

Health and Safety Service Annual Report 1st August 2015 to 31st July 2016

1. Introduction

- 1.1. This report provides a summary of the work carried out by the Health and Safety (H&S) Service during 2015/2016. It also covers H&S activities across the University, training programmes that have been delivered and progress against the 2015/2016 H&S Action Plan.
- 1.2. The primary responsibility for the health and safety of staff, students and visitor's rests with the University Board, Vice Chancellor and the University Executive Group. The day-to-day operational management of health and safety is delegated to Heads of Departments, Senior Managers, line managers and supervisors at the University. All staff at the University bear the responsibility to work safely and to ensure no-one is harmed by their work
- 1.3. The role of the Health and Safety Service is to provide advice and assistance, on behalf of the University Board and Executive Group, to ensure the University fulfils its legal obligations under the Health and Safety at Work Act 1974 and all subordinate legislation
- 1.4. At an operational level, the H&S Service is committed to protecting the health and safety of everyone who visits the University; staff, students and others such as the public and our contractors. This includes providing advice on; risk assessments; placements and field trips; staff queries and requests; training courses; incident and accident investigation. The service also liaises with external bodies such as the Local Authorities, the Health and Safety Executive (HSE) and the Fire & Rescue Services.
- 1.5. The University H&S Committee is responsible for monitoring and reviewing the health and safety arrangements within the institution and for proposing and approving University policies on health and safety.
- 1.6. Campus H&S Committees support the aims and objectives of the institution's health and safety policies and procedures, promote health and safety at work and consider all aspects of health, safety and welfare affecting the workplace.
- 1.7. This report summarises the work of the H&S Service between August 2015 and July 2016

2. Health and Safety Action Plan and Strategy

- 2.1. The 2015/2016 H&S Action Plan was developed and approved at the University H&S Committee meeting in July 2015.
- 2.2. The H&S Action Plan guides the work of the H&S Service through the year and enables the University to assess the effectiveness and success of H&S initiatives and control measures, ensuring legal compliance.

2.3. The H&S Action Plan was developed after consideration of previous work, legislative changes both recent and proposed, the themes contained within the H&S Strategy and the University's strategic aims and objectives.

The work of the H&S Service has been directed by, and appraised against, the H&S Action Plan 2015-2016. The H&S Service has successfully achieved the majority of targets – see section 12.

2.4. The H&S Action Plan for 2016 -2017 will direct the operational work of the H&S Service during the academic year. The H&S Action Plan has been developed following the format of the 'Leadership and Management of Health and Safety in Higher Education Establishments' document. The performance indicators from the guidance have been used to formulate actions leading to good health and safety management standards, by mapping them to the 'Plan, Do, Check, Act/Review' management system approach.

3. Health & Wellbeing

3.1. The University remains committed to health and wellbeing being at the core of our culture. In October 2015 a second Health & Wellbeing week took place which was extended to a full week, across all campuses.

4. Health Surveillance

4.1. The Occupational Health Service provider has undertaken health surveillance checks for staff across the University. Health surveillance involves checking the health of individuals who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health. These checks are a legal requirement.

During 2015/2016 21 staff have been identified as potentially being at risk and have been assessed by the Occupational Health Service provider. The assessments included 21 respiratory questionnaires, 21 skin checks, 19 spirometry tests (lung function), 8 audiometry, 8 hand arm vibration (HAVS) checks and 8 driver medicals. These staff and others who are subsequently appointed will receive annual health surveillance.

5. Management of Radioactive Substances

5.1. Permit Applications for the UoC premises at Lancaster and Energus have been successful and the Permits issued, Standard Rules Permit for Sealed Source use, as from 18/08/2015.

Following receipt of the Permits there was a visit by the 'local' Environment Agency Radioactive Substances Regulator (RSR) Inspector, on 27th January 2016, together with an Officer from the Counter Terrorism Security Advisor service. This routine visit deemed that our arrangements for the Management and Security of the sealed sources in our possession was satisfactory. Some minor comments on our draft source administration procedures were made by the EA Inspector, these

have been reflected in the amended procedures. The EA Inspector carried out a similar Inspection the following week at Energus, again this was deemed to have satisfactory arrangements.

Prior to the Inspection visits, the documentation for the Management of Radioactive Substances at UoC was completed. The appointment of Alan Marsh, Radiation Protection Programme Lead as the UoC Radiation Protection Officer (RPO) was formalised in writing, together with the additional appointments of Chris Perks, Andrew Parker, Dean Harris and Alan Marsh as Radiation Protection Supervisors (RPSs). A formal RPS Training Course was arranged with the University's Radiation Protection Advisor (RPA) service, Christie Hospital.

The transfer of the sealed sources storage arrangements from Alexander Building to Dalton Building has still to be completed, following the refurbishment of the Skills Rooms in the Dalton Building. This is currently being progressed.

The University is committed to ensuring that the highest standards of control for radioactive substances, over and above the minimum legal requirements, are maintained by the implementation of a robust management and risk minimisation system.

6. Health and Safety Structure, Policy and Guidance

6.1. The following Codes of Practice have been approved by the University H&S Committee during 2015/2016:

- Construction, Design and Management of Projects
- Workplace Equipment
- Workplace Welfare
- Risk Management of Placements

The codes of practice are available on Staffnet and have been widely publicised at Deanery and Service meetings.

A programme of policy/CoP review and implementation has been undertaken to support effective H&S management and to ensure consistency with structural changes within the University of Cumbria.

6.2. The Universities Safety and Health Association (USHA) has published new guidance on leadership and management in higher education institutions. This supersedes the Universities and Colleges Employers Association (UCEA) Code of Best Practice in Health and Safety Management that was first published in 2001. The guidance is aimed at all tiers of management and focuses on the actions and behaviours associated with positive health and safety culture.

6.3. The Sentencing Council Guidelines for 'Health and safety, corporate manslaughter and food safety and hygiene offences' came into force on 1 February 2016. The Guidelines will have a significant impact on the sentencing of offences and will apply to any case heard on or after 1 February 2016, irrespective of when the offence was committed.

These guidelines will result in significantly higher fines being imposed on organisations, particularly larger companies. Fines will be linked to the

turnover of each offending organisation. The Guidelines provide starting points and ranges for each size of organisation, for health and safety offences, corporate manslaughter and food safety and hygiene offences.

A number of cases have now made their way through the courts, giving an indication of the likely impact of failing to comply with legislation:

- Tata Steel – amputated finger - £185,000 fine
- Scottish Hydro-Electric Transmission Ltd – risk of electrocution - £133,000 fine
- Paul’s Malt Ltd – Fall from height - £100,000 fine
- Merlin Attractions – multiple injuries - £5,000,000 fine

6.4. The H&S Service have convened informal forums for campus health and safety committee members to discuss their role and involvement in the meetings.

At committee meetings, the active participation of members has historically been limited; while many members are happy to comment on papers brought by the H&S Service, they have been less keen to bring papers themselves. To ensure all committee members feel able to engage, staff were invited to suggest what could be done to enable participation and how the effectiveness of the meetings could be enhanced. When considering proposals, the H&S Service were mindful that committees have to operate within certain parameters set by the terms of reference, constitution, etc.

A paper was presented to the Campus H&S Committees that summarised the suggestions made at the forums. These included requiring committee members to report to the committee on H&S matters relating to the areas they represent.

6.5. Completion of AssessRite, the online display screen equipment training and assessment system, has reached over 98.7% (as of August 2016). Completion rates are very good. The majority of non-completers are staff who have recently joined the University and have only just received notification to undertake the training, test and assessment.

AssessRite provides opportunities for staff to report issues with their workstation which are subsequently dealt with by the H&S Service. In addition, a number of positive outcomes have been recorded. These include providing a new chair for a member of staff (which has significantly benefited her at work, improving her comfort, reducing the frequency of episodes of sciatica and having a positive impact on her wellbeing); providing staff who use laptops with peripheral devices to improve their workstation layouts; enabling staff to take action to enhance their working environment; embedding the importance of ergonomic workstation arrangements and the impact this can have on the health of the individual.

6.6. The H&S Service have attended departmental and Service meetings to communicate legal requirements, policy information and advise on specific issues.

6.7. The H&S Service receives regular updates on legislative changes, court reports, new guidance and H&S promotions from a variety of sources,

such as the HSE, IOSH, USHA, local & national government, industry bodies and H&S professionals from other HEIs and further afield.

7. Enforcing Agency Visits

- 7.1. Crews from the Lancaster Fire Station have visited the Lancaster Campus to review William Thompson Hall and ensure they have all the information they need to tackle a fire in the building, should the need arise.
- 7.2. Fire fighters from the Lancaster station have also visited campus to update their records of hazardous and dangerous substances on campus and to review the location of fire hydrants and emergency shut-offs for gas & electricity
- 7.3. Following the RIDDOR reportable fire at Brampton Road, a formal visit to site was made by a HSE Inspector. The Inspector was satisfied with the health and safety arrangements in place in the workshop and no formal recommendations were made.

8. Internal Auditing

- 8.1. The H&S audit of the Personal Emergency Evacuation Plans (PEEPs) has been completed. The audit considered all aspects of the process for the creation and execution of a personal emergency evacuation plan for staff or students.

The audit found that while the University has systems in place for the creation of PEEPs, improvements are required to ensure they are created when needed and that once created, they are effective.

The H&S service has identified a number of remedial measures to improve the University's system for providing PEEPs, including staff training, awareness raising and new procedures. A new code of practice for PEEPs has now been created.

- 8.2. The H&S audit of Academic Quality and Development has been carried out. The audit considered all aspects of H&S management within the service.

Generally, the audit found that H&S is well managed within the service and staff felt safe and valued whilst at work. The management team within AQD appear very supportive and H&S is routinely considered when activities are planned and during PPDR's.

A recommendation was made to encourage staff to attend stress management and resilience training, which was endorsed by the Head of Service.

9. Fire Safety

- 9.1. Fire evacuation drills have been carried out for University buildings with the assistance of the Estates staff. The response of staff and students to the alarms has been good. Fire drills at smaller sites such as Furness College, Energus and London are organised by building owners and take place with the full cooperation of staff and students.

- 9.2. Drills have been carried out in the Halls of Residence across all campuses in line with the requirements of the Universities UK/Guild HE 'Code of Practice for the Management of Student Housing'. Residential students have also been shown the fire safety DVD which provides bespoke information and guidance on fire precautions in residential accommodation. The DVD is also available to view via the University of Cumbria website.
- 9.3. During 2015/2016 all fire risk assessments have been reviewed. Due to the dispersed nature of the campuses and buildings, this work is time intensive and extensive but necessary. Fire risk assessments are required for all buildings, which amounts to over 80 fire risk assessments across the University. The level of detail required and scope of the assessment are based on the use, size and type of building and the number of people affected. Due to the nature, diversity and age of the estate, the focus of the fire risk assessment is to have systems in place to reduce fire risks at source, ensure fire is swiftly detected, ensure occupants are immediately notified and that evacuation ensues without hindrance.
- 9.4. A fire occurred at the Brampton Road campus on 8th April 2016. The woodworking dust extraction unit ignited and the Cumbria Fire and Rescue Service were called to extinguish the fire. Staff and students evacuated adjacent buildings swiftly & calmly and no injuries were sustained. The extraction unit was comprehensively destroyed but there was no damage to adjacent plant, equipment or buildings due to the swift action of staff and students.

10. Health and Safety Training

- 10.1. Both members of staff from the H&S Service attended the annual Universities Safety and Health Association (USHA) autumn conference held in Manchester. The theme was 'Leadership and Management of Health and Safety in Higher Education Institutions'. At the conference new sector guidance document from the Universities Safety and Health Association (USHA) was launched (as mentioned in 2.4 & 5.2). This publication was produced in partnership with the Universities and Colleges Employers Association (UCEA) and describes principles and practices which managers in any HEI will need to apply in order to demonstrate good health and safety management.
- 10.2. The H&S Service have presented short sessions at staff corporate inductions to introduce University H&S procedures to new starters. The presentation includes H&S Committee information, action to take in an emergency, first aid provision and a service overview.
- 10.3. Fire Warden training has taken place in Lancaster and Carlisle. The courses detail the statutory requirements of the Regulatory Reform (Fire Safety) Order 2005, and assists in complying with current regulations. The aim of the fire warden training is to give the fire wardens the knowledge and skills they need to appropriately manage a fire incident in the workplace and to increase staff confidence in taking the correct action if a fire occurs. These courses included fire theory and practice, spotting fire hazards, evacuation principles, the responsibilities of a fire warden and the types and uses of fire extinguishers. They also included a live fire

demonstration, enabling fire wardens to get hands-on experience of safely operating a fire extinguisher.

- 10.4. Two First Aid at Work (FAW) courses and a re-qualification FAW course have been held. The training provider has worked with the University for some time and is familiar with how UoC organises first aid provision. In addition, they are able to refer to real life incidents to enhance the training experience and make it relevant to attendees.
- 10.5. The Head of H&S has presented a Risk Management training session to Zoology students at the start of the academic year. The timing of the session was intended to embed the importance of considering the H&S implications in their work and to raise awareness of legal requirements at the start of the academic year. The focus of the session was to assure the students that they will be able to experience a wide range of activities. Appropriate consideration of health and safety measures will help them to do this safely; not stop the learning experience taking place.
- 10.6. The H&S Service have run the following Institute of Occupational Safety and Health (IOSH) training courses:
 - Working Safely for the Events Management student cohort
 - Working Safely for first year Technical Theatre students
 - Working Safely for Facilities Management managers and IT staff
 - Working Safely for H&S Committee members
 - Managing Safely for Radiation Protection students at the Learning Gateway West
- 10.7. At the request of the University of Cumbria Student Union, risk management training was provided for the student union clubs and societies.
- 10.8. Manual handling training was provided to the LiSS Employability team. Whilst the staff do not routinely lift and carry heavy or awkward items, their participation in promotional events involves moving display boards and advertising material. Discussion following the training identified solutions to handling issues within the Service.
- 10.9. Training in the use of evacuation chairs has been provided to a number of staff across campuses.
- 10.10. The H&S Service have run tool box talks for staff across the University. These include sessions on personal protective equipment, hand and power tool safety, risk management and safe behaviours when working at height.
- 10.11. Automated External Defibrillator (AED) training has taken place at the Lancaster and Fusehill Street campuses. Feedback was excellent and attendees have reported that, should the need arise, they feel able to confidently use the on-site AED's.
- 10.12. At the request of the University of Cumbria Midwifery department, risk assessment training was provided to a small cohort of staff.

- 10.13. The Head of H&S attended a regional H&S briefing at Eversheds. The focus was on the education sector and was attended by H&S colleagues from regional universities.
- 10.14. The H&S Service staff have attended a regional IOSH conference 'Safer Workplace' and the USHA autumn conference 'Management and Leadership in H&S', a Forestry Safety update and regional IOSH meetings
- 10.15. The H&S Officer has attended a training seminar on HASMAP; the H&S Management and Audit system designed for use in HEIs. HASMAP has recently been redeveloped by a team of H&S Advisers from a number of Universities. It is intended to work hand-in-hand with the 'Leadership and Management...' document developed by USHA.
- 10.16. The H&S Service have run the following training sessions:

Training	Total Number of Sessions
Risk Assessment for Student Union Groups	4
Manual Handling for LiSS (Careers)	1
Risk Management – Zoology and Conservation Students	1
Safe Use of Electricity	7
Evacuation Chair Training	3
Personal Protective Equipment	1
Risk Assessment	2
Hand & Power Tool Safety	1

11. General issues

- 11.1. Advice and guidance have been provided to University staff to support the safe management and operation of the outdoor classroom at Fusehill Street. The space between Calva and the Learning Gateway has been greatly improved and is a resource that will be available for University students, staff and local schools.
- 11.2. The University of Cumbria H&S Service hosted the May meeting of the North West Universities Safety and Health Group meeting at Carlisle BIC. The meeting was well attended by H&S colleagues from Universities across the North West, discussion was lively and interesting and valuable information was exchanged.
- The University was complimented on the high quality of accommodation provided.
- 11.3. The H&S Service continue to attend the IT Service Health, Safety and Welfare Group and Nursing and Midwifery H&S Group. The meetings provide opportunities for discussion of H&S issues and enable staff from within these departments to raise concerns and feed into the campus H&S committees.
- 11.4. The H&S Service continues to engage with colleagues working at smaller campuses and sites.

- Ambleside: The H&S Service has provided input to the H&S arrangements for the new halls construction project, including reviewing the Construction Phase Plan and identifying issues relating to fire alarm response and access around the existing halls.
- Furness College, Barrow: Issues relating to workplace welfare, with respect to the UoC offices appear to have been resolved with the installation of improved ventilation. The H&S Service has engaged with H&S colleagues at Furness to receive assurance that fire drills have been conducted
- East India Dock Road: Advice has been given regarding security issues at the campus. The new site managers have been given a suitable safety induction and guidance on a number of safety matters, such as risk assessment and emergency response

***Health & Safety Service
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