

HEALTH, SAFETY AND WELLBEING



ANNUAL REPORT
2023/2024

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Introduction



I am delighted to present the annual Health, Safety and Wellbeing Report for 2023/24. The reporting period for this report is 1 August 2023 – 31 July 2024.

The following report outlines the key Health and Safety activities, statistics and major events supported during the relevant period at Teesside University. This includes information on the extensive work conducted by the University’s Health and Safety and Occupational Health teams to maintain and promote Health, Safety and Wellbeing for our staff and students.

The University has again retained the Better Health at Work (Maintaining Excellence) award, following the annual external accreditation review. This award is endorsed by Public Health England and provides recognition of the University’s strategic approach to staff health and wellbeing and the importance of staff engagement in the development of health and wellbeing initiatives.

The University has also delivered its 2023/24 Health and Wellbeing Action Plan which has included a focus on improved mental health and wellbeing and raising awareness around neurodiversity at Teesside University.

The Health and Safety Management Profile (HASMAPP) audits have proved a valuable tool in ensuring Schools and Departments apply a consistent approach to embedding best practice Health and Safety processes and the Health and Safety team continue to maintain a detailed audit schedule to ensure Health and Safety oversight of key University functions.

There continues to be significant investment in the University’s estate and the Health and Safety team have played a key role in ensuring that high Health and Safety standards are maintained, whilst meeting the needs of our University community and our Corporate Strategy.

A route and branch review of the University’s health and safety arrangements was also conducted during 2024 and helped identify some key enhancements to our provision that will be implemented during the 25/25 academic year, helping us to build on our positive Health, Safety, and Wellbeing culture.

To support this report, statistical data for the relevant period is provided in the appendices.

Professor Paul Croney
Vice Chancellor and Chief Executive

Key Highlights 2023/24

Key achievements delivered between 01/08/2023 and 31/07/2024 include:

- > Retention of The Better Health at Work Award (Maintaining Excellence).
- > Completion of the 2023-2024 Health and Wellbeing action plan with a focus on improved mental health and wellbeing and raising neurodiversity awareness among the top priorities.
- > Receipt of the Mental Health Charter Award. Gaining this Award is a statement of our commitment to enhancing our practice in University mental health.
- > A detailed review of existing Health and Safety arrangements of the University has been undertaken and several enhancements have been developed to further raise the organisation’s Health and Safety profile and strengthen related governance structures.
- > The Health and Safety team have played a key role in supporting the Estates development plan, which has included the Digital Life building development and several major refurbishments that continue to achieve high Health and Safety standards.
- > Accidents statistics for the University have reduced when compared to 22/23 and continue to be well below the Alliance average benchmarks for both staff and students
- > Ongoing improvements to the Health and Safety training programme, which included a refresh and updating of all training modules. Health and Safety for Managers face-to-face training was launched, with specific support being provided to managers in the areas of highest sickness absence.
- > The Health and Safety Team continued with the Health and Safety Management Profile (HASMAPP) audit schedule during the reporting period. The audit schedule in place for 2024 remains on track. The 2025 audit schedule is now under development.
- > Policy developments included a new Animals on Campus Policy and a significant upgrade on our Stress Management Policy, as well as updated Health Monitoring and Fieldwork policies.

OCCUPATIONAL HEALTH AND WELLBEING

The aim of the Occupational Health and Wellbeing Report is to provide the University with an update/overview of Occupational Health activity during the period between August 2023 and July 2024.

This report provides details on the number of referrals to Occupational Health within the reporting period, including details about the type and location of the referrals, as well as providing an update on activity, initiatives and events undertaken by the team to promote staff wellbeing. Supporting graphs and statistics are provided in Appendix 1.

Occupational Health referrals between 1 August 2023, and 31 July 2024

During the reporting period, there have been 206 referrals actioned by Occupational Health. There were more requests received, however during triaging they were filtered, and advice and support was provided to managers and HR without a formal referral being required.

There was a significant increase in Occupational Health referrals for the months of August, September and October 2023, compared to the same period in 2022. This increase was largely due to mental health and stress issues. Although the reasons for an increase in mental health and stress issues during these months cannot be ascertained, it is believed this could be due to the start of the academic calendar and workload, and also a return to campus following the summer break.

Breakdown of the medical reasons for referral to Occupational health for the reporting period

Overall, mental health and stress-related conditions continue to be the predominant medical reasons for Occupational Health referrals. This is common across all Occupational Health services, and Public Health provide evidence that mental health and stress is one of the most common reasons for referral/absence from work nationally.

Mental health and stress referrals to Occupational Health have reduced compared to the same period in 2022/23. This is largely due to the work Occupational Health have undertaken with managers, HR and employees, providing teaching sessions, awareness sessions, and signposting to the University's Employee Assistance Programme.

The second highest reason for referral to Occupational Health is due to long term health conditions/chronic illness; following this is musculoskeletal health conditions. This is attributed to an aging workforce, a substantial number of manual roles, an increase in cancer diagnoses, neurodiverse conditions and those suffering from long Covid.

The Health, Safety and Wellbeing team have continued to work on these health conditions through the Better Health at Work Award, signing up to the Mental Health Charter, and providing advice and support to employees and managers on managing such conditions.

Occupational Health referrals by area for the reporting period

The highest number of referrals during the period came from the School of Health and Life Sciences (SHLS), which remains the same as 2022-2023. Academics are the staff group with the highest proportion of mental health and stress related absence across the University, however they also make up the largest group of staff. Campus Services referrals for the reporting period are also higher than other areas. Campus Services have the most manual workers, which accounts for the musculoskeletal referrals. An aging workforce, disability, and long-term health conditions are also reasons for mental health and musculoskeletal health conditions.

Referrals from SHLS and Campus Services have however vastly reduced during the reporting timeframe. This is due to the work Occupational Health have undertaken with both areas that helps managers to understand when a referral to Occupational Health is appropriate. Training has been provided to help managers understand their roles in supporting their employees in line with the University policy. This has contributed to the reduction in the need for referrals to Occupational Health from both services.

Overall, Occupational Health have seen a vast reduction in referrals from all University schools.

Workplace reasons for referral to Occupational Health during the reporting period

Long Term Sickness Absence and Impacting on Performance at Work are the two main reasons for referral of an employee to Occupational Health. Both issues can have a significant impact on business and a reduction in productivity which is why this needs to be monitored effectively. Occupational Health, HR and Health and Safety continue to monitor this and its impact on business by working together to reduce risk, working in accordance with the sickness absence policy, and providing advice to managers on reasonable adjustments to work, including flexible working arrangements.

Occupational Health Key Performance Indicators

The Occupational Health team work to the following key performance indicators. These were set by the Occupational Health Adviser in 2023.

MANAGEMENT REFERRALS: 206	KEY PERFORMANCE INDICATOR	COMPLIANCE %
Referral Form Processed & Appointment Sent Out	3 Working Days	93
First Appointment Offered	10 Working Days	94
Report to Referring Manager	3 Working Days	94
DNA Notification to Referring Manager (If Applicable)	1 Working Day	100

93% of referral forms were processed and appointments sent out during August 2023 and July 2024 as the remainder were sent back to managers for them to provide further information. Further training has now been provided on the details required to avoid such returns in future.

94% of first appointments were offered within 10 working days with the remainder being slightly delayed due to annual leave commitments.

94% of Occupational health reports were sent to managers within three working days. Delays here are caused when employee do not immediately give the required consent for their report to be released.

Managers were informed about all cases of non-attendance within one working day.



OCCUPATIONAL HEALTH AND WELLBEING INITIATIVES

Wellbeing Initiatives

Following the last external accreditation review by Public Health England in 2023, the University achieved the Better Health at Work (Maintaining Excellence) Award in January 2024.

The award recognises the University's strategic approach to staff health and wellbeing and the importance of staff engagement in the development of health and wellbeing initiatives. A range of events and initiatives have taken place during the given period:

- > During the reporting period, the University has undertaken a number of health promotion events including the Step into Christmas challenge, National Fitness Day, the Flu campaign, monthly Menopause Meet-Up group, Time to Talk Day, World Mental Health Day.
- > Enhanced training for managers on referrals to Occupational Health has significantly reduced the need for formal referrals as managers are able to deal with the initial stages of sickness support without the need to refer staff.
- > Staff at the university have access to a self-referral Employee Assistance Programme (Care First). This service provides support for employees experiencing health issues and it also provides a counselling service for employees suffering with mental and emotional health issues. Information on bereavement, financial support and other matters which can impact on staff wellbeing is also offered as part of the programme.
- > The Occupational Health Adviser and the Employee Engagement Adviser deliver awareness sessions on the wellbeing benefits available to staff in the University.

The Better Health at Work Award

As part of the University's ongoing commitment to the Better Health at Work Award, there have been a variety of wellbeing events delivered to staff and students throughout the reporting period. Events were advertised through various channels, with good levels of engagement achieved.



A list of activities is provided below:

August

- > Menopause Meet-Up group



September

- > Menopause Meet-Up group
- > Period Dignity Campaign offering staff free sanitary products on campus
- > National Fitness Day
- > Inclusion Week
- > Understanding Neurodiversity – Lunch and Learn
- > Walking Netball event

October

- > Menopause Meet-Up group
- > World Menopause Day promotion
- > World Mental Health Day promotion
- > Flu Campaign
- > Dyslexia Awareness week
- > ADHD Awareness Month

November

- > Menopause Meet-Up group
- > Flu Campaign
- > International Men's Day promotion
- > Talk Money Week – webinars for university staff
- > Transgender Day of Remembrance – multiple events across the week leading up to TDOR

December

- > Menopause Meet-Up group

> Flu Campaign
> World AIDS Day
> International Day for People with Disabilities in collaboration with the Disability focus group
> Step Into Christmas (Step Challenge)
January
> Menopause Meet-Up group
> Flu Campaign
> Walking group organised by Callum Anderson (Sports Department)
February
> Menopause Meet-Up group
> Time to Talk Day
March
> Menopause Meet-Up group
> University Mental Health Day
> Neurodiversity Celebrations Week
> Nutrition and Hydration Week
April
> Menopause Meet-Up group
> World Health Day
> Stress Awareness Month
May
> Move More in May
> International Day of Yoga
> University's ongoing commitment to environmental sustainability
> Stress awareness session
June
> Learning Disability Week
> Food Waste Initiative
July
> Engagement with Health Advocates
> Development of 2024/25 Health & Wellbeing action plan

Employee Assistance Programme (EAP) - Care First

The University’s Employee Assistance Programme (EAP) is an employee benefit that provides staff with support and practical advice on issues that might be impacting their wellbeing and performance, whether work-related or not. This service is provided by Care First.

Service provision includes face-to-face appointments, telephone or online counselling, and expert support and advice on both personal and work-related issues, with the aim of increasing staff wellbeing and productivity as well as reducing sickness absence.

As this is a relatively new staff benefit, it is important to continuously promote this service. Managers and colleagues can signpost this service to all staff at the University. Occupational Health’s Unity page also promotes this service as part of its under counselling.

Care First also deliver regular webinars on how they can support staff with a variety of issues which may be causing them concerns, providing information on bereavement and financial support for example.

OH Works – Service Level Agreement

The University have entered into a service level agreement with OH Works to provide remote Occupational Health support in respect of ill-Health Retirement (IHR) assessment provision for Teesside University staff, and provision of Occupational Health referrals for members of Teesside University’s Occupational Health department.

Mental Health Charter Award

The University received the Mental Health Charter Award. The University Mental Health Charter (UMHC) programme is for universities to join a community of institutions committed to embedding a whole-university approach to mental health and wellbeing. Gaining this award is a statement of our commitment to improvement and development of better practice in University mental health.

Future Priorities

- > Retention of the Better Health at Work Award (Maintaining Excellence)
- > Delivery of the University’s Health and Wellbeing Action Plan 2024/25
- > Development and implementation of an action plan to deliver the University’s commitment to the Mental Health Charter
- > Ongoing support to Managers and HR to assist with long term sickness absence
- > Targeted support to areas of the University with higher levels of sickness absence



HEALTH AND SAFETY DEVELOPMENTS AND COMPLIANCE

Health and Safety Review

As the University Estate continues to grow and the teaching offer develops, it is essential to ensure appropriate Health and Safety arrangements are maintained. Regularly reviewing Health and Safety arrangements is essential, it allows us to establish whether our Health and Safety principles have been embedded in the organisation and identify any areas for improvement. A full review of our existing Health and Safety arrangements was undertaken this year with the following objectives:

- > Ensure Health and Safety achieves a higher profile with key University decision makers
- > Improve the governance of Health and Safety
- > Introduce arrangements to create more centralised oversight and control
- > Further development of a positive Health and Safety culture

The review identified several key areas for development as follows:

Revised Health and Safety Management Structure

The University will introduce a high-level forum to discuss and review Health and Safety matters. The Health and Safety Board will be chaired by the Chief Operating Officer with a membership that includes high level Senior Managers from all areas of the University.

To support the Health and Safety Board, the University will establish a Health and Safety Operational Group. The Health and Safety Operational Group will report directly to the Health and Safety Board and have operational representation from all areas of the University.

Additional Health and Safety resource

The University will appoint a Health and Safety Officer to provide additional staffing resource to the

existing Health and Safety Team. The Health and Safety Officer will be an operational role with a clear focus on supporting with Health and Safety inspections and the delivery of Health and Safety training.

Centralised Risk Assessment Database

The Health and Safety team will design and develop an improved risk assessment database. This will provide more effective oversight at University level of all risk assessments and enable more effective monitoring of the risk assessment review cycle and compliance.

Face-to-Face Induction Process

During the Covid pandemic, the University's Health and safety induction moved on-line. Whilst this mandatory training has a high completion rate, it is intended to move this training back to a face-to-face programme providing more opportunity for discussion of key health and safety messages from day one of employment.

Lessons Learnt Briefings

After every accident and near miss, staff in the relevant area will not only be briefed on the changes required to prevent future incidents, they will also have the opportunity to present their ideas for health and safety improvements that could address the issue.

Campus Developments

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 all estate development, refurbishment and remedial works projects including the following:

BIOS

The new £35m state-of-the-art facility at the heart of our campus opened in September 2023. BIOS provides high quality, leading-edge laboratories for sciences and clinical subjects including an enhanced provision for

anatomy, pharmaceuticals, microbiology, chemistry, earth sciences and food sciences. The Health and Safety team worked closely with the project team throughout the project and managed final inspections, handover reviews and fire risk assessments to ensure the building could open safely. Working closely with representatives from the School, the Health and Safety Team also developed emergency procedures and safe systems of work for the building.

Digital Life

An innovative research, teaching and learning facility for our School of Computing, Engineering & Digital Technologies, the building will incorporate smart labs, digital art studios, a multi-functional lecture theatre and events space.

Work towards this project is now underway within a contractor-managed compound space. Along with the actual build, there are ancillary works in Dunning Street taking place to facilitate the utilities supplies. The Health and Safety team have been involved in the project design stages and overseeing the additional works.

Phoenix/TUIBS

A significant relocation and refurbishment project involving decanting colleagues from the Teesside University International Business School into the Phoenix building was completed in October 2023. The Phoenix building refurbishment included the reconfiguration of several areas including an improved entrance lobby. The Phoenix building remained open for staff during the refurbishment and the Health and Safety team worked closely with the appointed contractor and colleagues from Campus Services to ensure a safe working environment was maintained throughout the project.

Themis (Phase 2)

The second phase of the improvement to the recently rebranded Themis building has been completed. The £1.7m refurbishment included a remodel of the

Deanery, a new reception area, relocation of the mock court room and a general upgrade of professional policing course facilities.

Library

A £2.1m refurbishment of the Library ground floor area creating open plan collaborative spaces, exhibition space and improved security office spaces was completed in September 2023. Additional works involving the introduction of a large café and orangery as well as an option for outdoor dining was completed in March 2024. The upper floors of the building remained operational during the ground floor refurbishment and the Health and Safety team undertook frequent inspections to ensure excellent standards of Health and Safety were maintained and worked with the project team to ensure all required safety remedials were carried out.

TU London Campus

The new TU London Campus is based at the Here East site, part of Queen Elizabeth Olympic Park. The space has been designed collaboratively with industry and employers as an environment where industry professionals and academics can come together. It is largely open plan and includes a forum with raised circular seating for more interactivity and collaboration opportunities.

From the outside terrace, you get impressive views across London, including views of the Shard, Gherkin and Canary Wharf as well as the rest of the Olympic Park.

Health and Safety support has included a TU London policy review to ensure appropriate Health and Safety policies are implemented, the development of an area-specific Fire Safety risk assessment and a final Health and Safety sign-off of the premises with confirmation that all outstanding items in relation to Health and Safety compliance, including a review of all required certification, have been completed.

Colleagues at TU London receive ongoing Health and Safety support, and this has also included face-to-face

training opportunities including Health and Safety Awareness and Fire Marshal training.

Middlesbrough Tower

Work has concluded on the Middlesbrough Tower ground floor refurbishment that has created improved office and functional space for the Department of Information Technology and Digital Services and the Audio-Visual technical teams. This has included an additional hardware storage facility and the introduction of bespoke work areas for reimaging and ITDS-related practical functions.

Further to this, a significant investment was required to upgrade the Middlesbrough Tower boiler provision following a plant failure whereby it was established that a repair of the existing system was not economically viable. A temporary boiler was hired to ensure the building could remain open during the works that were completed in August.

MIMA

The Arts Council awarded a grant fund of £688K with a £128K cash fund from Teesside University to undertake upgrades and refurbishment works at MIMA. Work has commenced on the latest phase of these works which includes the introduction of a new first floor event space overlooking central square and a garden pavilion learning space.

Residential Fire Door Replacement

There have been ongoing works during the reporting period in relation to several extensive student accommodation refurbishments which started in July 2023 in student residential accommodation including Parkside Village, King Edwards Square and Woodlands Halls. This includes an investment of over £2m to upgrade fire doors throughout, which was identified as a requirement to meet compliance with the Fire Safety Act 2023.

Advice and support was also provided for Campus Services Project Managers on several smaller scale developments including an update to the Olympia building changing rooms, switch board replacements in Themis, Victoria building and the Orion building, passenger lift replacements in Themis and the Students' Union and the introduction of a University teaching space at Teesside Airport. A project to utilise space within the TWI Engineering Hall adjacent to the Net Zero Industry Innovation Centre has also been considered, with an initial Health and Safety inspection of the space undertaken and several requirements identified and reported to the Project Manager prior to initiation of the project.

The Health and Safety team work closely with Campus Services on all projects to ensure Health and Safety risks to staff and students are mitigated. This collaborative approach was recognised as good practice in a recent PWC audit.

University Events

Health and Safety advice and support was provided across the year to colleagues organising a range of events, which included the following:

- > Prospective student campus tours
- > Open days
- > External outreach activities
- > Star Awards
- > Tees Valley Business Awards
- > Summer Send-Off
- > Graduation
- > UCAS fair
- > International Students Welcome Week
- > Say Yes to RESPECT campaign
- > Investiture of the New Chancellor
- > Pride events
- > BBC Filming

Key Performance Indicators

A strong performance against the Health and Safety Key Performance Indicators for the reporting period is detailed below.

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 Reviews

UUK Accommodation Audit

A UUK Accommodation Audit was undertaken by PWC between April and June 2024. The objective of this audit was to review the controls, systems and processes operating within the University to identify compliance matters in the University’s student residences in respect of the UUK Code of Practice for the Management of Student Housing. This audit considered the ‘essential/mandatory’ elements of the Code. Institutions such as Teesside University that have signed up to the Code are required to review the management of student accommodation through an independent audit every three years. The next submission to UUK is not due until 30 April 2026, however in line with our approach over the last few years this review has been undertaken as part of our annual audit programme. Our UUK reviews focus on different accommodation blocks each year, to provide additional assurance in this area.

There were elements of this review which required the physical inspection of University facilities and a further review of supporting documents held on-site was undertaken to audit compliance with the Code. Areas of good practice were identified and there was just one area where minor improvements were recommended. Actions were agreed and confirmed as part of the management responses and are now complete.

PWC Internal Audit Benchmarking

In March 2024, PWC provided the University with their Internal Audit Annual Benchmarking Report. This report summarises the themes arising from all PWC’s 2022/23 Higher Education Internal Audit Annual Reports and included several Health and Safety-related themes, including Health and Safety training, COSHH and Fire risk assessments. Whilst the University’s practices were predominantly in line with good practice elsewhere, enhancements to the University’s risk assessment database were identified for action in 24//25.

Fire Safety Inspections

Cleveland Fire Brigade’s Fire Safety Enforcement Officers undertook inspections of Parkside Houses and Flats, MIMA, Themis, Central Halls and BIOS during the reporting period. As a result of revised Fire Safety legislation, there was a request to relocate a comms cabinet from Parkside Flat 23; this has now been resolved and no further issues were identified. Some minor remedial works were suggested at MIMA, and this work has now been completed.

HASMAP Audits

In line with the Health and Safety Management Profile (HASMAP) internal audit schedule, audits were conducted within National Horizons Centre, the School of Health and Life Sciences (SHLS) Dental function and School of Arts and Creative Industries (SACI) Fine Art and Fashion functions. These audits were all second audits and all areas had fully embedded previous audit recommendations and improved on their overall compliance, evidencing high safety standards. A full Health and Safety inspection and review was carried out for the Net Zero Industry Innovation Centre and several recommendations were made which have now been tracked to completion.

Upcoming audits for the next reporting period include TU London and BIOS, both of which will be the first HASMAP audits for these areas.

UMAL Audit

UMAL, the University’s insurer, are scheduled to conduct comprehensive audits of the University’s Health and Safety Risk Management and Property Risk Management and these are scheduled for completion early in the 24/25 academic year.

Estates Legislative Compliance

The Estates Legislative Compliance audits for the reporting period focused on Mechanical Plant, Health and Safety Systems, Fire Integrity, Fire Systems and Smoke Control. The audits examined the University’s compliance against statutory legislation

as well as agreed subject-specific guidance.

Results of the audits found that Campus Services (Estates) were compliant against the majority of indicators in most areas, with some low risks identified and a small number of advisory recommendations for improvement were also suggested.

All Estates Legislative Compliance audit findings were reported to the Campus Services Director and Deputy Director of Estates Operations. Appropriate management responses were received, and all recommended actions are now completed.

An audit of **Energy and Environment** is scheduled to be completed during the next reporting period.

Radon Monitoring

Under UK Health and Safety regulations, all employers must review the potential Radon hazard in their premises. In line with Health and Safety Executive guidance, this monitoring is undertaken every five years. A programme of Radon Monitoring was completed during 2024 for all required areas under the control of the University. A single reading, whilst under the prescribed actionable level, was identified to be higher than expected. This resulted in secondary readings being performed for the area identified. All readings submitted as part of the secondary review were in line with the expected levels and fell significantly below any actionable levels.

All final audit reports are submitted to the quarterly meetings of the University’s Executive Health and Safety Group for review and comment. Each audit takes place on location and includes face-to-face interviews with staff, auditing of existing information and paperwork and inspections of premises and working areas as required.

Inspections

Building inspections were undertaken throughout the period and all inspections were completed according to the inspection schedule. All remedial works identified as a result of these inspections were monitored until completion. Additional inspections have also been scheduled for higher risk areas, such as individual laboratories, hydrotherapy pool and workshops, and these take place on a rolling rota each month.

Regular safety inspections continue, and these include checks on car parks, pavements and roads, muster point locations, external fire escapes, disabled refuge locations, first aid provision, ladder safety, final exit doors and means of escape inspections.

This ongoing work continues to demonstrate the University’s commitment to achieving the highest possible standards in Health and Safety.

Accident Statistics

During the reporting period, there were 4 accidents reported to the HSE, which is the same as last year’s reported figures. Benchmarking statistics indicate that the University remains below the sector average for reportable and non-reportable accidents. All accidents are fully investigated by the Health and Safety team and the details were as follows.

The reportable accidents were:

- > A staff member fell on the stairs in Themis. As they slipped on the metal edge of the stair, they were holding on to the banister so did not fall, but as a result of the slip they fractured their ankle. The area was inspected, and no defects were found.
- > A staff member slipped on paving near the Library and as a result was off work for longer than 7 days. The paving was inspected and found to be uneven, and this was immediately repaired.
- > A staff member injured their back whilst undertaking some Evac Chair training at work; they were off work for longer than 7 days. The situation was investigated, and no remedial action was found to be necessary.

- > A staff member injured themselves lifting a heavy object; they were off work for longer than 7 days. Training reminders were issued, and the risk assessment and operating procedures were checked but found to be acceptable and had adequately covered the risks.

A total of 39 accidents have been reported, which is a small reduction on last year. This remains a low figure and a decrease of 21 accidents on the same period pre-Covid restrictions.

The online accident reporting process developed in June 2021 continues to be used. This allows staff to report accidents directly online using a button on their desktop. Further developments of the accident reporting function have been in progress this year and will provide improved functionality and ease of use when completing the form on mobile devices. This improved form will be rolled out in autumn 2024.

Near Misses

In addition to the accident reporting figures, 13 near miss incidents were reported, which is a reduction of 3 on the previous reporting year. These are incidents where an accident could have occurred if action had not been taken to prevent it.

These near misses included two incidents whereby formal Health and Safety investigations were undertaken with those involved. These were an incident at the National Horizons Centre which identified issues with the correct handling of liquid nitrogen and an incident at the Net Zero Industry Innovation Centre where a group of post-graduate students failed to correctly follow the safe operating procedure in place to shut down a high temperature pressure vessel following identification of a leak. On both occasions, several required actions were identified by the Health and Safety investigation and these actions have all been completed within the required timescales. Neither incident met the criteria for a dangerous occurrence and did not require reporting to the HSE.

In July 2024 a significant smell of gas was reported in the Student Life building (SLB). An investigation was undertaken with input from Health and Safety and Campus Services, who confirmed that there was a strong smell of gas. The SLB was closed immediately, and staff were asked to leave the building. The SLB remained closed for several days whilst further investigations were undertaken by Northern Gas Networks. It was confirmed that there was a gas leak on the gas main that connects Themis to the Orion building; there was no impact on the supply to the SLB. The gas main was isolated and the SLB was reopened.

Isolating the gas supply resulted in a temporary closure of the Orion building whilst this was investigated further. A temporary gas cylinder has now been installed in the Orion building Plant Room to enable the provision of hot water to the building whilst the installation of a replacement gas line is progressed. The Orion building was re-opened after one week.

All near miss incidents were fully investigated and where necessary actions were agreed and implemented to ensure associated issues were rectified and that no related accidents occurred. Staff and students reporting near miss incidents is indicative of a positive Health and Safety culture within the University.

Full details of the University’s accident statistics for the reporting period are provided in Appendix 3.

Fire Safety

There has been an increase of 17 fire alarm activations over the year in teaching and office accommodation; the majority of these were attributed to contractor works, which is expected due to the large amount of works taking place in the reporting period. Despite this increase, alarm activations remain in line with figures reported in previous years.

Following a fire near miss incident which resulted in a full building evacuation, due to candles being lit on a birthday cake in a staff area of Themis, the management team of SSSHL were asked to remind staff of the University Fire Safety policy to not use candles or naked flames.

The Health and Safety inspections to check kitchens are being used appropriately and staff do not use kettles, toasters or microwaves in non-designated spaces continue.

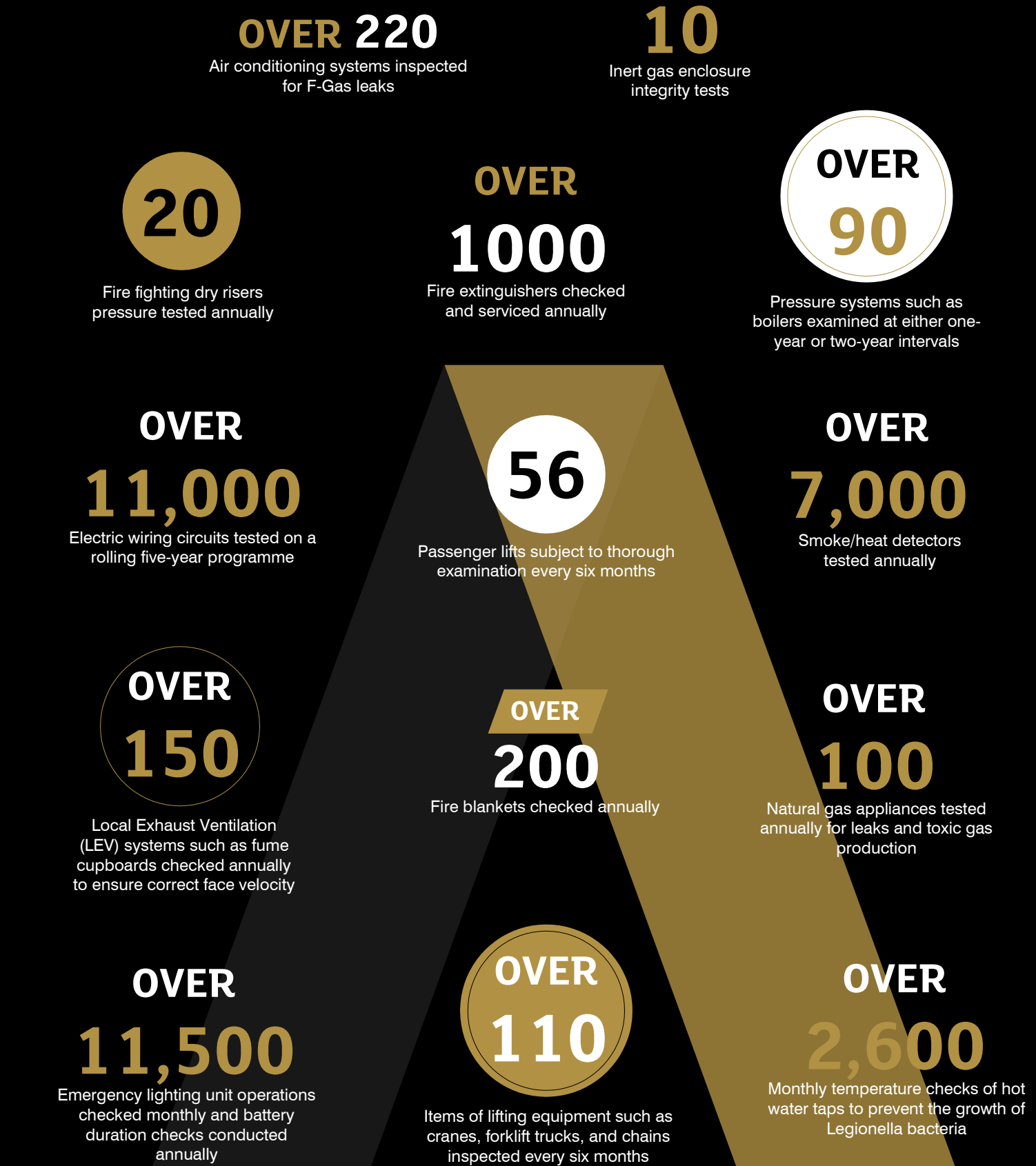
The student accommodation fire activations show an increase of 15 activations in the reporting period, however, contractor activations increased by 15 in accommodation, which accounts for this. There were a significant number of contractors on campus during August and September of the reporting period carrying out the fire doors refurbishments, which accounted for this.

There have been 2 fire incidents on the University campus during the reporting period – one was classed as a minor fire and the other was a near miss fire; the fire brigade were not called on either occasion.

Further information on the University’s fire statistics is provided in Appendix 4.

Statutory Inspections

To ensure that the University complies with Health and Safety Legislation, there are inspection and maintenance procedures to ensure legal compliance. The following numbers show the scale of the inspections undertaken this year.



Legislative compliance of Campus Services (Estates) is monitored and independently audited by the Head of Health, Safety and Wellbeing to ensure best practice is always observed. The results of Estates Legislative Compliance audits are currently reported to the Executive Health and Safety Group and will be reported to the new Health and Safety Board due to be established in autumn 2024.

TRAINING AND POLICY DEVELOPMENTS

Health and Safety Training

The Health and Safety team have continued to deliver face-to-face training sessions. All these sessions are now made available on MS Bookings for staff to book.

Fire Extinguisher Training

Fire extinguisher training sessions were delivered to various technical, maintenance and facilities staff.

Bespoke Training

Bespoke safety awareness training sessions have also taken place for Cleaning staff and Campus Services Estates and Facilities staff who attended a Health and Safety awareness session, which included bespoke content to meet their role requirements, covering general awareness and ladder inspection training.

Other bespoke training sessions included sessions for the Campus Services Security team including Evacuation Chair training, fire extinguisher training and a session on report writing and Personal Protective Equipment (PPE). There have also been 3 new security team members who have all received a general Health and Safety awareness training session.

Risk Assessment Training

Face-to-face risk assessment training sessions have taken place for members of staff who have responsibility for risk assessing activities in their area and a bespoke session was also delivered for NZIIC staff. The risk assessment training session is available monthly. Face-to-face Health and Safety for Managers sessions have also been delivered monthly since the start of 2024.

Fire Marshal Training

The Health and Safety team continued to monitor the provision of Fire Marshals and an additional 20 Fire Marshals were trained including staff from the TU London to ensure adequate provision is in place for this new facility. An additional 4 members of staff have undergone first aid training, and 17 existing first aiders completed their refresher training.

Health and Safety awareness training was also delivered to the 2023 Accommodation Warden intake and includes emergency procedures and hazard identification as well as local accommodation rules.

CPR Training

Cardiopulmonary resuscitation (CPR) drop-in sessions which included instruction on the use of Automatic External Defibrillators (AEDs) were delivered throughout the reporting period to 110 staff. These familiarisation sessions were designed for everyone, including individuals who are not first aid trained. The sessions provide awareness of where the University's AEDs are situated, understanding how an AED works and how easily this equipment can be used in an emergency to help save a life.

Radiation and Laser Safety

Three additional members of staff received training to enable them to perform their Radiation Protection Supervisor (RPS) role within their Schools. The Schools have procured new equipment including mobile diagnostic equipment and X-Ray equipment which was identified as requiring RPS support.

Laser Safety training was delivered by our externally appointed Laser Safety Adviser for colleagues in the School of Arts and Creative Industries who are users of Class 3b and Class 4 lasers.

Display Screen Equipment Training

All staff undertake DSE training upon commencing employment and this is refreshed every 2 years. This training triggered 136 referrals to Health and Safety, relating to the setup of workstations both on campus and at home. All these cases have been actioned and closed by the Health and Safety team.

First Aid Training

An online First Aid Awareness module is also in place, created to underpin the external accreditation required for the University's first aiders.

Health and Safety Campaign

A Health and Safety campaign was launched in September covering Health and Safety reminder information; this was to advise staff of key areas that they should know in order to ensure they take responsibility for their own safety and that of others which is a requirement of the Health and Safety at Work Act. The campaign provided key information on fire activations, first aid, and key University safety policies and procedures.

Monitoring of Training

The online training modules have all been refreshed this year with new data and links updated as needed. Health and Safety training is still primarily accessed using on-line e-learning modules. Completion of all mandatory Health and Safety programmes is regularly monitored, and staff are automatically alerted when new/refresher training needs to be completed. Deans and Directors also receive monthly updates on the mandatory training completions for all their staff.

E-learning modules have continued to be used for Health and Safety training and during the reporting period, staff engagement has been positive. The numbers completed in the reporting period are as follows:

Module	No. of Staff
H&S Awareness	920
H&S Awareness for Managers	167
Fire Compliance	919
Manual Handling	112
Risk Assessment	238
COSHH	101
DSE Hybrid Module	1040
Working at Height	76

Policy, Procedure and Guidance Document Development

Notable developments and enhancements have included the following:

Stress Management Policy

The Stress Management Policy was updated following a review by the Occupational Health Adviser. A revised policy and associated documentation were developed to provide managers with enhanced information to support them with managing stress at work and supporting colleagues whilst at work.

This policy and documentation now reflect evidence-based information from the World Health Organisation (WHO) and the Health and Safety Executive (HSE). A significant enhancement to the policy is the improved individual risk assessment tool that now adopts a more structured approach in line with HSE requirements.

Changes to the policy will further help managers to identify the stressors for their staff more effectively and work with them in a structured way to assess potential stress risks and effective interventions.

Health Monitoring Policy

The revised Health Monitoring Policy now includes information relating to the need for regular comprehensive health screening for those staff driving University vehicles, in line with DVLA regulations. The revised policy was reviewed by the Executive Health and Safety Group who endorsed changes which included the inclusion of a revised Work Transport Health Assessment.

Animals on Campus Policy

Following updates to the Animals on University Premises Guidance that was delivered in 2023, a further review was undertaken following increasing numbers of requests for animals on campus. To remain in line with sector-specific guidance, it was decided to introduce more formal procedures in relation to bringing animals onto campus, to protect our staff and students. A full policy was developed which expands on the existing guidance and also provides a more formal approach to granting permission for animals on the premises.

Fieldwork Policy

Following an incident that occurred during a 2023 field trip, there was an internal review of existing fieldwork processes to ensure the University was managing these activities appropriately. It was identified that improved administration of the fieldwork process would be beneficial. All Risk Assessments for fieldwork are now required to be approved by the Dean of School. Minor policy amendments were made to reflect that a written risk assessment must be prepared and submitted to the Dean of the School and to the Health and Safety team for scrutiny and endorsement at least four weeks prior to the activity, except in exceptional circumstances. The introduction of this new process provides greater oversight and ensures the required documentation is in place prior to any activity commencing. To ensure the requirements of the Fieldwork Policy are met, the Health and Safety team also created an MS Teams site to facilitate record keeping for fieldwork activities, which needs to be populated with fieldwork details and the relevant risk assessment documents for approval prior to any fieldwork taking place.



Net Zero Industry Innovation Centre (NZIIC) – Control of Major Hazards (COMAH) Emergency Procedure

The Control of Major Hazards Regulations 2015 (COMAH) are designed to:

- > Prevent major incidents involving dangerous substances
- > Limit the consequences to people and the environment of any that could occur

Under COMAH, chemical manufacturers and storage companies which have more than a specified quantity of certain substances have a statutory duty to provide information about their activities to those who may be affected by a major incident.

The NZIIC falls within the ‘public information zone’ for several of these sites and could potentially be affected by an incident. Potential major accident scenarios that would impact on the NZIIC include the release of toxic substances (Ammonia and Nitrous oxides), fire and deflagration.

The NZIIC will be alerted of COMAH incidents at nearby sites by the activation of an oscillating siren and the Head of Health, Safety and Wellbeing, in collaboration with the NZIIC Director, has developed and trialled a suitable emergency procedure in the event that one of the nearby COMAH sites raises an alarm.

Food Stalls/Bake Sales Guidance

Following a review, our guidance for staff and students providing food for sale or free at an event was updated and improved to provide more robust advice around allergens, storage of food and food safety in general. An example risk assessment template was also attached to ensure organisers complete this in relation to their specific event.

Children on Campus Guidance

There have been changes applied to the Children on Campus Guidance. Following several Health and Safety concerns being raised relating to very young children attending campus outside of teaching hours, the guidance was adjusted to reflect that children are not permitted to have access to any location under the control of the University outside of our standard opening hours (8am – 9pm) without prior approval.

Future Priorities

Future priorities include the provision of revised Leadership and Management of Health and Safety in Higher Education Institutions documentation for employees at all levels of the organisation and the development of a Smoking and Vaping Policy to replace the existing No Smoking Policy.

All Health and Safety policies were reviewed for suitability of implementation as part of a TU London Policy review and as part of regular documentation reviews; several Health and Safety policies, procedures and guidance documents received minor amendments to reflect changes in legislative requirements and organisational structure.

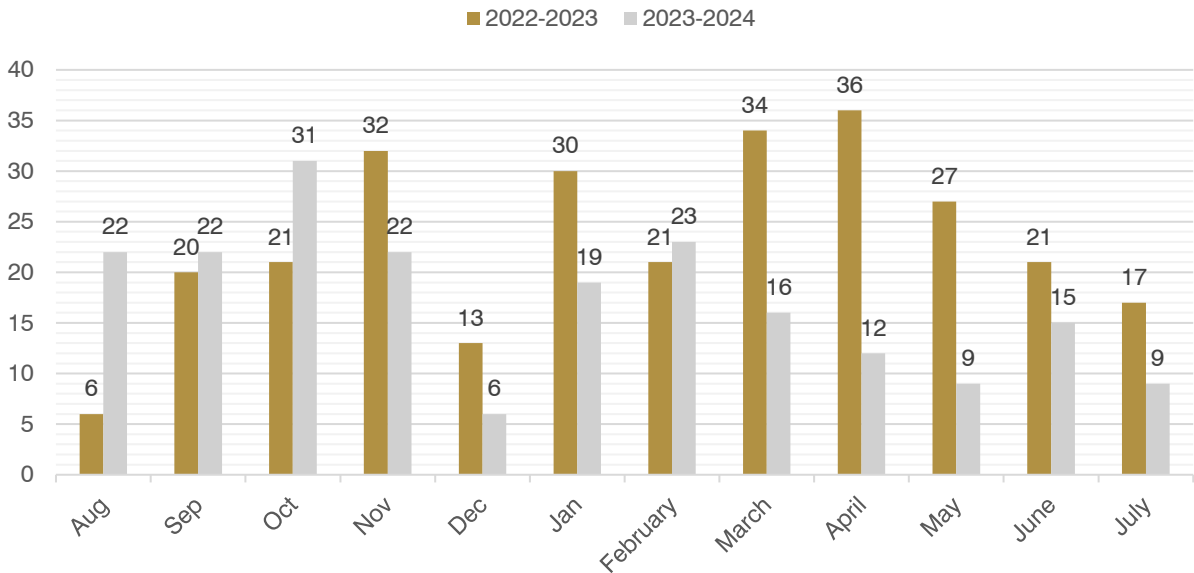
Summary

This report highlights the extensive work undertaken by the Health and Safety and Occupational Health teams during a period of significant development. The development of exciting wellbeing initiatives and substantial work to ensure legislative compliance is helping to maintain and improve the University’s excellent Health and Safety standards and wellbeing support for staff.

APPENDIX 1
OCCUPATIONAL HEALTH REFERRALS

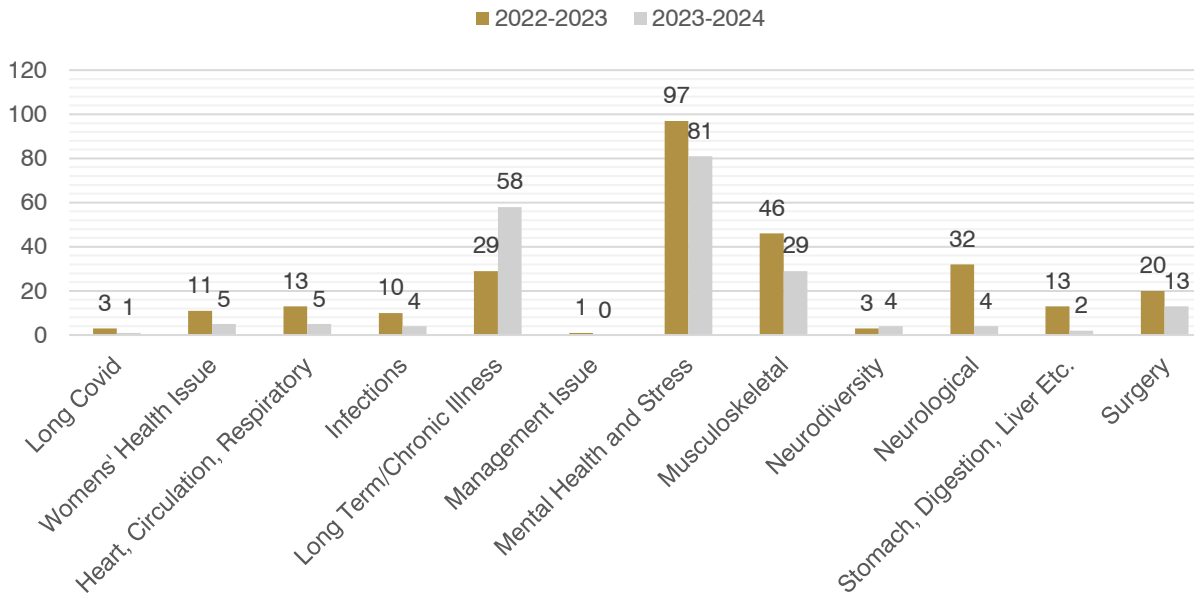
Appendix 1a

Referrals by Month/Year



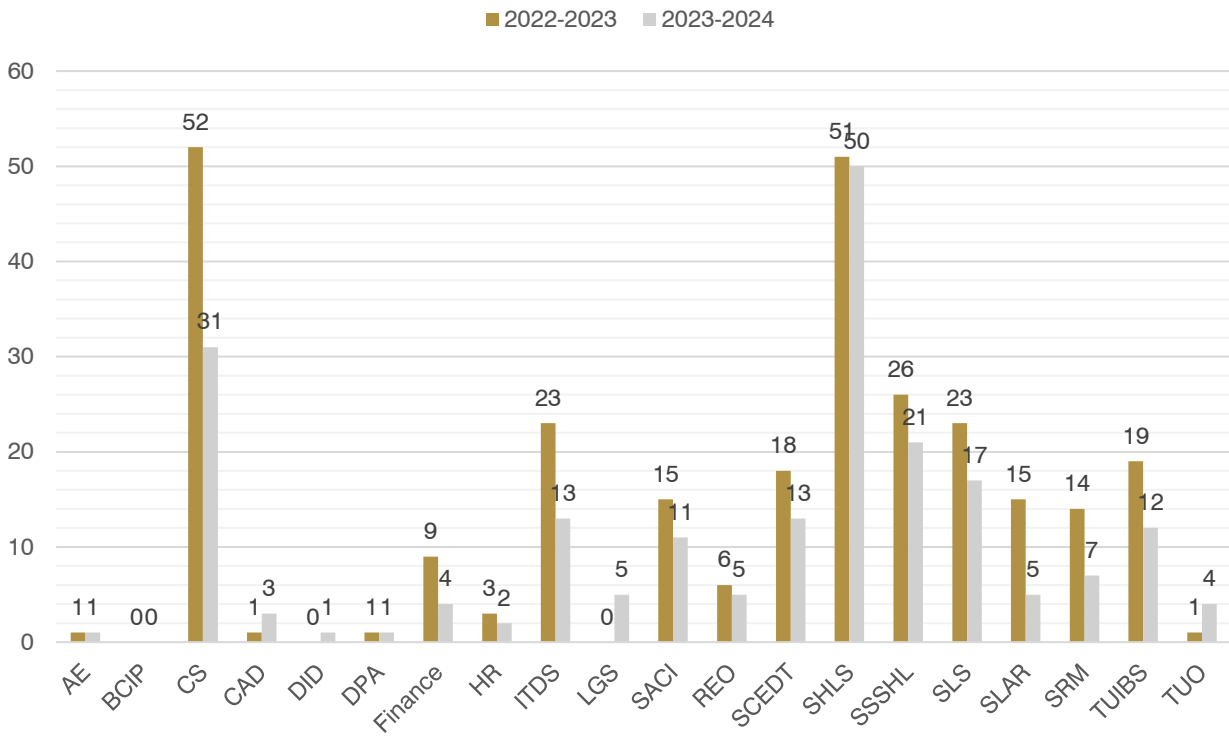
Appendix 1b

Medical Reasons for Referral



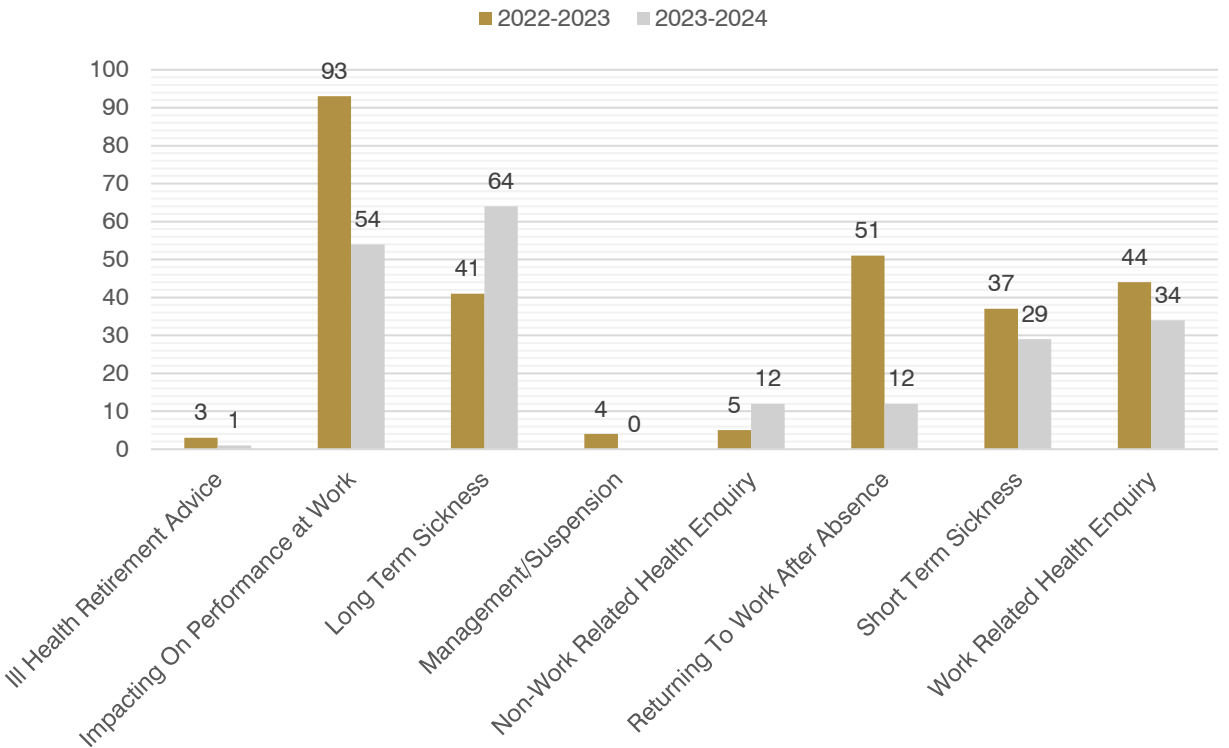
Appendix 1c

Referrals by Area



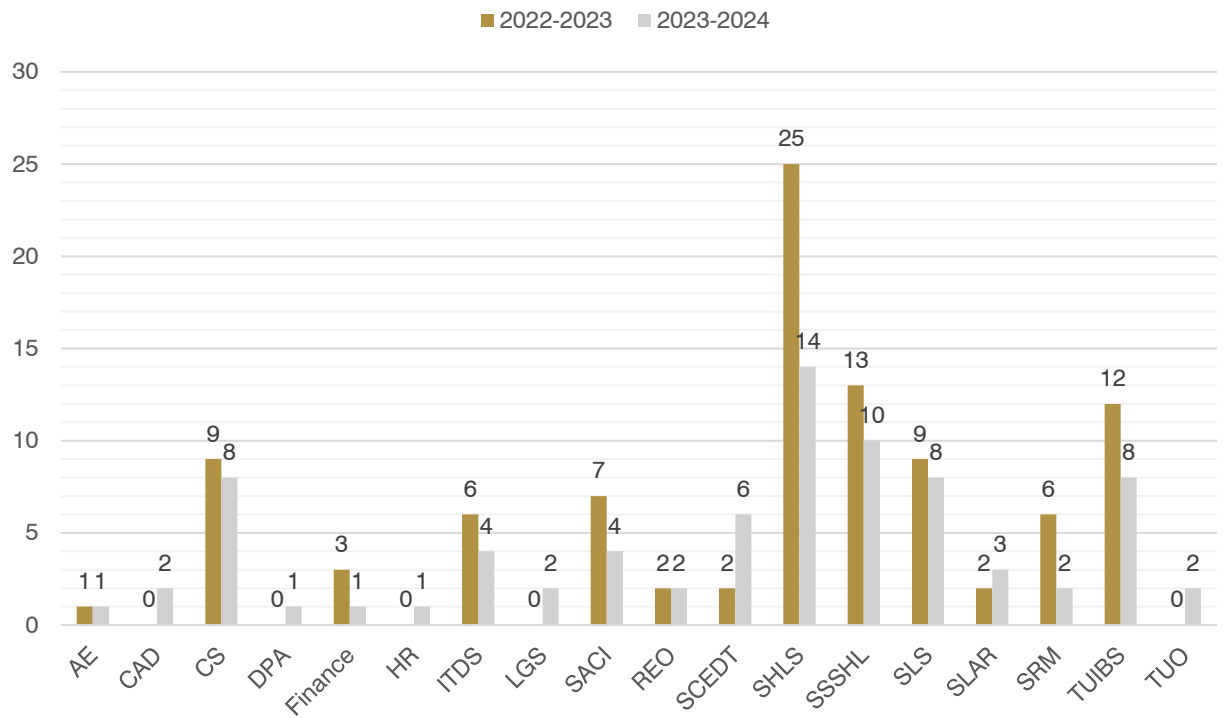
Appendix 1d

Reason for Referral



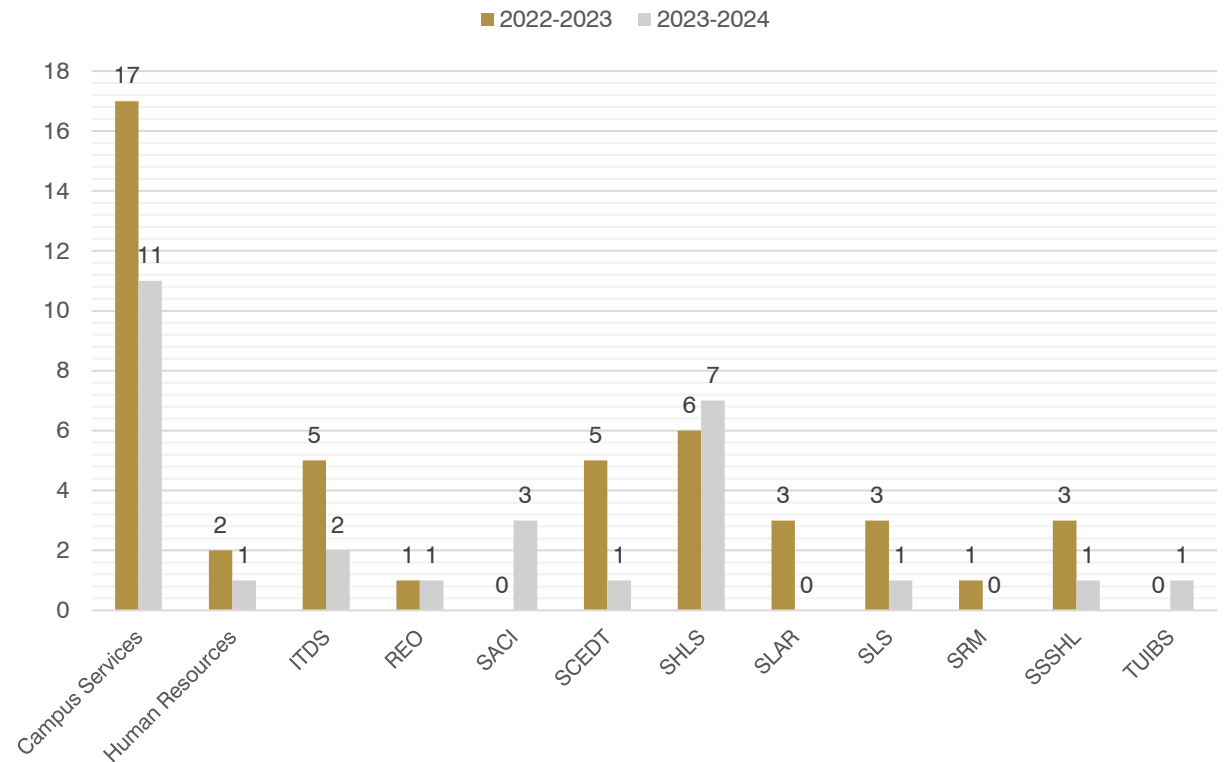
Appendix 1e

Mental Health Referrals



Appendix 1f

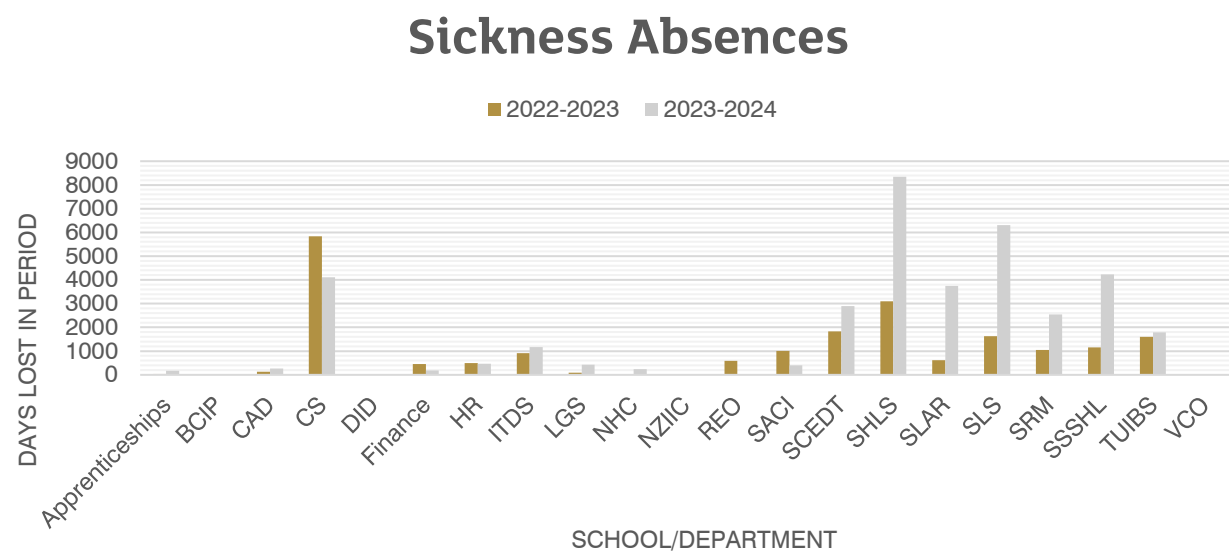
Musculoskeletal Referrals



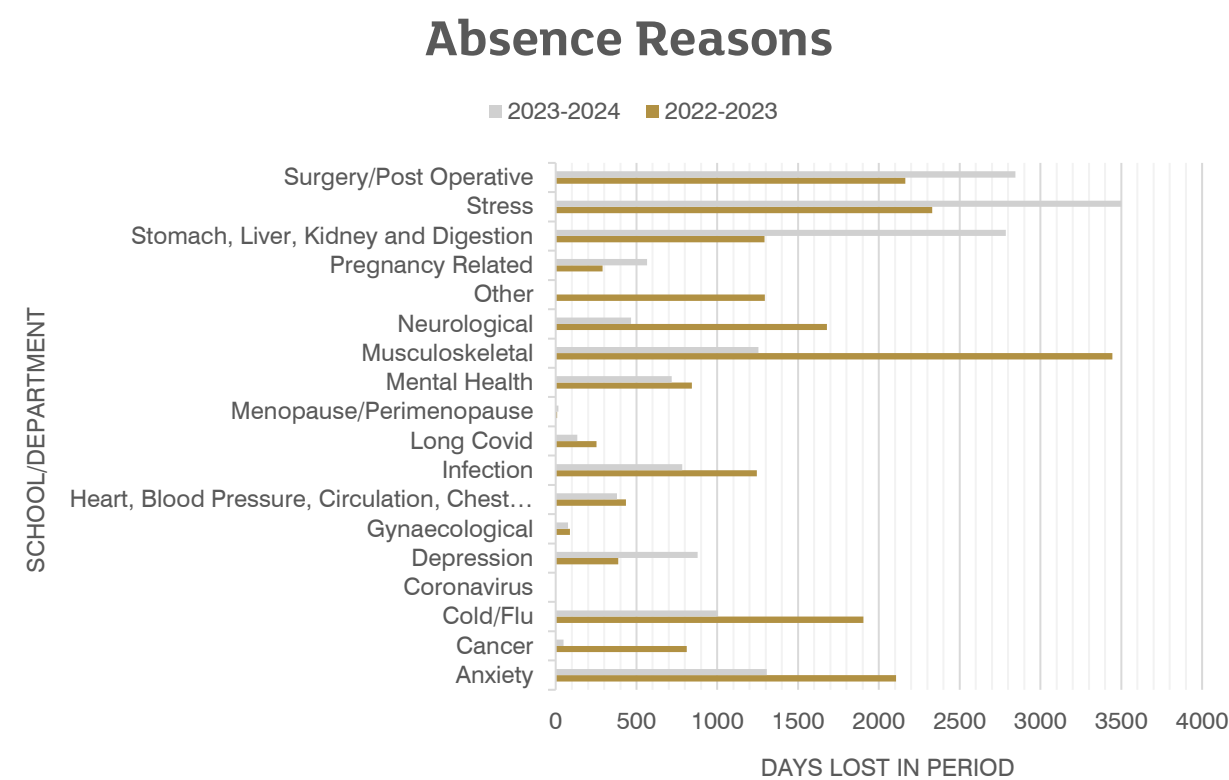
APPENDIX 2

SICKNESS ABSENCE STATISTICS

Appendix 2a



Appendix 2b



APPENDIX 3

ACCIDENT STATISTICS

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	Students	Staff	Contractors/Visitors	Totals
Fatality				0
Fire				0
Minor Injury	9	24	2	35
Non-Employee Hospital Treatment				0
Other Dangerous Occurrence				0
Other Injury (7+ Days Off)		3		3
Reportable Dangerous Occurrence				0
Staff Major Injury or Condition		1		1
Total Reportable Injuries		4		4
Total Accidents Involving Injury	9	28	2	39
Number of Persons at Risk	18792	2592		21384
Reportable per 1000	0.00	1.54		0.19
Total per 1000	0.48	10.80		1.82

Alliance University benchmarking comparison 2022/23

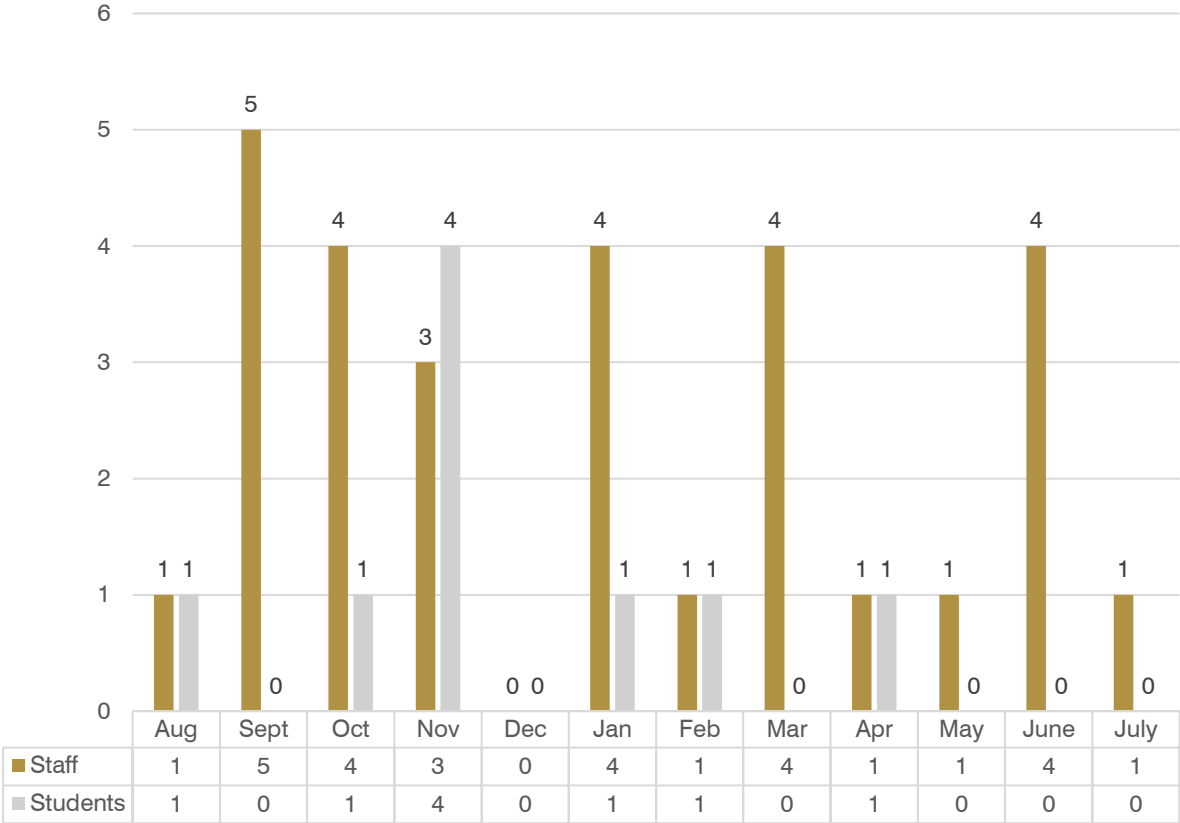
Teesside University is a member of the University Alliance. The table below provides an accident comparison between Teesside University and other Alliance Universities for the 2022/23 reporting period. Data for 2023/24 is expected to be available from February 2025.

Accidents Involving Injury	Teesside University Staff	Alliance University Staff Average	Teesside University Students	Alliance University Student Average
Minor injury	19	49.4	16	49.2
RIDDOR reportable Injuries	1	2.2	3	1.4
Total accidents involving injury	20	51.6	19	50.6
Number of persons at risk	2443	4092	13843	29620
Reportable injuries per 1000	0.41	0.53	0.22	0.04
Total injuries per 1000	8.19	12.6	1.37	1.71

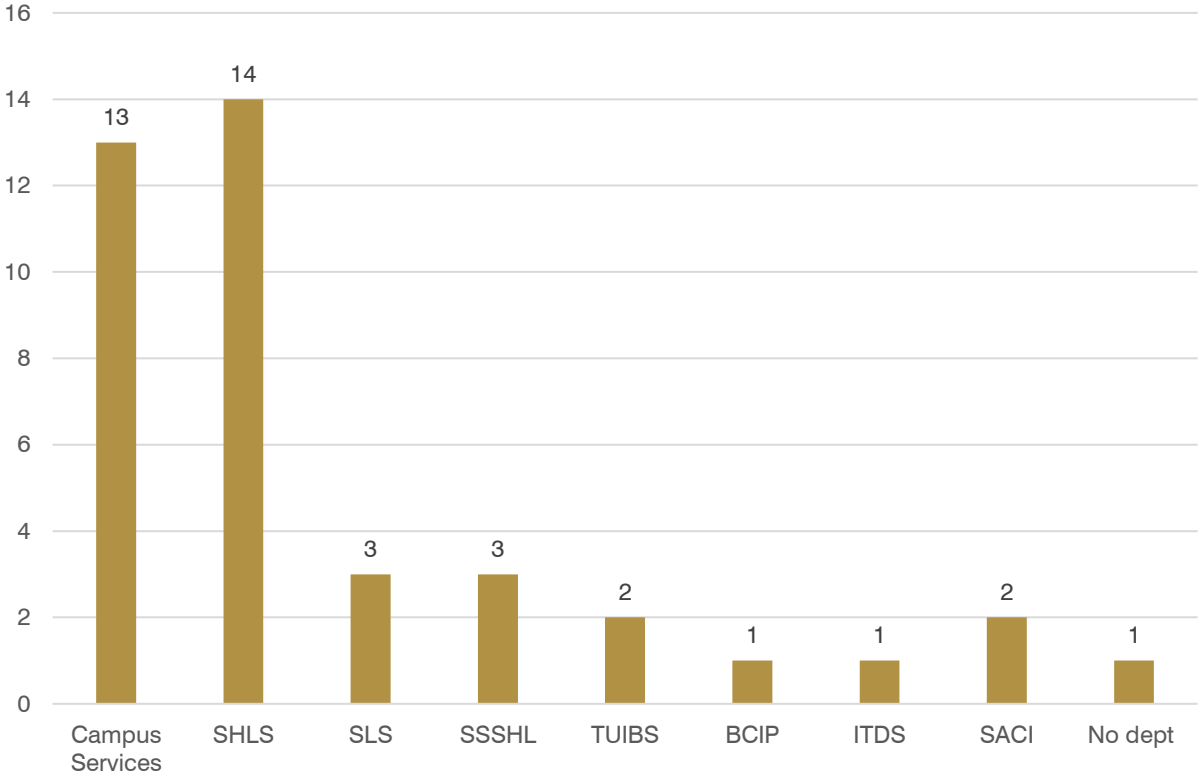
All Accidents Analysis

		Number At Risk	Fall On Level	Fall On Stairs	Handling	Handling Glass/Sharps	Harmful Substance Release	Hot/Cold Contact	Other	Striking Against Object	Struck By Object	Total
Academic & Related	1076			3	1			2			2	8
Administrative	943		2	1		1						4
Caretaking	18		1									1
Cleaning/Domestic	135		1	1			1			1		4
Grounds/Gardening	6				1							1
Other Staff	156		1									1
Security	22				1							1
Technician	201				2	2			1	3		8
Undergraduate	9937		1	1	1	3			1	2		9
Visitors	0							1		1		2
Total			6	6	6	6	1	3	2	7	2	39
% for each cause			15%	15%	15%	15%	3%	8%	5%	18%	5%	

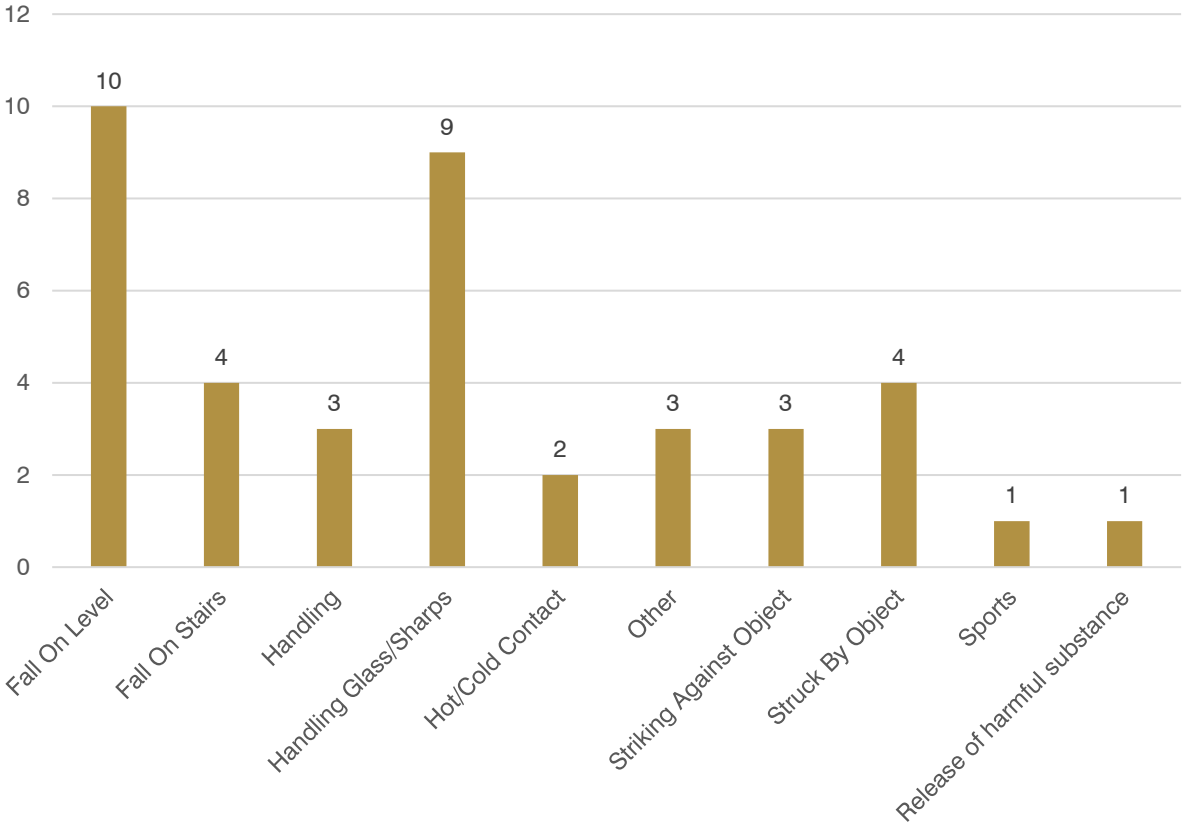
Staff and Student Accidents



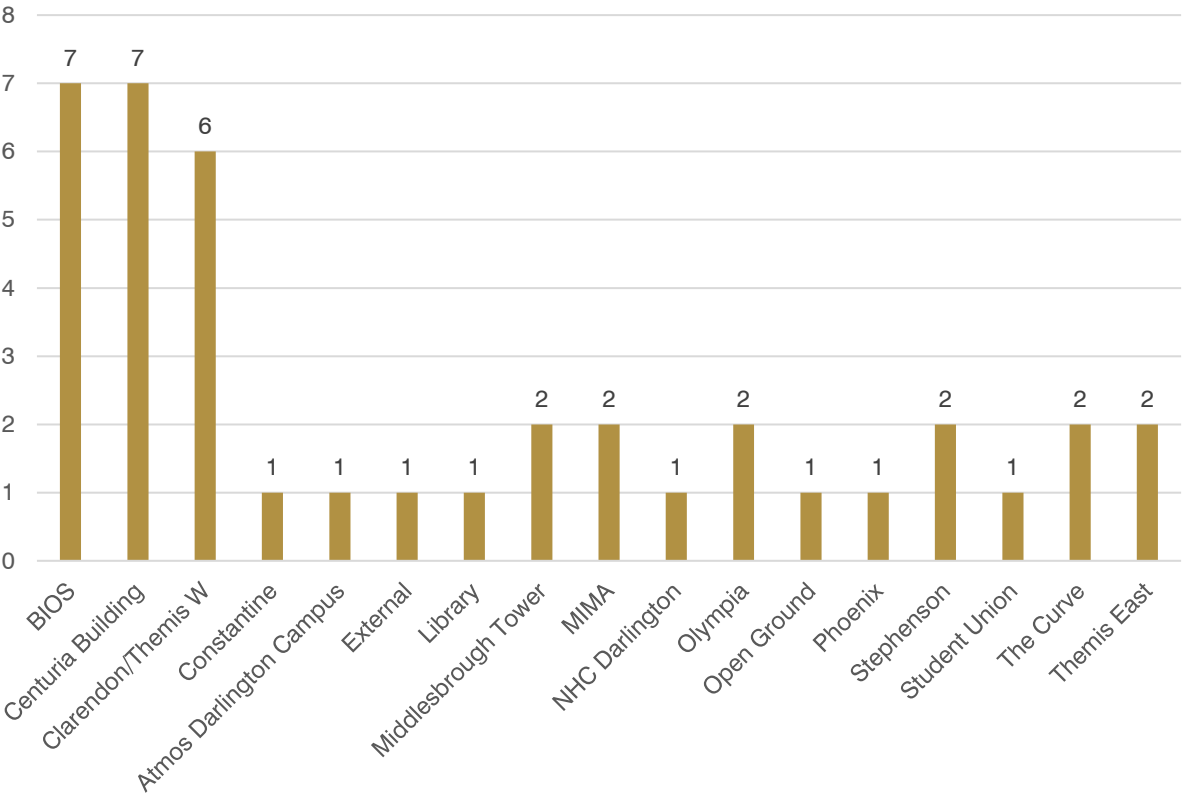
Accidents by School/Department



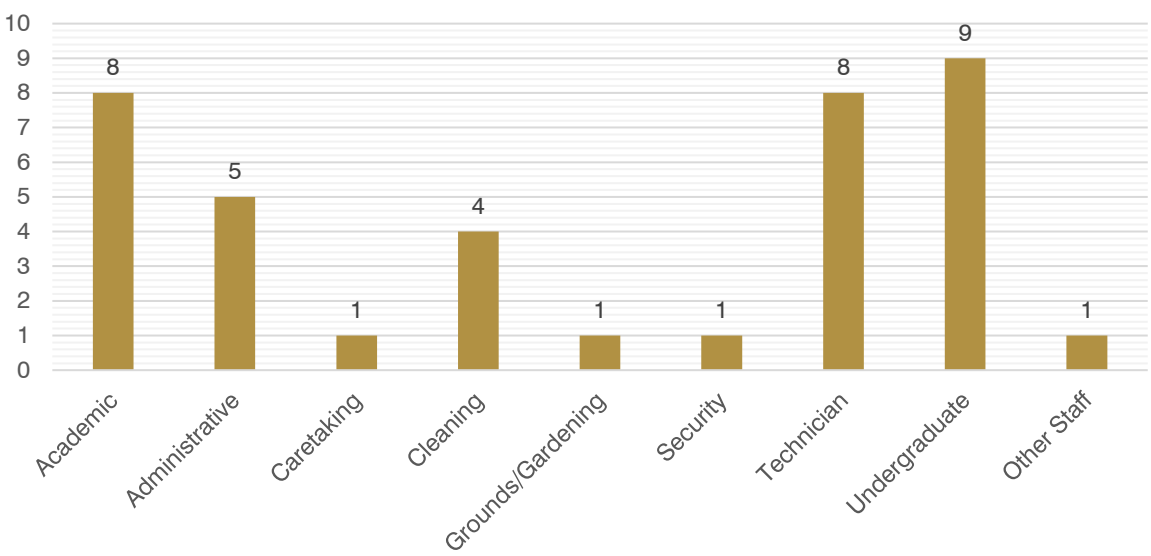
Accidents by Cause



Accidents by Location



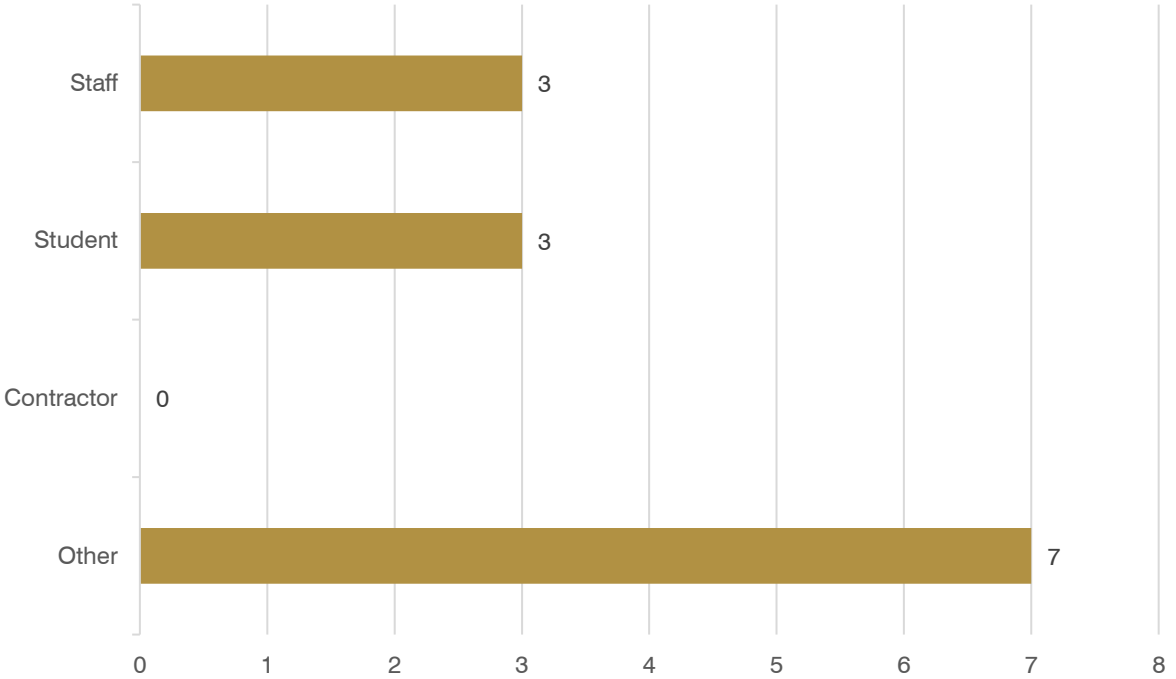
Accidents By Staff/Student Category



Near Misses

A near miss is defined by the HSE as any event that does not lead to harm but does have the potential to cause illness or injury. The ‘other’ category in the graph below relates to events which are not attributable to a person category, for instance, “light fitting hanging down” – this could have affected any category of person, had it fallen.

Near Misses



APPENDIX 4

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 2 fire incidents, 1 was a Minor Fire and 1 was a Near Miss Fire Incident. The locations of these are shown below.



Fire Details

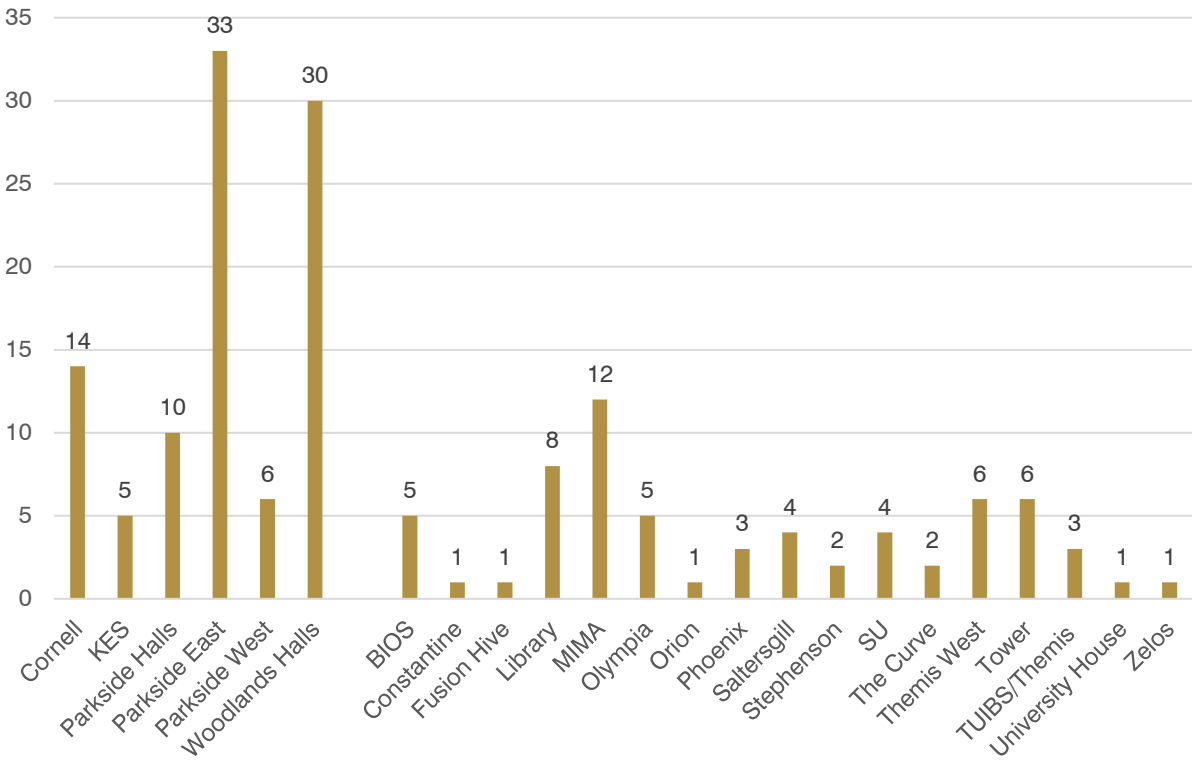
Fire 1 – On 12 October a small fire was noted on CCTV outside the Library/SU.

Actions – A security officer extinguished the fire and the youths who had attempted to create the fire were escorted off campus.

Near Miss Fire 1 – On 30 November in a staff area of Themis West, an alarm activation occurred and the building was evacuated. Upon investigation it was noted that a birthday cake with recently extinguished candles was located on a desk in the area of the detector and there was a smell of smoke; as an activation had occurred, there were no staff members present when the security team arrived.

Actions – The School Manager was asked to remind all staff in Themis of the University Fire Policy which prohibits the use of naked flames and/or candles, and to ask the staff members responsible to attend Health and Safety training.

Locations of Fire Alarm Activations



During the reporting period there were 66 fire alarm activations in teaching and office spaces, which is an increase of 17 activations compared with the same period last year. There were 98 in student residential accommodation which is an increase of 15 activations compared with the same period last year.

It was noted however, that the number of activations created by contractors working in various teaching buildings and accommodation was higher than usual and accounted for 19 and 18 of the above activations respectively, which was an increase of 6 for teaching and office spaces and 15 for student accommodation compared with the last reporting period. Excluding these figures, there would be an increase of 11 activations for teaching and office spaces and no increase for student accommodation.

Fire Drill Report 2023

Teaching and Office Accommodation

As required by The Regulatory Reform (Fire Safety) Order 2005, the above fire evacuation drills were undertaken and recorded. 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	Date and Time	Evacuation Time
Athena Building	16/10/23 11:40am	4 Minutes 2 seconds
BIOS	29/11/23 10:10am	2 minutes 56 seconds
Buttery	16/10/23 10:15am	2 minutes 10 seconds
Centuria Building	17/10/23 9:50am	3 minutes 56 seconds
Clarendon Building	14/12/23 9:54am	3 minutes 17 seconds
Constantine Building	16/10/23 3:40pm	4 minutes 33 seconds
Cook Building	17/10/23 10:57am	3 minutes 26 seconds
Darlington Campus	1/11/23 11:15am	4 minutes 20 seconds
Education House	17/10/23 10:50am	17 seconds
Europa (OLTC)	16/10/23 12:58pm	4 minutes 11 seconds
Europa (IT & CfE)	Included above	Included above
Foster Building	16/10/23 10:40am	1 minute 30 seconds
Fusion Hive	1/11/23 10:10am	3 minutes 37 seconds
Greig Building	16/10/23 11:53am	3 minutes 21 seconds
Library	31/10/23 9:25am	4 minutes 37 seconds
Mercuria Building	16/10/23 9:20am	1 minute 29 seconds
Middlesbrough Tower	16/10/23 8:55am	4 minutes 25 seconds
MIMA	17/10/23 11:22am	3 minutes 46 seconds
National Horizons Centre	1/11/23 10:55am	3 minutes 23 seconds
NZLIC	1/11/23 9:40am	1 minute 5 seconds
Olympia Building	17/10/23 9:05am	4 minutes 25 seconds
Orion Building	16/10/23 11:05am	3 minutes 24 seconds
Parkside West Offices	17/10/23 10:30am	4 minutes 29 seconds
Phoenix Building	16/10/23 10:53am	2 minutes 42 seconds
Stephenson Building	16/10/23 1:52pm	3 minutes 34 seconds
Student Life Building	16/10/23 3:20pm	2 minutes 42 seconds
Students' Union Building	27/10/23 4:00pm	2 minutes 41 seconds
The Curve	19/10/23 9:03am	3 minutes 9 seconds
The Printworks	17/10/23 10:57am	2 minutes 58 seconds
TUIBS	16/10/23 3:02pm	3 minutes 03 seconds
University House	16/10/23 9:30am	1 minute 20 seconds
Victoria Building	16/10/23 9:10am	1 minute 42 seconds
Visitors Centre	16/10/23 10:10am	13 seconds
Waterhouse Building	16/10/23 1:35pm	1 minute 58 seconds
Zelos Building	16/10/23 10:27am	1 minute

Student Residential Accommodation

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

Building	Date and Time	Evacuation Time
Cornell Quarter	28/09/23 9:00am	7 minutes 25 seconds
King Edwards Square	31/10/23 8:43am	6 minutes 32 seconds
Parkside Halls of Residence	25/10/23 8:34am	7 minutes 56 seconds
Parkside House 1	27/10/23 8:28am	3 minutes 07 seconds
Parkside House 2	27/10/23 8:28am	4 minutes 57 seconds
Parkside House 3	27/10/23 8:38am	4 minutes 30 seconds
Parkside House 4	27/10/23 8:38am	5 minutes 51 seconds
Parkside House 5	27/10/23 8:52am	4 minutes 56 seconds
Parkside House 6	27/10/23 8:52am	3 minutes 10 seconds
Parkside House 7	27/10/23 9:03am	3 minutes 54 seconds
Parkside House 8	27/10/23 9:03am	5 minutes 03 seconds
Parkside House 9	27/10/23 8:21am	2 minutes 54 seconds
Parkside House 10	27/10/23 8:21am	4 minutes 43 seconds
Parkside House 11	27/10/23 8:34am	1 minute 40 seconds
Parkside House 12	27/10/23 8:34am	2 minute 43 seconds
Parkside House 13	27/10/23 8:46am	4 minutes 17 seconds
Parkside House 14	27/10/23 8:46am	40 seconds
Parkside House 15	27/10/23 8:59am	2 minutes 19 seconds
Parkside House 16	27/10/23 8:59am	1 minutes 34 seconds
Parkside House 17	25/10/23 8:46am	3 minutes 7 seconds
Parkside House 18	25/10/23 8:47am	3 minutes 27 seconds
Parkside House 19	25/10/23 8:52am	3 minutes 4 seconds
Parkside House 20	25/10/23 8:57am	1 minute 5 seconds
Parkside House 21	25/10/23 8:57am	1 minute 56 seconds
Parkside House 22	25/10/23 8:57am	2 minutes 53 seconds
Parkside Flat 23	25/10/23 9:04am	8 minutes 3 seconds
Parkside House 24	25/10/23 9:38am	3 minutes
Parkside House 25	25/10/23 8:38am	2 minutes 32 seconds
Parkside House 26	25/10/23 9:33am	3 minutes 18 seconds
Parkside House 27	25/10/23 9:33am	3 minutes 8 seconds
Parkside House 28	25/10/23 9:28am	3 minutes 12 seconds
Parkside House 29	25/10/23 9:27am	1 minute 58 seconds
Parkside Flat 30	25/10/23 9:16am	6 minutes 56 seconds
Woodlands Hall Block 1	30/10/23 8:50am	2 minutes 44 seconds
Woodlands Hall Block 2	24/10/23 8:20am	3 minutes 6 seconds
Woodlands Hall Block 3	24/10/23 8:30am	4 minutes 24 seconds
Woodlands Hall Block 4	24/10/23 8:35am	4 minutes 47 seconds
Woodlands Hall Block 5	30/10/23 8:54am	4 minutes 02 seconds
Woodlands Hall Block 6	30/10/23 9:01am	3 minutes 49 seconds
Woodlands Hall Block 7	30/10/23 9:06am	3 minutes 56 seconds

Disclaimer

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This publication is available in alternative formats on request.

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