

HEALTH, SAFETY AND WELLBEING



ANNUAL REPORT
2024/2025

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Introduction

I am delighted to present the annual Health, Safety and Wellbeing Report for 2024/2025. The reporting period for this report is 1 August 2024 – 31 July 2025.

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 have once again retained the Better Health at Work (Maintaining Excellence) award, following the annual external accreditation. 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 2024/2025 Health and Wellbeing Action Plan which focussed on improved mental health and wellbeing and raising awareness around neurodiversity at Teesside University. This included sessions delivered to support Neurodiversity Awareness Week and University Mental Health Day. As part of our ongoing commitment to ensuring colleagues receive the best support available, we have trained an additional 30 Mental Health First Aiders as part of this initiative.

Following a comprehensive review of the University's Health and Safety provision, we have strengthened the Executive oversight of this important function with the creation of a new Health and Safety Board, updated our leadership standards relating to health and safety and enhanced the University's health and safety inductions.

The Health and Safety Management Profile (HASMAP) audits are a valuable tool helping 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.

The Health and Safety team play 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.

We continue to address key themes for development, 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 2024/2025

Key achievements delivered between 01/08/2024 and 31/07/2025 include:

- > Retention of the Better Health at Work Award (Maintaining Excellence).

 - > Completion of the 2024-2025 Health and Wellbeing action plan with a focus on improved mental health and wellbeing and raising neurodiversity awareness among the top priorities.

 - > An enhanced Health and Safety reporting structure was introduced to further strengthen Executive oversight of this important function and ensure effective local engagement in health and safety across all Schools. The new Health and Safety Board has representation at senior level from all Departments and Schools and is helping to embed a stronger health and safety culture.

 - > To further raise the organisation's Health and Safety profile, the health and safety team have introduced enhanced health and safety inductions, and the delivery of lessons learned briefings with relevant staff following all incidents and near misses.

 - > The Health and Safety team have played a key role in supporting the Estates development plan, which has included the completion of the new Digital Life Building. The University's Project Management Team and appointed contractors continue to achieve high Health and Safety standards, whilst meeting the needs of the University community and our Corporate Strategy.
- > Along with a refresh and update of all training modules, a new module has been introduced to provide training on the Provision and Use of Work Equipment (PUWER) which is aimed at all staff responsible for ensuring the safety of work equipment.

 - > 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 2025 remains on track. The 2026 audit schedule is now under development.

 - > Policy and documentation developments included a new Smoking and Vaping Policy and a significant upgrade to the University's standards on Leadership and Management of Health and Safety. This guidance document details the specific leadership and management responsibilities for health and safety at all levels.

OCCUPATIONAL HEALTH AND WELLBEING REPORT

Introduction

The aim of the Occupational Health and Wellbeing Annual Report is to provide the University with an overview of Occupational Health activity during the period between 1 August 2024 and 31 July 2025.

This report provides information on the total number of referrals to Occupational Health within the reporting period, including details on referrals recorded by school/department, job role, referral type, the referral reason and medical reason for referral.

Also included in the report is an update on other Occupational Health activity, wellbeing initiatives and events undertaken throughout the reporting period by the wider Occupational Health and Health & Safety team to continue to promote staff wellbeing.

Appointments are offered both face-to-face and via Teams to help assist especially staff who are absent from work and ensure a swifter service. In-person appointments are often preferred by those who are at work but in areas where access to a private space is not always available.

Other data reviewed is largely consistent with the 2023-2024 reporting period and further details are provided in appendix 1a) of this report.

Medical reasons for referral

Overall, mental health and stress-related conditions continue to be the main reasons for referral. This is common across all Occupational Health services. Mental health and stress remain the most common reasons for referral/absence from work nationally.

However, referrals to Occupational Health for mental health and stress related difficulties have reduced compared to the same period in 2023-2024. This improvement is attributed to several factors including the work Occupational Health has undertaken with managers, HR, and employees directly and several wellbeing initiatives aimed at supporting staff experiencing these difficulties and their managers.

Since the appointment of the new full time Occupational Health Advisor who took up the position in March 2025, the referrals and appointments carried out, where employees attributed changes to staffing and increased workload due to departmental changes, have reduced. Most of the referral appointments from this point were for other ongoing health needs for example being diagnosed in adulthood as being Neurodivergent. It was also observed that there has been an impact on parents going through the Autism/ADHD assessment process with their children and the long wait for assessments to be accessed and advice around 'right to choose' pathways was provided in these instances.

Musculoskeletal health conditions have seen a small reduction but remain one of the main reasons for absence. This is again in keeping with national statistics for other organisations. Staff who were very active in high impact sport when they were younger may be impacted by old injuries which have resulted in degenerative changes as there are a significant number of staff who have had an arthritis related diagnosis. This can also be partly attributed to staff remaining with the university for many years which over time results in an aging workforce whilst there is still a requirement for manual tasks to be undertaken.

Occupational Health referrals

During the reporting period, there have been 158 referrals made to Occupational Health compared to 206 referrals in the 2023-2024 reporting period. In addition, requests for Occupational Health advice and support were made from managers, HR or employees directly without a formal Occupational Health referral being submitted. Some of these requests were managed by the Occupational Health Adviser directly, such as health-related queries and where, on occasions, it was deemed appropriate, a formal referral was requested. The remainder were management issues and colleagues were advised on the appropriate policies and procedures that could help support them with their enquiries.

There was a total of 2,054 episodes of sickness absence in the reporting period compared to 2,278 in the reporting period between August 2023 and July 2024.

The majority of those referred were seen by the Occupational Health Adviser during this period. However, some individuals left employment before the appointment took place but are included in the report as the triage process was undertaken and an appointment was allocated. Others were too ill to attend at the time of the referral which resulted in the appointment being rescheduled to later in the year. There were nine employees who did not attend (DNA) scheduled appointments and cases were followed up with support from the relevant line managers.



Mental health and stress-related conditions and musculoskeletal problems were two specific areas that staff, who responded to a recent pulse survey, identified as a priority for raising awareness. This work will continue to be supported by the Health & Wellbeing Action Plan 2025-2026.

Further details are provided in appendix 1b) of this report.

Referrals by area

There has been a reduction in referrals from all Schools. This is positive progress and is due to a more effective management of sickness absence in these areas over the last year.

Referrals from the central service departments have mainly remained at a similar level to 23/24. However, there has been an increase in referrals for Student and Library Services (SLS). This area is currently undergoing major changes to roles and working practices, which can be unsettling for staff with health needs, and this may have contributed to some of the increase in referral health issues. This is being addressed as part of the implementation of the changes in SLS.

The higher number of referrals in Campus Services is due to the age profile and volume of the workforce in this area when compared to other departments. Roles in this function are often very physically demanding, and this is likely to be a contributory factor. However, encouragingly, the number of referrals from this area has reduced from the 2023-2024 reporting period.

The School of Health and Life Sciences continues to be the School that makes the most referrals to Occupational Health to provide access to appropriate support for their staff. This primarily reflects the significantly higher volume of staff in this area.

There has been a noticeable increase in sickness absences from Student Learning & Academic Registry (SLAR). This increase is due to some unavoidable extended periods of sickness during the year and the individuals are now back at work.

Campus Services remains the area most affected by sickness absence. However, it is encouraging to see the reduction in sickness absence compared to 23/24. This department has the most manual workers, which accounts for a significant number of musculoskeletal referrals. It is also an aging workforce, where having a disability, and/or long-term health condition, is more likely to result in absence as there is very limited capacity for workplace adjustment in this specific working area.

Further details are provided in appendix 1c).

Workplace reasons for referral

The information for the reporting period confirms that staff are being referred for advice relating to health issues that have the potential to impact on performance at work or other non-work-related health enquiries with a view to supporting the individual to remain well and continue to attend work. The availability of hybrid working has reduced travel and fatigue and supports staff to be able to work in a quieter environment without as much disruption. This can also be useful in support employees back to work earlier than may have been possible in the past.

Hybrid working has also helped to reduce short term sickness absence as it gives individuals the flexibility to work from home at short notice if a long-term condition flares up. They may not be well enough to work on campus, but they may be sufficiently well enough to work from home. Hybrid working is not always possible, but it has been very useful in supporting staff back to work. Training opportunities for managers have also helped to reinforce the importance of initiating support at an early stage which could prevent rapid deterioration in an employee's health.

The training of an additional 30 mental health first aiders undertaken in May 2025 will benefit individual employees but will also offer a level of resilience to the whole university community and further mental health first aid training opportunities will be provided during 2025-26.

Mechanisms for ongoing psychological health and physical health support feature in the Health and Wellbeing Action Plan that has been updated for 2025-2026.

Occupational Health Key Performance Indicators

The Occupational Health team applied the following key performance indicators in 2024/2025.

MANAGEMENT REFERRALS: 158	KEY PERFORMANCE INDICATOR	COMPLIANCE %
Referral Form Processed & Appointment Sent Out	5 Working Days	56
First Appointment Offered	10 Working Days	62
Report to Referring Manager	3 Working Days	74
DNA Notification to Referring Manager (If Applicable)	1 Working Day	78

Following the departure of the previous Occupational Health Adviser in July 2024, the service was covered by an external provider for 3 days a week for a period of 9 months until the current Occupational Health Adviser joined the University. Due to the reduction in clinician hours, it was not possible to consistently meet the KPI's which had been set against full time clinical hours. Good progress has been made to address this, and all the above are expected to be back to the usual high levels of compliance by the end of December 2025.



OCCUPATIONAL HEALTH AND WELLBEING INITIATIVES



Wellbeing Initiatives

Following the latest review in February 2025, the University has retained the Better Health at Work Award (Maintaining Excellence). Maintaining Excellence, the highest level of the award, has been achieved for several years and is testament to the importance placed by the University on supporting staff wellbeing in the workplace.

The award recognises the University's strategic approach to supporting staff health and wellbeing and the importance of staff engagement with the health and wellbeing initiatives. A range of events and initiatives have taken place over the reporting period:

- > During the past 12 months, the University has delivered wellbeing initiatives which were identified with input from University staff through a themed pulse survey and included in the Health & Wellbeing Action Plan 2024-2025.
- > There were several successful campaigns delivered including Suptober (smoking cessation), Move More in May and Neurodiversity Awareness Week amongst others.
- > Opportunities to provide regular support on healthy lifestyle, self-care and awareness of psychological health issues that may be impacting on staff both in and outside the workplace also present themselves during the management referral consultation. This advice has been well received and has had a positive impact, as evidenced by feedback from staff through a recent staff survey and verbal feedback throughout the year. Any interaction formal or informal is used as an opportunity to encourage staff to be aware of best practice in managing their health.

- > The Occupational Health Advisor and the Employee Engagement Advisor continue to work together to raise awareness of the health and wellbeing activities. This has included the delivery of awareness sessions on all the benefits available to staff, many of which can help staff to manage their finances. There has been introductory work undertaken between the Occupational Health Advisor and the Schools to promote the wellbeing support services available within the University with further work planned for the next academic year.

- > The Health & Wellbeing Action Plan for 2025-2026 has been developed to align with national campaigns and initiatives. It was also informed by the results of the staff pulse survey conducted in July 2025.

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.

The Health and Wellbeing Action Plan for 2024/2025 identified 4 areas of focus. Mental Wellbeing, Embracing Neurodiversity, Physical Wellbeing and Healthy Lifestyle. Dates to deliver activities and provide access to appropriate resources were linked to national campaigns.

A summary list of activities for each area is provided below:

Mental Wellbeing

- > World Suicide Prevention Day – 10th Sep 2024
- > Stress Awareness Day – 1st Nov 2024
- > Brew Monday – 3rd Jan 2025
- > University Mental Health Day – Mar 2025

Embracing Neurodiversity

- > ADHD Awareness Month – Oct 2024
- > Neurodiversity Celebration Week – Mar 2025
- > World Autism Day – 3rd Apr 2025
- > Learning Disability Week – Jun 2025

Physical Wellbeing

- > Step into Christmas – Dec 2024
- > International Mind, Body and Wellness Day (alongside Brew Monday) 3rd Jan 2025
- > World Day of Physical Activity – 6th Apr 2025
- > Move More in May – May 2025

Healthy Lifestyle

- > Menopause Day – 18th Oct 2024
- > Flu Awareness Campaign – Sep 2024 – Jan 2025
- > Movember – Men's Health Month – Nov 2024
- > World Cancer Day – 4th Feb 2025

Employee Assistance Programme (EAP) - Care First

All University staff have access to a self-referral **Employee Assistance Programme** (via Care First). This service provides confidential support for employees experiencing health issues and it also provides a counselling service via telephone or Teams for staff experiencing psychological and emotional health difficulties. Contact with the service is not restricted to workplace issues.

Feedback from colleagues utilising the service is very positive and the contract for this provision was recently extended until August 2027.

Managers and colleagues regularly signpost this service to their teams and the University's Occupational Health Unity page includes full information on the support available.

Care First also deliver regular webinars on how they can support staff with a variety of issues which may impact on their health including information on benefits and other financial support that may be available for those experiencing difficulties and support with bereavement.

Mental Health Charter Award

The University has renewed its commitment to the Mental Health Charter Award. The University Mental Health Charter (UMHC) programme is a community of institutions committed to embedding a whole-university approach to mental health and wellbeing.

The University Mental Health Charter Award is a nationally recognised accreditation in the UK, developed by Student Minds, the UK's student mental health charity. It recognises universities that demonstrate a strong, evidence-based commitment to improving mental health and wellbeing across their entire institution and encourages a whole-university approach to mental health. This means embedding mental health and wellbeing into every aspect of university life from leadership and governance to teaching, support services, and campus culture. Gaining this award is a statement of the University's commitment to improving and developing our practice in mental health support for both staff and students.

Future Wellbeing Priorities

Building on the success in 23/24, the University will continue to support the wellbeing of all staff through the following developments:

- > A University Health and Wellbeing strategy will inform priorities and identify areas to be included in the Health and Wellbeing Action Plan 2025/2026. The results of the recent pulse survey were very positive and as well as confirming the priorities identified and delivered in 24/25 remain relevant, also provided further feedback on possible areas of focus for 25/26.
- > Continued development of well-being activities delivered online and in person to both enhance the University's wellbeing culture and help retain the University's Better Health at Work (Maintaining Excellence) accreditation.
- > Review of the management referral process. Once this work has been completed a programme of education and training for managers will be provided at the earliest opportunity.
- > The use of reasonable adjustment passports will be further advertised and encouraged. It is an important tool that can be agreed between a manager and employee to benefit both parties. This can be completed without an occupational health referral being required in straightforward cases. Additional information will be developed to support managers and individuals appropriately in the workplace.
- > Occupational Health will continue to work collaboratively with key stakeholders on health and wellbeing topics ensuring our staff have appropriate information to assist them in remaining healthy which will have a positive effect on both work and non-work activities.

HEALTH AND SAFETY DEVELOPMENTS

Health and Safety Review

As the University Estate continues to grow and our teaching offer develops, it is essential to ensure that our Health and Safety arrangements remain effective. During the reporting period, a full review of our existing Health and Safety arrangements was undertaken 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
- > Support with our positive Health and Safety culture

The review identified several areas for development and the improvements delivered have included:

Revised Health and Safety Reporting Structure

The University has strengthened the Executive oversight of Health and Safety by replacing the Executive Health and Safety Group with the **Health and Safety Board** which is chaired by the Chief Operating Officer with a membership that includes the Executive HR Director and members of the University's Senior Management team from key areas of the University. The Board monitor the Health and Safety performance of the University support Health and Safety governance and drive the development of a high performing Health and Safety culture. The Board provide regular reports to the Audit Committee that include information on audits undertaken, training delivered, policy and other developments, accidents and near misses each reporting period.

To support the Health and Safety Board, the University also established a Health and Safety Operational Group. This Group reports directly to the Health and Safety Board and has operational representation from all areas of the University.

An Update to the Leadership and Management approach in line with USHA Management Review

A review of the Leadership and Management of Health and Safety in Higher Education Institutions Management Standard was undertaken and updated guidance has been disseminated to all areas and made available on the Health and Safety web page. The guidance is based on HSG65 that is endorsed by Universities UK and has been published jointly by USHA and UCEA. Further details are provided in the Policy Developments section of this report.

New Health and Safety Officer

A new Health and Safety Officer was appointed in November 2024, to provide additional support to the existing Health and Safety Team. The Health and Safety Officer is an operational role with a clear focus on supporting Health and Safety inspections and the delivery of Health and Safety training.

Centralised Risk Assessment Database

The Health and Safety team have designed an improved risk assessment database for sharing and storing risk assessments that will be used by all areas of the University. The risk assessment database is now in the final stages of testing and development.

Face-to-Face Induction Process

In September the Health and Safety team began delivering an improved face-to-face Health and Safety central induction process for all staff. This is delivered bi-weekly to all new staff starting at the University.

Lessons Learned Briefings

Lessons learned briefings with the staff in areas affected by significant accidents or near misses have been introduced to discuss the factors contributing towards these incidents, including what happened and how local operations have been changed to prevent future occurrences. These briefings provide staff with the opportunity to provide feedback on how practices could be improved moving forward.

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:

Digital Life Building

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

This project is now complete, and the Digital Life Building has already delivered several high-profile events including summer 2025 graduation ceremonies. The Health and Safety team were involved in the project from design stages to completion and overseeing any additional works, such as landscaping, associated with this project.

External Landscaping

Significant landscaping and groundworks have taken place on the former Middlesbrough Tower car-park space to create a designated bus-stop for the regular University bus service and a safe coach drop-off space for Campus visits from schools and colleagues. There are designated visitor car park spaces and additional disabled bays. This work has also created an open space between the Student Life Building, and Digital Life.

Containment Level 2 Laboratories

Work is underway in the Orion building and the ninth floor of the Middlesbrough Tower to refurbish laboratories for future research projects that require containment level 2 criteria. A Level 2 containment laboratory is a specialist facility designed for working with moderate-risk biological agents. These labs are crucial for teaching and research, particularly for analysing biological samples that pose a moderate hazard. They require specific safety measures, including restricted access, specialised training for personnel, and procedures for handling infectious materials.

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 now been completed on these works which includes the introduction of a new first floor event space overlooking central square and a garden pavilion learning space.

Net Zero Industry Innovation Centre (NZIIC)

Research projects at the NZIIC have generated some exciting developments including a collaboration with external partner Lithium Salvage who recycle Lithium-ion batteries containing the highly prized ‘rare earth’ metals and materials nickel, manganese, cobalt, lithium, copper and graphite.

A further development includes the siting of a carbon catcher. The carbon catcher is designed to capture carbon dioxide (CO₂) emissions from sources like power plants, factories directly from the atmosphere, then either store this underground or reuse it.

The structure itself is a 7-metre-high metal structure sat on a concrete slab.

This project will establish a collaborative state-of-the-art centre for Direct Air Carbon Capture (DACC) based at NZIIC that is dedicated to advancing the technology, materials, and implementation of atmospheric carbon removal solutions. This activity is very much in-line with the strategic goals of TVCA and the region’s Net Zero aspirations.

Initial health and safety advice has been provided by the Health and Safety Team and they will continue to ensure that all work on these exciting new developments will operate to the highest health and safety standards.

Advice and support were also provided to Campus Services Project Managers on several other development works including a replacement of the Campus Heart Living Wall, passenger lift upgrades and replacements in Themis, Athena building, the Orion building and the Students’ Union.

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.

University Events

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

- > Prospective student campus tours
- > Open Days
- > External Outreach Activities
- > Star Awards
- > Tees Valley Business Awards
- > Summer Send-Off
- > Graduation (Digital Life)
- > UCAS Fair
- > International Students Welcome Week
- > Say Yes to RESPECT Campaign
- > Business Summit
- > Pride Events
- > Stemfest Event at NHC

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%

The health and safety team also introduced a feedback form which is sent to staff who have engaged with the team for advice or support. Over 96% of the responses have indicated a maximum rating of 10 for a satisfactory interaction and the overall average rating is 9.91% satisfaction.



LEGAL COMPLIANCE

External Compliance Reviews

UMAL Audit

In September 2024, UMAL, the University's insurer, conducted comprehensive audits of the University's Health and Safety Risk Management and Property Risk Management. The reports concluded that *'The excellent standards of risk management for both Property and Health and Safety remain, with no major recommendations that require urgent attention at either Middlesbrough or Darlington. The risk ratings for the University comfortably remain higher than the average for all UMAL Members.'* There were only a small number of minor recommendations in the reports. Action Plans are agreed and all recommendations scheduled for completion in 2025 are either completed or remain within the expected timescales for completion.

The University was awarded a rating of 3.00 for Health and Safety Risk Management, the highest score possible with full compliance in accordance with UMAL standards achieved throughout, and this compares favourably to the UMAL sector average of 2.04.

For Property Risk Management, the University obtained a rating of 2.95. Again, this compares favourably to the UMAL sector average of 2.52. There was just one area of the twenty-one assessed where full compliance was not achieved, and this area was judged to have met general compliance.

UUK Accommodation Audit

A UUK Accommodation Audit was undertaken by PWC between February and March 2025. 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. Several areas of good practice were identified and there were no issues noted, with just one minor observation. Actions were agreed and confirmed as part of the management responses and are now complete.

Fire Safety Inspections

Cleveland Fire Brigade's Fire Safety Enforcement Officers undertook inspections of Themis, Central Halls, Middlesbrough Tower, MIMA and TUIBS during the reporting period. No issues were identified during the inspections.

The Health and Safety Management profile (HASMAP) Internal Audits

The Health and Safety Management Profile (HASMAP) internal audit schedule has been maintained and several audits were conducted that included Teesside University London Campus, the School of Health and Life Sciences (SHLS) BIOS building and Occupational Therapy department, School of Social Sciences, Humanities and Law (SSSHL), Middlesbrough Institute of Modern Art (MIMA), ITDS, School of Computing, Engineering and Digital Technologies (SCEDT), Net Zero, Campus Services Estates and Campus Services Security.

The 2025 audit schedule runs to the end of the 2025 calendar year and Schools and Departments due to be audited within this period will be contacted to inform them of audit arrangements up to December 2025. Upcoming HASMAP audits for the next reporting period include SCEDT Engineering, SCEDT Computing and Digital, Student and Library Services (SLS) and TU Enterprise and Innovation (TUEI).

Estates Legislative Compliance

Continued auditing of Estates Legislative Compliance has taken place and the Estates Legislative Compliance audits for the reporting period focused on Fire Systems and Smoke Control, Energy and Environment, Electrical, Lifts and Lowering Equipment. 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 all indicators, with no risks identified and just a small number of advisory recommendations for improvement 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 when required, and all recommended actions are now completed.

Mechanical Plant Audit

An audit of **Mechanical Plant** is scheduled to be completed during the next reporting period.

Audit results are submitted to the Health and Safety Board for information. 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. Any required or recommended actions identified through the auditing process are monitored by the Health and Safety team and tracked to completion following receipt of the required management responses.

Radiation Regulations Compliance

Compliance against Ionising Radiation Regulations continues to be monitored by the Radiation Safety Committee with the support of the University's external Radiation Protection Adviser and Radiation Protection Supervisors. A review of the University's Local Rules, Radiation Risk Assessments and Radiation Safety Policy was completed by the Committee in June 2025 and several improvements agreed. Radiation Protection Supervisors will each undertake a Local Rules Audit of their area in 2026 to ensure ongoing compliance with the revised arrangements.

Inspections

Building inspections were undertaken throughout the period and all inspections were completed according to the University's 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.

Fire Safety

Following advice from the University insurers, UMAL, the University have replaced all AFFF fire extinguishers across the University Estate. AFFF extinguishers have been replaced with eco foam alternatives that do not contain substances that can be potentially harmful to individuals or the environment. These environmentally friendly alternatives ensure ongoing compliance with The Persistent Organic Pollutants (POPs) Regulations.

There has been a decrease of 55 fire alarm activations over the year in teaching and office accommodation. Activations caused by contractors reduced to 12 activations, which is a reduction of 25 over the year.

The Health and Safety team carry out regular inspections of kitchen facilities to ensure they are being used appropriately. Other inspections of offices and common areas are undertaken to ensure compliance with the fire safety policy. This policy stipulates that staff do not use kettles, toasters or microwaves in non-approved spaces and it continues to have a positive impact as evidenced by the reduction in all fire alarm activations.

The student accommodation fire activations show a decrease of 24 activations in the reporting period.

There have been no fire incidents on the University campus during the reporting period.

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

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 was just 1 accident reported to the HSE, which is a reduction of the 4 on 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:

The reportable accident was:

- > A member of the public fell on the paving between the Olympia building and Victoria building. Some defects had already been reported in this vicinity, and repaired immediately, but no defects had previously been reported in the specific area of the fall. This area has also now been rectified.

A total of 38 accidents have been reported, which is a small reduction on last year. This remains a low figure and a decrease of 23 accidents on the same period pre-Covid restrictions. All accidents are investigated by the Health and Safety team to ensure any defects or actions to prevent recurrence of accidents are put in place.

The improved accident form to enhance functionality and ease of use was introduced in August 2024. This reporting function continues to be accessed via a link on staff desktops.

Near Misses

Staff and students reporting near miss incidents is indicative of a positive Health and Safety culture within the University.

In addition to the accident reporting figures, 30 near miss incidents were reported, which is an increase of 17 on the previous reporting year. These are incidents where an injury could have occurred.

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.

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

Statutory Inspections

On annual basis the University conducts a vast range of inspections and maintenance procedures to ensure compliance with Health and Safety legislation. The following numbers show the scale of the inspections.

OVER 240

Air conditioning systems inspected for F-Gas leaks

10

Inert gas enclosure integrity tests

22

Fire fighting dry risers pressure tested annually

OVER

1,100

Fire extinguishers checked and serviced annually

OVER

90

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

OVER

15,000

Electric wiring circuits tested on a rolling five-year programme

66

Passenger lifts subject to thorough examination every six months

OVER

7,600

Smoke/heat detectors tested annually

OVER

150

Local Exhaust Ventilation (LEV) systems such as fume cupboards checked annually to ensure correct face velocity

OVER

200

Fire blankets checked annually

OVER

100

Natural gas appliances tested annually for leaks and toxic gas production

OVER

11,500

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

OVER

110

Items of lifting equipment such as cranes, forklift trucks, and chains inspected every six months

OVER

2,600

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

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 reported to both the Health and Safety Board and Audit Committee.

TRAINING AND POLICY DEVELOPMENTS

Health and Safety Training

The Health and Safety team have continued to deliver face-to-face training sessions. A recent development is that all these sessions are now made available on MS Bookings to facilitate ease of bookings for staff.

The Health and Safety Team have re-introduced mandatory face to face induction sessions for new starters. These were paused during Covid lockdowns and replaced with online inductions. Face to face inductions were re-introduced in September 2024 as a mandatory training session for all new starters. This session provides an overview of the key safety messages including fire evacuation, fire safety and first aider information. 136 staff have attended these sessions since September.

Fire Extinguisher Training

Fire extinguisher training sessions were delivered to Technicians, maintenance and facilities staff and 29 staff have completed these sessions.

Bespoke Training

Bespoke safety awareness training sessions have also taken place for cleaning staff who attended a Health and Safety awareness session, which included specific content to meet their role requirements, covering general awareness, manual handling, lithium battery safety and fire awareness. 51 staff attended these sessions.

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 for all staff. Face-to-face Health and Safety for Managers sessions have also been introduced into the monthly training offer delivered by the Health and Safety team.

Fire Marshal Training

The Health and Safety team continued to monitor the provision of Fire Marshals and an additional 30 Fire Marshals have been trained across various buildings within the reporting period. An additional 5 members of staff have undergone first aid training, and 21 existing first aiders have completed their refresher training.

Awareness Training

Health and Safety awareness training was also delivered to the 2024 Accommodation Warden intake and includes emergency procedures, fire evacuation and hazard identification as well as local accommodation rules.

CPR Training

Cardiopulmonary resuscitation (CPR) drop-in sessions which include instruction on the use of Automatic External Defibrillators (AEDs) were delivered in September 2024 to 15 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.

Display Screen Equipment Training

All staff undertake DSE training upon commencing employment and this is refreshed every 2 years. This training led to 156 referrals to Health and Safety, relating to the setup of workstations as well as the working environment. All these cases have been successfully actioned and closed by the Health and Safety team.

First Aid Training

An online First Aid Awareness module is now in place and was created to underpin the external first aid accreditation required for the University's first aiders.

PUWER Training

A new online training module has been created to provide instruction and guidance around the Provision and Use of Work Equipment Regulations (PUWER) and to date this has been allocated to 154 staff who are responsible for maintaining and inspecting work equipment.

Monitoring of Training

Whilst the Health and Safety team have significantly increased the availability of face-to-face training, most Health and Safety training is still primarily accessed using our on-line e-learning modules. Completion of all mandatory Health and Safety programmes is regularly monitored, and staff are automatically alerted when new/refresher mandatory training needs to be completed. Deans and Directors also receive monthly reports detailing the mandatory training completions for all their staff.

Staff engagement with e-learning modules during the reporting period has been positive. The numbers completed in the reporting period are as follows:

Module	No. of Staff
Health & Safety Awareness	466
Health & Safety Awareness for Managers	243
Fire Compliance	495
Manual Handling	125
Risk Assessment	429
COSHH	103
Display Screen Equipment (DSE) Hybrid Module	1024

The online training modules have all been revised this year with new data and links updated as needed to ensure the accuracy of information provided.

Policy, Procedure and Guidance Document Development

Notable developments and enhancements have included the following:

Leadership and Management of Health and Safety in Higher Education Institutions Management Standard documentation

The Head of Health, Safety and Wellbeing has undertaken a review and update of the Leadership and Management of Health and Safety at Teesside University documentation. The University guidance is sector specific and based on the HSE's guidance document (HSG65) that explains the 'Plan, Do, Check, Act' approach to health and safety management and is an approach endorsed by Universities UK.

The document recognises five levels of management within the organisation and details the health and safety responsibilities of leaders and managers at each level. It provides examples of positive behaviours to show how health and safety responsibilities should be discharged and emphasises the support that managers at each level can expect from the Health and Safety Team

The guidance links directly to the Higher Education institutions Health and Safety auditing tool (HASMAP) and is used to measure Health and Safety performance across a range of areas. It aims to help colleagues understand their legal duties and demonstrate a commitment to the University's positive Health and Safety culture.

Smoking and Vaping Policy

Following a noticeable increase in the numbers of staff and students vaping on campus, the No Smoking Policy has been reviewed and replaced by an enhanced Smoking and Vaping Policy which provides additional information on prohibitions around vaping on campus. The policy was disseminated for review and feedback and received the endorsement of the Health and Safety Group (Trade Union Representatives) and was approved by the University

Provision and Use of Work Equipment (PUWER) Guidance

New guidance has been created on PUWER requirements and to ensure staff have appropriate information on the University obligations around this legislation. A number of inspection templates have been developed and provided as appendices to the guidance to enable staff responsible for identifying, inspecting or maintaining equipment to follow a consistent approach.

Guidance on Fire Escape Routes and Permitted Furniture and Equipment

The existing Guidance on Fire Escape Routes and Permitted Furniture and Equipment has been expanded and enhanced to provide additional information regarding prohibitions to display equipment (including temporary notices), electrical equipment and waste material.

Interactive First Aid Maps

The Health & Safety team have developed interactive maps that can be accessed via the First Aid section of the Health and Safety webpage. These maps display precise locations for evac-chairs, defibrillators and first aid cabinets and include photographs of the equipment and location to support staff and students to easily find and access this equipment.

University first aider details on first aid cabinets and health and safety noticeboards now contain a QR code that links directly to the health and safety webpage first aid section ensuring that anyone requiring first aid support can access the most up to date first aider information at any time.

Personal Emergency Evacuation Plans (PEEPS)

In collaboration with Student Library Services (SLS) a review of the existing PEEPS procedures was undertaken. Additional information has been introduced into SLS documentation for all students who register with the University as disabled, to ensure they are aware of the correct process to follow when requesting or arranging a PEEP.

All Health and Safety policies were reviewed for suitability of implementation 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.

Future Priorities

Future priorities for policy and documentation include the development of information on the storage and use of Lithium-Ion Batteries, further guidance on working at height and guidance on compliance with Artificial Optical Radiation Regulations.

The development of an enhanced outbreak management plan is underway that will provide information on trigger points and required actions for all notifiable diseases.

Summary

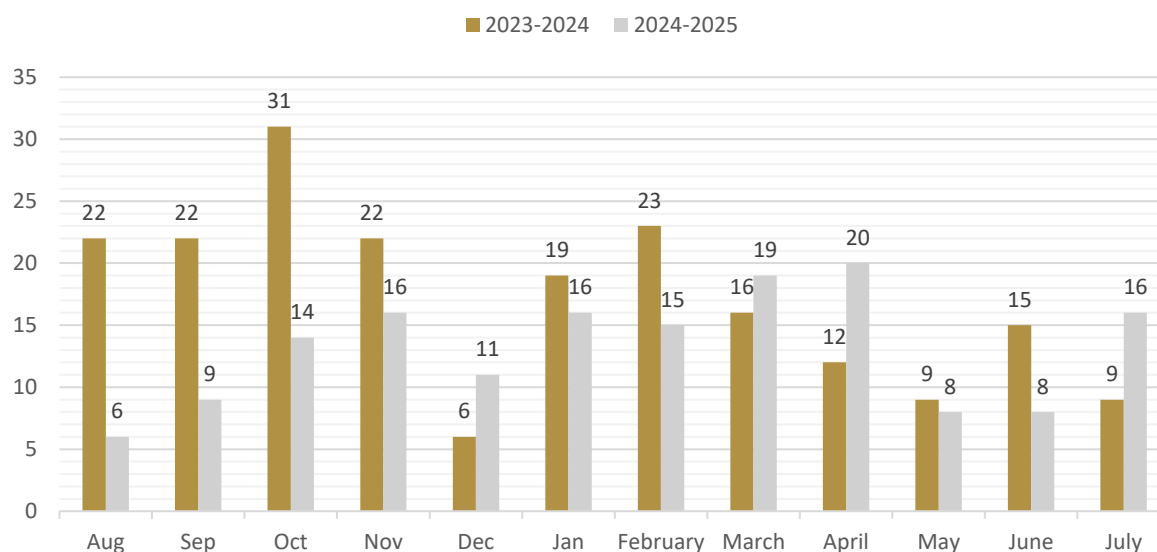
This report highlights the extensive work undertaken by the Health and Safety and Occupational Health teams during the reporting period. The development of exciting wellbeing initiatives and substantial work to meet legislative compliance has helped to ensure that we continue to maintain and improve the University's excellent Health and Safety standards and wellbeing support for staff.



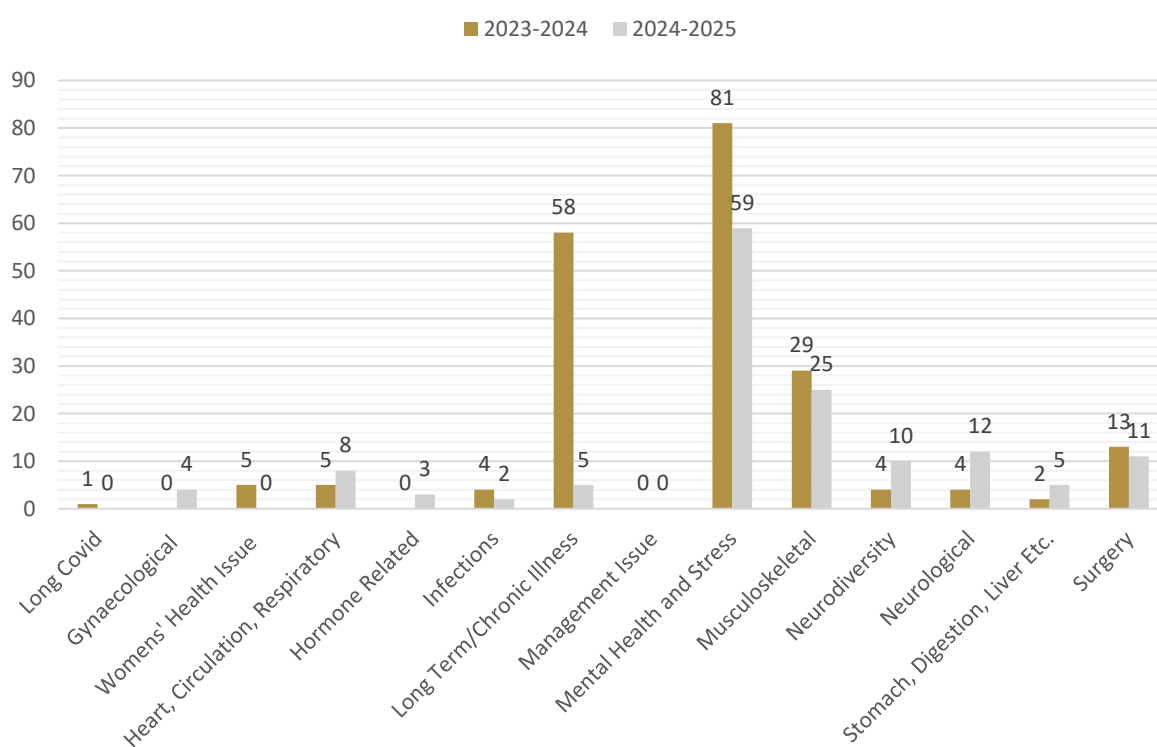
APPENDIX 1

OCCUPATIONAL HEALTH REFERRALS

Appendix 1a Referrals by Month/Year

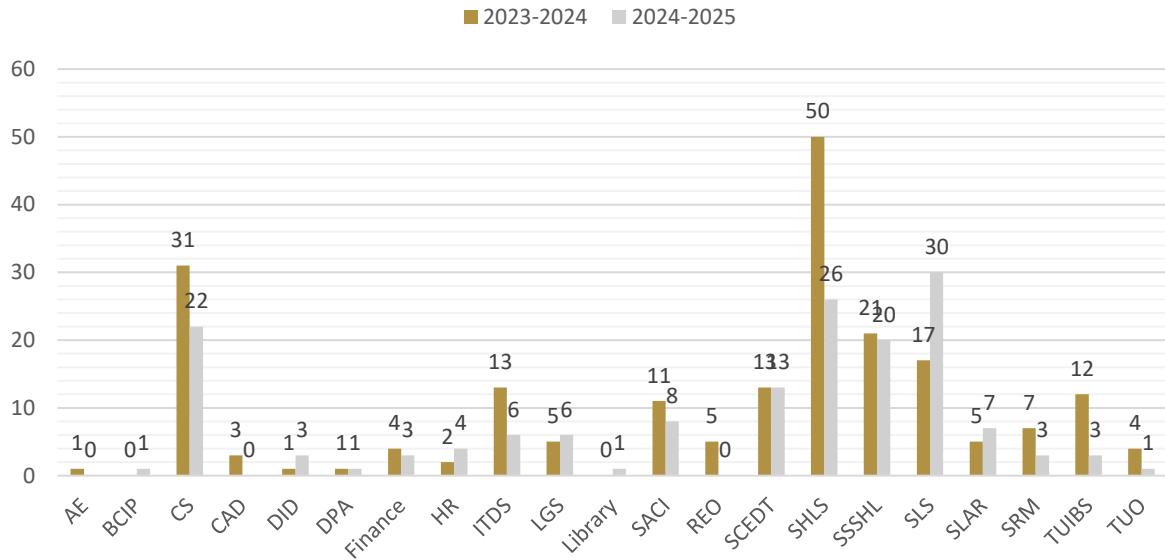


Appendix 1b Medical Reasons for Referral



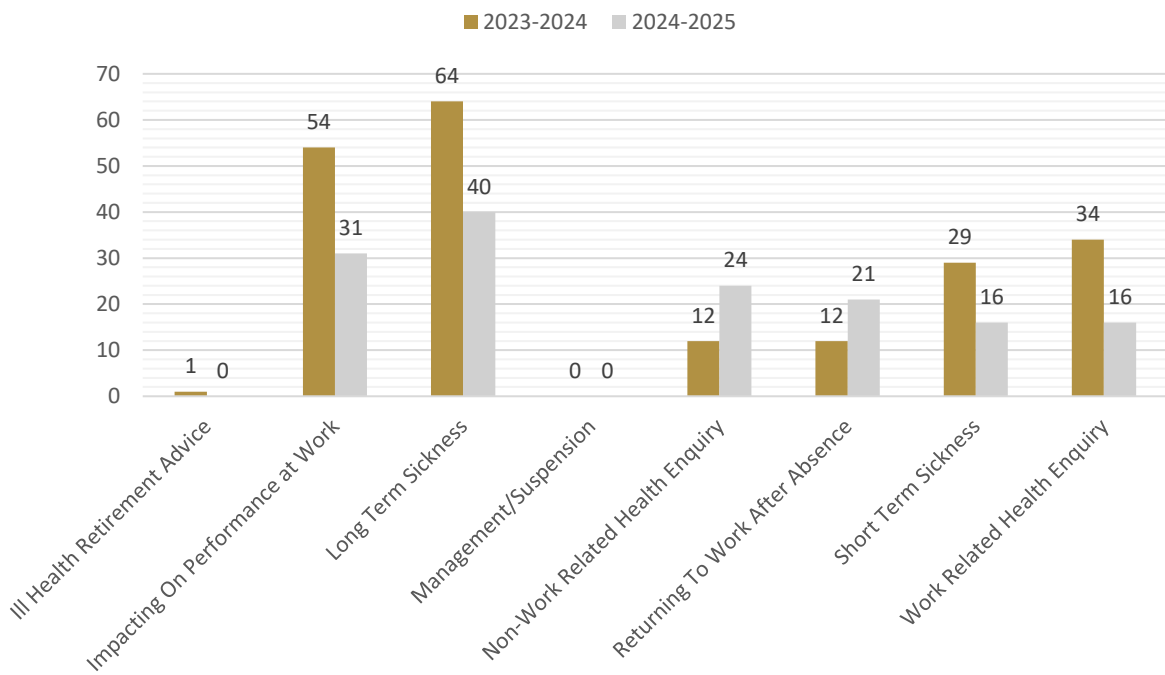
Appendix 1c

Referrals by Area

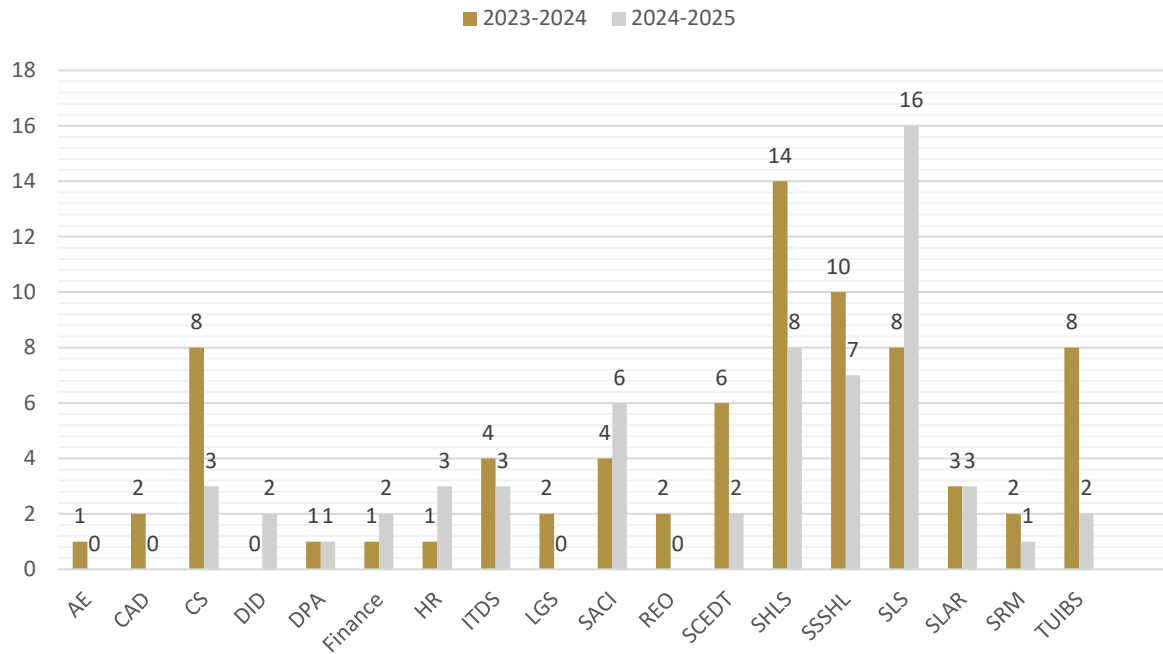


Appendix 1d

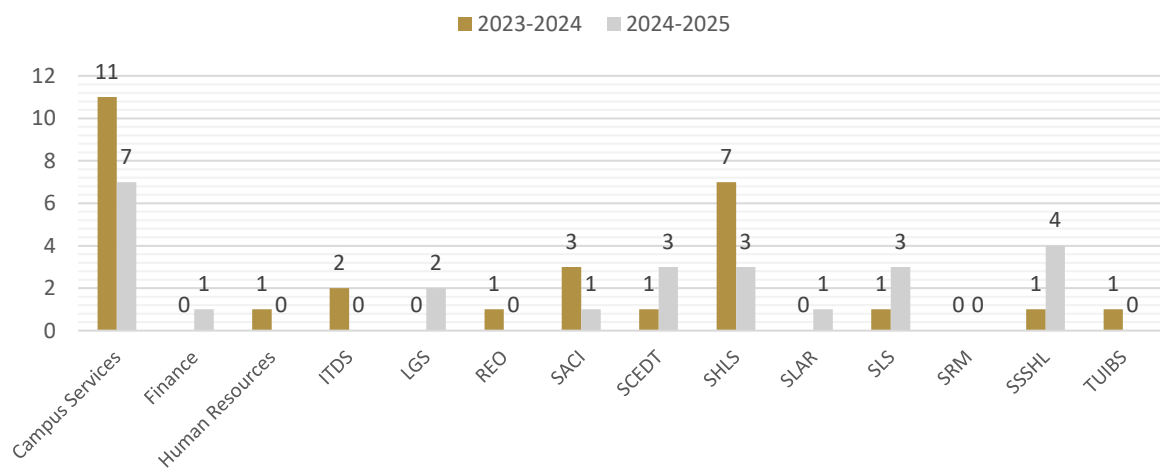
Reason for Referral



Appendix 1e Mental Health Referrals



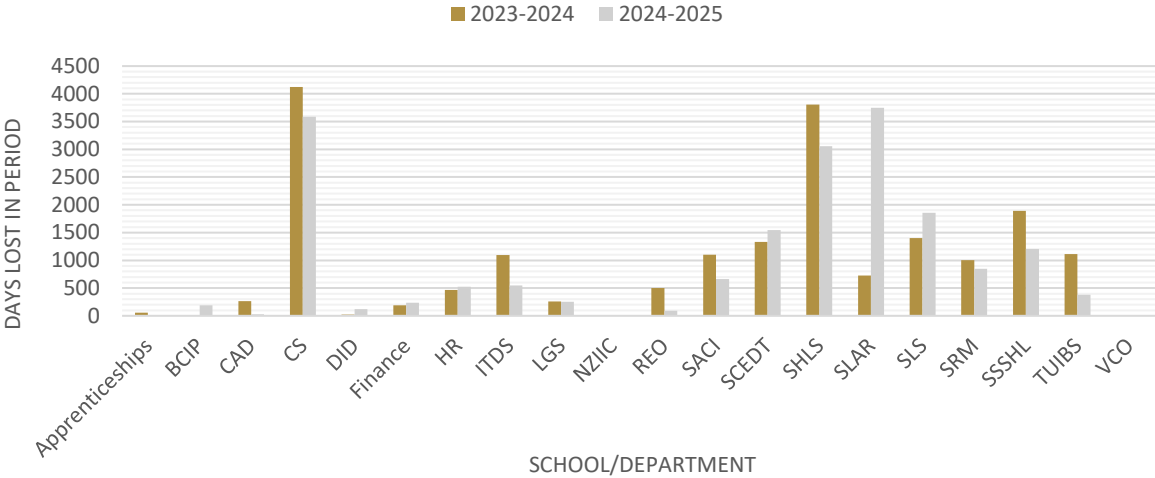
Appendix 1f Musculoskeletal Referrals



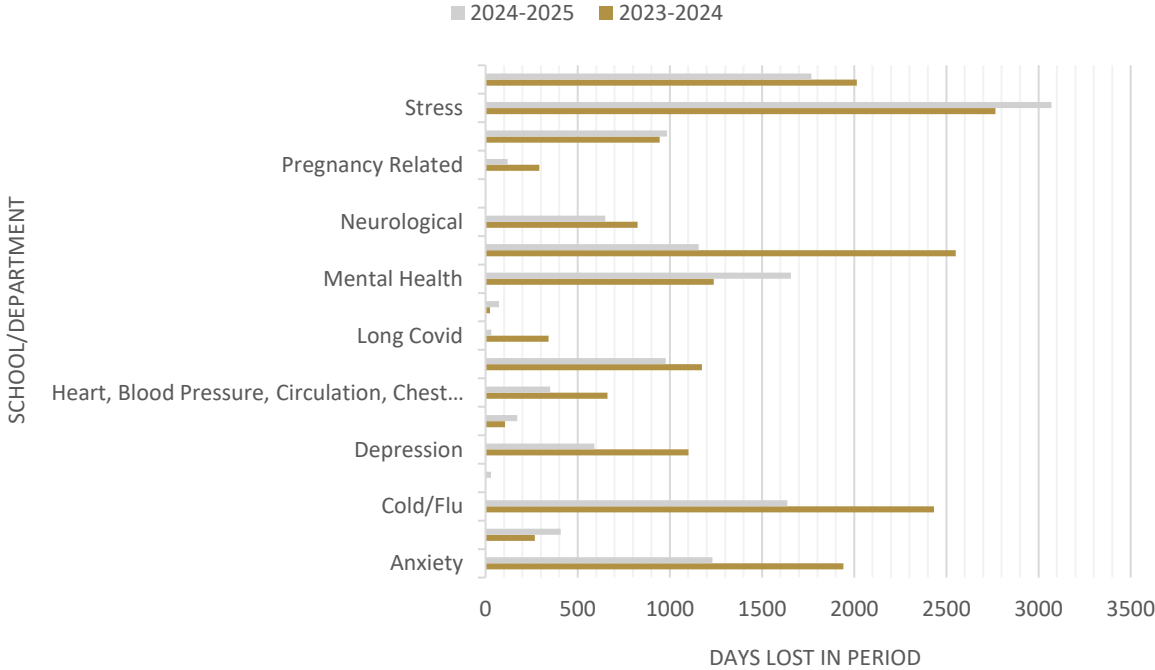
APPENDIX 2

SICKNESS ABSENCE STATISTICS

Appendix 2a Sickness Absences



Appendix 2b Absence Reasons



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.

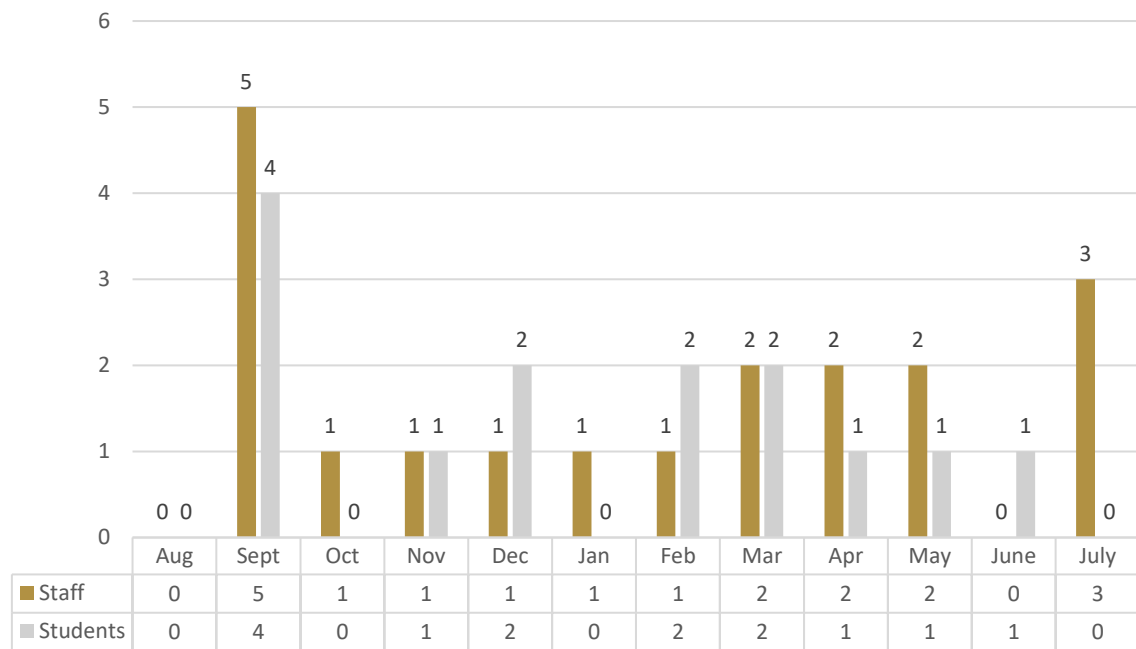
The Accident Summary for all accidents during the reporting period is shown in the table below:

Accidents Involving Injury	Students	Staff	Contractors/Visitors	Totals
Fatality				0
Fire				0
Minor Injury	14	19	4	37
Non-Employee Hospital Treatment				1
Other Dangerous Occurrence				0
Other Injury (7+ Days Off)				
Reportable Dangerous Occurrence				0
Staff Major Injury or Condition				0
Total Reportable Injuries			1	1
Total Accidents Involving Injury	14	19	5	38
Number of Persons at risk	15824	2348		18172
Reportable per 1000	0.00	0.00		0.06
Total per 1000	0.88	8.09		2.09

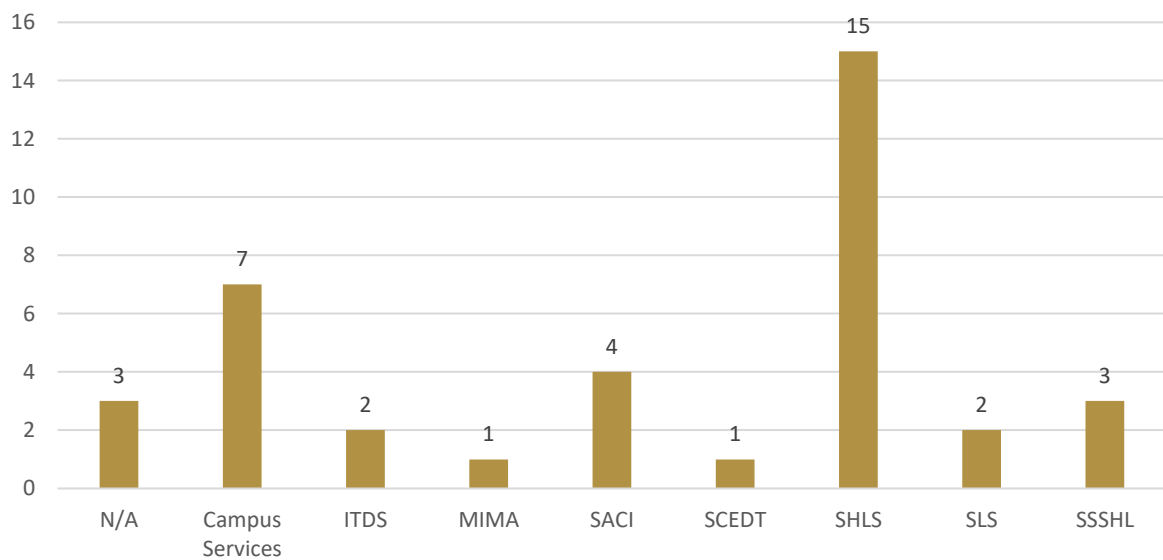
All Accidents Analysis

Number At Risk		Fall From	Fall On Level	Fall On Stairs	Hand Tools	Handling Glass/Sharps	Other	Sports	Striking Against Object	Struck By Object	Total
Academic & Related	1003		1						1	1	3
Administrative	821		1	2	1				1	1	6
Catering	34		2								2
Cleaning/Domestic	107		2								2
Maintenance	4						1			1	2
Other Staff	147		1								1
Technician	185	1	1							1	3
Undergraduate Students	9112		4		3	5	1	1			14
Unknown	0		1								1
Visitors	0		3						1		4
Total		1	16	2	4	5	2	1	3	4	38
% for each cause		3 %	42 %	5 %	11 %	13 %	5 %	3 %	8 %	11 %	

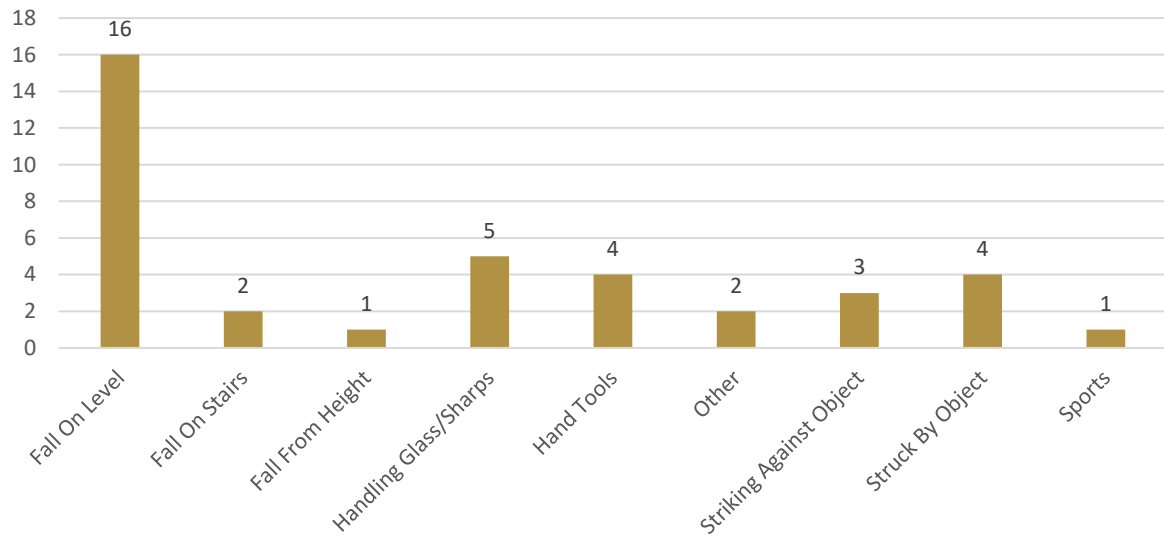
Staff and Student Accidents



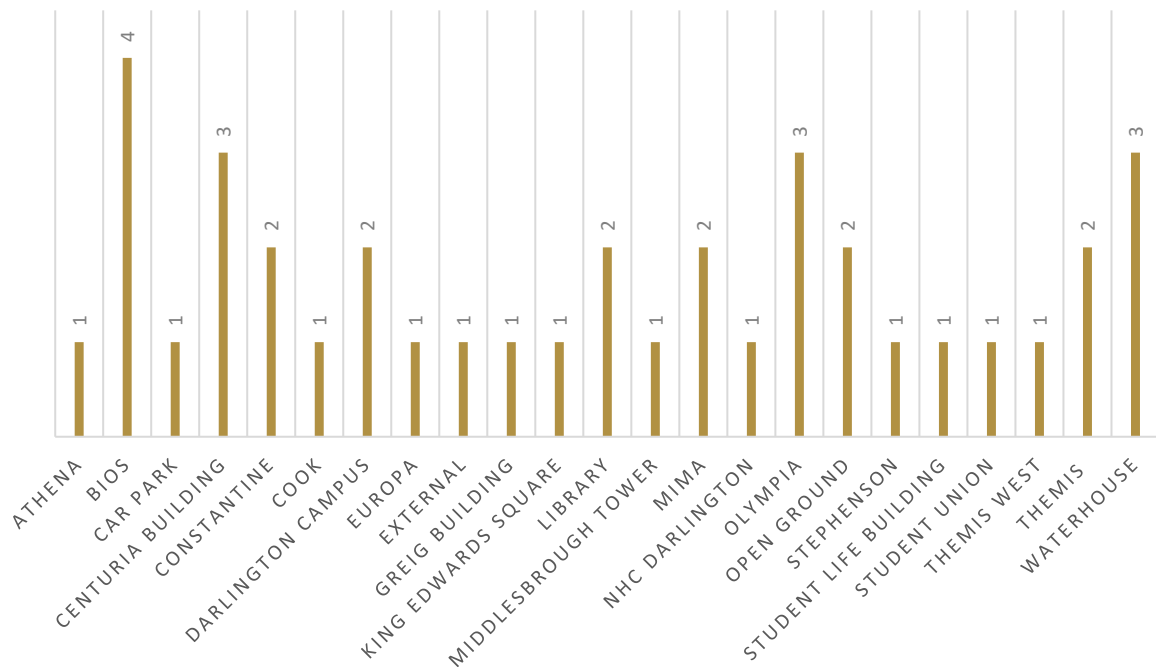
Accidents by School/Dept



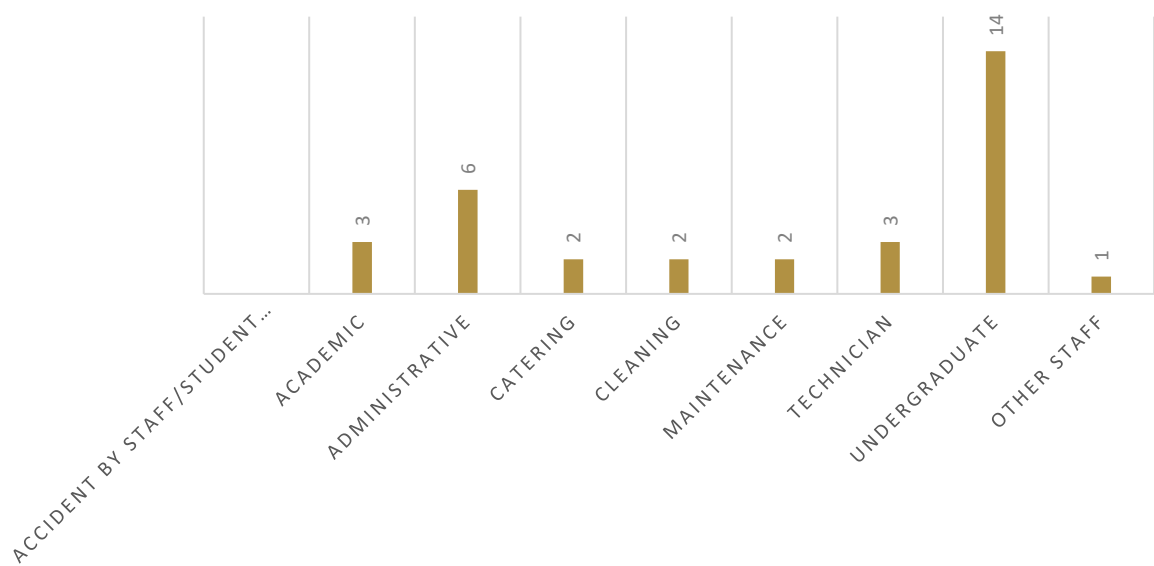
Accidents by Cause



ACCIDENTS BY LOCATION

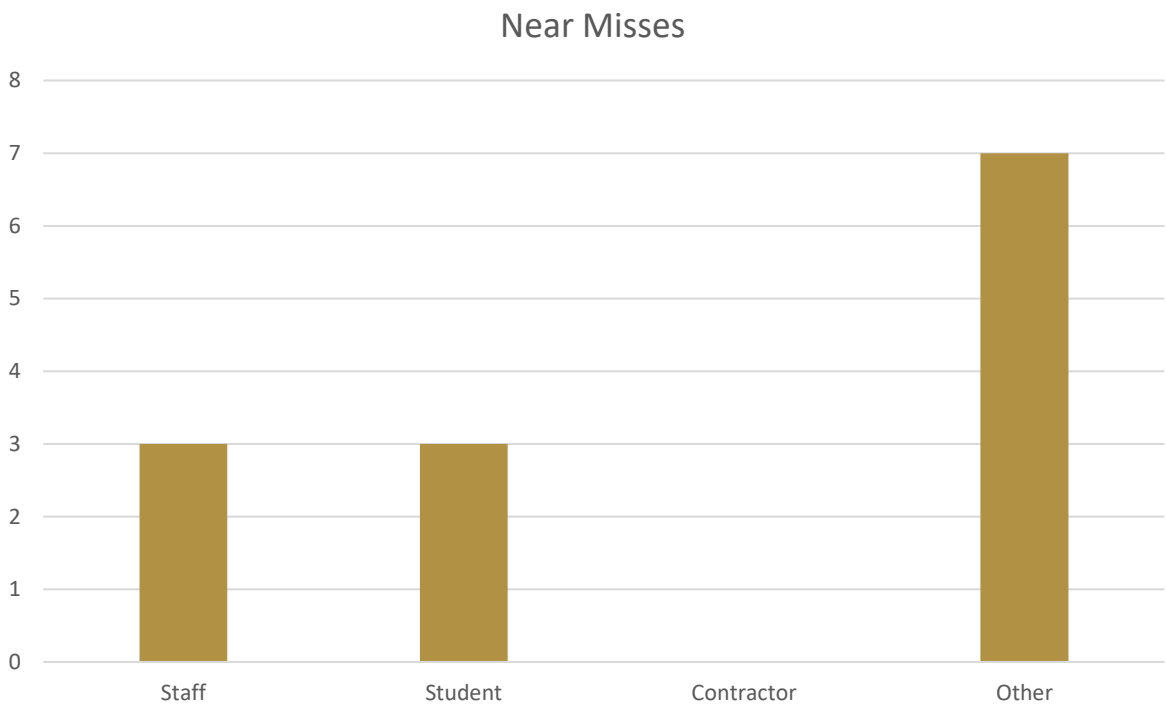


ACCIDENTS BY STAFF AND STUDENT CATEGORY



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.



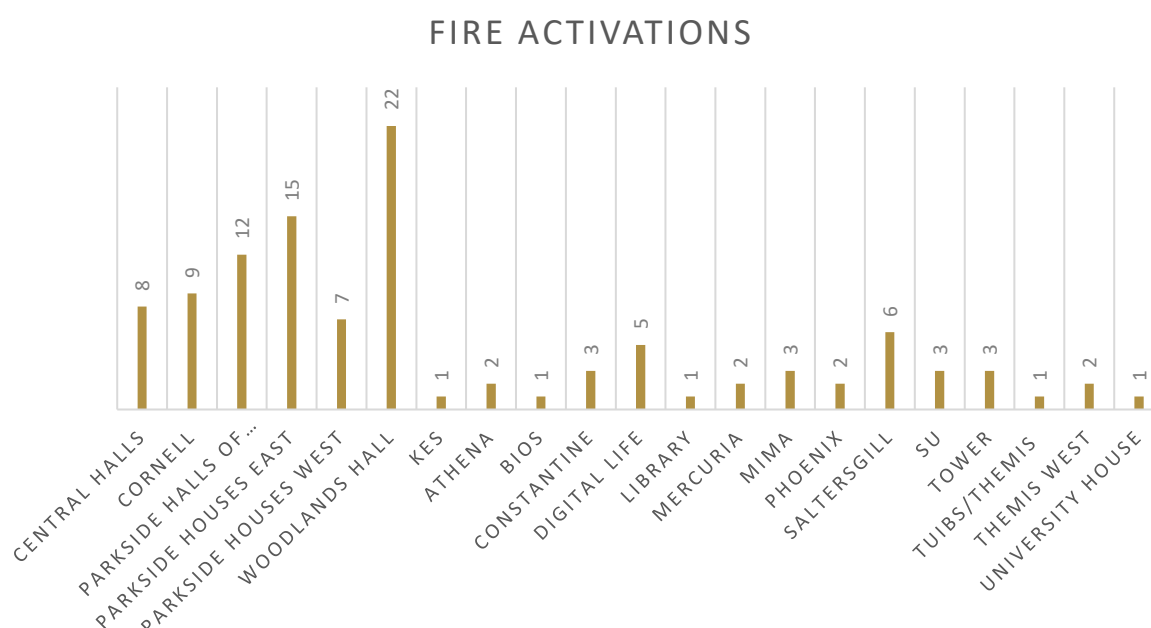
APPENDIX 4

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 no fire incidents.



During the reporting period there were 36 fire alarm activations in teaching and office spaces, which is a reduction of 30 activations compared with the same period last year. There were 73 in student residential accommodation which is a reduction of 23 activations compared with the same period last year. This is an overall reduction of 53 activations and is a significant achievement that is attributed to improved induction processes implemented by the Health and Safety and accommodation Teams.

Fire Drill Report 2024

Teaching and Office areas

In the previous reporting period activations caused by contractor activity was higher than usual and accounted for 37 activations, this has reduced to 12 activations this year, fewer contractors have been working on Campus which would account for this reduction.

Building	Date and Time	Evacuation Time
Athena Building	15.10.24 12.50pm	4 minutes 12 seconds
BIOS	23.10.24 10.58am	2 minutes 10 seconds
Buttery	15.10.24 9.24am	1 minute 37 seconds
Centuria Building	29.10.24 9.50am	4 minutes 31 seconds
Constantine Building	15.10.24 8.58am	3 minutes 27 seconds
Cook Building	16.10.24 11.20am	2 minutes 44 seconds
Darlington Campus	28.10.24 11.50am	2 minutes 13 seconds
Education House	16.10.24 10.16am	20 seconds
Europa (OLTC)	15.10.24 9.49am	2 minutes 37 seconds
Europa (IT & CfE)	15.10.24 9.47am	4 minutes 57 seconds
Foster Building	16.10.24 10.25am	2 minutes 15 seconds
Fusion Hive	28.10.24 9.28am	2 minutes 42 seconds
Greig Building	15.10.24 2.55pm	3 minutes 04 seconds
Library	3.2.25 3.15pm	4 minutes 59 seconds
Mercuria Building	15.10.24 2.20pm	1 minute 50 second
Middlesbrough Tower	15.10.24 8.55am	6 minutes 20 seconds
MIMA	16.10.24 3.30pm	3 minutes 58 seconds
National Horizons Centre	28.10.24 10.23am	2 minutes 42 seconds
Net Zero Industry innovation Centre	30.10.24 9.44am	1 minute 45 seconds
Olympia Building	15.10.24 2.50pm	3 minutes 41 seconds
Orion Building	15.10.24 10.50am	2 minutes 20 seconds
Phoenix Building	15.10.24 11.50am	3 minutes 45 seconds
Stephenson Building	15.10.24 1.55pm	3 minutes 39 seconds
Student Life Building	16.10.24 3.05pm	3 minutes 41 seconds
Students' Union Building	29.10.24 3.30pm	2 minutes 47 seconds
The Curve	18.10.24 11.49am	4 minutes 31 seconds
The Printworks	16.10.24 11.20am	4 minutes 02 seconds
Themis	29.10.24 3.05pm	2 minutes 57 seconds
Themis West	29.10.24 9.00am	8 minutes 36 seconds
University House	15.10.24 10.26am	1 minute 25 seconds
Victoria Building	15.10.24 10.00am	2 minutes 15 seconds
Visitors Centre	15.10.24 9.33am	25 seconds
Waterhouse Building	28.10.24 9.50am	2 minutes 13 seconds
Zelos Building	15.10.24 10.18am	1 minute 6 seconds

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.

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. The majority of activations in student accommodation were caused by cooking or steam from the shower.

Building	Date and Time	Evacuation Time
Central Halls		
Cornell Quarter	10.12.24 8.28am	11 minutes 55 seconds
King Edwards Square	6.11.24 8.11am	8 minutes 59 seconds
Parkside Halls of Residence	30.10.24 8.25am	7 minutes 1 second
Parkside House 1	5.11.24 8.06am	3 minutes 34 seconds
Parkside House 2	5.11.24 8.06am	6 minutes 30 seconds
Parkside House 3	5.11.24 8.16am	2 minutes 15 seconds
Parkside House 4	5.11.24 8.21am	1 minute 50 seconds
Parkside House 5	5.11.24 8.33am	4 minutes 27 seconds
Parkside House 6	5.11.24 8.33am	5 minutes 50 seconds
Parkside House 7	5.11.24 8.49am	4 minutes 50 seconds
Parkside House 8	5.11.24 8.49am	1 minute 02 seconds
Parkside House 9	5.11.24 8.04am	2 minutes 56 seconds
Parkside House 10	5.11.24 8.05am	6 minutes
Parkside House 11	5.11.24 8.14am	1 minute 33 seconds
Parkside House 12	5.11.24 8.15am	3 minutes 42 seconds
Parkside House 13	5.11.24 8.24am	2 minutes 4 seconds
Parkside House 14	5.11.24 8.25am	7 minutes 31 seconds
Parkside House 15	5.11.24 8.41am	4 minutes 25 seconds
Parkside House 16	5.11.24 8.41am	6 minutes
Parkside House 17	31.10.24 8.52am	3 minutes 42 seconds
Parkside House 18	31.10.24 8.52 am	5 minutes 21 seconds
Parkside House 19	31.10.24 8.44am	5 minutes 10 seconds
Parkside House 20	31.10.24 8.44am	3 minutes 02 seconds
Parkside House 21	31.10.24 8.43am	2 minutes 45 seconds
Parkside House 22	31.10.24 8.43am	2 minutes 48 seconds
Parkside Flat 23	31.10.24 8.34am	6 minutes 55 seconds
Parkside House 24	31.10.24 8.21am	4 minutes 45 seconds
Parkside House 25	31.10.24 8.21am	6 minutes

Parkside House 26	31.10.24 8.20am	2 minutes 10 seconds
Parkside House 27	30.10.24 8.56am	2 minutes 13 seconds
Parkside House 28	30.10.24 8.47am	5 minutes 20 seconds
Parkside House 29	30.10.24 8.47am	6 minutes 41 seconds
Parkside Flat 30	30.10.24 8.38am	7 minutes 5 seconds
Woodlands Hall Block 1	4.11.24 8.14am	6 minutes 47 seconds
Woodlands Hall Block 2	4.11.24 8.13am	5 minutes 45 seconds
Woodlands Hall Block 3	4.11.24 8.22am	5 minutes 41 seconds
Woodlands Hall Block 4	4.11.24 8.22am	6 minutes 47 seconds
Woodlands Hall Block 5	4.11.24 8.30am	4 minutes 10 seconds
Woodlands Hall Block 6	4.11.24 8.37am	4 minutes 50 seconds
Woodlands Hall Block 7	4.11.24 8.38am	4 minutes 10 seconds

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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