
Meeting:	UNIVERSITY HEALTH AND SAFETY COMMITTEE	
Date and Time:	Tuesday 17 December 2019 13.15pm	
Venue:	Council Chamber	
Present:	Richard Brooks Chris Young Stephen Godber Sophie Hamer Malcolm Holley Andrew Nash Julian Sulley Michael Carley Steve Nicholson James Paradise Brigit Nunes Simoes Rodrigues	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 ISO & Compliance Manager, Accommodation & Hospitality Faculty of Engineering & Design Management Representative UCU Representative UNISON Representative UNISON Representative Technical & Experimental Representative
Apologies:	Hartmut Logemann Sophie Pawson Melanie Torrance Francesco Masala Sue Stove	UCU Representative UNITE Representative Management, Specialist & Administration Representative Students' Union Officer (Activities) Secretary
In attendance:	Paul Maggs Mike Porter Laura Weeks	Health & Safety Adviser Security Manager Acting Secretary

ACTION

887 DECLARATIONS OF INTEREST

888 MINUTES OF PREVIOUS MEETING

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

889 MATTERS ARISING

Minute 878 – Membership (oral update):

Election of new reps had yet to take place.

The sad news of the death of Brian Schofield was noted. The Chair and committee members noted that Brian had made a huge contribution to the Committee and that he would be greatly missed.

ACTION

Minute 880 - Matters Arising:

Lone Working Policy

The policy still needed to go to the University Executive Board (UEB).

Chair

Postgraduate Researcher Health and Safety Arrangements

SHEW had permission to conduct the survey but a list of current projects was needed prior to emailing PGRs; the survey would then be launched.

Minute 885 - Cycling on campus:

The pathway next to the lake was being renovated. There would be chicanes at either end which would prevent cycling.

Consultation with the Transport Group had not yet taken place. There were lots of buses on Convocation Avenue. It was queried whether electric scooters and other forms of transport were allowed on campus. MH asked whether the Transport Policy needed to be reviewed to reflect the changes in transport that we are now seeing on site.

Head of SHEW

890 SHEW UPDATE (INCLUDING AUDITS AND INCIDENTS UPDATE)

General Update

The incident reporting system had switched from UNIMA to TOPdesk.

Incident Data

RIDDOR Reportable Accidents and Incidents

There had been 2 RIDDOR incidents.

The first incident was a member of staff who had slipped on ice in a freezer container. The freezer had been looked at and it was not considered to have excess ice.

The second incident was a member of staff that had been struck by a mobile seat bank. The procedure for moving the seat bank had since been updated.

Non-RIDDOR Reportable Accidents and Incidents

A visitor had tripped on vacuum cable on the stairs in Eastwood.

Notable Fires

An ultra-low temperature freezer in 4 South had caught fire. There had been issues regarding the fire service entry and cleaning of air transmission grilles. Both issues have now been resolved.

<u>Fire Safety</u>	<u>ACTION</u>
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Tracking Fire Risk Assessment Programme Remedial Actions

The TOPdesk system was now being used to record fire safety action plans. This means that outstanding actions can be easily tracked and closed, as appropriate, when actions have been completed.

Fire Risk Assessment Programme

The fire risk assessment programme for 2017-2019 was up to date.

Evacuation Drill Programme

The 2018-2019 evacuation drill programme had been completed. The evacuation drill programme for 2019-2020 had started and was on track.

Fire Safety Training

Two Fire Warden training courses and two FFE use courses had been completed since September 2019.

Fire Safety Review

Following a recent fire in a privately-run student accommodation block in Bolton, The Secretary of State for Education has written to all University Vice-Chancellors to ask that a review of fire safety arrangements in University owned or occupied buildings, including large private accommodation be examined. It was noted that private providers are not under any legal duty to respond to any enquiries made by the University. The Vice-Chancellor has advised the Secretary of State that we intend to provide a response by the end of June 2020. This is consistent with timescales that other Universities are working to.

Head of SHEW

Gas Safety Issues

The Health and Safety Executive (HSE) had issued two improvement notices to the University. The first was to improve advertising of gas emergency actions. The second required longer-term improvements to the gas network, which the University had been given a year to comply with. Estates will update committee on relevant progress to address the concerns raised by HSE.

Occupational Health

Occupational Health Referrals

An overall increase in employee contact with Occupational Health was anticipated, compared to the last academic year.

Employee Assistance Programme (EAP)

The EAP has made changes to how it pays Associate Counsellors. This has had an impact on how they record use of the service (provided figures now include absolute numbers of all people attending sessions in any given month rather than only reporting people who have completed a course of therapy). We are still seeing an increase in terms of people who are accessing the service; there has been a

greater emphasis on people attending EAP as a preventative measure as opposed to solely attending for reactive reasons. Consequently, we are expecting uptake to further increase over time.

Occupational health / EAP Contract

A tender exercise had recently been completed to re-tender the occupational health and EAP contracts. The current provider (Royal United Hospital, Bath) has again been successful. The new contract will commence at the end of February 2020.

Discussions are currently ongoing to see if we can get more meaningful data, such as recorded clinical improvement, from the EAP service.

It was queried whether the service could be provided on campus. This had been part of the tender process, however appropriate space would need to be provided, such as an office conversion, and a decision on how much would be onsite.

SHEW were also looking into providing more mindfulness courses. They should be able to do this with the new tender, but this will be subject to an increase in the available budget. The Chair advised that he will take this matter to the UEB for discussion.

Chair

It was queried whether there was reference to the person's job role. Job descriptions should be sent with the forms for consideration. The Head of SHEW explained that the pre-employment process consists of two parts. The first part requires applicants to identify whether they can answer "yes" to one or more health questions. If they cannot then they will self-clear as being fit for work. If any of these questions were answered with 'yes', the person would be referred to Occupational Health for a further assessment. Occupational Health receive a copy of the job description so that they can refer to this when they triage a specific case. If following triage, OH identify that further medical information is required, then a person will have an appointment with either an OH Physician or OH Nurse, depending on the complexity of the case.

Health and Safety Audit and Monitoring Activities Programme

Health and Safety Audit

The collection of data for the audit of the Faculty of Humanities and Social Sciences had been completed and the draft report was currently being written.

Health and Safety Self-Assessment Process

The survey questionnaire returns to date were at 56% for the basic level and 52% for the substantial level. Reminders would be sent to those who had not yet returned them.

Some of the initial trends identified from the basic level returns were:

- Some were not up to date with Fire Safety training
- Some needed DSE assessments in place

Responses would be checked and followed up.

Some of the trends from the substantial level returns were:

- Some do not have any means of tracking or monitoring. They could be directed to TOPdesk as a potential solution.
- Most said that no business continuity plans were in place, however this could be due to a lack of awareness of local plans.

This was being followed up with the Director of Policy, Planning & Compliance. The plan was meant to cover all eventualities and the level of risk. A business continuity infrastructure was not in place at University level.

891 POLICIES / HEALTH AND SAFETY STANDARDS

Policies and Standards Reviews – for discussion and noting

The Committee noted the policies and standards reviewed this quarter.

Drone Operations – for review and approval

An Operators ID was needed to manage drones and a Flyers ID was needed to fly one. Drones must be clearly marked with the Operators ID.

The drone policy would be disseminated to AV directly.

It was noted that on page 12, where altitude is referred to, this should be height.

The Rocket team had different arrangements in place. Contractors required more rigorous checks.

The contact details of Air Traffic Control were to be added to the policy.

Health & Safety Adviser

Work-Related Stress and Wellbeing Policy – for approval

This policy pulls together two existing policies: Work-related stress and Health and wellbeing.

The Staff Health & Wellbeing Manager was now in post. There were action plans and a steering group in place to oversee wellbeing. This would report to the Health & Safety Committee.

The wellbeing wheel was easier to use and 'Management Standards' were being used to monitor stress.

The benefits of green spaces and the lake on campus should be added.

The Committee approved the policy.

892 HSE GENETICALLY MODIFIED ORGANISMS INSPECTION

No changes were proposed to this policy.

893 ESTATES HEALTH AND SAFETY UPDATE

The Director of Estates operations provided an update on Estates Safety Activity.

- A full condition survey is currently being carried out of University buildings. This is likely to identify a number of areas where improvement are required. The survey findings will be used to prioritise long-term maintenance works.

- A new asbestos survey is currently in progress. This will include all University buildings and will address gaps in the current data set, specifically relating to areas of no-access. The benefit of this is that it should make carrying out certain maintenance tasks simpler; currently, any works in ceiling voids are subject to restrictions due to the risk of asbestos debris being present.
- A glass panel in the library had shattered and there had been a similar incident in the Chancellor's Building. A specific cause has not as yet been identified; it is possible that impurities in the glass may have caused the glass to shatter. It should be noted that the shattering was contained within each panel. Areas below the panels were closed off as a precaution.
- Routine water hygiene monitoring had identified raised levels of legionella bacteria in 5 West. The water system had subsequently been disinfected. However, there are some issues with the pipe work having become "furred up" due to limescale deposits. This has an impact on water flow rates and means that we are likely to experience similar issues in future. The building is subject to regular routine monitoring whilst other potential solutions are looked at.
- The pelican crossing between Convocation Avenue and the Arrivals Square needs further attention. The current plan is to move it by approximately three metres back up Convocation Avenue. This would give more stopping distance when cars are exiting the East Car Park. Pedestrian barriers are also being installed to encourage pedestrians to stick to pavements and to use the provided crossing rather than walking across the bus turning circle. It was noted that visibility at the right of the junction was poor as there were often buses parked there, and the crossing was situated to the left. Estates have asked their traffic consultant to consider options.

Director of
Estates
Operations

894 MINUTES OF THE SCIENTIFIC SAFETY SUB-COMMITTEE

The HSE has carried out an audit of works with Genetically Modified Organisms. They made a few minor recommendations, each of which have now been actioned.

There were no other items of particular note. The Committee noted the minutes.

895 MENTAL HEALTH UPDATE

A range of events had been made available to support staff to kick-start their wellbeing action plans during the Staff Wellbeing Kick-start week in October. There had been a total of 715 attendees at the various events.

A set of online resources was launched as part of the Kick Start Event.

Training had been launched for Personal Tutors which was aimed at improving confidence when dealing with students with mental health issues. There is a proposal that this be rolled out to all Personal Tutors. The Vice President (Student Experience) is currently looking at how this might be done.

A number of departments have agreed to pilot the Departmental / Faculty Wellbeing Action Plans. A data collection exercise is currently underway in Chemical Engineering, Faculty of Engineering & Design Administration department and the Skills Centre. These exercises include a survey of all relevant staff using the HSE's management standards. The Faculty of Humanities & Social Sciences has agreed to roll this process out across all of its departments in April 2020. It is hoped that a significant number of departments would be covered by the end of 2020.

The University has agreed to share the anonymised Stress Management standard data with colleagues from the UCU. This will be made available as and when the surveys are completed.

Head of SHEW

26 people had volunteered to be Wellbeing Champions. The original plan was to recruit 20 people, initially, but MIND has agreed that all applicants be included on the initial training course.

This included people from across the campus. However, it was noted that there hadn't been any academic staff volunteers. The possibility of whether this role could be included in academic workload models has been raised with the Deputy Vice-Chancellor.

896 ANY OTHER BUSINESS

The Head of SHEW advised that he had been contacted by a number of people who had concerns about the recent "evacuation" exercise. He has forwarded issues around non-windows users not receiving alerts to the Chief Information Officer. Other concerns had been raised regarding the fact that air intake systems did not shut down even though the scenario involved the release of a "toxic cloud". The Head of SHEW advised that this scenario was very unlikely given the activities we carry out on site but allowed us to test the system without raising the types of concern that might be evident of other scenarios, such as a terrorist incident, were used instead.

897 DATE OF NEXT MEETING

Tuesday, 10 March 2020