

## BANGOR UNIVERSITY

### HEALTH AND SAFETY COMMITTEE

**Meeting:** 23<sup>rd</sup> May 2018

**Present:** Prof. P Spencer (Chair), Mr S Barnard, Miss S Barnes, Mr H Ellis, Mrs T Hibbert, Mr A Jones, Dr L Jones, Mr W Jones, Dr J Latchford, Dr L Murphy, Mr D Owen, Mr G Parry, Miss E Riches, Mr S Roberts, Ms M Rowlands, Prof. C Tully, Mr J Williams, Mrs E Parry Williams, Mr G W Jones (Secretary).

**Apologies:** Dr C Gwenin, Dr H Roberts, Ms C Monks

#### 535. MINUTES

The Minutes of the meeting held on the 31<sup>st</sup> January 2018 were confirmed and signed.

#### 536. MATTERS ARISING

- a) 529(b) (v) Chemical and Biological H&S Sub-Committee Report: The visit by the HSE GM Specialist Inspector went well, with no significant concerns raised. The Inspector noted the age and condition of the current Plant Growth Room and was informed that the current facility should be vacated in August 2018 and replaced with a more modern facility.
- b) 531 Report on PACS Matters: It was reported that the importance of risk management within PACS during this period of change and re-organisation has been raised with Council.
- c) 534(i) Accumulation of Waste: It was reported that additional refuse and recycling bins have been provided and staff resources reallocated to help tackle accumulation of waste in some communal areas. It was also reported that complaints related to waste have since decreased.
- d) 534(ii) H&S Coordinator Colleges of Arts & Humanities and Human Sciences: The Chair will raise the issue of competent H&S staff for both Colleges at the next Health and Safety Task Group.

#### 537. HEALTH AND SAFETY POLICY STANDARDS

##### 537(a) Electromagnetic Fields Policy (New)

This new Policy Standard states the requirem1 99.86vAJETQis) 2(c)4csouta(of t3(ta07(



hours.

It was agreed further consideration is required by the Health and Safety Task Group. This revised Policy **was not approved**.

**537(d) Children on University Property (Revoked)**

As the University Health and Safety Policy now includes a section specifically on responsibility for safeguarding the health and safety of children who visit or participate in University activities (Sections 14.1, 14.3 and 14.4) it is felt there is no longer a requirement for a separate detailed Policy Standard. Removal of the existing Policy Note OHSU P15: Code of Practice Children on University Property was recommended.

It was noted that were the Policy to be revoked then pertinent information will be taken from Policy Note: OHSU P15 and incorporated into new practical examples and supporting Information Sheets. The Policy Note will not be revoked until the supporting Information Sheets have been published.

The proposed removal of the Policy Note was discussed, **and it was agreed to approve this proposal**.

**538. AUDIT / REVIEW REPORTS**

Since the last Committee, Health and Safety Services (HSS) has completed the Health and Safety Management Systems audit.

The audit considered the overarching Health and Safety Management Arrangements and three themed hazards: Safety of Vehicle Trailers, Personal Safety of Students in Student Opportunities, and Use of Ladders & Stepladders.

The audit achieved an overall score of 96%, with only 1 notable Action identified. A number of recommendations were also made to enable the Union to further improve its systems.

The commitment and leadership of staff at all levels within the Union and their ongoing efforts to continually improve systems and processes was commended throughout the report. Mr Barnard's contribution to SU health and safety was warmly acknowledged and the Chair and Committee thanked him for his contribution and wished him well in his new position.

The matter was considered by the Committee, which also observed that there was a need to further promote the University-related (free) travel insurance amongst the student population, in addition to staff.

- iii. *Training for Senior Staff:* C "dwf i gvj cu'dggp'tgvclpgf 'hqt'cp"-Gz gewlkg( " Ngcf gtuj k øH&S course this academic year. As Senior Staff training will shortly become an institutional KPI, attendance on the course is encouraged for all Heads, Deans and PVCs.
- iv. *UCEA Leadership KPIs:* Further Leadership and Institutional KPIs will be reviewed in light of recent re-organisation changes and criteria set-out by the UCEA standard which the University has adopted.

#### **540. REPORT ON PACS MATTERS**

A verbal report was provided with the following key points raised:

- a. *18/19 Budget:* Progress is being made to ensure statutory compliance is achieved with other work then prioritised. It was noted there may be a further 10% cut in the PACS budget.
- b. *Reorganisation:* To improve the service a streamlining of current contractors / suppliers to a total of one to six is proposed.
- c. *Staff Resources:* PACS staff resource is now significantly reduced when compared to levels during the previous Baker Tilley External Review, with the Asset and Space Manager and Senior Building Surveyor also recently leaving. To ensure critical tasks are not missed, a gap analysis has been undertaken with tasks reallocated, however this is leading to significant strain on remaining staff. Agency staff have been appointed to try to address some of the shortfall.
- d. *Asbestos:* A 38% reduction in the number of asbestos items on the Asbestos Register (PLANON) has been achieved in 17/18.
- e. *Business Case for reorganisation:* A business case is in development which will be issued to staff and Trades Union for consultation before presentation to Council and subsequently the Executive. Changes are expected to be rolled out from September 2018.

A discussion ensued with the following items noted:

- i. The Chair requested that PACS formally document their issues and concerns.
- ii. It was recommended that the Change Management Consultant be invited to the next Health and Safety Task Group to provide a report.
- iii. PACS were thanked for their efforts. Concern was also expressed regarding the impact of change and increased workloads on the health and welfare of their staff.

#### **541. ITEMS FROM COMMITTEE MEMBERS**

Items raised under Any Other Business.

**542. ANY OTHER BUSINESS**

The following items were noted:

- i. The Police are to meet with University officials to discuss the increase in unauthorised entry into buildings, especially across the Science Site

**The next Committee is scheduled to take place on Wednesday 24<sup>th</sup> October 2018, 2pm in Terrace Conference Room 3.**