

2018/19

HEALTH, SAFETY AND WELLBEING

ANNUAL REPORT

AMBITION
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INTRODUCTION

I am delighted to introduce the Health, Safety and Wellbeing Report for 2018/19. The reporting period for this report is August 2018 - July 2019 in line with the University's Performance year.



The following report outlines the key health and safety activities, 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

staff who have provided support to colleagues across the University to promote health and wellbeing 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 conclusion of 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 continue to deliver targeted behavioural safety campaigns and we will be launching a comprehensive e-learning health and safety training portfolio to enhance our current training offer with the aim of increasing the number of staff undertaking training by making it easily accessible.

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.

The report and information on the Health and Safety Centre is also available on the health and safety website at tees.ac.uk/heathandsafety.

Professor Paul Croney
Vice-Chancellor and Chief Executive

Key Highlights 2018/19

Key highlights delivered over the last year in relation to health, safety and wellbeing include:

- > A new staff Health and Wellbeing Policy and Action Plan has been developed. Whilst the focus in the first year of the plan will be staff mental health and work-related stress, other activities will include the development of a new Carer Policy and measures designed to respond to the University's ageing workforce.

- > A behavioural safety campaign – Watch Your Step – was launched in May. This included social media, digital media and video content. The campaign information was also uploaded to the HR intranet to provide staff with access to all of the relevant information. The Watch Your Step message has also been included in the staff General Health and Safety awareness training that has been delivered to over 400 members of staff during the reporting period and has been incorporated in updated health and safety posters which are located in each campus building to provide a consistent approach. A second phase for this campaign will be launched in September.

- > A system has been developed to centrally log risk assessments which enables the Health and Safety Centre to audit the integrity of the data and carry out regular reviews of the University's risk assessment documents.

- > A schedule has been developed for the Health and Safety Team to undertake formal health and safety audits of all areas of the University over an 18 month period. This began with an audit of the School of Science, Engineering & Design in July.

- > 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 Cornell Quarter student accommodation and Student Life building.

- > Mental health awareness half day sessions delivered by Mental Health First Aid England were offered to 150 managers as part of the Health and Wellbeing Strategy to provide better support for mental health within the University.

- > New staff and student health and safety inductions have been created to update safety information and also create a more modern feel to the content. The inductions are being used for all new staff as part of the central induction process and for new students in their September induction.

- > Reviews have taken place on the first aid provision across campus and this has resulted in a further 20 staff undertaking first aid training, providing an improved geographical spread of first aiders. Additional fire marshal resource has also been added to the higher risk buildings across campus.

- > Providing professional safety support and guidance for various University events including University open days, Final Fling, Summer Graduation and UCAS events.

OCCUPATIONAL HEALTH AND WELLBEING REPORT

Health Assessments/ Management Referrals

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

Key activities during 2018/19 included:

- > Production of the new Staff Health and Wellbeing Strategy that will underpin our status as a Better Health at Work employer and will enhance our range of support.

- > Delivery of Adult Mental Health First Aid support through the provision of mental health awareness half-day sessions that were offered to 150 managers.

- > A more effective triage system has been developed to manage the occupational health referrals, which has led to a more efficient turn around on appointments and referral reports.

- > Working with Student & Library Services the occupational health team have secured three months' free gym use for employees referred by Occupational Health, who have been assessed as possibly benefiting from physical exercise.

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

- The number of referrals to Occupational Health has increased by 9.1% between the 2017/2018 and 2018/2019 reporting period. This may be partly explained by a change in the University's sickness absence trigger points and staff being referred earlier in their sickness absence. It is also noted that the University has undergone a sustained period of change and a number of referrals have been made by managers in a positive and constructive way to ensure appropriate support to employees through this time.

- Overall 23% of referrals came from Campus Services, which given the manual nature of the work in the department is not unsurprising. However, it is noted that efforts are made to minimise issues resulting from manual work, such as manual handling, health and safety training, provision of health support etc. Although the highest reason for referral is musculoskeletal (33%), only one of these referrals was work-related. This reflects the manual nature of the roles in this area and the age profile.

- MIMA has seen the largest decrease in referrals (80%), noting that it is also growing in size, with the creation of the School of Art.

- Mental health / stress-related referrals continue to dominate the medical reasons for referral, with an increase of 9.2%. This is potentially reflective of society as a whole and, accordingly, addressing work-related stress and mental health conditions is a key focus of the University's Staff Health and Wellbeing Strategy.

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

It is noted that occupational health achieved 100% on all performance indicators for this year and highlights the efforts and work being provided to the University to ensure an appropriate and professional occupational health service.

Sickness Absence Statistics

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

The total number of days lost due to sickness has shown an increase of 5.2% from 17611 days to 18535 days. This appears to be as a result of better reporting resulting from the implementation of the revised Sickness Absence Policy and Procedure. It is believed that managers are now identifying issues earlier and taking appropriate action, hence the fact the number of days lost has increased. We believe that over the next year this may settle as managers support staff to return to work more quickly.

There has been a decrease in days lost due to cancer (-34%), cold and flu (-17%), depression (-36%) and surgery/post-operative (-3.2%), noting that the cancer cases may fluctuate without warning.

Most days are lost due to stress (3822), which was an increase of 17.9% from last year. This continues to be an area the University is addressing through the Health and Wellbeing Strategy and Action Plan. Further work on handling stress at work is being developed, alongside the existing training and support for managers.

The days lost due to musculoskeletal reasons (2772.5) has seen a rise of 22% on the last reporting period, noting that a number of these are not work related (as reported under the data concerning Campus Services). It is believed that this increase may be age related and further work in relation to how the University may consider an ageing workforce is being undertaken.

The days lost (364.5) due to gynaecological reasons has seen the highest increase at 76%. These are not work related and the University continues to provide support, advice and guidance.

Health Monitoring

As part of the University's responsibilities to the health, safety and wellbeing of all staff, health surveillance is carried out on specific staff roles at the start of employment and then at recommended intervals.

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 an individual assessment is carried out by a trained therapist. A programme of rehabilitation is then devised. Advice is also given on correct postures and the benefits of workplace ergonomics. The University's age profile means that this is a vital service in combating the musculoskeletal conditions experienced by a proportionately larger group of staff.



Stress Management

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

- > continued fast-track referrals for occupational health support for staff experiencing stress-related symptoms or sickness absence related to stress
- > development of a training programme delivered to managers on mental health and stress management in the workplace
- > addressing mental health and work related stress in the new Staff Health and Wellbeing Strategy
- > adult mental health first aid, including mental health awareness half day sessions offered to 150 managers.

Staff Counselling Services

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

Alliance Statistics

The statistics cover the period 1 August 2018 to 31 July 2019 and give an overview of the service and statistical information on service usage and client outcomes.

- > In 2018/19 academic year Alliance received 91 referrals. This is an increase of 21.6% on the previous year.
- > Alliance offered a total of 472 sessions.
- > The average number of sessions for each employee has increased slightly from 5 to 6 which is the maximum number of sessions offered by the University.
- > Of those classified as clinically unwell at the start of therapy, 89% showed clinical or reliable improvement at discharge.
- > The School of Health & Social Care had the most referrals at 13 (14%). This figure partly reflects the larger number of staff in this School.
- > Alliance did not identify any particular peaks or referral patterns with no more than 3 referrals for any one school in any given month.
- > The average number of sessions attended was 6 (4 previously) and the average length of therapy overall was 13.4 weeks (14 previously).
- > The average age of employees accessing the service was 42.3.
- > Females accounted for 73% of the referrals.
- > Of all referrals 4% (previously 6%) of those using the service identified themselves as from a non-White (British/European) ethnic background.

It is noted that the service is being used as intended and provides a good service for staff, highlighting that 89% of outcomes show an improvement for individuals.

Alliance Survey

Although the University has no information on the personal details of those who utilised the service, as this is confidential to Alliance, the following was identified:

- > 43% (a 2% increase) of staff attending the counselling service 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, the same as last year.

- > On initial referral, 75% of employees experienced some 'impairment of work functioning'.

- > At discharge, 85% of clients reported normal or satisfactory work function.

- > 100% of employees said that they were satisfied with the initial contact with Alliance.

- > 93% said that they are coping better since accessing counselling.

- > 90% said counselling has helped them to stay at work.

- > 48% agreed that counselling has helped them to return to work.

- > 100% said that they were satisfied with the overall quality from Alliance

Whilst the above indicates that there is still work to do in tackling work-related stress, the plans in Year 1 of the new Staff Health and Wellbeing Strategy have been developed to prioritise support for this area and help reduce the stressors in the workplace.

Occupational Health and Wellbeing Initiatives

There were a number of health and wellbeing activities and initiatives undertaken in 2018/19 (Appendix 4).

The key achievement during 2018/19 was the Better Health at Work Gold Award. The award recognises the efforts of employers in the North East and Cumbria in addressing health issues within the workplace and recognises the achievements of these organisations in promoting healthy life styles and supporting employee health and wellbeing. The University has committed to achieving Continued Excellence next year. For example, but not limited to, there should be:

Bronze level: there should be a health needs assessment offered to the workforce.

Silver level: the organisation will be expected to develop and implement appropriate health related policies.

Gold level: the organisation will participate in a minimum of five local, regional or national health topics one of which should be ongoing throughout the year.

Continuing excellence level: compilation of case study to publicise your organisation's achievements.

Highlights of this year's health campaigns include:

- > development and delivery of training sessions for managers on mental health and stress, assisting them to recognise potential stressors and to support staff experiencing stress more effectively

- > provision of 150 places for managers to receive half days training from Mental Health First Aid England to raise awareness of mental health in the workplace.



2019/20 Priorities

- > Delivery of the actions detailed in the Health and Wellbeing Strategy.

- > Achieving the Better Health at Work Continuing Excellence Award.

- > Working with Student & Library Services and MIND to deliver the Building Mentally Healthy Universities Programme.

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 Team. Working closely with colleagues in Campus Services, external contractors and stakeholders from Schools and Departments, health and safety support and advice has been provided for the following projects:

- > **National Horizons Centre** – The National Horizons Centre (NHC) development located at the University Darlington Campus was completed in March 2019. This £22m teaching and training facility provides biosciences research, innovation and education opportunities with world-class facilities and equipment. This project continues to require significant health and safety input to ensure the highest standards of safety are implemented. This has included advanced work on the Regulatory Reform (Fire Safety) Order risk assessment, hazardous waste and gas safety considerations and health and safety risk assessments for all laboratories including identification of radiation and ignition sources as well as locations of pressure vessels all of which require specific consideration.

- > **Teesside University Business School** – The School opening in December 2018. £7.5m was invested to refurbish the former Student Centre to provide a modern and flexible new home for the School. Post-occupation health and safety inspections undertaken by the Health and Safety Team identified only minor issues with numerous indications of positive health and safety systems. The building is fully compliant with all health and safety legislation.

- > **Cornell Quarter** – A significant investment into the University's student accommodation, the Cornell Quarter project is a new 300-bedroom residential complex for students, arranged across 48 cluster apartments, each complete with communal facilities and with a proportion of rooms designed for students with special mobility needs. This development will also include a lounge, laundry facility, gym, movie room, reception area and office space. Construction is expected to reach completion for the new academic year in 2020/21. Health and safety workshops and consultation to identify the University's requirements with regard to safety requirements and fire engineering solutions have taken place during the design phase. Construction is now well underway with client health and safety inspections scheduled at regular intervals.

- > **Student Life** – The Health and Safety Team have worked closely with the contractor, building stakeholders and Campus Services on the delivery of the Student Life building. It will bring all student-facing services to one location and is due to be completed November 2019. The Health and Safety Adviser has provided support throughout the design phase to ensure the completed building is fully compliant with all appropriate health and safety legislation.

- > **Health and Safety Centre** – The newly refurbished Health and Safety Centre opened in the Foster Building in September 2018 and provides a dedicated space for the University's health and safety, occupational health, and equality and diversity teams. It houses a training room to facilitate the delivery of mandatory health and safety training and is also used for a number of wellbeing initiatives. A wellbeing room is also available providing a dedicated space for staff relaxation, a breastfeeding facility for staff and appropriate space for staff taken ill at work. This space evidence our commitment to deliver real and tangible improvements to promote the health and wellbeing of our staff.

- > **Parkside West** – A significant refurbishment of the Parkside West building has been completed providing additional facilities for the delivery of the University's Fine Art degree course. Refurbishment work included decoration of the upper floors providing modern office spaces and the introduction of fully operational workshops for woodworking, 3D printing, metal-working and welding. Health and safety support for the project continues to be provided, and recent work has included an impact assessment on the revised working conditions, including a change in risk profile for the building and the introduction of additional ventilation for specialist equipment.





> **Hydrogen Innovation Project** – Partly funded by the European Regional Development Fund and managed by colleagues from the School of Science, Engineering & Design, this project aims to contribute to the process of industrial decarbonisation through the development of cleaner hydrogen technologies. Significant support has been provided by the Health and Safety Team to ensure the highest possible health and safety standards are in place during the laboratory refurbishment and equipment installation. Additional support will continue to be provided throughout this challenging project to ensure safe operating procedures and appropriate risk assessments are created once the laboratory becomes operational.

Advice and support was also provided to Campus Services on additional development works including lecture theatre refurbishments and the installation of an optometry laboratory in Centuria. The redevelopment of the Constantine Borough Road entrance and significant ventilation and egress works for Olympia. The Health and Safety Team worked closely with Campus Services on all aspects to ensure health and safety risks to staff and students were mitigated.



Building Demolitions

Centre House and the Brittan buildings were demolished to facilitate the development of the Student Life building and University Northern gateway. A safe campus was maintained during the demolition phase with minimum disruption to staff and students. The Student Life building, together with the newly opened Business School, will greatly enhance the gateway from the town centre leading to Southfield Road, creating a fantastic impression for University visitors.

University Events

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

- > 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 School of Art

The Health and Safety Team 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 team 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 providing advice and assistance to MIMA staff undertaking the project to refurbish the café and re-open this under MIMA's management and also support with the risk assessments and training of staff who will have responsibility for the Parkside West Building that now comes under the management of MIMA.

Health and safety training sessions have been delivered to staff at MIMA during the reporting period covering general health and safety awareness, working at height, manual handling, fire awareness and fire extinguisher training.

Support has also been provided to the staff in relation to the Parkside Offices activities that now form part of MIMA's structure

The Health and Safety Team continue to support the curators and technical support teams at MIMA ensuring a positive health and safety culture.

Key Performance Indicators

Key performance indicators (KPIs) for health and safety have now been developed and performance against these indicators was reported for the first time in the first quarterly Health, Safety and Wellbeing report for the 2018/19 performance year.

Results of our KPIs for the year are shown below and provide evidence of the high standards of health and safety across the organisation.

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

LEGAL COMPLIANCE

Legal Compliance Reviews

Cleveland Fire Brigade have undertaken inspections of several University buildings including Middlesbrough Tower, Students' Union and all University-owned residential accommodation. Some minor maintenance issues were identified. All areas for improvement were reported to Campus Services (Maintenance) and all actions were completed within the specified timeframes. Whilst there were minor issues identified the Legislative Enforcement Officer confirmed that the University fully meets, and in many cases exceeds, all of the fire safety standards they require.

During February 2019 an audit of the UUK Accommodation Code was undertaken by PricewaterhouseCoopers. The University is signed up to the Universities UK (UUK) Code of Practice which outlines the minimum accommodation standards for all University-managed student residences. The audit identified one very minor health and safety issue, relating to an incorrectly completed inspection sheet, that was actioned immediately and the Health and Safety Team undertook some refresher training for caretakers as a result of this issue.

UUK advised the University of key changes to their standards in May 2019. This included the requirement for a formal Fire Safety Policy that has since been developed. A further audit of the UUK Accommodation Code is scheduled for January 2020.

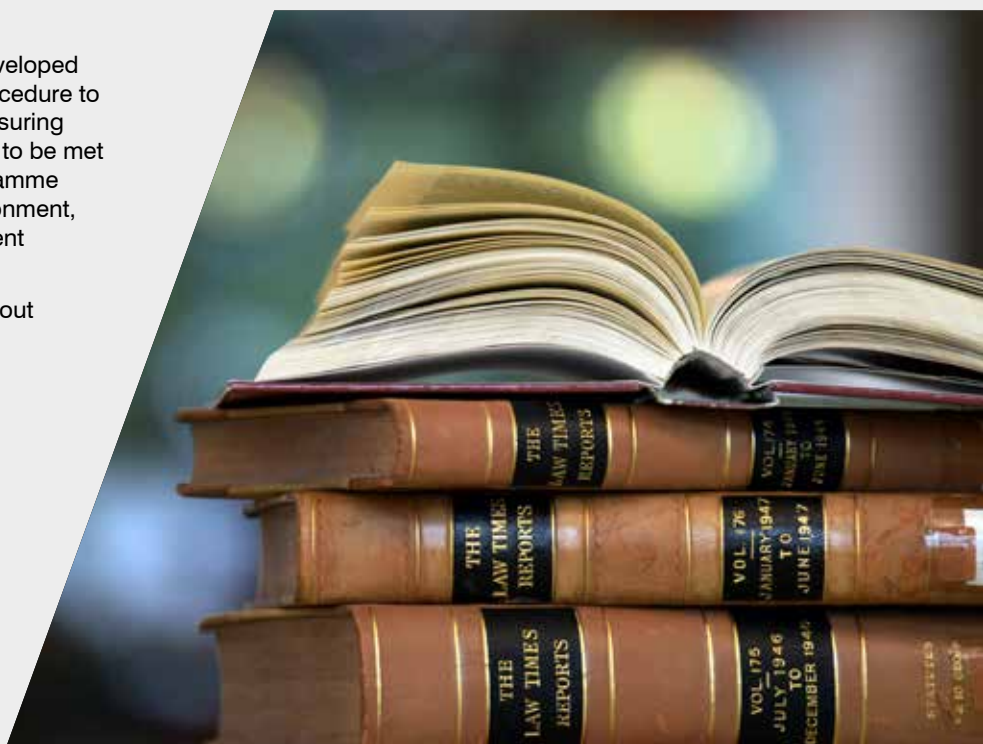
During 2018 the Health and Safety Adviser developed an Estates Legislative Compliance Review procedure to internally audit Campus Services (Estates), ensuring best practice and legal requirements continue to be met in this area. These continue on a rolling programme and have included audits of energy and environment, electrical systems and lifts, and lifting equipment during the reporting period.

Building inspections were undertaken throughout the year on a rolling programme and remedial works put in place as a result of this were reviewed and monitored to completion.

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. DSE regulations compliance were completed periodically throughout the year.

Several audits have taken place across the catering outlets to ensure health and safety standards remain high. A programme has been developed to schedule specific school audits and the first audit for SSED has taken place. Other schools and specific building audits are scheduled throughout 2019/20. This ongoing work continues to demonstrate the University's commitment to achieving the highest possible standards in health, safety and wellbeing.



Accident Statistics

During the reporting period, there were 5 accidents (3 staff and 2 students) reportable to the HSE. Whilst this is an increase of 2 compared to the previous year we continue 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.

- > **September 2018** – a staff member slipped on some hand sanitiser that had been spilt on the stairs causing a fall and several soft tissue injuries.

- > **October 2018** – a member of the cleaning team fell in a disabled toilet area and struck their head on the sink causing a head injury. There were no defects identified in the area.

- > **February 2019** – a student cut their hand whilst operating machinery in the Cook workshops, this resulted in the student attending A & E where the wound was stitched. The machinery was investigated and no defects were found and all guarding was in place. Improved supervision of students was discussed with the technical manager.

- > **March 2019** – a student fell at the rear of the Orion building and suffered several injuries. The area was investigated and no defects were found to the paving or road surface.

- > **May 2019** – a member of the cleaning team suffered an injury to their shoulder due to twisting whilst lifting a vacuum cleaner, this resulted in an absence of more than 7 days. The vacuum cleaners have been replaced with lighter models to prevent strain whilst lifting. Further advice on manual handling was also provided to all cleaners by the Health and Safety Officer.

The Health and Safety Team's behavioural safety campaign Watch Your Step launched this year with the aim of reinforcing safe working practices and improving awareness of the risks of slips, trips and falls as a result of concerns such as distracted walking. The positive impact of this campaign is evident in the accident figures since the launch of the campaign Slips, trips and falls accounted for 13% of all accidents which is a significant reduction on the previous year when 27% of all accidents reported were as a result of slips, trips and falls. Phase two of the campaign was launched in September to provide a refresher for staff and target the new student cohort.

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.

Manual handling and handling glass and sharps accident rates remain consistent this year at 10 accidents.

The categories used for analysis of accidents has increased to 12 from 10 in the previous year and now include machinery and hand tools in the analysis instead of using the 'other' category for these.

There was a reduction in the number of accidents in School of Health & Social Care from the previous 12 months, a decrease of over 37% is indicative of improvements in the health and safety culture in this area. This reduction was also reflected in the reduction of the number of accidents occurring in Centuria.

There has been an increase in accidents during the reporting period when compared to the same period for the previous year. During the reporting period a mandatory staff training programme has been introduced and this training had a specific focus on reporting accidents, so this could in part account for the increased reporting. Despite the increase in minor accidents reported the figure remains low compared to previous reporting periods. A trend analysis undertaken did not identify any specific areas of concern with small increases in several areas resulting in the overall increase. It is anticipated that the introduction of our e-learning training modules, allowing us to train larger numbers of staff on area specific hazards, will result in a reduction of minor accidents during the forthcoming year.

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:

17

fire fighting dry risers pressure tested annually

**OVER
850**

fire extinguishers checked and serviced annually

**OVER
90**

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

**OVER
10,000**

electric wiring circuits tested on a rolling 5-year programme

44

passenger lifts subject to thorough examination every 6 months

**OVER
5,300**

smoke/heat detectors tested annually

100

natural gas appliances tested annually for leaks and toxic gas production.

**OVER
200**

fire blankets checked annually

**OVER
90**

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

**OVER
5,700**

emergency lighting unit operations checked monthly and battery duration checks conducted annually

**OVER
110**

Items of lifting equipment such as cranes, forklift trucks, chains etc. inspected every 6 months

**OVER
2,500**

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

Legislative compliance for Campus Services (Estates) is monitored and independently audited by the Health and Safety Centre staff to ensure best practice is observed at all times.

Fire Safety

During this reporting period, there was a decrease in fire alarm activations across the campus.

There was a 24% reduction in fire alarm activations in teaching and office accommodation and a 26% reduction in fire alarm activations in student accommodation.

This reduction is attributed in part to the improved induction processes for contractors and all students residing in the University owned accommodation, who continue to receive verbal and written instructions on preventing false alarms as part of their induction. Additional guidance is provided during the planned fire evacuation drills.

It should also be noted that all evacuation times were within the times expected by the Fire Brigade given the size and expected populations of the buildings.

The vast majority of fire alarm activations in the student accommodation are caused by cooking, steam from showers and use of aerosol sprays and this continues to be addressed as part of the student accommodation induction.

The Health and Safety Centre continue to perform frequent evacuations of our Middlesbrough Tower and Central Halls buildings, which are deemed to be higher risk given their classification as high-rise buildings.

To enhance our emergency evacuation procedures the Health and Safety Team have developed an improved Personal Emergency Evacuation Plan (PEEPs) procedure that is applicable to all staff, students and visitors to the University. The aim of a PEEP is to provide people who cannot evacuate a building unaided during an emergency situation, with the necessary information and assistance to be able to manage their escape from the building whilst ensuring and that their evacuation does not impede other persons escape or safety.

Further fire marshal training has been provided this year to increase this resource across campus and fire extinguisher training has also been delivered to key staff including caretaking staff, technicians and MIMA staff.

There were five fire incidents on the University campus during the reporting period compared to three the previous year. Reassuringly there were no fires inside any University teaching accommodation. 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.

The University recognises that our activities can have a significant impact on the environment and is committed to ensuring that we manage all our activities in an environmentally sensitive manner.

As part of our commitment to continually improve our environmental performance, the University has achieved the gold standard for the Environmental Management System ECO Campus. ECO Campus was designed and developed specifically for the HE sector. We have achieved the gold standard by implementing the following good practice:

- > having a number of policies including environmental, energy management and our waste emissions and discharge policy, which are each reviewed annually to ensure that we continue to meet our objectives
- > atmospheric emissions are 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
- > 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 scrutinises all work involving both ionising and non-ionising radiation and implements action plans to address any issues including changes in legislation.

The most recent external audit of EcoCampus compliance concluded that 'the organisation continues with its high level of commitment and compliance with the requirements of EcoCampus Gold'.

The University is involved in a range of additional initiatives that aim to both highlight and improve environmental issues. These include:

- > BREEAM Excellent accreditation standard adopted as University standard for all future developments including the current projects for the Student Life building and Cornell Quarter
- > free water refill stations
- > cycle to work schemes and upgraded facilities for cyclists
- > green travel initiatives.

TRAINING AND POLICY DEVELOPMENTS

Health and Safety Training

The Health and Safety Team 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. Mandatory general health and safety awareness training was also provided to new staff as part of the revised University Central Induction Programme, this has also been rolled out to existing staff as part of their PDPR process and awareness training has been delivered to specific groups including technicians, SSED staff, ITDS staff and Campus Services cleaning staff - totalling 454 staff over the reporting period. Furthermore, a number of additional sessions were delivered to University staff and students that included the following:

- > fire extinguisher training was delivered to caretakers and made mandatory for all laboratory technicians as staff who work in areas that are more likely to have fires that could be extinguished safely at an early stage
- > basic fire safety awareness training was delivered to TUBS staff covering fire safety and evacuation
- > fire marshal training was delivered to volunteer staff from The Printworks, The Curve, Middlesbrough Tower, Library, MIMA and TUBS to improve fire evacuation procedures for these buildings
- > we also arranged training for 19 staff to become first aiders and 10 first aiders to undertake refresher training
- > confined space awareness training was delivered to Campus Services project staff and security officers as these are the staff members likely to encounter a confined space in the course of their work. To complement this the Health and Safety Officer worked with Campus Services to develop a confined spaces procedure and signage was erected for all confined space locations
- > 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 members.

All staff training is now recorded on an electronic database and staff sign a register which is also held electronically. This ensures we have a full traceability of staff training and also ensures we meet PWC audit requirements.

The Health and Safety Team continue to work on the development and improvement of health and safety training to provide superior health and safety training for staff and students at the University. During the reporting period the team have secured funding for a large number of health and safety e-learning modules and, following customisation, a significant number of these will be launched during the autumn of 2019.

Updated staff and student health and safety induction videos have been developed this year, the staff version is shown to all new starters as part of the University Central Induction programme, and the student version, shown at School local induction sessions, was released in time for the 2019 student intake.



Policy, Procedure and Guidance Document Development

As part of the annual documentation review 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:

- > a Blood Borne Virus Policy was developed to replace the HIV and Aids Policy, this now includes information on other blood borne viruses not previously included such as Hepatitis B, C and D. It also includes information on appropriate training, risk assessing and monitoring in relation to all blood borne viruses

- > the Control of Substances Hazardous to Health (COSHH) Policy was updated to reflect changes in the CLP regulations and a section was added to reference nanomaterials as being a substance hazardous to health

- > guidance on fire escape routes and permitted furniture and equipment in these areas was developed and shared

- > in light of changes to the UUK accommodation standard a fire safety policy has been developed and is currently going through the University policy approval process. The policy brings together in one document fire safety practice and procedures already used at the University

- > development of an improved Personal Emergency Evacuation Plan (PEEPs) procedure

- > all policies, procedures and guidance documents were reviewed during the reporting period.

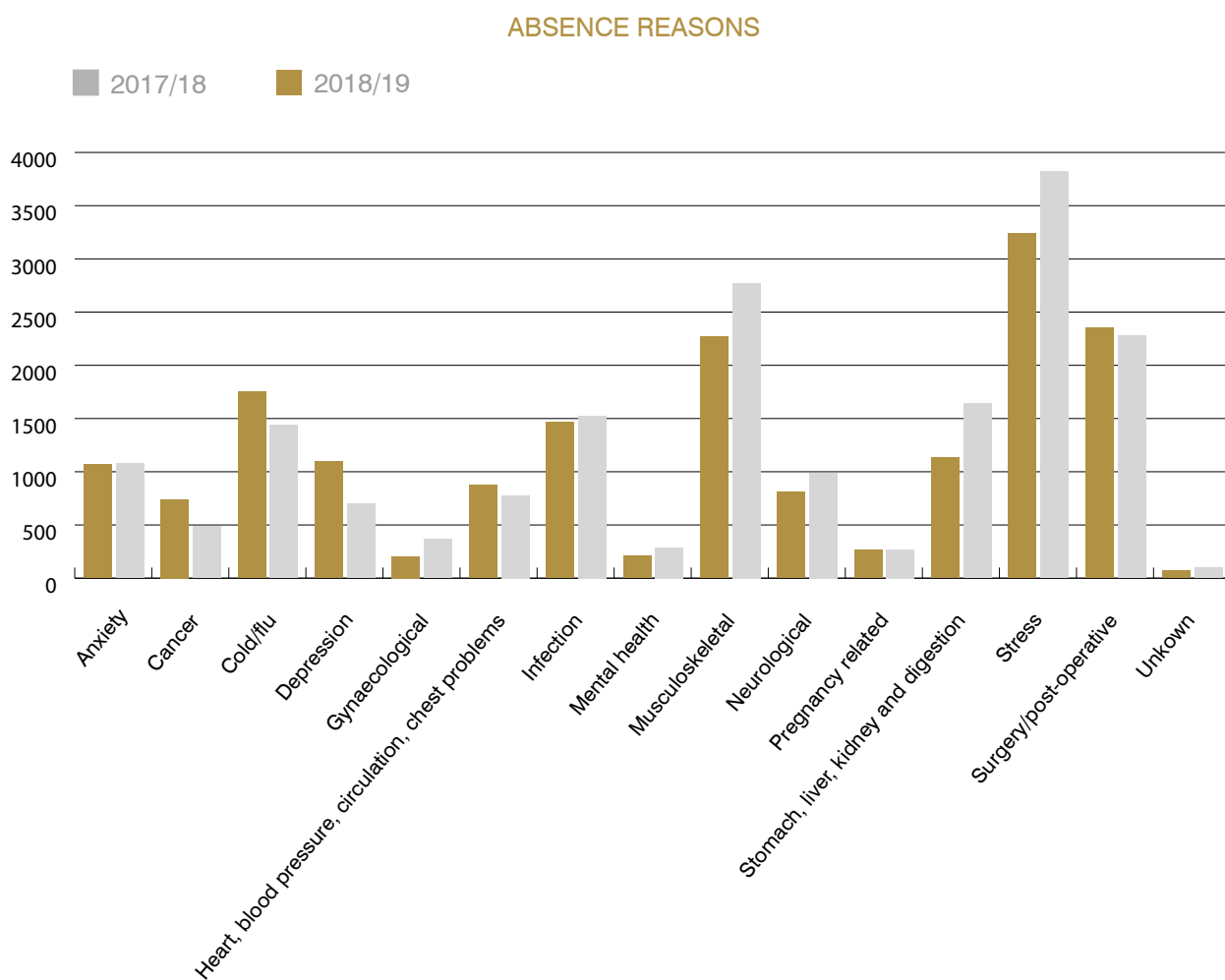
Summary

This report highlights the extensive work undertaken by the Health and Safety Team and occupational health in support of activities on the campus to both maintain and improve the University's excellent health and safety standards and wellbeing support for staff.

APPENDIX 1

SICKNESS ABSENCE STATISTICS

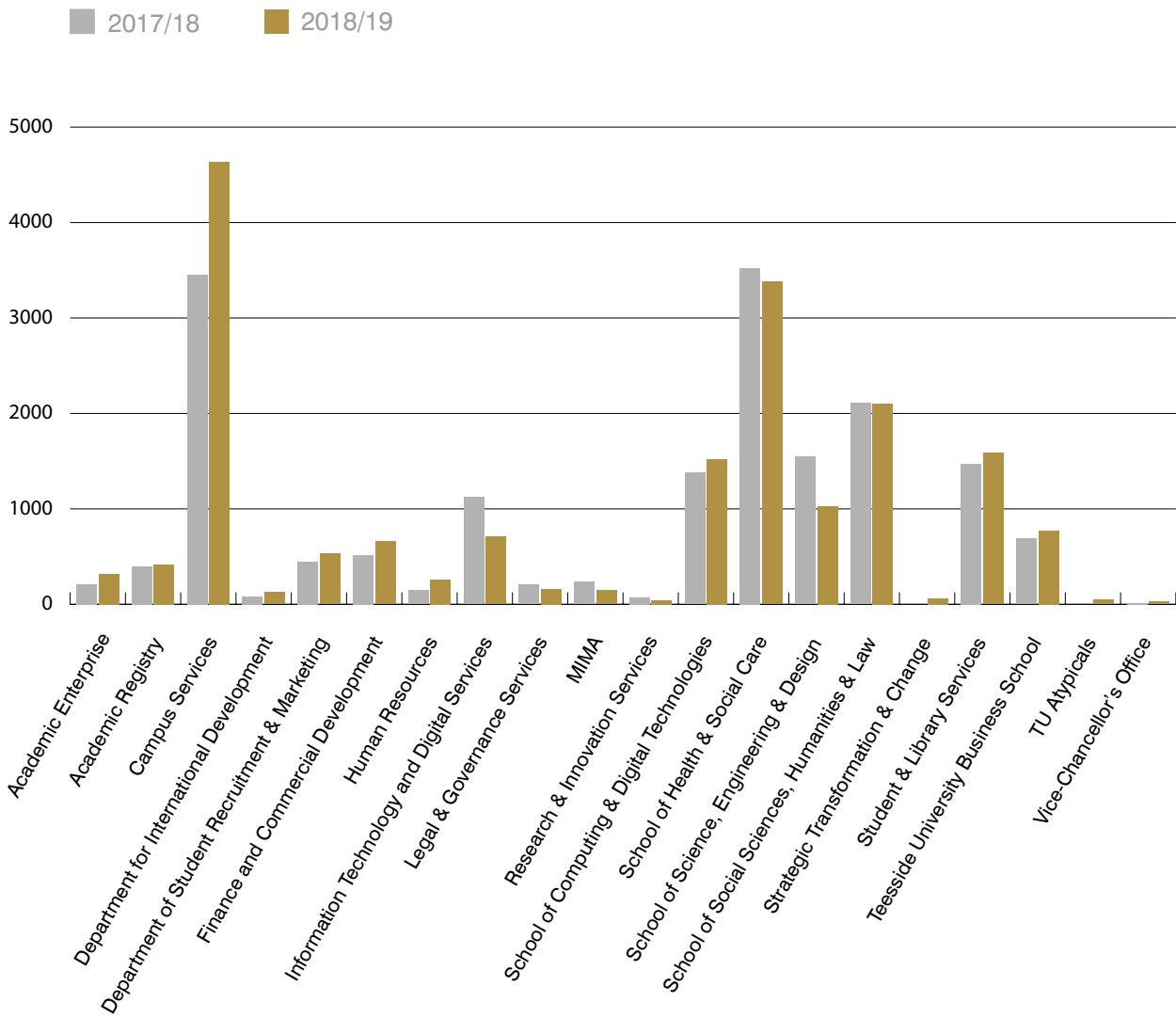
Appendix 1a



Appendix 1b

ABSENCES BY AREA

Sickness absence by department: 2016/17 figures not shown as several areas merged.

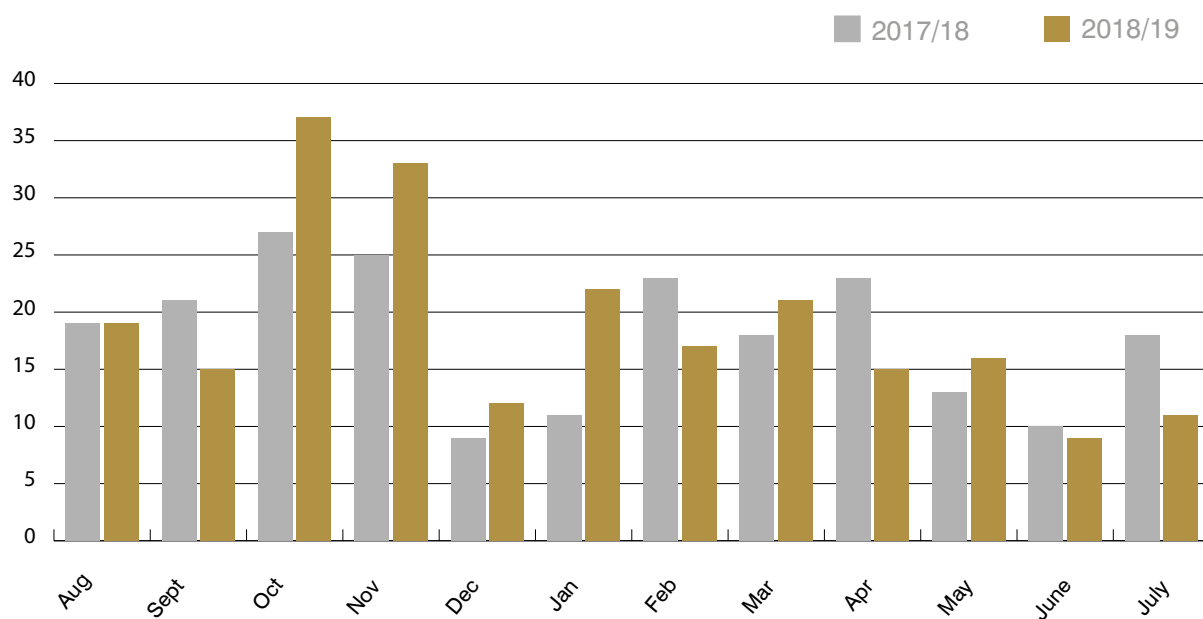


APPENDIX 2

OCCUPATIONAL HEALTH REFERRALS

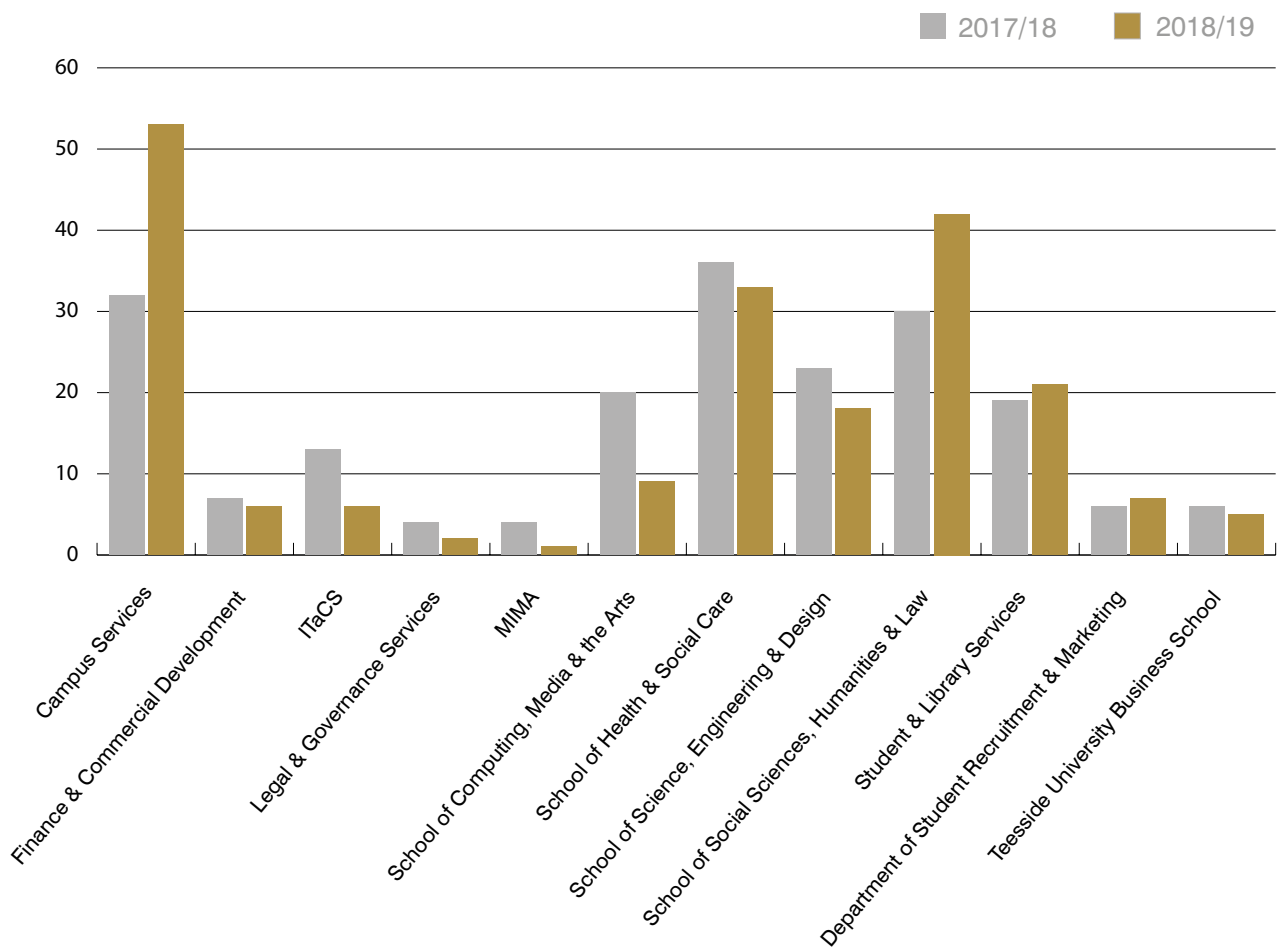
Appendix 2a

REFERRALS COMPARED MONTHS/YEARS



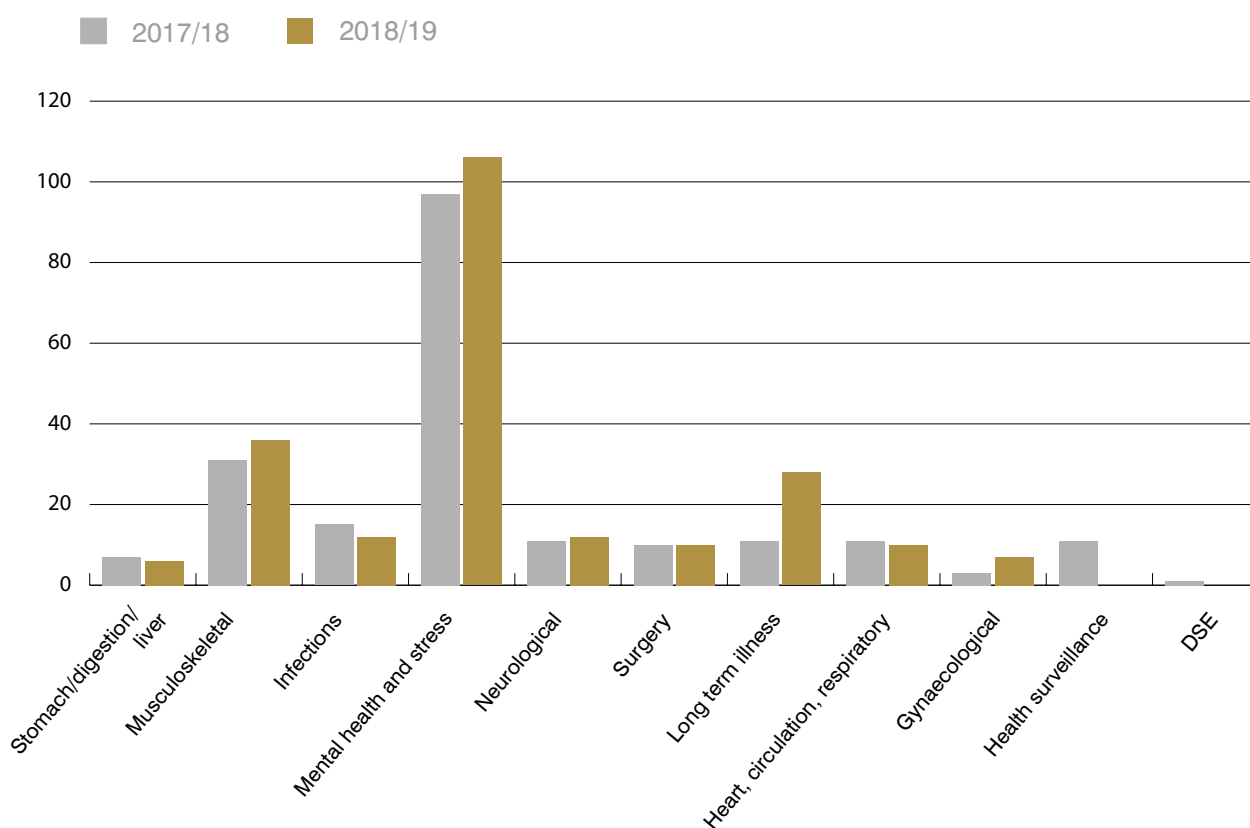
Appendix 2b

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	100%
First appointment offered	10 working days	100%
Report to referring manager	2 working days (If prior sight report, manager emailed regarding this)	100%
In the case of non-attendance, the referring manager notified	1 working day	100%

APPENDIX 3

OCCUPATIONAL HEALTH INITIATIVES 2017/18

Appendix 4

August	September	October
		<ul style="list-style-type: none"> > Know Your Numbers, National Blood Pressure Campaign
November	December	January
<ul style="list-style-type: none"> > Festival of Wellbeing. Theme: Eat, Move, Sleep, again offering Tai Chi, meditation and mindfulness workshops/ taster sessions, demos and talks. > Cleaner staff talk about hygiene relating to colds/coughs and general hygiene awareness 		<ul style="list-style-type: none"> > Miss Menopause > Carer support session
February	March	April
<ul style="list-style-type: none"> > Blood Pressure checks 	<ul style="list-style-type: none"> > No Smoking day. Occupational health promoted the Smoke Free Campus. > Festival of Wellbeing. Theme: Eat, Move, Sleep, again offering Tai Chi, meditation and mindfulness workshops/ taster sessions, demos and talks. > Blood Pressure checks 	
May	June	July
<ul style="list-style-type: none"> > Mental Health and Stress: A Managers Guide. Sessions delivered by HR and OH to raise awareness of managers on common mental health conditions and stress, how to identify them and reduce stress in the workplace. > Weight Watchers: Hosted weekly on Campus 	<ul style="list-style-type: none"> > Mental Health and Stress: A Managers Guide. Sessions delivered by HR and OH to raise awareness of managers on common mental health conditions and stress, how to identify them and reduce stress in the workplace. > Men's health week. OHA went to men in the workplace to promote men's health, offer free fruit, gave out Haynes The Man Manual, (which includes sexual health advice) and gave health advice in person. 	

APPENDIX 4

ACCIDENT STATISTICS

The accident summary for 2018/19 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	Total
Minor injury	34	13	8	55
Non-employee hospital treatment		2		2
Other injury (7+ days off)	3			3
Staff major injury or condition	2			2
Total reportable injuries	3	2		5
Total accidents involving injury	37	15	8	60
Number of persons at risk	2288	15518		17806
Reportable injuries per 1000	1.31	0.13		0.28
Total injuries per 1000	16.17	0.97		3.37

Full details of the 2018/19 accident statistics are detailed in the following charts and graphs.

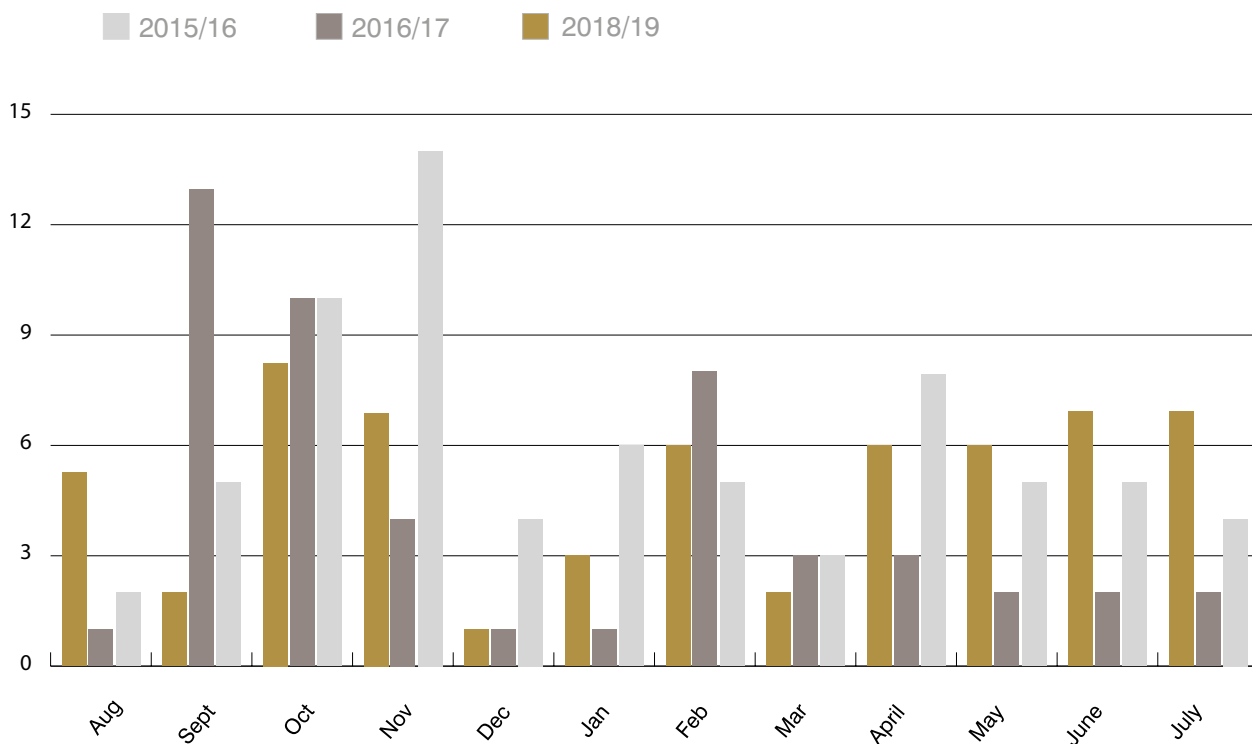
HSD002 - ALL ACCIDENTS ANALYSIS FROM 1/8/2018 TO 31/7/2019

	Number at risk	Fall from height	Fall on level	Fall on stairs	Hand tools	Handling	Handling glass/sharps	Harmful substance release	Hot/cold contact	Machinery	Other	Striking against object	Struck by object	Total
Academic and related	861			3									1	4
Administrative	752		5	1		1			1		1	1	1	11
Caretaking	27						1					1		2
Catering	43								1					1
Cleaning/domestic	118	1				1						3	4	9
Contractors	0						1							1
Maintenance	3				1							1		2
Other staff	262				1									1
Postgraduate students	2368			1							1			2
Security	15										1			1
Technician	203					2		1			1	2		6
Undergraduate students	13150	1	1	1			4		2	1	2		1	13
Unknown	0		1											1
Visitors	0		1						1		1	3		6
Total		2	8	6	2	4	6	1	5	1	7	11	7	60
% for each cause		3%	13%	10%	3%	7%	10%	2%	8%	2%	12%	18%	12%	

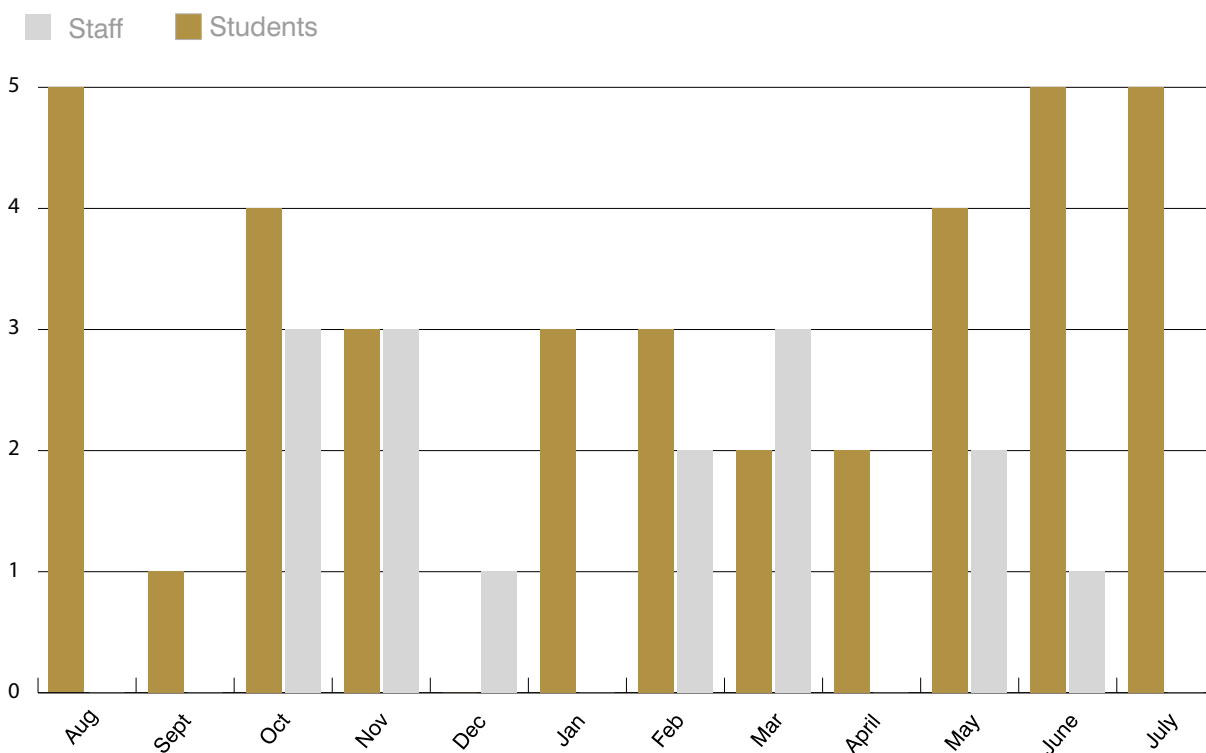
HSD003 - ACCIDENTS REPORTED TO HSE ANALYSIS FROM 1/8/2018 TO 31/7/2019

	Number at risk	Fall on level	Fall on stairs	Handling	Machinery	Striking against object	Total
Academic and related	861		1				1
Cleaning/domestic	118			1		1	2
Undergraduates	13150	1			1		2
Total		1	1	1	1	1	5
% for each cause		20%	20%	20%	20%	20%	

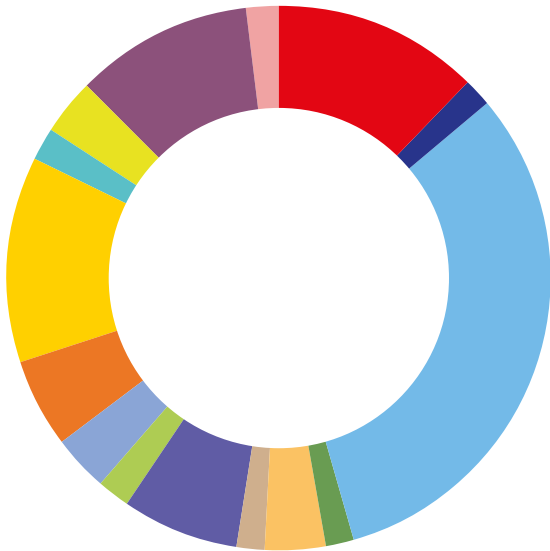
ALL ACCIDENTS BY YEAR - 2015/2016, 2016/2017, 2017/2018



STAFF AND STUDENT ACCIDENTS AUGUST 2017 - JULY 2018



ALL ACCIDENTS BY SCHOOL OR DEPARTMENT
AUGUST 2018 - JULY 2019



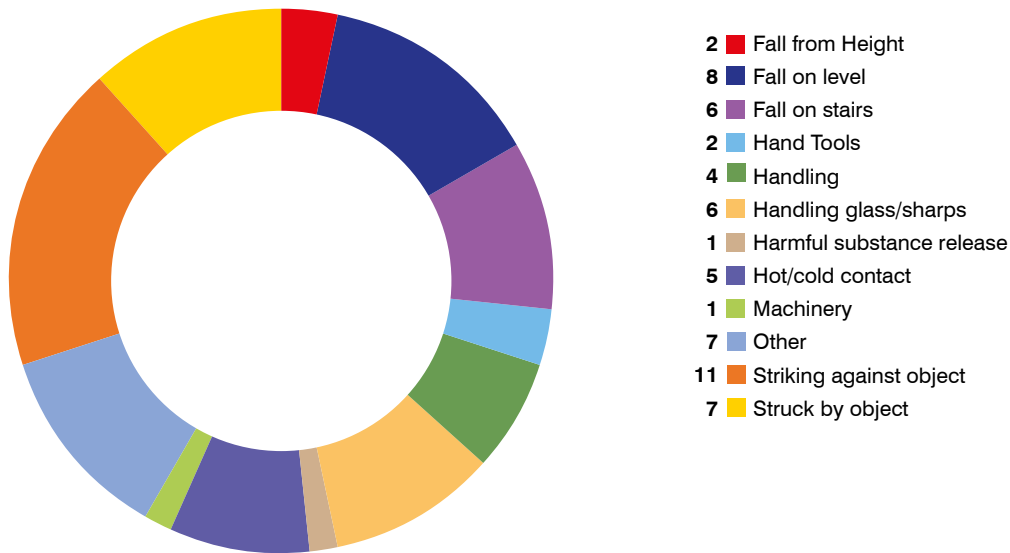
- 7 ■ Not Attributable
- 1 ■ Academic Enterprise
- 18 ■ Campus Services
- 1 ■ Department for International Development
- 2 ■ Information Technology & Communication Services
- 1 ■ Legal and Governance Services
- 4 ■ MIMA
- 1 ■ Human Resources
- 2 ■ School of Computing & Digital Technologies
- 3 ■ Student and Library Services
- 7 ■ School of Health & Social Care
- 1 ■ Department of Student Recruitment and Marketing
- 2 ■ School of Social Sciences, Humanities & Law
- 6 ■ School of Science, Engineering & Design
- 1 ■ Teesside University Business School

ALL ACCIDENTS BY STAFF AND STUDENT CATEGORY
AUGUST 2018 - JULY 2019

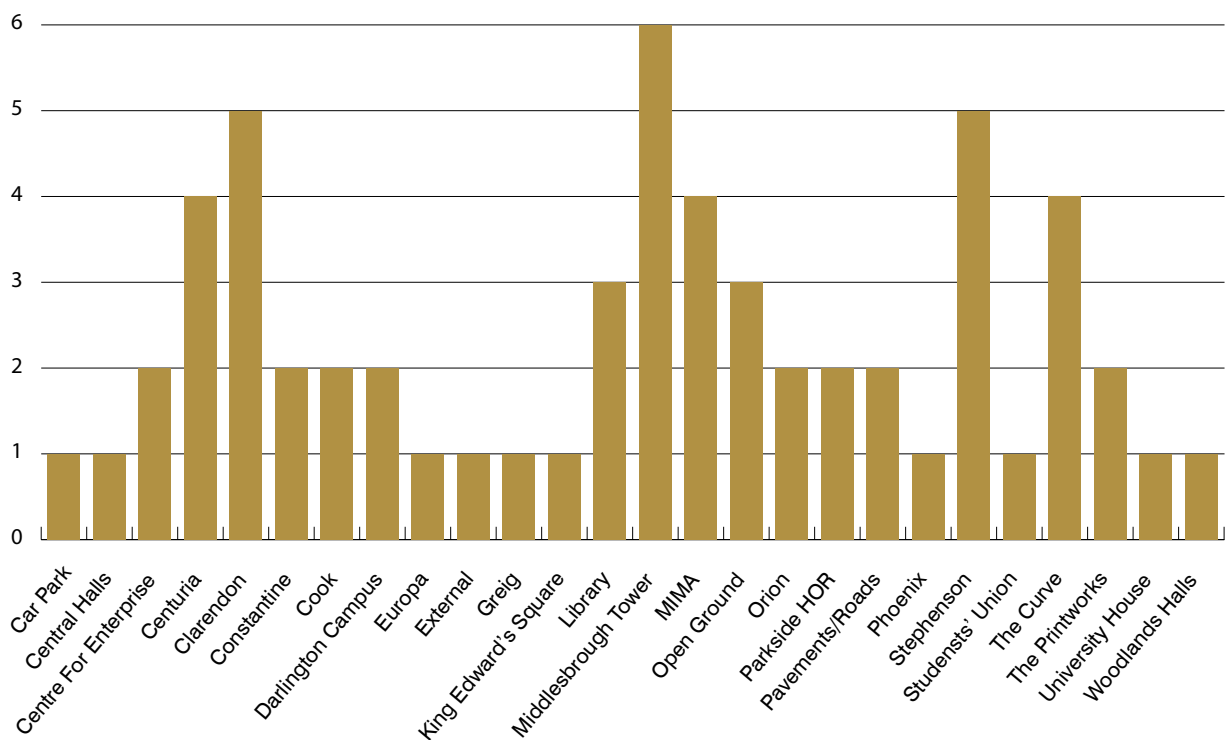


- 4 ■ Academic and related
- 11 ■ Administrative
- 2 ■ Caretaking
- 1 ■ Catering
- 9 ■ Cleaning/domestic
- 2 ■ Maintenance
- 1 ■ Other staff
- 2 ■ Postgraduate students
- 1 ■ Security
- 6 ■ Technician
- 13 ■ Undergraduate students

ALL ACCIDENTS BY CAUSE AUGUST 2018 - JULY 2019



ALL ACCIDENTS BY LOCATION AUGUST 2018 - JULY 2019



APPENDIX 5

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.

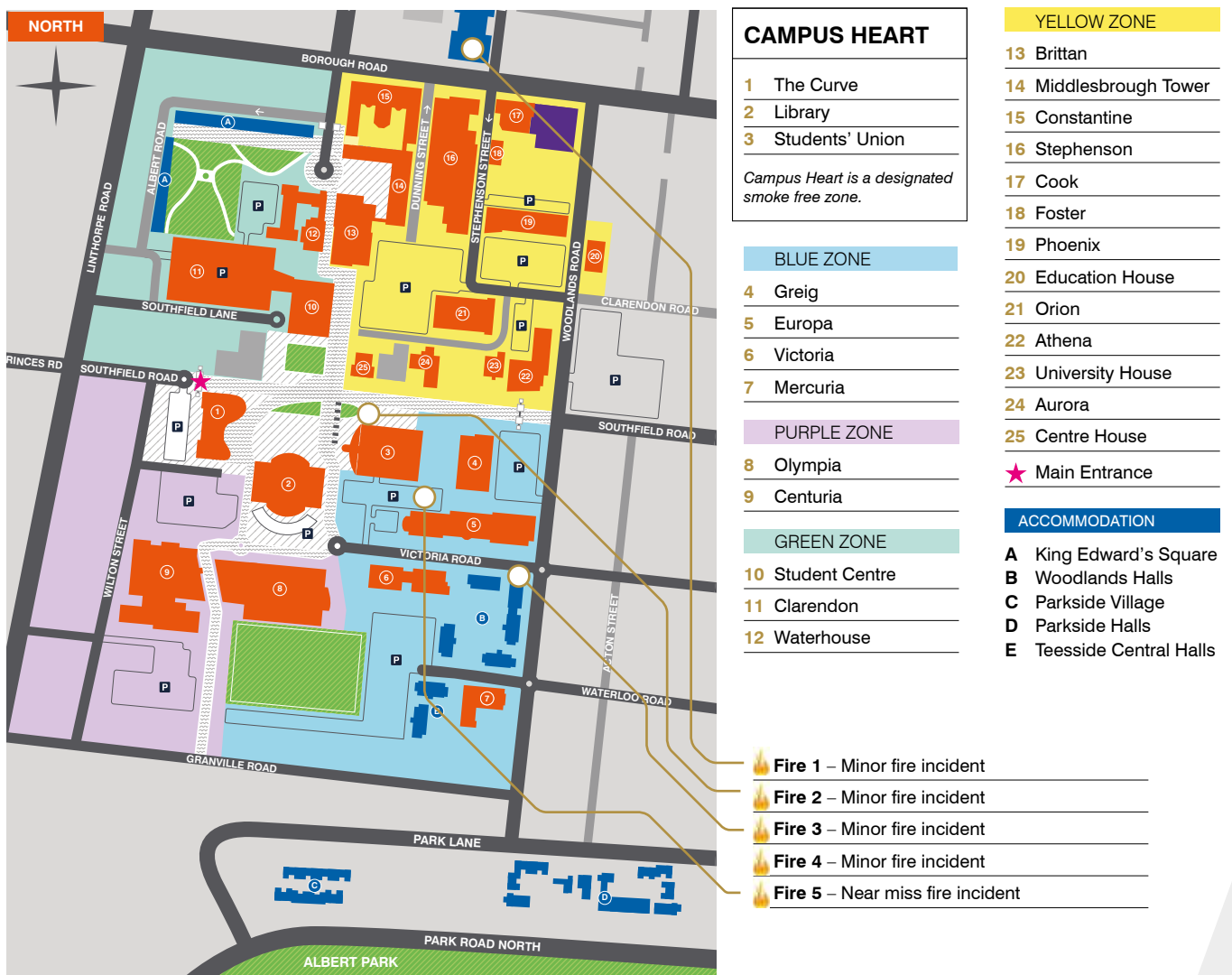
2. Minor fire incident

> 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 the reporting period, there were 5 fire incidents on the University campus, which were classified as either Near miss, or Minor fire incidents. The locations of these fires are shown below.



Fire details:

Fire 1 On 22 October at Central Halls, a student had placed clothing over a heater and this caught alight.

Actions: The fire was extinguished by the caretaker and the student was spoken to regarding safe practices.

Fire 2 On 24 October, an arson attack was witnessed on CCTV in the SU underground car-park. Security officers reported the fire.

Actions: The fire brigade attended and extinguished the fire.

Fire 3 On 18 January a fire alarm activation was received for Woodlands Hall 4. A cooker had caught fire. The building was evacuated and the fire brigade were called.

Actions: The fire brigade attended the activation and extinguished the fire. The cooker was removed and replaced. Other cookers in the Halls were also checked and replaced where necessary.

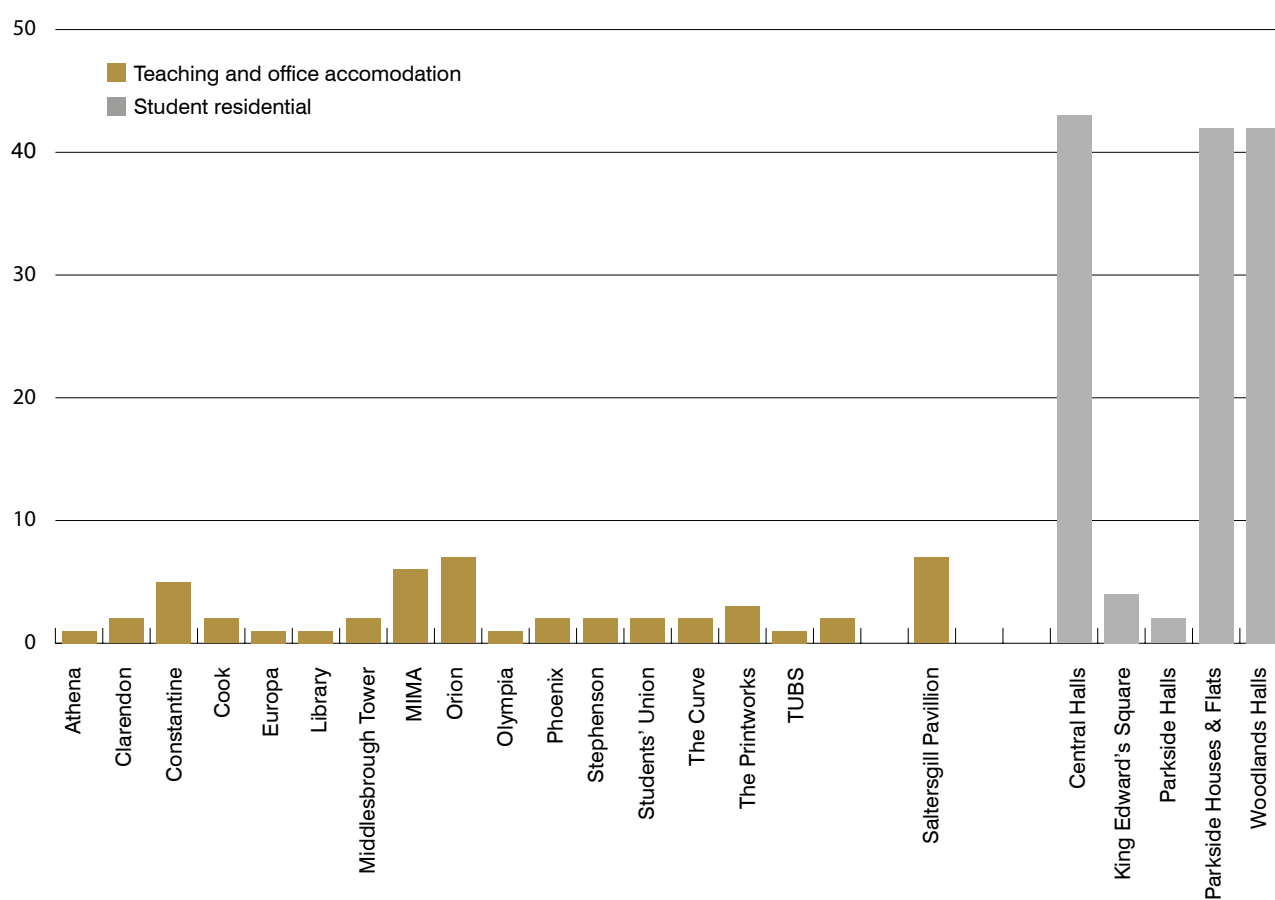
Fire 2 On 21 February a bin was discovered alight in the Europa carpark, as a result of a discarded cigarette.

Actions: Security were called and they extinguished the fire.

Fire 5 (near miss) > On 22 March smoke was discovered on the PV connectors to a panel at NHC.

Actions: : The system was isolated by removing the DC leads and locking off the DC isolators. The manufacturers were called to attend to the panel and repair.

LOCATION OF FIRE ALARM ACTIVATIONS AUGUST 2018 - JULY 2019



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 2018 – August 2019

As required by The Regulatory Reform (Fire Safety) Order 2005 the following fire evacuation drills were undertaken and recorded in 2018.

Fire drill evacuation times

BUILDING	TEACHING AND OFFICE ACCOMMODATION		
	Date	Time	Evacuation Time
Athena	22/10/18	11.17am	3 minutes 57 seconds
Aurora House	22/10/18	9.15am	38 seconds
Centuria	22/10/18	10.55am	2 minutes 32 seconds
Clarendon	23/10/18	11.56am	5 minutes 32 seconds
Constantine	22/10/18	10.01am	4 minutes 48 seconds
Cook	23/10/18	9.25am	3 minutes 3 seconds
Darlington Campus	09/10/18	1.05pm	2 minutes 48 seconds
Education House	22/10/18	9.30am	1 minute 37 seconds
Europa (OLTC)	23/10/18	9.55am	2 minutes 48 seconds
Europa (IT & CfE)	23/10/18	10.08am	2 minutes 35 seconds
Foster Building	22/10/18	11.58am	57 seconds
Fusion Hive	09/10/18	12.30pm	2 minutes 23 seconds
Greig	22/10/18	12.55pm	1 minute 41 seconds
Library	22/10/18	10.40am	5 minutes 2 seconds
Mercuria	22/10/18	11.45am	59 seconds
Middlesbrough Tower	22/10/18	9.58am	8 minutes 42 seconds
MIMA	24/10/18	4.35pm	2 minutes 55 seconds
Olympia	23/10/18	10.10am	3 minutes 14 seconds
Orion	22/10/18	11.50am	2 minutes 46 seconds
Phoenix	22/10/18	11.35am	2 minutes 50 seconds
Stephenson	23/10/18	10.58am	3 minutes 43 seconds
Students' Union	24/10/18	4.04pm	2 minutes 59 seconds
The Curve	23/10/18	8.58am	2 minutes 52 seconds
The Printworks	23/10/18	9.25am	3 minutes 42 seconds
TUBS	23/10/18	11.56am	5 minutes 32 seconds
University House	22/10/18	9.10am	58 seconds
Victoria	22/10/18	4.20pm	2 minutes
Waterhouse	23/10/18	10.40am	2 minutes 32 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 and fire engineering all impact on this recommendation.

BUILDING	RESIDENTIAL ACCOMMODATION		
	Date	Time	Evacuation Time
Central Halls	9/10/18	8.20am	10 minutes 30 seconds
King Edwards Square	10/10/1	8.25am	3 minutes 46 seconds
Parkside Halls of Residence	19/10/18	8.50am	3 minutes 41 seconds
Parkside House 1	16/10/18	8.28am	2 minutes 23 seconds
Parkside House 2	16/10/18	8.30am	54 seconds
Parkside House 3	16/10/18	8.36am	2 minutes 28 seconds
Parkside House 4	16/10/18	8.45am	1 minute 14 seconds
Parkside House 5	16/10/18	8.55am	2 minutes 19 seconds
Parkside House 6	16/10/18	8.55am	1 minute 52 seconds
Parkside House 7	16/10/18	9.00am	1 minute 24 seconds
Parkside House 8	16/10/18	9.04am	3 minutes 45 seconds
Parkside House 9	16/10/18	8.30am	1 minute 5 seconds
Parkside House 10	16/10/18	8.31am	1 minute 10 seconds
Parkside House 11	16/10/18	8.35am	2 minutes 13 seconds
Parkside House 12	16/10/18	8.36am	4 minutes 15 seconds
Parkside House 13	16/10/18	8.50am	1 minute 6 seconds
Parkside House 14	16/10/18	8.50am	1 minute 50 seconds
Parkside House 15	17/10/18	8.22am	1 minute 1 second
Parkside House 16	16/10/18	8.59am	51 seconds
Parkside House 17	15/10/18	8.35am	1 minute 2 seconds
Parkside House 18	15/10/18	8.40am	2 minutes 32 seconds
Parkside House 19	15/10/18	8.47am	1 minute 27 seconds
Parkside House 20	15/10/18	8.50am	52 seconds
Parkside House 21	19/10/18	8.55am	1 minute 13 seconds
Parkside House 22	15/10/18	8.53am	1 minute 44 seconds
Parkside Flat 23	15/10/18	8.58am	3 minutes 50 seconds
Parkside House 24	17/10/18	8.30am	2 minutes 55 seconds
Parkside House 25	17/10/18	8.37am	2 minutes 4 seconds
Parkside House 26	19/10/18	8.41am	1 minute 54 seconds
Parkside House 27	19/10/18	8.30am	2 minutes 58 seconds
Parkside House 28	17/10/18	8.50am	3 minutes 20 seconds
Parkside House 29	17/10/18	8.55am	1 minute 38 seconds
Parkside Flat 30	17/10/18	8.58am	4 minutes 1 second
Woodlands Hall Block 1	11/10/18	8.10am	2 minutes 12 seconds
Woodlands Hall Block 2	11/10/18	8.15am	3 minutes 15 seconds
Woodlands Hall Block 3	11/10/18	8.20am	2 minutes 58 seconds
Woodlands Hall Block 4	11/10/18	8.28am	3 minutes 41 seconds
Woodlands Hall Block 5	11/10/18	8.30am	3 minutes 22 seconds
Woodlands Hall Block 6	11/10/18	8.35am	3 minutes 36 seconds
Woodlands Hall Block 7	11/10/18	8.37am	2 minutes 50 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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