



ANNUAL HEALTH AND SAFETY REPORT

2021-22

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1. Introduction

This report provides statistical data on key areas of health and safety and a summary of health and safety activities over the past year (2021/22). 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

Progress has continued to be made on the implementation of the digital health and safety system platform and Health and Safety Management system (Simple Compliance). The accident report module was rolled out to staff in February 2022.

Information for the risk assessment module has been populated and has undergone testing by members of staff from different areas of the University who have provided valuable feedback for consideration. A user risk assessment manual is being devised ready for module rollout at the start of October 2022 following completion of set-up at the end of September.

The process of uploading the system with service contractor information such as contractor contact details, risk assessments and method statement, in date public liability insurance, training and competency details is ongoing.

Noise and air sampling assessments have been conducted within the higher-risk workshop areas on campus to ensure the University continues to manage and maintain a safe, low risk environment for all users of our workshops.

Due to the increase in building occupancy and activities on campus following the lifting of the main COVID-19 restrictions, a fire safety audit was undertaken by Vulcan Fire Consultants in January 2022, this follows the last Fire Safety Audit and Risk Assessment produced in 2019. The audit, which included fire signage, was an assessment of University buildings and their compliance in relation to Fire Safety. Following the Audit, a new Fire Risk Assessment for University buildings was produced by Vulcan Fire. The results of the audit confirmed that the University premises, fire safety systems and procedures are compliant with regulatory requirements. The audit did raise a number of minor areas for improvement and these are being addressed by the Estates department.

3. Health and Safety Committee

The Health and Safety Committee consisted of:

- Pro-Vice-Chancellor Student Experience and Resources - Chair;
- Risk and 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 and Safety Committee meetings took place during the year:

- 6th October 2021
- 19th January 2022

- 18th May 2022

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

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

Items discussed at length during the committee meetings included moving towards the managed transition from operating in a COVID-19 secure environment with restrictions, to living with COVID-19 and resuming normalised activities on campus. Mental health support provided to students and staff by Welfare Support was also discussed.

Committee members also agreed the minor alterations made to the University's Health and Safety Policy.

4. Budget

The Risk and Safety budget for 2021/22 was £45,000 to cover both general risk and safety and COVID-19 related purchases. Of the total budget, £6,124 was spent on COVID-19 related items and £32,890 on general Risk and Safety related items.

Below is a summary of the expenditure:

- Wet surface antibacterial wipes;
- Over 73% alcohol-based hand sanitiser;
- Nitrile free disposable gloves in various sizes;
- 3d workshops - additional PPE items for staff and students;
- Print and printmaking workshops PPE items for staff and students;
- PPE and cold weather clothing for Building Service Operatives (BSOs);
- Annual service of the 2 deaf alert systems;
- PAT testing of portable electrical equipment;
- 3D Workshop signage;
- 3D Workshops hazardous substances cabinets and PPE cabinets;
- University fire risk assessment and the provision of additional signage;
- Environmental monitoring (Noise and Air) - 3D Workshops and Print and Printmaking Workshops.

Considering expenditure against budget, sufficient resources have been made available to maintain the safe operations of the University.

5. Personal Protective Equipment (PPE)

Excluding COVID-19 related items, as the University returned to a normal way of working, requests for PPE followed a similar pattern to that of the last academic year, workshops prepared to make items of PPE available to students in a wider selection of sizes i.e. welding boots/welding gloves.

Plasters remain the main items requested by first aiders for local first aid kits.

6. PAT Testing

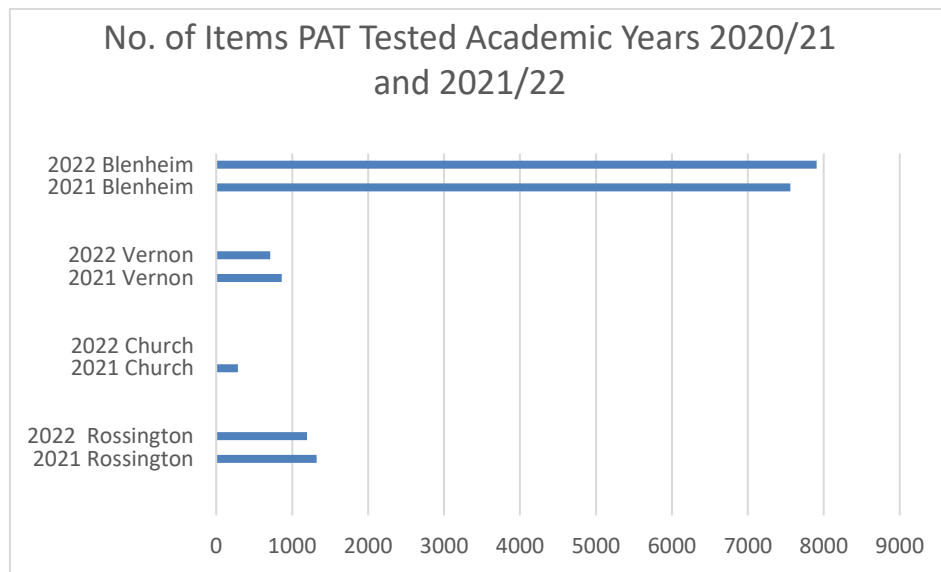
The annual Portable Appliance Testing exercise took place in June 2022. Compared to the last academic year (10,032 items PAT tested) 9809 items were PAT tested, this excluded portable electrical items situated at the Church. Due to the increase in the number of items PAT tested at Blenheim Walk, testing of items at the Church was not carried out due to time constraints. These items will be PAT tested when the PAT testers return at the end of September 2022 to carry out mop up testing of staff items. When arranging the PAT testing schedule with staff, academic staff

asked if a one-off PAT testing session could be made available to students. Feedback on take up of the service by students will be reported in the 2022/23 Annual Health and Safety Report.

Of the items that were tested across the University 18 appliances failed. These have been taken out of use until clarification is 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), 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 to date indicates a slight increase compared to the previous year. Figures will be reviewed once the PAT testing company return later in September to carry out the additional PAT testing sessions.



7. Risk and Safety Inductions

Staff Safety Inductions

Health and Safety inductions initially continued to be delivered by video presentation but as COVID-19 restrictions were lifted this changed to inductions being delivered over Microsoft Teams or face to face, 66 of these took place during the year.

Student Safety Inductions

Recorded for video, HE and FE student Risk and Safety Inductions were made available to students to view over the welcome weeks, often in group sessions.

Mop up sessions for students who missed the group sessions were made available either using Google meets or eStudio.

8. Health and Safety Training

Health and safety related training requirements were primarily linked to job roles 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	2
Display Screen Equipment (DSE) Assessor	4
DSEAR - Controlling Dust Explosion Risk	5
Fire Safety	65
Fire Warden with Extinguisher	56
Fire Warden (online)	5
Hazardous Substances	26
How to Administer Buccal Midazolam (epilepsy) medication	10
Legionella Awareness	10
Lifting and Carrying	45
PAT Testing	6
Personal Safety	47
Risk Assessment	152
Silica Dust Awareness	11
Stress Busting	64
Supporting Student Mental Health	131
Understanding Health and Safety	95
Working with Computers	61
Working at Heights	43

NHS Collections Point Operative Training Modules	Number of Staff completed
Meet and Greet	4
Clinical Governance	5
Infection, Prevention and Control	4
Self-test Collection Point	1
Refresher Training	25
Test and Trace	1
Workforce Communication	1

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

Fire Wardens received classroom delivered fire extinguisher training sessions in June, including a practical session on how to use the different types of extinguisher to safely extinguish the different categories of fire.

9. General Training

13 staff completed First Aid at Work training and there are currently 31 certified first aiders at the University working at the locations shown below:

- University-wide 8
- Blenheim Walk 14
- The Church 3
- Vernon/Rossington Street 6

First Aiders are reviewed on a regular basis to ensure sufficient numbers according to HSE guidelines. A list of all first aiders is available via the portal and is updated when necessary.

10. Individual Staff Training

Staff across the University completed various health and safety training courses relevant to their role. Examples include Student Support and Student Welfare who attended various Mental Health training such as:

- Look after your mate: train the trainer course
- Tip of the Iceberg - Getting men in to mental health
- Adult mental health first aid training
- AMOSSHE Student mental health declarations and use of emergency contacts
- Assessment, Risk Assessment, and Intervention, in crisis situations

In addition, a member of Student Support attended the Student Mental Health and Wellbeing Conference 2022.

A member of Photography and Filmmaking gained IPAF (3a) certification in the safe use of scissor lifts.

A member of Estates gained PASMA low level combined certification to enable them to assemble, dismantle, alter, move, inspect and use mobile access towers and low-level access units.

4 members of Human Resources staff attended a Stress Awareness in the Workplace Course.

3 members of 3D Workshop staff went on a Xtreme Plasma Used Machine Training and Pangolin Foundry Tour to gain insights of art foundry craft processes and procedures ensuring compliance with health and safety at all times.

108 staff completed Thrive: Resilience Training that explored what is resilience; 28 staff with line management responsibilities completed i-Act manager training in mental health; 32 staff across the University completed reasonable adjustments training which focused on approaches to completing successful risk assessments or support plans.

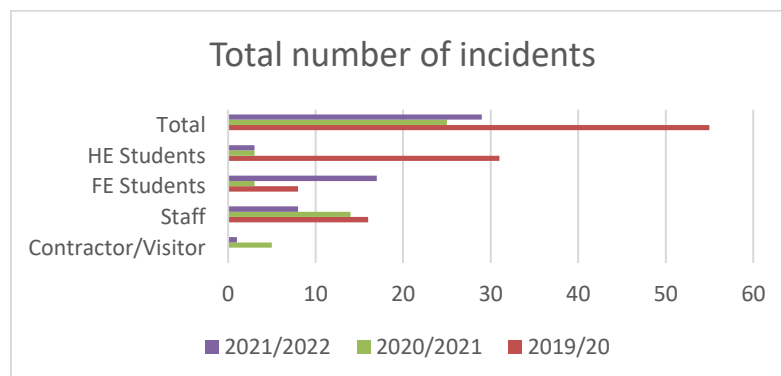
The University can be assured that the training provided and completed over the past 12 months, together with the University's mandatory health and safety training programme is sufficient and meets the requirements of health and safety compliance.

11. Incident Reporting

Accident statistics are continually monitored through the University's Health and Safety Simple Compliance system. Guidance on good health and safety practices continues to be communicated to students and staff through inductions and online information.

Over the academic year, there were no reportable RIDDOR incidents.

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 increased slightly from 25 to 29. This can be attributed to higher student occupancy in workshop/studio practical spaces and a general increase in on campus activities as COVID-19 restrictions were lifted.

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 were no recorded breaches of the Health and Safety Policy.

13. Fire Alarms and Drills

Instructions for what to do in the event of a fire were included in the staff and student video presentations for new starters.

There have been two fire alarm activation drills, four fire alarm activations and one near miss activation over the course of the academic year.

Fire alarm activation drills took place at Blenheim Walk and the Church. As a result of the findings of the Blenheim Walk practice drill, the fire evacuation procedure document for Blenheim Walk has been updated and communicated to staff and uploaded to the Risk and Safety Portal page.

The practice evacuation for staff based at the Church ran smoothly.

A false alarm activation at Blenheim Walk was caused by a member of staff who tripped, knocking over two tripods, one of which hit the alarm activation call point. There was a near miss incident caused by contractors using a heat gun to lay roofing material. Detector heads in the rooms below were activated by smoke produced by the activity. The re-alarm warning was investigated within the delay time and the alarm panel re-set in time before it went to full alarm.

There have been a number of false fire alarm activations at Vernon/Rossington Street. One was caused by a sensor in an unused room at Vernon street, no apparent cause was found for the alarm. Another alarm at Vernon Street was caused by the break glass on a manual call point being broken.

A fire alarm activation at Rossington street was caused by a heat press in use in a room with a low ceiling fitted with two smoke detectors. Control measures for this activity in the room include the windows being opened so that the room had sufficient ventilation. Due to the time of year the windows in the room had been closed to maintain the temperature of the room as it was believed that the heaters fitted in the room were on a timer and could not be turned on manually. Investigation showed that at the time of the alarm activation, the heat press had been in use for some time. The member of staff has now been shown how to use the heaters in the room, the activity has been moved to another room in the building and the heat press has been replaced.

14. Audits and Assessments

After the completion of the fire safety audit carried out by Vulcan Fire consultants in January 2022, the result of the audit found that the University's fire strategy was adequate. Action taken as a result of the fire signage audit included a small number of signs were either removed or replaced to improve fire safety. Additional signage was installed as required. Other remedial actions as a result of the audit are being undertaken by ADT Fire and Security Ltd in consultation with the University Estates department.

Environment and noise assessments have been carried out in the 3D Workshops and Print and Printmaking Workshops at Blenheim Walk and Vernon/Rossington Street to assess if the control measures in place to reduce exposure to noise or substances that are hazardous to health are still

sufficient. The method of sampling included strategically placed measuring equipment around the workshops and key workers issued with personal monitoring devices.

14.1 Noise

The results of the noise sampling exercise identified that some areas of the 3D Workshops and the Print and Print Making Workshop exposed users to higher noise levels that could potentially cause damage to their hearing. The risk of this increases with prolonged exposure to loud noise, caused by use of machinery and hand-held equipment. Appropriate personal protective equipment such as ear defenders/plugs have always been provided and must be used by individuals working with machinery or tools in the Workshops. Further recommendations were made following the assessment and have now been put in to place to reduce noise levels further in the 3D Workshops. Automatic noise activated warning signs have been sourced and will be installed in the Workshop areas.

As a good practice measure, exposure to noise in the Print and Print Making Workshop at Rossington Street has been reduced further. This has been achieved by changing the process of screen cleaning to limit manual cleaning of used screens using pressure washers at Rossington Street Print and Print Making Workshop, thus reducing exposure to noise. Hearing protection has been provided for the limited amount of manual screen cleaning carried out at Rossington Street.

14.2 Environment

Air sampling was also carried out in both the Print and Print Making Workshops and the 3D Metal Workshops at Blenheim Walk and Vernon/Rossington Street. Although results showed that in most areas, workplace exposure limits were not exceeded, dust from wood working was exceeded whilst sampling was being undertaken. Further control measures have been implemented to reduce exposure, these include mandatory use of appropriate face masks. An additional air sampling exercise will be carried out during the next academic year to measure the impact of the additional control measures.

15. COVID-19

COVID-19 restrictions were lifted in England on 19 July 2021, removing social distancing and the wearing of face coverings required by law. The UK Government announced that from 16th August, those who have received both vaccines no longer need to self-isolate when in close contact with a positive case.

April 2022 saw the strategy move to a period of living with COVID-19, which now sees the virus as a health issue in the same category as other respiratory illnesses such as colds and flu. The University has removed the risk assessment and incorporated COVID-19 into the University risk assessment.

Perspex screens have been removed in most offices, and the majority of furniture that had been put into storage to accommodate social distancing has been returned as per approved space plans.

16. Priorities for the Forthcoming Year

The 3D Wood Workshop at Blenheim Walk will be redesigned to make space for a dedicated goods inwards corridor for deliveries and contractor use, instead of access/egress being made through the Wood Workshop area. Once the re-siting of machinery and equipment is complete, the noise and air sampling monitoring exercise will be repeated across the 3D Workshop, to identify if control measures are sufficient or if additional control measures are required.

A programme of audits and inspections by the Risk and Safety team and External Consultants will

be scheduled to take place over the course of the next academic year to ensure we manage and maintain safe, low risk environments for all students, staff and visitors.

The Risk and Safety Team will continue to work with Simple Compliance to develop and implement the system across the University. Training and information will be provided to enable relevant staff to use the key elements of the Health and Safety Management system effectively.

The delivery of student and new staff health and safety inductions will return to face to face sessions. These have been timetabled for the 22-23 student welcome week for students and throughout the academic year for new staff.