



The
University
Of
Sheffield.

Health
& Safety

The Council, November 2019 Health and Safety Update

Date: 12 November 2019

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Director of Health & Safety

Key Issues of note

1. Introduction

The purpose of this report is to inform Council of the mechanisms in place to ensure the University of Sheffield is meeting health and safety requirements and to highlight the actions being taken where these standards fail to be met.

2. New Health and Safety Policies

2.1 Single Unmanned Aircraft (SUA)/Drones Policy

This policy is prerequisite to the University obtaining Civil Aviation Authority (CAA) permission to carry out drone activity in relation to teaching; research; estates surveys and other commercial activities.

After discussion it was proposed that the Policy should be adopted as a working draft and that, as an interim measure, the Director of Health and Safety would (i.) serve as SUA Operations Coordinator pending the appointment of someone to the role, and (ii.) draft the Operations Manual. With respect to the timescale involved, the intention was that each of the CAA requirements would be fulfilled by the end of the year.

2.2 Student Placement Policy and Guidance

The Health and Safety Committee (HSC) received and considered the Policy and Guidance which was developed mainly by Student Support Services. The documents were based on HE sector guidelines. A major driver for the work has been the need for placement providers to fully understand their roles and responsibilities and ensure that staffing is appropriate to oversee the safety of students' on placement. In this respect, the Policy and Guidance would be built into audit checks.

Health and Safety and Student Support Services staff will jointly run workshops on student placements to raise awareness of the Policy and Guidance and collect staff views.

The Committee agreed a soft implementation of the Policy and Guidance, which would contain text linking to different placement scenarios.

3. **Health and Safety Annual Report**

HSC received the Annual Report from Health & Safety, which summarised the major activities in which the department had been involved in 2018/19.

In total, 8 full health and safety audits and 10 follow-up audits had taken place. There had been strong staff engagement with face-to-face and online Health & Safety training provision.

With respect to legal compliance, all Fire Risk Assessments are up to date. There had been a decrease in fire alarm activations in the student residences, but a small increase on campus; and a greater number of fire incidents on campus than in the residences.

No biosafety incidents had been reported.

In total, there had been 8 reports under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) regulations. The Committee was pleased to note the success of the first year of the new service approach, in which the role of the Health and Safety Managers has been aligned with Faculties and Professional Services.

The Committee approved the report.

4. **Significant Accidents and Incidents and Trends**

Between 1 May 2019 and 30 September 2019, there have been a total of 114 accidents and 42 near misses. No significant incidents have been reported in that timeframe, however at the time of compiling this report a fire in Nanosciences is being investigated by the Health & Safety Department.

One of the recorded accidents resulted in formal notification to the Health and Safety Executive under RIDDOR:

On 6 September 2019, a member of staff was mopping the last four steps of a set of stairs; as the staff member was walking backwards they missed a step and fell back, sustaining a fracture to their L1 vertebrae.

Remedial Action: The associated department were reviewing their risk assessment and providing slips, trips and falls refresher training for the member of staff.

5. **Report of the Stress Risk Management Group**

HSC received an update from the Stress Risk Management Working Group (SRMWG). It has made progress on work relating to the Departmental Stress Risk Assessment and Action Plan template, through the 11 Departments and Schools taking part in the pilot, with a positive level of buy-in. Examples of common stressors and departmental initiatives to address them are being identified and will be collated and hosted in one place, e.g. an appropriate web page, as a means of sharing good practice. At its next meeting, the SRMWG will review additional feedback and initiate a review of Stress Risk Management policies at the University.

6. **Safety in Sport – Health Check for High Risk Clubs**

HSC received a report from North Yorkshire County Council, following its review of Sport Sheffield's facilities and health and safety procedures pertaining to High-Risk Clubs. The Committee noted NYCC's positive appraisal of Sport Sheffield's commitment to its role and responsibilities, as well as to improving its health and safety performance. Within Sport Sheffield, there has been greater recognition about reportable activities. The review had also brought into relief that Sport Clubs are the responsibility of the University rather than the SU.

The Committee noted that the recommendations of NYCC's report were in the process of being implemented and would be audited by Health and Safety Department in the next audit round.