



PRIFYSGOL
BANGOR
UNIVERSITY

Health and Safety



Annual Report
2013

INTRODUCTION

The 2013 Annual Health and Safety Report provides statistical and supplementary information on health, safety and well-being. Where possible the University's performance is compared against National data.

Special Notice

2013 witnessed a most tragic event at the School of Ocean Sciences where a highly valued and respected member of staff suffered a fatal accident. At the time of this Report the investigation into the accident continues.

Overview

Statistically, 2013 saw the general accident rate fall alongside a notable decrease in the number of non-emergency fire alarm activations at the University.

The year saw an increase in positive health promotion and support activities with the highly successful Travel the World initiative with over 400 staff participating and some 67,000 miles journeyed by walking, swimming, running and cycling.

Great emphasis in supporting staff with longer term health needs continues whilst health promotion messages and initiatives steadily develops. Bangor University continues to be one of only a handful of Higher Education institutions whose Occupational Health support service is quality certificated by the Royal College of Physicians.

A number of formal themed audits and reviews have been undertaken. These focused proactively on risk areas such as radiation and chemical, and reactively following concerns or Enforcement agency enquiries for areas such as Bangor staff embedded within other employer organisations.

The University's health and safety promotion work for regional employers received national recognition once again, with the one-day conference particularly successful.

Planning

During 2014 a revised safety and health plan will be developed, looking to support delivery of the University's institutions and estate strategies, as well as the needs of Colleges and Departments. The plan will also look to reflect statutory and enforcement developments and trends, as well as continue to enhance upon the Corporate Health and Safety Risk Assessment.

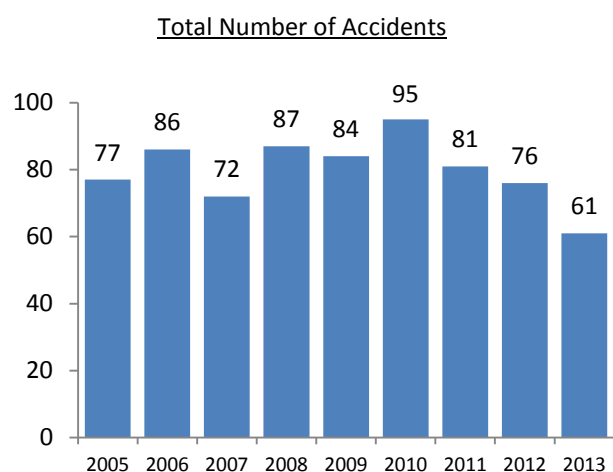
Gareth W. Jones

Head of Health and Safety Services

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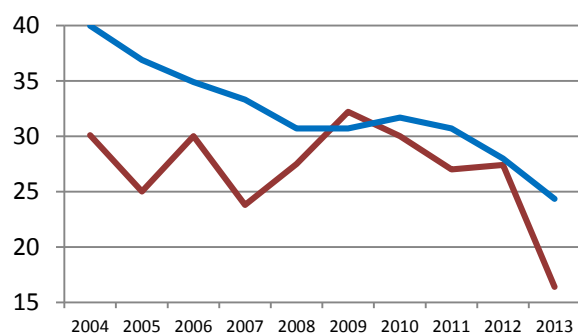
ACCIDENTS & INCIDENTS

In 2013 the number of reported Staff and Student accidents that involved injury, reduced from **76** to **61**.



To help identify a comparable rate which allows for the annual fluctuations in Staff and Student numbers a ratio of accidents “per thousand at risk” is used. This is then compared to the National HE Sector Average.

National and Bangor University Accident averaged per 1000 Staff (2004 - 2013)



04	05	06	07	08	09	10	11	12	13
30.1	25	30	23.8	27.5	32.2	30	27	27.4	16.4
40	36.9	34.9	33.3	30.7	30.7	31.7	30.7	28	24.36

— Bangor University
— Sector Average

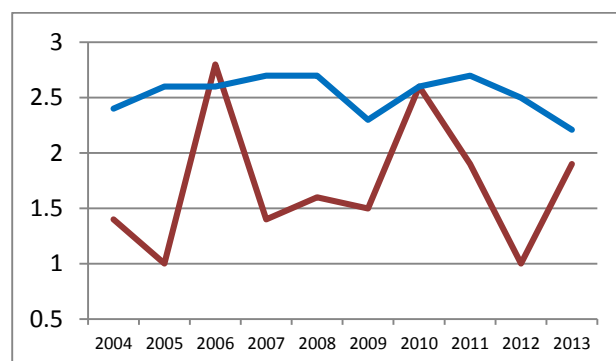
Members of **Staff** reported a total of **40** accidents (involving injury) in 2013, a ratio of **16.4** accidents per 1,000¹. The reduction from the 27.4 accidents per 1000 reported in 2012. The HE Sector²

¹ Based on 2437 members of Staff during the year

² Information gathered from 133 Universities / Institutions

reported 24.36 accidents per 1,000 Staff in 2013 a reduction on the 28 reported in 2012.

National and Bangor University Accident averaged per 1000 Students (2004 - 2013)



04	05	06	07	08	09	10	11	12	13
1.4	1	2.8	1.4	1.6	1.5	2.6	1.9	1	2
2.4	2.6	2.6	2.7	2.7	2.3	2.6	2.7	2.5	2.21

— Bangor University
— Sector Average

There were **21** accidents involving injury (non-sports) to **Students** in 2013, an accident rate of **2** accidents per 1,000 Students³ compared to 1/1000 in 2012.

Reportable Accidents & Incidents

The number of Health and Safety Executive (HSE) Reportable Accidents and Incidents (RIDDOR) for 2013 was **5**, increasing from the 2 reported in 2012.

3 RIDDOR reportable accidents related to **staff**. Two of these concerned over-7 day injuries where staff were off ‘normal’ work. The other accident, sadly, related to a fatality.

The other **2** RIDDOR incidents involved a Student who required hospital treatment for facial abrasions and for a member of the public who had to be taken to hospital for a check-up after the railings they were sitting on collapsed.

The HE Sector as a whole experienced a slight decrease in the number of Staff RIDDOR incidents in 2013 to **1.18/1000** from the **1.59 per 1000** Staff rate in 2012. The Bangor University rate was **1.2/1000**.

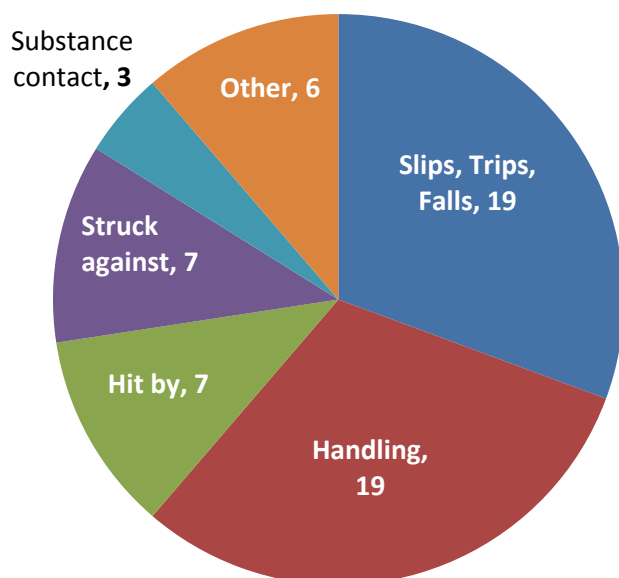
³ Based on 10,496 Students during the year

The National Student rate fell to **0.10 per 1000** in 2013, from **0.14** in 2012. The Bangor Student RIDDOR reportable accident ratio equates to **0.1 RIDDOR's** per 1000 Students.

Accident Causation

The majority of the 61 accidents (involving injury) in 2013 were a result of a slip, trip or fall (19 = 31%) or involved a handling incident (19 = 31%). The other 23 incidents were attributed to *being hit by a moving object*(7), *hitting something fixed or stationary*(7), *exposure to / contact with a harmful substance*(3), and 'others' which includes, amongst other things *being bitten by an animal*.

Breakdown per Causation (by incident total)



Other Accidents, Incidents and Near Misses

In addition to accident reports involving injuries a further 88 Reports were received during the year. These are broken down as:

- 18 for Sporting Injuries.
- 47 Near Miss/Concern Reports.
- 23 Illnesses and Other non-accident Reports.

Of the 47 Near Miss/Concern Reports 5 related to scientific experiments and associated laboratory activities, 4 involved electrical equipment and 8 were received for non-injury accidents and near

misses involving vehicles on campus. There were 5 Reports of Contractor unsafe working practices.

A further and very concerning incident related to a whole pane of glass which worked loose from its frame, falling several storeys to the ground below.

Every Report received by Health and Safety Services is reviewed or investigated.

Life-Saving Intervention

During March 2013 a member of the public and neighbour of the University collapsed whilst walking his dog on the Ffriddoedd residential campus. A member of Security staff spotted the person lying in the field and immediately set about administering CPR after confirming the person was not breathing. Two other Security staff arrived and the three combined to ensure the neighbour survived.

The three Security staff, who receive first aid and CPR/Defibrillation training through the University, were awarded Royal Humane Society certificates at a Special Ceremony and recognised by the University through receiving Awards for Excellence for their outstanding achievement.

This was the third occasion in recent years where a member of staff has used their training to save the life of a member of the public. The two previous incidents having occurred at the Sports Centre (Maes Glas) where Sports Assistants again demonstrated their high level of competence and commitment to others through administering CPR and defibrillation shocks to save the lives of two of the Sport Centre users.

STAFF SICKNESS ABSENCE

In 2013 a total of 7592 reported working days were lost due to sickness absence. This equates to an annual Staff Sickness Absence rate of around **4.3** days per FTE employee (4.7 days in 2012). This compares to the National (HE) Sector Average of **5.5** days⁴.

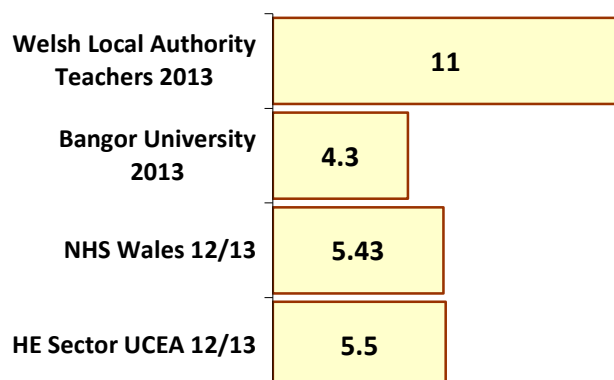
⁴ Average provided by UCEA Sickness Absence in Higher Education Report 2012/13; based on 80 HE institutions

Due to the wide variances in recording methodologies employed across the Sector and beyond, comparison with National statistics should only be considered as indicators of performance. There is currently no single agreed methodology for recording and measuring absences, though the latest UCEA Report does now provide a framework for collecting data. UCEA is presently reviewing how the sector records sickness absence reasons/categories to improve benchmarking data.

The 2013 Sickness Absence rate of 4.3 days equates to around **1.7%** of the working time⁵ being lost due to sickness absence. The rate in 2012 was **1.8%** and 2011 was **2.23%**.

66.83% of University (FTE equivalent) **did not** report a single day sickness absence in 2013 (64.18% in 2012).

Sickness Absence (comparator) Rate
(days per member of staff [FTE] per year)



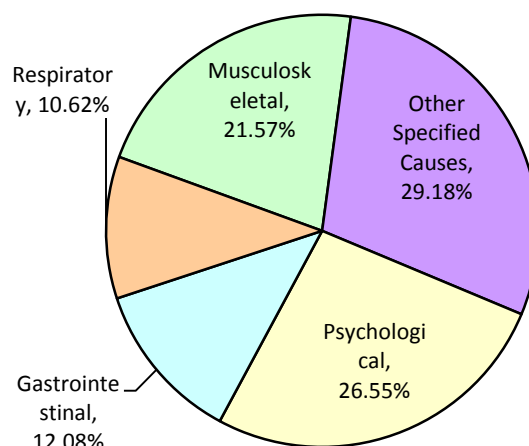
College, School and Departmental sickness absence rates varied from as low as zero reported absences to a rate of 19 days (per FTE). Six Schools / Departments reported zero sickness absences.

Staff Sickness Absence Causations

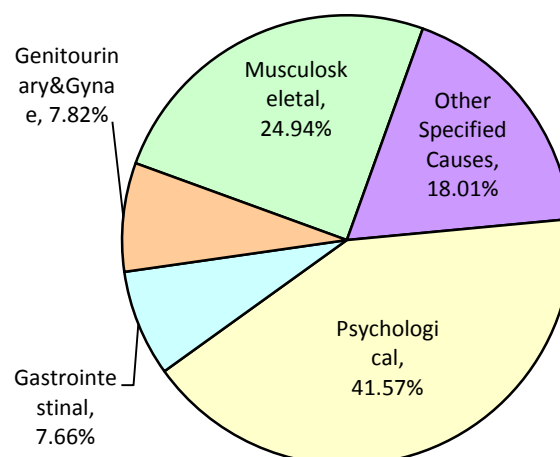
The declared illness/reason of each absence, both certified and self-certified, is recorded centrally and helps to provide a better understanding of Staff health needs. 23% of all sickness absences were confirmed by a medical certificate (*Fit Note*), with the remainder self-declared.

Using medically certified data only, it is noted that psychological illnesses and musculoskeletal causations (includes backs, joints and fractures) once again account for the greatest number of long term and medically certified absences.

Top 5 Medium-Term (under 20-days) Certified Absence Causations



Top 5 Long-Term (over 20-days) Certified Absence Causations



Under the category of long-term musculoskeletal there were 4 incidences of fractures/injuries, 2 incidences of back pain/injury and a further 11 incidences of general musculoskeletal conditions (includes shoulder injury, arthritis), making a total of 17 instances; compared to 40 in 2012.

⁵ Based on an average of 260.715 working days per year

The Occupational Health Practitioner operates an active and supportive return to work programme for all longer term sickness absence cases.

HEALTH SURVEILLANCE & CHECKS

Over a hundred members of staff receive annual health surveillance to confirm their work is not causing harm to health. Surveillance is provided to many manual workers, research chemists and technical staff, shift workers, food handlers, contracted drivers, grounds workers and Biocomposites trials staff.

Health surveillance is tailored to known risks and hazards, for example respiratory and skin assessments for research chemists, and vibration and noise impact-checks for Grounds staff.

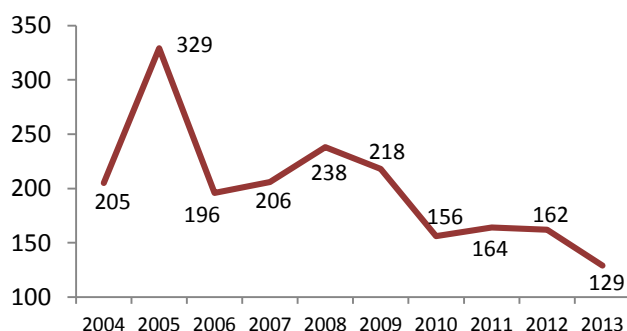
Since 2007 the University has offered free Health Checks for staff, normally on a rolling programme for Schools and Departments. As of 2012 this service has been directed at new staff and continues to prove very popular.

Over the years many underlying health issues have been highlighted by these Health Checks, with staff being referred to their own doctors for further assessment. Others have been able to attain additional and supportive health advice.

FIRE

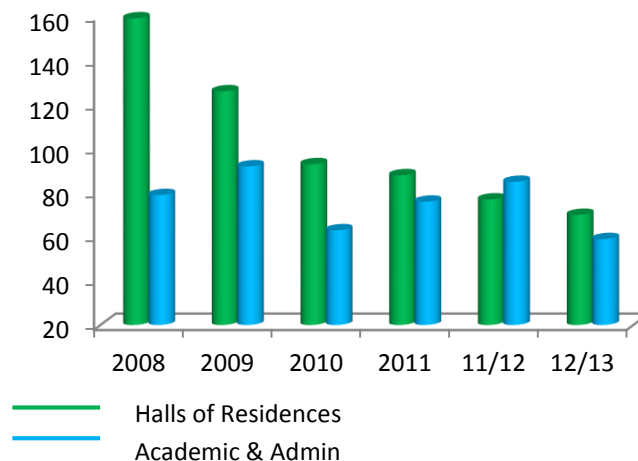
The majority of the University's buildings are fitted with Fire Detection and Alarm systems. This includes approximately 6000 automatic heat or smoke detectors. During the 2013 academic year unplanned fire alarm activations within University buildings fell significantly to **129**, from 162 the previous academic year.

Bangor University Total Fire Alarm Activations



This total is further divided to identify activation rates for the two primary University estates, namely Residential and Academic/Admin buildings.

Fire Alarm Activations per estate



The number of fire alarm activations within Academic & Admin buildings showed a pleasing decrease to **59** after rising sharply in the previous reporting period (2012) to 85. Fire alarm activations within Halls of Residences fell from 77 to **70** in 2013.

During 2012 / 2013 Bangor University experienced **16.5** activations per 1000 detectors⁶ within Academic & Administrative buildings.

For the same period, fire alarm activation rates across the residential estate fell again from 32.1 per 1000 study bedrooms in 2011 / 2012 to **30.4** per 1000 study bedrooms in 2012 / 2013⁷.

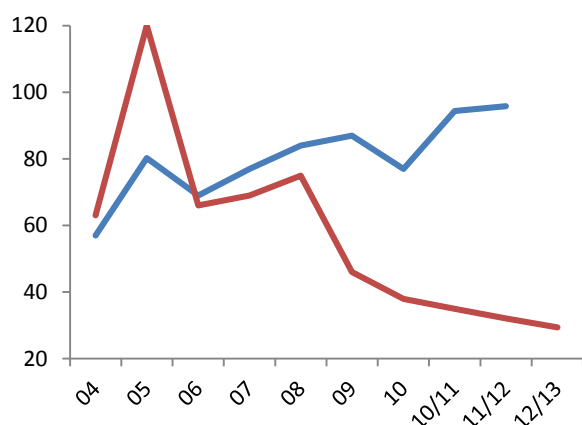
At the time of publication of this Report (May 2014) the HE Sector data for the 2012 / 2013 academic year is unavailable and we are unable to compare the following fire alarm activation rates against:

- *Residential Estate: Per 1000 study bedrooms and per 1000 detectors.*
- *Academic & Administration Estate: Per 1000 detectors.*

⁶ Based on 3575 detector heads

⁷ Based on 2381 detector heads and 2300 study bedrooms

Fire Alarm Activations per 1000 Study Bedrooms



Bangor
Sector

Fire Drills

Fire drills should be carried out annually to ensure staff and students know what action to take in the event of the fire alarm sounding. A review of fire drills carried out in 2013 for Academic buildings that contain lecture areas showed fire drills were undertaken in only 78% of buildings.

Reasons for drills not being undertaken in the remaining buildings mainly related to issues of responsibility and problems associated with coordinating drills in premises shared with other organisations.

These issues are currently being addressed.

Fires

There was one residential cooking incident in 2012 / 2013 which due to the reporting criteria is defined as a **minor fire**.

At the time of this report there is no HE Sector data for the 2012 / 2013 academic year with which to compare fires within Bangor University Halls of Residences and Academic & Administrative buildings against.

ENFORCEMENT ACTION & STATUTORY VISITS

During 2013 no enforcement action was taken against the University.

Health and Safety Executive (HSE): As indicated above, the HSE investigation into the tragic accident continues.

During the year HSE visited and reviewed the University's procedures for assessing risks to staff that are predominantly placed or embedded within other employer organisations. This intervention was instigated as part of a HSE investigation at a local business where a member of University staff worked under the Knowledge Transfer Partnership (KTP) agreement. Following discussions and production of an action plan to reduce the likelihood of a re-occurrence the HSE ceased its enquiries at the University.

Also in 2013 the HSE's Specialist Biological Agents Inspector audited the University's control for the management of risks associated with Genetic Modification work and associated Biological hazards to ensure compliance with key elements of the Genetically Modified Organisms (Contained Use) Regulations. The Inspectors were satisfied with the measures in place and their recommendations for minor improvements were promptly implemented.

Natural Resources Wales (NRW): Following the creation of NRW, the new Inspector visited in December 2013. The Inspector was satisfied with all aspects of the University's management arrangements for managing radiation sources and radiation waste.

North Wales Fire & Rescue Service: The Fire Service visited and undertook a number of visits and inspections of University buildings, both proactively and as a result of incidents. No enforcement action was taken.

CIVIL CLAIMS (H&S RELATED)

There were no new Public Liability or Employer Liability claims in 2013.

STAFF TRAINING & DEVELOPMENT

During the year 85 courses were directly provided or facilitated by Health and Safety Services.

<i>Year</i>	<i>Number of Courses / Briefings</i>	<i>Staff Attending</i>
2013	85	583
2012	106	719
2011	120	1125
2010	91	880
2009	84	572

Training provided to staff included Risk Assessment, Fire Safety, DSE, Handling, Emergency Defibrillation & CPR, Epipen Administration, and general Health and Safety Inductions. New training courses such as H&S Law for University Managers were also developed.

Other Training:

In addition to the statistics shown above, which are offered directly through Health and Safety Services over 180 external contractors have received specialist training through Estates & Facilities in areas such as:

- Asbestos Awareness.
- Working Safely in the Laboratory.
- University Contractor H&S Induction.

Also, a “Be Your Best” programme was launched by HR’s Staff Development section during 2013 with the aim of reducing stressors by helping staff better manage their workloads and to understand human behaviours and attitudes in order to develop their approach to getting the best from themselves and others. The initial programme saw over 400 staff attend a series of 9 Talks provided by our own ‘in-house’ academic experts across a wide range of topics from positivity and happiness to becoming your own coach. In addition 21 related courses including Achieving a Positive Work Life Balance and Mental Health First Aid attracted over 160 attendees.

Other training is also provided locally by Colleges and Departments. These are not currently recorded centrally and are therefore not reported.

WEBSITE STATISTICS

During 2013 the University’s Health and Safety website was visited on **14,498** (+12%) occasions, with 36,037 pages viewed. Around 32% of website visits (≈4,666) were by Bangor University Staff and Students.

The most popular sections of the website were:

- Risk Assessment.
- The A-Z Subject Index.
- University H&S Forms.
- Health Information.
- Overseas Travel.

POLICY & DOCUMENT DEVELOPMENT

The following Policies were reviewed, updated and re-issued in 2013:

- Minibus Safety Policy Standard and Procedures (revised).
- New and Expectant Mothers Policy Standard (revised).
- Ionising Radiation (Open Sources) Policy Standard and Management Systems (revised).

Work continued to develop user-friendly information and support Colleges and Service Departments. Also, the College and Departmental Self-Assessment has proven to be a very valuable exercise and during the latter part of 2014 these will be further supported and findings summarised in the 2014 Annual Report.

Another key development in 2013 was the creation of the Radiation Open Source Stock Permit Mapping and the Radiation Open Source Waste Permit Mapping documents. These documents, which detail how the University complies with the requirements of its radiation stock and waste permits and licences, enable the University to gain an oversight of management practices. They also aid the Regulatory Authorities when undertaking their statutory auditing.

HEALTH PROMOTION EVENTS

Grant Award: As a result of the successful 2012 TAI TH grant application the following work to support sustainability and health was possible in 2013:



Bike Storage: The University was able to increase total bike storage facilities by >40% as a result of the TAI TH grant and additional funding from the institution. This investment has been very successful with approximately 685 official bike storage / securing spaces now available, compared to 460 in 2012.

Bike Loans: The grant allowed for the purchase of eight brand new ladies and gentlemen's hybrid bikes. As a result the number of staff bike loans nearly doubled in 2013.

Travel the World: From 1st March 2013 staff and students were encouraged to participate in the Travel the World Challenge. The aim of the promotion was to raise awareness of the recommended 10,000 daily



steps and to encourage staff and students to get active and be environmentally aware by asking them to record their walking, swimming or cycling activity and promote non-car travel. The promotion lasted 90 days, with the first 60 days held as a friendly competition with staff at Aberystwyth University.

In total, 400 staff and 192 students registered to participate. Overall staff completed 67,000 miles (2.69 times around the world), 11,000 more miles than Aberystwyth.

A subsequent participant survey highlighted it had raised awareness of how little exercise some people took. They also felt the pedometers funded by a TAI TH grant application had been a great motivator to get active.

Car Share: An on-line portal for staff and students to car share was created, although this needs to be further promoted in 2014 to encourage use.

Supporting You: Also during 2013 a Supporting You campaign was run in December as a staff health promotion with two aims, firstly to remind staff of the service, support and information provided by Health and Safety Services, to support staff's health whilst at work and in general. In addition, and to enhance on research already completed regarding staff's perceptions and requirements of a workplace health promotion service ⁸, a survey was sent out to all staff asking for thoughts on future health and well-being promotions.

In total 277 staff responded to the survey from a variety of Departments, Schools and Colleges, a summary of the responses are outlined below:

- Yoga, Pilates, complimentary therapies and walks were the most popular promotions staff would like to see offered.
- The theme of a healthy mind and stress reduction also featured as desired by many.
- The majority of people preferred activities to be held at lunchtime or after work.
- 31 staff offered a variety of skills and time to help with future activities.
- A number of comments also included suggestions such as:
 - Provision of Staff lunch rooms
 - Lunchtime classes in local buildings/sites rather than Dean Street or Maes Glas
 - Free or discounted rates for gym/activities/therapies
 - ½ hour lunch sessions at Maes Glas
 - Activities to include family and friends
 - Standing up desks/workstations

It would seem from feedback during this campaign that staff would welcome more opportunities to increase their health and well-being whilst at work which can only benefit both the employer and its staff.

Other Health Initiatives: In addition the following health promotions were undertaken in 2013.

⁸ Riches, 2012

- **Weight Loss Challenge:** The annual sponsored event ran from January to March. Over £400 was raised for Ty Gobaith.
- **No Smoking Day:** Was held on the 13th March in-line with the National No Smoking Day. This involved a poster campaign using the National theme of 'Swap Fags for Swags' aimed at seeing how much money could be saved by quitting.
- **Health Promotions Analysis:** During the summer extensive work was carried out to analyse staff response to previous health promotions. This data is then used to plan the next year's health activities.
- **Corporate Health Standard:** A gap analysis of the University's current health related Policies and arrangements was carried out against the Welsh Assembly Government's Corporate Health Standard to assess if and where further work is required.
- **Alcohol Policy:** In addition, a review of the current Alcohol Policy was undertaken, which included talks with key staff members.
- **Back to Basics:** Most people will experience back pain at some point during their life so in conjunction with Back Care Awareness Week a campaign was carried out to provide tips on preventing problems in the first place and if they did occur, how to reduce the risk of a recurrence and help speed up recovery. It should be noted every year dozens of Bangor University staff suffer from back pain, with over 47 separate cases occurring in 2013.

Recognition: The work of the University was again recognised through a published article in the Occupational Health magazine describing the University's Occupational Health Practitioner's initiative to bring together employers and local GPs to "encourage employees return to work."

AUDITS, REVIEWS & INSPECTIONS

A number of formal audits and safety reviews were undertaken in 2013, these included:

- **College of Arts and Humanities:** An extensive audit of the College's Health and Safety Management System was completed. This included assessing standards within a number of its eleven constituent Schools and divisions.

The audit consisted of a quantitative analysis (for which there are simple YES/NO answers) and an indicative qualitative assessment (where observations and comments are provided) of the overall management performance.

The quantitative [overall management performance] scored 90.8 – GOOD and the qualitative performance scored 107 – VERY GOOD.

- **Chemical Safety in Teaching:** A Review of the procedures established by the School of Chemistry to manage taught Year 1 and Year 2 under-graduate practicals was carried out in 2013. The process included an appraisal of supporting documents and visits to a number of taught practicals. Although a number of improvements were identified, the Review highlighted the efforts made by staff and the School to ensure good standards are in place. A positive and progressive reply to each point within the Report was received from the School; with many measures already completed in readiness for the 2013 / 2014 academic year.
- **Staff Embedded within other Employers:** Following the HSE's intervention (see *Enforcement Action*) a Review of University procedures to assess potential risks to staff placed or embedded within other employers was carried out. This Review raised a number of actions:
 - ii. Re-introduce the requirement to assess the host 'KTP' organisations health and safety arrangements and if possible carry out an Inspection of the site before a member of staff may start work.
 - iii. Remind Colleges / Departments of their responsibilities with regards to staff embedded within a host organisation.

- iv. Establish systems to identify all University staff working within host organisations.
- v. Investigate University procedures with regards to other employer's staff placed within the University.

- **Radiation Management Arrangements:** An internal Review of all open and sealed radiation sources management arrangements was carried out in preparation for the combined Environment Agency / Natural Resources Wales (NRW) audit. This included an inspection of all University radiation facilities and a complete revision of the Ionising Radiation (Open Sources) Policy Standard, Management Systems and Local Rules.

The Regulatory Authorities subsequent audit assessed compliance against the University's specific authorisations and permits issued under the Environmental Permitting Regulations 2010 and basic compliance with the requirements of the Ionising Radiation Regulations 1999. Their audit consisted of a thorough review of documents, visits to radiation facilities and interviews of key staff. The audit went well with no actions identified.

- **Biological Hazards Review:** A follow up to the 2010 Review of Hazardous Biological Agents which assessed the control of hazardous biological agents associated with laboratory activities and the management of animal housing facilities in teaching and research was carried out. Relevant areas were re-visited to inspect facilities, assess documentation and interview key staff to provide an update against the actions identified in the 2010 Review. Findings were extremely positive with the majority of the actions, from the 2010 Review completed.
- **Estates-related Contractor Control Management:** The Estates and Facilities Department appointed an external consultant to review the Department's management arrangements with regards to the appointment

and subsequent management of contractors once on site. This was a follow up to the review carried out by Health and Safety Services in 2010. A number of recommendations were made, particularly around the area of record keeping.

- **Formal Inspections:** HSS staff undertook many formal recorded Inspections of work areas and hazardous activities during 2013. This is in addition to inspections undertaken as part of Reviews, Audits and accident/incident investigations.

Further to Inspections undertaken by HSS staff each College and Department will also undertake their own area and activity inspections.

- **Bi-Annual Insurance (External) Audit:** The University is insured through UMAL, a higher education mutual insurance provider. As part of this arrangement, every two years the University is inspected and receives two formal reports; Property Risk Management (primarily fire related) and Health & Safety Risk Management.

The overall average rating for Safety and Health Management Controls improved in 2013 from 2.33 in 2011 to **2.5** (the 2013 UMAL average was **2.22**). UMAL uses a 0-3 scoring system across all of its insured institutions.

Tŷ GOBAITH CHARITY



Tŷ Gobaith/Hope House is the University's adopted Charity. The Charity provides respite, palliative care and terminal nursing for life-limited children. Their Community Care Team

also offer support in the family home with bereavement support and counselling also available to all family members for as long as is necessary. Although Hope House requires over a million pounds each year to provide care for children and even though it receives little statutory

funding, it makes no charge to families, so voluntary contributions are essential.

In December, after another successful year of fundraising, Dr David Roberts presented a cheque for £12,897 to Tŷ Gobaith.



The money was raised from numerous events including a 'Zip-Wire' challenge organised by the School of Chemistry, a fundraising meal organised by 'Lead Wales' for local businesses, ascents of both Kilimanjaro and Mount Snowdon plus the proceeds from the University's staff lottery that exists solely to raise funds for Tŷ Gobaith.

Over the past four years the fund raising activities of staff and students have raised over £44,000 for the Charity.

NORTH WEST WALES HEALTH & SAFETY GROUP



The North West Wales Health and Safety Group (NWWHSG), which aims to develop good health and safety practice amongst local

employers, had a very busy 2013. The Group not only provided eight monthly talks but also worked with the National Back Exchange to facilitate a well-received one day Manual Handling Conference and Exhibition Event. The day included a range of practical talks and demonstrations on improving manual handling techniques. Various types of equipment, designed to make handling tasks easier were also on display.

In addition, in September, the Group arranged its bi-annual Health and Safety Conference 'Changing for the Better' that over a 100 representatives from local and national employers attended. Talks ranged from a H&S Legal Update to talks aimed at learning how to change health and safety behaviours and attitudes in ourselves and others.

End.