



---

## **Minutes of Meeting of University Health and Safety Committee on Tuesday 13 December 2022 at 13:45**

**Location: Council Chamber and Remotely via MS Teams**

---

### **Present**

Richard Brooks – **Chair** / Director of Human Resources  
Chris Young – Deputy Director Safety & Wellbeing Services  
Dev Biddlecombe – Director of Campus Infrastructure  
Sophie Hamer – Sports Operations Manager  
Malcolm Holley – Faculty of Science Management Representative  
Mike Porter – Head of Security Services  
Julian Sulley – Faculty of Engineering & Design Management Representative  
Michael Carley – UCU Representative  
Steve Nicholson – UNISON Representative  
Richard Ball – Education & Research Representative  
Sarah Hunter – Technical & Experimental Representative  
Andrew Hutchinson – Management, Specialist & Administration Representative

### **In attendance**

Sue Stove Schofield – Secretary

### **Apologies**

Andrew Nash – Head of Campus Services Facilities  
Simon Hockenhull – UNITE Representative  
James Paradise – UNISON Representative  
Elizabeth Stacey – Students' Union Officer (Sports)

---

## **Minutes**

### **1000 Declarations of Interest**

None were declared.

### **1001 Minutes of Previous meeting**

The minutes of the Committee meeting held on 13 September 2022 were approved as a correct record of the proceedings.

## 1002 Matters arising

### Minute 994 – Membership and Terms of Reference

The Chair confirmed that the Health and Safety Committee would be exempt from the proposal to re-badge it as a Standing Group.

#### **Action:**

**The Chair, Secretary & Deputy Director Safety & Wellbeing Services** would, in due course, review / revise the Committee's terms of reference and bring them back to the Committee before submission to UEB.

### Minute 989 – Safe Use of Pressure Systems Standard

The Deputy Director Safety & Wellbeing Services had revised the Standard to provide an explanation of exclusions / exemptions as discussed in the meeting.

### Minute 989 – Driving at Work Safety Policy and Work-Related Driving Safety Standard

The Deputy Director Safety & Wellbeing Services had liaised with the University's Insurance Manager to discuss concerns with the questions on the University's driver application form. The University's Insurance Manager had advised that the form had been revised in the last year and the questions which had caused concerns were no longer asked.

### Minute 997 – Significant Non-RIDDOR Accidents

The Deputy Director Safety & Wellbeing Services advised that the incident had been followed up extensively locally but that it had not been possible to identify which lab the waste came from or who had placed the needle in the general waste. It had been established, though, that needles are only used in these areas to inject pure water into research equipment and as such there was no identified risk of exposure to a hazardous substance. Additional sharps bins have been provided in all labs and a reminder given to occupants around correct disposal of such items. SHEW has updated the Trades Unions on the findings and subsequent actions.

### Minute 997 – Lift in 9 West

The damaged interlocks on all lift landings in 9 West had been repaired / replaced. The reason why these had been cut-off, and by whom, has not been established. The lifts were subject to regular checking and no further damage has been reported.

### Minute 997 – Computer Workstation Assessments

The Deputy Director Safety & Wellbeing Services advised that he had spoken to Campus Services re: collection of home office furniture from former employees. This was being looked at as part of a wider project looking at assets. It was noted that costs associated

with disassembly, collection and storage were unlikely to outweigh costs to “write-off” the furniture and therefore this may be the most economical solution.

### **Minute 998 – Construction and Maintenance Activities in High-Risk Areas Safety Standard**

The Director of Campus Infrastructure noted the standard and advised that he would liaise with his team to establish what the departmental process was for contacting other departments was to inform them that a contractor would be visiting their department.

#### **Action:**

**Director of Campus Infrastructure** to report back to the next meeting of this Committee.

### **Minute 998 – Policy Reviews - Safe Use of Local Exhaust Ventilation (LEV) Safety Standard**

See minute 1003 below providing details of the ongoing Local Exhaust Ventilation survey.

## **1003 SHEW Update (Including Incidents and Audit Update)**

### **Accidents and Incidents**

#### **RIDDOR Reportable Accidents**

The report identified that there had been no RIDDOR reportable accidents since the last report. The Deputy Director Safety & Wellbeing Services advised that since the time of writing the report, there had been one such incident, which has been notified to the campus Trades Unions, and that this will be reported at the next meeting of the Committee.

#### **Significant Non-RIDDOR Accidents**

In November, a mobile Elevated Work Platform (MEWP) being used in the Underdeck struck and destroyed a socket. Electricians from Campus Infrastructure attended the scene and isolated the damaged socket and made it safe. It was accepted that operating a MEWP in the Underdeck was challenging. However, more concerning was that the contractors did not hold a current International Powered Access Federation (IPAF) training certificate and their inability to lower the platform from ground level (a basic MEWP emergency procedure).

Also in November, a visitor cycling through the Underdeck was struck by the automatic traffic barrier as they attempted to follow a car through the raised barrier. They were then struck by the barrier as it lowered. The visitor suffered only minor injuries and the barrier had been taken out of use whilst further inquiries were made regarding possible solutions.

It was noted that the Underdeck was used by pedestrians and cyclists (often as shortcut) and for accessible parking access and cycle racks. The Head of Security Services pointed out that the Transport Working Group was reviewing all routes on campus, with the intention of creating a dedicated cycle route. This may help to alleviate the situation with cyclists using the Underdeck.

### Computer Workstation Assessments

SHEW received 253 computer workstation assessments in the last quarter.

### Fire Safety

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

The fire risk assessment programme was on schedule. A new programme would be launched in March 2023 to cover the next three years. A copy will be provided at the next meeting of the Health and Safety Committee.

#### **Action:**

**The Deputy Director Safety & Wellbeing Services** to provide a new Fire Risk Assessment programme at the next meeting of this Committee.

#### **Fire Evacuation Drills**

The fire drill programme was on schedule.

#### **Fire Safety Training**

No fire-fighting equipment training had taken place since in the last quarter.

### Occupational Health Surveillance

SHEW were still trying to contact some people who had been identified as requiring a health surveillance check, but who were reluctant to take part. In some instances, it may be appropriate to stop people continuing with their work if they were not prepared to undertake the health surveillance screening. Clinics would take place before Christmas.

The Faculty of Science Management Representative (FoSMR) questioned whether the link for submitting Occupational Health Surveillance data was still live as it had failed or timed out when he tried to access the system.

#### **Action:**

**The Deputy Director Safety & Wellbeing Services** to liaise with the Health & Safety Adviser and check that the link for completing the Occupational Health form was working and to provide feedback to the FoSMR.

**The Deputy Director Safety & Wellbeing Services** to provide an update on the Occupational Health Surveillance programme at the next meeting of this Committee.

### Occupational Health

#### **Occupational Health**

There had been a 59% increase in the number of pre-employment questionnaires requiring triage / Occupational Health screening in the last quarter compared to the previous quarter.

Management referrals have also increased significantly. Referrals were made for a wide range of reasons, but mental health issues accounted for almost half. The referral service was continuing to see people with more progressed issues, who would normally have been seen by their GP, but who were not getting through the NHS system early.

#### **Employee Assistance Use**

The Deputy Director Safety & Wellbeing Services advised that the waiting time for access to the service was eight to eleven days if users took the first available appointment. However, this increased to approximately 30 days if employees waited for a date that suited them. Cases presenting at EAP continued to be more complex than was the case pre-covid and, coupled with difficulty in accessing NHS provided services, the University was receiving more requests for extended and specialist support from EAP. The contracted core services were still being delivered, but there was a concern that demand on the provider may further impact waiting times. The EAP has advised that they were trying to recruit more advisers to increase capacity. The University was looking into potential options to supplement the core EAP provision. Costs were being obtained for this.

#### **Flu Vaccination Clinics**

Flu vaccination clinics had been held at the University from 21 November to 2 December 2022 inclusive. There were 1200 appointments available, and a total of 935 (78% uptake) people were vaccinated. The recent industrial action strike days did not appear to have had an impact on overall attendance at the clinics.

### Auditing and Monitoring

#### **Gas Cylinder Use Audit – Provisional Results**

An audit of the safe use of gas cylinders on campus was underway. Initial findings indicated that gas cylinders were being well-managed within the South Science buildings. The survey will be completed in early 2023.

#### **Action:**

**The Deputy Director Safety & Wellbeing Services** to provide a full report at the next meeting of the Committee, in March 2023.

## **Local Exhaust Ventilation (LEV) Survey**

SHEW's review of LEV systems was ongoing. The outputs from this review will be to identify gaps in compliance with legal and best practice requirements for these systems. SHEW will also use findings to inform the production of guidance and support to departments (as per matters arising from September's Health and Safety Committee meeting).

## **Departmental Health and Safety Performance Indicators – Self-Reporting**

SHEW were gathering the results of departmental performance indicators self-assessment surveys. The results will be used to identify SHEW's work priorities for 2023 and to support monitoring of the Health and Safety Operational Risk Register. At this time, 35% of departments have responded.

## **Genetic Modification Safety Committee (GMSC)**

The Genetic Modification Safety Committee (GMSC) has approved 3 new projects and 15 applications to work with Genetically Modified Organisms (GMOs). There have been no reported incidents involving work with GMO's this year.

## **Ionising Radiation Work**

The previous Radiation Protection Advisor (RPA) had retired. A contract was now in place for the University of Bristol to provide RPA services. Routine reassurance dose monitoring was in place for registered workers. There have been no recorded exposures or incidents associated with in-scope work during 2022.

## **Laser Safety**

The annual audit of departmental inventories of high-risk lasers had been undertaken.

Several laser laboratories in the Department of Physics had been relocated (from 3 West), so an audit would be undertaken of the relocated lasers to ensure that standards had been maintained.

There have been no recorded significant incidents associated with in-scope work during 2022.

The Chair thanked the Health & Safety Adviser for the report.

The Committee noted the report.

## 1004 Policy Reviews

### Policies and Standards Reviews

#### Minor Changes

Minor changes had been made to the Fire Evacuation Standard and the Food Safety Policy.

The Fire Evacuation Standard had been revised to clarify responsibilities regarding Personal Evacuation Emergency Plans (PEEPs). Specifically, it has been clarified that heads of department were responsible for ensuring that a PEEP was carried out for students in their department that have been identified as potentially requiring assistance to evacuate a building in the event of an alarm or other emergency.

The Food Safety Policy had been amended to include relevant research work. This change was prompted by an enquiry from the Department of Health who were running research programmes which involve preparing food / cooking meals consumed by research subjects. This qualifies under legislation as the “supply” of food and is therefore in scope of the policy.

#### Substantive Changes

Post-Grenfell changes to fire safety and building legislation has been introduced. The key changes were applied in two ways:

- i. The Fire Safety Act (FSA) 2022 and the Fire Safety (England) Regulations 2022. The University’s Fire Safety Policy has been amended to include reference to the requirements of the Fire Safety Act and the Fire Safety (England) Regulations as these have a direct bearing on the scope of that policy. (See below.)

Norwood House and Polden Block C would be considered as Tall Residential Buildings (those accommodation buildings 18 metres or taller or with seven or more storeys) under the Regulations. The requirements of the Act were being introduced in phases with the current set of regulations coming into force 23<sup>rd</sup> January 2023. Changes related to the provision of information to the fire service and how this was provided, frequency of maintenance of fire-fighting equipment and provisions for the fire service, and the provision of additional measures to support the fire service when attending emergencies. The regulations also introduce additional duties to check fire doors in buildings over 11 metres tall, and to provide additional information and support to the residents of all rental residential accommodation.

- ii. The Building Safety Act (BSA) 2022. This Act, and its subordinate regulations, only applies to England. The key aim of the Act was to ensure the safety of residents of high-risk buildings (which means any Tall Residential Building as defined under the Fire Safety Act). However, parts of the Act will also apply to all new build and significant building refurbishment projects, including to non-residential buildings. The Act included changes to how the Building Regulations will be implemented and enforced in future and to the licensing of construction materials.

The most immediate impact for the University will be the introduction of licencing conditions for our High-Risk buildings (as defined above). The Act will apply to new

buildings (which would need to be approved by the Building Safety Regulator (BSR) before they could be occupied), but will also include a duty to register existing in-scope buildings and to provide a written safety case detailing how the building will be managed and maintained to prevent the spread of fire and the products of fire. The University will be required to register its three High-Risk buildings (Norwood House, Polden Block C, and Carpenter house) with the BSR. Details on the registration process are due for publication by April 2023. It is expected that all such buildings will need to be registered by April 2024.

The Faculty of Science Management Representative (FoSMR) asked what level of refurbishment was likely to bring a building in scope of the Building Safety Act. The Deputy Director Safety & Wellbeing advised that this has not been precisely defined in current guidance, but that it was likely to apply to any refurbishment that had a material impact on fire safety arrangements, such as a building's Means of Escape.

It was noted that the new regime may result in an increase in construction and refurbishment costs as this will impose additional duties on construction contractors and consultants which were likely to be passed on to clients.

The Committee noted the report.

## Fire Safety Policy

The Policy had been updated in line with the forthcoming post-Grenfell legislation (the Fire Safety Act (FSA) 2022, and the Fire Safety (England) Regulations 2022 and the Building Safety Act (BSA) 2022). The main impact would be on Campus Infrastructure and Campus Services. There would also be a need to review communications to residents of University accommodation.

It was agreed that the Deputy Director Safety & Wellbeing Services would provide a briefing for UEB and Council on the legislative changes and the implications for the University (including the possible need to employ contractors to undertake building safety checks) and the suggestion that this be added to the Organisational Risk Register.

### **Action:**

**The Deputy Director Safety & Wellbeing Services** would provide a briefing for UEB and Council on legislative changes and the implications for the University.

The Committee noted and approved the Policy.

## 1005 Operational Health and Safety Risk Register

The Deputy Director of Safety & Wellbeing Services advised the Committee that a recent audit of the University's Health and Safety Governance arrangements had recommended that the University's Operational Health and Safety Risk Register required a formal review to ensure that this accurately captured current health and safety risks. The audit also recommended that the register be subject to a formal annual review in future and that control measures be monitored through this Committee, UEB and then Council.



In line with the Internal Audit recommendations, the Deputy Director Safety & Wellbeing Services advised that SHEW had undertaken an initial review of the register. As part of this review, work had been undertaken to establish the key risk owners and ensure they were clearly identified for each issue. It was noted that numerous operational risks were owned by several departments. SHEW has developed a departmental risk register pro-forma with the intention that an initial risk register will be provided to each department. SHEW will then meet with heads of department (HoDs) to discuss and agree their register with them. The purpose of this would be to ensure that HoDs understood their health and safety responsibilities and how these should be managed.

Subsequently, SHEW will undertake audits of departments to ensure that identified risks are being managed. Audits of high-risk faculties and departments (defined as Faculty of Science, Faculty of Engineering and Design, Faculty of Humanities and Social Sciences, Campus Infrastructure, Campus Services and the Department of Health) will be more in depth than lower risk areas (School of Management, Professional Services, and low risk departments in Faculty of Science (Departments of Computer and Mathematical Sciences) will be subject to lighter touch audits.

A full three-year audit plan of faculties and departments will be submitted to the March meeting of this Committee and departments' progress will be reported at subsequent meetings. Work will also be undertaken with Campus Infrastructure to enable monitoring and reporting of the management of property-related risks.

Any comments on the register should be fed back to the Deputy Director Safety & Wellbeing Services.

#### **Action:**

**The Deputy Director Safety & Wellbeing Services** to provide a further update and audit plans at the next meeting of the Committee (in March 2023).

## **1006 Any Other Business**

### **Defibrillators on Campus**

The Management, Specialist & Administration Representative had been approached by a couple of members of staff about the provision and awareness of AEDs (Automated External Defibrillators) on campus and what staff should do in the circumstance of needing to use one.

The members of staff had carried out a small survey with 20 staff to check level of awareness and provision. The results showed a general lack of understanding of processes and where to go to access an AED.

The Head of Security Services explained that there were defibrillators on campus, which were maintained by the University's medical trainer. He also reiterated that Security Services staff were the University's first responders and should be contacted in the event of a medical incident. If someone collapsed, an ambulance should be called so that the call handler could talk the caller through what to do and Security Services should be informed so that they could also respond and help get the emergency services to the casualty.

Security Services have AEDs at Reception in the Library, on their vehicle and in the city. There were additional units where there was an assessed risk of Sudden Cardiac Arrest

(which was the form of heart attack that an AED may address). These included the Department of Health Exercise research laboratory and a faculty where a student has been identified as being at particular risk due to an underlying health condition. There were also defibrillators in the STV and the operations staff there were first aid qualified and trained to use them.

Consideration had been given to installing AEDs across campus, but the responsibility would be on the University to maintain them. They are more complex to use than those normally located in public places and people did not often have the confidence to use them unless they had been trained to do so.

The Head of Security Services would review and revise the information published on the website as appropriate and ensure that it was easy to find. He suggested it may be possible to get emergency information printed on the back of library cards. Also, it would be helpful to ensure that appropriate information was provided at induction briefings and pointed out that some staff may be missed if recruited in small numbers. The Deputy Director Safety & Wellbeing Services would liaise with Human Resources recruitment staff about the information sent to new starters.

#### **Action:**

**The Head of Security Services** to review and revise the information published on the website about AEDs.

**The Deputy Director Safety & Wellbeing Services** to liaise with Human Resources recruitment staff about the information sent to new starters.

### **Pets on Campus**

The Deputy Director Safety & Wellbeing Services advised that he had been asked to raise the issue of dogs on campus. He advised that he did not consider this to strictly be a health and safety issue. He noted that there had been a report that someone had taken a dog into 10 West. The dog had fouled inside the building, it was not cleared up by the owner, instead a member of Security Services dealt with it. The Head of Security Services confirmed this and reported that there had also been an incident in the 4 West Café when a dog had bitten someone.

It was noted that an increasing number of people were bringing dogs onto campus. However, apart from assistance dogs, dogs and other pets are not currently permitted under University regulations (see: [regulations-for-students-2022-23-11-dogs-and-other-pet-animals.pdf \(bath.ac.uk\)](https://www.bath.ac.uk/regulations-for-students-2022-23-11-dogs-and-other-pet-animals.pdf)) to be brought into University buildings.

The UCU Representative pointed out that if dogs were not allowed on campus, this could be an issue for those walking dogs from Bath Cats & Dogs Home. It was agreed that having pets in offices was a different matter and it was also noted that some people were afraid of dogs.

If necessary, the Chair would reinforce the message about dogs and pets on campus.

### **The Underdeck**

The Technical & Experimental Representative noted that the speed limit in the Underdeck seemed to have been changed from 10mph to 20mph (in line with the change

on the rest of campus to 20mph). This was causing concern for the technicians who needed to move gas cylinders across the Underdeck and she asked if it would be possible for the speed limited to be reverted to 10mph. She also noted that the barrier was out of action.

The Deputy Director Safety & Wellbeing Services agreed that the gas store was not situated in the best location, but this was being reviewed. He added that the former Director of Estates Operations had been liaising with IMA Transport Planning Ltd. (IMA) regarding traffic management on campus. The Deputy Director Safety & Wellbeing Services understood that IMA were due to present a proposal to the Director of Estates Operations before he left the University, but it was not clear what the situation now was.

**Action:**

**The Director of Campus Infrastructure** would contact IMA to establish the situation regarding the traffic management survey and the proposed solutions.

### **Committee Membership**

The Technical & Experimental Representative pointed out that this would be her last meeting as she would be leaving the University.

The Chair thanked her for being a member of the Committee and wished her well for her new role.

**Action:**

**The Deputy Director Safety & Wellbeing Services** would liaise with the Governance Manager to arrange an election for a new Technical & Experimental Representative.

### **Close**

The meeting concluded at 14.50.