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<b>Meeting:</b>	<b>UNIVERSITY HEALTH AND SAFETY COMMITTEE</b>	
<b>Date and Time:</b>	<b>Tuesday 10 March 2020 12.15pm</b>	
<b>Venue:</b>	<b>Council Chamber</b>	
<b>Present:</b>	Richard Brooks Chris Young  Stephen Godber Sophie Hamer  Malcolm Holley Mike Porter Julian Sulley Steve Nicholson James Paradise Melanie Torrance	Chair / Director of Human Resources Deputy Director Safety & Wellbeing Services / Head of SHEW Director of Estates Operations Assistant Facilities Manager, Sports Development and Recreation Faculty of Science Management Representative Head of Security Services Faculty of Engineering & Design Management Representative UNISON Representative UNISON Representative Management, Specialist & Administration Representative
<b>Apologies:</b>	Andrew Nash Michael Carley Hartmut Logemann Sophie Pawson Brigit Nunes Simoes Rodrigues Francesco Masala Sue Stove	ISO & Compliance Manager, Accommodation & Hospitality UCU Representative UCU Representative UNITE Representative Technical & Experimental Representative  Students' Union Officer (Activities) Secretary
<b>In attendance:</b>	Paul Maggs Laura Weeks	Health & Safety Advisor Acting Secretary

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## ACTION

### 898 DECLARATIONS OF INTEREST

None declared.

### 899 MINUTES OF PREVIOUS MEETING

The minutes of the Committee meeting held on 17 December 2019 were approved as a correct record of the proceedings and would be signed by the Chair.

### 900 MATTERS ARISING

*Minute 878 – Membership:*

There are a couple of employee representative positions that are vacant. Election of new reps needs to be arranged.

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#### *Minute 889 - Lone Working Policy*

The University was in the process of setting up a 'People Board' who would sign off the Lone Working Policy. This meeting would be chaired by the Deputy Vice-Chancellor.

#### *Minute 889 - Cycling on campus Use of Scooters and other forms of transport*

This would be discussed later on the agenda (item 10)

#### *Minute 890 – Fire Safety Fire Safety Review*

In response to the recent fire in Bolton, the Secretary of State for Education had asked for a review of fire safety arrangements. The results would be reported in June's meeting of this Committee.

#### *Minute 890 – Occupational Health / EAP Contract EAP Provision on campus*

A paper would go to the University Executive Board (UEB) to propose for some counselling sessions to be held on campus. The Employee Assistance Programme (EAP) was now at capacity. There was a growing demand for their services. They were looking into increasing their capacity and were due to respond in April.

#### *Minute 891 – Policy Updates - Drone Operations*

The Drone Operations Policy had been updated with the contact details of Air Traffic Control.

#### *Minute 893 - Pelican Crossings*

Transport consultants had been asked to review crossings and the pelican crossing near the new School of Management building was under review. There were issues with buses and a blind corner. A report was due this week.

**Director of  
Estates  
Operations**

It was raised that at the back of 10 West cars had to drive on the wrong side of the road in the West car park, to the overflow car park.

## **901 SHEW UPDATE (INCLUDING AUDITS AND INCIDENTS UPDATE)**

### **Incident Data**

#### **RIDDOR Reportable Accidents and Incidents**

There had been no RIDDOR reportable accident or incidents since the last report.

#### **Non-RIDDOR Reportable Accidents and Incidents**

A member of staff sustained a needlestick injury Following a staff needlestick injury from a used needle in the Sports Training Village physio room, needle activity had been suspended and reviewed. The response to the incident had been very good.

A member of staff had suffered an electric shock when cleaning a food counter and the equipment had been taken out of use. The incident was still being investigated. Estates had made the equipment safe, but it was believed to be owned by a

**Head of SHEW /  
Health & Safety  
Advisor**

contractor. This is being checked to ensure that the appropriate repair / removal has been completed.

### **Notable Fires**

#### **There were three no injury fires in the last quarter:**

- No injury electrical fire in dyno control room - 2 December 2019
- No injury overheating charging battery in 8E 1.24 workshop - 16 December 2019
- No injury smoke coming from an extractor fan JWB 2.19 – 17 January 2020. The extractor fan switch had been difficult to access. It was being looked at and hopefully resolved.

### **Fire Safety**

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

The fire risk assessment programme is on track, with no high-risk actions overdue.

#### **Evacuation Drill Programme**

The evacuation drill programme was on target to complete at least one evacuation drill per annum for all buildings.

#### **Fire Safety Training**

The programme to provide Fire Warden training and Fire Fighting Equipment training was ongoing.

#### **Fire Service Visits**

Avon Fire and Rescue Service has carried out a couple of familiarisation visits to the University (the STV and 1 South). No issues arising.

### **Occupational Health**

#### **Occupational Health Referrals**

There was a continuing increase in health issue declarations at the pre-employment questionnaires but few of these are resulting in subsequent face-to-face referrals or recommendations for workplace adjustments.

#### **Reasons for Referral**

There is a wide spread of reasons why people are being referred to Occupational Health. However, musculoskeletal disorders and mental health issues continued to account for over half of all referrals.

#### **Employee Assistance Programme (EAP)**

The number of people accessing the EAP continues to rise compare to the last three years. The EAP has provided new data to provide an overview of how people presenting at the EAP believe their mental health concerns are impacting work performance; 61% of staff identify that work performance is affected. Of those people attending, 11% were on sick leave at the point of presentation to the service.

The EAP is increasingly being presented as a preventative service as well as providing support to people who are experiencing mental health issues.

### **Health Surveillance**

The Occupational Health Surveillance programme for 2020 is scheduled to start in March 2020. The first action would be to confirm the current programme enrolments with the relevant Departments to ensure that all people requiring surveillance have been identified.

### **Health and Safety Audit Programme**

#### **Audit of Expectant and New Mother Standard**

The audit identified that not all new and expectant mothers had individual risk assessments. Likewise, many were not aware of the support available to them (such as priority parking permits if experiencing mobility issues). SHEW will work with HR to target resources when people declare a pregnancy to ensure that employees and their line manager have a better understanding of the processes to be followed.

#### **HASMAP Audit of Faculty of Humanities and Social Sciences**

The audit followed the HASMAP methodology. The current draft report has been issued to the Dean for comment. The audit has identified some gaps in risk assessments both in terms of quality and completeness. It was identified that some lone working and field trips lacked suitable risk assessments. The audit has identified that academic staff may benefit from receiving risk assessment training. The audit identified that some staff thought that by following the ethics process they were doing enough to manage safety risks. However, it was noted that this process does not consider risks to researchers to any significant extent. The audit also identified a need for SHEW to produce additional guidance on risk profiling and setting health and safety targets and reviewing performance.

**Health & Safety  
Advisor**

### **902 Coronavirus**

The Head of SHEW gave an overview of the current steps being followed to monitor and manage the emerging Coronavirus issue. The University has appointed a "Silver" group and meetings are taking place every morning. The University's overarching approach is to observe Public Health England's advice on good hygiene, travel arrangements and self-isolation.

It was noted that the situation is rapidly changing. Current thoughts are that there may be a spike in cases in two weeks' time but that it was unclear what this would mean in terms of campus activities. It was queried what it would mean for the University to 'close'. The Head of SHEW advised that Silver's current view was that certain activities could be suspended and arrangements put in place for homeworking and for those that could not work from home. However, there were students living on campus who would most likely require ongoing support. Likewise, there is a strong likelihood that activities around maintaining buildings and ensuring campus security and safety are likely to need to be continued.

It could be an open-ended issue. It was queried what could happen in the summer with conference activity and people due to be arriving from overseas for events. Events were currently still going ahead. There had been queries about wipes and

hand gel. The key message at this time is that handwashing with soap and water is the most effective way of controlling infection.

There was an awareness of the measures that had been taken in Italy to maintain business continuity, but direct contact had not been made. Different scenarios were being considered by the Silver EMT group to feed back to the Gold group on a daily basis. It was noted that the University is in regular contact with Public Health England and the NHS and therefore was being regularly updated on emerging issues.

The Head of SHEW advised that Heads of Departments had been asked to revisit their business continuity plans to consider any gaps and to ensure they have identified appropriate contingency plans. This would include supporting people with underlying conditions or who have caring responsibilities for vulnerable family members. Where this was identified as an issue then line managers should consult HR for advice. Planning should also consider how offices, especially open plan offices, might be managed and how staff might be distanced in the workplace. Consideration should also be given to identifying which services are essential or non-essential.

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

#### **Policies and Standards Reviews – for discussion and noting**

Five policies were due their periodic review. No substantive changes were recommended. The Committee agreed the minor changes.

### **904 DEPARTMENT HEALTH AND SAFETY SELF-ASSESSMENT PERFORMANCE INDICATORS**

The exercise had been repeated from previous years. There were some changes inspired by HASMAP. There were two levels of assurance – basic and substantial. There were now only two outstanding returns for each level.

There were recurring issues such as having a business continuity plan. Guidance for producing a risk profile applicable to the substantial HASMAP assurance level would be produced.

There had been issues with some of the language used in the survey. It needed to be clear. It was agreed that the questions would be made available as an online document.

**Health & Safety  
Adviser**

It was noted that self-reporting was reliant on the people making the report and therefore there is a degree of subjectivity in what has been reported. Departments should be provided with a copy of the report with comments. It was commented that at the end of the report there was no option of downloading a pdf of the report if people wished to keep their own copy. Options to provide this to be looked at.

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Adviser**

In terms of when the exercise should be repeated, it was queried whether there was a comparator with others in the sector as a HASMAP benchmark standard. SHEW were trying to reiterate that line managers have responsibility for health and safety. Internal Audit were looking into health and safety governance. The Chair stated that once every other year seemed to make sense unless Internal Audit advised differently.

### **905 INITIATIVES TO MANAGE MUSCULOSKELETAL AND ERGONOMIC ISSUES ASSOCIATED WITH DISPLAY SCREEN EQUIPMENT USE**

SHEW were looking to improve the focus on this. Assessment had been moved to TOPdesk and improvements were being noted.

Training given to PGR students had been well received and SHEW were now looking to disseminate it more widely.

It was commented that the follow up work required after assessments was quite a lot to keep on top of on a regular basis and also could be costly. However, it was noted that this is a legal duty (and has been for many years) and it could prevent people from having to take sick leave if appropriate preventative measures are implemented.

## **906 MENTAL HEALTH UPDATE**

Mental health initiatives were continuing. The Staff Health & Wellbeing Manager is working with a number of faculties and departments to identify wellbeing issues. This work includes administering an online survey which collects a range of wellbeing data including data from the HSE's Management standards.

A cohort of Wellbeing Champions has been recruited and they received initial training from Bath mind in December. The group is being supported with regular network events and a Teams page had been set up for Wellbeing Champions. The University will be looking to recruit more volunteers in 2020 as part of the ongoing work with mind and Goldman Sachs.

## **907 SMOKING ON CAMPUS**

It had been noted that outside 2 East people were smoking too close to the building at the top of the steps. This had been pointed out to them. Correspondence could be sent out on the homepage as a reminder. The situation had recently improved as the incident was around six weeks ago. New bins were being deployed and the bin at 2 East would be removed. People were attracted to the shelter there. There were not official smoking areas on campus but there were 'no smoking' areas. However, policing them had been an issue. Designated shelters could be provided for smokers however this would be quite an investment.

**Head of SHEW**

## **908 USE OF SEGWAYS, MOTORISED CYCLES / SCOOTERS AND SKATEBOARDS ON SITE**

It was queried where the legislation was in the rules and regulations. None of the standards set out that these vehicles were prohibited. The Director of Estates Operations advised that the recent works around the lake had included measures to prevent cycling as there had been a number of near-miss incidents between cyclist and pedestrians in that area.

It was noted that the use of other types of vehicles are growing in popularity and that security is regularly having to ask people to not use them on the Parade and other pedestrian walkways. The UNISON representative suggested that these items need to be listed in the Transport Policy and the policy updated to state that no vehicles are to be used on footpaths or on the Parade, with the exception of wheelchairs.

The Head of SHEW advised that he would review the policy but that the Cycle User Group would need to be consulted as they had concerns around cyclist safety on certain of the University's roads.

**Head of SHEW**

**909    DATE OF NEXT MEETING**

9 June 2020