
Meeting:	UNIVERSITY HEALTH AND SAFETY COMMITTEE	
Date and Time:	Tuesday 12 March 2019 12.15pm	
Venue:	Council Chamber	
Present:	Mark Humphriss Richard Brooks Chris Young Sophie Hamer Malcolm Holley Brian Schofield Julian Sulley Hartmut Logemann Brigit Nunes Simoes Rodrigues Mareike Posner Melanie Torrance	Chair Director of Human Resources Deputy Director Safety & Wellbeing Services / Head of UHS&E Service Assistant Facilities Manager, Sports Development and Recreation Faculty of Science Management Representative Head of Security Services Faculty of Engineering & Design Management Representative UCU Representative Technical & Experimental Representative Education and Research Representative Management, Specialist & Administration Representative
Apologies:	Stephen Godber Andrew Nash Michael Carley Steve Nicholson James Paradise Kimberley Pickett-Mcattackney	Director of Estates Operations Compliance Manager, Accommodation & Hospitality UCU Representative UNISON Representative UNISON Representative Students' Union Officer (Activities)
In attendance:	Sue Stove	Secretary

ACTION

859 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting.

The minutes of the Committee meeting held on 18 December 2018 were approved as a correct record of the proceedings and would be signed by the Chair.

860 MATTERS ARISING

Minute 851 – Matters Arising:

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

There was no update on this as the Students' Union Officer was not present at this meeting of the Committee. She would be asked to report back at the next meeting.

**Secretary /
SU Officer**

Minute 852 - UHSE Update:

Occupational Health

The Head of UHSE had been in touch with Occupational Health. They have confirmed that there are questions on the standard health questionnaire that would capture any specific concerns with regards to food handling. The Head of UHSE advised that there may be scope to include specific food handling questionnaires for ahs applicants as part of the re-tender for Occupational Health services that was being written this year.

Health and Safety Audit Programme

This matter would be covered in agenda item, Paper 22 (see below).

Minute 853 - Health and Safety of Doctoral Students

This matter would be covered in agenda item 3, Paper 22 (see below).

Minute 854 - Policies / Health and Safety Standards:

Smoking Policy

This Policy was submitted to the University Executive Board (UEB) and was approved subject to a few minor typographical changes.

Management of Contractors Policy

It was confirmed that the Director of Estates was happy with the proposed changes and the revised policy.

The Head of UHSE had also provided the UEB with an update on this policy for information.

Submission of Policies to University Executive Board

It was confirmed that, of the policies reviewed at the last meeting of this Committee, the Smoking Policy was submitted to the UEB for approval. UEB was also provided with an update on the Fieldwork and Placements Policies and these revisions were agreed.

Minute 856 - Cyclists on Campus

The Head of UHSE confirmed that there had been a number of communications issued covering driving, cycling and pedestrian movements around campus to pick up the range of safety issues raised at the December meeting of this Committee. In addition, further communications had gone out reminding drivers of their legal responsibilities with regards to the use of hand-held communications devices.

Minute 857 - Any Other Business:

Power Doors

The Head of UHSE agreed that the front doors to 9 West should be replaced with power doors and he would liaise with the Director of Estates Operations to progress this.

861 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

Incident Data

RIDDOR Reportable Accidents and Incidents

There had been two RIDDOR reportable accidents since the last meeting of the Committee.

One involved a member of staff who had slipped on a wooden ramp and suffered a fractured ankle and lower leg. The ramp had been installed on a single step on a path near to 9 West, on which there was snow. It had not been possible to establish who installed the ramp, but it had now been removed.

The other incident involved a member of staff who had been working on footpath, cleaning a fridge-freezer interior, who then slipped and fell sustaining a broken arm. ahs is reviewing its cleaning protocols to ensure that defrosting and cleaning of equipment was done away from pathways.

Notable Fires

A toilet roll holder in Brendon Court had caught fire. Security Services attended and used a fire extinguisher to put the fire out. It was thought that the fire had probably been started deliberately.

A freezer in a 4 South laboratory had overheated causing it to fail, produce a smell of smoke and activate the fire alarm. The failure happened on a Saturday and Security Services staff were the first responders. They called the Fire Brigade and then contacted the Faculty of Science Research Co-ordinator and the Head of Security Services. Also, the Research Co-ordinator called a Research Officer who might have been able to advise further on the freezer's contents.

The Fire Service identified the source of the smell as the faulty freezer and having established there was not a fire withdrew. The research staff then transferred the freezer contents to another freezer.

The incident investigation identified a number of issues, in particular: the faulty freezer was not connected to the remote monitoring and alert system; some internal doors that were expected to release when the alarm sounded had to be unlocked manually; the Fire Service was not satisfied with the information immediately to hand; and the appropriate senior technical manager was not contacted as a matter of course. An action plan had now been formulated to address these concerns.

Head of UHSE

Fire Safety

Fire Risk Assessment Programme

The fire risk assessment programme for 2017-2019 was on track.

Evacuation Drill Programme

The evacuation drill programme for 2018/19 had now been launched. So far, during this academic year, 17 of the non-residential buildings have had fire evacuation drills.

Fire Safety Training

Fire extinguisher training would resume this month, weather permitting. It was suggested that the training also included tackling fires caused by combustible metals. The Head of UHSE pointed out that the principles of using an extinguisher would be the same, but this could be included as part of the training programme.

Head of UHSE

Occupational Health

Occupational Health Service Use August 2018 – January 2019

There continued to be a rise in the number of pre-employment questionnaires which identified potential health issues. However, the number of people requiring follow up appointments had decreased compared with last year.

Underlying Causes for New Management Referrals August 2018 – January 2019

The number of employees being referred to Occupational Health this year had significantly reduced in comparison with 2017/18. Of the referrals made this year, approximately one quarter were for musculoskeletal issues and one third were for anxiety related issues.

Health Surveillance

The next health surveillance programme was due to start this month. In addition, this year there would be a health surveillance survey for all registered postgraduate researchers. The aim being to provide a reassurance check to ensure that research activities were not having an adverse effect on health. The survey would be launched next month and the results would be reported back to Health and Safety Committee.

Employee Assistance Programme Use

There has been an increase in take up of the scheme and, if the current rate of use was maintained, it was expected that there would be a 9% increase in usage this year compared to the last academic year. The majority of cases (71%) were in relation to a combination of both work and non-work related issues.

Human Resources were continuing to promote uptake of the EAP where it could potentially be beneficial (such as in disciplinary and Dignity and Respect Cases or where people had raised issues through the Report and Support Tool).

Health and Safety Audit and Monitoring Activities Programme

South Sciences – The South Sciences audit had been completed. Meetings were scheduled in early April with the relevant heads of department (Chemistry and Biology & Biochemistry) and the Technical Services Manager. These meetings will enable the development of an agreed action plan. The most significant issues identified related to the quantity of flammable solvents and chemicals being stored; the age and condition of stock being held; and the need to ensure that gas cylinders were stored correctly and to dispose of any materials which were out of date.

Backstage Technical Services (BTS) – the findings of the audit were very good. The only potential issue was the fact that BTS officers served for a limited period of time, which could result in skills and experience being lost. However, BTS had a succession plan in place to ensure that it had members who were capable of taking over the officer roles.

Departmental Safety Audits / Health and Safety Performance Indicators – UHSE were looking to revise their approach to audits to better reflect the activities undertaken by faculties and departments. (As previously reported, certain departments currently designated as “low risk” in fact carried out activities with significant risks, such as fieldwork in challenging environments, which needed to be properly audited). One solution could be the use of HASMAP where more detailed audits were required, alongside activity specific audits. In addition, the plan was to introduce a new programme of self-assessments in the summer of 2019.

A full proposal would be submitted to this Committee for consultation.

Head of UHSE

Postgraduate Researcher Health and Safety Arrangements – a survey has been devised for postgraduate researchers which will ask about the health and safety provisions made to manage risks around their research work including: risk assessment; training; and off-campus work. The survey will be managed electronically using the Bristol Online Surveys survey engine (BOS). It was due to take place in March, but this was being delayed so that it did not overlap with the ongoing PRES survey. Subject to confirmation from the Centre for Learning and Teaching, it was hoped that the survey will now launch in April. The results will be reported to Health and Safety Committee.

Head of UHSE

Hand Arm Vibration (HAV) Measurement Programme – the monitoring programme for Estates (including workshops, grounds and maintenance) was ongoing. It has been identified that there were differences in results between items of equipment which served the same function, due to factors such as age, size and make. Therefore vibration levels would need to be monitored for each item of equipment. It was expected that the measurement programme would be completed in the Spring and an action plan would then be agreed with Estates and implemented.

The monitoring programme for Architecture & Civil Engineering (ACE) had been put on hold until departmental activities involving concrete beam construction or demolition took place.

Formaldehyde Measurement Programme – the results of the monitoring programme at Polden Court in December and the final testing in January showed that no formaldehyde was detected. The monitoring programme had now come to an end and the results had been communicated to reassure residents.

Air Quality Monitoring in 4 East – a programme of air quality monitoring has been carried out to address concerns about indoor air quality associated with possible Diesel Exhaust Emissions (DEE) from the test engine cells on level one of 4 East. In the majority of cases, including monitoring within test cells themselves, levels of screened chemicals were below detectable limits. On the few occasions where substances were detected, these were many times below what would be considered to be hazardous to health.

However, it was noted that it was possible for people to smell substances at levels much lower than those which might cause harm. In such cases, this could cause concern and they may find such odours so unpleasant that it may make them feel unwell. This has been discussed with the Head of Department and suitable adjustments will be made for those individuals affected by this.

The Committee noted the report.

862 UPDATE ON MENTAL HEALTH AND WELLBEING

The Head of UHSE provided an update on the work which was being undertaken to implement the whole University approach to staff and student wellbeing.

In relation to employees, there would be a four-tiered approach based on the following broad categories of activity: promotion; prevention; intervention; and recovery.

It was confirmed that the Deputy Director of the Students' Union would represent staff on the Health and Wellbeing Steering Group and there would be an opportunity to review staff representation on the Group in the future.

A number of interventions such as training and development and action plans (for faculties, departments and individuals) were being trialled. Also there was a programme of health promotion events for 2018/19 which included the following:

Time to Talk – the Time to Talk Café event took place on Thursday 7th February. The event was well attended with around 60 people dropping in to talk about mental health. It was supported by colleagues from Student Services, the Trades Unions and the Chaplaincy.

Carers Support Network – an initial focus group was held in January with staff and students who were carers and who had been invited to meet and share their experiences. As a result, a Carers Support Network would now be established. The inaugural meeting would take place on the 26th March and it would soon be advertised. The meeting would be attended by representatives of the BANES Carers Centre and they would be talking about the range of support and advice that was available to local carers and to those living outside the BANES catchment area.

Autism Awareness Event – this would be taking place on the 4th April. So far 115 places had been booked. It would also be available through live streaming and

subsequently as an online video. The focus of the event would be on supporting staff and students on the Autistic Spectrum and how the University could support such people with appropriate reasonable adjustments.

The Head of UHSE will provide further updates on Health and Wellbeing Activities at subsequent Health and Safety Committee meetings.

Head of UHSE

863 POLICIES / HEALTH AND SAFETY STANDARDS

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

Lifting Equipment and Lifting Operations Standard

The Head of UHSE advised that the standard had been updated to reflect the testing and examination services provided by British Engineering Services (BES), the external contractor engaged by the University to carry out these checks. This contract was administered by Estates with each department retaining responsibility for advising Estates of new acquisitions and disposals.

The Committee agreed the Standard.

Hazardous Substances Policy

The Head of UHSE advised that there had been no substantive changes to the legislation and guidance around the use of hazardous substances. As such, this review had only identified a few cosmetic changes (notably changes to web links). It was noted that this policy should be reviewed every two years instead of every three years as had previously been recorded in line with agreed review timetables.

The Committee agreed the policy.

First Aid Policy

The only change to this policy was that it was proposed that it be reviewed every two years instead of every three years in line with agreed review timetables.

The Committee agreed the policy.

Lone Working Policy

The Head of UHSE explained that the policy had been updated to clarify how it applied to different types of students (i.e. undergraduate, postgraduate taught students, students on distance learning programmes and postgraduate research (PGR) students). Specifically, the new policy clarified that research activities carried out by PGR students fell within the scope of the policy whereas writing up and other similar activities carried out away from campus did not. The policy also clarified that PGR students were not designated as homeworkers.

The policy has also been updated to clarify the role of employees with responsibility for supervising PGR students. Specifically, supervisors are responsible for ensuring that there were suitable and sufficient risk assessments in place for PGR activities.

The Committee agreed the policy.

Lone Worker Safety Guidance

The guidance was intended to support the implementation of the Lone Working Policy.

Security Services were developing an App for lone workers. The original Unima Software for incident recording, which was no longer supported, had been replaced by TOPdesk within Security Services. Since December Security Services have been looking for an App that supported both vulnerable students and lone workers alike. They were currently trialling the Hollie Guard App <https://hollieguard.com/>. Although originally developed for vulnerable students following the murder of Hollie in Gloucester five years ago, it had now been expanded in scope and could be used in other vulnerable situations and working alone.

Security Services were currently trialling the App with Student Wellbeing staff who were counselling students and may find themselves in a vulnerable situation. The App has also been offered to lone workers, if required, although it would not be advertised until it had been fully assessed. The App could be downloaded free of charge and the user could register friends, colleagues and the Security Control Room number for contact in an emergency. Once activated, the App could record video and audio as well as track the user on GPS, details of which could then be transmitted to the recipient of the message.

It was agreed that the Lone Working Policy and the Lone Worker Guidance would be submitted to the University Executive Board for approval.

**Chair /
Head of UHSE**

The Committee agreed the guidance.

864 ARRIVALS SQUARE CLOSURE, 3 JUNE – 28 AUGUST 2019

The Head of Security Services provided an overview of the proposed work to upgrade the arrivals square area. He reported that work to clear the trees had already started, but the main work on the upgrade to the arrivals square would not commence until the 3rd June. This is scheduled for completion on 28th August 2019. The main bus terminal would remain open for the Open Days on 21 and 22 June, after which the area would be closed. There would be some contingency time (possibly into early September), but it was important to have the work completed and the temporary bus terminus dismantled prior to the Autumn Open Day on Saturday 14th September 2019.

A temporary bus station / terminus will be constructed at the far end of the East Car Park and all buses would enter the East Car Park and follow a circuit around the car park to the temporary terminus before exiting the Campus past the East Building.

A temporary shelter would be constructed for the duration of the works. It was noted that this would result in longer journeys to and from the bus stop area for disabled users. Arrangements have been made to ensure that the buses are fully accessible and ramps will be provided to make sure that people in wheelchairs / with mobility issues have level access and egress.

The Committee noted the report.

865 USE OF MOBILE PHONES WHILST DRIVING

Security Services had received a complaint from member of staff who had witnessed 4 drivers using mobile phones whilst driving on campus and was concerned about pedestrian safety.

The Head of Security Services asked the Committee if a change was required to Regulation 12 'Use of Motor Vehicles on the University Site' of the Regulations for Students (which applied to all members of the University as defined by Statute 2.1). The matter was discussed and it was agreed that there should be a renewed focus on communication and education rather than a change to the Student Regulations and enforcement.

The Committee noted the update.

867 SCIENTIFIC SAFETY SUB-COMMITTEE, MINUTES OF MEETING HELD ON 10 DECEMBER 2018

The Head of UHSE explained that in relation to minute 10084, the Environment Agency had strongly recommended that the University's Radioactive Sealed Sources Permit be downgraded to the minimum required. The Faculty of Science has been consulted on this issue and there have been no requirements for a higher permit identified.

The change in permit will result in fewer inspections by the Environment Agency and Counter Terrorism Security Advisors. It will also reduce overall permit costs.

The Committee noted the minutes.

866 ANY OTHER BUSINESS

Future of the Committee

The Director Human Resources explained that in future there was likely to be a Health and Safety Committee which dealt with strategic matters and reported to the University Executive Board and a more operational health and safety group at faculty level. Along with the Head of UHSE, he would review arrangements and advise members of this Committee of the outcome before 11 June, when it was next due to meet.

Director of HR

Chair of Committee

The Chair would be leaving the University at the end of March. The Director Human Resources thanked him for his contribution as Chair over the years and for raising awareness of health and safety matters at the VCG and UEB meetings.

The Chair thanked everyone for their contributions to the Committee.

867 DATE OF NEXT MEETING

Tuesday, 11 June 2019

The meeting concluded at 2.00pm

Chair: