

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 6 June 2017
12.15pm

Venue: Council Chamber

Present:	Mark Humphriss	Chair
	Richard Brooks	Director of Human Resources
	Mark Martin	Deputy Director of Estates
	Chris Young	Deputy Director Safety & Wellbeing Services / Head of UHS&E Service
	Sophie Hamer	Assistant Facilities Manager, Sports Development & Recreation
	Malcolm Holley	Faculty of Science Management Representative
	Andrew Nash	Compliance Manager, Accommodation & Hospitality
	Brian Schofield	Head of Security Services
	Julian Sulley	Faculty of Engineering & Design Management Representative
	Michael Carley	UCU Representative
	Steve Nicholson	UNISON Representative
	James Paradise	UNISON Representative
	Ian Evans	Operational and Facilities Support Representative
	Walter Guy	Technical and Experimental Representative
	Mareike Posner	Education and Research Representative
	Chris Roche	Management, Specialist and Administration Representative
	Will Galloway	Students' Union Sport Officer
Apologies:	Hartmut Logemann	UCU Representative
In attendance:	Sue Stove	Secretary
	Kimberley	Students' Union Activities Officer (2017/18)
	Pickett-Mcatakney	
	Kier Mobbs	UCU Representative (<i>for Hartmut Logemann</i>)

ACTION

788 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting. He introduced the new Operational and Facilities Support Representative, the UCU Representative and the Students' Union Activities Officer (2017/18), who will join the Committee for the next academic year.

The apologies were noted.

The minutes of the meeting of the Committee held on 14 March 2017 were approved as a correct record of the proceedings and would be signed by the Chair.

789 MATTERS ARISING:

Minute 778 – Matters Arising:

Minute 764 – Any Other Business:

The Head of UHSE confirmed that a meeting had taken place with the Department and a key pad had now been fitted to the door to the rest room to prevent unauthorised use. The code for the lock would be changed periodically to ensure that it did not become widely known.

This step would form part of a wider review of security arrangements with the Department of Biology & Biochemistry.

Minute 771 – Polices / Health and Safety Standards

The Head of UHSE reported that the revised Health and Safety Policy and Policy Statement had been signed by both the Chair of Council and the Vice-Chancellor and then 'launched' on the News section of the website for a week. Also laminated copies of the Policy Statement had been distributed to all departments.

Minute 780 – Health and Safety Key Performance Indicators (KPIs)

The Head of UHSE advised that UHSE were extracting the data for each department and that this would be sent out to heads of department in the next couple of weeks with an accompanying action plan from UHSE.

Head of UHSE

Minute 782 – Polices / Health and Safety Standards:

Update on Requested Changes

The Head of UHSE confirmed that the various changes requested had been made (such as typographical errors, the removal of file paths and references to copyright).

Also, those policies which had been submitted to the Executive Committee had been accepted as endorsed by this Committee and so were now live.

Biological Safety Guidance

The Head of UHSE confirmed that the Guidance had been revised to clarify requirements in relation to the transportation of biological materials.

He explained that the guidance about section 4 'Classification and Assessment' and the substitution of hazardous chemicals was correct and had been taken directly from the HSE guidance.

He added that the Scientific Safety Adviser had liaised with the Legal Office to ensure that advice in the Guidance on the Human Tissue Act was consistent with the advice being given by the Legal Office.

Chemical Safety Guidance

As above, the Head of UHSE confirmed that the Guidance had been revised to clarify requirements in relation to the transportation of chemical materials.

Also, the Scientific Safety Adviser had clarified the text in Guidance and created a page within it which could be used as a register.

Minute 783 – Scientific Safety Sub-Committee, Minutes of Meeting held on 24 February 2017

The Head of UHSE confirmed that the requested changes to the wording of the minutes had been made.

Work was underway to update guidance for locally provided induction programmes and for near-miss incident reporting. The aim was that the relevant departments would encourage everyone to report incidents in a timely manner.

The Head of UHSE reported that the Scientific Safety Adviser had undertaken a further inspection into the filling of liquid nitrogen Dewars in side rooms (confined spaces) and as far as she was aware this practice had ceased.

790 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

Accidents and Incident Data

The Head of UHSE reported that there had been one RIDDOR reportable incident since the last meeting of the Committee. A student from ACE had cut their hand whilst model making and required stitches. The Head of UHSE advised that this was one of a number of such incidents in that department over the last six weeks. UHSE was liaising with ACE to investigate the possibility of sourcing safer equipment for model making.

In addition there had been two notable near-miss incidents. One of which involved a member of staff who made unauthorised entry into a protected asbestos enclosure in order to get to their office. The area was in fact 'clean' and UHSE were content that there was no asbestos exposure or release, but this was really a matter of luck as the schedule of works would not have been known to the individual. The Head of UHSE confirmed that all the appropriate precautions had been put in place. A meeting had already taken place with the member of staff and consideration would be given as to whether any further action would be appropriate.

The second near-miss was in relation to a complaint about dust levels in 1 South. The Head of UHSE confirmed the levels were not breached. The contractor had complied with their Risk Assessments and Method Statements (RAMS) and UHSE had provided suggestions on how dust levels could be further reduced.

Fire Safety Data

There had been no significant fires since the last meeting of this Committee.

The Fire Risk Assessment programme was on track.

Health Surveillance Programme

The Head of UHSE reported that the initial screening process was on track and was likely to be completed ahead of schedule.

Occupational Health Data

The Head of UHSE pointed out that there had been 34 management referrals to the Occupational Health Service, not 43 as it stated in Paper 47.

A total of 75 employees had used the EAP during this academic year. This was a significant increase on the previous year's usage. The service had been advertised more consistently to staff who had been signed off with mental health and stress related issues for both work and non-work-related issues. Prior to 2015 staff with non-work related issues (e.g. bereavement, relationship problems) tended to be directed to the Education Support Network, whereas they were now being directed to the EAP, so this was reflected in the figures.

Health & Safety Audits

The programme of audits which was started in 2017 was on track.

The Committee noted the report.

791 MENTAL HEALTH AT WORK WEEK 8-12 MAY 2017

The Head of UHSE explained that a number of events had been held on campus and at the Virgil Building for 'Mental Health at Work Week'.

The events focussed on good physical health and the benefits of a healthy lifestyle. The STV ran events on good posture, working at desks and exercise. AHS promoted healthy eating and its impact on good health.

There were mindfulness taster sessions, but the feeling was we may now have reached saturation with mindfulness courses. Also the Chaplaincy drop-in sessions were not as well attended as hoped. These would need to be reviewed and it may be that a secular venue would be preferable.

The Head of UHSE noted that this event was timed to coincide with the national Mental Health Week but that the timing of this event had not been ideal for students. However, there were other events scheduled throughout the year where Student Services and the Students' Union would lead on content and timings supported by UHSE. This should ensure a good spread of events across the year that were suitable for staff and students.

The Committee noted the report.

792 POLICIES / HEALTH AND SAFETY STANDARDS

Where appropriate policies were reviewed and discussed together with the related standards and guidance as one item.

Driving at Work Safety Policy Work-Related Driving Safety Standard

The Head of UHSE explained that this policy would replace the current Transport Safety Policy. It would apply to all work related driving, but not commuting to work. So it would not apply to Students' Union activities, but would apply to any students driving on behalf of the University. He added that a large number of the University's vehicles were managed by Estates.

The standard provided a personal and departmental vehicle check list and a generic risk assessment template for work related driving activities.

A question was asked about the need to comply with driving time limits and whether it would be acceptable to drive for 12 hours with the required breaks. The Head of UHSE pointed out that travel by train (or an alternative) was recommended for long journeys as it was safer and more environmentally friendly.

The UCU Representative (MC) noted that the policy did not include bicycles and cycling on University business and more specifically guidance on cyclists observing the Highway Code. The Head of UHSE agreed to look at how these issues could be included within the policy.

Head of UHSE

The carriage of dangerous goods such as chemical and biological materials was covered by the Chemical Safety Guidance and Biological Safety Guidance. Transportation of the Department of Mechanical Engineering's racing car and electronic motorcycle were to be covered under generic risk assessments.

There was a discussion regarding the requirement in the policy that line managers should implement local systems to ensure that occupational drivers hold the necessary licences and how this would be implemented. The Deputy Director of Estates pointed out that although Estates currently did this they were investigating the possibility of using an external company who could undertake annual checks. The Head of UHSE would discuss this further with him.

Head of UHSE

The Chair queried licences being checked for privately owned vehicles. It was noted that for both University and privately owned vehicles the individuals concerned were ultimately accountable.

It was pointed out that staff driving their own vehicles on University business needed to be insured for business use and it was also required if they wished to claim travel expenses related to journeys in their own vehicle.

The Students' Union Sport Officer asked for clarification on student responsibilities if they were driving on University business and any passengers refused to comply with aspects of road traffic legislation, such as refusing to wear a seatbelt. The Head of UHSE explained that in these scenarios, if the passenger was over 14 then they would be responsible for complying with these legal requirements. However, the driver would be within their rights to refuse to drive the passenger(s) unless and until they complied with any specific legal requirements.

The Faculty of Engineering and Design Management Representative (JS) asked for confirmation as to whether campus roads were classified as highways as they have a faculty owned fork lift that they sometimes drove on these road ways. This vehicle was not "taxed". The Head of Security Services confirmed that fork lift trucks were exempt from Vehicle Excise Duty.

The Chair asked for confirmation as to how risk assessments for traffic movements impacting campus roads (e.g. for major construction works, large scale events and similar) were completed. The Head of Security Services confirmed that he carried out these assessments in conjunction with the Department of Estates.

The Head of UHSE advised that all work-related road traffic collisions (RTCs), which would include any RTC on the University campus, should be reported via the University's incident reporting systems. Any significant RTCs would then be included within the UHSE standard report.

The Committee agreed the policy and the standard. The policy would now be recommended to the Executive Committee for Approval.

Head of UHSE

Working Away from University Premises Policy

The Head of UHSE reported that this replaced the Working Off Site Policy and took account of the fact that the University now had more premises away from campus. Key changes to the document included the signposting of travel overseas guidance for staff and students travelling on University business produced by the Office of the University Secretary.

The supporting standards also identified that individual needs, such as supporting staff or students with disabilities and / or mental health issues, should be covered as part of an individual's risk assessment. Where the individual was a student, then advice and guidance was available from Student Services' Disability Coordinator as signposted in the policy. In the case of staff, advice and guidance was available from UHSE.

The Committee agreed the policy. The policy would now be recommended to the Executive Committee for Approval.

Head of UHSE

Fieldwork Safety Standard

The Head of UHSE advised that there had been no significant changes to the standard.

It was pointed out that there was no specific reference to import / export procedures such as regulations and restrictions on bringing samples back to the UK. The Head of UHSE would expect this to be picked up as part of risk assessments, but he would include a prompt in the standard / risk assessment. Likewise he would include a prompt about ensuring that visas adequately covered the activities to be undertaken on the field trip.

Head of UHSE

The Committee agreed the standard.

Placements and Study Abroad Programmes Safety Standard

The Head of UHSE explained that the standard aimed to ensure the health and safety of students and support the University's Quality Assurance Codes of Practice.

The Students' Union Sport Officer asked whether the requirement to report incidents would also include the reporting of non-health and safety incidents. He explained that a number of students had experienced personal safety issues when living in areas away from Bath (both in the UK and overseas) as part of their placement. The Chair advised that he was aware of the details of these issues and that the Harassment Prevention Working Group monitored such matters, but that students and staff needed to be particularly alert if they were going to areas which were known to be less safe.

The Committee agreed the standard.

Health and Safety Training Standard

The Head of UHSE explained that this standard related to health and safety induction training.

UHSE audits of departments would include checks of local health and safety training arrangements and relevant risk assessments.

The Education and Research Representative queried what the timescales were for completing training as referred to in point 5 of the standard. The Head of UHSE clarified that this timescale should be identified within the task specific risk assessment so could not be stipulated within the Training Standard.

The Committee agreed the standard.

Smoking Policy

The Head of UHSE explained that the policy was largely unchanged. It applied to all premises owned, managed, occupied by, or otherwise under the control of the University of Bath. The only significant change being that external areas designated as “smoke-free” had been updated to include the internal courtyard at the Virgil Building.

UHSE was continuing to remind smokers of the smoke-free areas outside of buildings. The Management, Specialist and Administration Representative noted that smoking seemed to increase around the time of examinations (January and May). The Students’ Union Sport Officer would feed this back to the Students’ Union and ask them to consider what, if any, action could be taken to address this.

**Students’ Union
Sport Officer**

The Committee agreed the policy. The policy would now be recommended to the Executive Committee for Approval.

Head of UHSE

Electrical Safety Policy

The Head of UHSE explained that the key change to this policy was to acknowledge the fact that staff and students brought and used their own electrical equipment (such as phone chargers) on to campus and that whilst it would be unmanageable to police such use, some direction on what non-University owned equipment was / was not acceptable for use on the campus would be helpful. The policy indicated that double-insulated class 2 and low voltage equipment would be acceptable, but that other equipment should not be used in non-residential areas.

The Head of UHSE noted that in line with the Control of Legionella Policy, the Director of the Department of Sports Development & Recreation and the Director of Accommodation & Hospitality Services each had responsibility for specific buildings and systems, including fixed electrical systems, and as such were “corporate landlords” for the Electrical Safety Policy. However, each of these had nominated the Director of Estates to manage these risks on their behalf on a day-to-day basis.

The Committee agreed the policy.

Noise and Vibration Policy

The Head of UHSE advised that exposure to both noise and vibration were managed in broadly the same way and this Policy provided an overarching set of principles for the management of each risk.

The UCU Representative (MC) asked whether the noise policy would cover noisy construction works adjacent to offices. The Head of UHSE explained that whilst certain of these works may result in action levels being breached for short periods, these were unlikely to be of sufficient duration to exceed permitted levels over the reference periods identified in the policy. The Head of UHSE acknowledged that this nuisance noise may not always be managed as well as it could be; there had been an improvement in the way in which the need for works was communicated, but pointed out there may be times when it may be appropriate to consider more flexible working options whilst such works are taking place.

The Committee agreed the policy.

Hazardous Waste Management Policy

The Head of UHSE explained that the Hazardous Waste Management Policy applied to the disposal of any materials that can cause harm either to people and / or the environment. As such this would cover chemical and biological materials and also other less obvious items such as waste electrical equipment and broken glass. The main aim of the policy was to clarify which departments were responsible for the treatment and disposal of specific hazardous waste streams (i.e. UHSE for chemical and biological and radiological wastes and Estates for all other identified hazardous wastes).

The Committee agreed the policy. The policy would now be recommended to the Executive Committee for Approval.

Head of UHSE

Hazardous Chemical / Biological Waste: Guidance for Waste Producers

The Head of UHSE explained that the guidance set out the approach for disposal of waste, including what could and could not be disposed of into the sewer in order to comply with the University's licence from the Environment Agency. It also included updated hazardous waste pictograms.

The Education and Research Representative advised that there were concerns that liquids were being disposed of down sinks, even though for some liquids there were prescribed limits as to how much could be disposed of into the drains. It was agreed that updated communications were required, including notices in laboratories / by sinks, as used to be the case, to ensure that people properly understood what can and cannot be disposed of in this way. The Faculty of Science Management Representative agreed to follow this up and to arrange for the relevant appendices (Appendix 3) of the guidance to be provided in all relevant laboratory spaces.

**Faculty of
Science
Management
Representative**

The Faculty of Science Representative noted that there was only one licence holder for controlled drugs within the University. The Head of UHSE advised that the guidance would be amended to note this.

Head of UHSE

The Committee agreed the standard.

Working with Genetically Modified Organisms (GMO's) Policy Working with Genetically Modified Organisms Safety Standard

The Head of UHSE advised that the revised policy reflected the arrangements that have been in place for a number of years. He confirmed that the chair and members of Genetic Modification Safety Committee (GMSC) had been consulted about the policy and standards prior to these being submitted to Health and Safety Committee.

The Head of UHSE advised that an online training module on working with genetically modified organisms had also been developed and that this would be launched as part of the inductions within the Department of Biology & Biochemistry in the coming academic year.

The Committee agreed the policy and the standard.

Ionising Radiation Policy Ionising Radiation Safety Standard

The Head of UHSE reported that there had been no particular changes to legislation since the policy was last reviewed, but that the policy had been revised to reinforce and clarify existing legal requirements, notably those relating to the legal requirement to have a competent person appointed to act as the Radiation Protection Supervisor (RPS) in all the relevant departments to which the policy applied. Importantly, the RPS must be sufficiently senior and have the appropriate authority to take any necessary steps to ensure compliance with legislation and any local rules. This could include suspending works with radioactive substances where significant issues of non-compliance were identified.

The Committee agreed the policy and standard.

Radon in the Workplace Safety Standard

The Head of UHSE explained that the University campus was situated on a 'radon affected area' as defined by the survey of the UK undertaken by Public Health England (PHE) and British Geological Survey.

The University had a system in place to monitor radon levels on campus. The last radon survey did not identify any areas of significant risk due to radon. The interval for surveys was every ten years, so the next one was due to take place in 2020.

Risk assessments were carried out for new and refurbished buildings, but because of the underlying geology of the site new buildings did not tend to have basements (where Radon gas could potentially build up).

The Committee agreed the standard.

Artificial Optical Radiation Safety Standard

This standard applied to certain light sources such as ultraviolet (UV) radiation, visible light, and infrared radiation including lasers.

Risk assessments were required for the relevant departments to limit exposure to such light sources and where they could potentially impact on health conditions of people working in those areas.

Office lighting did not present a particular hazard and this was noted in the guidance.

The Head of UHSE would look into and include guidance, as appropriate, on the use of high intensity hand torches.

Head of UHSE

The Committee agreed the standard.

Electromagnetic Fields (EMF) Safety Standard

The Head of UHSE explained that that this standard related to non-ionising radiation from certain electronic equipment such as certain research equipment (such as Nuclear Magnetic Resonance (NMR) scanners) and also more commonplace electrical equipment such as photocopiers / Multi-Function Printer Devices.

He identified that most of these risks should be covered by equipment-specific risk assessments, but added that certain people, such as those fitted with medical implants (for example pacemakers) could be affected by EMF. In these instances, it may be difficult to assess the risk to specific people if they have not disclosed that they were fitted with such a device.

The generic risk assessment template covered assessment of levels of exposure, over short and long term periods of time and the implementation of appropriate controls.

The Committee agreed the standard.

The Chair pointed out that those policies which included responsibilities for the majority of line managers would need to be submitted to the Executive Committee for approval. All other policies, standards and guidance were approved.

Head of UHSE

The Head of UHSE advised that the Health and Safety Newsletter would be reinstated and in future there would be regular communication to heads of department. A lot of conversations with the science departments and Estates had already taken place. Also all policies would now be advertised more widely.

793 SCIENTIFIC SAFETY ISSUES

Science Safety Issues (Education and Research Representative Paper)

The Education and Research Representative thanked the Chair and the Head of UHSE for the actions taken to address the issues raised in her paper in relation to the Department of Biology & Biochemistry and added that one of the two autoclaves were now working.

She was keen that the issues were brought to the attention of the Committee as they related to long standing concerns about how health and safety was managed in the department. In particular, the Education and Research Representative highlighted a concern that the autoclaves within the department had been out of service for some considerable time and that guidance given to research teams about how they should manage their waste had been unhelpful.

It was also identified that the Faculty Safety Coordinator had been absent for some time and that it was taking considerable time for health and safety issues to be

addressed and resolved. The Education and Research Representative added that she would like to see a broad approach to the staffing, finances and resources required to address health and safety issues and not just a department based approach.

Science Safety Issues: UHSE Update on Initial Investigation and Actions

The Head of UHSE advised that following a meeting with the Deputy Head of Department and the Technical Services Manager, prompt action had been taken to dispose of the backlog of waste, which had accumulated whilst the autoclaves in 4 South were out of action. Given the scale of the waste that had accumulated, the Hazardous Waste service had used an external contractor to dispose of it. However, he did point out that better use could have been made of alternative autoclaves.

He was aware of the issues with resource levels and UHSE was working with the department to address them in the short term whilst investigating long term solutions.

The Faculty of Science Management Representative acknowledged that there had been a long history of issues with the autoclaves in 4 South and that often these had not been quickly resolved due to differences of opinion between the department and Estates as to who was responsible for the provision and upkeep of the autoclaves and any associated equipment. He advised that one of the autoclaves was now back up and running and that a new compressor had been purchased which would enable the remaining autoclave to be back up and running in the next couple of weeks. He also advised that reciprocal arrangements had been made with other departments within the Faculty of Science whereby waste could be transferred to other departments for processing in the event that equipment within the original department was faulty or otherwise out of use.

The Chair reminded the Committee members that whilst safety issues may fall within the remit of this Committee, financial and management matters were the responsibility of the department or faculty.

The Committee noted the reports.

794 ANY OTHER BUSINESS

Vermin

It was noted that there had been reports of vermin around the 5 West store in the Underdeck. The Deputy Director of Estates confirmed that there was a vermin control strategy and a request had been made for replacement doors to the 5 West store and for any repairs to holes to be made. Any further incidents should be reported to Estates.

Online Shopping Delivery Crates

It was reported that crates used for delivering online food orders to students were being left lying around, particularly in Norwood House. This was a serious issue as it applied to every kitchen and staircases needed to be kept clear. The Students' Union had sent emails to all residents of Norwood House. The Deputy Facilities Manager, Accommodation & Hospitality would liaise with the Students' Union to see how the issue could be addressed.

**Compliance
Manager,
Accommodation
& Hospitality**

Claverton Rooms

Concerns were raised about the number of people using the Claverton Rooms, including students, and the resulting lack of space and long queues for staff and PGRs. The Compliance Manager, Accommodation & Hospitality would investigate the possibility of more signage and raise the matter with the Director of Accommodation & Hospitality Services.

**Compliance
Manager,
Accommodation
& Hospitality**

SU Officer, Sport

The Chair thanked the Students' Union Sport Officer for his contribution to the Committee and wished him all the best for the future.

795 DATE OF NEXT MEETING

Tuesday, 19 September 2017

The meeting concluded at 2.00pm

Chair: