

Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 18 September 2018
12.15pm

Venue: Council Chamber

Present:	Mark Humphriss	Chair
	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 and Recreation
	Julian Sulley	Faculty of Engineering & Design Management Representative
	Steve Nicholson	UNISON Representative
	Hartmut Logemann	UCU Representative
	Brigit Nunes Simoes Rodrigues	Technical & Experimental Representative
	Mareike Posner	Education and Research Representative
	Melanie Torrance	Management, Specialist & Administration Representative
	Kimberley Pickett-McCatackney	Students' Union Officer (Activities)
Apologies:	Richard Brooks	Director of Human Resources
	Malcolm Holley	Faculty of Science, Management Representative
	Andrew Nash	Compliance Manager, Accommodation & Hospitality
	Brian Schofield	Head of Security Services
	Michael Carley	UCU Representative
	James Paradise	UNISON Representative
In attendance:	Karen Gleave	In place of Sue Stove, Secretary
	Stephen Godber	Director of Estates Operations
	Paul Maggs	Health & Safety Adviser
	Mike Porter	Security Manager

ACTION

838 MEMBERSHIP 2018/19 AND TERMS OF REFERENCE

It was agreed that the 2018/19 membership be updated to reflect the new membership and John Robbins would be removed in line with his resignation from the Committee.

H&S SEC

839 MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting and those present introduced themselves. There was currently a vacancy for a member from the Operations & Facilities Support job family.

The minutes of the meeting of the Committee held on 12 June 2018 were approved as a correct record of the proceedings and would be signed by the Chair.

840 MATTERS ARISING

Minute 829 – Matters Arising:

Minute 820 – UHSE Update

It was confirmed that the keys to the plant rooms had now been given to Security Services.

Minute 830 – UHSE Update (including incidents and audit update)

Notable Accident and Incidents

An update on the incident which occurred at the Isle of Man TT races was included at paper 05.

Occupational Health Surveillance – Update

It was confirmed that information regarding the occupational health surveillance programme has been followed up with non-responders and night workers (security/contracted workers).

Health & Safety Audit Programme

It was confirmed that UHSE were liaising with the Students' Union and would include Backstage in the Health and Safety Audit programme going forward starting with the next round of audits.

Minute 831 – Fire Safety Update

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

Confirmation was given that the Scientific Safety Adviser had conducted a mapping exercise of dangerous substances, which has identified areas where amounts of stored dangerous substances could be reduced.

Minute 832 – Policies / Health & Safety Standards

Fire Safety Policy

It was confirmed that UHSE had looked at clarifying the position on the Fire Safety Policy of first responders within the STV due to it being self-managed (because of the large number of public users) and the STV policy to evacuate straight away, rather than wait for Security Services to attend. This was now with the Sports Facility Manager and feedback was awaited.

Thermal Comfort Guidance – Non-Residential University Buildings

The Head of UHSE confirmed he had met with Chris Roche, who has now left the University, and had provided wording changes to the guidance as per the previous committee meeting.

For those working in very hot conditions whilst hot desking, the advice was for office staff to consider using office space where the air temperature was cooler, an example of which was the Library. It was acknowledged that the Virgil Building had

registered some extreme temperatures during the summer, but that it was difficult to justify installation of air conditioning based on a few days of hot weather each year. However, it was acknowledged that temperatures in certain offices were frequently warm (around 30 degrees) and therefore action was required to maintain these as usable spaces during the summer months. The Director of Estates Operations advised that efforts were being made to fit solar film to windows but it would not be known until next year whether the film was effective. It was also noted there was a reverse effect to the solar film: winter temperatures could also be reduced as a result of the film and therefore this could create heating issues.

Minute 833 – Transport and Parking:

School of Management Construction

Confirmation was given that Armco safety barriers were now in place together with warning signs about the 10mph limit for vehicles. Traffic lights have been installed and are working well to control traffic. It was intended these would be removed for the student arrivals weekend, 22 and 23 October 2018.

Minute 834 – Any Other Business:

Smoking on Library Balcony

A meeting was in the process of being arranged and further consideration was being given to signage needs. In the interim, Library staff would speak to students seen smoking. An update will be provided at the next meeting.

**SU Activities
Officer**

841 UHSE UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

RIDDOR Reportable Accidents and Incidents

An incident on 16 August had resulted in hospitalisation of a member of the public after they fell on the footpath adjacent to the main entrance to the Lime Tree Restaurant. It was arguable whether this constituted a RIDDOR reportable incident as it was difficult to establish definitively whether the incident had arisen as a premises defect. It had, however, been reported as the outcome for the injured person was considerable: being knocked unconscious and sustaining two broken arms requiring hospitalisation by ambulance. Although no recommendation for remedial work had been given, Estates had levelled out the ground in the area as a precaution.

Non-RIDDOR Reportable Accidents

There had been an incident on 3 August involving two Porters in an electric 'golf cart' type vehicle who collided with a TNT vehicle, as a result of which the latter sustained considerable damage and the former very little. One Porter suffered a back injury, which resulted in two weeks' absence from work; despite this, the injury was not reportable under RIDDOR as it was due to a road traffic collision.

An incident occurred on 8 August involving a pest control company called to eradicate a wasps' nest in a plant room. Insecticide in powder form, formulated to penetrate ducts, needed to be applied due to the nest being difficult to reach; on application some escaped into the adjacent electric switch room. The dust was noted by an electrician who was there to carry out work and who began coughing due to exposure. NHS 111 was consulted and the advice was to attend the local A&E department. No treatment was given but they were advised to return if

symptoms worsened. The switch room has been cleaned so as to remove the escaped powder.

There was an incident on 10 August involving a participant in a children's sport "taster session", who was struck in the mouth with a hockey stick and suffered damage to two front teeth. The injured person was assessed by a First Aider; no pain was reported and they wanted to continue taking part in the session. The child had subsequently received dental treatment to repair their teeth and the dentist advised that similar incidents needed to be seen as soon as possible after the injury; teeth can die as quickly as six hours after injuries resulting in nerve exposure. First Aid advice has now been changed to ensure similar incidents result in advice to seek dental treatment as soon as possible after an incident, most usually at an A&E department; the RUH in Bath provide an emergency dental service, which would be a quicker route to treatment than appointments at regular dentists. It was confirmed that the requirements for participation in hockey sessions have also been changed and the use of a gum shield was now mandatory.

The SU's Activities Officer asked whether this advice also applied to Students' Union Clubs. The Head of UHSE advised the Students' Union to check the relevant Sporting Bodies Codes of Practice and apply recommendations as advised; doing so provided some protection against liability.

Fire Safety Data

Drills for last year have been completed to timescale and those for this year were timetabled to take place.

Fire Safety Training

Four fire extinguisher use courses have been delivered since the last report; three for Fire Wardens and one specifically for members of Backstage.

Occupational Health Data

Figures for Occupational Health use for August 2017 to July 2018 were consistent with previous years' use. Referrals were for a range of reasons both work and non-work related.

Occupational Health Surveillance – Update

Those (employees and PGR students) identified as requiring statutory health surveillance were contacted during the summer asking them to complete initial health surveillance questionnaires. UHSE has contacted identified night workers requesting they complete a health surveillance questionnaire. Those identified as needing high-level surveillance have attended Occupational Health appointments; no health issues were detected.

Employee Assistance Use

Figures available for August 2017 to July 2018 showed an increase in usage with 150 employees attending counselling courses. 77% of staff using the scheme

presented with a mix of work and non-work related issues. It was highlighted the scheme was now being more successfully broadcast; employees were signposted to the service when they started a period of sickness absence.

Health & Safety Performance Indicators

Work was underway to improve departmental performance indicators. Where departments reported they had not met an indicator they had been given an additional report setting out the actions which need to be taken to remediate the issue and the resources available to help them achieve it; each action had been assigned a completion date.

Health and Safety Audit Programme

Due to scheduling issues over the summer, the programme was slightly behind schedule. Audits for the Department of Physics and the Library have been completed: both were found to be largely satisfactory; those for marketing and technical services were being finalised. UHSE were keen to marry up technical services and sciences to increase the consistency in thinking to reduce potential risks regarding who to approach when an incident occurred. The programme was to be accelerated over the next quarter to bring it back on schedule.

The Committee noted the report.

842 FIRE SAFETY UPDATE

The Head of UHSE highlighted the following points and for new Committee members gave the context behind the paper. After the Grenfell fire, the University had reviewed its buildings given concern around newer cladded buildings. This had resulted in key areas being identified and the report summed up progress. Although the conclusion was that buildings were well managed, UHSE and Computing Services have agreed a system to develop a risk-tracking process. It will track risks and send out alerts to Heads of Departments when actions need to be taken. These will be recorded, increasing the efficiency of the follow-up and audit process.

Fire Risk Assessments

The programme of risk assessments was on target; all 'tall buildings' (over 18m or higher) have been reviewed in the last year and will have an annual review going forward.

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

It has been identified that some laboratories were storing larger quantities of substances than necessary and UHSE were working with them to reduce stock levels. This was important since the Fire Brigade would not enter a building if it contained high levels of flammable substances. There should not be a requirement to stock more than one day's supply of substances.

Fire Safety Training

The University's Fire Safety Adviser has reviewed the staff online fire safety module and was completing an update for publication in the new academic year.

Fire Door Maintenance Inspection Programme

Wessex and Norwood Houses were the initial focus since both were 'tall buildings'.

All fire doors in University premises have now been inspected. A number of doors have been identified as requiring remedial / uprating work to bring them up to current standards.

On-campus residential fire doors have been checked and any doors in need of adjustment will be completed before the new semester. Off-campus residences were being similarly checked.

Emergency Planning

Site Information

It was reported that an exercise to map all underground utilities had taken place. Work was ongoing to add this information to site plans. Once completed, it would be shared with Avon Fire and Rescue Service.

Hazardous Materials

It was questioned whether all the yellow hazardous storage compartments were compliant as some were made of standard metal. The Head of UHSE advised that these were standard flammable liquid stores and were appropriate storage containers for flammable liquids. The key issue was that the amount of stored material needed to be reduced to acceptable levels.

It was explained that the chemical management inventory system area of work was ongoing and being driven by the knowledge that more substances were being stored across the University than was necessary. This led to poor results being obtained when old chemicals were used for practical work. Over-ordering was both expensive financially and environmentally; purchase costs could be shared across other departments and whilst this was not happening, large amounts of hazardous waste disposal were expensive.

The Committee noted the report.

843 REPORT ON INCIDENT AT ISLE OF MAN TT RACES

The Health and Safety Adviser presented Paper 05 regarding the incident at the Isle of Man TT Races in May 2018. A bike caught fire in the back of a van resulting in the bike, van, tools and a loaned £10,000 charger all being lost due to a faulty battery on the bike. Whilst no-one had been injured as a result of the incident, action to emulate the facilities used by Team Bath Electric Racing had been recommended: preparing, storing and charging battery packs in a shipping container to limit the damage in the event of another battery failure fire. This work was underway and would be completed before the Bath Zero TT19 project reached the stage where battery packs needed to be constructed, stored and charged. The

Fire Safety Adviser would be consulted before deciding on the container's final placement.

It was questioned whether similar steps would need to be taken by all Students' Union groups. Team Bath Racing involved combustion engines and Team Bath Electric was looking to join the Students' Union with affiliated status, the outcome of which would be known in November and might then be relevant.

It was queried whether there was sufficient awareness of the dangers of trying to put out an intense fire which started quickly. The advice would be that if the fire was not responding to the fire extinguisher after 20/30 seconds, leave and move to a place of safety. It was confirmed that where there was a risk of fire, UHSE would work with Engineering regarding person safety and emergency exits. The delivery of fire extinguisher training highlighted when it was no longer safe to stay at the scene of a fire. Battery fires were particularly quick, intense and hot and did not respond well to fire extinguishers. Equipping people with the knowledge about how to confidently remove themselves from the scene of a fire was in view for UHSE training.

The Committee noted the report.

844 POLICIES / HEALTH AND SAFETY STANDARDS

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

Asbestos Management Policy

The Head of UHSE explained that the tracked changes showed the proposed amendments to the policy. The main changes were to increase the clarity of guidance in the policy and also to reflect Estates' procedures enabling Deputies to be approached regarding some issues.

The Committee agreed the policy.

Control of Legionella Policy

The Head of UHSE explained the changes to the policy included the addition of the Health & Safety Executive's Approved Code of Practice and guidance L8 and Technical Guidance HSG274. Additionally, the policy now proposed changes to how we accepted new buildings, advocating a legionella risk assessment on all new buildings following handover from the Principal Contractor.

The Committee endorsed the guidance.

845 UPDATE ON MENTAL HEALTH AND STRESS

University's Strategy for Mental Health and Wellbeing

The Head of UHSE explained the University had commissioned Dr Dominique Thompson (a member of UUK's "Mental Wellbeing in Higher Education" working group) to assist with the development of a University-wide strategy. After engaging with focus groups during March and April 2018, to identify key mental health concerns and views on what a future strategy should look like, a draft report has been submitted to the Students' Union, which reflected student and staff needs, for comment. It was emphasised there was strong support for the strategy and

necessary resources would be made available to ensure its success. The timescale for the new policy's implementation was suggested as launching within a six month view with an anticipated delivery of between two and three years bearing in mind that there would need to be a review of all policies on the impacts on mental health; that said, there would be more immediate work undertaken in the policy's furtherance.

Over 300 staff have attended Mental Health First Aid (MHFA) training but there was little evidence on how it has assisted staff in practice; the Health & Safety Executive say the evidence base of use and its benefit is low. How best to use those with MHFA skills in the future, in the same or a more bespoke way, was now being considered.

As in previous years, UHSE were running a programme of health promotion events during 2018/19; the calendar was coordinated with Student Services' Wellbeing Steering Group to ensure the event calendars were mutually supportive and complemented one another.

It was asked whether the Health and Safety Committee would be able to see the final version of the report when available. The Head of UHSE said it was hoped the report would be available for consideration at today's meeting, but that had not been possible, although its arrival was thought imminent. The meeting was advised the report would be on its next meeting agenda.

Head of UHSE

846 SCIENTIFIC SAFETY SUB-COMMITTEE, MINUTES OF MEETING HELD ON 5 JUNE 2018

In answer to a question regarding why this committee was needed, the Head of UHSE explained there was a requirement that certain committees were set up and this was one of those. Its remit was to cover work which was not regulated in order to provide a deeper level of accountability regarding the handling of issues / substances / work.

The Committee noted the report.

847 DEPARTMENTAL HEALTH & SAFETY MEETINGS AND MINUTES

UHSE attend the local departmental health and safety committee meetings and were keen to resolve issues if they were not taking place and/or minutes were not being forwarded as they should be. Unfortunately, UHSE did not have the capacity to administer these meetings, but they were looking to update the advice that it was better if Trade Union representatives attended the meetings and check whether minutes were circulated as required.

Those present confirmed the Faculty of Science have three or four meetings per year and others confirmed the minutes were available in public areas after meetings. It was acknowledged the administration in some departments was variable, but consistency was required to ensure timely availability of information. Confirmation was given that if information regarding a particular issue needed to be cascaded, it would be emailed to the department via a blanket email.

The practicality of loading all departmental minutes in a central location was questioned.

848 ANY OTHER BUSINESS

The Head of UHSE reported that the Environment Agency had made a visit regarding radioactive substances and the University was given a clean bill of health.

849 DATE OF NEXT MEETING

Tuesday, 18 December 2018.

The meeting concluded at 1.40pm

Chair: