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<b>Meeting:</b>	<b>UNIVERSITY HEALTH AND SAFETY COMMITTEE</b>	
<b>Date and Time:</b>	<b>Tuesday 11 June 2019 12.15pm</b>	
<b>Venue:</b>	<b>Council Chamber</b>	
Present:	Richard Brooks Chris Young  Stephen Godber Sophie Hamer  Malcolm Holley Andrew Nash Brian Schofield Julian Sulley Hartmut Logemann Steve Nicholson James Paradise Sophie Pawson Brigit Nunes Simoes Rodrigues	Chair / Director of Human Resources Deputy Director Safety & Wellbeing Services / Head of UHS&E Service Director of Estates Operations Assistant Facilities Manager, Sports Development and Recreation  Faculty of Science Management Representative Compliance Manager, Accommodation & Hospitality Head of Security Services Faculty of Engineering & Design Management Representative UCU Representative UNISON Representative UNISON Representative UNITE Representative  Technical & Experimental Representative
Apologies:	Mareike Posner Melanie Torrance Michael Carley Kimberley Pickett-Mcatackney	Education and Research Representative Management, Specialist & Administration Representative UCU Representative  Students' Union Officer (Activities)
In attendance:	Sue Stove Paul Maggs	Secretary Health & Safety Adviser

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## ACTION

### 868 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting.

The minutes of the Committee meeting held on 12 March 2019 were approved as a correct record of the proceedings and would be signed by the Chair.

The Faculty of Science Management Representative pointed out that under Notable Fires (page 3), the fourth paragraph should have stated: '..the faulty freezer was not connected to any (not 'the') remote monitoring and alert system...'.

### 869 MATTERS ARISING

*Minute 860 – Matters Arising:*

*Minute 834 - Any Other Business: Smoking on the Library Balcony*

As the Students' Union Officer was not present at the meeting, the Head of UHSE advised that he was not aware of any further reports about this matter being a particular issue. Likewise, the Head of Security Services was not aware of any problems and pointed out that the area was now being monitored by CCTV.

It was agreed that this action would now be closed.

*Minute 861 - UHSE Update:*

*Notable Fires*

The Head of UHSE was working with the Faculty of Science's Technical Services team on the information which could be made available to the Fire Service on their arrival when attending an incident. He had also met with the Fire Service and they were happy with the approach the University was taking, so this would now be rolled out across other University departments.

The plan was to use a colour-coded, zoned map. It would not be practical to provide the Fire Service with a list of individuals' names and contact numbers. However, it was expected that departmental business continuity plans would be reviewed in due course and this would provide an opportunity for departmental contact information to be updated. It was reiterated that Security Services were the University's first responders.

It was agreed that this action would now be closed.

*Minute 863 - Policies / Health and Safety Standards:*

*Lone Working Policy*

The Lone Working Policy and Lone Worker Guidance had not yet been submitted to the University Executive Board for approval, but it was expected that this would be done over the next month.

**Head of UHSE**

It was agreed that this action would remain open.

**870 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)**

**Incident Data**

**RIDDOR Reportable Accidents and Incidents**

There had not been any RIDDOR reportable accidents or incidents since the last report in February 2019.

**Non-RIDDOR Reportable Accidents and Incidents**

There had been a notable incident relating to a member of staff who suffered a glass fibre splinter in the bottom of his foot. On investigation it seemed that there was an issue with storage arrangements for PPE and personal clothing, which resulted in cross contamination of the injured party's shoes or socks. Arrangements for better segregation of clothing would be investigated and 'sticky mats' would be

installed at the exit of the fibre facility to prevent fibres being transferred (on shoes) into the foyer.

### **Notable Fires**

Part of a heated glass rod had fallen from a glass fibre pulling tower, causing the floor where it landed to ignite. A steel mesh floor would be installed at the bottom of the tower to prevent the heated glass coming into contact with the floor. In the meantime, vigilance was required.

### **Fire Safety**

#### **Fire Risk Assessment Programme**

The fire risk assessment programme for 2017-2019 was on track and The Woodlands would now be added to the programme.

A metal container had been installed for the storage and charging of batteries for Team Bath Racing. Also, the Formula Student Team had been provided with additional training and specialist fire extinguishers.

### **Occupational Health**

#### **Occupational Health Service Use, August 2018 to April 2019 (inclusive)**

The University continued to receive a high number of pre-employment questionnaires indicating potential health or disability issues, the majority of which were addressed at the triage stage.

#### **Underlying Causes for New Management Referrals, August 2018 to April 2019 (inclusive)**

There had been a reduction in the number of management referrals to Occupational Health. The majority of those referred related to mental health and musculo-skeletal matters. The reduction in referrals reflected a change in approach by Human Resources to work with employees and line managers to manage health issues locally wherever possible.

### **Health Surveillance**

A total of 133 people had been enrolled on the health surveillance programme and data collection would start this month.

### **Employee Assistance Programme Use**

The scheme has been heavily promoted and advertised at every opportunity. In the last quarter as many people (80) used the scheme as did during the last six months. The majority of users (80%) continued to use the service for both work and personal reasons.

Four employees have reported violence / assault at work as being the reason for them seeking assistance. However, no such incidents have been reported to the University. The Head of UHSE understood that the incidents occurred at the University during the last six months, so he would investigate this. He had advised the EAP of the 'Report and Support' tool so that they could direct staff to it. He would also be meeting the EAP manager and would provide a further update to this Committee at its next meeting.

**Head of UHSE**

In terms of non-work related issues, general anxiety matters were the main reason for staff seeking assistance.

The Head of UHSE advised that the University was currently re-tendering for the provision of occupational health and EAP services. There were are number of potentially new service options which were included in the brief. Generally the fact that the EAP service was off campus has been valued as it provided anonymity, but it may be that an element of this provision could be moved onto campus making it more accessible, with an option to retain an off-site facility. In addition, options for counselling at different times of day and by telephone and / or Skype would be considered.

UHSE would also be looking at the possible provision of evidence based interventions on either a selective or prescriptive basis as identified by counsellors. For example, recommending mindfulness based stress reduction programmes or programmes to improve resilience.

### **Health and Safety Audit and Monitoring Activities Programme**

**Health and Safety Audit** – see the agenda item 4, Paper 33 (below).

**Postgraduate Researcher Health and Safety Arrangements** – confirmation was awaited from the Centre for Learning and Teaching that the survey could go ahead. The Head of UHSE would continue to follow this up.

**Head of UHSE**

**Hand Arm Vibration (HAV) Measurement Programme** – the Estates Grounds and Gardens programme was almost complete. Two pieces of equipment had been immediately taken out of use. One was a snow clearance machine, the other an old hedge cutter, which would be replaced.

The Committee noted the report.

## **871 FACULTY AND DEPARTMENT SAFETY AUDITS / HEALTH AND SAFETY PERFORMANCE INDICATORS**

### **Proposed Changes to the Health and Safety Audit Programme**

The Health & Safety Adviser explained that two significant changes were being proposed: the introduction of a new audit standard; and a change to the organisational units to be audited.

#### **Audit Standards**

It was proposed that HASMAP (Health and Safety Management Profile) standards be adopted for faculty and department health and safety audits. HASMAP has been developed for use in higher education by the Universities Safety and Health

Association (USHA) and was recognised by the Universities and Colleges Employers Association (UCEA) as a valid scheme for measuring health and safety. Also it could be measured against various health and safety standards.

It was not a guidance document, but a series of questions, organised by themes and indicators that could be used to measure and report on performance against standards. All the questions were arranged on a 'Plan, Do, Check, Act' cycle. For each theme there would be standards and one of three levels of assurance (basic, substantial and high) which should be met.

The process would provide a framework which could be tailored to meet the University's requirements. However, it was suggested that it would still be possible to benchmark performance against other universities. There was growing interest across the sector in the HASMAP programme and, if adopted, a certain amount of peer auditing capacity may be available so that our audits had a degree of external moderation.

### **Organisational Units to Audit**

It was proposed that instead of auditing every department, audits would be undertaken by faculty or equivalent organisational units instead. This would enable more frequent audits and for more ground to be covered during each audit. As more activities and services now took place across departments and faculties, this would facilitate a more comprehensive audit process. Also it would provide an opportunity for the Deans to be more engaged in the process as they would be the end recipient of the report.

The Head of UHSE explained that HASMAP would replace the in-house audit system, which posed a challenge to UHSE, due to its capacity to carry out all the audits required. In addition, the Head of UHSE explained that the current use of 'low risk' and 'high risk' department designations would be removed as these did not necessarily accurately reflect the wider activities of specific departments. For example, it did not take account of the fact that certain departments currently designated as 'low risk' in fact carried out activities with significant risks, such as fieldwork in challenging environments that needed to be properly audited.

The Committee noted the report.

## **872 POLICIES / HEALTH AND SAFETY STANDARDS**

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

### **Electrical Safety Policy**

The Health & Safety Adviser pointed out that there were no significant changes to the policy. There was small change to emphasise the fact that the Director of Estates also had responsibility as a head of department.

Director of Estates Operations confirmed that he was happy with the policy.

The Committee agreed the policy.

## **Occupational Health Surveillance Standard**

The Health & Safety Adviser pointed out that there were no significant changes to the standard beyond updating links to relevant legislation. For example, the Ionising Radiation Regulations had been updated in 2017, but these had no impact on health surveillance requirements at the University.

Some additional guidance had been included to emphasise that heads of departments were responsible for identifying those in their department who required health surveillance.

The Director of Estates Operations suggested that a caveat was added to the list of acts and regulations to explain that the list 'included but was not limited to' those which were likely to be or may relevant to University activities.

**Head of UHSE**

The Committee agreed the standard.

## **Hazardous Waste Management Policy**

The Head of UHSE explained that the definition of hazardous waste had been broadened to include hazardous electrical waste.

The definition of 'duty of care' had been expanded to provide greater clarity about it and the extent to which it applied. It was noted that the duty of care definition given was specific to this particular policy.

Points relating to the collection, storage and disposal of hazardous waste on site (including residences) had been clarified.

The Committee agreed the policy.

## **Working With Genetically Modified Organisms Policy**

The Head of UHSE explained the policy had been reviewed in consultation with the Genetic Modification Safety Committee, which had not recommended any changes. The policy had therefore not been amended other than the addition of some updated web links.

The Committee agreed the policy.

## **Driving at Work Safety Policy**

The Head of UHSE explained that there were no significant changes to the policy.

Clarification was sought on the responsibility of the Director of Estates and the 'management of University vehicles and occupational drivers'. It was noted that Estates were responsible for the management of information relating to all the University's occupational drivers, but not for all University vehicles. Those vehicles run by Security Services, ahs and the Faculty of Engineering (racing vehicles) were managed by the relevant department. The Head of UHSE would follow this up with the Director of Estates Operations and revise the policy as appropriate.

**Head of UHSE**

The Committee agreed the policy.

**873 ARRANGEMENTS FOR FUTURE HEALTH AND SAFETY COMMITTEE MEETINGS**

The Chair explained that it had been his intention to review, with the Head of UHSE, the structure of future meetings of this Committee. However, he would delay doing so until the new Vice-Chancellor had had the opportunity to share his views on governance across the University and how this Committee would report into the University Executive Board. So, for now, the Committee would continue as is.

The Committee noted the update.

**874 SCIENTIFIC SAFETY SUB-COMMITTEE, MINUTES OF MEETING HELD ON 2 MAY 2019**

The Head of UHSE pointed out that the minutes were for noting.

Regarding minute 10093 'Science related Health and Safety Incidents', the Faculty of Science Management Representative suggested that teams and departments shared freezers and fridges for storing samples. That way samples could be stored in more than one place reducing the risk of all of them being damaged if a freezer or fridge were to fail. He added that the only safety issue with this approach would be the need to ensure that all the samples being stored were compatible and that the relevant people were aware of what was stored where.

The Committee noted the minutes.

**875 ANY OTHER BUSINESS**

**Arrivals Square Closure**

The Head of Security Services reminded the Committee that the main bus terminus would be closing on 24 June. The new, temporary bus terminus would be located at the far end of the East Car Park and all buses would follow a circuit around the car park. The new arrangements would be well signposted and managed, but would have some health and safety implications.

**Health & Safety Executive (HSE)**

The Head of UHSE reported that the HSE had been in touch with the University and would be carrying out an audit of its asbestos management arrangements. He would be inviting the Trades Union representatives to a meeting with the HSE.

**Mental Health and Wellbeing**

A number of Wellbeing and Mental Health Awareness workshops were being run for staff and line managers. They have been fully booked and well received. The workshops would continue to run into September. The Head of UHSE would provide a further update on this and other initiatives at the next meeting of the Committee.

**Head of UHSE**

## **Explosives Licence**

The Head of UHSE explained that the University's explosives licence was due for renewal in August 2019, so he would be liaising with the relevant departments about their requirements. If holding less than 5kg of explosive materials across the whole University, a licence was not required and based on information available from purchasing the Head of UHSE seemed to think the University would not require a licence. However, this would need to be checked. He explained that it was possible for a department to order explosive materials even if the University did not have a licence, but when placing an order they would need to be able to declare that the University was not holding more than 5kg.

### **877 DATE OF NEXT MEETING**

Tuesday, 17 September 2019.

The meeting concluded at 1.15pm

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Chair: Richard Brooks