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<b>Meeting:</b>	<b>UNIVERSITY HEALTH AND SAFETY COMMITTEE</b>	
<b>Date and Time:</b>	<b>Tuesday 17 September 2019 13.15pm</b>	
<b>Venue:</b>	<b>Council Chamber</b>	
Present:	Richard Brooks Chris Young  Stephen Godber Sophie Hamer	Chair / Director of Human Resources Deputy Director Safety & Wellbeing Services / Head of SHEW Director of Estates Operations Assistant Facilities Manager, Sports Development and Recreation
	Julian Sulley Hartmut Logemann Steve Nicholson James Paradise Brigit Nunes Simoes Rodrigues Melanie Torrance	Faculty of Engineering & Design Management Representative UCU Representative UNISON Representative UNISON Representative  Technical & Experimental Representative Management, Specialist & Administration Representative
Apologies:	Andrew Nash Brian Schofield Michael Carley Francesco Masala Sophie Pawson Malcolm Holley	ISO & Compliance Manager, Accommodation & Hospitality Head of Security Services UCU Representative Students' Union Officer (Activities) UNITE Representative Faculty of Science Management Representative
In attendance:	Paul Maggs Mike Porter Laura Weeks	Health & Safety Adviser Security Manager Acting Secretary

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## ACTION

### **878 MEMBERSHIP 2019/20 AND TERMS OF REFERENCE**

The Committee introduced themselves and the Chair welcomed everyone to the meeting.

The 2019/20 membership and Terms of Reference were noted. There were two staff representative vacancies on the Committee therefore elections will be required. The vacancies are noted below.

**SEC**

The following points had also been noted:

- All Committee meetings would take place at 13.15-14.45 (instead of 12.15-14.15). The only exception to this was the meeting on 10 March 2020, which would take place at 12.15-13.45.

- A sandwich lunch would no longer be provided, but tea and coffee would be available and attendees were welcome to bring their own lunch to the meeting.
- UHSE was now called Safety, Health and Employee Wellbeing (SHEW) Service
- There was still a vacancy for an Operations & Facilities Support representative on this Committee.
- There was now a vacancy for an Education & Research representative on this Committee (following Mareike Posner's departure from the University).

## 879 MINUTES OF PREVIOUS MEETING

The minutes of the Committee meeting held on 11 June 2019 were approved as a correct record of the proceedings and would be signed by the Chair.

## 880 MATTERS ARISING

*Minute 869 – Matters Arising:*

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

*Lone Working Policy*

Functional changes were required to the Policy due to changes to the University Secretary role. It was expected that this would be ready next month.

Deputy Director  
Safety & Wellbeing  
Services

*Minute 870 - UHSE Update:*

*Employee Assistance Programme Use*

The Head of SHEW stated that of the violence/aggression at work that had been reported, a couple of cases were historic, one was a previous employer and others had witnessed violence between students. Use of the 'Report and Support' tool was being encouraged.

*Postgraduate Researcher Health and Safety Arrangements*

The Head of SHEW explained that as part of the Students' Union Top Ten Issues, it had been queried whether appropriate risk assessments were in place for PGR. The Centre for Teaching and Learning has now authorised a survey of PGR students to get an initial view of the arrangements in place to manage health and safety risks associated with their research work. This is to be launched in the next month.

*Minute 871 - Policies / Health and Safety Standards:*

*Occupational Health Surveillance Standard*

The Head of SHEW advised that a comment has been 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.

### *Driving at Work Safety Policy*

The Head of SHEW advised that a meeting has been set up with Estates to discuss how they manage their fleet (and to identify any exclusions) to ensure that the policy as written reflects those arrangements.

The Head of UHSE drew attention to the AOB item discussing the University's Explosive Licence. Following discussion with Avon and Somerset Constabulary, it was established that this would need to be renewed. This was completed in August and the new licence will be valid for four years.

## **881 SHEW UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)**

### **General Update**

The University's Health, Safety and Environment Service (UHSE) had been renamed the Safety, Health and Employee Wellbeing Services (SHEW). This reflects the increased emphasis that is being put on health issues and general employee wellbeing. The team is now based in 2 South. Over the coming months a number of new health, safety and wellbeing initiatives will be launched. These are covered in a separate paper later in this meeting.

### **Incident Data**

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

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

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

There had been a complaint regarding Team Bath Drones flying a drone on the Lansdown South playing fields. This has been followed up with the students concerned and a suitable fly zone has been identified.

### **Notable Fires**

A microwave meal in a communal microwave oven in the Student Union was observed to spark and catch alight.

### **Fire Safety**

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

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

The Fire Risk Assessment Programme had fallen slightly behind schedule due to staff absences but this is due to be back on track by the end of October.

#### **Evacuation Drill Programme**

The evacuation drill programme for 2018-2019 was on track.

#### **Fire Safety Training**

No fire warden training took place during June to August 2019. Fire warden and fire warden extinguisher training courses were scheduled for September 2019.

### **Occupational Health**

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

A total of 302 employees have had some form of contact with Occupational Health in the last year.

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

Reasons for referrals were spread across a wide range of underlying health conditions but mental health conditions again accounted for the largest number of referrals (35.9% of all referrals). Musculo-skeletal issues accounting for a further 23% of referrals.

### **Health Surveillance**

A total of 134 people had been enrolled on the health surveillance programme and to date 89 (66.4%) had provided a response.

SHEW were not receiving the full return from departments. The same issues occurred every year, with a need to chase around 20% of departments. SHEW is continuing to chase departments up for a response.

### **Employee Assistance Programme Use**

There had been an increase in the use of the scheme which was being attributed to it being promoted as a preventative measure in the Mental Health and Wellbeing workshops that have been running since March 2019. In this respect, the increase in use was something that had been expected. SHEW were also looking at providing onsite counselling and tenders/costs were being sought. It was recognised that the need to maintain anonymity for people attending EAP would require consideration if such services are brought onto campus. However, the Head of SHEW noted that he had been contacted by several people who had been happy to openly discuss the use of the EAP who had identified that getting to and from the RUH, and parking when there, had been difficult.

The Head of SHEW advised that as the wellbeing offering develops, SHEW may be able to offer more metrics on the impact of support, such as finding out about line manager issues, for example. These types of issues would be discussed with selected providers to see what further work could be done in this area.

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

**Health and Safety Audit** – an audit of the Faculty of Humanities and Social Sciences was currently ongoing.

**Postgraduate Researcher Health and Safety Arrangements** – confirmation had been received from the Centre for Learning and Teaching that the survey could go ahead. It would be launched within the next month.

**Hand Arm Vibration (HAV) Measurement Programme** – the Estates Grounds and Gardens programme was drawing to a close and then would require monitoring.

The Head of SHEW advised that there was an additional update that was not included on Paper 3 that he would like to bring to the attention of Committee. At the start of July, the University's asbestos management policy, procedures and arrangements had been audited by HSE. HSE on asbestos handling procedures. HSE gave good feedback on the day and indicated that the University's policy, procedures and arrangements were robust.

The Director of Estates Operations queried whether near misses were recorded. The Head of SHEW confirmed that near-misses are reported and followed up as necessary but that it was usually more serious incidents or near-misses that could have resulted in serious harm that are discussed at UHSC. The Head of SHEW advised that the UNIMA incident reporting system was currently being transitioned to TopDesk. This should provide better data for people reporting incidents (and Heads of Department / Directors) than is currently available through the UNIMA system.

The Committee noted the report.

## **882 SELF-ASSESSMENT PERFORMANCE INDICATORS**

The Health and Safety Adviser presented a paper on the health and safety performance indicator collection exercise. This exercise was not carried out last year to enable departments to complete action plans from the 17/18 survey. The survey will be relaunched this year using questions taken from the sector audit tool HASMAP (Health and Safety Management Profile). In previous years, two surveys have been run (a low and a high hazard department survey) with departments completing the survey that best reflected the risks associated with the activities that they carry out on campus.

It was noted that this approach did not take into account risks associated with work, such as fieldwork, that is carried out away from the University campus. The new survey would again be split into two with a simple question set for low risk departments (i.e. departments who's work consists of low risk activities wherever these are carried out) and a more detailed question set for departments who carry out higher risk activities (whether on-campus or at other locations). Data would be collected and was due to be reported back to departments by February 2020.

It was mentioned that there was a crossover between business continuity/emergency management and it should be checked that there was not any duplication.

The Committee noted the report.

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

It was agreed that in future changes to policies would be paraphrased or the link provided electronically. Only where there were substantial changes would printed documents be supplied.

**Note**

### **General Health & Safety Inspection Standard**

The policy now aligned with the HASMAP standard regarding inspection.

The Committee agreed the standard.

### **Permit to Work Standard**

SHEW and Estates had tweaked and clarified the policy so that this properly reflects the arrangements that Estates has in place for managing works that fall within the permit system.

The Committee agreed the standard.

### **Construction and Maintenance Work in High Risk Areas Standard**

The standard related to works that were scheduled, with the intention to tighten up communication regarding entering laboratories and workshops, and potential hazards. It was noted that it is important that Estates and Security are aware of hazards in these areas if asked to carry out routine or emergency entry.

It was noted that there has been some work done by the two Technical Services Directorates to produce colour-coded hazard maps for the fire service and security. This has focussed on the location of gas cylinders and bulk storage of solvents. These will be provided to Security and copies kept by fire panels.

It was also noted that an inventory system is being investigated to provide a better understanding of what individual chemicals are being held in each laboratory or workshop. It is envisaged that laboratory occupiers will be responsible for taking inventories and keeping records up to date.

The Committee agreed the standard.

### **Arson Prevention Standard**

No changes proposed. The Committee agreed the standard.

### **Safe Use of Fume Cupboards Standard**

The only revision to this standard is to note that users should not write or draw on the fume cupboard sashes, as these can obscure visibility and, needed to be enforced.

The Committee agreed the standard.

### **Risk Assessment Standard**

No changes proposed. The Committee agreed the standard.

### **Use of Display Screen Equipment Standard**

The standard has been updated to reflect that guidance and an online assessment is now available via the SHEW TopDesk site. This will enable better oversight of all assessments and will enable Departments to monitor whether these are being completed. Over time it will also enable expenditure on adaptive furniture to be monitored. SHEW is currently exploring whether it is possible for a reminder to be

built into the system so that we get regular programmed re-assessments as per the agreed standard.

The Committee agreed the standard.

## **884 MENTAL HEALTH UPDATE**

### **Training**

There had been over 400 attendees at the in-house mental health awareness training for staff and line managers. Many of these have been from Professional Services areas and it is acknowledged that further work is required to engage academics. SHEW is currently looking at whether this might be achieved by targeting specific times and days.

### **Wellbeing Launch**

There would be a wellbeing event launch to align with 'Be Well Week'. A programme of events will be launched in a week's time.

### **Toolkits / Online Resources**

The Staff Health and Wellbeing Manager had produced tools such as Wellbeing Action Plans (WAPS) and these are being published on the web site. There is also ongoing work to publish a specific Wellbeing topic page that will enable all staff and student resources to be accessed via one "hub". This is due to launch in October possibly as part of the "kickstart" week.

The Chair pointed out that a large amount of work had gone into this.

Deputy Director  
Safety & Wellbeing  
Services

It was noted that a breakfast club had been started for staff with an ex-military background with the University Chaplain, Nigel Rawlinson. Chris Young would arrange for this information to be added to the wellbeing webpage.

The Committee noted the report.

## **885 ANY OTHER BUSINESS**

The Security Manager stated that complaints had been raised from local residents regarding cyclists on campus. It was suggested that there could be signs to say 'Cyclists dismount' or 'Be aware of pedestrians'. Cycle routes on campus were not specified. It was an ongoing issue and there had been complaints in the past from staff. It was queried where the decision making lay – with Health and Safety, Estates, Transport Group, or Equality and Diversity. There had been rails put up as a result of Equality and Diversity concerns and these have had an impact on safety where pedestrians and cyclists have been using these routes. The Chair concluded that this issue needed further discussion or a proposed policy. There may be some merit in 'no cycling' zones, such as by the lake. The Chair is to discuss further with the Director of Estates Operations and Deputy Director: Safety and Wellbeing Services and representatives of the University's Cycle User Group.

Chair

## **886 DATE OF NEXT MEETING**

Tuesday, 17 December 2019.

The meeting concluded at 14.15pm