



HEALTH, SAFETY AND  
WELL-BEING ANNUAL REPORT

**2017/2018**

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# INTRODUCTION

I am delighted to introduce the Health, Safety and Well-being Report for 2017/2018. This report covers the period August 2017 - July 2018 in line with the University's performance year.



The following report outlines the key health and safety issues, statistics and major events supported during the reporting period at Teesside University. This includes information on the extensive work carried out by the University's Health and Safety Centre staff who have provided support to colleagues across the University to promote health and well-being for staff and students as well as working to improve the University's impressive safety record during a time of significant development.

As an organisation, we are currently working towards the University's 2020 masterplan and there has been significant investment towards improving the University's buildings and overall estate during this period. We continue to address key themes for development to build on our positive health and safety culture. Over the next 12 months, we will implement Key Performance Indicators for Health and Safety to enable us to effectively measure against our current Health and Safety objectives. Ill health due to work-related stress continues to be one of the main reasons for absence and initiatives are planned for the 2018/19 academic year to address this.

To support the report, statistical data for the reporting period is detailed in the appendices.

The report also forms part of the University's Environmental Report covering Eco Campus Category 1 on Health Welfare and Safety and ECO Category 9 on Environmental Emissions and Discharges.

I would like to thank all the teams mentioned in this report and those staff that undertake essential roles as first aiders, fire marshals and DSE assessors for playing a vital part in the management of health and safety across the organisation. A positive health and safety culture needs to be at the core of every successful organisation.

**Professor Paul Croney**  
Vice-Chancellor and Chief Executive

## Key highlights include:

- > Teesside University insurers UMAL submitted their bi-annual report on the University's Property Risk management, and Health and Safety Risk management, which concluded that excellent standards of safety risk management are in place.
- > A comprehensive review of fire evacuation procedures was undertaken. Following the review, the Health and Safety Centre have trained a large number of fire marshals and introduced clearer Fire Assembly Point signage to all muster point areas.
- > The number of minor accidents on campus has decreased by 26.2% since last year.
- > A central log of all risk assessments in place across the University was developed and procedures implemented to allow for more formal review and oversight by the Health and Safety Centre.
- > A system has been developed for the Health and Safety Centre to formally inspect and audit all Estates Legislative Compliance.
- > Providing health and safety support for Campus Services with the development of the University's 2020 masterplan including assistance on the design and development of the state of the art National Horizons Centre, Student Life Building and Teesside University Business School.
- > A large number of staff well-being events have been offered and well attended, including the five week Festival of Well-being, which focussed on mental health.
- > More effective use of the Staff Counselling Service has reduced the risk of staff absences due to mental health conditions.

# OCCUPATIONAL HEALTH AND WELL-BEING REPORT

COVERING 1 AUGUST 2017 TO 31 JULY 2018

## Health Assessments/ Management Referrals

Management referrals assessing the fitness of staff and providing support and health advice to both managers and staff continues to be the main function of the Occupational Health Service.

### Key activities during 2017/2018 included:

- > Creation of a new Management Referral form for use by managers ensuring that all sickness absence cases are reviewed from both the perspective of the manager and the individual concerned.
- > Written feedback to managers is now in the form of a Management Advice Report to replace the Occupational Health Assessment form, providing practical advice to assist managers to deal more effectively with absence.
- > Creation of an occupational health-specific GDPR Privacy Notice in line with best practice.

**Full details on the University's Occupational Health Referrals Statistics are provided in Appendix 2. However, key points to note are as follows:**

- > There has been a 13.6% increase in Occupational Health referrals between the 2016/2017 and 2017/2018 reporting period.
- > 16.5% of staff referrals came from the School of Health & Social Care. Their highest reason for referral is mental health/stress (50%), of which half are work-related.
- > Campus Services has seen the largest decrease in referrals (27%).
- > Mental health/stress related referrals continue to dominate the medical reasons for referral, with an increase of 16.8%.
- > Musculokeletal referrals have decreased by 43%

**Statistics on Operational Performance Indicators for Occupational Health can be found in Appendix 2d.**

During the reporting period, the occupational health provision was temporarily reduced to a two day a week service following the resignation of the previous Occupational Health Advisor and prior to the appointment of the new advisor. This temporary situation is reflected in the turnaround figures for both referrals and the production of reports.

## Sickness Absence Statistics

Full details on the University's Sickness Absence Statistics are provided in Appendix 1. Including:

- > The total number of days lost due to sickness has shown a small fall of 0.74% from 15,355.5 days to 15,241 days.
- > Most days are lost due to stress (2711) but this has decreased by 10.6% from last year.
- > Combined psychological conditions (anxiety, depression, mental health and stress) account for the largest percentage of days lost (31%) at 4,833.5 days, with a small decrease of (3.35%) on last year.
- > Last time most days were lost due to musculoskeletal, but this has seen a 28.19% drop in days lost.
- > Days lost due to cancer has seen the highest increase at 98.9%, but this may be due to the long term effect that cancer and cancer treatments can have on ability to attend work. For example, if one reporting period sees no new cancer diagnosis and minimal time off for a cancer treatment, and then the following period sees two new diagnosis and they require absence for treatment, sometimes lasting several months, then a significant increase in sickness absence days can occur.
- > Campus Services continues to have the greatest number of days lost (2913) but has seen a 31.4% decrease. Whilst this area and the volume of staff always attracts higher levels of sickness in an organisation, the managers in Campus Services have handled all their cases effectively to deliver this decrease.

## Health Monitoring

As part of the University's responsibilities for the health, safety and well-being of all staff, health surveillance is carried out on specific staff roles at the start of employment and then at statutory intervals.

## Occupational Health Audits

No audits were carried out for the reporting period due to the change of Occupational Health Advisor mentioned earlier.

The new advisor, in collaboration with HR colleagues, is currently exploring the scope of future audits.

## Musculoskeletal Issues

Continued provision of physiotherapy and rehabilitation for staff with work-related musculoskeletal issues occurs through the University's Sports Injury Clinic.

The aim is to help facilitate an early return to work for those staff on sickness absence and to prevent absence and future recurrence of long-term musculoskeletal symptoms for those staff continuing to manage musculoskeletal symptoms.

At the clinic, a trained therapist carries out an individual assessment. A programme of rehabilitation is then devised. Advice is also given on correct postures and the benefits of workplace ergonomics.

Support from the Sports Injury Clinic and the ongoing manual handling training provided have both helped to reduce the sickness levels linked to musculoskeletal conditions.

## Stress Management

As part of the University's commitment to addressing mental well-being in the workplace, the University has provided the following stress-management support:

- > Continued fast-track referrals (after a maximum two weeks absence) for occupational health support for staff experiencing stress-related symptoms or sickness absence related to stress.

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- > Five week Festival of Well-being focused on mental-health well-being.
  - **Week 1:** Being active
  - **Week 2.** Taking positive action
  - **Week 3.** Food and mood
  - **Week 4.** The joy of learning.
  - **Week 5.** A little something extra

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- > Facilitating the Advisor in attending a Level 3 counselling course at Stockton Riverside College once a week.

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- > Creation of an Extra Life project group to deliver action on student and staff mental health promotion and resilience.

**Appendix 3 details the Occupational Health referrals for mental health issues by Schools and Departments.**

## Staff Counselling Services

Teesside University continues to support staff with their mental-health wellbeing through an external confidential counselling service provided by Alliance.

### Alliance Statistics

These statistics cover the period from 1 August 2017 to 31 July 2018 and give an overview of the service, as well as providing statistical information on service usage and client outcomes.

- > In the 2017/2018 academic year, Alliance received 75 referrals. This is an increase of 13.6% on the previous year.
- > Alliance delivered a total of 387 sessions, compared to 279 last year.
- > 90% of employees attended their first appointment within ten calendar days of referral.
- > 23% were seen within 72 hours of referral. Longer waits were due to client availability and accessibility to specialist services.
- > The average number of sessions for each employee has increases slightly from 4.6 to 5.
- > Of those classified as clinically unwell at the start of therapy, 94% showed clinical or reliable improvement at discharge (91%).
- > The School of Health & Social Care has the most referrals (24%), this figure partly reflects the larger number of staff in this School.
- > The average number of sessions attended was 5.5 (4 previously) and the average length of therapy overall was 14 weeks (13 previously).
- > The average age of employees accessing the service was 42.4.

### Alliance Survey

Although the University has no information on the personal details of those who utilised the service, as this is confidential to Alliance, feedback from the Alliance service was extremely positive.

- > 38 employees completed the survey.
- > 41% (a 2% decrease) of staff attending the counselling services reported work issues as the reason they were accessing the service. Of this figure, the main issues reported were work-related stress, workload and job situation.
- > There has been a fall of 37.5% in reports of bullying and harassment.
- > On initial referral, 63% of employees experienced some "impairment of work functioning".
- > At discharge, 90% of clients reported normal or satisfactory work function.
- > 100% of employees said that they were satisfied with the initial contact with Alliance
- > 94% of employees said that they are coping better since accessing counselling.
- > 88% stated that counselling has helped them stay at work.
- > 64% stated that counselling has helped them return to work.
- > 100% said that they were satisfied with the overall quality from Alliance.

These findings to some extent reflect the level and pace of the change experienced by staff over the reporting period but the development of a Change Management Toolkit for managers and a clearer approach to all change projects should help reduce this issue moving forward.

## Occupational Health and Well-being Initiatives

There were a number of health and well-being activities and initiatives undertaken in 2017/18 and these are detailed in Appendix 4.

There were 21 health campaigns delivered by the Occupational Health service during 2017/2018. These activities contributed towards the University gaining the Better Health at Work Award GOLD in September 2017.

### Highlights of this year's health campaigns include:

- > The five-week Festival of Well-being, focused on mental-health. This is now part of the University's Health and Well-being Strategy, a response to the University's Health Needs Assessment (2016/2017) and also the Staff Survey results 2017. Both of which identified mental health and stress as current, relevant health issues.
- > Teesside University became a smoke-free campus on National No Smoking Day on 14 March 2018.



North East  
Better Health  
at Work Award

**Extra life**  
Occupational Health

## 2018/2019 Future Priorities

Development and implementation of a Stress and Mental Health Well-being Strategy that will positively impact on the management of sickness absence at the University and provide advice and guidance to line managers and employees to enable better understanding and handling of stress and mental health issues

Continued collaboration with Middlesbrough's Public Health Leads and initiatives such as Extra Life and the Better Health at Work Award (Continuing Excellence) level.

Development within the Foster Building of a combined working environment for health and safety, equality and diversity and occupational health and designated space for activities.

- > Attainment of the Better Health at Work Award (Continuing Excellence).
- > Supporting the School of Health & Social Care in scoping, developing and formalising its free referral service for students.
- > A review of all occupational health policies to ensure full compliance with the 2018 General Data Protection Regulations (GDPR).
- > A GDPR impact analysis of occupational health data processing functions.
- > Development of the new occupational health web pages.
- > Establishing key performance indicators for the occupational health provision and implementing appropriate supporting data recording.



# HEALTH AND SAFETY DEVELOPMENTS AND COMPLIANCE

## Campus Developments

During the reporting period there have been a number of campus developments supported by the Health and Safety Centre. Working closely with colleagues in Campus Services as well as external contractors and stakeholders from Schools and Departments, health and safety support and advice has been provided for the following projects:

- > **National Horizons Centre** – Significant work continues on the National Horizons Centre (NHC) development located at the University Darlington Campus. This £22m teaching, research and training facility, is due to open in March 2019, will provide state of the art biosciences research, innovation and education opportunities with world-class facilities and equipment. The implementation of such an ambitious project requires significant health and safety input. The Health and Safety Advisor continues to work with the appointed contractors and chosen stakeholders to ensure the highest standards of safety are considered and implemented. During the reporting period, this has included input on the overall building design, gas safety considerations, health and safety assessments for individual laboratory areas and fire engineering solutions.
- > **Student Life Building** – Working closely with the architects, contractor and campus Services on the design and delivery of the Student Life Building. This exciting new development will bring all student-facing services together in one location and is due to be completed in the autumn of 2019. The Health and Safety Advisor has provided support throughout the design phase to ensure the completed building is fully compliant with all appropriate health and safety legislation.
- > **Foster Building** – The newly refurbished Foster Building will re-open in September 2018 and provide a dedicated space for the University's Health and Safety, Occupational Health and Equality and Diversity Advisors. For the first time this building will incorporate a well-being room to provide a dedicated space for staff relaxation, continuing our proud track record of delivering real and tangible improvements to promote the health and well-being of our staff.
- > **Teesside University Business School** – Opening this year, £7.5m has been invested to refurbish the Student Centre to provide a modern and flexible new home for the growing Teesside University Business School.  
 Providing flexible spaces to offer students and businesses an informal, comfortable, relaxed space for discussion and debate, as well as more formalised learning spaces. The social learning spaces and digital pods will allow for both smaller and large conference style events for up to 100 learners, using both classroom space and the open 'amphitheatre' and creative area. Health and Safety client inspections undertaken by the Health and Safety Advisor identified an excellent site with numerous indications of a positive health and safety culture including full legal compliance with health and safety legislation.







> **Parkside West** – A significant refurbishment of Parkside West is underway providing additional facilities for the delivery of the University’s Fine Art degree course. Refurbishment work has included decoration of the upper floors providing modern office spaces and the introduction of fully operational workshops for woodworking, 3D printing, metalworking and welding. A thorough health and safety review of the building was undertaken in conjunction with members of staff from the Campus Services (Estates) Department to ensure all of the Health and Safety implications of such a challenging project are considered. Continuing health and safety support for the project is being provided to ensure full legal compliance including alterations to the fire evacuation strategy and the introduction of additional ventilation for specialist equipment.

> **King Edward’s Square (KES)** – A £2.5m investment to provide a full refurbishment of KES including the introduction of en-suite bathroom facilities for all student rooms.

> **Other Estate Developments** – Advice and support was also provided to Campus Services with the monitoring of additional development works including the redevelopment of the Stephenson building Borough Road entrance and the Greig building roof replacement, to ensure health and safety risks to staff or students were mitigated during the work.

Consultation has begun with the design team for the new student village that will be constructed on the Woodlands site and will provide around 200 additional bed spaces. This consultation included a health and safety workshop to identify the University’s requirements.

## Building Demolitions

To facilitate the development of the Student Life building the demolitions of both Centre House and the Brittan Building are now in progress. Work continues to ensure a safe campus is maintained during the demolition phase with minimum disruption to staff and students. The Student Life building, together with the new Business School, will greatly enhance the gateway from the town centre on to Southfield Road, creating a fantastic impression for people visiting the University and Middlesbrough for the first time.

## University Events

The Health and Safety Centre provided advice, support and assistance to colleagues organising a number of high profile events on campus, which included the following:

- > Prospective Student Open Days
- > Students’ Union Final Fling
- > Tees Valley Business Awards Dinner
- > Graduation ceremonies
- > Year 12 Residential Summer School
- > Community markets in the Campus Heart
- > UCAS Fair



## mima

The Health and Safety Centre have continued to provide advice and support to colleagues at MIMA with the planning and risk assessment of exhibitions and events. The continued support of the Health and Safety Centre ensures the mima aim of integrating exhibitions and collection displays with learning activities, off-site projects, commissions and community-focused initiatives, can be met in a safe manner.

Recently this support included monitoring the design and construction of artists Tatham & O’Sullivan sculpture of a well-known Middlesbrough landmark. This large colourful structure connects the public space inside mima with Middlesbrough’s Centre Square. Its shape echoes the iconic Tees Transporter Bridge reflecting innovation in engineering, industrial growth and its subsequent decline. The work was commissioned as part of mima’s ten-year anniversary celebrations.

Health and safety training sessions delivered to staff at mima during the reporting period covered a range of topics including COSHH Awareness, risk assessment training and working safely at height.

The Health and Safety Centre completed a thorough health and safety audit of the systems and processes in place at mima in 2017. Following the findings of the audit, an action plan was developed with mima Technical staff and curators. Implementation of this action plan is now complete providing further reassurance of the high health and safety standards and the positive health and safety culture now in place at mima.

## Key Performance Indicators

Key Performance Indicators for Health and Safety have now been developed and performance against these indicators will be reported for the first time in the first quarterly Health, Safety and Well-being report of the 2018/2019 performance year.

Below are the agreed Key Performance Indicators that the Health and Safety Centre will record and implement from August 2018.

Key Performance Indicator	Target
Number of enforcement actions	0
% new staff receiving relevant health and safety information	100%
Actions completed following health and safety inspections	100%
% Statutory Estates Compliance inspections completed	100%
% of scheduled health and safety inspections completed	100%
All risk assessments identified as high risk prior to the implementation of control measures to be reviewed annually	100%

# LEGAL COMPLIANCE

## Legal Compliance Reviews

Following the Grenfell Tower fire incident both Cleveland Fire Brigade and HEFCE contacted the University to check the fire safety standards of high-rise buildings under the University's control. The Health and Safety Centre was able to confirm that the University fully meets, and often exceeds, all of the required fire safety standards. It was confirmed that the University has some of the highest standards in the Cleveland Fire Brigade area. Following these enquiries, a full review of fire safety in all University buildings was undertaken in conjunction with Campus Services and the Regulatory Reform (Fire Safety) Order. Risk assessments for each University building were updated accordingly.

In January 2018 UMAL, the University's insurer, carried out a comprehensive audit of the University's Health and Safety Risk Management and concluded that 'the excellent standards of safety risk management noted at the time of the previous visit remain in place.'

UMAL also reported on the University's Property Risk Management and concluded that 'Since the previous visit the property risk management has been improved, principally by the addition of a sprinkler system in Central Halls'.

For Health and Safety Risk Management a report score of 94%, was awarded and this compares favourably to the UMAL sector average of 80%. For Property Risk Management the University obtained a score of 92% compared to the UMAL average of 85% and the University was described as having excellent standards of property fire protection.

PricewaterhouseCoopers (PWC) undertook an internal audit of the University's health and safety provision in January 2018. The audit focused on the following five areas:

- > Risk assessments

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- > Training records

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- > Health and safety incidents and actions

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- > Health and safety inspections

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- > Policies, procedures and KPIs

Some medium risks were identified in the report and an action plan was developed to resolve the issues that were identified. All of the recommended actions are now complete, including the development of a Central Risk Assessment Database for all Schools and Departments that is monitored and controlled by the Health and Safety Centre. A follow up to the audit was initiated in August 2018 and PWC confirmed that all the required actions had been completed and identified two low level (green) actions, one of which was completed in early September and the other is scheduled for completion in October 2018.

The University student accommodation was audited by Pricewaterhouse Coopers under the Universities UK Higher Education Code of Practice for the Management of Student Housing. Only one minor health and safety action was raised and has now been completed.

During 2018, the Health and Safety Centre have developed an Estates Legislative Compliance Review procedure to internally audit Campus Services (Estates), ensuring best practice and legal requirements continue to be met in a number of areas including the inspection and maintenance regimes for fire safety, electrical and mechanical plant equipment.

Other regular safety inspections including checks on car parks, pavements and roads, external fire escapes, disabled refuge locations, first aid provision, ladder safety, final exit door and means of escape inspections and DSE regulations compliance were completed periodically throughout the year.

The results of these reviews continue to demonstrate the University's commitment to achieving the highest possible standards in health, safety and well-being.

## Accident Statistics

During the reporting period, there were 3 accidents (2 staff and 1 student) reportable to the HSE, continuing the trend of a low number of RIDDOR reportable accidents that the University has had for a number of years. Further detail on the RIDDOR reportable accidents are provided below.

- > **October 2017** – A student was walking down Dunning Street after getting off the park and ride service. The student tripped on a drain cover and fell into a concrete column suffering a fractured radius. The area was inspected and it was identified that there was a small change in level (tripping hazard) associated with the drain cover. The drain cover was lowered to make it flush with the pavement.

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- > **December 2017** – A member of the occupational therapy team was leading a sports therapy practical session in the sports hall. The group were playing a game of 'what time is it Mr Wolf'. The member of staff turned sharply and caught her foot in the football net causing her to fall. The fall resulted in a fractured hip. An accident investigation found that the football goal was secured to the wall in the correct manner and there were no defects identified with the flooring. As part of the accident investigation, an appropriate lesson plan was submitted including risk assessments and suitable control measures were clearly identified.

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- > **June 2018** – A member of staff stumbled and fell whilst walking between mima and The Printworks. The fall resulted in a double fracture of the injured person's foot. The accident was discussed with the injured person who confirmed that there were no paving defects that caused the injury. An additional paving inspection did not identify any defects.

There was a significant decrease in minor accidents during the revised reporting period when compared to the same period for the previous year, a drop from 61 accidents in 2016/2017 to 45 incidents reported in 2017/2018. This continues a positive trend in accident reduction over a number of years and represents the lowest total since 2012/2013. These figures represent a decrease in the number of accidents occurring in each category when compared with the previous 12 months. This reduction is pleasing and can be attributed to the large number of inspections undertaken

and increased number of staff receiving health and safety training sessions. Slips, trips and falls continue to represent the highest number of accidents and accounted for 27% of all accidents reported.

The Health and Safety Centre continue to warn staff and students of the risk of slips, trips and falls and aim to reduce the number of this type of accident further. In pursuance of this, the development of a new Behavioural Safety Campaign to reinforce safe working practices is currently underway and will complement newly enhanced General Health and Safety Awareness training sessions, aimed at all groups of staff and initially targeting new starters, that will be launched in September 2018.

Investigation of the accidents involving slips, trips and falls identified that there were, on occasion, some minor defects in the condition of the accident locations and these were repaired.

During 2018, there was an increase in the number of staff accidents during February. However, an accident analysis identified no specific trends to explain the increase.

There was a significant reduction in the number of accidents at mima when compared against the figures from the previous 12 months, a fall of over 60% is indicative of an improved health and safety culture in this area. There was a small reduction in the number of accidents occurring in Centuria although this remains the building with the highest number of accidents recorded, no trends were identified to explain why. Accident trend analysis undertaken as part of the 2017 Health, Safety and Well-Being annual report identified needle stick injuries in the School of Health & Social Care as an emerging accident trend. The Health and Safety Advisor reviewed the sharps handling procedures and relevant risk assessments in place with the School's technician manager during 2018 and some minor improvements in the systems were implemented.

Full details of the University's accident statistics for the reporting period are detailed in Appendix 5.

## Statutory Inspections

To ensure that the University complies with health and safety legislation there are inspection procedures to ensure legal compliance. The following numbers show the scale of the inspections undertaken each year.

Over  
**5,200**

smoke/heat detectors  
activated every 6 months

Over  
**10,000**

electric wiring circuits  
tested on a rolling  
5 year programme

Over  
**2,500**

monthly temperature checks  
of hot water taps to prevent the  
growth of Legionella bacteria

Over  
**90**

pressure systems such as  
boilers examined at either one  
or two year intervals

**42**

passenger lifts subject  
to thorough examination  
every 6 months

Over  
**110**

items of lifting equipment such as  
cranes, fork lift trucks, chains etc  
inspected every 6 months

**13**

fire fighting dry risers pressure  
tested annually

Over  
**200**

fire blankets checked annually

Over  
**800**

fire extinguishers checked  
annually

Over  
**5,600**

emergency lighting unit operations  
checked monthly and battery  
duration checked every 6 months

Over  
**100**

natural gas appliances tested  
annually for leaks and toxic gas  
production

Over  
**70**

local exhaust ventilation systems  
such as fume cupboards checked  
annually to ensure correct face  
velocity



## Fire Safety

During this reporting period, there was an increase in fire alarm activations in the University's teaching and office accommodation. This increase in activations can be attributed to false alarms as a result of the significant construction and refurbishment work being carried out on the campus in many areas.

There was an increase in the number of fire alarm activations that occurred in student residential accommodation, with small increases in each area accounting for this. However, an increase in the number of students residing in University accommodation has contributed towards this increase.

All students residing in the University owned accommodation received verbal and written instructions on preventing false alarms as part of their 2017 induction and additional guidance was provided during the fire evacuation practice drills.

The vast majority of fire alarm activations in the student accommodation were caused by cooking, steam from showers and use of aerosol sprays.

The Health and Safety Centre have increased the frequency of planned fire evacuation drills in the Middlesbrough Tower and Central Halls. This decision was made following consultation with the Fire Brigade as these buildings are deemed to be higher risk given their classification as high-rise buildings.

Following a review of the University's fire evacuation procedures Fire Marshal Training has been provided to a large number of volunteers who will provide additional assistance to Health and Safety and Campus Services staff during the fire evacuation process. To complement this training, additional Fire Assembly Point signage has been introduced to all areas of campus and information on the locations of this signage has been added to the Fire Safety section of the health and safety webpage.

There were three fire incidents on the University campus during the reporting period and no actual fires inside any University building. Each of these incidents was classified as either a Minor Fire or a Near Miss Fire Incident.

**Further information on the University's fire statistics is provided in Appendix 6.**

## Environmental Emissions and Discharges

This information also forms part of the University's Environmental report covering ECO Campus Category 9 on Environmental Emissions and Discharges.

Teesside University is committed to its environmental responsibilities and is aware of the impact the University's operations can have locally, nationally and internationally. The University is involved in a range of initiatives that aim to both highlight and improve environmental issues.

During 2017/2018 the University has maintained the gold standard for the Environmental Management System that it has adopted, which is called ECO Campus, by implementing the following good practice:

- > Having a Waste Emissions and Discharge Policy, which is reviewed annually to ensure that it is meeting its objective.
- > Atmospheric emissions are maintained at concentrations below the workplace exposure limits.
- > Discharges to drainage systems are significantly lower than permitted levels.
- > Hazardous /eco-toxic waste, such as solvents are disposed of annually by a licenced disposal company.
- > Infectious/clinical waste is disposed of by incineration by a contracted disposal company.
- > There is a register of the location of all known asbestos on the campus and surveys are carried out prior to building work being undertaken to prevent disturbance of asbestos.
- > The Radiation Safety Committee scrutinised all work involving both ionising and non-ionising radiation and implemented an action plan to address changes in ionising radiation legislation.
- > A review of the risk assessment for all non-ionising radiation equipment has been carried out to confirm compliance with the Control of Electromagnetic Fields at Work Regulations and the Control of Artificial Optical Radiation at Work Regulations.

## Major Incident Plan

During 2017/2018 the Health and Safety Centre continued to provide support to the new lead on the University's Major Incident and Business Continuity Plan.

The plan and its supporting information was validated as part of the Arts Council Accreditation Scheme for mima

Training has been given to relevant staff on the supporting document of the plan covering the actions to be taken by University staff responding to emergencies. The information in this supporting document of the Plan enables the University to manage situations that are defined as low impact in the plan.



# TRAINING AND POLICY DEVELOPMENTS

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## Health and Safety Training

The Health and Safety Centre continued to deliver established health and safety training sessions such as manual handling techniques, risk assessment training and Display Screen Equipment assessment training for staff as well as the health and safety awareness provided as part of the University Central Induction Programme. Furthermore, a number of additional sessions were delivered to University staff and students that included the following:

- > Fire Extinguisher Training was delivered to workshop and laboratory technicians as these working areas are more likely to have fires that could be extinguished safely at an early stage

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  - > Basic Fire Safety Training was delivered to Students' Union catering staff covering fire safety and use of firefighting equipment

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  - > Fire Marshal Training was delivered to volunteer staff from The Printworks, The Curve, Middlesbrough Tower, Centuria and Students' Union to facilitate improved fire evacuation procedures for these buildings. To complement this training Fire Assembly Point signage has been introduced to all areas of campus and information on the locations of this signage added to the Fire Safety section of the health and safety website

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  - > COSHH risk assessment training was delivered to appropriately selected members of staff to ensure continued compliance with the COSHH Regulations

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  - > DSE assessments and training sessions were delivered to members of staff who are now located in The Printworks. These sessions provided instruction on correctly setting up their new chairs and in some cases the new standing desks, provided as part of the move, with the additional goal of explaining the benefit of utilising the chairs' ergonomic aides and adaptations to prevent musculoskeletal discomfort to reduce absenteeism

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  - > A General Safety Awareness training session for security officers covering a range of topics including hazard identification, manual handling, risk assessment and fire safety was delivered to newly-appointed staff

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  - > In response to the PWC audit a new procedure has been developed to ensure that all staff who receive the induction training, which includes basic health and safety, sign to confirm their attendance and these records are then held electronically.
-

## Policy, Procedure and Guidance Document Development

Document development has included a new series of information booklets setting out the relevant responsibilities, in relation to health and safety, for all levels of University leadership and management. These documents have been developed in the plan, do, check, review format in line with sector guidance and detail the different and specific responsibilities for the University's Executive, School and Department senior management teams, line managers and supervisors.

It is proposed to use these documents as the basis for a training campaign with line managers at all levels during 2018/2019 that will also focus on behavioural safety.

A health and safety guidance document for staff that are appointed on zero-hours contracts was developed to ensure that these employees receive appropriate health and safety information. This information is now disseminated with the contracts of employment that are distributed by Human Resources.

During the reporting period several policies, procedures and guidance documents were amended to reflect changes in legislative requirements and organisational structure and further improvements, including more robust document control procedures, were implemented to conform to sector advice on best practice. Notable changes included:

- > The First Aid Policy was updated to include reference to the Health and Safety (Miscellaneous Amendments) Regulations 2002 which includes information on first aid room access and egress requirements
- > The Radiation Safety Policy was updated to reflect changes in the Ionising Radiation Regulations (2017) (IRR17), and the Ionising Radiation (Medical Exposure) Regulations 2000 (IRMER 2017)
- > The No Smoking Policy was amended to include updated information on vaping and to identify that the Campus is now smoke free
- > The Risk Assessment Policy was amended to include the requirement for Schools/Departments to provide an electronic central register for risk assessments
- > The Health and Safety Centre updated the University guidance for staff and students who are new or expectant mothers to include the physical risks from Electro Magnetic Fields
- > Solo Working Guidance was updated to include examples where solo working is prohibited such as working at height or on specified dangerous machinery, in confined spaces or on live electricity
- > All guidance documents and procedures that consider the health and safety implications of solo working were updated to include information on the benefits and availability of the safezone app
- > All policies, procedures and guidance documents were reviewed during the reporting period and now include document control boxes to provide evidence of a regular review procedure

## Summary

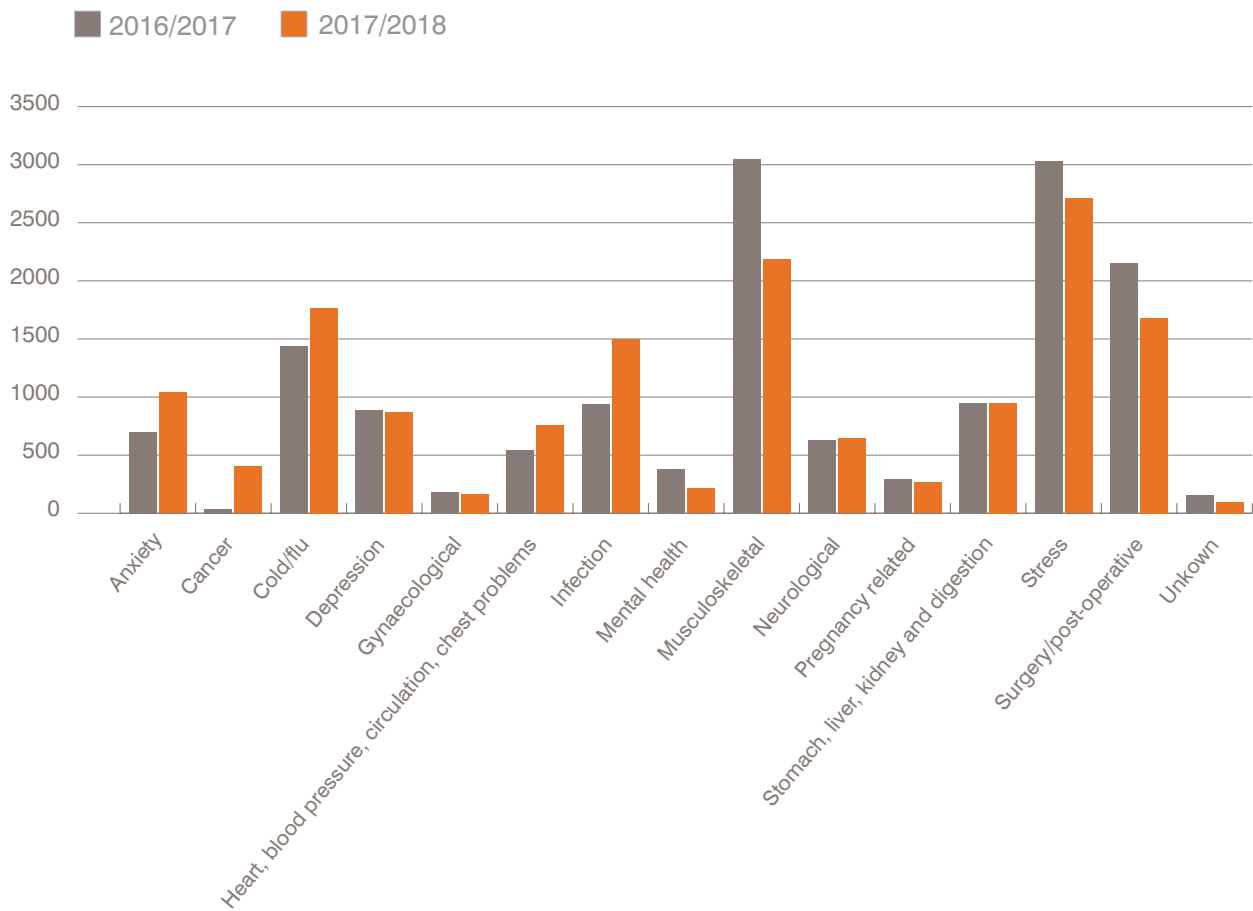
This report shows the extensive work undertaken by the Health and Safety Centre and the Occupational Health Service in support of activities on the campus to both maintain and improve the University's excellent health and safety standards and well-being support for staff. The report and information on the Health and Safety Centre is also available on the Health and Safety website at [tees.ac.uk/heathandsafety](https://tees.ac.uk/heathandsafety).

# APPENDIX 1

## SICKNESS ABSENCE STATISTICS

### Appendix 1a

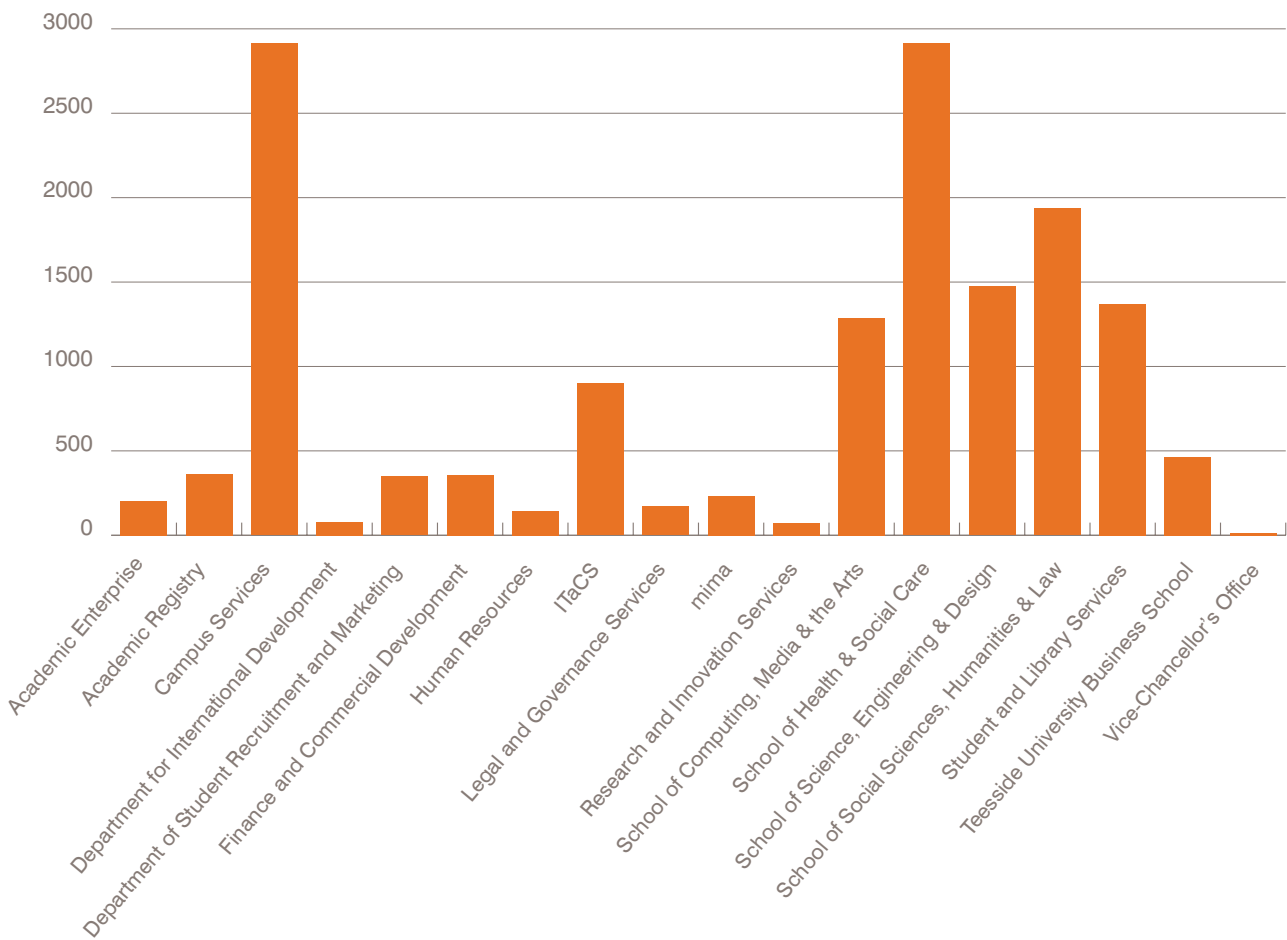
#### ABSENCE REASONS



## Appendix 1b

### SICKNESS ABSENCE BY DEPARTMENT 2017/2018

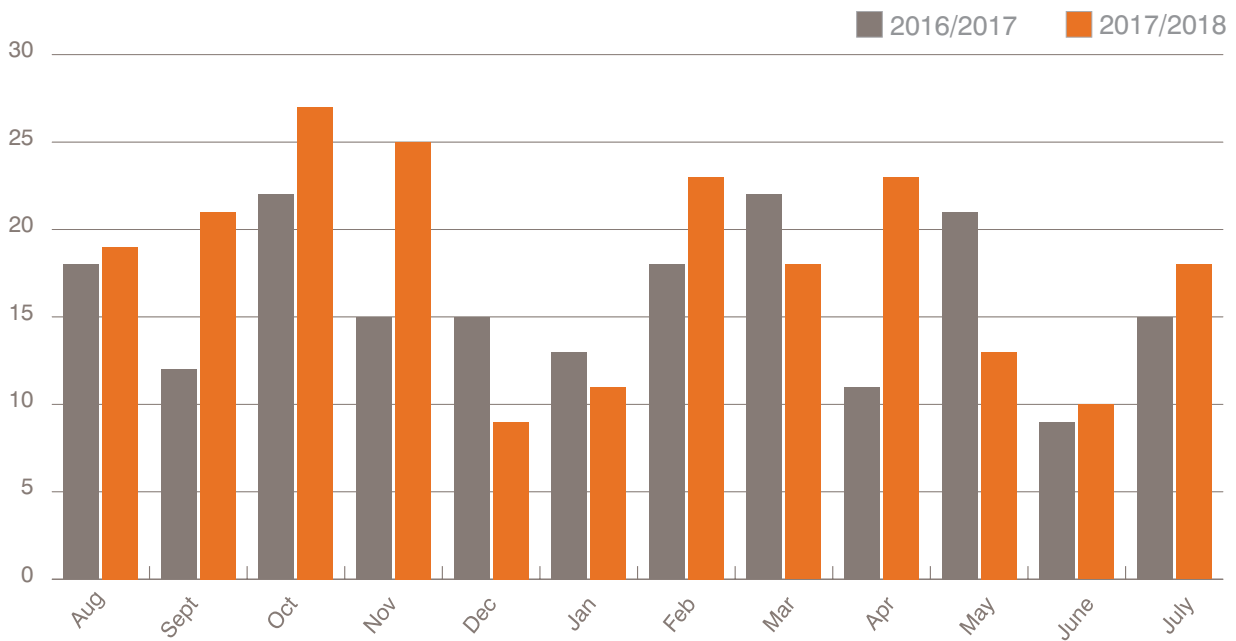
Sickness absence by department: 2016/2017 figures not shown as several areas merged.



# APPENDIX 2 OCCUPATIONAL HEALTH REFERRALS STATISTICS

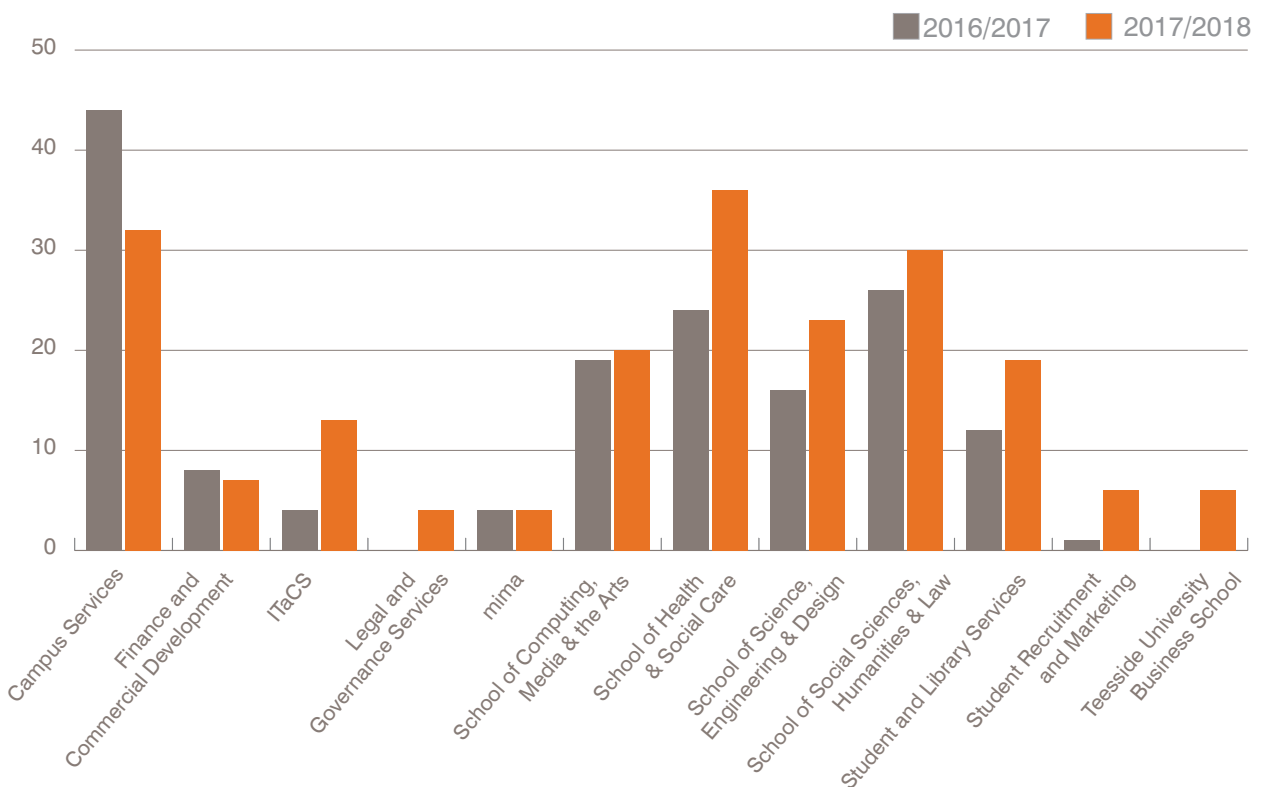
**Appendix 2a**

REFERRALS COMPARED MONTHS/YEARS



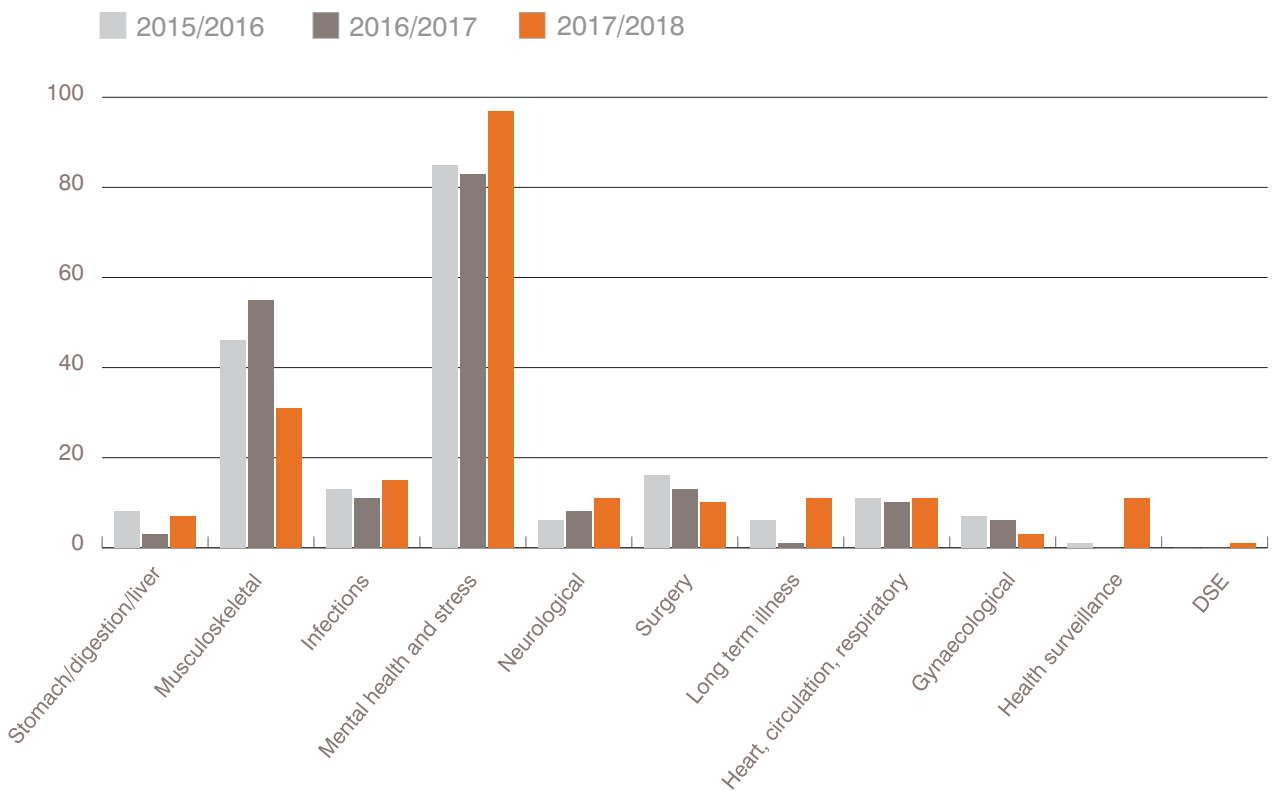
**Appendix 2b**

NUMBER OF REFERRALS PER AREA



## Appendix 2c

### REASONS FOR REFERRAL



## Appendix 2d

### OCCUPATIONAL HEALTH REFERRALS BY JOB TYPE

MANAGEMENT REFERRALS: 217	KEY PERFORMANCE INDICATOR	COMPLIANCE %
Referral form processed and appointment sent out:	3 working days	71.8%
First appointment offered:	10 working days	76.9%
Report to referring manager:	2 working days (If prior sight report, manager emailed regarding this)	47.4%
In the case of non-attendance, the referring manager notified:	1 working day	40%

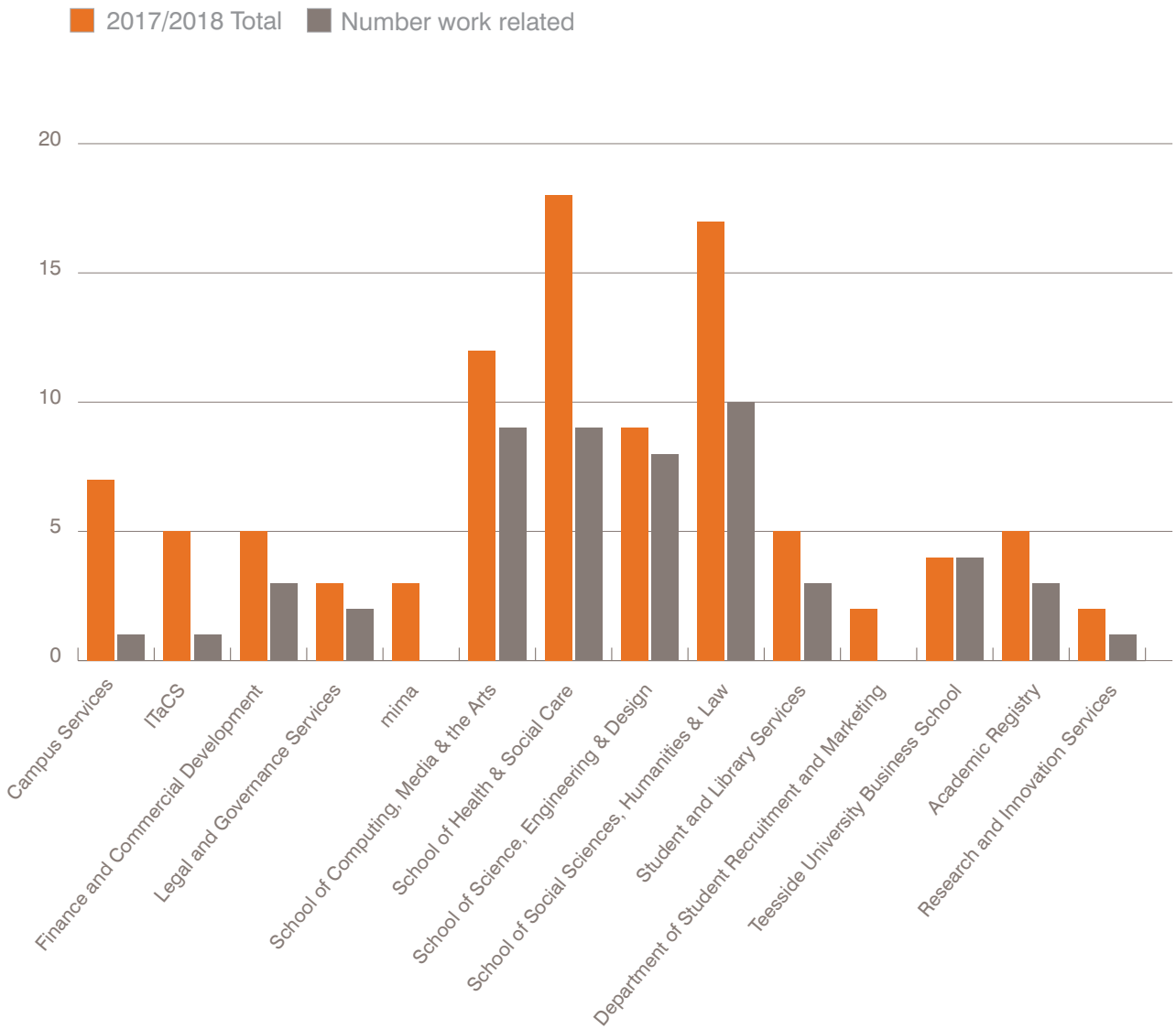


# APPENDIX 3

## MENTAL HEALTH REFERRALS BY AREA

### Appendix 3

MENTAL HEALTH REFERRALS BY AREA



# APPENDIX 4

## OCCUPATIONAL HEALTH INITIATIVES 2017/18

### Appendix 4

September	October	November
<p><b>World Heart Day</b> – Healthy Heart Checks for staff</p> <p><b>Know Your Numbers Week</b> – Blood Pressure Campaign providing blood pressure measuring stations around the Campus</p> <p><b>World Mental Health Day</b> – Including Dementia Awareness Presentation and Supporting Mental Health in the Workplace Workshop</p>	<p><b>Festival of Well-being</b> – various activities with a mental health theme focusing on mental health and resilience</p>	<p><b>Festival of Well-being</b> – various activities with a mental health theme focusing on mental health and resilience</p> <p><b>Alcohol Awareness Week</b> – Including Know Your Numbers, an alcohol awareness campaign aimed at alcohol units awareness</p> <p><b>November</b> – Men’s health events included Health Talks, Men’s Health Shuffle and Men’s Health Quiz</p>
December	January	February
<p><b>Carers Together</b> – Workshop on the importance of a Carer Friendly workplace</p>	<p><b>New Year, New You Campaign</b> – free gym trial</p> <p><b>Dry January Month</b> – Awareness campaign focusing on abstinence</p> <p><b>VEGANuary</b> – Vegan diet display, information and free samples</p>	<p><b>Fruity Friday</b> – Free fruit in catering outlets</p> <p><b>Leanplan</b> – an alumni student’s start-up company finding out daily calorie burn for attendees</p>
March	April	May
<p><b>International Women’s Day</b> – Day of talks from some of the region’s most successful and inspirational women</p> <p><b>No Smoking Day</b> – Teesside University became a smoke free campus on National No Smoking Day, 14 March 2018. Support from local pharmacy staff on quitting</p>	<p><b>Stress Awareness Month</b> – Colour your stress away activity in all campus cafes</p>	
June	July	August
<p><b>Beginners Running Group</b> – Weekly run open to all staff held in local park</p> <p><b>Bike Week</b> – Free water and fruit for all staff showing their helmet and TUSC and prize draw for free bike service</p> <p><b>Men’s Health Week</b> – Promoted Walking, Football and Football Fans in training sessions organised by MFC Foundation</p>	<p><b>Target Ovarian Cancer Event</b> – Charity run or walk for 3k or 5k</p>	

## APPENDIX 5 ACCIDENT STATISTICS

The accident summary for 2017 is shown in the table below:

The staff and student figures quoted in this report meet the requirements of the Universities Safety and Health Association (USHA), in that they are the actual numbers of staff and students working and studying at the University (not FTEs) and the student numbers exclude those studying with partnership colleges.

**The Accident Summary for all accidents during the reporting period is shown in the table below:**

Accidents Involving Injury	Staff	Students	Contractors/ Visitors	Totals
Minor injury	31	8	6	45
Non-employee hospital treatment		1		1
Other injury (7+ days off)				0
Staff major injury or condition	2			2
Total reportable injuries	2	1		3
Total accidents involving injury	33	9	6	48
Number of persons at risk	2369	14747		17116
Reportable injuries per 1000	0.84	0.07		0.18
Total injuries per 1000	13.93	0.61		2.80

**Full details of the 2017/2018 accident statistics are detailed in the following charts and graphs.**

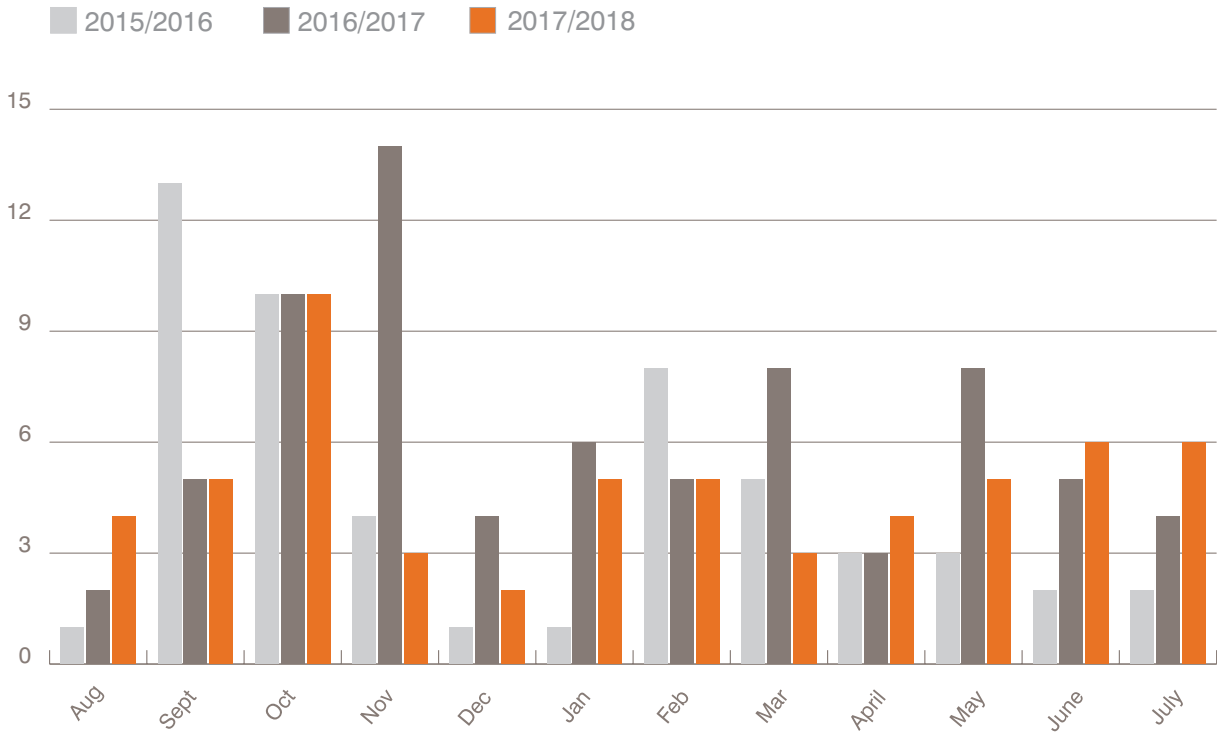
### ALL ACCIDENTS ANALYSIS FROM 1/8/2017 TO 31/7/2018

	Number at risk	Electricity	Fall from height	Fall on level	Fall on stairs	Handling	Handling glass/sharps	Hot/cold contact	Other	Striking against object	Struck by object	Total
Academic and related	972			3			1	1			1	6
Administrative	742			2	1	1		1		2	2	9
Caretaking	27			3		1				2	1	7
Catering	38					1						1
Cleaning/domestic	117	1			1		2					4
Contractors	0										1	1
Maintenance	3							1				1
Technician	207			2		1	1				1	5
Undergraduate students	12548			2	1		2	1	1	2		9
Visitors	0		1	1					1	2		5
<b>Total</b>		<b>1</b>	<b>1</b>	<b>13</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>48</b>
<b>% for each cause</b>		<b>2%</b>	<b>2%</b>	<b>27%</b>	<b>6%</b>	<b>8%</b>	<b>13%</b>	<b>8%</b>	<b>4%</b>	<b>17%</b>	<b>13%</b>	

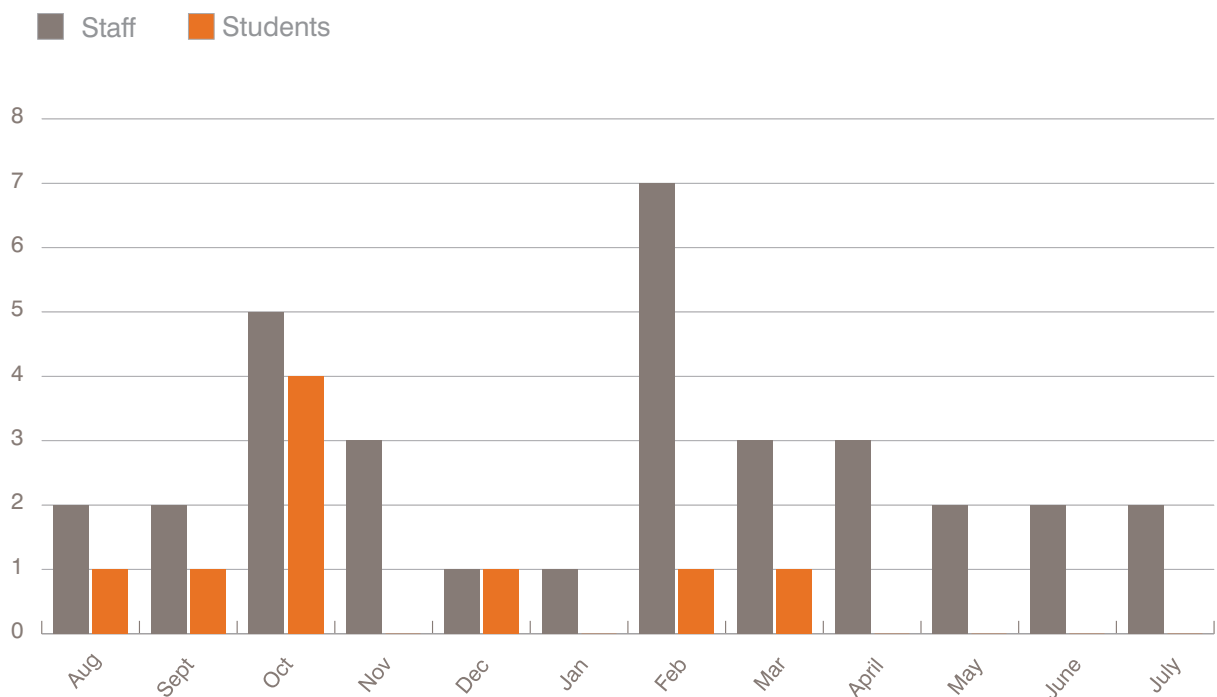
### ACCIDENTS REPORTED TO HEALTH AND SAFETY EXECUTIVE - ANALYSIS FROM 1/8/2017 TO 31/7/2018

	Number at risk	Struck by object	Total
Academic and related	972	1	1
Administrative	742	1	1
Undergraduate students	12548	1	1
<b>Total</b>		<b>3</b>	<b>3</b>
<b>% for each cause</b>		<b>100%</b>	

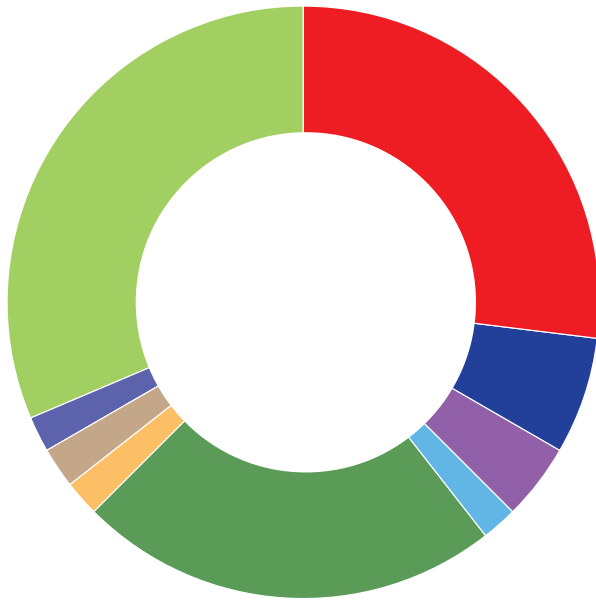
ALL ACCIDENTS BY YEAR - 2015/2016, 2016/2017, 2017/2018



STAFF AND STUDENT ACCIDENTS AUGUST 2017 - JULY 2018

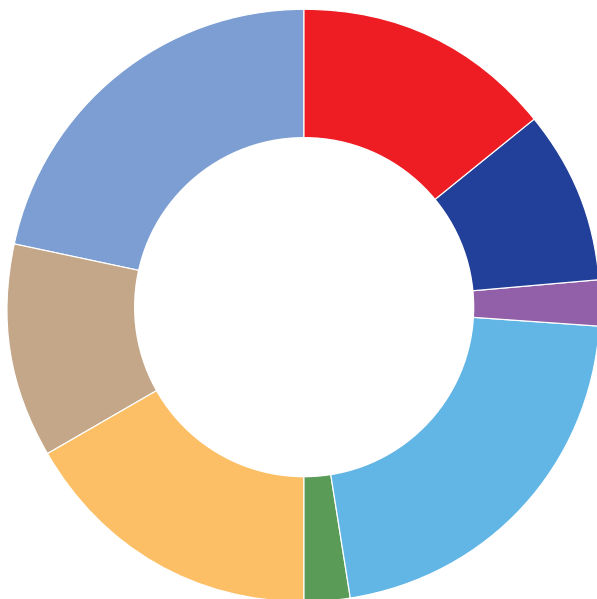


**ALL ACCIDENTS BY SCHOOL OR DEPARTMENT**  
FROM AUGUST 2017 - JULY 2018



- 13 Campus Services
- 3 Information Technology and Communication Services
- 2 mima
- 1 Human Resources
- 11 School of Health & Social Care
- 1 School of Social Sciences Humanities & Law
- 1 School of Science, Engineering & Design
- 1 Student & Library Services
- 15 Not Attributable

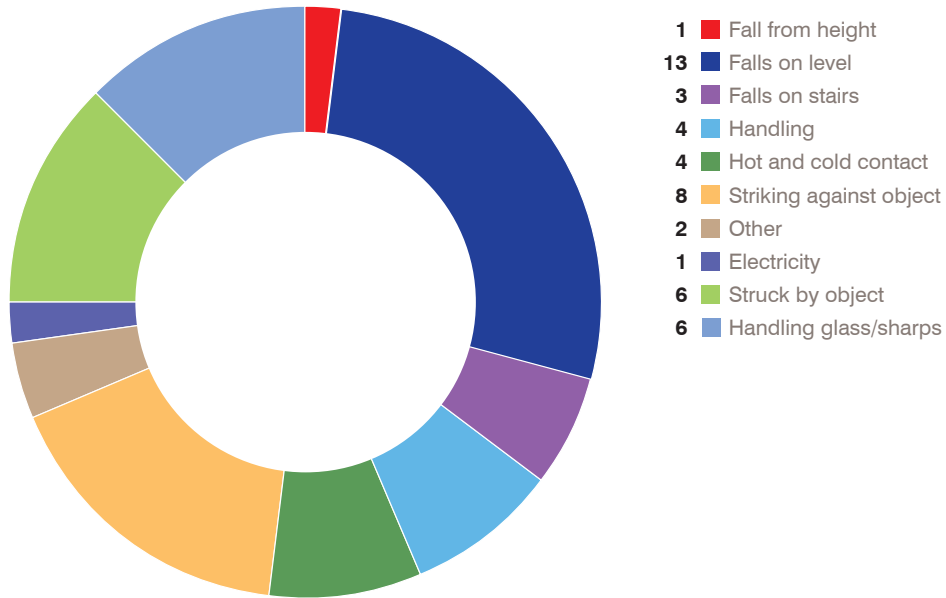
**ALL ACCIDENTS BY STAFF AND STUDENT CATEGORY**  
FROM AUGUST 2017 TO JULY 2018



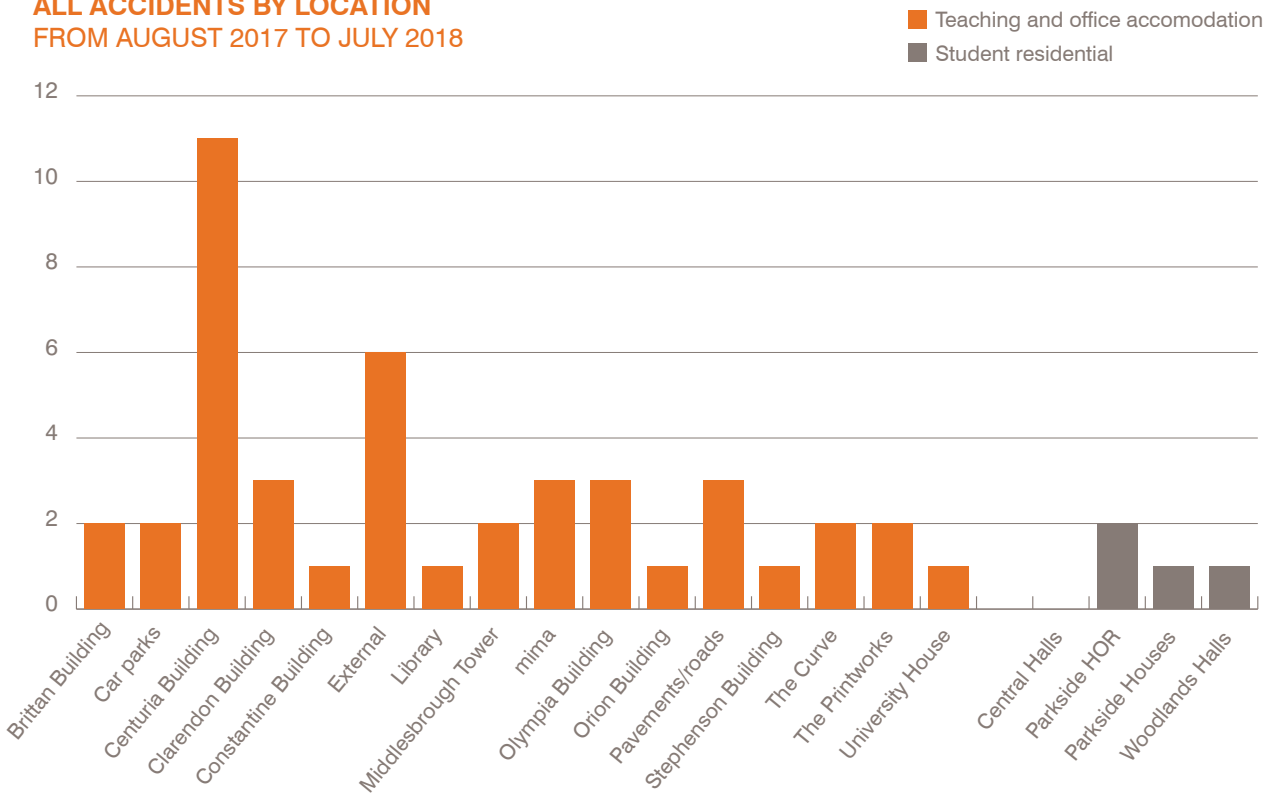
- 6 Academic and related
- 4 Cleaning/domestic
- 1 Catering
- 9 Administrative
- 1 Maintenance
- 7 Caretaking
- 5 Technicians
- 9 Undergraduate students



### ALL ACCIDENTS BY CAUSE FROM AUGUST 2017 TO JULY 2018



### ALL ACCIDENTS BY LOCATION FROM AUGUST 2017 TO JULY 2018



# APPENDIX 6 FIRE STATISTICS

For statistical purposes fires are categorised using the Universities' Safety and Health Association (USHA) criteria which is as follows:

**1. major fire incident:**

> an incident involving smoke, heat **and** flames causing property damage to multiple building fixtures or fittings

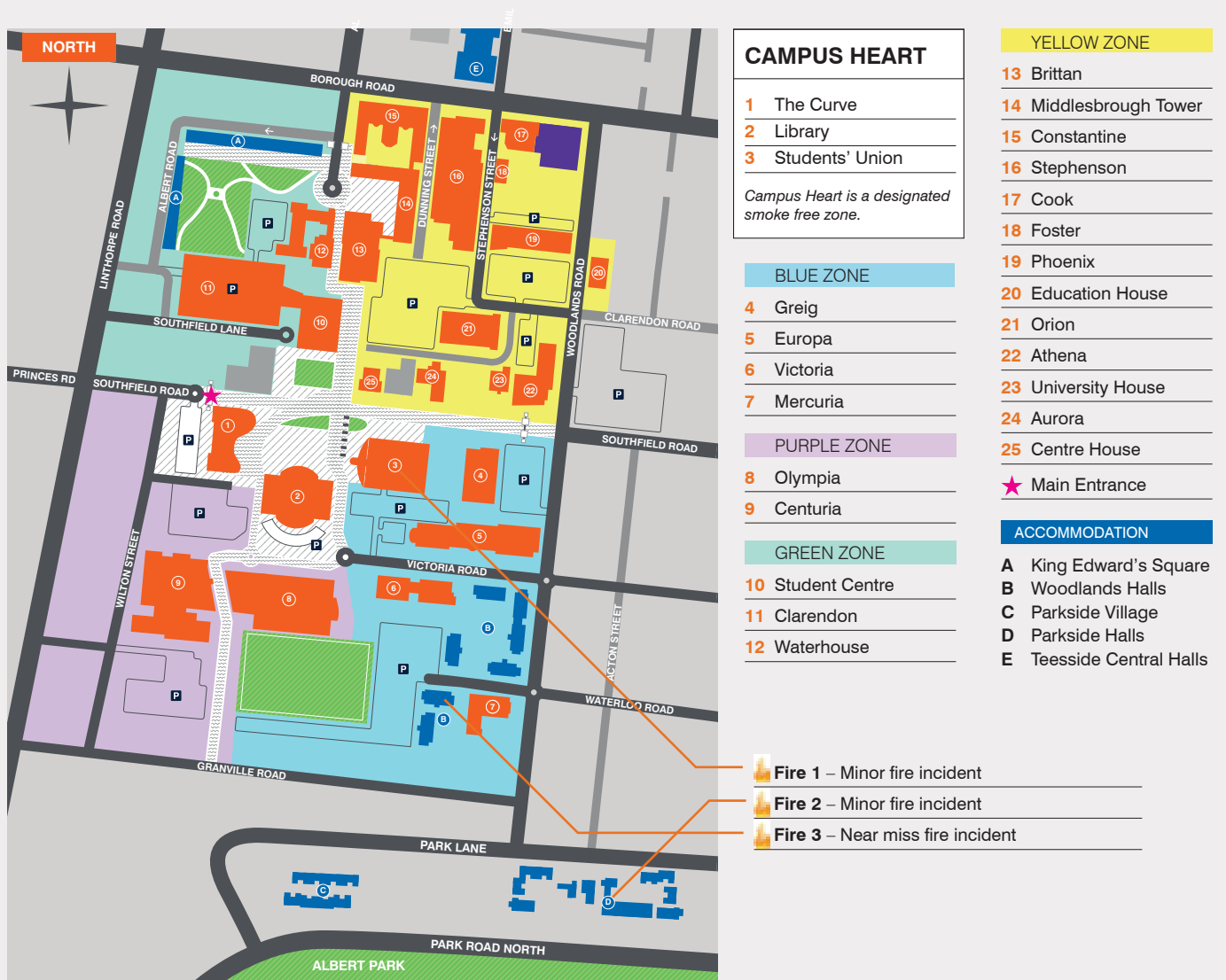
**2. minor fire incident:**

> an incident involving smoke, heat **and** flames causing only localised damage to equipment or property

**3. near miss fire incident:**

> an incident involving **only** smoke without flames which may or may not cause damage.

During 2017 there were two fire incidents on the University campus which were classified as minor fire incidents. The locations of these fires are shown below.



Fire details:

**Fire 1** > On 5 December, an arson attack was reported to the Security Control Room by a member of the public. A group of juveniles had set fire to a small plastic barrier adjacent to the Boat Store located in the Students' Union Car Park.

**Actions:** The fire was extinguished by security officers using a nearby fire extinguisher.

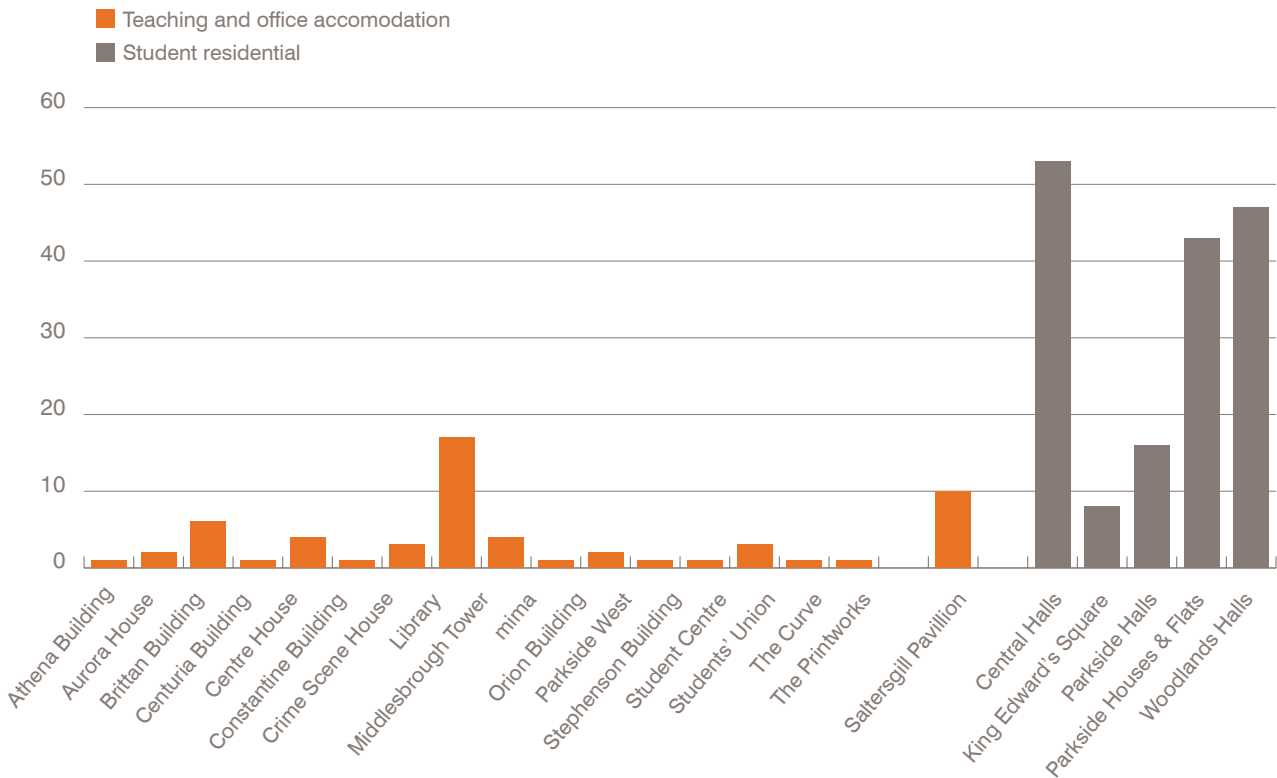
**Fire 2** > On 13 June, a small external bin fire was discovered at Parkside Village and was reported to security officers by the duty warden.

**Actions:** The fire was extinguished by security officers who suspected the cause to be a discarded cigarette.

**Fire 3 (near miss)** > On 15 May a fire alarm activation was received for Woodlands hall 6. A large amount of smoke emanating from the kitchen had activated the smoke detection.

**Actions:** The Fire Brigade attended the activation and no fire was found. The fire officer gave advice on fire safety to the students residing in this area and the smoke was cleared by the attending fire officers.

LOCATION OF FIRE ALARM ACTIVATIONS AUGUST 2017 - JULY 2018



During the reporting period there were 60 fire alarm activations in teaching and office accommodation and 167 in student residential accommodation.

## Fire Drill Report July 2017 – August 2018

As required by The Regulatory Reform (Fire Safety) Order 2005 the following fire evacuation drills were undertaken and recorded in 2017.

### Fire drill evacuation times

BUILDING	TEACHING AND OFFICE ACCOMMODATION		
	Date	Time	Evacuation Time
Athena Building	16/10/17	9.26am	3 minutes 20 seconds
Aurora House	16/10/17	9.37am	34 seconds
Brittan Building	16/10/17	10.20am	2 minutes 4 seconds
Centre House	16/10/17	9.44am	53 seconds
Centuria Building	18/10/17	8.57am	2 minutes 50 seconds
Clarendon Building	16/10/17	10.56am	5 minutes 2 seconds
Constantine Building	16/10/17	9.07am	2 minutes 40 seconds
Cook Building	17/10/17	11.31am	2 minutes 57 seconds
Darlington Campus	27/10/17	10.55am	2 minutes 40 Seconds
Education House	17/10/17	12.07pm	54 seconds
Europa (OLTC)	17/10/17	10.01am	2 minutes 10 seconds
Europa (IT & CfE)	06/06/18	11.00am	3 minutes 48 seconds
Foster Building	17/10/17	11.26am	50 seconds
Fusion Hive	27/10/17	10.10am	3 minutes 13 seconds
Greig Building	17/10/17	11.56am	1 minute 44 seconds
Library	17/10/17	9.15am	3 minutes 42 seconds
Mercuria Building	17/10/17	9.36am	1 minute 58 seconds
Middlesbrough Tower	16/10/17	9.01am	6 minutes 10 seconds
mima	16/02/18	10.42am	4 minutes 24 seconds
Olympia Building	17/10/17	10.11am	2 minutes 20 seconds
Orion Building	16/10/17	9.20am	1 minute 53 seconds
Phoenix Building	16/10/17	11.15am	3 minutes 43 seconds
Stephenson Building	16/10/17	11.57am	4 minutes 9 seconds
Student Centre	17/10/17	10.30am	2 minutes 49 seconds
Students' Union Building	18/10/17	4.11pm	3 minutes 14 seconds
The Curve	16/10/17	9.56am	4 minutes 43 seconds
University House	16/10/17	3.32pm	36 seconds
Victoria Building	17/10/17	9.44am	1 minute 49 seconds
Waterhouse Building	16/10/17	10.10am	2 minutes 34 seconds

It should be noted that all evacuation times were within the times expected by the Fire Brigade given the size and expected population of the buildings. There is no set time or legal standard for fire evacuations but a general recommendation is that it should take no more than 2.5 minutes per floor. However, other factors, including protected areas, fire engineering etc, impact on this recommendation.

BUILDING	RESIDENTIAL ACCOMMODATION		
	Date	Time	Evacuation Time
Central Halls	12/10/17	8.10am	9 minutes 38 seconds
King Edwards Square	11/10/17	8.25am	3 minutes 5 seconds
Parkside Halls of Residence	13/10/17	9.20am	4 minutes 48 seconds
Parkside House 1	13/10/17	8.18am	5 minutes 4 seconds
Parkside House 2	13/10/17	8.24am	2 minutes 3 seconds
Parkside House 3	13/10/17	8.27am	2 minutes 30 seconds
Parkside House 4	13/10/17	8.31am	56 seconds
Parkside House 5	13/10/17	8.34am	1 minutes 10 seconds
Parkside House 6	13/10/17	8.36am	2 minutes 22 seconds
Parkside House 7	13/10/17	8.40am	3 minutes 14 seconds
Parkside House 8	13/10/17	8.46am	1 minute 40 seconds
Parkside House 9	13/10/17	8.50am	1 minute 20 seconds
Parkside House 10	13/10/17	8.53am	3 minutes 7 seconds
Parkside House 11	13/10/17	8.57am	1 minutes 39 seconds
Parkside House 12	13/10/17	9.01am	2 minutes 10 seconds
Parkside House 13	13/10/17	9.03am	1 minute 50 seconds
Parkside House 14	13/10/17	9.07am	3 minutes 18 seconds
Parkside House 15	13/10/17	9.12am	1 minute 18 seconds
Parkside House 16	13/10/17	9.15am	20 seconds
Parkside House 17	10/10/17	8.30am	2 minutes 40 seconds
Parkside House 18	10/10/17	8.34am	3 minutes 38 seconds
Parkside House 19	10/10/17	8.37am	2 minutes 30 seconds
Parkside House 20	10/10/17	8.42am	1 minute 30 seconds
Parkside House 21	10/10/17	8.46am	1 minute 20 seconds
Parkside House 22	10/10/17	8.51am	1 minute 40 seconds
Parkside House 23	10/10/17	8.53am	3 minutes 38 seconds
Parkside House 24	10/10/17	8.56am	2 minutes 55 seconds
Parkside House 25	10/10/17	9.01am	2 minutes 58 seconds
Parkside House 26	10/10/17	9.07am	2 minutes 18 seconds
Parkside House 27	10/10/17	9.11am	2 minutes 54 seconds
Parkside House 28	10/10/17	9.15am	1 minute 30 seconds
Parkside House 29	10/10/17	9.21am	2 minutes 10 seconds
Woodlands Hall Block 1	9/10/17	8.01am	3 minutes 28 seconds
Woodlands Hall Block 2	9/10/17	8.08am	3 minutes 17 seconds
Woodlands Hall Block 3	9/10/17	8.13am	2 minutes 35 seconds
Woodlands Hall Block 4	9/10/17	8.18am	3 minutes 49 seconds
Woodlands Hall Block 5	9/10/17	8.24am	3 minutes 40 seconds
Woodlands Hall Block 6	9/10/17	8.30am	3 minutes 20 seconds
Woodlands Hall Block 7	9/10/17	8.37am	2 minutes 44 seconds

The times selected to undertake fire drills within student accommodation were chosen to ensure that the evacuation was undertaken while the majority of the residents were in the buildings, many sleeping.

## Disclaimer

The information contained in this Report is, as far as possible, accurate and up to date at the time of publishing.

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