

24<sup>th</sup> May 2017

Prof. P Spencer (Chair), Mr S Barnard, Miss S Barnes, Mr H Ellis, Mr D Fordham, Mr A Jones, Mr W Jones, Dr J Latchford, Ms C Monks, Miss E Riches, Mr D Roberts, Dr H Roberts, Mr S Roberts, Mr D Williams, Mr G W Jones (Secretary).

Mrs M Lake, Mrs T Hibbert, Prof. J Hughes, Dr L Jones, Dr K Mundy, Dr L Murphy, Prof. C Tully, Mrs E Parry Williams.

The Minutes of the meeting held on the 1<sup>st</sup> February 2017 were confirmed and signed.

- a) Minute 507, The New Sentencing Guidelines: The University's Council and Executive have received information on the new Guidelines. Heads, Deans and Pro VCs will be briefed on the new Guidelines at a Management Briefing, which will be arranged in due course.
- b) Minute 508(b(iii)), Safety Critical Equipment: The Health and Safety Task Group maintains a watching brief to ensure safety critical equipment, purchased through research funds / grants are maintained as required.

Since the last meeting of the Health and Safety Committee, the Task Group has met on two occasions, with the following areas noted:

Meeting 28<sup>th</sup> March 2017

- i. Minute 567, PACS Risk Management and Financial Sustainability:
  - Bid and Risk Document: Currently under development by PACS. The document will prioritise risks arising from resource restraints and include mitigation measures to manage risk. The PACS Task Group will consider the completed document.
  - Condition Survey (Buildings and Services): A new condition survey is proposed. Existing PACS contractors will facilitate the survey, who have a good knowledge of the University estate.
  - Monitoring: An enhancement of the PACS inspection regime for contractors should improve monitoring of contractors on site. Staff will utilise 'hand held' devices, capable of feeding data direct into PLANON Accelerator to support this process.

## Meeting 16<sup>th</sup> May 2017

- i. Minute 569, Audit and Review Reports: The following key points were noted from the First Aid Provision review, which focussed on compliance with the First Aid at Work Regulations:
  - With the exception of a few buildings, the minimum legal requirement for First Aid trained personnel was met.
  - A shortage of trained First Aid personnel was found in some higher-risk locations. Arrangements are currently being made to address this.
  - HSS is to provide clearer advice to Colleges / Schools / Departments on identifying their First Aid requirements.
- ii. Minute 566(b), Alcohol and Substance Misuse Policy: Discussions are ongoing to finalise the Policy. This includes clarification of what roles and tasks are deemed safety critical.

A discussion ensued in which it was recommended the Health and Safety Task Group considers how any risks associated with the work of the Financial Sustainability Board (FSB), and its Implementation Groups, is mitigated. It was also recommended that the FSB should specifically consider the health and safety implications of their approach to ensure risks are managed.

It was agreed PACs should present a written report, regarding resource restraints and mitigation arrangements, to the Task Group.

The current Policy (approved 21<sup>st</sup> May 2014), replaced the original Policy Note: OHSU P11 Diving at Work. Subsequent to approval, further discussions took place with University staff with extensive diving experience resulting in a number of amendments. In summary:

- i. Amended to and now includes '
- ii. 'Diving Safety Officer' replaced with standard diving roles: Dive Officer & Dive Supervisor and clarifies the University (Duty Holder) and not an individual as the Diving Contractor.
- iii. Clarifies divers must have an in-

The revised Policy was discussed and

The Department's arrangements for the management of health and safety were found to be to an excellent standard, achieving 'Best Practice' and nearly a 100% for their overall health and safety performance.

It was noted that over recent years, the Department's health and safety management arrangements have developed beyond recognition, with the Department also striving to continually identify and make improvements where possible. The few minor actions identified during the audit were mostly addressed by audit completion.

Mr Sam Wallwork, the H&S Coordinator, together with the Head of Department, have shown exceptional commitment to the health and safety agenda and are thanked for their support during the audit process.

A discussion ensued about the scoring rationale and explanatory notes included in the Audit Reports. It was agreed a review of the scoring system would be undertaken, with an explanation of the scoring system included in future reports.

It was reported that the Review was carried out to confirm that mitigation arrangements previously put in place to manage radon remain effective and to assess the implication of forthcoming reductions to the radon Action Level, which comes into force on 1<sup>st</sup> January 2018. The following action will be taken as a result of the Review:

- i. Radon measurements to be taken in all buildings, previously showing radon concentrations close to the new Action Level.
- ii. PACS to utilise hand held devices and PLANON Accelerator to ensure records of maintenance and inspections of radon engineering controls are maintained.
- iii. Although radon measurements have been below the proposed new Action Level, PACS to bring the Contractor responsible for the design and installation of radon mitigation systems in Ardudwy back to site to address issues regarding the design and quality of the installation.

Historically injuries have accounted for a significant percentage of reported injuries / near misses at the University. When presenting 'handling' accident / incident data the assumption is often made that it only includes accidents / incidents that caused a 'bad back' or 'similar' injury. The review of handling injuries (2012 – 2016) has evidenced that the majority of injuries are to other parts of the body (e.g. feet, hands, arms, legs) and are minor in nature (e.g. cuts, bruises). It was also established that very few working days are actually lost because of a handling injury.

HSS will now consider whether further action is appropriate to try to reduce incidents involving injuries to hand/arms.

