

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 7th June 2016
12.15pm

Venue: Council Chamber

Present:	Mark Humphriss	Chair
	Greg Dargue	Deputy Director of Estates
	Brian Schofield	Head of Security Services
	Chris Young	Head of UHS&E Service
	Malcolm Holley	Faculty of Science Management Representative
	Ron Stewart	Facilities Manager, Sports Development & Recreation
	Julian Sulley	Faculty of Engineering & Design Management Representative
	Michael Carley	UCU Representative
	Jo Carter	UNITE Representative
	Steve Nicholson	UNISON Representative
	Walter Guy	Technical and Experimental Representative
	Mareike Posner	Education and Research Representative
	Chris Roche	Management, Specialist and Administration Representative
	Holly Clemens	Students' Union Sport Officer
Apologies:	Richard Brooks	Director of Human Resources
	Andrew Nash	Deputy Facilities Manager, Accommodation and Hospitality
	Hartmut Logemann	UCU Representative
In attendance:	Sue Stove	Secretary
	Peter Eley	Deputy Director of Human Resources (<i>for Director of Human Resources</i>)
	Lisa Simpson	Temporary Facilities Manager (<i>for Deputy Facilities Manager, Accommodation and Hospitality</i>)
	Rob Whalley	UNISON Representative
	James Davenport	UCU Representative (<i>for Hartmut Logemann</i>)
	Will Galloway	Students' Union Sport Officer for 2016/17

ACTION

750 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting and the apologies were noted.

He thanked the SU Officer Sport for 2015/16 for her contribution and welcomed the new SU Officer Sport for 2016/17.

The Chair also explained the following changes:

- Andrew Nash, Deputy Facilities Manager, Accommodation would replace Lorna Woudberg on the Committee. However, Lisa Simpson, Temporary Facilities Manager, Accommodation & Hospitality was attending in his place for this meeting.

- Paul Brooks, UNISON Representative, had stood down from the Committee. Rob Whalley (Sports Duty Manager), UNISON was attending in his place. The representative for future meetings would be confirmed in due course.
- Paul Johnson, Operations and Facilities Support Representative left the University last week so nominations for a replacement would be sought and / or an election held.
- The Facilities Manager, Sports Development & Recreation, would be standing down from the Committee and would be replaced from September by Sophie Hamer, Assistant Facilities Manager.

The minutes of the meeting of the Committee held on 15 March 2016 were approved as a correct record of the proceedings and would be signed by the Chair.

751 MATTERS ARISING:

Minute 741 – Matters Arising:

Minute 707 - Any Other Business: Accessible Toilets

The Deputy Director of Estates stated that for new buildings it was practice to link accessible toilet alarms to Security Services. The matter would be dealt with in existing buildings as they were refurbished, but it would take some time to do this for all the relevant buildings on campus.

Minute 738 – Any Other Business:

Cyclists on Campus and Vehicles Using the Underdeck

The Deputy Director of Estates reported that speed bumps were already in place outside 3 East and 1 East. Another one would be installed outside 1 West.

Minute 743 – Policies / Health and Safety Standards:

Paper 41 - Lifting Equipment and Lifting Operations Standard

The Head of UHSE reported that the section relating to 'Scope' had now been amended as discussed.

Minute 744 – Health and Safety Policy and Risk Framework

The Head of UHSE confirmed that he had provided a list of departmental health and safety committees to the UCU Representative (KL).

Minute 745 – Stress Management Plan:

The Head of UHSE confirmed that he had liaised with the Management, Specialist and Administration Representative and iTrent had been updated.

Minute 746 – Update on Mental Health – ‘Time to Change’ Pledge:

The Head of UHSE reported that there would be a meeting with the Trades Union Mental Health leads on the 23rd June. A further meeting of the student group was planned for July. He would feed back, on behalf of both staff and student representative groups, to this Committee at its meeting in September.

Head of UHSE

Minute 747 – Items Raised by Operational and Facilities Support Representative

3. The Deputy Director of Estates stated that monitoring data from the library reception was now available, so options for increased heating or heat curtains would be investigated. The aim was to find a definitive solution.

The Head of Security Services added that, later that day, the University Librarian would be meeting the Vice-President (Implementation) to discuss the whole library reception area.

5. The Deputy Director of Estates would investigate the possibility of increasing the number of glass recycling bins and feed back to the Committee.

**Deputy Director
of Estates**

Minute 748 – Any Other Business:

Buses

The Deputy Director of Estates reported that the University's Bus / Transport Inspector was doing his best to manage the buses and there had been a significant improvement in the way in which buses arrived at the University and in relations between the University and the bus companies.

752 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

RIDDOR hospitalisation of a student due to a fall

The Education and Research Representative pointed out that although there was a PEEP in place for the student who had suffered a broken ankle as a result of the fall, it did not necessarily make provision for the student's day to day activities and mobility requirements. The Head of UHSE explained that he was liaising with Accommodation & Hospitality about this.

Other Notable Accidents and Incidents

Update on inadvertent reuse of blood lancets

UHSE had been working with the Department of Pharmacy and Pharmacology to produce an action plan in relation to an incident involving the inadvertent use of blood lancets. There would be a final meeting next week after which UHSE would report back formally on the completion of the agreed action plan to the Chair of this committee.

Head of UHSE

Incidents involving electricity

In two incidents people received electric shocks in the last quarter. Investigations indicated that the faulty systems had been installed a number of years ago by contractors appointed and managed by non-Estates departments. The Head of

UHSE advised that the proposed Managing Contractors Policy would look to clarify the University's position on works on building fabric and services. Specifically, the policy should clarify that such works should only be carried out either directly, or with the permission of Estates, and then only by competent contractors under the control of suitably competent members of the University.

Incidents involving laser cutters

The Head of UHSE reported that there had been two incidents, in which material being cut by a laser had ignited due to the user not staying with the equipment or not paying due attention. The department would investigate the possibility of fitting controls to ensure that the operator was required to stay with the equipment whilst operating it (e.g. a 'Deadman's handle' or 'Deadman's button').

Audit Programme

See agenda item 5 below, UHSE Key Performance Indicators, Departmental and Risk Profile Audits.

Fire Safety

The programme of fire risk assessments was on track.

Annex 1 - Report of an incident involving an explosion in a research laboratory at University of Hawaii

The Head of UHSE explained that this had been circulated for information and highlighted the importance of learning lessons from such incidents and acting on them.

The Committee noted the report.

753 POLICIES / HEALTH AND SAFETY STANDARDS

Fire Safety Policy

The Head of UHSE pointed out that the aim of the Policy was to strip out some of the duplication with the previous policy framework and to provide appropriate definitions.

In response to a question from the UCU Representative (JD), he confirmed that the responsibility of the Deans, Heads of Department and Directors related to any work on building fabric and/or services that could compromise fire safety. This could include alterations to room or building layouts or changes to circulation routes or works on building mechanical and electrical systems that could have an impact on fire safety (for example, alterations to the fixed electrical systems within a building).

The Facilities Manager, Sports Development & Recreation asked whether the Policy should refer to the fire safety procedures for the STV as it was a public space and therefore its procedures were different from the rest of campus. The Head of UHSE explained that procedures for the STV (and any other location on campus where the generic fire safety recommendations might not apply) should be reflected in its local arrangements; the intention of the Policy is to set out high level requirements (i.e. that procedures are developed) rather than to describe the operational procedures in any given area. The Head of UHSE advised that the University's Fire Safety Adviser could work with him to review the Fire Safety Standards for the STV if that would be helpful.

The Faculty of Science Management Representative asked for clarification on who would make the decision as to whether a fire should be dealt with internally or by the Fire & Rescue Service. The Head of Security Services pointed out that his team would investigate the incident and if necessary call the Fire & Rescue Service. Also if there was any doubt the Fire & Rescue Service would be called and staff would not be put at risk. The Chair added that the incident management flow chart provided guidance as to who should be involved at what stage.

The Head of UHSE pointed out that any detailed processes required would be explained in more detail in the guidance documents which would be developed to sit below the Policy.

The Committee agreed the policy.

Work-Related Stress Management Policy

The Head of UHSE emphasized that the main changes to the Policy were that it related to work-related stress not stress management in general and that student stress considerations were within the remit of Student Services.

The Policy was based on the principle of good management; if staff were managed well, then the potential causes of stress should then also be managed well. The aim, therefore was that the Policy (and associated appendices) should directly link to, and reference, the existing Human Resources policy framework as the key means for managing stress risks. He added that what has been proposed was similar to the approaches of partner HEIs.

In response to a question from the Chair, the Head of UHSE explained that the provision of Occupational Health Services (page 5) related to positive outcomes that may emerge from an employee's consultation with the Services (this could, for example, include referrals to the Counselling Service and/or suggested workplace adjustments to support an employee).

The Head of UHSE would amend the last section of the Policy 'Further Information and Resources' to include references to the supporting documents (subject to any alterations/changes required by the Health and Safety Committee and/or the Executive Committee).

Head of UHSE

The Committee endorsed the policy.

Work-Related Stress Management Standard

The Head of UHSE explained that this document provided a bridge between the Work-Related Stress Management Policy (Paper 49) and the guidance documents at Appendix 1 (Paper 50a) and Appendix 2 (Paper 50b).

He was also proposing that UHSE took a more active monitoring role in managing work-related stress and would pick this up through departmental audits and also the proposed self-assurance audits.

The Head of UHSE advised that for the purposes of the health and safety policy, the term "employees" included all people either directly employed by the University (regardless of contract type), or working on a voluntary basis for the University, during those periods whilst they were at work. This would include people on variable hours contracts and also any students carrying out paid or voluntary work

for the University. The UCU Representative (JD) pointed out that it would be necessary to make sure that someone who was both a student and in effect a member of staff did not slip through the net due to the overlap. The Head of UHSE would clarify the guidance relating to students who were working.

Head of UHSE

Appendix 1 – Guidance on Carrying Out Function Level Work-Related Stress Risk Assessments (Paper 50a)

The Management, Specialist and Administration Representative and UCU Representative (MC) referred to the Work-Related Stress Risk Assessment forms. They requested that the Hazard(s) and Control sections took into account the impact of stress on employees caused by the nature of their contract of employment, their lack of ability to control the pace of their work, organisational change and changes to their contracts, as it was felt the responsibility was being placed on individuals and particularly those in casual rather than permanent employment. The Management, Specialist and Administration Representative requested that the form be amended to include reference to contractual status.

The Deputy Director of Human Resources pointed out that there was separate guidance for casual employees and that the purpose of this document was to look at factors intrinsic to the work done rather than the contract type.

Head of UHSE

The Head of UHSE would review the form and consider whether this could be included.

Appendix 2 – Line Manager’s Guidance on Supporting Employees with Work-Related Stress (Paper 50b)

The Facilities Manager, Sports Development & Recreation pointed out that it could be difficult for a line manager to understand whether someone was working well under pressure or was actually feeling stressed. He asked for clarification as to what support and training was provided for staff. The Deputy Director of Human Resources explained that the aim was to ensure that training related to stress management was integral to management and leadership training and not dealt with as a separate topic. In other words, stress management equated to good management. Therefore the suggested control measures were intended as tools which staff in departments could apply.

The Head of UHSE explained that the Work-Related Stress Management Policy would be submitted to the Executive Committee for approval. He suggested that the approach was then communicated via the Executive Committee, those departments which had their own Health and Safety Committees, and the usual campus communication tools such as the website. The Deputy Director of Human Resources suggested it may be helpful to communicate with line managers first as the aim was to bring departments and processes together. The Chair added that time and support would be given to departments to put the new approach in place.

The Committee endorsed the standard and the proposed approach for submission to Executive Committee.

Chair

Occupational Health Surveillance Standard

The Head of UHSE pointed out that the University recognised it had particular responsibilities for certain employees and the introduction of this Standard demonstrated a move to a process which was led by risk assessments. Ownership would be the responsibility of the Head of Department, whereas currently UHSE

were relying on historic records, which did not necessarily reflect any changes to staff roles or new staff records.

The Chair noted that it was important to ensure that all the relevant parties were involved at stage one of the process. The Head of UHSE would consider this further.

Head of UHSE

The Committee agreed the standard.

Health and Safety Auditing Standard

The Head of UHSE explained that the Standard was written in a way which reflected audit standards and it set out what departments could expect of UHSE when they carried out audits.

The Committee agreed the standard.

754 UHSE KEY PERFORMANCE INDICATORS (KPIs), DEPARTMENTAL AND RIKS PROFILE AUDITS

The Head of UHSE introduced Paper 53. He explained that it covered the three areas of: performance monitoring; KPIs; and risk profile audits.

The KPIs had been reviewed using the 'Leadership and management of health and safety in higher education institutions' report as a template. It was proposed that in future KPIs would consist of three types of self-assessment (faculties, high risk/complex departments and low risk departments). This would then mean that each department would need to answer fewer, more focussed questions for the next round of KPIs.

Appendix 1 (Paper 53a) was based on the 'Leadership and management of health and safety in higher education institutions' report and would replace the existing KPI format.

The Head of UHSE explained that the question for Appendix 1, Ref: H on page 5, would be set out as a matrix.

Appendix 1, Ref: I on page 5 referred to department training programmes being reviewed and revised within a 14 month period; the Head of UHSE advised that this time-frame was in line with other statutory checking periods (such as those in the COSHH Regulations) and allowed for some flexibility around more rigid requirements to carry out such checks annually.

It was explained that it was not necessary for every department to have a Departmental Health and Safety Handbook, but every department should have some form of written health and safety arrangements in place.

Appendix 2 (Paper 53b) – The Head of UHSE explained that the provided table was devised by clustering the original Health and Safety Risk Profile under grouped headings. The governance arrangements for each line were then described in terms of whether they would be specifically audited or picked up through checks embedded within relevant Health and Safety Standards.

The Head of UHSE explained that in the case of legionella management, clarification was needed around which systems were managed by the Faculties and which by Estates. This would be picked up as part of the overall planned audit of legionella arrangements.

Appendix 3 (Paper 53c) – All high risk areas would be audited every three years and audits would be put in place for Health and Safety Standards such as the Lifting Equipment and Lifting Operations Standard.

The Committee noted the report.

The Deputy Director of Estates left the meeting.

755 RESIDENTIAL SAFETY ISSUES RAISED BY MANAGEMENT, SPECIALIST AND ADMINISTRATION REPRESENTATIVE

The Head of UHSE responded to the points which had been raised in the paper submitted by the Management, Specialist and Administration representative. He in turn pointed out that the points had been raised with him by a member of staff.

1. The failure of doors and locks in residences:

- Issues relating to The Quads doors had already been addressed, so this matter was no longer a live issue.
- Accommodation & Hospitality Services (AHS) were aware that there had been an increase in the number of students being locked out of The Quads and steps had been taken to introduce thumb locks. The Head of Security Services added the matter had caused problems for the Resident Tutors and Security Services staff, but work was underway to replace the locks and would take approximately seven weeks to complete across all of The Quads. Also, Security Services could over-ride the locks and gain access to the building if necessary. Any specific issues would be dealt with as they arose. The Education and Research Representative would liaise with the Head of Security Services regarding any particular concerns.

**Education and
Research
Representative**

2. Duty of care for the vulnerable:

- This point related to a Personal Emergency Evacuation Plan (PEEP) which was required for a severely disabled student. UHSE had been made aware of this issue some time back and had investigated with AHS. AHS had provided email records indicating that attempts had been made on several occasions, including face-to-face visits outside of normal hours, but the student had not responded, despite being asked to do so on a number of occasions. AHS liaised with fellow residents to ask that they pass messages on to the student on behalf of AHS, but were told by the residents that they hardly ever saw the student concerned as they spent very little time in the residence. As a result the matter was followed up through the relevant academic department and a PEEP was now in place. AHS were amending their procedures to ensure that the relevant academic department was contacted in future if there were problems engaging with specific students requiring a PEEP.

3. Fire alarm procedures and drills:

- The Head of UHSE advised that the University's Fire Safety Adviser had followed up on this issue in November 2015. There appeared to have been a misunderstanding regarding who was responsible for carrying this out following the transfer of the Resident Tutor (RT) service from AHS to Student Services. As a consequence, Security Services picked this up when it became apparent that the RTs were no longer providing this service. The lateness of the drills had

been acknowledged as being an issue. UHSE would be working with Security Services on the fire drills for the next academic year to ensure that these were undertaken as soon as was practicable after the start of the new academic year.

Head of UHSE

4. Barbeques:

- The Head of UHSE reported that responsibility for hiring barbeques to students had been passed from Resident Tutors to Accommodation & Hospitality as part of the transfer described in response to the previous item. AHS had developed risk assessments and guidance for their use.
- The Head of UHSE noted that the “Fresh” shop based on campus sold disposable barbeques and that there appeared to be conflicting information regarding whether or not the use of these was actually banned. ‘Campus Life’ (<http://www.bath.ac.uk/accommodation/pdf/campus-life.pdf>) appeared to indicate that a ban was in force, but this was not explicitly supported by the Residential Rules published at <http://www.bath.ac.uk/corporate-information/residential-rules/> .
- It was agreed that there was a need to clarify the rules regarding the use of barbeques and to review the various guidance provided to students and the University Regulations. The Head of UHSE and Head of Security Services would follow this up.
- The Management, Specialist and Administration Representative would provide feedback to the relevant member of staff.

**Head of UHSE /
Head of Security
Services**

**Management,
Specialist and
Administration
Representative**

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

756 ANY OTHER BUSINESS

Training for First Aiders

The UNISON Representative (RW) raised concerns about the low level of attendance by first aiders at the annual refresher training provided by the STV. A course was recently held at which there were only four people. He suggested that communication needed to be improved and staff allowed the time off to do the training.

The Head of UHSE advised that he supported this view and would look at how these courses could be better advertised in future.

Head of UHSE

The Facilities Manager, Sports Development & Recreation stated that first aid training courses were run in the STV every Tuesday at which it might be possible to accommodate one or two members of staff who were already trained in first aid.

757 DATE OF NEXT MEETING

Tuesday, 13 September 2016.

The meeting concluded at 2.00pm

Chair: