

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 20th December 2016
12.15pm

Venue: Council Chamber

Present:

Mark Humphriss	Chair
Richard Brooks	Director of Human Resources
Chris Young	Head of UHS&E Service
Sophie Hamer	Assistant Facilities Manager, Sports Development & Recreation
Andrew Nash	Deputy Facilities Manager, Accommodation & Hospitality
Brian Schofield	Head of Security Services
Michael Carley	UCU Representative
Steve Nicholson	UNISON Representative
James Paradise	UNISON Representative
Will Galloway	Students' Union Sport Officer

Apologies:

Mark Martin	Deputy Director of Estates
Malcolm Holley	Faculty of Science Management Representative
Julian Sulley	Faculty of Engineering & Design Management Representative
Jo Carter	UNITE Representative
Hartmut Logemann	UCU Representative
Chris Roche	Management, Specialist and Administration Representative
Walter Guy	Technical and Experimental Representative
Mareike Posner	Education and Research Representative

In attendance:

Sue Stove	Secretary
Keir Mobbs	UCU Representative (<i>for Hartmut Logemann</i>)

ACTION

766 MINUTES OF PREVIOUS MEETING

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

He introduced new Committee members Andrew Nash, Deputy Facilities Manager, Accommodation & Hospitality and James Paradise, UNISON Representative. Also Keir Mobbs, UCU Representative, who was standing in for Hartmut Logemann.

The Chair explained that Greg Dargue, Assistant Director of Estates, had now left the University. Mark Martin, Deputy Director of Estates, would replace him on the Committee, but Mark was on annual leave this week.

There was still a vacancy for the Operations & Facilities Support representative. The closing date for nominations was 15 December (12 noon), but there had not been any nominations. The Chair therefore encouraged members to consider if they knew anyone who may wish to stand. (If there was, nominations would be reopened).

The minutes of the meeting of the Committee held on 13 September 2016 were approved as a correct record of the proceedings and would be signed by the Chair.

767 MATTERS ARISING:

Minute 761 – Matters Arising:

Minute 707 – Any Other Business: Accessible Toilets

The Head of UHSE reported that the Deputy Director of Estates had advised that the signs were positioned at a standard height (in line with the University's signage manual, which complied with current building regulations) so there were no plans to change the height of the signs.

The Chair added that if there were significant concerns that the signs could not be seen, this could be investigated further.

The UCU Representative (MC) pointed out that the concern was that it was not clear from the signage what would happen if an emergency cord was pulled – a light would come on, but pulling the cord did not automatically result in a call for assistance, although the signs inside accessible toilets implied that assistance would automatically be summoned.

The Head of UHSE explained that some accessible toilets were in fact linked to Security Services, via the Drax system, and all those in new buildings would automatically be linked to the system. He had asked the Electrical Services Manager to provide costings for putting the remainder of the accessible toilets onto the Drax system. It was agreed that if there was likely to be a significant delay in doing so, the signs inside the toilets would need to be updated in the meantime. He would also liaise with Estates to ensure that the emergency cords which had been installed had been tested to check that they worked and that they were included as part of Estates' regular programme of tests.

Head of UHSE

The Head of UHSE also suggested that all the signage relating to accessible toilets was reviewed to ensure that the information provided was clear. The Students' Union Sport Officer commented that he thought that there were no signs in the Students' Union accessible toilets. The Head of UHSE would liaise with Estates and check that there were signs both inside and outside all accessible toilets and that the information provided was clear and up to date.

Head of UHSE

Minute 747 – Items Raised by Operational and Facilities Support Representative

The Head of UHSE reported that further glass recycling bins were now in place on the Parade and adjacent to the 6 East stairs leading from the bus terminus. In addition, Estates would be undertaking a full review of all waste and recycling bins on campus, to ensure that the most appropriate types of bins were in the right location and this in turn would help improve the University's achievement of recycling targets.

Minute 762 – UHSE Update:

Fire Safety

The Head of UHSE reported that he had met with the Faculty of Science Management Representative regarding the availability of University funding for

work on the fire suppression system for the fume cupboards in 5 West. The original scheme was contingent on a roofing project which had been cancelled. They were now working with Estates to identify capital for the work, including the possibility of using the fire safety budget, to get the work underway.

Minute 763 – Policies / Health and Safety Standards:

Paper 05 – Control of Legionella Policy

The Head of UHSE confirmed that the responsibilities section within the policy had been updated to reflect the fact that the Director Sports and the Director of Accommodation & Hospitality Services had nominated Estates to manage legionella risks on their behalf.

The Head of UHSE advised that he had met with Estates' interim Compliance Manager to discuss legionella risk assessments. Work was currently ongoing to look at water system risk assessments and maintenance schedules for departments and it was intended that this should include consideration of department managed equipment and systems which could pose a legionella risk.

Paper 06 – Guidance for Managing Legionella Risk in School, Faculty, and Department Water Systems and Equipment

The Head of UHSE confirmed that the issue of legionella risk had been discussed at the Department of Health's (Faculty of Humanities & Social Sciences) health and safety committee and that the Department had confirmed that they did not own or manage any equipment that fell within the scope of this standard.

Paper 07 – Management of Contractors Policy

The Head of UHSE confirmed that for the purposes of this policy a volunteer was considered to be an employee, rather than a contractor, and that this had been clarified in the amended version.

The Chair added that the Management of Contractors Policy had been submitted to both VGG and the Executive Committee and was now live. He highlighted the potential impact of the policy on departments (other than Estates) and the importance of the responsibility of Heads of Department for non-employees working within their department, which meant they needed to provide health and safety inductions / instructions. (Estates would provide induction for construction contractors).

Minute 764 – Any Other Business:

Repair Café at the Edge, 15 October 2016

The Head of UHSE reported that he had spoken to the event organiser and that they had clarified that they would not be providing electrical repairs of any sort; the computer repair service advertised would only deal with software issues.

Signage in New Buildings

As above, the Head of UHSE reported that the Deputy Director of Estates had advised that the signs were positioned at a standard height (in line with the University's signage manual, which complied with current building regulations) so there were no plans to change the height of the signs.

Rest Rooms

The Head of UHSE reported that he had met with the Faculty of Science Management Representative. The designated first aid room in 4 South was not a corporate resource. However, it had come to light that there were concerns that it may now be being used from time to time by research staff, who were working late, as somewhere to sleep. If so, then this was not appropriate so the function of the room and access to it was likely to be changed.

Head of UHSE

768 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

Accidents and Incidents

The Head of UHSE reported that there had not been any RIDDOR reportable accidents or incidents since the last meeting of the Committee.

However, there had been an incident in the STV when a glass panel fell from the barrier in the foyer onto the floor below. It appeared from CCTV footage to have been a mechanical / technical failure and the reaction of STV staff had been excellent. The contractor had been out to check all glass panels and the manufacturer had been asked to check the brackets which supported the glass panels. The Head of UHSE was satisfied that the glass panels in the barrier were now safe, but he suggested that depending on the findings of the investigation, that a broader inspection regime may be required where similar handrail systems have been provided in other buildings (such as 10 West).

Fire Safety

The Head of UHSE reported that there had been two fires: one in the kitchen of a student accommodation block; the other in the library. Both incidents had been investigated and the library was in the process of sourcing suitable alternative sockets.

He confirmed that the current programme of Fire Risk Assessments was on track to finish this month. The new programme of risk assessments would run from 2017 to 2020.

The UNISON Representative (SN) asked for clarification as to what the University's policy was on staff using personal electronic equipment at work. The Head of UHSE advised that as a general rule it was not to be encouraged, although the central mains system was well maintained and was fitted with appropriate safety devices that mitigated against most risks presented by portable appliances. The Chair added that staff should not be bringing in personal heaters as these could present various issues such as overloading circuits or interfering with the heating systems elsewhere within buildings. If there were local heating issues then these should be referred to Estates, but occasional use of phone chargers was tolerable.

Health and Safety Audits

The Head of UHSE reported that the current programme of departmental audits had now been completed. The audit of the Department of Social & Policy Sciences identified some areas where improvements were required. The Health & Safety Adviser had provided them with a risk assessment and an action plan and had been working with them to bring the department up to standard.

The new programme of audits had started on 1 October 2016.

Health and Safety Performance Indicators (KPI)

The Head of UHSE explained that the current round of KPI assessments was coming to an end and it was expected that there would be a return rate of 100%.

A detailed analysis of the results would be available for the next meeting of the Committee.

Head of UHSE

Occupational Health Data

The Head of UHSE summarised the occupational health data. There had been 14 new referrals to the Occupational Health Service since September and 42 employees had received counselling in the last year. Also, there had been a slight increase in the use of the service for non-work related causes.

Stress Management Findings: Employee Survey

The Head of UHSE explained that the data previously reported in relation to stress management was incorrect, so he had asked Capita to address the anomalies and provide a revised report.

The Committee would be provided with a full report in due course and departments would receive a copy of the data relevant to them.

Head of UHSE

769 NANOTECHNOLOGY AUDIT

The Head of UHSE explained that he had been working with members of the University's scientific community to establish which areas needed to be audited. The nanotechnology audit related to the Department of Chemical Engineering (the only department which regularly used nanomaterials) and was the first in this programme audits.

The Head of UHSE summarised the three recommendations for improvement which had been identified. Nonetheless, it had been concluded that the department took safety seriously, there were appropriate controls in place and it complied with the relevant University regulations and policies, as well as the HSE's legislation and guidance.

The Committee noted the report.

770 RADIATION SAFETY UPDATE

The Head of UHSE explained that there had been a reduction in the amount of work being undertaken at the University involving radioactive materials. He confirmed that all such activities were regulated by the HSE and the Environment Agency, also that they were well managed and the University was compliant.

The Committee noted the report.

771 POLICIES / HEALTH AND SAFETY STANDARDS

Health and Safety Policy

The Head of UHSE explained that the aim of this policy was to bring together the policy statement and the organisational arrangements into one overarching document, which was more accessible.

Other changes included: specific reference to welfare (as it was missing from the previous version of the policy); clarification of the role of the Executive Committee; identification of key contacts, other than line managers, such as Human Resources, who had a monitoring role, and Estates and Accommodation & Hospitality Services (AHS), who had additional roles associated with their functions (for example as a corporate landlord).

The Director of Human Resources asked for clarification on who / how we would assess competence and provide assurance. The Head of UHSE explained that the required competencies would be set out in more detail in the standards and guidance which sat underneath the policy.

He added that on page 2 of the Policy the paragraph entitled 'Competence' should be before (not part of) the section entitled 'Policy Statement'.

The UCU Representative (MC) raised questions about the role and responsibilities of the Executive Committee, particularly as it was not included in the University's Statutes, and the responsibility of the Vice-Chancellor. The Chair added that although the policy stated that 'The Vice-Chancellor has delegated executive responsibility for the delivery of specific aspect of day-to-day health and safety matters...', it was clear in the text that she retained ultimate responsibility for health and safety matters.

The Committee agreed the policy. The Chair advised that the policy would now need to be submitted to the Executive Committee for consideration and then finally to Council for approval.

Head of UHSE

Health and Safety Policy Statement

The Committee endorsed the policy statement and agreed that it should be recommended on to the Executive Committee (and then Council) with the revised Health and Safety Policy.

Consultation with Employees (Standard)

The Head of UHSE reported that this had previously been a policy and had now been changed to a standard.

The Committee agreed the standard.

Evacuation (Standard)

The Head of UHSE explained that this had previously been a policy and had now been changed to a standard. The standard largely reflected existing arrangements in force at the University.

In future the outcomes of fire drills would be included in the UHSE Update report.

The Head of UHSE highlighted a typographical error in point 10 (on page 2), which he would amend prior to publication.

Head of UHSE

The Committee agreed the standard.

Expectant and New Mothers (Standard)

The Head of UHSE reported that this had previously been a policy and had now been changed to a standard. There were no new requirements in the standard, but the risk assessment guidance had been expanded to include a wider variety of tasks that an employee might undertake.

The UCU Representative (KM) asked what the procedure was for managing someone with chicken pox. The Head of UHSE explained that someone with chicken pox would not routinely be excluded from a department. If the situation arose, it would be dealt with on a case by case basis in order to protect any expectant and new mothers as appropriate. The Chair added that line managers were responsible for carrying out a risk assessment for expectant and new mothers, which would then be submitted to UHSE for review.

The Committee agreed the standard.

Confined Spaces (Standard)

The Head of UHSE reported that the standard had been developed in consultation with Estates and that the Department was happy with the document. He pointed out that the term 'confined spaces' referred to enclosed spaces which contained a specific, identified risk and did not simply mean a small space.

The Deputy Facilities Manager, Accommodation & Hospitality asked if the standard applied to AHS staff using cleaning chemicals in showers. The Head of USHE explained that this would generally be covered by COSHH and guidance on the safe use of chemicals.

The Assistant Facilities Manager, Sports Development & Recreation asked whether the space under the swimming pool in the STV would be considered a confined space for the purposes of this policy. The Head of UHSE said that this was not considered a confined space, but suggested that a permit be issued to anyone needing to access this area to manage potential lone working risks and as a means of ensuring that only authorised people had access to the equipment within the area (i.e. as business continuity control measure).

The Head of UHSE emphasized that any work required in relation to a confined space would always be carried out by specialist contractors.

Appendix 1 'Confined Spaces and Specified Risks' had been taken from HSE Guidance and the risk assessment had been produced for use by those managing contractors working on confined spaces e.g. staff in the Department of Estates.

The Committee agreed the standard.

Violence at Work (Policy)

The Head of UHSE reported that there were no substantive changes to the policy. It had been tidied up and HSE definitions had been included.

The Head of Security Services confirmed that training and risk assessments were in place for his team.

In response to a question raised by the Students' Union Sport Officer there was a discussion about the responsibilities of students. The Head of UHSE pointed out that the policy was primarily intended to address the health and safety of those at work and the students were mainly covered by University Regulations. The Chair added that there was a difference between what students would be encouraged to do and what they were actually responsible for / required to do. The Head of Security Services agreed with this, pointing out that minor violent incidents in the University's clubs and bars would not be considered as a matter of health and safety at work, but may be a disciplinary issue.

The Committee agreed the policy.

772 COMMUNICATIONS: HEADS OF DEPARTMENT, DIRECTORS OF PROFESSIONAL SERVICES AND LINE MANAGERS

The Head of UHSE explained that the relaunch of the University's Health & Safety Policy provided an opportunity to liaise with Heads of Department and line managers regarding their responsibilities. The aim was therefore to provide them some accessible information, a brief check list and sign posts to other resources using the draft leaflets (Appendix 1a – Heads of Department Leaflet, Appendix 1b – Directors of Professional Services Leaflet, Appendix 1c – Line Managers and Supervisors Leaflet). Appendix 2 provided a more expansive list of their responsibilities.

It was also proposed that early in 2017 UHSE staff would attend department meetings to explain the changes, responsibilities, report back on the feedback from the self-assurance exercise and explain how UHSE could support Heads of Department and set up action plans.

The leaflets were discussed and the following points were made:

- The use of hard copy leaflets, which could sit on someone's desk, was proposed as it was thought that they would stand out more (rather than getting lost amongst other emails).
- Something equivalent, maybe a small handbook, could be provided to all employees. This could be used to emphasise the fact that health and safety was the responsibility of all employees and be a means of providing standardised information.
- It was suggested that large posters for department notice boards might be helpful.
- A short video was also suggested. The Head of UHSE was investigating the possibility of an on-line induction package with video, but it would need to be appropriate for a range of departments with different needs e.g. Estates, academic and professional services departments.

Appendix 1a – Heads of Department Leaflet

- It was suggested that this be renamed the 'Heads of Academic Departments' leaflet.

Appendix 1b – Directors of Professional Services Leaflet

- It was suggested that this be renamed the 'Directors and Heads of Professional Services' leaflet.

Appendix 1c – Line Managers and Supervisors Leaflet

- It was suggested that if there were specific policies, risk assessments or other documents which line managers should read, these could be listed on the leaflet.
- The Head of UHSE would clarify who 'Supervisors' referred to and how the guidance applied (e.g. this could apply to some staff in AHS, academic staff with a specific supervisory role, all academic staff doing a demonstration and supervising students).

Appendix 2 – Heads of Department and Directors of Professional Services: Health and Safety Accountabilities

- It was agreed this document would be put on the website and a link sent to all Heads of Department.

Head of UHSE

The Committee noted the report.

773 MENTAL HEALTH – UPDATE ON 'TIME TO CHANGE' PLEDGE

The Head of UHSE explained the background to the project. There was now an action plan, which had been agreed with the Unions in relation to staff based on the Workplace Wellbeing Charter discussed at previous meetings of Health and Safety Committee. Work has been continuing to develop the student focussed Mental Health Plan and this had been submitted to Equality and Diversity Committee in November 2016. At this meeting, it had been agreed that for students, Student Services would now act as the lead on this work.

The Head of UHSE advised that both the staff and student working groups had concluded that there was a need for some kind of overarching mental health statement for the University, which brought together the wide range University practices which dealt with or had links to mental health, e.g. fitness to study, fitness to practice, the Dignity and Respect Policy, the Work-Related Stress Management Policy and risk assessments. The working groups would look to progress this in 2017.

Also it was agreed that communications needed to be more joined up and better targeted to specific groups, such as using social media rather than the internet to communicate with students.

UHSE was developing a programme of events for 2017, which would start with a 'Time to Change' day on 2nd February and a further event in March to coincide with Student Minds' "Mental Health in Universities" day. The programme of events would link to other staff and student events as appropriate and to national campaigns.

The Chair made three observations: it was good that we were doing something to raise awareness of mental health issues; the work on inclusive education, led by Professor Andrew Heath, may be relevant; a large amount of work and activities were being proposed and we would need to be confident that we had the resources

to deliver them. The Head of UHSE responded that by working with various groups he believed that the majority of the action plans and events could be delivered. A lot would be delivered through Student Services as part of the changes that they were already implementing through recent restructures. Similarly, with regards to the staff plan, a significant amount of work had already been undertaken on work-related stress which made up a substantial proportion of the mental health standards in the Workplace Wellbeing Charter. The area of greatest concern for the Head of UHSE was pulling together all the strands into communications, as this would require support from other parts of the University, such as Digital Marketing, who may have limited resources / time to help deliver this work.

The Deputy Facilities Manager, Accommodation & Hospitality reported that he had spoken to Student Services about the Mental Health First Aid course being made available to all AHS front line staff and the plan was to proceed with this.

The Committee noted the report.

774 ESTATES SAFETY UPDATE – UNDERDECK

The Head of UHSE introduced the paper submitted by the Deputy Director of Estates. He highlighted the significance and scale of work required to address the issues that had been uncovered in the Underdeck; what had started as a routine inspection had developed into a major infrastructure project. The work had been made more complex by a number of factors including difficulty in accessing and removing the vertical panels. The resultant road closures and the identification of asbestos-containing materials that needed to be managed in order to enable panels to be removed. However, work was progressing well and it is hoped, subject to no further complications, that this would be completed by mid-2017.

The Head of Security Services pointed out that there would need to be access via the service road through the Underdeck, once work had started on Polden Court, as the road in front of Polden Court would need to be closed.

The Committee noted the report.

775 ANY OTHER BUSINESS

Bus Terminal

The UNISON Representative (SN) pointed out that during peak times, buses were queueing back from the terminal on to the main road and to the pedestrian crossing by the STV and as a result vehicles sometimes overtook the queueing buses. He suggested therefore that the usage and size of the terminal needed to be reviewed.

The Head of Security Services responded that the issue was currently being investigated by Estates and that there were plans to improve the situation, which included changing the bus drop off point outside the STV to a bus stop and then increasing the size of the bus stop . He added that Estates were currently recruiting for a University of Bath bus inspector and that once they were in post the situation was likely to improve.

The Head of Security Services would monitor the situation and liaise with the Director of Estates as appropriate.

**Head of Security
Services**

776 DATE OF NEXT MEETING

Tuesday, 14 March 2017

The meeting concluded at 2.15pm

Chair: