

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 15th March 2016
12.15pm

Venue: Council Chamber

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

ACTION

740 MINUTES OF PREVIOUS MEETING

The apologies were noted.

The Chair welcomed the UCU Representative (KL) and the new Director of Human Resources.

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

741 MATTERS ARISING:

Minute 725 – Matters Arising:

Minute 707 - Any Other Business: Accessible Toilets

The Deputy Director of Estates confirmed a list of those buildings where accessible toilet alarms linked directly to Security Services. He confirmed that this provision

would be installed in all new buildings (for example the new 10 West and 4 East South). In those buildings where alarms were currently not monitored, such as 4 West, work was underway to investigate the technical feasibility and likely costs (these were currently estimated at approximately £155 per alarm) of installing an interface between local alarms and the Drax system so that these, too, would be monitored by Security Services.

Minute 717 – Laboratory Safety Policy

Neither the Faculty of Science, Management Representative nor the UCU Representative (HL) were present. Therefore this item was not taken.

Minute 726 – Key Performance Indicators

The Head of UHSE reported that those departments which had not yet responded had been chased and given a deadline of 25 March for submitting their returns. If they did not do so the matter would be escalated to the Chair.

Minute 728 – UHSE Update:

Incident Reporting System

The Head of UHSE explained they were in the final stages of developing the UNIMA system for UHSE and were taking into account the lessons learned from the roll out of the system for Security Services. Also work was underway to develop a link between the UHSE and Security Services sections of the system. It was expected that, once completed, the new system should provide better visibility of incidents and the actions taken.

The Head of UHSE would offer demonstrations of the system to key contacts in departments so that they could see how it worked.

1 South Fume Cupboards

The Head of UHSE confirmed that natural science students had been copied in on communications around fume cupboard use.

The Director of Human Resources reported that an induction email had been created for and made available to hourly paid workers. It included information on health and safety responsibilities and how to contact Trades Union representatives. A copy of the email would be circulated with the minutes of this meeting.

Minute 730 – Policies:

Paper 29 – Fieldwork Policy

The Policy was submitted to the Executive Committee and was approved subject to reference being made to a procedure for responding to significant incidents overseas which might affect staff and/or students. This procedure was currently being developed led by the Pro-Vice-Chancellor (Learning and Teaching).

Paper 32 – Lone Working Policy

The Policy was submitted to the Executive Committee. It approved the policy subject to further clarification within the policy that activities, such as study in the library and other low risk environments, generally fell outside of the requirements of the policy.

Minute 738 – Any Other Business:

Cyclists on Campus and Vehicles Using the Underdeck

The Deputy Director of Estates reported that the issue of cyclists travelling too quickly had also been raised at the Transport Committee. A decision had been taken to increase the number of speed bumps in the Underdeck. Investigations were also being carried out to see whether it would be feasible to install another automatic barrier on the north side carriageway. Progress on these issues would be reported at next Health and Safety Committee meeting.

**Deputy Director
of Estates**

He explained that the solution would inevitably be a compromise in order to help reduce the speed of cyclists and vehicles without posing a danger to them.

The Head of Security Services added that cycling was not permitted on the Parade. Also the speed indicator display would be reinstated in the Underdeck.

If this continued to be an issue, it may be necessary to take a proactive approach with Communications.

742 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

RIDDOR Reportable Incidents

The Head of UHSE highlighted that there had been a “needlestick” incident in February involving distance learning students, who were attending a University workshop that was being delivered by an external provider. The incident was being investigated by UHSE.

Following an electrical incident in February, UHSE would prepare and circulate an information sheet for students regarding generic chargers. The Facilities Manager, Accommodation and Hospitality, confirmed that PAT testing was required in student accommodation and potentially dangerous items may be removed from students’ rooms, but it was not possible to test every single item belonging to them.

Occupational Health Surveillance Report

There were still 19 individuals who had not completed returns. They would be chased and if necessary the matter would be escalated to the Chair.

Key Performance Indicators (KPIs)

See minute 741 above.

Audit Programme

The current five year audit programme was coming to an end. A new audit plan would be developed based on the new University Health and Safety Risk Profile and it would be presented to the next meeting of this Committee.

Head of UHSE

Fire Safety

The fire risk assessment was on target and all risk assessments were due to be completed by the end of 2016.

The Committee noted the report.

743 POLICIES / HEALTH AND SAFETY STANDARDS

Lifting Equipment and Lifting Operations

The Head of UHSE explained this was the first of the new Health and Safety Standards. The Deputy Director of Estates pointed out that the new format made it much easier to establish what was required in order to achieve compliance.

It was agreed that the Head of UHSE would amend the section relating to 'Scope' to make it clear that the document related to mechanical equipment, rather than manual handling (such as lifting water bottles for water coolers).

Head of UHSE

The Committee agreed the standard.

744 HEALTH AND SAFETY POLICY AND RISK FRAMEWORK

The Head of UHSE introduced Paper 42. He explained that UHSE had undertaken a gap analysis of current University health and safety arrangements against the model guidance provided in the sector publication 'Leadership and management of health and safety in higher education institutions'. The gaps identified and listed in Appendix 2, particularly in relation to governance, inspections, training and monitoring should be picked up through the work to review and revise the health and safety policy framework. Arrangements for resourcing and supporting departmental health and safety co-ordinators would also be picked up within the next revision of the overarching University Health and Safety policy and arrangements which was scheduled for completion by December.

The Faculty of Engineering & Design Management Representative reported that all of the Faculty's health and safety co-ordinators had been funded by the Faculty to undertake NEBOSH accredited health and safety training.

The UCU Representative (KL) requested a list of all departmental health and safety committees and clarification as to whether or not Trades Union representatives were invited to attend. The Head of UHSE agreed to provide a list of committees, but pointed out that it was most likely to be the high risk departments (such as Science, Sports and Estates) which held specific health and safety committee meetings and it would be up to the department to decide if it wished to invite Trades Union representatives to attend.

Head of UHSE

The Committee noted the report.

745 STRESS MANAGEMENT PLAN

The Head of UHSE explained that a review and comparison of stress management in other Higher Education Institutions (HEIs), particularly those of the GW4 partnership, had been undertaken and that most institutions were found to be using systems based on the Health and Safety Executive's Stress Management Standards. The key difference between approaches appeared to be the extent to which they supported managers to implement those standards (with some HEIs simply presenting the management standards whilst others had looked more deeply at how their policies, procedures and arrangements supported the achievement of the so-called 'desired states').

An evolution rather than a revolution was now being proposed with regard to the University's stress management plan with a focus on three key areas: proactive measures to reduce the risk of stress; building capacity and resilience; and supporting employees and managers experiencing stress. The main work of the proactive measures would be to revisit the policy and standards and revise them in such a way that staff should feel able to focus on implementing recommended control measures rather than trying to construct risk assessments from first principles. The UHSE Stress Management Project Plan (Paper 43a) outlined the timetable for the implementation of identified actions.

The Head of UHSE has been liaising with Staff Development about the allocation of resources and ways of building resilience. The plan was to embed the stress management standards within various training courses, so that it was integral to good leadership and management practices generally rather than being seen as a separate management activity. Other plans included the provision of more mental health first aid training; support for coaching and mentoring networks to enable staff to better support colleagues who were stressed; and web based resources.

He explained that the proposed approach was to support both line managers and employees. There was no intention to make the courses mandatory, but it was intended that the courses be designed in such a way that people would want to do them. The Chair added that there was a need to distinguish between general awareness of stress management and specific cases.

The draft guidance for line managers managing an employee who was absent from work due to stress was discussed (Paper 43d), including the suggestion that line managers aimed to contact employees on a weekly basis. The Head of UHSE advised that this was based on ACAS and general mental health and stress guidance as well as advice from Human Resources colleagues. It was agreed that there may be circumstances where weekly contact may not be appropriate. The Head of UHSE emphasised that the key point was that contact should be at agreed intervals and those intervals should be adhered to. The Director of Human Resources added that the frequency of contact by line managers should be agreed with the employee and it should be supportive, not leaving the employee feeling as if they were be checked up on.

The issue of who should be responsible for making contact was discussed. It was agreed that this should generally be the line manager but that in some cases this may not be appropriate. In that case it would need to be managed in such a way as to avoid undermining the line manager (who may also be in need of support). The letter to employees would make it clear that they could request someone other than their line manager as their point of contact and that request would then be considered.

It was agreed the first line of the draft letter to employees would be removed. Also, the guidance for line managers would be amended to clarify the points about frequency of contact and the option of requesting the main point of contact be someone other than the line manager. The Head of UHSE would send a copy of the revised guidance to the Management, Specialist and Administration Representative who in turn would feed back his comments as soon as possible.

The Committee agreed the report.

746 UPDATE ON MENTAL HEALTH - 'TIME TO CHANGE' PLEDGE

The Head of UHSE summarised the work undertaken to introduce and then revitalise 'Time to Change' and reiterated that the purpose of the pledge was to combat the stigma and discrimination associated with mental health issues. UHSE was working with the Students' Union, Student Services and the Trades Unions to consider the proposals in more detail. These included focus groups in April, which a number of Security Services staff would be attending.

The Trades Unions had raised some further issues at the end of last week and the Head of UHSE would respond in due course and meet with them if appropriate.

The proposals of the working group would be submitted to the June meeting of this Committee.

Head of UHSE

The Committee noted the report.

747 ITEMS RAISED BY OPERATIONAL AND FACILITIES SUPPORT REPRESENTATIVE

The Head of UHSE responded to the points which had been raised in the paper submitted by the Operations and Facilities Support Representative.

1. UHSE and Security Services had reviewed the incidents which had occurred at the bus terminal. There were no records of near misses (intoxicated students nearly being hit by a bus), but the situation would be monitored.
2. The issue relating to bolts on drain covers had been raised with Estates via the Green Button and the Operations and Facilities Support Representative would receive an email when the work had been completed. The Deputy Director of Estates emphasised that this sort of matter should be reported using the Green Button rather than through this Committee.
3. It was acknowledged that the library doors were a problem, with staff on the reception desk having to 'tolerate the cold'. Potential solutions were being investigated by Estates, including more heating, but if necessary the design of the reception desk may need to be reviewed.
4. Planning applications had been made for the provision of a new car park, but these had been turned down. Temporary car parking has been provided on site, but it was acknowledged that it was difficult to use especially in inclement weather. The Head of Security Services advised that there were plans to install metal panels in the East car park overflow, so that it could be used when the ground was wet. Also, planning permission had been sought to turn this area into a more "official" temporary car park (by putting stone down to provide a hardstanding surface) and the outcome of this application was awaited. This would provide approximately 200 spaces. It was explained that the University

Deputy Director
of Estates

had permission from BaNES for a set number of car parking spaces and this number could not be increased without further planning permission. Also, discussions were ongoing with the bus companies regarding the possibility of additional buses and further provisions were being made to support staff and students who cycled to work. It was highlighted that transport issues, including staff parking, were generally a matter for the Transport Committee and that any issues and/or suggestions should be forwarded to that Committee to address in the first instance.

5. The amount of alcohol bottles, broken glass around campus and related injuries had increased over time with the increase in student numbers. It was agreed that the Students' Union needed to be involved with addressing student behaviour. The Deputy Director of Estates would investigate the possibility of increasing the number of glass recycling bins available and of monitoring their effectiveness. However, it was noted that there would be costs associated with the purchase of bins and ensuring that plastic was not mixed with the glass, otherwise the contents would have to be manually sorted and, if this was not done, they would end up in land fill rather than being recycled. The option of increasing the portering provision on Sundays was discussed; the Deputy Director of Estates advised that there were no plans to increase this provision at the present, but noted that this might need to be revisited if this issue continued to be a problem in the future.

**Deputy Director
of Estates**

The Committee noted the issues raised and the steps being taken to address them.

748 ANY OTHER BUSINESS

Quiet Rest Space for Staff

The Management, Specialist and Administration Representative raised concerns about the lack of quiet rest space available for staff, away from students, particularly due to undergraduate students using the Claverton Rooms. The Chair pointed out that undergraduates should not use the Claverton Rooms unless they were invited to do so as a guest. The Facilities Manager, Accommodation and Hospitality would follow this up with the Director of Accommodation and Hospitality Services.

**Facilities
Manager,
Accommodation
and Hospitality**

Lone Working App

The Head of Security Services informed the committee that the UNIMA reporting system had a function which would allow an App to be set up for lone workers. If the alarm on the App was activated it would alert Security Services and create an incident log. He suggested that this may be worth investigating once the UNIMA system was fully up and running.

The Deputy Director of Estates added that Estates were looking into getting a licence so that they could trial the App.

Buses

The UNISON Representative (SN) noted that sometimes a number of buses arrived at the terminal at the same time, which meant they had to queue down the main road and got in the way of vehicles and cyclists. The Deputy Director of Estates pointed out that a bus had broken down that morning, which could have caused

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of Estates**

some congestion. He agreed to follow this up with the University's Bus / Transport Inspector.

739 DATE OF NEXT MEETING

Tuesday, 7 June 2016.

The meeting concluded at 2.00pm

Chair: