5
≤8	0	2	0	2
≤9	0	0	0	0
≤10	0	0	0	2
≤11	1	0	0	0
≤12	0	0	0	0

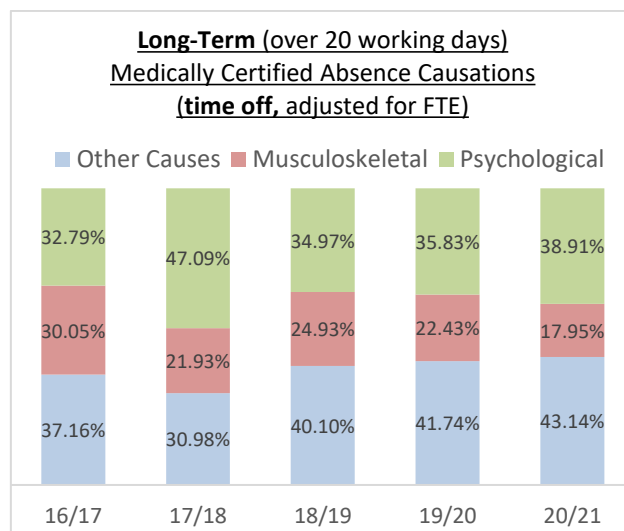
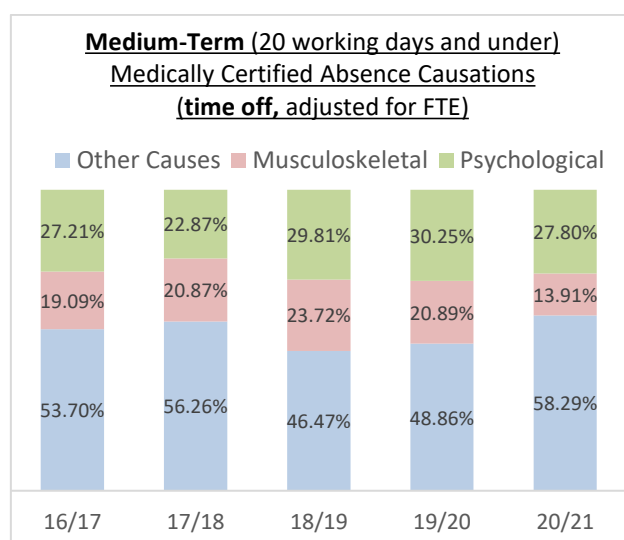
#### • SICKNESS ABSENCE CAUSATIONS

**Note:** Causation groups normally refer to Doctor/Medically Certified absence only, and do not include self-declared absence causations (Self-Certification). However, data for 20/21 includes non-

medical certificates for absences **over 7 days**, due to difficulties attending GP surgeries during Covid-19.

It is again found that psychological illnesses and musculoskeletal absence causations account for the greatest percentage of absence causes during the year.

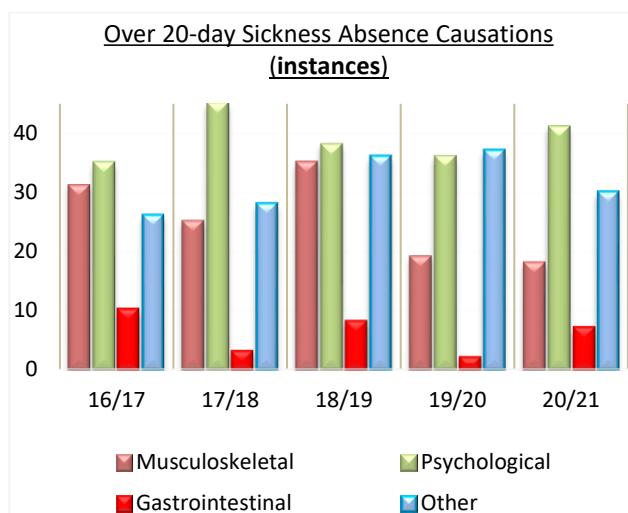
The distribution for the **days lost (time off)** for the primary absence causation categories are as follows<sup>11</sup>:



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

<sup>11</sup> Data for 20/21 includes non-medical certificates for absences over 7 days, due to inability to attend GP surgeries during Covid-19





### • COLLEGES & PROFESSIONAL SERVICES

Due to the restructuring of Schools and Professional Services in 2021, we are unable to provide a breakdown of sickness absence.

### • HEALTH SURVEILLANCE

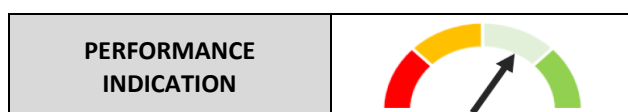
Health Surveillance was undertaken for around 96 members of Staff to confirm their work is not causing harm to health during 2020/21.

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

No adverse work-related health-impact results were identified during 2020/21.

Health Surveillance is primarily provided to confirm certain workplace risks are not adversely impacting their health. During 2020/21 all health surveillance was by Welsh Government and HSE Covid-19 Guidance and was primarily conducted via questionnaires, with a few prioritised face to face appointments held.

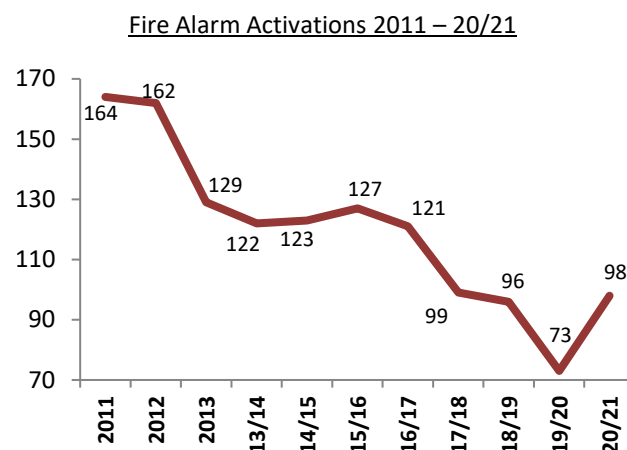
## 8. FIRE ALARM ACTIVATIONS



The University's estate consists of more than a hundred buildings, with most protected by automatic fire detection and alarm systems. There

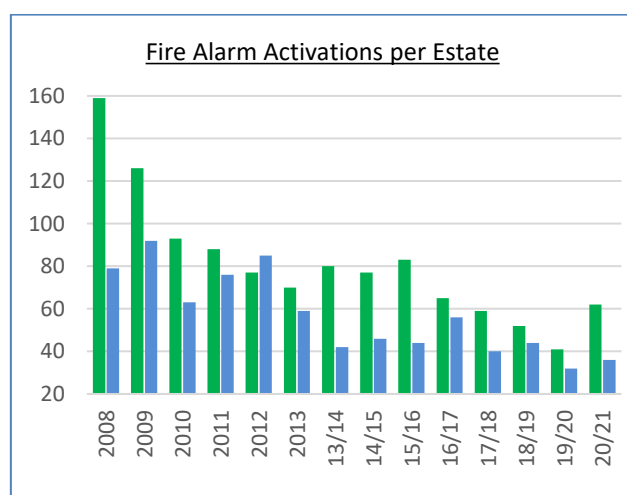
are approximately 9,000 smoke/heat detectors installed across the estate.

During 2020/21 there were **98** Fire Alarm activations in University buildings, a **34%** increase on the 73 in 2019/20.



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

Total activations (98) 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 increased slightly to **36** in 2020/21 from 32 (19/20). Fire alarm activations within Halls of Residences increased to **62** in 20/21, from 41 in 2019/20, 52 in 2018/19, 59 in 2017/18. The increase

could be attributed to students being in residence for the full year, after many left Halls early in 19/20 due to teaching being on-line, with the residential activation rate like the two previous years.

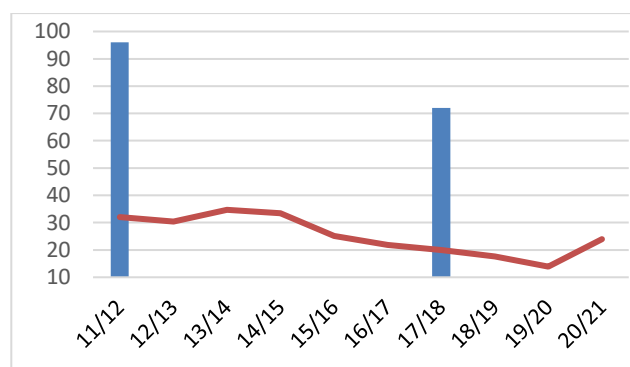
There were 10 malicious activations in 2020/21.

#### Fire Alarm Activation Rate / 1000 detectors

Estate	20/21	Trend
Halls of Residences <sup>12</sup>	14.3/1000	Upward*
Academic & Admin <sup>13</sup>	7.8/1000	Upward*

\* Covid-19 and 'lockdown' will have notably impacted incidences

#### Fire Alarm Activations per 1000 Study Bedrooms<sup>14</sup>



	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
BU	32	30	35	33	25	22	20	17.6	13.9	24 <sup>15</sup>
Sector	96	No data available					72			

#### • FIRES

There were two fires in Halls, one a toaster starting to smoke and later ignited, the other a student placing an incense stick in their bedroom bin which hadn't extinguished fully. Both fires were extinguished locally.

There were six 'near-miss' fires, defined as an incident 'involving only smoke, without flames. Five because of cooking incidents in Halls and one caused by illegal smoking (amongst other things) in a bedroom.

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

In 2020/21 there was only **one** Employer Liability claim where a staff member received a head injury after being struck by a falling object.

In 2019/20 there was one Employer Liability Claim due to a reported injury at work and four Public Liability Claims.

#### 10. WEBSITE STATISTICS

In 2020/21 there were **18,082 (-27%)** unique page views to the Health and Safety website, with **23,312** page-views **(-34%)**. Of these the top four most popular pages visited were:

- Covid 19 (c. 20% of page and unique views).
- Risk Assessments.
- A-Z Link.
- Laser Calculators.
- Walking for Health.

**End.**

<sup>12</sup> Based on 4335 detectors in Halls

<sup>13</sup> Based on 4630 detectors in Academic Buildings

<sup>14</sup> Based on 2573 study bedrooms. There was no Sector data available between 2012 – 2016 and nothing since 18/19

<sup>15</sup> In 2019/20 the figure of 2960 study bedrooms was used