
Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 13 March 2018
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
Julian Sulley	Faculty of Engineering & Design Management Representative
Mareike Posner	Education and Research Representative
Kimberley Pickett-McCatackney	Students' Union Officer (Activities)

Apologies:

Andrew Nash	Compliance Manager, Accommodation & Hospitality
Brian Schofield	Head of Security Services
Steve Nicholson	UNISON Representative
John Robbins	UNITE Representative
Ian Evans	Operational and Facilities Support Representative
Walter Guy	Technical and Experimental Representative

In attendance:

Sue Stove	Secretary
Paul Maggs	Health & Safety Adviser

ACTION

818 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting.

The minutes of the meeting of the Committee held on 19 December 2017 were approved as a correct record of the proceedings and would be signed by the Chair.

819 MATTERS ARISING:

Minute 812 – Polices / Health and Safety Standards:

Drone Operations Standard

The Head of UHSE reported that the standard had been updated and that UHSE were advising relevant departments through departmental health and safety committee meetings and that a copy would also be provided to Team Bath Drones.

Safe Use of Cryogenic Liquids Standard

The Head of UHSE reported that the standard had been reviewed by the Scientific Safety Adviser and updated accordingly.

Minute 813 – Scientific Safety Sub-Committee, Minutes Of Meeting Held On 9 November 2017

The Head of UHSE confirmed that the Scientific Safety Adviser had been in touch with IT Purchasing (ITP). The shop only sold one type of laser pointer. This pointer was compliant with the relevant legal standards.

Minute 816 – Any Other Business:

Health and Safety at Work Act 1974

This would be covered under agenda item 8.

Driving at Work Safety Policy and Work-Related Driving Safety Standard

The Chair advised that the Legal Office had responded directly to this query.

820 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

Incident Data

There had been one RIDDOR reportable accident in the last quarter. A member of staff had stepped into a lift in the Library, which had not fully aligned with the Library floor. Consequently, the member of staff jarred her back and was absent from work for more than seven days. The fault with the lift was investigated, repaired and the lift tested, before it was returned to service.

A member of staff had received an electric shock whilst locking a door and turning a light off. It was not yet clear how long the fault may have existed for. An investigation was ongoing. However, some learning points on the provision of first aid and how the incident was dealt with have been identified. The Head of UHSE added that whether an incident took place in a high or low risk department would not influence the way in which the incident would be dealt with.

A fire had occurred in 3 West when an air supply unit in the roof overheated. Smoke entered the building which set off the fire alarm. Avon Fire & Rescue Services (AFRS) attended and some damage was caused in the course of their investigations to identify the source of the fire. Asbestos monitoring had since been carried out, the results of which were negative.

The Head of UHSE pointed out that overall systems had worked as they should have, but there were some areas for improvement. For example, Security Services did not currently have keys to access the plant rooms and this would need to be rectified so that, in future, they were not reliant on calling someone out to gain access. The Faculty of Science Management Representative pointed out that work was underway to change the locks on the plant rooms. It was agreed that Security Services should have sets of both the current and new keys, particularly as they were the University's first responders.

**Deputy Director
of Estates**

Fire Statistics

The Fire Risk Assessment Programme was on track.

Cause and Effect devices were now being checked as part of every fire drill. As a result it had come to light that some fire doors were not releasing automatically when alarms went off. This was being rectified. Also the fume cupboards in 7 West were linked to the fire alarm system, which meant that the cupboards switched off when the alarm went off, causing containment problems. A mechanism was therefore being put in place to prevent this happening, with the facility to separately switch off the fume cupboards if required.

The University Planning Team (UPT), had granted additional funding for the installation of voice alarms in the Library, the Chancellors' Building and the Virgil Building. They have also agreed funding for the development of a system to track and report significant findings from Fire Risk Assessments to ensure that these have been addressed.

Occupational Health Data

There was still a large number of people declaring medical conditions at the pre-employment stage, of which 18% required follow up. The Head of UHSE was not aware of anyone subsequently being found to be unfit to work, but, where appropriate, reasonable adjustments had been put in place.

So far during this academic year 67 employees had accessed the Employee Assistance Programme (EAP). This was a 50% increase on last year, and was thought to be at least in part due to the increased promotion of the programme. The EAP had not identified any particular issues or departments. Also whilst it was possible to gain a sense of why staff were using the service, it was not possible to get a sense of clinical / improved outcomes. Therefore it was difficult to assess the role of the EAP in the reduction in mental health issues. The EAP would review and provide further information where they could, but in doing so would need to maintain the anonymity of its users.

There had been a spike in the number of work-related issues linked to bullying, harassment and workloads this year. However, the number of cases associated with non-work related issues was consistent with the last year. The Head of UHSE thought that the increase in the number of cases related to bullying and harassment may be due to the promotion of the EAP, but he could not confirm this. He would liaise with colleagues in Human Resources about reviewing arrangements to support such staff.

Head of UHSE

It was noted that data was not available by job family as the EAP did not request this information. However, it was suggested that it would be interesting to be able to see how incidents of bullying and harassment were split across the job families. The Head of UHSE emphasised the need for anonymity. The Chair pointed out that we would need to be careful as to how the figures were interpreted. For example, they may get worse as we were raising awareness of harassment (e.g. sexual, racial, and religious). Also a 'Bringing in the Bystander' training module was being rolled out to a large number of people and the experience of other universities was that this tended to result in an increase in the number of cases being raised or more people being willing to speak up.

Health & Safety Audit Programme

Due to other work commitments, notably the collection and analysis of the Key Performance Indicator data, the majority of audits scheduled to take place this quarter had been pushed back to the end of March. These will be picked up in the next report to the Committee.

Head of UHSE

The Health & Safety Adviser had created an online package for departments to use to conduct their departmental health and safety audits. It had been successfully trialled by Chemical Engineering and would now be rolled out to the rest of the faculty. If any departments wished to borrow a tablet to complete the audit online, they could do so from UHSE.

The Committee noted the report.

821 KEY PERFORMANCE INDICATORS (KPIs) 2017-18

The Health & Safety Adviser explained that two sets of KPIs were in use, one for low risk departments and one for high risk departments. For the last two years (2016 and 2017) the KPI programme had been run using the same sets of KPIs, allowing comparison of the data for these years.

There had been a 100% return rate for both years, although in some cases answers to questions had been left blank. The Health & Safety Adviser would therefore ensure that fields were mandatory in future.

Virtually all departments had some form of written health and safety arrangements in place as well as risk assessments. This included an improvement in the number of work-related stress risk assessments which were now in place. However, there was still a need to improve on the number of health and safety inspections and work-related stress risk assessments in both low and high risk departments.

The Dean of Science had worked with UHSE and the Human Resources Business Partner to follow up on work-related stress risk assessments. It was expected that the Faculty of Engineering & Design would do something similar.

The Health & Safety Adviser fed back to each department, including Deans, providing a copy of the submission and an action plan with time scales, which was monitored to completion to address any issues.

The Chair requested clarification around the health and safety inspections for high risk departments. Specifically, clarification was sought as to whether the figures were indicating that a number of departments were not completing inspections or if there were other factors that were influencing the overall figure. The Health & Safety Adviser advised that the final percentages quoted were made up of a number of questions. These include Heads of Departments' participation in inspections and the number of inspections in the last year. A minority of departments had responded that they have not completed any inspections. This will be followed up directly with the departments in question.

Head of UHSE

It was noted that for high risk departments electrical PAT testing was not required as it was included as part of the general maintenance inspection – they would be asked to identify any high risks and the measures undertaken to mitigate them. However, PAT testing could be added to the KPIs for high risk departments next year.

It was pointed out that Microscopy and the Chemical Characterisation and Analysis Facility (CCAF) are not included on the High Hazard department list. Whilst these

facilities have very few staff, each carries out high hazard activities. The Health & Safety Adviser confirmed that they would be audited as part of the general audit programme. It was suggested that they be included within the Science Faculty self-assessment process in future years.

The Committee noted the report.

822 FIRE SAFETY UPDATE

The Head of UHSE reported that he had presented an update on fire safety to Council and to the University Planning Team, particularly with regard to funding for voice alarms in the Library, the Chancellors' Building and the Virgil Building.

Fire Risk Assessments

The programme was on track.

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

Assessments have been completed for relevant high-risk academic departments. The Scientific Safety Adviser was working on a solution with departments, particularly in relation to the storage solutions.

Fire Safety Training

Fire warden training and the fire safety training module had been reviewed by the Fire Safety Adviser, who was now developing a refresher fire safety training module. The aim was that this would be ready by June 2018.

Fire Wardens

Steps were being taken to address any gaps in the provision of fire wardens. It was hoped that it would be possible to use iTrent to register and identify fire wardens, particularly if they moved department or left the University.

Maintenance and Testing

Where it would be advantageous to do so, Cause and Effect devices would be decoupled from fire alarm systems. This work would be started in March 2018.

Fire Door Maintenance Inspection Programme

The Department of Estates was currently developing an improvement plan and a tender would be produced to deliver the required works.

Responsibility Matrix

Clarification was still required on the responsibilities of ahs and Estates to iron out any anomalies.

Communications

The Students' Union guide for students who would be renting in the private sector next year was taking shape. UHSE would supplement it with additional information on fire safety.

The Students' Union Officer pointed out that it was helpful that UHSE and the Students' Union were working together on fire safety documents and messages.

Emergency Planning

Site information: The mapping of all underground utilities has been completed and the information would be added to site plans.

Hazardous materials: UHSE has been working with the Directors of Technical Services (in the Faculties of Science and Engineering & Design) to look at how best to collate and record hazard information within buildings and how best to minimise hazardous materials that were being stored unnecessarily. A further update would be provided at the next meeting of this Committee.

Head of UHSE

The Committee noted the report.

823 POLICIES / HEALTH AND SAFETY STANDARDS

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

Ionising Radiation Policy, Ionising Radiation Safety Standard and Radon in the Workplace Policy

The Head of UHSE explained that there had been a change to the governing regulations which affected the Ionising Radiation Policy, the Ionising Radiation Safety Standard and the Radon in the Workplace Policy. Minor amendments had been made to all three documents to reflect the change.

This included a change in the Radon in the Workplace Policy where acceptable background limits had been reduced by 25%. This change, however, will not have a particular impact on the University.

The Head of UHSE explained that other changes in the regulations would have limited impact on the University as there had been a big drop off in the use of radioactive materials for research at the University.

The Faculty of Science Management Representative raised a query about whether the policies and procedures applied to University staff who may be working with radioactive substances elsewhere (e.g. at other institutions). The Head of UHSE advised that the scope of the policy was limited to work on University premises; work elsewhere would fall under the host employer's policies and procedures.

The Committee agreed the policies and standard.

824 ACADEMIC STAFF WELLBEING UPDATE

The Director of Human Resources explained that over the last few months the Deputy Vice-Chancellor & Provost had expressed particular interest in the wellbeing of academic staff and Paper 26 outlined three recommendations in support of this.

He added that the recommendations were very positive and aligned with the work being undertaken by the Head of UHSE, particularly in relation to the Stevenson & Farmer review of mental health. They would be taken forward as part of the ongoing plan that was being developed to support Mental Health across the University.

Regarding Recommendation 2 and the development of a matching programme for Heads of Department, the Director of Human Resources explained that there was a need for the role of Heads of Department to include wellbeing support for academic staff. He added that the University Chaplain's role in supporting academic staff was a pastoral and not a faith role.

The Committee noted the report.

825 PROVISION OF INFORMATION TO HEALTH AND SAFETY REPRESENTATIVES

The Head of UHSE noted that Paper 27 included both information provided by the UCU Representative and information taken from the Regulations 4 and 7 of the Safety Representatives and Safety Committee Regulations. The Faculty of Science Management Representative asked for clarification on which parts of the paper were drawn from the regulations. The Head of UHSE identified that the text up to the sentence commencing "*On 2 October 2017*" was drawn from the regulations.

The Head of UHSE explained that in response to the questions posed, the University would provide everything that it was required to under the Regulations, subject to the Data Protection Act and the need to protect individuals' identity. It would also consider providing other information falling outside of the legal obligations on a case-by-case basis.

The key issue was whether or not the University's workload model fell within the scope of Regulation 4. There was no statutory requirement to have a workload model, but there was a requirement for organisations to assess risks, including risks associated with demands at work. The Head of UHSE pointed to the published guidance that described the workload model as providing guidance on equitably allocating workload; it did not provide an assessment of the risks associated with a specific workload allocation. It was noted that the published guidance stated that the model did not provide a means for benchmarking workloads between different departments.

The Chair advised that the University's view was that the provision of workload model data was not required of the University to meet statutory requirements and as such was not a matter covered by the cited regulations. He added that workload matters were taken seriously and that the University has acknowledged that work needed to be undertaken on the workload model. The Deputy Vice-Chancellor & Provost was leading a review of the workload model.

The Committee noted the report.

826 ANY OTHER BUSINESS

Workstation Assessment Tool

In response to a question from the Assistant Facilities Manager, Sports Development & Recreation, the Head of UHSE explained that the online workstation self-assessment tool was still a work in progress.

827 DATE OF NEXT MEETING

Tuesday, 12 June 2018

The meeting concluded at 1.20pm

Chair: