1. Context

Although accountability for health & safety lies with the Principal, and the delegated responsibility is discharged via the line management structure, the Court of the University of St Andrews retains a governance overview for the implementation of the University’s Health & Safety Policy. To aid in clarifying the roles and responsibilities of members of Court, the checklist contained in the guidance “Leading Health and Safety” – issued jointly by the Health & Safety Commission and the Institute of Directors, and subsequently adopted by the Universities & Colleges Employers’ Association – is reproduced at Appendix 1. An extract from the Committee of University Chairs guidance for members of higher education governing bodies is also attached at Appendix 2.

The current arrangements for governance assurance are:

- The Health & Safety Assurance Group proactively keeps an overview of health & safety governance matters. It is scheduled to meet in advance of, and reports directly to, the Audit & Risk Committee. The Group comprises Co-opted Member of Court Sir Anthony Bagnall (Convener) and Vice-Principal (Governance & Planning) Professor Ron Piper, and is advised by Non-teaching Staff Member of Court Dr Alison Sandeman and Director of Environmental, Health & Safety Services Mr Angus Clark.

- University senior management consults directly with staff on health & safety matters via monthly liaison meetings with the three recognised trade unions. Any major concerns or matters of disagreement can be escalated to the Health & Safety Assurance Group.

- The University consults directly with the Student Sabbatical Officers on health & safety at their monthly meetings with the Proctor. Any major concerns or matters of disagreement can be escalated to the Health & Safety Assurance Group.

No major issues were raised in 2011 that warranted escalation to the Audit & Risk Committee. However, the trade union and student representatives do receive copies of minutes and all papers considered by the Health & Safety Assurance Group. One decision regarding external audit was referred back to the Group, and has since been satisfactorily resolved.

This report is to inform Members of Court of the activities undertaken routinely during 2011 by University management to ensure that the standards articulated in the Health and Safety Policy are being maintained, and to highlight areas of weakness – and high risk activities – and their current levels of control.
2. Specific Risks
Health & safety risks of institutional significance are escalated to and considered by the Health and Safety Assurance Group. However, there are known operational health and safety risks which, although arising from specific projects or localised activities, can impact on the University at a higher level via risk of legal action, risks to continuity of teaching or research, or risks to reputation. Separate arrangements exist to monitor these risks and report back to senior management.

There are some hazardous activities that are carried out routinely under the University’s control. These are monitored and managed in the following ways.

a. Chemical & Biological Hazard Management Group
This Management Group usually meets annually. Two meetings have taken place since the last Annual Health and Safety Report: 15 June 2011 and 15 March 2012. These meetings considered the following business, *inter alia*:

- Two revised guidance booklets covering chemical and biological safety were approved.
- Six new projects involving genetically modified organisms (GM Projects) were approved; one GM project was rejected pending further information and was subsequently approved under a higher classification.
- The approval process for GM Projects was streamlined and will now be routinely by email circulation.
- The Group agreed a strategy for rating the hazardous properties of all chemicals used in the University. This will inform a major process review of the Chemical Hazard Risk Management System (CHARM).
- The Group was appraised of the outcome of and the action plan developed pursuant to a major inspection of biological safety standards by the Hazardous Installations Inspectorate of the Health & Safety Executive (see Section 4b and Appendix 3 for more details).

b. Radiation Hazard Management Group
This Management Group meets annually. The meeting to consider 2011 business was held on 11 January 2012 and included the following, *inter alia*:

- The 2011 inspections by the Scottish Environment Protection Agency, and by the University Radiation Protection Adviser. No major defects were noted, but advice was given on training and support for Departmental Radiation Protection Supervisors.
- The potential for proliferation of lasers and the need to ensure the strict management control of laser safety in collaborative projects by registration of lasers centrally.

c. Fieldwork Risk Management Group
This Management Group consists of three members of the Principal’s Office, and meets on an *ad hoc* basis to consider fieldwork projects escalated to it by virtue of the level of hazard involved in the work or threat levels at locations of political instability. Five projects were escalated to the Group during 2011 – two instances of fieldwork at a study centre in Nigeria which were conditionally approved; two Year Abroad Placements (West Honduras and Costa Rica) which were approved; and one field trip to the Democratic Republic of Congo which was approved following resubmission to address items of concern.

d. Food Safety
Food Safety Management is undertaken by Residential and Business Services (RBS).

The law requires that food businesses put in place, implement and maintain a permanent procedure based on HACCP (Hazard Analysis and Critical Control Points). HACCP is a system, originally derived from NASA, whereby specific hazards are identified and control
measures developed to ensure the safety of food. The system is regulated by Fife Council’s Environmental Health service in accordance with the Food Safety Act 1990 and associated EU Food Hygiene Regulations. Record-keeping is undertaken at residence level and compliance is monitored internally as well as by the Council.

HACCP applies to each specific unit in the RBS operation and is based on a series of principles which:

- Identify hazards that must be prevented, eliminated or reduced to acceptable levels; and
- Identify critical control points, at the steps where control is essential to prevent or eliminate a hazard or reduce it to acceptable levels; and
- Establish monitoring procedures and corrective actions at these points; and
- Ensure documentation and recording commensurate with the size of the operation, in order to demonstrate the effective application of controls

In 2011 there were no major incidents or outbreaks of food borne illnesses.

During routine inspections by Fife Council, minor repair and cleaning works to kitchen environments were noted which are commensurate with the age of the infrastructure and the cycle of usage of the kitchen areas. These were all addressed. Satisfactory Food Hygiene Pass certificates are currently held by all establishments.

A new post of Catering Manager was created during 2011, to which Mr Alan Riddell was appointed. He is currently reviewing the Food Safety Policy and HACCP processes in consultation with the regulator. In addition, RBS is undertaking a major review of kitchen areas for refurbishment, refit and maintenance purposes, and to ensure the kitchen estate remains fit for purpose. The kitchen in McIntosh Hall was refitted in summer 2011, with smaller equipment replacements and upgrades taking place in other halls.

3. Recent Priorities and Current Focus

Although the Environmental, Health and Safety Services Unit plans its workload and aligns its activities to the University Strategic Plan on a rolling three-year cycle, the Health and Safety Assurance Group also considers issues raised outwith this planning cycle.

Discussions arising from the 2010 Annual Health and Safety Report focused on the need to ensure that basic Health and Safety standards are maintained throughout the University. During 2011 a number of initiatives and activities were undertaken to address perceived gaps in performance and to improve engagement on health and safety issues at Head of School/Unit level. These included:

- Engagement with schools and units in shared premises to ensure that responsibility for shared areas of the building is assigned, and ownership of fire safety issues is taken.
- Assistance in organising tests and maintenance of procedures and equipment in two areas that had not recently completed fire drills.
- Production and publication of a guidance document clearly defining what the University expects: in terms of both the minimum standard below which it is unacceptable to fall, and the best practice standard towards which we would encourage all Schools and Units to aspire.
- Review of the information gathered in the annual return over the past five years and benchmarking each School/Unit individually, clarifying expectations and advising of any gaps.
4. External Enforcement Activity
In 2011, the University of St Andrews had the following dealings with regulatory agencies:

a. Local Authority
In addition to the numerous food hygiene and liquor licensing visits, Fife Council’s Environmental Health Department also inspected the Buchanan Theatre for health and safety prior to issue of a Theatre Licence. No major concerns were raised and all minor issues arising from all visits have been addressed.

b. Health & Safety Executive
Two visits were made in 2011.

- A reportable accident to a cleaner, who fell on stairs whilst cleaning them, resulted in an advisory visit from a member of the HSE’s campaign team on slips, trips and falls. The floor was assessed as satisfactory and no further action was taken.
- A major inspection of the University’s biological safety arrangements was carried out in December 2011. The inspection resulted in oral advice only, and agreement of an action plan with the Inspectors. The full report and action plan is reproduced at Appendix 3.

c. Scottish Environment Protection Agency (SEPA)
An inspection under the University’s new Single Site Registration and Authorisation was carried out. The report was mainly positive, despite the discovery of an accounting error in radioactive source management, and the Inspector gave advice on minor items that have since been addressed.

d. Fife Fire & Rescue Service (FFRS)
FFRS continues to meet regularly with the University on our plans to systematically upgrade fire protection measures in our buildings – particularly the residences. They continue to be supportive of our overall approach.

Several visits were made to residential properties for HMO (Houses in Multiple Occupation) licensing purposes. One “unsatisfactory” report was received over a trivial matter that has since been remedied.

5. Institutional Performance

a. Reactive Measures

Accident Statistics
All reportable injuries and dangerous occurrences, and others that had the potential for more serious outcomes, were discussed by the H&S Assurance Group. There were no accidents of such severity that warranted immediate notification to Court during 2011.

Appendix 4 contains accident statistics for the University of St Andrews for 2011 with comparative information for 2010.

Accident Location
Marked increases were observed in the Sports Centre and in Estates. However this is not a cause for concern and reflects an increasing engagement with health and safety, and strong management embedding a good health and safety reporting culture:

- The Sports Centre changed their reporting systems following the adoption of the Athletic Union into their reporting structure. The increase is due to the increased reporting of sports injuries.
A new Health and Safety Officer (Beth Robinson) was appointed in Estates in 2011. The increased training and awareness amongst all Estates staff as a result of this appointment has made an immediate impact upon the reporting culture.

The increased reporting from the School of Medicine was offset by a decrease in reports from the Bute Building (the former home of the School of Medicine) compared with the 2010 figure.

There was also an increase in accidents reported from the Library. This is also partly due to increased training and engagement with health and safety amongst staff at all levels. However, there was also an increase in severity of the injuries reported to EHSS. The Library refurbishment in 2011 required the decanting of staff and much of the collection. The increased requirement for manual handling is reflected in the number of injuries recorded.

The increase in reporting from two of the residences was offset by decreases in other residences. As there was a major restructuring project in RBS during 2011 (many residence staff and managers were relocated and the catering line management changed), RBS senior management has been alerted to this change.

**Accident Causation**

The increase in accidents caused by moving, flying or falling objects is almost entirely due to the increased reporting of sports injuries.

Manual handling is an increasing area of concern. Whilst many of these injuries are sports-related; many were minor injuries in Estates that would previously have gone unreported; and some are explained by changes in work patterns (the Library decant), EHSS remains vigilant to an increasing number of occupational health referrals for musculo-skeletal disorders.

Slips, trips and falls remain our major cause of injury. The severe weather in early 2011 (despite Estates' best efforts to grit and to clear snow and ice), combined with an increase in sports injuries reported, account for the increase.

The number of cuts reported (recorded under 'another kind of accident') showed a slight decrease. This correlates with the decrease in reporting from the catered residences.

A narrative report highlighting some of the significant incidents discussed by the Health & Safety Assurance Group is also attached at Appendix 5.

**Appendix 6** gives benchmark statistics for the HE sector in the UK.

**Injuries & Incidents**

Our performance compared favourably with the sector benchmark figures. We continue to increase the total number of accidents recorded (from 24.2 in 2010 to 32.1 in 2011 per 1000 staff at risk) whilst decreasing the severity of those accidents that are reported (from 2.2 in 2010 to 1.4 in 2011 per 1000 staff; and from 0.2 in 2010 to 0.1 in 2011 per 1000 students).

**Fire**

The national statistics are currently undergoing a change in the data set collected and in timing. At the time of this report, benchmark statistics were unavailable for 2011 so the 2010 data has been included for comparison. The University continues to compare favourably with the UK average, particularly for residences.
b. Proactive Measures

i. Audits & Inspections
There were full and detailed HASMAP (Health & Safety Management Profile) audits during 2011, on the Schools of Physics and Psychology and the St Marys Secure Research Facilities. Full reports and recommendations were issued and actions agreed. The summary of each H&S Management Profile was considered by the H&S Assurance Group. There were no urgent actions arising from any audit.

The Director of EHSS visited 12 Schools and Units as part of a programme to facilitate a health & safety tour by each Head. These are intended to be a catalyst for action and discussion at local level, albeit in an informal and less structured format than a full audit.

In accordance with the schedule of health & safety audits approved by Court in 2009, the University requires to be audited at institutional level by an independent third party. A reciprocal arrangement has been agreed with the University of Durham to provide external verification of a full HASMAP review. It is anticipated that this review will take place during 2012-13.

The Health & Safety Assurance Group also made two tours of inspection during 2011 – to the Scottish Oceans Institute and the School of Medicine – and one in early 2012 in Estates. These visits serve a dual purpose of providing assurance of the standards observed, and raising the profile of health and safety across the locations visited.

ii. Annual Health & Safety Returns
Each School and Unit is required to submit an annual return on health & safety activity. In addition, all residences have responded individually since 2010. The 2011 report comprises information received from all Schools and all but two Units and one Residence, who will respond by 31 May 2012. A summary analysis of these returns is given at Appendix 7.

Review of Health & Safety Policies: The University’s stated position is that it expects Schools and Units to review formally their Health & Safety Policies at least every 3 years. In 2009, 91% of Schools and Units reported that they had done so that year; in 2010 60% reported that they had done so, and last year 58% reviewed their H&S Policy. This indicates that many Schools and Units are adopting a “best practice” standard of review every year. There are five (low hazard) Units (including the two that did not respond to the survey) who have not reviewed their policies within the last three years. EHSS is actively engaging and has written to the Heads, offering assistance to ensure that these policies are reviewed during 2012.

Health & Safety Inspections: The University Health & Safety Policy requires all Schools and Units to carry out an annual health & safety inspection. The areas covered by an annual health & safety inspection were up slightly from 70% in 2010 to 71% in 2011. This level of return is disappointing as, during 2011, EHSS introduced a new training course for Health & Safety Coordinators which specifically covers inspection and monitoring as part of its core modules. The Director of EHSS has written, reminding them of the Policy requirements, to the Heads of the fifteen Schools and Units who did not submit inspection forms for 2011.

Consultation and Communication: The University Health & Safety Policy requires all Schools and Units to have a regularly-meeting forum at which health & safety can be discussed. Full compliance with standard is achieved by all respondents. Conversely the number of meetings dedicated to health and safety matters decreased by 9%. This is not a cause for concern as the decrease did not involve our more hazardous Schools and Units, and is therefore considered as proportionate to the risk.
**Emergency Evacuation:** All premises are required by law to test their evacuation procedures. National guidance requires such tests to be performed annually. Since 1/1/11, the emergency evacuation procedures have been tested in all of our occupied buildings. This full coverage includes two buildings that planned and held their own fire drill in early 2012, and four buildings that required the assistance of EHSS staff to test their procedures, also in 2012.

**Risk Assessment:** The University’s stated position is that it expects Schools and Units formally to review or refresh their risk assessments at least every three years. 88% of areas now plan their risk assessments proactively (69% in 2010; 54% in 2009). Previous years’ reports included a very rough percentage of those risk assessments that were reviewed during the year, but we were conscious that this data was inaccurate. This year’s data set attempted to capture better both categories and numbers of risk assessments, and the frequency at which they are refreshed. Unfortunately, this exercise was unsuccessful, confusing, and – in some Schools – would have been over-onerous to supply. With the re-writing of the CHARM database (see Section 2a above), there is an opportunity to manage information arising from the assessment of other risks on a modular basis. It is in the longer term strategy to increase our capability to manage and monitor risk assessment and control by electronic means, and information will be presented in this report when it becomes available and easily retrievable.

**Health & Safety Training:** The University’s stated position is that it expects Schools and Units to identify and assess the requirements for health & safety training for each role. Where such training is identified as “essential”, a best practice position of refresher training delivered every three years is recommended. The identification of essential health & safety training increased from 49% in 2009, through 60% in 2010, to 69% in 2011. In previous years we have attempted to gather and present information on delivery of the training identified. This was known to be inaccurate, with many Schools and Units having no easy means of providing the information requested from existing training records. The figure provided, whilst being a simplistic measure, is more accurate than in previous years. However, of the seventeen Schools and Units that are able to confirm that their training is up-to-date, most are low hazard with relatively low levels of training requirement. Health and safety training will be a major area of focus over the next few years. As training improves and records are centralised, our options for reporting institutional performance will be enhanced.

**Health & Safety Planning:** The University Health & Safety Policy refers to and implicitly requires all Schools and Units to have an annual health and safety plan. There is a template available on the web site. From last year’s report, a formal health and safety plan for 2011 existed in 66% of areas. By the end of the year, 54% of Schools, Units and Residences reported that they had achieved all targets contained in their plan. 77% of respondents report that they have a health & safety plan for 2012.

Numerous comments were received from respondents to the survey, mostly explaining their response. All specific comments received as part of the annual survey are followed up by EHSS with the respondent.

**Prepared by:** Angus Clark, Director of EHSS

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8 May 2012