



Health and Safety Policy.

A progress report has been given to Council and it has been agreed to incorporate useable elements of the draft UCEA Guidance on health and safety management into the University Health and Safety Policy. A gap analysis is currently being undertaken to compare both documents. This work will be reviewed by the Safety Executive Task Group before further changes to the Policy are made.

A summary of the 2014 Annual Health and Safety Report was given. The following key points were reported:

- i. 47 accidents involving injury were reported (61 reported in 2013); 36 to staff and 11 to students. 8 staff took 1 day or more off work as a result of their injury. The main cause of injury-accidents remains handling and slips, trips and falls. There were 8 RIDDOR reportable incidents in 2014.
- ii. 4.98 sickness absence days per FTE member of staff was recorded in 2014. 94 incidences of Long Term Sickness Absence, where a member of staff takes more than 4-weeks off work was recorded. Musculoskeletal

Performance Indicators will be developed over coming months to enable improvements in benchmarking.

- xi. A review of these documents which details specific College / Department health and safety management arrangements for compliance with the requirements of various University H&S Policies and Procedures has been completed and actions identified. Update on progress will be provided in due course.
- xii. The regional business & community Health and Safety Group's efforts were again recognised by the National Body 'Safety Groups UK' with the Silver Prize Award for its support of local employers and raising awareness of health and safety in

Completion dates will then be set against each of the actions identified in the Review Report.

An outline of the Review to assess the general level of College and Department compliance with the Safety of Electrical Equipment Policy Standard, was given. The following key items were noted:

- i. Distinct progress with regards to the level of formal visual inspections and testing (PAT Testing) of portable electrical appliances and associated record keeping has been made since the 2008 Electrical Equipment Safety Review.
- ii.

Safety Services. In this instance, the item was devoted to occupational health and health promotion and in particular it was noted that:

- i. To help ensure suitable support is offered, stakeholders will once again be consulted and plans and systems revised as needed.
- ii. To try better understand the steady increase in the number of long-term sickness incidences since 2011 a review of causations and national trends is currently underway.
- iii. Free Health Checks will be offered to groups of staff on a rolling programme; these will undertake basic health assessments and provide an opportunity for staff to discuss their individual health needs. Information gained will also help direct the future Health Agenda.
- iv. A number of health promotion activities have occurred during the year, including: a Healthy Living Week, Tai Chi sessions, Self Defence and free Dr Bike for staff and students.
- v. The University has signed-up to the Welsh Government's Healthy University project. The project has also funded 10 staff to attend the ½ day Mental Health 'Lite' First Aid Course.
- vi. The Travel the World health and activity promotion initiative is running once again, with over 38 Schools / Departments and 150 staff taking part.
- vii. A new on-line DSE Self-Assessment and training system has been developed, allowing increased flexibility for training and record keeping.

This new agenda item has been included to enable aends2.19 .5n included to enable aends2.19 .5