



Meeting: UNIVERSITY HEALTH AND SAFETY COMMITTEE

Date and Time: Tuesday 15 December 2020
13.15

Venue: MS Teams

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|----------------|---------------------|---|
| Present: | Richard Brooks | Chair / Director of Human Resources |
| | Chris Young | Deputy Director Safety & Wellbeing Services |
| | Sophie Hamer | Sports Operations Manager |
| | Stephen Godber | Director of Estates Operations |
| | Malcolm Holley | Faculty of Science Management Representative |
| | Andrew Nash | ISO & Compliance Manager, Accommodation & Hospitality |
| | Mike Porter | Head of Security Services |
| | Julian Sulley | Faculty of Engineering & Design Management Representative |
| | Stuart Bennett | UCU Representative |
| | Michael Carley | UCU Representative |
| | Steve Nicholson | UNISON Representative |
| | Brigit Nunes Simoes | Technical & Experimental Representative |
| | Rodrigues | |
| Apologies: | Simon Hockenhull | UNITE Representative |
| | James Paradise | UNISON Representative |
| | Melanie Torrance | Management, Specialist & Administration Representative |
| | Tom Sawko | Students' Union Officer (Sports) |
| In attendance: | Sue Stove Schofield | Secretary |

ACTION

927 DECLARATIONS OF INTEREST

None were declared.

The apologies were noted.

928 MINUTES OF PREVIOUS MEETING

The minutes of the Committee meeting held on 15 September 2020 were approved as a correct record of the proceedings.

929 MATTERS ARISING

Minute 920 – Membership 2020/21 and Terms of Reference:

The Secretary reported that the Committee membership had been updated on the Health and Safety Committee web page.

Elections for all 4 staff representative positions would be held in 2021.

Minute 922 – Matters Arising:

Minute 893 – Pelican Crossing:

The Director of Estates Operations reported that there were still matters to be addressed in relation to the Pelican crossing outside the STV, including traffic management issues. These would be addressed as part of the School of Management public realm works as advised by IMA, the University's traffic advisors.

It was agreed that this action would now be closed.

Minute 908 – Use of Segways, Motorised Cycles / Scooters and Skateboards on Site

This matter would now be picked up by the Transport Committee, a sub-group of the Campus Safe and Ready Group.

The Director of Estates Operations suggested that adding motorised scooters to the list of vehicles permitted on campus was something which required a wider review and so it would be picked up by the Commercial Director.

The Head of Security Services pointed out that the roads on campus were subject to the same highway regulations as those off campus, so this needed to be taken into consideration.

It was agreed that this action would now be closed as the matter had passed to the Transport Committee.

Minute 923 – SHEW Update:

Notable Fires

The Deputy Director Safety & Wellbeing Services reported that in the last quarter fire drills had taken place in some of the residences. Those students who were in quarantine were given advance notice of the drills and were advised not to take part.

The Fire Safety Adviser had prepared an online presentation for residences and fires wardens which would be launched in the New Year.

Policy Reviews

As previously reported, the University's Asbestos Manager had now left the University. Life Environmental had been appointed to deal with asbestos management on behalf of the University. The new asbestos register software would be up and running by the end of January 2021. The plan was that Estates would recruit an administrator to manage the software and liaise with Life Environmental.

The Asbestos Management Policy would be revised to reflect the changes in due course.

Minute 924 – Coronavirus:

Ahs

The Director of Estates Operations pointed out that there were differences between how room names and numbers appeared on ahs and estates systems. Estates were working with DDAT to standardise room names and numbers across all the University's systems.

Minute 925 – Any Other Business:

Manual Handling

The Deputy Director Safety & Wellbeing Services confirmed that one-way systems and the associated guidance had been updated to include exemptions for manual handling and for people with mobility issues.

930 SHEW UPDATE (INCLUDING INCIDENTS AND AUDIT UPDATE)

Accidents and Incidents

The Deputy Director Safety & Wellbeing Services reported that SHEW were now trying to pick up and progress their regular, non-COVID-19 business.

RIDDOR Reportable Accidents and Incidents

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

Notable Accidents and Incidents

There had been 2 notable incidents.

Firstly, a porter cleaner had sustained a needlestick injury when disposing of general waste in the Department of Pharmacy & Pharmacology. The employee was advised to seek advice from Occupational Health and to have precautionary vaccinations.

It had not been possible to identify the exact source of the waste. All relevant staff in the area where this waste would have been generated had been given refresher training on waste management requirements and appropriate disposal of sharps.

The Faculty of Science Management Representative pointed out that needlestick injuries occurred very infrequently. The last time it happened porter cleaners were asked to avoid consolidating waste and they were provided with puncture resistant gloves. He commented that this practice may have slipped and suggested that they were all routinely provided with puncture resistant gloves. The Director of Estates Operations would follow this up.

**Director Estates
Operations**

The Deputy Director Safety & Wellbeing Services thought that the member of staff concerned was a general porter cleaner, not someone who would normally deal with hazardous waste.

The Director of Estates Operations reported that the Estates Department now used a compactor. The waste was compacted on campus and then removed by the contractor. This saved the University approximately £60-70,000 per year.

Secondly, a student had been splashed with nitric acid. The wound was treated immediately with water ((in an emergency shower). The measures taken to deal with the incident worked as intended and the student did not require hospital treatment.

Notable Fires

There had been no notable fires since the last report.

Workstation Assessments

SHEW has received and processed computer workstation assessments throughout the year, including assessments for working from home workstations. The number of assessments increased during Quarter 3 and Quarter 4 in line with the programme to supply and deliver furniture and equipment for home workstations.

SHEW previously produced guidance on remote working, including workstations and electoral safety. The guidance will be refreshed in Quarter 1 of 2021 and better advertised.

The ISO & Compliance Manager reported that specific equipment had been ordered for a member of staff with back problems. However, he was concerned about the length of time the procurement process was taking as it may result delivery of the equipment being delayed by 2-3 months. The Deputy Director Safety & Wellbeing Services understood that Procurement would automatically facilitate any special requirements. He would pick this matter up with the ISO & Compliance Manager outside of the Committee meeting.

**Deputy Director
Safety & Wellbeing
Services /
ISO & Compliance
Manager**

The Director of Estates Operations asked if there were any requirements for PAT testing electrical equipment had been provided by the University and was being used at home. The Deputy Director Safety & Wellbeing Services thought that, given restrictions on coming onto campus / collecting equipment, this was not likely to be practical at this time, but guidance has been published online on undertaking visual checks. This is published here:

<https://www.bath.ac.uk/publications/electrical-safety-checks-to-carry-out-when-working-from-home/>

Fire Safety

Fire Risk Assessments

All previous fire risk assessments had been reviewed and any outstanding actions followed up. Risk assessments for the period March to September had been progressed. This included the larger residences, which had been more complicated to assess than usual due to isolating households.

SHEW had also conducted a walk through and inspection of all non-residential buildings to ensure that COVID-19 measures (such as one-way systems) had not compromised fire safety e.g. by blocking fire exists. There were no major issues. In some places the COVID-19 signs were giving conflicting messages and these had now been removed.

Fire Drills

The advice from the National Fire Chief's Association was that drills should continue to be carried out. ahs was progressing its programme of fire drills in residences.

Fire Safety Training

The fire safety training module needed to be updated as Flash Player would not be supported after 31 December 2020.

The Fire Safety Advisor has developed an online Fire Warden training package, which was due to be launched in 2021. It would include reference to COVID-19 as appropriate.

**Deputy Director:
Safety and Wellbeing
Services**

Flu Vaccinations

The University had run 2 schemes for staff and students.

A voucher scheme was run in November and 649 vouchers were requested. In November / December vaccination clinics were held on campus. There were 934 requests for a possible 1000 vaccinations. There were 78 'no shows' but 41 of these places were reallocated, so in total 897 people were vaccinated and 96% of available vaccines were used.

The Faculty of Science Management Representative thought the vaccination programme had been a very good idea and thanked the Deputy Director Safety & Wellbeing Services.

Occupational Health

Management Referrals

There had been 9 management referrals in the last quarter. This included the referral to Occupation Health of the porter cleaner following the reportable incident mentioned above.

Between September and November 149 return to campus appointments had been provided for clinically vulnerable or clinically exceptionally vulnerable staff.

There had been a good response from the RUH regarding waiting times for referrals which had improved considerably. However, there was a concern that RUH staff availability may be reduced on the New Year due the winter pressures and the fact they may be diverted to support the COVID-19 vaccination programme.

Employee Assistance Programme

There had been an increase in the number of people using EAP over the last quarter. This may have been due to increased anxiety at the start of the academic year and during the second lockdown.

The number of new entrants to the scheme had dropped, but there had been an increase in the number of existing users making use of the sessions available to them and an increase in the number of people asking for additional sessions.

Approximately 25% of referrals were work related and approximately 75% were for a combination of work and home related matters.

The Technical & Experimental Representative suggested it would be helpful to have the option to attend EAP sessions on campus, particularly as a lot of staff were now working from home. Also, it would provide the opportunity for face to face session which some people would prefer to online sessions.

The Deputy Director Safety & Wellbeing Services explained that most sessions held this year had been online and very few had been held in person at the RUH. The preferred means for providing session was online due to COVID-19, also it was difficult to provide confidential spaces on campus. He would investigate the possibility of providing EAP session on campus when more staff had returned to working there.

**Deputy Director
Safety & Wellbeing
Services**

Policy Reviews

The Deputy Director Safety & Wellbeing Services reported that due to capacity issues, policy reviews had been put on hold for the last quarter. A new schedule of reviews would be submitted to the next meeting of this Committee for consideration / consultation.

**Deputy Director
Safety & Wellbeing
Services**

The Committee noted the report.

The Head of Security Services wished to record his thanks to the Deputy Director Safety & Wellbeing Services for his exemplary work throughout the COVID-19 pandemic and to recognise the support he had provided to every department across the University. The Chair echoed this and also extended his thanks to the Deputy Director Safety & Wellbeing Services.

931 CORONAVIRUS

The Deputy Director Safety & Wellbeing Services gave a verbal update.

Lateral Flow Testing (LFT)

LFT testing for students had been completed by 9 December in line with the travel window for students. Of 7127 tests, 10 were positive for COVID-19, with 56 invalid tests recorded. The University's results were not dissimilar to those of other universities

The registration process had been complex, but well run. A very rigorous standard operating procedure had been applied throughout, even though the guidance kept changing.

When testing is resumed in the New Year, the University will be better prepared to implement it. Testing will take place from 4 January to mid-February in The Edge only. The Deputy Director Safety & Wellbeing Services noted that students were less likely to feel compelled to take the tests when they return, as there would not be the same incentive as there was before returning home for Christmas. Therefore, the focus of communications would be about encouraging students to protect the community

Also, in the last 4 days LFT had been offered to staff. There had been a large take up by staff in ahs and Estates.

PCR Tests

The University was offering PCR tests for international students so that they could travel home for the winter break. In some cases, destination countries required tests to be “administered” tests and these were being booked through an external company based in Bath.

HALO Testing

The provision of HALO (saliva) tests between 18 December and 4 January for all those working on campus during this time was being considered.

The plan was to then investigate the use of HALO testing as a long-term solution once the government funded LFT had ceased. The HALO testing would need to be funded by the University.

The Committee noted the update.

932 ANY OTHER BUSINESS

The Chair thanked everyone for their support of Committee meetings. He wished the Committee and happy Christmas and New Year.

934 DATE OF NEXT MEETING

The next routine Committee meeting would take place on Tuesday, 9 March 2021.

The meeting concluded at 13.55

Chair: Richard Brooks