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| --- | --- | --- |
| University of Cumbria |  |  |
| **Health and Safety Committee** | Meeting Date | **26/09/2024** |
| **Annual Health & Safety Report**  **1st August 2023 – 31st July 2024** | | |
|  | | |
| **Author:**  Andrew Rivett - Health & Safety Manager  Andrew Gravett - Head of Estates and Property | **Senior Lead/Sponsor:**  Dr Jean Brown  University Secretary | |
| **Action required:** Please ☒ as appropriate.  Approval ☐ Comment ☐ Noting ☒ | | |
| **The Committee is asked to:** consider the annual Health & Safety Report. | | |

This paper is presented as the annual report of Health & Safety matters for 2023/24.

This report summarises the work completed for the period 1st August 2023 to 31st July 2024 to improve the health & safety performance of the University and maintain legal compliance.

The main elements of the report focus on the work carried out during the year and in response to the recent reviews and audits of compliance.

A new health and safety team has been recruited through 2023/24:

Health and Safety Manager – started May 2024;

Health and Safety Advisor (new role) – started January 2024

Fire Safety Officer (new role) – started September 2024

Fire safety has been a focus through the year. All buildings have had Fire Risk Assessments (FRA) completed by competent/qualified assessors; the high-risk actions from all the residential FRAs have been completed, with a plan for the non-residential FRA actions. One of the actions from both residential and non-residential FRAs was to undertake compartmentation and fire door surveys these will be carried out to all residential buildings during 2024/25, with remedial works anticipated.

Also included in this report are the more usual updates on policy reviews, health and safety key performance indicators, changes to health and safety risk register, accident and incident statistics and changes/updates in health and safety legislation.

**Alignment with Strategic and AOP Objectives**

This report aligns with the section of the AOP that covers equipping & enabling staff and sustainability & success.

**Onward Reporting Line**

University Board

**Confidentiality**

Confidential

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# Executive Summary

This report sets out the progress in relation to Health & Safety compliance through 2023/24.

Through the year the recommendations and actions from recent internal audits provided a structure for a range of the activity undertaken. In May 2024 a new Health and Safety Manager was appointed who has provided a fresh insight into the University’s activities, and, with the new role of Health and Safety Advisor also appointed to, significant progress has been made.

The focus has been on:

* Continuing to implement a robust Health & Safety management system, following HSE guidance - Managing for health and safety (HSG 65).
* The update of the Health & Safety Risk Register, and identification of responsible persons.
* Establishing a Fire Safety Group. This group has overseen fire risk assessments being undertaken across the residential & non-residential estate; development of plans to undertake compartmentation and fire door surveys; the delivery of the work arising from the risk assessments and surveys; and the updating of the University’s Fire Policy and Personal Emergency Evacuation Plans (PEEP) policy.
* Reviewing health and safety compliance related policies and setting a programme to review all other policies over a two-year period.
* Identifying Health & Safety training requirements for different staff groups, a continued focus on completion of the health and safety mandatory training courses, and starting the refresh of role specific training starting with senior leaders and managers.

Accident figures decreased compared to the previous year, however there were 4 RIDDOR accidents reported, compared to 1 the previous year. There was an upward trend in incidents reported.

The report provides an overview of the work done during the year in response to the recent reviews and audits of compliance. There are updates on various key matters including fire safety, the review of health and safety policies, the health and safety risk register, accident and incident statistics and changes/updates in health and safety legislation.

# Health and Safety Audits

In February 2023 an audit of the University’s Health and Safety arrangements, carried out by Uniac the University’s internal auditors, raised a range of concerns regarding the Health and Safety arrangements at the University. The actions arising from this audit were subject to a follow up audit in June 2024.

Prior to this audit, in March 2022, an internal audit report of compliance with the UUK Accommodation Code of Practice (ACOP) flagged that procedures were deficient in providing the evidence to support the audit in the area of health and safety. The actions arising from this audit were subject to a follow up audit in September 2023.

All actions from the two substantive audits, and the follow up from the UUK ACOP audit, have been completed; work is ongoing on the final actions from the follow up relating to the audit of Health and Safety arrangements.

The main action areas from the audit of the University’s Health and Safety arrangements were:

* *Update of a legal health and safety register* – the legal register has been developed but is subject to further review prior to the audit action being fully closed off.
* *Publish the H&S audit schedule* – A 3 year rolling programme creating an annual schedule has been published
* *Creation of a health and safety competency and training matrix* - A H & S competency and training matrix has been created for all roles within the university. Institute and Professional Service leads, and members of Health and Safety Committee were prioritised for training early in 2024, with 31 senior managers completing the IOSH Senior Executives/Directors Safety course. The IOSH Managing Safely course is planned to be rolled out to managers with responsibility for health and safety in 2024/25.
* *Improvement of the Health and Safety Management systems* – The purchase of SOTERWEB digital H & S system has taken place and is currently under ongoing implementation.
* *Improved governance and consultation with the setting up of the new health and safety committee and Campus Operations Groups* – all campuses now have an Operations Group which meets monthly and includes a discussion and a report about H & S – accident and incident report identifying any trends; Fire – wardens checks completed, and findings actioned etc. Any issues raised feed into the University H & S Committee
* *Creating campus and building hazard maps and building fire manuals* – The hazard maps and the building fire manuals have been completed and are stored on SharePoint for ease of access.
* *Improving fire safety in buildings in line with the Fire Safety Act 2021* – all Fire Risk Assessments (FRA’s) have been carried out by a suitably qualified and competent person. The actions from the FRA’s have been planned. Recruitment is now complete for a Fire Safety Officer.
* *H & S roles and responsibilities* – The roles of Fire Wardens and First Aiders have been clearly determined along with areas of responsibility.
* *H & S communication* – Campaigns and communication streams have been developed on different subject areas and monthly activity is now underway with the communications team. Also exploring the use of wall boards and screensavers to further the H&S communication strategy.
* *Central H & S team resources –* We now have a team of 3 people – A H&S Manager; A H&S Advisor and a Fire Safety Officer.
* *H & S objectives* - were agreed for 2023/24 and the objectives for 2024/25 have been developed.
* *Incident and accident reporting* – The categories of accidents and incidents have been reviewed. The reporting will be improved and made easier with the implementation of the SOTERWEB system

# Compliance

The University is responsible for statutory and mandatory testing, servicing and inspection.

In order to achieve statutory compliance and deliver a safe working environment, the following steps are required to ensure that the University of Cumbria is legally compliant, and working in line with best practice:

* Clarity regarding regulation under the Health and Safety at Work Act 1974 (HASAWA) ensuring all understand their legal duties and responsibilities outlined by primary (HASAWA) and secondary (subsequent regulations) legislation
* Continual progress with Policy development and review
* Working closely with the relevant teams in order to manage the University’s - Control of Substances Hazardous to Health Regulations (COSHH) legal requirements. This includes creating an inventory of substance used. Collating all Material Safety Data Sheets (MSDS). Creating a tool to be used across the technicians, estates and domestic service areas for risk management. COSHH – recommended appointment of Chemical Safety Officer.

The Health and Safety at Work etc. Act 1974 is the primary legislation covering health and safety. The HSE, along with local authorities, are responsible for enforcing the Act and a number of other acts and instruments relevant to the working environment including several relevant to estates and property.

# Monitoring Auditing and Review

Monitoring, auditing and review has improved. We have seen improvement by encouraging stakeholder involvement. There is more control in documenting procedures. Improvements are also evident in the risk assessment depository which are being uploaded to a central point (staff hub) for easy access. Also, the monitoring of accident and incident reporting has improved. Near miss reporting has been introduced as part of the incident report management system. This will give the department time to rectify issues prior to resulting in accidents.

# Fire Safety Management

The University of Cumbria is responsible ensuring legal compliance under the Fire Safety Act 2021 and Regulatory Reform (Fire Safety) Order 2005.

During 2023/24 the University, carried out Fire Risk Assessments of all buildings by competent qualified assessors and developed a fire action tracker and improvement plans. Actions were prioritised, costed and there is a plan of action to complete with the appointment of the new Fire Safety Officer.

One of the actions from both residential and non-residential FRAs was to undertake compartmentation and fire door surveys these will be carried out to all buildings during 2024/25, with remedial works anticipated.

## Fire Evacuation Drills

Fire evacuation drills - 100% of planned fire evacuation drills have been completed. These covered all University residential buildings as part of a rolling programme. The regular weekly alarm testing has continued to be carried out.

Personal emergency evacuation plans (PEEPs) have been reviewed and the PEEP Policy represented to the HSC.

## Fire Wardens

The university currently has 81 trained fire wardens across all campuses, and improvements have been made to distribute them where required. Since the last annual report an additional 20 staff have been trained.

The below table identifies the number of trained fire wardens per campus and the number – in brackets – identifies the number of fire wardens awaiting initial or refresher training:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Campus | Lancaster | Fusehill Street | Brampton Road | Ambleside | London | Total |
| Number | 29 (12) | 22 (5) | 11 (1) | 11 (5) | 8 (0) | **81 (23)** |

A schedule of delivery of annual Fire Warden refresher training ran throughout the academic year and a fire warden recruitment campaign plan was advertised via the Staff Global and staff screensavers throughout the year.

The fire wardens conducted monthly building inspections throughout the year.

# Health and Safety Policy Update

During this year, the following policies have been reviewed and approved:

* Asbestos
* Legionella

Significant work was also undertaken on the following policies, with plans to finalise them early in the 2024/25 academic year:

* PEEPS
* Lone Working
* Fire Safety Policy
* H&S Risk Management
* H&S Responsibilities
* Animals on Campus
* H&S in Fieldwork
* Student Placement Policy
* Smoking & Vaping

# Health and Safety Key Performance Indicators

Key performance indicators for Health & Safety have been updated and are attached in Appendix 2. These KPIs are historical and will be reviewed in 2024/25.

# Health and Safety Risk Register

The Health and Safety risk register has been reviewed throughout the year.

The highest risks after consideration of control measures/mitigations are:

* Fire
* Hazardous and dangerous substances (COSHH)
* Contractor management
* Travel
* Stress/anxiety/wellbeing
* Emergency lockdown

# Health and Safety Audits

The Health & Safety audit schedule follows a five-year cycle, the auditing programme measures health & safety performance to ensure policy and practices are effective and ensure continual improvement. The auditing programme uses the Health & Safety Management Performance Standards (HASMAP), which have been developed by the Universities Safety & Health Association and are accepted by the Health and Safety Executive (HSE) as a valid auditing tool for Higher Education.

Audits of the Institute of Health and Student Services started in March & May 2024; the audit reports are in the process of being signed off before being reported to Health and Safety Committee.

The health & safety audit schedule has been reviewed with a three-year auditing programme which commenced 2023/24.

# Accident & Incident Data

## Accidents

Details of accidents are provided in Appendix 1. Overall, the number of accidents reported were fewer than the same period last year. An analysis of the accidents did not identify any significant trends. The largest category was slips, trips and falls.

During the year, there were four accidents reported to the HSE (RIDDOR):

August 2023 – (Staff), Slips, Trips, & Falls

A member of Students’ Union staff tripped over a step outside Rigg Cottage, leading them to break their metatarsal. The member of staff required medical treatment resulting in 7 days (or more) off work. The accident was not reported to the Health and Safety service in a timely manner by the Students’ Union; they have been encouraged to report in a timely manner in future.

October 2023 – (Student), Collided with Stationary Object.

A student unintentionally collided with another student between two rows of desks, hitting their finger awkwardly resulting in dislocation, for which they attended hospital.

January 2024 – (Staff), Injury by Manual Handling

A member of staff was returning/rearranging books onto shelves when she sprained her little finger resulting in swelling and pain. They required medical treatment resulting in 7 days (or more) off work.

March 2024 – (Staff), Slips, Trips & Falls

A member of staff tripped over a raised paving slab and fell resulting in spraining her wrist along with bruising and scrapes to her chin. They attended the hospital where it was confirmed that they had fractured their wrist, for which they had time off work.

## Incidents

Details of incidents are provided in Appendix 1. Overall, the number of incidents reported shows a downward trend in comparison to the same period last year. The analysis of the incidents did not identify any significant trends however the location of incidents did change with a reduction in the incidents reported at Ambleside -9% whilst there is increase in the incidents reported at Fusehill Street +11%, decrease at Brampton Road -65% and -21% decrease in the incidents reported at Lancaster. The largest category of incidents is ‘Fire alarms’ followed by ‘Accidental Damage, ‘Building Safety’.

Staff and students are advised to continue to report any accidents and incidents or near misses via the University accident and incident reporting whether on campus or not.

# Priority Activities

## First Aid

The University currently has 55 staff trained in first aid across all campuses – an increase of 17 from the last reporting year. We recently recruited more first aid volunteers to ensure that there are always sufficient first aiders for the numbers of staff and students on campuses. The first aiders recently completed an audit of the first aid kits in their areas.

This year first aiders attended **38** incidents involving illness or injury across the University (last year 20).

Number of first aiders by campus:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Campus | Lancaster | Fusehill Street | Brampton Road | Ambleside | London | Total |
| Number | 17 | 23 | 6 | 2 | 7 | 55 |

## Health & Safety Training

The health & safety e-learning training packages (Display Screen Equipment (DSE)/Home DSE; Fire Safety Awareness; Health & Safety) continue to be utilised.

All staff who work on workstations for more than two hours/day are required to undertake mandatory training modules for the display screen equipment.

All staff are also required to complete a mandatory fire safety awareness module. There is increasing completion rate compared to the last reporting period:

* At the end of the reporting period, 85% of staff had completed the Display Screen Assessment.
* The University has also undertaken a Homeworkers Display Screen Assessment of all staff who work flexibly, at the end of the reporting period, 81% of staff has completed this.
* The University has been undertaking a triennial Fire Safety Awareness Assessment of all staff, using the Assessrite software. At the end of the reporting period, 90% of staff had completed this. This is an increase in all H&S elearning training types.
* So far, we have 21 members of staff who have been referred to Posturite for equipment adaptation.

Regular reports are available to Directors of Institutes and Services to promote the completion of the above training and assessments. Directors have been advised to ensure staff complete their training and assessment.

The completion rate for additional modules aimed at specific job roles is 100%. The H&S team continues to facilitate the fire wardens and first aid training events. The team also works with students on placements and provides support by working with People & Culture (P&C), Occupational Health (OH) and academic staff/managers in investigating underlying root causes around health and wellbeing of both students and staff and providing reasonable adjustments as required. All health and safety training is recorded on the staff members’ individual training record held by P&C.

## Health & Safety Training Matrix

A health & safety training matrix was updated to identify the University training programme offered to staff at all levels. The matrix was reviewed to reflect all mandatory training. The IOSH Safety for Executives and Directors has been completed by 31 delegates. Training for managers will be rolled out as a priority and other areas will follow with the appropriate level of risk-based training across the university.

## Changes to Legislation

The Health & Safety Team monitors UK legislation to consider the potential impact of new and reviewed regulations. The following pieces of legislation have been undergoing consultation (In italics) or due to be enacted (In bold) associated to the University during this year:

* *Terrorism (Protection of Premises) draft Bill*: *Martyn’s Law:* This legislation will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there. The Health & Safety Manager will conduct an Invacuation Risk Assessment and resulting actions will be taken forward
* *Mental Health First Aid Bill* – This Bill aims to make mental health first-aid part of first-aid training requirements; it will become a legal requirement for businesses in England to offer mental health first aid training. The P&C team is aware of the update and have recruited and trained a team of 15 employees with continuing efforts being made for further recruitment and training. P&C are working closely with H&S Services on this matter.
* *Energy Performance of Buildings (England and Waled amendment)*: Amended 2012 Regulations relating to data sharing. Enable the Secretary of State, Accreditation Schemes and Energy Assessors to share data on the energy performance of a particular building with the owner, landlord or occupier of that building. This creates an environmental aspect of operations which forms part of the UOC Legal Register.
* *Town & Country Planning (General permitted development etc.) (England) (amendment) order 2024. Amends the 2015 planning regulations adapted.* Again, this is pertinent to the UOC Legal Register. This is relevant to any existing or future development projects across the UOC campuses.

## Health and Safety Team Engagement

The H&S service continues to be involved in the regional USHA group. Regular webinars / meetings / conferences provide a great opportunity to meet with peers for support and discussion of H&S issues pertaining to HEI’s.

The H&S service continues to focus on training and professional development, with attendance at external training events.

The H&S Service continues to work closely with Unions recognised by the University.

The H&S Service continues to engage with colleagues working at smaller campuses and sites.

# Appendix 1- Accidents & Incidents

## Accidents

The following table shows the categories of accidents that occurred over the period 1st August 2023 to 31st July 2024 in comparison to the same period in 2022/23.

|  |  |  |
| --- | --- | --- |
| **Type of Accident** | **No. of accidents 2022/2023** | **No. of accidents 2023/2024** |
| Contact with moving machinery or machined material | 0 | 0 |
| Hit by object | 1 | 4 |
| Hit by moving vehicle | 2 | 1 |
| Collided with stationary object | 5 | 2 |
| Injury while manual handling | 2 | 4 |
| Slip, trip, fall | 12 | 11 |
| Fall from height | 2 | 0 |
| Trapped by something collapsing | 0 | 0 |
| Drowned or asphyxiated | 0 | 0 |
| Exposed to harmful substance | 0 | 1 |
| Exposed to fire | 0 | 0 |
| Exposed to explosion | 0 | 0 |
| Contact with electricity | 0 | 1 |
| Injured by animal in line of work | 0 | 0 |
| Acute mental health distress | 0 | 0 |
| Assaulted by person in line of work | 0 | 0 |
| Sport & Dance | 9 | 7 |
| Other | 9 | 3 |
| **Total** | **42** | **34** |

The table below shows the accidents occurring on each campus over the year in comparison to the same period in 2022/23.

|  |  |  |
| --- | --- | --- |
| **Campus** | **Number of Accidents 2022/23** | **Number of Accidents 2023/24** |
| **Lancaster** | 20 | 14 |
| **Brampton Road** | 7 | 3 |
| **Fusehill Street** | 8 | 8 |
| **Ambleside** | 4 | 6 |
| **London** | 1 | 0 |
| **Off Campus** | 2 | 3 |
| **Total** | **42** | **34** |
| **RIDDOR** | **1** | **4** |

Staff and Student Accidents by campus (note that the remaining accidents were either to ‘others’ or contractors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **No. of Staff** | **No. of Accidents** | **No. of Students** | **No. of Accidents** |
| **Lancaster** | 473 | 5 | 2378 | 5 |
| **Brampton Road** | 80 | 0 | 395 | 3 |
| **Fusehill Street** | 354 | 4 | 1982 | 1 |
| **Ambleside** | 74 | 4 | 581 | 2 |
| **London** | 49 | 0 | 615 | 0 |
| **Barrow** | 7 | 0 | 41 | 0 |
| **Total** | **1037** | **13** | **5779** | **11** |

## Incidents

The following table shows the categories of incidents that occurred over the period 1st August 2023 to 31st July 2024 in comparison to the same period in 2022/23.

|  |  |  |
| --- | --- | --- |
| **Type of Incident** | **No. of incidents 2022/2023** | **No. of incidents 2023/2024** |
| Fire | 2 | 0 |
| Fire Alarm | 72 | 63 |
| Intruder Alert | 19 | 12 |
| Youth Nuisance | 17 | 10 |
| Malicious Damage | 1 | 3 |
| Theft | 8 | 6 |
| Accidental Damage | 19 | 17 |
| Dangerous occurrence | 1 | 1 |
| Drug & Alcohol | 0 | 3 |
| Near miss | 4 | 2 |
| Illness | 13 | 15 |
| Leak | 0 | 2 |
| Assault | 0 | 0 |
| Student anti- social behaviour | 8 | 14 |
| Noise | 9 | 0 |
| Building Safety | 0 | 17 |
| Building Security | 0 | 15 |
| Unacceptable behaviour Verbal Abuse | 0 | 2 |
| Acute mental health distress | 2 | 4 |
| Tampering with fire precautions | 1 | 0 |
| Animals on Campus | 0 | 1 |
| Other | 60 | 14 |
| **Total** | **236** | **201** |

The table below shows the incidents occurring on each campus over the year in comparison to the same period in 2022/23.

|  |  |  |
| --- | --- | --- |
| **Campus** | **Number of Incidents 2022/23** | **Number of Incidents 2023/24** |
| **Lancaster** | 79 | 65 |
| **Brampton Road** | 32 | 11 |
| **Fusehill Street** | 31 | 35 |
| **Ambleside** | 88 | 80 |
| **London** | 1 | 3 |
| **Off Campus** | 5 | 7 |
| **Total** | **236** | **201** |

There is a downward trend in the incidents reported for this period covered

# Appendix 2 - Key Performance Indicators

The KPIs below are those agreed to be reported against historically. It was agreed at Health and Safety Committee that these would be refreshed for reporting in 2024/25.

| **Performance measures** | **Performance Indicators** | | **2022/23** | **2023/24** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| ***Lagging Indicators*** | | |  |  |  |
| Accidents | Year on year comparison of: | |  |  | Please note that incident |
| and | • | Accidents | 42 | 35 | figures do not include |
| Incidents | • | Incidents | 236 | 210 | sporting incidents. |
|  | • | RIDDOR reportable incidents | 1 | 4 |  |
| Fire safety | Year on year comparison of: | |  |  |  |
| * Unwanted fire signals (with a fire) | | 2 | 0 |
| * Fire Alarms incidents (residential and | | 72 | 63 |
|  | non- residential) |  |  |
| *Leading Measures* | | |  |  |  |
| Fire Risk | All buildings have an up-to-date fire risk | | All residential areas | All Buildings completed | Continuous Monitoring |
| Assessment | assessment – details of assessments | | Process in place |
|  | reviewed | | (Risk Assessment |
|  |  | | Schedule) |
| Annual Report | Report produced to deadline | | Yes | Yes |  |
| Fire Safety | Number of fire drills completed | | 61 |  |  |
| Campus | No. of Campus inspections planned | | 4 planned | 1 planned  1 completed | All campus Inspection completed  Safety Inspection Checklist has been established and agreed with the TU to be used 2024/25 |
| Safety |  | | 4 completed |  |
| Inspections | % of campuses inspections by H&S Service | |  |  |
|  | and TU’s versus completed | | 4 | 0 |
|  | % of issues raised that have been addressed | | 4 | 0 |
| Safety  Policies | All policies up to date | | 20 policies  6 reviewed in year | 20 policies  11 reviewed in year - 9 awaiting approval | Plan to review all policies in 24/25 as a number are now past their review dates. A programme has been established |
| Health and Safety  Committees | Met as required no. and schedule of mtgs.  Minutes produced  Reps from all Institutes and Services attend HSC | | Y  Y  N | Y  Y  Y |  |
| Health and Safety Training | Total health and safety training per month, number of staff trained and level of staff, e.g. leadership/executive team, senior managers, line managers, supervisors, general staff, etc. | | Dec - 19hrs  Feb - 6hrs  Mar - 11hr  June - 22hrs | March - 3hrs  July - 2hrs  March - 8hrs  April - 8hrs  July - 10hrs | 31 Senior leaders have completed the IOSH Senior Executive & Directors (SED) training course |
|  | | Total = 58hrs | Total = 31hrs |  |
| Percentage completion of Display Screen Equipment Assessments | | 84% | 85% |  |
| Percentage completion of Homeworking DSE assessment | | 79% | 81% |  |
| Percentage completion of Fire Safety Awareness | | 86%% | 90% |  |
| Percentage of staff with IOSH qualification | | No training carried out in 2022/23 | SED training carried out in 2023/24 – 31 completions | IOSH training plan currently planned in for IOSH Managing Safely for all Managers with H&S responsibility |
| Risk Register and Action Plan | Risk register and action plan current and regularly reviewed | | A brainstorming exercise was undertaken with members of the H&S Committee |  | The revised risk register will be presented and discussed at the Health and Safety in September 2024. |