

**Meeting:** UNIVERSITY HEALTH AND SAFETY COMMITTEE

**Date and Time:** Tuesday 19 September 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
	Brian Schofield	Head of Security Services
	Julian Sulley	Faculty of Engineering & Design Management Representative
	Michael Carley	UCU Representative
	Hartmut Logemann	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
Apologies:	Andrew Nash	Compliance Manager, Accommodation & Hospitality
	Kimberley	Students' Union Officer (Activities)
	Pickett-McCatackney	
In attendance:	Sue Stove	Secretary

**ACTION**

**796 INTRODUCTION AND WELCOME**

The Chair welcomed everyone to the first meeting of the 2017/18 academic year.

The apologies were noted.

**797 MEMBERSHIP 2017/18 & TERMS OF REFERENCE**

The updated Committee membership for 2017/18 and the Terms of Reference were noted.

## **798 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of the Committee held on 6 June 2017 were approved as a correct record of the proceedings and would be signed by the Chair.

The Management, Specialist and Administration Representative pointed out the UCU Representative (Kier Mobbs, who attended for Hartmut Logemann) was recorded as being 'In attendance' rather than as 'Present'. It was noted that as an alternate he should have been recorded as 'Present'.

## **799 MATTERS ARISING:**

*Minute 778 – Matters Arising:*

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

The Head of UHSE confirmed that a bespoke action plan had been sent to each Head of Department.

*Minute 792 – Polices / Health and Safety Standards:*

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

The Head of UHSE reported that the policy had been revised to include bicycles and cycling to work. He also advised that subsequent to the meeting he had established that the annual checking of occupational drivers' driving licences was done through the Estates' fleet manager as part of the University's Insurance arrangements and therefore this was not something that individual Heads of Department would need to do.

Following these amendments, both the policy and the standard had been submitted to and approved by the Executive Committee and so were now live.

The Faculty of Science Management Representative commented that the amount of data requested from drivers of vehicles was above and beyond what was reasonably required and raised concerns about the safe storage of such information, particularly as it was being held on paper. He had therefore referred the matter to the University's Legal Office. The Chair advised that he was content for the Faculty of Science Management Representative to do so, but that it was not a matter for this Committee.

*Working Away from University Premises Policy*

The Head of UHSE reported that the policy had been submitted to and approved by the Executive Committee and so was now live.

*Fieldwork Safety Standard*

The Head of UHSE reported that the standard had been updated to include references to import / export procedures and the need for visas to adequately cover the activities to be undertaken on the field trip.

The standard had been submitted to and approved by the Executive Committee and so was now live.

### *Smoking Policy*

An update would be sought from the Students' Union Officer.

**Secretary**

The Head of UHSE reported that the policy had been submitted to and approved by the Executive Committee and so was now live.

### *Hazardous Waste Management Policy*

The Head of UHSE reported that the policy had been submitted to and approved by the Executive Committee and so was now live.

### *Hazardous Chemical / Biological Waste: Guidance for Waste Producers*

The Faculty of Science Management Representative confirmed that new posters were now in place in the relevant laboratory spaces.

### *Artificial Optical Radiation Safety Standard*

The Head of UHSE advised that the use of high intensity torches was already included in the risk assessment document.

The Head of UHSE confirmed that the next edition of the Health and Safety newsletter would be circulated this autumn.

### *Minute 794 – Any Other Business*

#### *Online Shopping Delivery Crates*

The Head of UHSE pointed out that this would be included in the overall fire safety review.

#### *Claverton Rooms*

The Chair confirmed that the Compliance Manager, Accommodation & Hospitality had raised the issue of the Claverton Rooms with the Director of Accommodation & Hospitality Services.

## **800 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)**

### **Accidents and Incident Data**

The Head of UHSE gave a summary of the RIDDOR reportable incident involving a member of staff working in the Wessex Restaurant kitchen, who sustained burns to his hand from hot oil and was then absent from work for two weeks.

There had been three non-RIDDOR reportable incidents in the last quarter: insufficient isolation of an electric heater cable in 4 East; an isolator switch, in Norwood House, which had not been adequately secured to prevent it from being energised; and old fire doors (containing asbestos) from 2 East, which having been removed, had been placed in a skip in the waste compound, whilst awaiting

collection by a specialist contractor for appropriate disposal. However, the doors were retrieved and remained intact so there was no asbestos release or exposure.

## **Fire Safety**

There had been a small fire in 3 South relating to a local control panel servicing research equipment. This had raised questions about the ownership and maintenance of hard wired panels / fixed systems. It was noted that this was the responsibility of the technical teams and was an issue for the Faculties of Science and Engineering & Design, which needed to be addressed.

In June the fire alarm system in one of the University's residential buildings developed a fault and it was thought that it would not be possible to repair it until the following day. The Head of UHSE thanked Security Services for patrolling the building on a regular basis and overnight, until the panel could be fixed.

The programme of Fire Risk Assessments remained on track.

The Head of UHSE reported that the proposed waste holding yard, adjacent to 5 South Stores, had been the subject of a series of complaints from a neighbouring resident, citing fire safety concerns.

Following this complaint, a review of fire safety of the existing facility has been carried out. This review identified some minor defects, in terms of fire prevention, in the office cabin, such as the lack of a fire extinguisher in the welfare / rest-room area. A need for further fire extinguishers had also been identified for the external store areas.

The report identified further improvements that should be considered within the proposals for the new facility (such as the provision of emergency lighting). The University's Fire Safety Adviser was working with the project team on the proposals for the new facility and he has advised that he was satisfied that the plans as proposed would provide an appropriate level of fire safety.

It was noted that, subject to planning approval, the compactor that was currently situated in the underdeck, would be moved to the new facility. This proposal addressed an ongoing fire safety concern that cardboard storage and compacting should not be carried out in the underdeck. The placement of the compactor here has been identified by neighbours as a potential noise concern. The design incorporates acoustic screens that should reduce the risks of noise being an issue.

## **Health Surveillance Programme**

The Head of UHSE reported that the low level health surveillance programme had been completed and two members of staff would be recommended for further surveillance. The next surveillance programme would start in December 2017.

## **Occupational Health Data**

The Head of UHSE pointed out that there had been an increase in the number of staff who were self-declaring health conditions, who then required referral to occupational health. Management referrals were split evenly between mental health and musculo-skeletal issues.

During the last financial year 62 people had accessed the Employee Assistance Programme (EAP). By contrast during this financial year there had been 118 new

**Faculty of  
Science  
Management  
Representative /  
Faculty of  
Engineering &  
Design  
Management  
Representative**

cases. It was thought that this could be due to factors such as: increased advertising of the service; the efforts being made to identify more quickly staff who were absent due to stress or mental health issues; a possible spike in workloads (suggested by the figures for June 2017); and restructuring and changes to jobs.

The Head of UHSE was talking to Human Resources business partners about comparing occupational health data with restructuring activities. If possible, he would provide further information on this at the next meeting of the Committee.

The Head of UHSE explained that the Occupational Health provider did not collate information on the departments of those staff who were referred, as this could mean that individuals could become identifiable, thereby breaching confidentiality requirements. However, if Occupational Health noticed any particular trends within a department, they would alert the Head of UHSE.

**Head of UHSE**

### **Health & Safety Audits**

The programme of audits, which was started in 2017, was currently behind schedule, but was expected to be back on track by the end of this month.

### **Electronic Accident Reporting / Accident and Incident Database**

The Head of UHSE explained that there was now a system available for the electronic reporting of accidents and incidents. The database would be rolled out to Accommodation & Hospitality Services, the Faculty of Science, the Faculty of Engineering & Design and the Department of Sports Development & Recreation.

Any reports made in this way would automatically be transferred onto the UNIMA accident and incident database. The system had a built-in investigation process, so incidents could be monitored and actions directed (although it was not envisaged that the most minor issues would be investigated).

The initial feedback had been positive. If any Committee members were interested in seeing the system, the Head of UHSE would arrange demonstration sessions.

**All**

### **Health Promotion Events 2017**

The Head of UHSE pointed out that 2-6 October was National Back Care Week. As UHSE was keen to focus on back care over the coming year, it would be running a number of events. However, these would be held at times which were most appropriate for the University's community. Therefore the main events in relation to National Back Care Week, would actually be held one week later, during the week of 9-13 October.

The Committee noted the report.

## **801 FIRE SAFETY UPDATE**

The Head of UHSE explained that Paper 4 was an interim report to update the Committee on the work undertaken so far to review the University's fire safety arrangements.

Following the Grenfell Tower fire, a wide ranging review of the University's buildings and fire safety arrangements was being undertaken, which included a benchmarking exercise against the two publicly available standards. From this it

has been concluded that it would be beneficial for the University to have an overarching fire strategy to capture its approach to fire safety.

As part of the initial review, it was evident that there was a large amount of equipment in the faculties and departments, for which it was not clear who owned and maintained it. As part of the initial review, Accommodation & Hospitality Services and the Department of Estates were developing a responsibility matrix to clearly set out ownership and maintenance responsibilities for systems and equipment provided within the building. It was anticipated that this system would be rolled out more widely so that other areas, notably departments within the Science and the Engineering & Design faculties, were clear as to their maintenance responsibilities and have effective oversight of when such maintenance, regardless of ownership, was being carried out.

The Department of Estates has been carrying out an exercise to identify the type and nature of the cladding provided on University buildings. Design consultants have provided feedback on the cladding type and construction and that these systems comply with Building Regulation requirements. Where cladding is used in conjunction with solid insulation, it has been confirmed that these assemblies comply with the Building Research Establishment standard that is currently being used to test cladding on other buildings in the UK.

The Head of UHSE advised that one of the key outcomes of the approach being developed was that this Committee would in future have a more active role in monitoring fire safety and statutory maintenance and the progress of campus-wide fire safety improvement projects, such as current projects to check and, as necessary, repair all fire doors in University buildings.

The Chair pointed out that this exercise would also provide an opportunity to consider how we could be safer as a university and better assist / inform our students. This would be done through the Fire Safety Review Group, which included a lay member of Council. The Chair expected that, once recommendations had been made, the working group would cease to operate and this Committee would then take over monitoring of fire safety.

Consideration was being given to the provision of training and information to students, including those who were renting private accommodation. The Head of UHSE confirmed that this would also include nominated properties, which the Fire Safety Adviser had visited.

Purely private sector buildings such as UNITE accommodation would not be checked by the University, but materials would be developed to assist students in asking appropriate questions. It was noted that UNITE (and other similar organisations providing student accommodation in Bath) was a signatory of the Accreditation Network UK (ANUK) National Code of Practice for Large Student Developments, which was analogous to the Universities UK Code of Practice on Student Housing, which the University of Bath has signed up to. Both ANUK and UUK have developed audit standards that providers are required to meet in order to remain registered. Other providers of student accommodation are bound by the Housing Act, which in Bath is regulated by BaNES Environmental Health. In the period since Grenfell, UUK, HEFCE, BaNES and Avon Fire and Rescue Service have each requested information regarding fire safety standards in our accommodation.

A question was raised about the safety of University staff staying in bed and breakfast, or Air B&B accommodation (instead of a hotel). The Head of UHSE acknowledged that this needed to be investigated, so that the University could decide if it wished to encourage use of such accommodation.

**Head of UHSE**

It was pointed out that some time ago the Students' Union hosted or was linked to letting opportunities for students and it was not clear if this was still the case. The Management, Specialist and Administration Representative asked whether Accommodation & Hospitality Services offered a database of landlords and if so were there any standards that landlords on the list were required to meet in order to be on the list? The Head of UHSE would discuss this with Accommodation & Hospitality Services.

Head of UHSE

A further update / report would be provided to this Committee at its meeting in December.

Head of UHSE

The Committee noted the report.

## 802 POLICIES / HEALTH AND SAFETY STANDARDS

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

### **Tower Scaffolds Standard**

The Head of UHSE explained that this standard was based on industry standards for constructing, adjusting and dismantling tower scaffolds. It would be most relevant to the departments of Estates, Engineering and Chemical Engineering.

It was agreed that the Head of UHSE would review and revise accountability as it would be more appropriate for this to be the Director of Estates or the head of the relevant technical services, rather than the head of department.

Head of UHSE

The Committee agreed the standard.

### **Commercial Operations of Drones Standard**

The Head of UHSE reported that UHSE had been receiving an increased number of requests from commercial organisations to film on campus using drones (e.g. SKY wishing to film rugby matches). Security Services also received a number of requests, which were referred to the Head of UHSE.

The Civil Aviation Authority provided guidance on the operation of drones, so the standard recommended that this was what should be followed. UHSE would also create a generic risk assessment template for use by academic departments.

The Head of UHSE would review and revise the standard in conjunction with the UCU Representative, to address the following points and any others as appropriate:

Head of UHSE

- It was suggested and agreed that, until any additional guidance was available, the standard should be extended to apply to all staff and students. However, some caveats would need to be included around the scope as very small / lightweight devices would not necessarily need to be included within this document.
- The title of the standard would be amended to reflect the fact that it also applied to non-commercial operations of drones (e.g. academic projects).
- Some clarification was required with regards to the technical definitions, such as the one relating to "Clearance Distance" and the means for checking that operators have properly taken these into account.

- Direct control and line of sight – it was noted that some students undertook projects which involved working on autonomous aircraft. So there should be a facility to return them to being non-autonomous and within the line of sight.
- Injury and privacy – further consideration needed to be given to the risk of injury caused by drones and the protection of privacy when filming.
- Inductions – consideration needed to be given to how the standard and further information about the use of drones could be disseminated to all students, be it via academic departments or Accommodation & Hospitality Services. The Heads of UHSE and Security Services would follow this up.
- Authorisation – clarity was required around who should be empowered to authorise the use of drones on site. The Head of UHSE pointed out that he was comfortable managing commercial requests with the assistance of the Departments of Estates and / or Sports Development & Recreation (depending where flights were due to take place). He would ensure that the authorisation process was stated more explicitly (including clarification on who would be responsible for supervising / authorising students' use of drones).

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

The Committee agreed the standard subject to the amendments outlined above.

### **803 DISPLAY SCREEN EQUIPMENT (DSE)**

The Head of UHSE explained that musculo-skeletal disorders accounted for a large proportion of occupational ill-health cases, so the aim was to introduce more effective ways of managing workstation self-assessments. One such way of doing this would be the introduction of online assessments. This would enable UHSE to review the results, be better able to identify problems at an earlier stage and to obtain better data.

The online self-assessment tool would be supported with improved information on the Wiki and self-guided training (including guidance on the use of tablets and phones). There would continue to be local workstation assessors within departments and UHSE would still provide support and advice.

The Committee noted the report.

### **804 LONE WORKING APP**

The Head of Security Services explained that in 2016 the University had introduced a new incident reporting system (UNIMA), which sent data to UHSE and Student Services as appropriate.

The same company has also built an App for use by lone workers, which has been developed by Security Services in conjunction with the Department of Estates.

The Head of Security Services gave a demonstration of the App. The worker would use the App to set the length of time they expect to be lone working. One minute before the end of that time the alarm on the App would sound, prompting the worker to re-set the timer or switch it off if they had finished the job. If the worker did not respond to the alarm, a message would automatically be sent to the Security Services' control room, showing the location of the worker. Security Services would then phone them to check if they were OK and / or investigate

further as appropriate. The GPS function on the App would only operate in the event that the alarm was activated. Also in the event of an emergency it would be possible to raise an alarm by sliding to the 'SOS' function.

The App would be trialled by the Department of Estates from 1 October, after which it would be available for other departments to trial. If they wished to do so they should contact Security Services. The University has an open-ended licence for the App, so it could be used by any number of staff or students and departments would not need to pay for it. It could also be used world-wide.

It was noted that the alarm on the App would not work if the phone ran out of battery power. So Security Services would only be aware of someone lone working if they had logged on to the App before the battery ran out. Other considerations included how it would work in confined spaces (with a lack of signal) and noisy environments. Estates would be able to provide feedback after the trial.

The Committee supported the trial / implementation of the App.

*[Post meeting note: The Head of Security Services confirmed that the App was both Android and Apple compatible. Also, the App would work on both a Wi-Fi and telecom signal. Initially the App would search for a Wi-Fi signal and if the device was authorised to access the Wi-Fi signal it would use it. If the device was not authorised to use the Wi-Fi or there was no Wi-Fi signal, it would use a telecom signal. Either way, the App would be dependent on a signal either from Wi-Fi or telecom.]*

## **805 ANY OTHER BUSINESS**

### **Review of Working Environment**

The Director of Human Resources informed the Committee that the University was continuing to review policies and working practices to ensure that it was a safe place to work.

## **806 DATE OF NEXT MEETING**

Tuesday, 19 December 2017

The meeting concluded at 1.45pm

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Chair: