



Safety Health and Environment Annual Report 2019-20

Safety, Health and Environment is Everyone's responsibility

The University is fully committed to managing its activities to protect the environment and safeguard the health and safety of its employees, students, visitors, the community and all other interested parties.

The University's safety, health and environment strategies, policies and procedures provide the guiding principles to ensure that high standards are achieved while offering a means of promoting continuous improvement in safety, health and environmental matters.

It is therefore essential that UCLan's SHE management arrangements evolve in line with changing national and local priorities and new legislative and best practice requirements. In 2018 we implemented a challenging plan to review and transform UCLan's Safety, Health & Environmental at UCLan with the aim;

- To ensure that employees, students, visitors, contractors and other interested parties are kept safe while at UCLan;
- To safeguard the environment and community from the effects of the University's activities;
- To ensure that the University complies with legislative requirements and best practice;
- Ensure that safety, health and environment is everyone's responsibility, and everyone understands their responsibilities.

Much of this plan has been achieved, although slightly interrupted by the COVID-19 pandemic. Throughout this report we will provide updates to the best of our ability, but with Campus being closed for approximately 6 months this will be visible within the report statistics.

In the Green

In order to raise awareness of accidents and incidents across the University the SHE Department has an 'In the Green' initiative. This provides a tangible view of the frequency of accidents.

Days shaded red indicate that an accident/incident occurred to a member of staff/ a student or visitor. Days shaded black indicate a more serious accident/incident that required reporting to the Health & Safety Executive (HSE) under the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

/ Student / Contractor / Visitor Accidents 2019 - 2020 (sport injuries not included)											
Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
		5									
			2								
						4					
1	1	2				3					
	2		2			2					
	4		5								
	2	2									
	2										
3						2					
		2									
	2			2							
				3							
		4		2							
2						2					
	2	2									
	3	1		3							
	3			3							

	Non-reportable Accident/s Occurred
	RIDDOR Reportable Accident/s Occurred
	No Accidents Occurred

University Safety, Health & Environment Policy

The University has revised its Safety, Health & Environment Policy to ensure it is effective in driving forward the transformation of SHE management across the University. The policy stresses that everyone has a responsibility for safety, health and environment within the University and this is managed via the line management structure to ensure its effective management.

The Policy outlines the responsibilities of the Board, the Senior Executive Team, Executive Deans, Heads of School & Directors of Professional Services, Line Managers, Supervisors, Academics, Technicians, other staff, Students, Contractors, Visitors and members of the Public. The successful implementation of the policy will require the full support and active co-operation of all our staff, students and other interested parties.

Mandatory Training

Training is essential to achieve and demonstrate competency in SHE issues. The SHE Department continue to add training courses to its portfolio and have launched an updated online Safety, Health and Environment Induction. We also introduced a Return to Campus COVID-19 Training course which is mandatory to all staff if they are required to return back to Campus.

All staff must complete the following online training:

Safety, Health and Environmental Awareness (new course added in December 2018)

Fire Safety Awareness

Display Screen Equipment (mandatory for all computer users)

Return to Campus COVID-19 Training (new course added August 2020)

In addition, training is available in a number of areas such as Stress Awareness and Management, risk assessment, manual handling, lone working, COSHH (Control of Substances Harmful to Health) and event safety management.

Mandatory Training Completion Rates (to date)	TARGET	CURRENT
Percentage of staff who have completed SHE Awareness	100%	57%
Percentage of line managers who have completed IOSH Managing Safely	100%	20%
Percentage of staff who have completed Return to Campus COVID-19	100%	76%

Embedding Safety, Health and Environmental Management throughout UCLan

To equip managers with an understanding of their safety and health responsibilities the SHE Department have established a delivery programme for the Institute of Safety and Management's (IOSH 'Managing Safely' course. Over three days delegates gain an understanding of how to assess and control risk, investigate incidents within their own area and reflect on good practice.

Safety, Health & Environmental Integrated Management System (IMS)

The University has implemented an integrated safety, health and environmental management system in the form of 123 policies and procedures to allow the University to manage its SHE legislative requirements and to identify and control risks before they lead to an undesired event.

During August 2019, UCLan underwent a 12-day audit by BSI of the new SHE Management system and were awarded formal accreditation to the International Standard ISO45001

The University is already accredited to the international Environmental Management standard ISO14001, the University's Environmental Management System will be integrated into the new Integrated Management System (IMS) for SHE. The University gained accreditation for the IMS to ISO45001, in addition to its existing ISO 14001 accreditation in September 2019.



Environment

During 2018 / 19 the entire Environmental Management system for UCLan has been replaced with a simplified approach to the Environmental Management at UCLan reflecting the level of risk that the University poses to the environment and this has been fully integrated into the new SHE Management System. The accreditation body for the ISO14001 standard has also been changed to BSI in line with ISO45001 to allow us to have integrated audits for safety, health and environment going forward.

Sustainable Travel

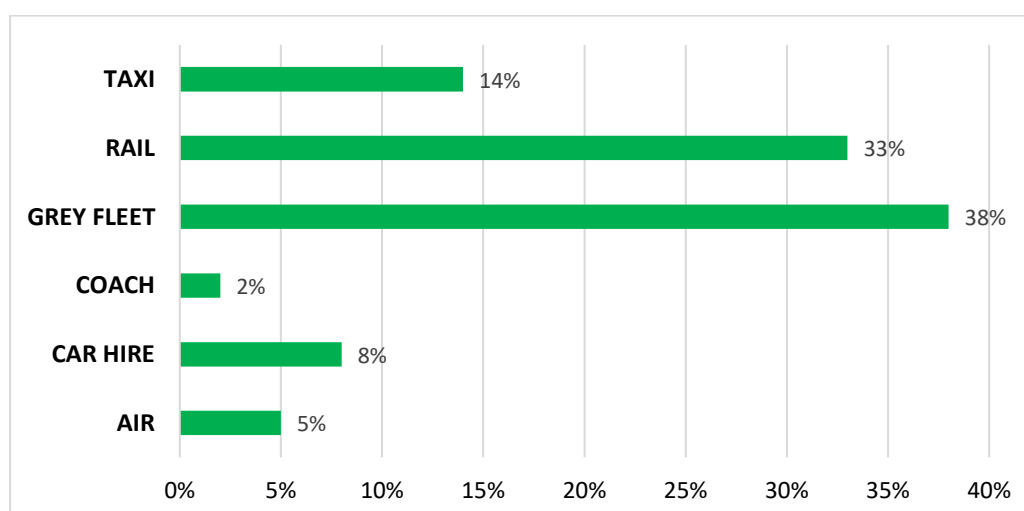
During 2019/2020 sustainable travel initiatives continued to progress in support of the University's Travel Plan. Improvements included further installation of cycle lockers bringing the total number of individual lockers to over 70. These remain to be a great asset to the university, providing secure cycle storage for our cycling community. Bike Works (bike maintenance sessions) have been running monthly and have increased in popularity with students and there are plans to look at the feasibility of a bike hire scheme.

Results from the annual staff travel survey were positive in terms of modal split and the University continues to strive towards meeting its targets. Staff solo car commuting at 48% (2019) and student solo car commuting at 21% (2018) means that staff and student targets remain only slightly below target. However, car use overall for staff is still above target, meaning that commuting car usage continues to reduce.

Staff Commuter Travel Modal Split 2019		
Mode	Target	Actual
Car Solo Commuter	47%	48%
Car Share	15%	10%
Car Use Combined	62%	58%
Rail	12%	15%
Bus	8%	9%
Cycle	6%	8%
Walk	12%	9%
Motorcycle	-	1%

Domestic business travel modes and carbon emissions are monitored via the Travel Plan. Modal split analysis shows grey fleet (private vehicles) account for 38% of all carbon emissions associated with domestic business travel. This has risen by 4% for the same period last year. Due to Covid-19 business travel data has been collated from September 2019 to April 2020.

Domestic Business Mileage Modal Split 2019/2020



This year has seen a focus on the collection of international business travel data. This information has been collected using the same process for domestic business travel, using flight data booked through the Travel Office from our financial reporting system, from which mileage and carbon emissions can be estimated.

Carbon emissions from business travel (by both staff and students) will be reported to HEFCE when the reporting of Scope 3 travel emissions becomes mandatory in the Estate Management Records. In the meantime, this data is collated and monitored internally and provides useful base line data.

Occupational Health Summary

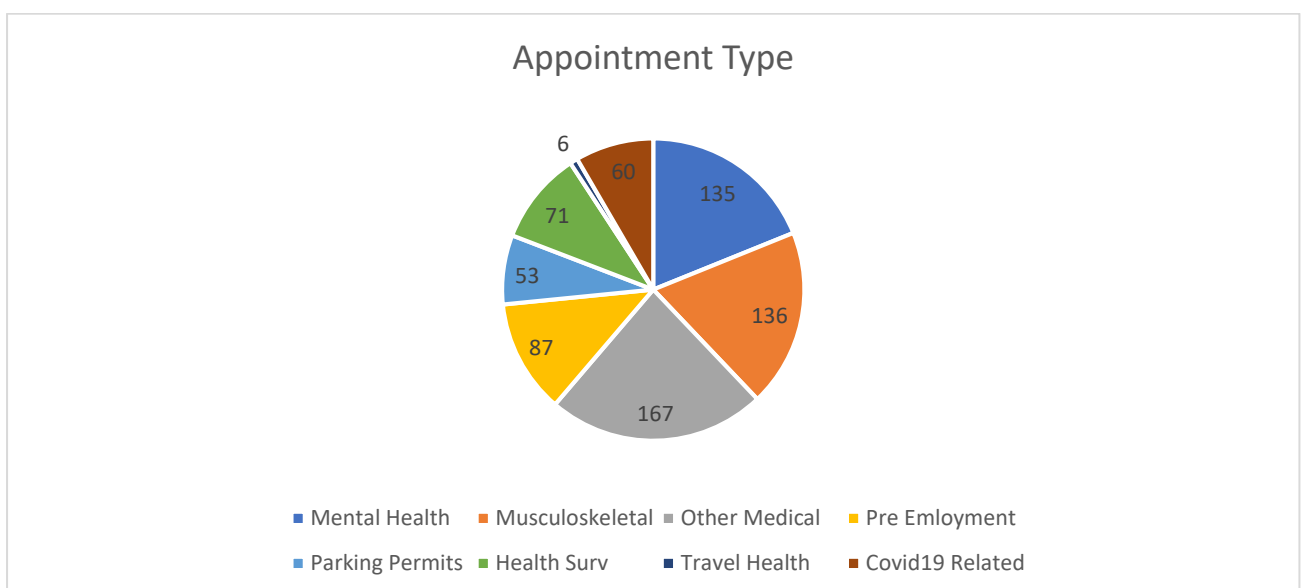
Occupational Health is provided to UCLAN by the Salus NHS Lanarkshire and is covered by Clinical Lead Karen Ashton and her OH team including an OH Physician. It provides advice and guidance to promote and maintain the highest degree of physical and mental well-being of employees in all areas.

From the 1st of August 2018 management of the Occupational Health contract passed from Human Resources to the Safety, Health & Environment Department to facilitate a more integrated approach to occupational health processes and management.

The number of attendees to Occupational Health during 2019-20 period amounted to 715, this included primarily new and review management referrals, Health Surveillance, Pre-Employment Checks, Travel Health Assessments/Vaccination Advice, Priority Car Parking Permits and External/ Internal (Physician) Referrals.

Cancelled and failed to attend (DNA) appointments amounted to 175 of which 120 cancelled and 55 DNA. Although cancelled appointments are usually filled with urgent new referrals. Reasons for cancellations given are amongst annual leave, too ill to attend (in which case a telephone consultation is always offered) and client forgot. Since Covid19 lockdown all consultations were carried out remotely via telephone and continue until further notice.

Appointment types during the period, indicate Other Medical Conditions, Musculoskeletal and Mental Health being the highest, followed by Pre-Employment and Covid19 related.



Management Referrals

Of the 135 Referral Cases for Mental Health (both work-related and non-work related) 92 were work related, Role, Control & Demands combined are amongst the highest recorded. These figures include review cases.

