



# ANNUAL HEALTH & SAFETY REPORT

2020-21

Originator: Joan Williams

Date: 6th October 2021

CONTENTS

1.	Introduction	3
2.	Review of Health & Safety Changes and Actions	3
3.	Health & Safety Committee	3
4.	Budget	4
5.	Personal Protective Equipment (PPE)	4
6.	PAT testing	5
7.	Risk & Safety Inductions	5
8.	Health & Safety Training	6
9.	General Training	6
10.	Individual Staff Training	7
11.	Incident Reporting	7
12.	Breaches to Health and Safety Policy	8
13.	Fire Alarms and Drills	8
14.	Priorities for the Forthcoming Year	9

## 1. Introduction

This report provides statistical data on key areas of health and safety and a summary of health and safety activities. The purpose of the report is to accurately review our management of health and safety and to provide the University with assurance that health and safety matters are being robustly managed across the institution.

## 2. Review of Health and Safety Actions

A digital health and safety system platform and a Health and Safety Management system (Simple Compliance) to centralise and structure risk assessments, accident and incident reporting and manage property compliance information was scoped and procured. A plan was devised for its implementation by March 2022.

### Defibrillators

Two fully automatic Heart Sine 360P defibrillators have been purchased, one has been positioned at reception at Blenheim Walk and the other behind Vernon Street reception. The use of defibrillators are included in the first aid training for University first aiders and first aiders were also asked to watch the online training presentation video on how to operate the defibrillator.

In addition to the COVID-Secure protocols, the University set up and operated its own asymptomatic test centre at Blenheim Walk. This was in operation from January 2021 and was available to all staff and students. The University also provided a Lateral Flow Device (LFD) collection service from its reception desks.

## 3. Health & Safety Committee

The Health & Safety Committee consisted of:

- Pro-Vice-Chancellor Student Experience & Resources - Chair
- Risk & Safety Manager
- Head of Estates
- HR Representative
- Head of Student Support
- Student Liaison Officer
- 1 elected Business Support Staff
- 4 elected Academic Staff
- 2 elected Workshop Managers
- Student Liaison Officer
- PA to Vice Chancellor's Office

The following Health & Safety Committee meetings took place during the year:

- 7th October 2020
- 20th January 2021
- 19th May 2021

The standard agenda items discussed at all Health & Safety Committee meetings were as follows:

- Reports on incidents and near misses
- Reports on breaches of Health & Safety Policy or changes in legislation
- Reports from course meetings on health & safety matters

Items discussed at length during the committee meetings were Coronavirus monitoring and risk assessment.

#### **4. Budget**

The Risk and Safety budget for 2020/21 was £90,000.00 to cover both general risk and safety and Coronavirus (Covid 19) related purchases. Of the total budget £10,510 was spent on Coronavirus (COVID-19) related items and £15,970 General Risk and Safety related items. The low spend is due to most of the Coronavirus control measures being implemented during the previous academic year as well as low occupancy in University buildings.

Below is a summary of the expenditure:

- Wet surface antibacterial wipes
- Antivirus/antibacterial sprays
- Over 73% Alcohol based hand sanitiser
- Nitrile free disposable gloves in various sizes
- Additional PPE purchase as a result of Coronavirus for workshop areas
- 2 Heart Sine 360P defibrillators
- Annual service of the 2 deaf alert systems
- 3D Workshop - Additional PPE items for staff and students
- PAT testing of portable electrical equipment
- 3D Workshop signage

PPE for Workshops and the annual PAT testing of portable electrical equipment accounted for the majority of the Risk and Safety budget.

Having considered expenditure against budget, the Health and Safety Committee concluded at its meeting of the 6<sup>th</sup> October 2021 that sufficient resources had been made available to maintain the safe operations of the University.

#### **5. Personal Protective Equipment (PPE)**

The expenditure on PPE excluding Coronavirus related items is slightly higher than the last academic year. This is due to more staff requiring items of PPE for work and task activities. Also, some of the workshops replenished PPE items provided to their students for use when using higher risk areas within Workshops.

There has also been an overhaul of safety notices in the 3D workshops. This was due to a relocation of machinery and the introduction of additional safety signage following review.

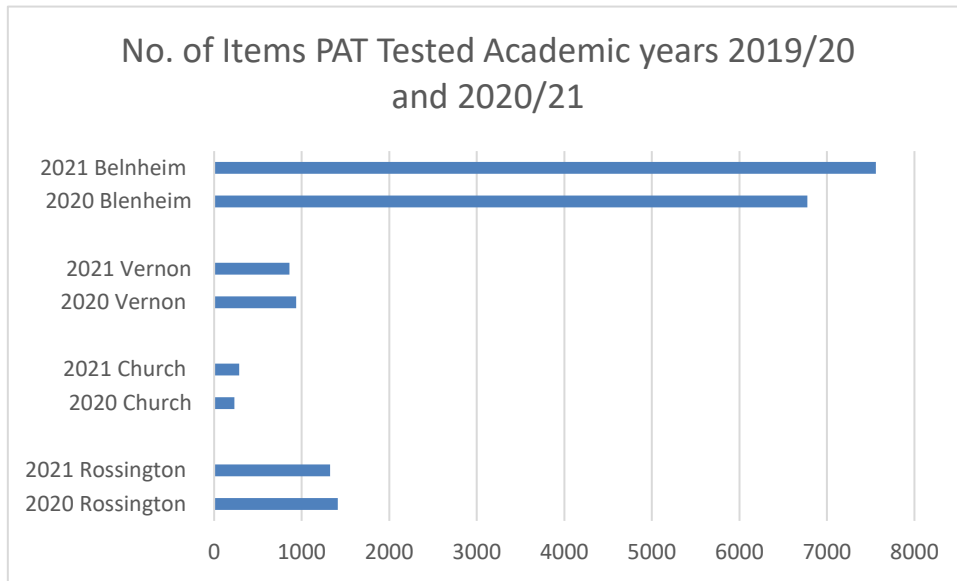
Additional first aid bags and items for personal kits were purchased. Plasters remain the main items requested by first aiders for local kits.

#### **6. PAT Testing**

The annual Portable Appliance Testing exercise took place in July 2021, of the 10,032 items that were tested across the University 16 appliances failed. These have been taken out of use until clarification can be sought if they can be repaired.

Where computers could not be turned off (as a result of staff requiring access to their computers in order to work remotely during periods of lockdown) visual inspections were carried out on these items of equipment.

As can be seen from the graph below, the numbers of portable electrical items inspected and tested is comparable to the previous year.



Where requested, portable electrical equipment belonging to students and any items of portable electrical equipment belonging to the University were tested by the Estates, Risk and Safety Department following receipt of an Estates helpdesk request.

## 7. Risk & Safety Inductions

### Staff Inductions

There were 43 new members of staff who were required to watch the risk & safety induction video as part of their induction, all of whom confirmed they had viewed it.

### Student Inductions

HE and FE student Risk & Safety Inductions which (had been recorded for Video presentation) were made available online, a system was set up to record how many students watched the presentation. The tracking highlighted that out of 436 FE students, 196 FE students viewed the presentation. From 2149 HE students, 1019 confirmed they had viewed the presentation.

Low completion rates can be explained to some extent by low attendance on site due to the Coronavirus pandemic during the year. Actions to address this will be taken in the forthcoming period (see 14. below).

## 8. Health & Safety Training

Health and safety related training requirements were primarily linked to positions within the University and identified at staff development inductions. These are regularly reviewed as part of the Probation and Annual Performance Review (APR) meetings and as direct requests from managers and staff who have highlighted specific needs.

The table below shows the health and safety related online training that took place.

Training	Number of staff completed
Asbestos Awareness	10

Fire Safety	47
Fire Warden	12
Hazardous Substances	10
Ladder Safety	1
Legionella Awareness	9
Lifting and Carrying	15
Personal Safety	15
Risk Assessment	31
Silica Dust Awareness	3
Stress Busting	57
Supporting Student Mental Health	164
Understanding Health and Safety	69
Working at Heights	32
Working with Computers	56

<b>NHS Collections Point Operative Training Modules</b>	<b>Number of staff completed</b>
Meet and Greet	17
Clinical Governance	15
Infection, Prevention and Control	17
Self-test Collection Point	15
Refresher Training	1

Compliance for fire warden, first aiders and specific training required for staff who work in the Workshops continued to be achieved.

Fire extinguisher training that had been booked to supplement online training provided had to be cancelled due to national restrictions. It is hoped that this training will now take place during 2021/22.

## 9. General Training

17 staff completed First Aid at Work training and there are currently 34 certified first aiders at the University working at the locations shown below:

- University-wide 10
- Blenheim Walk 13
- The Church 3
- Vernon/Rossington Street 8

This resource is reviewed on a regular basis and is sufficient in numbers according to HSE guidelines. Refresher training will be delivered in 2021/22. A list of all first aiders is available via the portal and is updated when required.

## 10. Individual Staff Training

Nine members of staff across the University completed various health and safety training courses relevant to their role. Examples include Student Support and Student Welfare attended various Mental Health training to support young people back into education, support and training to identify strategies they can use to support young people maintain positive emotional wellbeing. Staff from the Quality Team attended the Association of University Administrators' Annual Lecture which gave chance to discuss mental health awareness and advocacy with peers externally.

A member of Student Union staff attended a Look after your mate: train the trainer course. They are now able to deliver this training to all societies which gives students an overview of student mental health and empowers them to support friends who may be experiencing mental health difficulties.

One member of newly appointed staff from the 3D Workshop team completed training to learn how to use the digital controllers on the kilns to ensure their safe use. The training session was also used to provide an established member of staff with refresher training. The workshop manager is continuing to gain certification in Data Accredited Health & Safety Training with the aim of becoming certified to provide training to other members of workshop staff on the use of various specialist equipment.

Thirty two staff, all with line management responsibilities, completed i-Act manager training in mental health. This training was aimed at providing managers with the tools to be able to notice changes in staff health (signs & symptoms), how to manage conversations of a sensitive nature (including how to start them) and simple advice to offer to individuals experiencing difficulty with their mental health. On completion of this training managers are given access to a wide range of online support materials for a period of 3 years.

Sixty two staff across the University completed reasonable adjustments training which focused on approaches to completing successful risk assessments or support acknowledgement plans. The training looked at key processes using the social model of disability and employing a practical approach with case studies. The training is designed to offer practical support to a range of staff to help demystify approaches to supporting students and staff with disabilities.

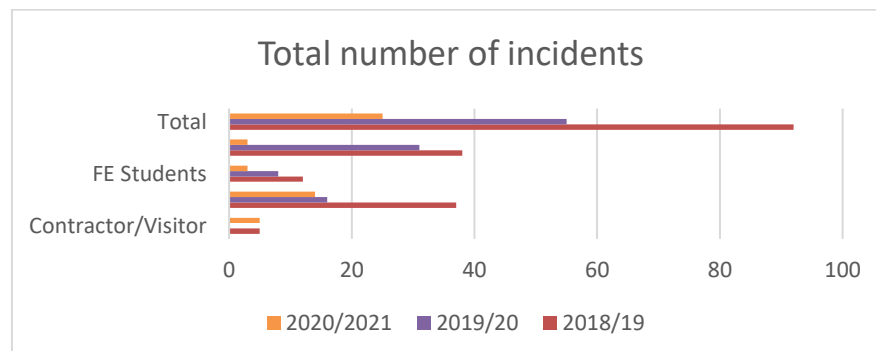
Two members of the estates team maintained their PASMA Low Level Combined Certification which enables them to meet H & S legislation when working with scaffolding at the University. One attended the Building Information Modelling (BIM) Fundamentals Certification course. This enabled the member to gain a full understanding of why BIM and information management is important in the built environment and a thorough knowledge of information management and collaborative working principles during project delivery or asset management.

## 11. Incident Reporting

Accident statistics are monitored through the University Health & Safety management system. Guidance on good health and safety practices continues to be communicated to students and staff through inductions and online information.

There was one reportable RIDDOR incident for a member of staff who as a result of an injury was not able to carry out their normal work for more than 7 days. The Health and Safety Executive (HSE) chose not to follow up the report and the member of staff has since returned to work.

*The bar chart below shows the number of incidents for both staff and students for the last three years:*



The overall number of reported incidents decreased significantly from 55 to 25. This can be attributed to lower occupancy due to the coronavirus pandemic. This followed from the University's blended learning approach and reduced buildings footfall in the first few months of 2021 due to Government campus access restrictions.

There was a slight increase in the number of incidents involving staff. Cuts, strains, and impact injuries account for the majority of incidents. Some of these incidents were linked to the perspex screens that have been fitted in offices and some teaching spaces. Follow-up action taken was for the installation company to revisit the University to file the corners of the screens and to ensure the screens had been fitted securely.

The majority of reported student accidents involved use of tools in workshop settings and were attributed to lack of attention.

## **12. Breaches to Health and Safety Policy**

There was one recorded breach of Health and Safety policy. This involved a final year student who ignored staff guidance and carried out gymnastic activities on University premises as part of a project submission without carrying out and agreeing a risk assessment. The matter was investigated and concluded through the Student Disciplinary Policy. Subsequent to this the Undergraduate and Postgraduate Academic Regulations were amended such that any such future instances would lead to projects being recorded as non-submissions and consequently would fail.

## **13. Fire Alarms and Drills**

There were no fire alarm activation drills. Instruction for what to do in the event of a fire was included in the staff and student video presentations for new starters. This information was also distributed in the University's Coronavirus information guidance. This was reviewed as government guidance was amended.

West Yorkshire Fire and Rescue Service were contacted in order to confirm that the control measures being taken were suitable and sufficient. No further action was needed.

There were two fire alarm activations, one as a result of dust generated by contractors and the other caused by heat in the Metal Workshop. In both cases follow up action was taken. Contractors were reminded that sensor heads must be covered if their work is likely to produce dust of any kind and the sensor in the Metal Workshop was altered to a higher but safe fixed temperature.

## **14. Priorities for the Forthcoming Year**

We will continue to build on the initiatives and actions introduced to maintain the momentum of continual review and improvement which has been evidenced since the internal review carried out in 2019-2020.

The University will continue to work with Simple Compliance to implement and develop the system and to provide the information to enable the key elements of the Health and Safety Management system to function effectively.

With the return of students and staff working predominantly on site, further work will be carried out to ensure that students view the health and safety induction video including timetabled viewings as part of on-site activity.



### **Fire Warden Training**

Risk and Safety will work with the Staff Training and Development Co-ordinator to reschedule fire extinguisher training for fire wardens to support the online training and build on their understanding of the different types of extinguishers and their use.

### **Audits and Assessments**

A fire safety audit will be scheduled to be undertaken during the next academic year which will also include fire signage. Quotes for the audit have been received with the scope of measuring the adequacy of corrective action taken by the Estates, Risk and Safety department since the last audit carried out in 2019, together with fire signage.

Noise assessments will take place to assess noise levels within workshops that have machinery and systems that have higher noise output. It is intended that the assessment will also confirm that the actions put in/scheduled to take place as a result of the previous noise assessment continue to be adequate.

### **Coronavirus**

Estates, Risk and Safety will continue to respond effectively to the challenging environment faced by staff and students and follow UK Government guidance to prevent the spread of Coronavirus, working closely with Human Resources, Student Support and other Government external bodies to constantly review the extensive mitigations and control measures in place to provide assurance that the University continues to be an innovative place to work and study.

Following the national relaxation of Government restrictions in July, the DFE still requires that all universities ensure that virus transmission and outbreaks on campus are mitigated. The general Coronavirus risk assessment for the institution is regularly reviewed and updated and made available on Portal. The Coronavirus safety guidance for all students and staff will continue to be updated and circulated as guidance changes. We will continue to progress the programme of internal actions, audits and monitoring across the institution to ensure we manage and maintain safe environments for all students, staff and visitors.