

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 15th December 2015
12.15pm

Venue: Council Chamber

Present:	Mark Humphriss Greg Dargue Peter Eley Chris Young Malcolm Holley Julian Sulley Lorna Woudberg Michael Carley Jo Carter Hartmut Logemann Steve Nicholson Walter Guy Chris Roche Holly Clemens	Chair Deputy Director of Estates Acting Director of Human Resources Head of UHS&E Service Faculty of Science Management Representative Faculty of Engineering & Design Management Representative Facilities Manager, Accommodation and Hospitality UCU Representative UNITE Representative UCU Representative UNISON Representative Technical and Experimental Representative Management, Specialist and Administration Representative Students' Union Sport Officer
Apologies:	Brian Schofield Ron Stewart Paul Brooks Paul Johnson Mareike Posner	Head of Security Services Facilities Manager, Sports Development & Recreation UNISON Representative Operations and Facilities Support Representative Education and Research Representative
In attendance:	Sue Stove Paul Maggs	Secretary Health & Safety Adviser (<i>for item 3</i>)

ACTION

724 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Committee held on 15 September 2015 were approved as a correct record of the proceedings and would be signed by the Chair.

725 MATTERS ARISING:

Minute 712 – Matters Arising:

Minute 704 – Policies: Permit to Work Policy – Generic Permit to Work Flow Chart

The Health and Safety Adviser explained that the flow chart had been produced to clarify the process laid out in the Permit to Work Policy.

The Committee noted the flow chart.

Minute 707 – Any Other Business: Accessible Toilets

The Deputy Director of Estates reported that signage in general for all buildings across campus was currently being reviewed, including signage for accessible toilets. So far seven buildings had been reviewed and it was expected that all buildings would have been reviewed by Easter 2016.

The Management, Specialist and Administration Representative questioned why there were no plans to link the alarms for accessible toilets to the central security system, in order to ensure that no one found themselves unable to get out of an accessible toilet. The Deputy Director of Estates reiterated that there were no plans to this for either existing or new buildings and it was likely to be extremely expensive. The Chair added that this was not out of line with the approaches of other organisations and emphasized the need for PEEPs. The Deputy Director of Estates also pointed out that the fire alarm systems were linked to a control panel in each building, so that they could be accessed by the fire brigade, and were not linked to Security Services.

The UNITE Representative (JC) commented that people tended to use mobile phones to get someone's attention as this was more discrete than pulling the cord in the accessible toilets. Questions were raised as to whether it was appropriate to ask people to carry mobile phones with them at all times. It was noted that some may not have a mobile phone and on parts of campus it was not possible to get a signal from some networks.

The Head of UHSE explained that a PEEP was a risk assessment for an individual, which would assist in identifying any support needed. If there were issues around individuals not possessing a mobile phone or being unwilling to carry a mobile at certain times then this should be identified within the assessment and other alternatives investigated. He would check what the guidelines were for staff with disabilities / access requirements.

Head of UHSE

The Chair requested that the Deputy Director of Estates investigate the approximate cost of linking alarms in accessible toilets to the central security system and report back to the Committee.

**Deputy Director
of Estates**

Minute 717 – Laboratory Safety Policy

The Faculty of Science, Management Representative had not yet met with the UCU Representative (HL) to discuss the matter. He would do so and then feed back at the next meeting of the Committee.

**Faculty of
Science,
Management
Representative**

Minute 713 – Internal Audit Report 4 – 2014/15 Health & Safety

The Management, Specialist and Administration Representative pointed out, in relation to page 5, that he understood that hourly paid staff were in fact not routinely included in exit surveys. The Acting Director of Human Resources explained that staff may be sent an exit questionnaire when they were taken off the payroll, but that they would not automatically have an exit interview.

726 INCIDENTS AND AUDIT UPDATE

Key Performance Indicators (KPIs)

The Health and Safety Adviser reported that 33 departments had submitted their returns. This represented approximately 80% of all employees. Those returns which had not yet been received (representing approximately 20% of all employees) related to low risk departments. The Chair asked that the he chase up the outstanding responses.

**Head of UHSE /
Health & Safety
Adviser**

The Head of UHSE pointed out that the KPIs provided a means of health and safety governance across departments.

It was agreed that this exercise should be undertaken on an annual basis, but the follow aspects in particular would be reviewed, before rolling it out this year:

**Head of UHSE /
Health & Safety
Adviser**

- The use of Moodle and whether or not this was the best means of gathering returns. Not all departments were happy using Moodle and it took UHSE a long time to sort through the responses on Moodle before they could analysed;
- Using different KPIs for low and high risk departments;
- Including examples of objectives for departmental objective setting;
- Clarification of what was meant by contractors and the difference between them and other non-University employees, such as consultants, and visitors to the University.

RIDDOR Reportable Incidents

The Health and Safety Adviser pointed out that a summary of an electric shock incident was provided at Appendix A (Paper 25). He added that it had initially been described as a suspected electric shock, but on investigation it had been confirmed as such. Lessons had been learned and work was underway to make sure they were addressed.

The Committee noted the report.

(The Health and Safety Adviser left the meeting)

727 UPDATE ON GENETIC MODIFICATION ORGANISMS HSE INSPECTION

The Head of UHSE reported that the two matters of operational management and the additional points of clarification had been dealt with to the satisfaction of the HSE and the matter was now closed.

The Committee noted the report.

728 UHSE UPDATE

Hazardous Waste Inspection HSE

The Head of UHSE reported that there had been no subsequent follow up by the HSE, so it could be taken that no further action was required.

Fire Safety

The programme of fire risk assessments was on track and the Head of UHSE was meeting with Estates every six weeks to discuss the outcomes of the assessments. All high risk departments would be subject to annual assessments.

Incident Reporting System

The new online incident reporting system (UNIMA) would be rolled out next year, starting with the Security Services in January 2016 and then Health and Safety in February.

The Head of UHSE intended to run information sessions about the new system and would invite all members of the Committee.

Head of UHSE

Health & Wellbeing

The Head of UHSE summarised events which had taken place. There had been full take up and attendance, also the feedback had been very positive.

1 South Fume Cupboards

The Head of UHSE had now received the results from the analysts. There were no positive results from the passive monitoring. The active monitoring showed some traces of Volatile Organic Compounds (solvents), but these were at levels that might reasonably be expected within the building anyway and none of these were at levels that could be considered hazardous. Communications were now being prepared to relay these results to people working in 1 South. The Students' Union Sport Officer pointed out that feedback indicated that students were happy with the way in which they had been kept informed, but it would be helpful if natural science students were also copied in on the next communication. The Head of UHSE agreed to this.

Head of UHSE

The Management, Specialist and Administration Representative asked if there was any update as to why it had taken so long for the issue to be raised and investigated. The Head of UHSE noted his point and explained that he had been asked, at the end of last week, by the Deputy Vice-Chancellor to look into this and would be doing so.

The Chair added that if the matter had been escalated sooner it would have been followed up at that time. Also, as it had caused significant disruption to Chemistry, this was dealt with at separate meetings and the main outstanding action was the one which the Head of UHSE would now be following up on.

The Management, Specialist and Administration Representative stated that a large number of staff were not aware of role of Trades Union representatives on campus with regard to health and safety, including who their representatives were and how to contact them. The Chair pointed out that the role of Trades Union representatives was to represent employees. Students were represented by the Students' Union. However, if a student was working as a member of staff their point of contact would be via Trades Union representatives in relation to these activities.

The Acting Director of Human Resources would check what arrangements were in place for hourly paid workers with regard to inductions and access to Trades Union

**Acting Director
of HR**

representatives. He would then feed back to the Management, Specialist and Administration Representative.

The Committee noted the report.

729 GANTT CHART

The Head of UHSE explained the Gantt chart was likely to be replaced and become part of a bigger project plan, which would be presented at future Committee meetings.

The Committee noted the report.

730 POLICIES

Paper 29 – Fieldwork Policy

The Head of UHSE advised that the main change was to clarify that following USHA / UCEA guidance was advisory rather than mandatory. Following this guidance was not a legal requirement and the change was recognising that there were other approaches that might be more suitable in certain circumstances.

A UCU Representative asked if there was a requirement to comply with any other legislation which may be appropriate (e.g. Air Navigation or CAA legislation). The Head of UHSE agreed to add a line in the policy to this effect.

Head of UHSE

The policy was agreed.

Paper 30 – Smoking Policy

The policy was agreed.

Paper 31 – Radon Monitoring and Remediation Policy

The Head of UHSE pointed out that the main change was to acknowledge that if the structure or use of a building was changed, then the radon monitoring requirements may also need to be changed accordingly.

The policy was agreed.

Paper 32 – Lone Working Policy

The Head of UHSE explained that the heading entitled 'Course Leaders' had been changed to 'Employees with responsibility for supervising students' as there was no 'Course Leader' role at the University.

The policy was agreed.

The Chair pointed out that the *Radon Monitoring and Remediation Policy* was now approved. The other three policies would be submitted, with the Health and Safety Policy Framework (Paper 35), to the Executive Committee for approval.

Chair

731 HEALTH AND SAFETY OFFENCES, CORPORATE MANSLAUGHTER, FOOD SAFETY AND FOOD HYGIENE OFFENCES SENTENCING GUIDELINES

The Head of UHSE pointed out that Papers 33 to 36 (inclusive) were linked.

The guidelines referred to in this paper outlined what was potentially the biggest legal change to health and safety since the introduction of the Health and Safety at Work Act 1974. There would be significant changes to organisations' liabilities and potential fines, particularly as any judgement would take into account potential, not just actual, outcomes.

The University therefore now needed to ensure that risks and liabilities were managed with appropriate governance and systems, such as the use of departmental KPIs.

The Head of UHSE was happy to be contacted direct if anyone wished to discuss this with him.

The Committee noted the report and guidelines.

732 USHA AND UCEA GUIDANCE – LEADERSHIP AND MANAGEMENT OF HEALTH AND SAFETY IN HIGHER EDUCATION INSTITUTIONS

The Head of UHSE brought the report to the attention of the Committee. He explained that this was HEI sector-specific guidance to complement the HSE's guidance on successful management of health and safety. It was not a legal requirement to comply with the report, but it provided a good framework to work with in order to secure health and safety legal compliance.

He pointed out that the document provided a good overview of how each tier of a HEI could contribute to the overall effectiveness of its health and safety management system. He also advised that the document set out how governance arrangements might work within a HEI and the role that University and departmental health and safety committees could play in this respect and in the setting and monitoring of organisation-wide and local health and safety aims and objectives. He also explained that the document set out what HEI's might expect of their corporate and devolved health and safety functions.

The Head of UHSE would undertake a gap analysis to establish where the University was meeting the guidance and where it was not.

Head of UHSE

The Committee noted the report.

733 REVIEW OF HEALTH AND SAFETY POLICY FRAMEWORK

The Head of UHSE explained that a wider review of all University policies had been undertaken. Following this he had reviewed the Health and Safety policy framework and was now making suggestions as to how it could be changed to fit with the overarching University framework.

He had used four guiding principles to determine whether or not a policy was required and having reviewed all the health and safety policies had concluded that approximately half should remain as policies and suggested that the remainder should become a 'Health and Safety Standard' (Paper 35, Appendix 2). Both the policies and the 'Health and Safety Standards' would be submitted to the Committee for approval.

He also proposed that UHSE would produce a set of generic risk assessments to support policies and standards. In some instances these would be able to be adopted in whole, but for some areas, site-specific risk assessments would still be required. These requirements would be made clear in the standard.

The Chair advised that the Framework would now be submitted to the Executive Committee for approval. If approved, it was expected that the review of all current policies and procedures would be completed by June 2017.

Chair

The Committee noted the report.

734 UNIVERSITY OF BATH HEALTH AND SAFETY RISK PROFILE

The Head of UHSE had prepared and taken the Risk Management Methodology (Paper 36, Appendix 1) to the Scientific Safety Sub-Committee to get its view on the risk profile. It was well received and the Health and Safety Risk Register was then adjusted to take account of feedback received.

He asked the Committee to consider if the risk profile was now correct. It would then be reviewed at departmental health and safety meetings. It was his intention that the risk profile would drive the prioritisation of policy reviews, the creation of 'Health and Safety Standards', departmental KPIs and the identification of training needs and implementation.

The UCU Representative (HL) pointed out that the risks entitled 'Mental Health Condition Caused / Aggravated by Work' and 'Occupational Stress' had been given a medium risk score, but they were a key cause of sickness absence.

The UCU Representative (MC) asked for clarification between risks to the organisation and risks to individuals and which of the two the Committee was concerned with.

The Head of UHSE explained that there was a difference between the impact of stress on an individual and on an organisation. The Health and Safety Risk Register reflected risks and impacts on the organisation. In order to be able to provide a coherent service, the University needed to be able to prioritise areas of focus and, as a corporate committee, the Health and Safety Committee needed to have a corporate focus, but not at the expense of individuals. Audits, inspections and monitoring would all assist and benefit individuals. It was not a case of prioritising either the organisation or individuals. He added that stress management was a high priority activity and the fact that it was not ranked as the very highest risk did not mean that it would not receive significant attention.

The Chair pointed out the Health and Safety Risk Register did not include any risk mitigation and asked that this be included for the highest risks (e.g. the top 10 or 15 risks). The Head of UHSE would adjust the risk register accordingly.

Head of UHSE

The Committee noted the report.

735 FIRE SAFETY PAPER – UPDATE

The Head of UHSE and the Deputy Director of Estates had met with the Operations and Facilities Support Representative, who was satisfied with the discussion and this was reflected in Paper 37.

The Committee noted the update.

736 MENTAL HEALTH – ‘TIME TO CHANGE’ PLEDGE

The Chair explained that the Pledge was initiated by the Students’ Union and was signed approximately two years ago.

In order to avoid losing momentum, the Head of UHSE would review the Pledge and related activities and then submit a proposal to this Committee and the Equality and Diversity Committee.

The Head of UHSE confirmed that a small working group had been set up, which included representatives from the Students’ Union.

The Students’ Union Sport Officer emphasised the need for good communication to ensure awareness of events.

737 SCIENTIFIC SAFETY SUB-COMMITTEE, MINUTES OF MEETING HELD ON 30 NOVEMBER 2015

The Committee noted the minutes.

738 ANY OTHER BUSINESS

Emergency Notification System

The Faculty of Science Management Representative asked for clarification on use of the emergency notification system (e.g. how could people access it and send out messages at short notices to screens and PCs). The Chair explained that the plan was to formalise what was in place to enable this and this was being worked on by Computing Services and Security Services.

Cyclists on Campus

The UNISON Representative (SN) reported that cyclists were coming round the corner at high speed between 2 West and 2 East (under the Parade / on the Underdeck) and risked running into pedestrians or delivery vehicles. The Deputy Director of Estates would liaise with the UNISON Representative (SN) and look into this.

**Deputy Director
of Estates**

Vehicles using the Underdeck

Concerns had been raised by the Department of Physics about the speed of vehicles travelling through the Underdeck, particularly when staff were manoeuvring gas bottles. The Deputy Director of Estates pointed out that there were already vehicle barriers and speed bumps in place. The Head of UHSE would follow this up with the Deputy Director of Estates and the Head of Security Services.

Head of UHSE

Director of Human Resources

The Chair thanked the Acting Director of Human Resources for his support of the Committee. The new Director of Human Resources would be taking up his post on 15 February 2016 and would attend the next meeting of the Committee.

739 DATE OF NEXT MEETING

Tuesday, 15 March 2016.

The meeting concluded at 2.00pm

Chair: