Stay Safe, Keep Healthy, Protect the Global Environment

UCLan Safety, Health & Environmental Management

Facilities Management - Developing the University Around You

2011 - 2012 Safety, Health & Environment Section Annual Report
INTRODUCTION

The University of Central Lancashire is committed to providing and maintaining a safe and healthy working environment for all its employees, students, its stakeholders and any other persons who may be affected by its activities. The University is also committed to continuous environmental improvement and being "a model international University for sustainability" (Dr Malcolm McVicar – Vice Chancellor, 4th July 2007).

The overall responsibility for ensuring the implementation of the Safety, Health & Environmental Policy lies with the University Board and the Vice-Chancellor as its Chief Executive. The University recognises the fact that good safety, health & environmental management has positive benefits to the organisation and that commitment to a high level of safety and environmental management makes good business sense.

It also recognises that safety, health & environmental management is an essential function. It must therefore continually improve, update and adapt to changes. Similarly, the University must also do what is reasonable to avoid or to minimise any adverse environmental impacts from its activities and promote and adopt environmental sustainability initiatives.

Successful health, safety and environmental management requires the full support and active co-operation of all employees and students at the University. Detailed arrangements for implementing the Safety, Health & Environment Policy are outlined in sections of the Policy document entitled, Organisation and Arrangements.

University Safety, Health & Environment Committee

The University Safety, Health and Environment Committee convenes three times a year. The Committee, which reports to the University Board, is comprised of a wide representation of staff from across the University and at all levels. It also holds representatives of the recognised Trade Unions.

The Safety, Health & Environment Section

The overall strategic direction of the Safety, Health & Environment (SHE) Section is to contribute to the institution being a leading healthy and safe world-class modern university with a ‘zero tolerance’ attitude towards work-related injuries and ill health, whilst achieving excellence in environmental sustainability.

The Section plays a vital role within the University, monitoring the development of UK and European legislative standards and interpreting them as policies, procedures and guidance for managers, to ensure the University is compliant with its statutory duties in relation to health, safety and environmental legislation.

The Section provides competent and professional advice on the full range of health, safety and environmental issues occurring within the University, from fire safety, emergency planning, business continuity, radiation protection, fieldwork, research, hazardous waste disposal, environment and sustainable development, laser safety, first aid, accident reporting, machinery and construction safety through to student placement training, workshop and laboratory training.

Under the direction of the SHE Manager, the Section has a number of highly trained Advisers who have specific responsibility for providing both general and specialist advice and guidance to their designated services and schools. Advisers are assigned their areas in relation to their specialist safety, health and environmental expertise. See overleaf for current team structure.

The University’s SHE Section is committed to the proactive management of safety, health and environmental issues within UCLan through its Safety, Health & Environment Strategy 2009 – 2012. This strategy not only aims to fulfil the organisation’s legal, moral and financial duties to manage safety, health and the environment, but also to positively contribute to the University’s other nine thematic strands forming the University’s Medium Term Strategy 2007-2012.

Operational Issues:

Operational Update

The Safety, Health & Environment Section successfully achieved all of the general and specific safety, health and environmental objectives set in the 2010-11 Annual Report during 2011-12.

The SHE Section also proactively worked on a number of other Important issues during this period including managing, advising and auditing the implementation of new statutory legislation, the design and monitoring of safety controls implemented during the building phase of the new UCLan Dental Clinic and the subsequent formulation of Local Rules and safe working procedures.

Much work was also completed in conjunction with colleagues in HR, particularly in the progression of the UCLan well-being agenda including the further development of stress management and smoking related initiatives and the further development of Safeguarding procedures.

Work continued to ensure that the Burnley campus and the University Conference Centre at Westleigh achieved the same high standards of SHE management as occurs at the Preston, Tyn Dwr and Westlakes campuses.

During this period, the SHE Section also provided support in the development of the new UCLan Cyprus campus, assisting in the recruitment and selection of a dedicated health and safety officer for the campus and in the development of a health and safety management system and fire risk assessment of the premises.

The University’s Environmental Management System (EMS) also successfully maintained its internationally recognised ISO14001 certification having completed two surveillance audits during the period, demonstrating a high level of control in place.

BUSINESS CONTINUITY

Business Continuity management is a key component in the University’s risk management arrangements. It involves ‘managing the recovery and continuation of business activities in the event of a business disruption.

During 2011-12 The SHE Section continued to work with Jermyn Consulting a business continuity consultancy with significant HE experience, in developing the University’s Business Continuity policies and procedures.

Following a Business Impact Assessment training day, all schools and services began the process of drawing up their own localised Business Continuity Plans.

In the forthcoming year the SHE Section in conjunction with Jermyn Consulting will look at refining the school and service plans and embedding them into the overall University Emergency and Business Continuity Management systems.

Further work during the year will begin to address issues such as local recovery capability and reciprocal arrangements, providing training for Business Continuity plan owners in the management of local recovery within their areas and developing a general staff awareness programme.

POLICIES & PROCEDURES

A number of new and substantially revised policies and procedures were developed in 2011-12 by the SHE Section including:

- Accident/Incident/Near-Miss/Dangerous Occurrence Reporting Procedures
- Health & Safety Arrangements – Guidance for staff
- Health & Safety Guidance for Off Campus Events
- Health & Safety Guidance for On Campus Events
- Local Rules for the use of Dental X-ray equipment

International Travel Bursary Scheme

During the year the SHE Section again assisted the International Office and many staff and students from across the University with risk assessing both school organised international fieldtrips and student led independent overseas travel funded by the Travel Bursary Scheme and the LinGO Travel Award.

Destinations included Kenya, Cambodia, Zambia, China, India, Norway, Egypt, Thailand, Ghana, Spain, USA, Germany, Russia, Greece, Italy, France, South Korea, Morocco, Uganda, Cuba, United Arab Emirates, Cyprus, South Africa and many others.
Fire Safety Management

The University continues to operate a robust and successful fire safety management system in order to comply with legislative requirements and meet best practice. The system is based on a schedule of premise fire risk assessments and inspection/audits in order to identify relevant actions needing to be addressed. Fire safety risk assessment action plans and audit/inspection reports are used to summarise the actions identified.

Fire risk assessments are undertaken on a 2-3 year basis depending on the fire risk profile of individual University buildings with assistance from the Fire Safety College at Moreton-in-Marsh, Gloucestershire.

During 2011-2012 the SHE Section successfully completed the following:

- 23 premises fire risk assessments and associated action plans
- 16 building fire safety audits/inspections
- 3 fire risk assessment inspections in collaboration with Lancashire Fire & Rescue Service (LF&RS) to ensure conformity with the requirements of the Regulatory Reform (Fire Safety) Order 2005

The fire risk assessments and associated action plans are demonstrating a reduction in recommendations and actions due to continuous positive improvements being made to the fire safety management system across the University’s property portfolio.

Facilities Management continue to successfully operate the ‘call challenge’ approach to University premises whereby the Security team investigate fire alarm activations, only requesting LF&RS attendance for an actual or suspected real fire situation.

The SHE Section continue to proactively monitor fire alarm activations in order to achieve a reduction of unwanted fire alarm activations which cause business disruption to the University’s daily operations.

Overall, the total number of fire alarm activations decreased slightly in 2011-2012 compared with 2010-2011, however activations due to actual fires decreased by a significant 78%.
Operational Management: Audits & Inspections

48% increase in audits & inspections, average compliance rate up 5%

Audits & Inspections

UClean continues to operate its successful internal audit/inspection regime, based on the use of Service Level Agreements which focus on ensuring statutory compliance while improving safety, health and environmental standards throughout the University.

A schedule of audits and inspections is drawn up in consultation with schools and services at the start of each academic year, these cover various activities, processes, buildings, facilities or equipment. Additional audits/inspections are undertaken as and when required by the Section to meet the needs of the relevant school/service, or as the result of changes in legislation or best practice.

A standard audit package is adapted to suit the requirements of the specific issue/s being audited. Audits may use a wide range of methods to determine compliance including observing work activities, visual inspections of equipment, review of documentation, testing of procedures against practice, assessing practice against licensing requirements, testing of environmental parameters such as air quality, chemical contamination, lighting, temperature and humidity levels, etc.

A report is produced for each audit/inspection which identifies what is being audited, its physical location, the auditors comments on achievement of compliance, actions to address any shortfalls, individual scores for different elements of the audit activity and an overall score of compliance for the entire audit/inspection.

Across the University’s various campuses, buildings, schools and services, the SHE Section during 2011-12 completed over 98 audits and inspections up from 66 the previous year. The average compliance score for all of the audits completed using the standardised audit package was very good at 84% up from 79% in 2010-2011. This indicates that in the areas audited, the University has ‘significant controls’ in place to manage its safety, health and environment risks.

The audits and inspections undertaken in 2011-12 covered a broad spectrum of issues and activities including:

- Risk assessments;
- Fire safety management;
- Hazardous substances;
- Laser safety;
- X-ray safety;
- Clinical skills;
- Laboratory and workshop safety;
- Storage areas;
- Work equipment safety;
- Working at height;
- Noise exposure;
- Asbestos management;
- Overseas travel;
- Student work placements;
- Training and staff welfare;
- Display Screen Equipment;
- Building Audits (fire safety, first aid, etc.);
- School health & safety management arrangements;
- Environmental management compliance;
- Hazardous and clinical wastes.

Staff in all schools and services across the University should be commended for their continued positive commitment to safety, health & environmental management within the sphere of their control.

EXTERNAL AUDITS / INSPECTIONS

External audits are an additional excellent method of checking the University’s compliance with statutory requirements.

During 2011-12, the following audits/inspections were undertaken by external agencies:

- Environment Agency & Counter Terrorist Security Advisers - Inspections under the Environmental Permitting Regulations 2010
- Peak RPA (Radiation Protection Advisers) - Inspections under the Ionising Radiation Regulations 1999
- LRQA - ISO14001 Certification
- Lancashire Fire & Rescue Services - Fire Risk Assessment audits of various University buildings on the Preston and Burnley campuses to assess compliance with fire safety legislation
- Fire Service College - Fire Risk Assessments of various University buildings in accordance with a pre-planned audit schedule
- Statutory compliance inspections of University lifts and lifting equipment, pressure systems, portable electrical appliances, Legionella, fire fighting equipment and Asbestos
- Preston City Council, Environmental Health Services - inspections of catering facilities under food safety/hygiene legislation
Operational Update: Training

The vast majority of health, safety and environmental regulations contain specific requirements to provide training and information to employees. The Health and Safety Executive’s publication Successful Health and Safety Management (HSG 65) also identifies the vital contribution to health and safety that a skilled and competent workforce makes.

During 2011-12 considerable focus was again placed on raising both staff and student’s safety, health and environmental competencies through training, and particularly mandatory SHE training. This was reflected by a significant increase in both staff and student’s attendance on training courses.

The SHE Section delivered 197 training courses both classroom based and online (up from 187), to in excess of 3066 members of staff (up from 1945 in 2010-11).

Such training sessions not only raise competences but also provide an ideal opportunity for staff members to raise safety, health and environmental issues from within their own work areas, which can then be addressed in consultation with the relevant SHE Adviser covering that school or service.

With regards to student training the SHE Section delivered over 40 training sessions to in excess of 1000 undergraduate and postgraduate students (up from 800) during 2011-12.

Safety, health and environmental training for students provides them with the theoretical and practical transferable skills that assist in preparing students to work safely not only within the University but also during periods of work experience, within off-campus dissertation research activities. It also contributes to their future employability potential later in their professional careers.

Of the staff who provided feedback on SHE training courses during 2011-12, 97% rated the training as either Very Good or Good, matching the figure for the previous two years.

Training Courses Delivered to Staff Included:

Of the staff who provided feedback on SHE training courses during 2011-12, 97% rated the training as either Very Good or Good, matching the figure for the previous two years.

Training Courses Delivered to Students:

Training Courses Delivered to Externals
Resources permitting, the SHE Section also continues to provide training to external organisations, to assist them in improving their own safety management systems and competencies.

During 2011 -12 the Section successfully delivered a number of the Institute of Occupational Safety & Health (IOSH) Managing Safety courses. As with internal courses the feedback from delegates was graded as excellent.
Operational Update: Accident & Incident Statistics

To monitor both the total number of accidents and to assess whether there are any discernible trends in the types of accidents occurring within the University, statistical information is collated from accident reports submitted to the SHE Section. Data is then divided into staff and student accident rates. The accompanying charts provide a statistical comparison of accidents involving staff and students for the academic year 2011/12 as compared against the same periods in both 2009/10 and 2010/11.

In total there were 98 reported staff accidents recorded in 2011-12 compared with an amended figure (due to late reporting) of 74 in 2010-11. In regard to students, there were 41 recorded accidents in 2011-12 compared with 35 reported in 2010-11. The majority of these were minor and there was no significant pattern in the causation factors. However, it should be noted that in the figures reported for 2011 reports of near-miss accidents where included which has not been the case in previous years.

In terms of accident severity, the total for more serious accidents, e.g. those requiring reporting to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), for staff was 10 compared with 6 for 2010-11. The sector average for the period was 2.1 per 1000 staff which would equate to approximately 6 reportable accidents within UCLan.

There were 3 reportable student accidents during 2011-12, compared with 3 reported in 2010-11. There was no significant pattern in the causation factors. The sector average for the period was 0.16 per 1,000 students which would equate to approximately 5 reportable accidents within UCLan.

The SHE Section continues to investigate whether there is any discernible pattern to the accidents that may be addressed via the provision of information, instruction and training.

The SHE Section through proactive safety management will continue to strive in 2012/13 towards the University’s aspirational goal of zero recorded accidents and ill-health occurrences.
Operational Update: Benchmarking UCLan’s Incident Statistics

The following statistics benchmark the University’s accident reporting data against Higher Education sector targets, as well as data gathered from other participating universities by the Universities Safety & Health Association (USHA).

It should be noted that due to differences in sector academic years, USHA data is based purely upon a calendar year and that therefore this report only covers up to end of the 2011 calendar year. Complete USHA data for 2012 is not expected to be available until May 2013.

Overall there was a minor increase in the total staff RIDDOR accidents notified to USHA under their reporting criteria in 2011. This is attributed to an increase in the number of slips due to bad weather, early in the year putting UCLan above the HE sector average and slightly above the UCEA target for the first time since 2007.

The number of reportable manual handling accidents in 2011 was 1 (compared with 1 in 2010). UCLan remained significantly below the HE sector average and the national HE sector target for 2010.

The total number of University reportable slip/trip/fall accidents notified to USHA decreased during 2011 (2 compared with 4 in 2010), slightly above the HE sector average and just below the national HE sector target set for 2010.
Embedding the Sustainability Strategy

The University’s Corporate Plan Implementing the Medium Term Strategy 2011-2017 incorporates the Sustainable Development Strategy with the aim of becoming a ‘model international University for Sustainable Development’. The strategic objectives for Sustainable Development are:

- UCLan aspires to exceed the 2020 sector carbon reduction target, reducing absolute carbon emissions by 48% against a 2005/06 baseline.
- UCLan commits to ensuring the significant environmental aspects of its operations are continually reduced and mitigated via the maintenance of its ISO14001:2004 certification.
- UCLan will ensure that its students are educated for global citizenship by integrating sustainable development into all course curricula by 2017.

These objectives are implemented through UCLan’s School and Service Delivery Plans. Annual milestones have been set to track progress and are monitored by the Strategic Development Service and the SHE Committee three times a year. The milestones and progress against these during 2011/12 are as follows:

**SUST003** Carbon emissions not to exceed 12,572 tCO2 (scope 1 and 2 emissions); Carbon emissions for 2011/12 are not yet available. Emissions for 2010/11 were 14,749 tCO2 2010/11 (a 4.3% reduction on 2009/10). Emissions for 2011/12 will be available January 2013.

**SUST002** Pass external ISO14001:2004 surveillance audits; UCLan has successfully maintained ISO14001:2004 having passed both of the external surveillance audits (October and May).

**SUST001** 20% of planning consent forms to include evidence that sustainable development has been adequately incorporated into curricula; As the planning consent forms are not currently included within the EMS auditing programme it is difficult to ascertain whether this milestone has been reached. However, it has been estimated that 50% of planning consent forms include evidence of integration of sustainability issues in the curriculum (Source: Academic and Quality Standards Unit (AQUaSU)).
Championing Sustainability in the Schools and Services

Progress in meeting the sustainability objectives (see above) has varied between Schools and Services. This is partially as a result of the level of awareness and knowledge of sustainability of staff tasked with reporting on the Delivery Plans but is also dependant on the particular focus of the School or Service. For example, Facilities Management and Learning and Information Services lead on a number of sustainability projects as part of their core work. Also, the links between sustainability and the curriculum are more obvious for some Schools, for example the School of Health and the School of Built and Natural Environment.

In order to provide a more consistent approach to embedding sustainability across all Schools and Services, a nominated Sustainability Champion has been appointed for each.

Champions meet three times a year at the Sustainability Champions meetings, jointly chaired by the Environment and Sustainability Manager and the Head of the Academic Development & Employability Service, to share good practice. Champions met twice in 2011/12 in April and June.

During 2012/13 the Champions will have the opportunity to be involved with the NUS Green Impact project, a behavioural change programme to empower staff, providing them with a bespoke framework of practical actions that staff can implement within their areas. The project also helps them gain recognition for their efforts whilst adding an element of friendly competition to motivate teams.

Environmental Management training update

The introductory ‘Environmental Management at UCLan’ training course introduces the University’s EMS and the identified significant environmental aspects of its operations as well as highlighting staff member responsibilities for minimising the University’s most significant environmental impacts. In total 70% of staff have undertaken the training; 55% of School based staff and 84% of Service based staff. The training has also been delivered to postgraduate research students in science and technology disciplines and from 2012/13 it will be a compulsory course for all postgraduate researchers.

Carbon Reduction

During the last academic year UCLan invested over £350k in carbon reduction projects including the installation of LED lighting in both teaching buildings and halls of residences, new boiler plant, pipework insulation, a bore hole at the sports arena for the extraction of irrigation water and the installation of solar thermal for the generation of renewable hot water to supply the Adelphi building.

Despite these investments, absolute carbon emissions are likely to exceed the targets as a result of new building developments, in particular the new Sir Tom Finney Sports Centre, JB Firth building and extended opening times in some buildings to enhance student experience.

The University submitted carbon figures for the Carbon Reduction Commitment of 14,527 tCO2 (2011/12 tax year) and this indicates that carbon reductions may be off the target set of 12,572 tCO2 (2011/12 academic year). Further investment is planned for 2012/13 with the continued aim of reducing absolute carbon emissions across the University’s Estate portfolio.

Recycling Rates continue to rise

UCLan’s recycling team have continued to collect source segregated recycling streams throughout 2011/12. In addition, the University’s new central waste contract with Blakeleys Waste Management Ltd has meant that general waste previously destined for landfill has been taken to a mechanical recycling facility. At the facility segregation of recyclates takes place and only materials that cannot be recovered are sent to landfill for final disposal.

This has meant that the amount of University waste ending up in landfill has fallen by 65% since 2009/10 and the total percentage of waste recovered for recycling in 2011/12 was 75% (target was 45%).

In addition, the Rocket composter, an in-vessel composter was commissioned in April to process food waste from UCLan’s catering kitchens for use as compost on University grounds.
Clothing Recycling
The British Heart Foundation have provided all our halls of residences students with conveniently located clothing banks for donating unwanted articles to charity. The banks not only accept clothes but also other items such as DVDs and small electrical items.

Edible Campus
The team have been adding to the stock of fruit trees on campus which will, in the next few years, provide fruit for the University community as well as for our bird species. The campus now boasts over 60 fruit trees and an area has been identified as a herb garden due to be planted during 2012/13.

Sustainability in the Curriculum
The University has made sustainability a formal institutional requirement in all courses through the course validation process. For new courses a Planning Consent Form is required which specifically asks for how and where sustainability is integrated into the curriculum. The Planning Consent Form is also part of the documentation for an approval event at which panels will want to see evidence that sustainability is included. Re-approval of courses takes place every 5-6 years at Periodic Course Review and again the integration of sustainability is a formal requirement. Following course approval and periodic course review the Academic Quality and Standards Unit produce an approval report which includes sustainability as a standard item. Going forward, auditing of the course approval reports will give a good indication of progress.

An Eco-Welcome to UCLan
New students in UCLan halls and leased halls of residences have been helped to get off to a green start as life as a student through the provision of an Eco-Welcome pack. All kitchens (total 463) were supplied with a Blue Recycling Bag, designed to transfer recyclables to the recycling banks, and filled with a variety of goodies. The packs included a UCLan customised publication, ‘How to be a Student and Not Destroy Planet Earth’, Green Books, 2012; a handy guide on how to reduce emissions and save money whilst performing every day actions from washing, cooking, shopping and travelling. Other freebies included the popular 4 minute shower timer, tea-towels, and Fair Trade chocolates.

Sustainability Achievements

The University was awarded a first class honours in the People and Planet Green League of Universities 2012, coming 6th place out of 145. UCLan is now one of only three universities to have maintained a top ten position in the league table over the last five consecutive years.

UCLan achieved particularly high scores in the performance section of the table where points were awarded for advancements in renewable energy (UCLan purchases 95% of its electricity from renewable sources); waste and recycling (75% of UCLan waste is recycled) and carbon reduction (carbon emissions per head fell, emissions since 2005 have decreased by 0.51%).

UCLan has been shortlisted for a 2012 Green Gown Award in the ‘sustainable procurement’ category for our steady, systematic approach to sustainable procurement. By adopting the Flexible Framework initiative in 2010, sustainable procurement has become ‘business as usual’ with sustainability incorporated into standard purchasing procedures. UCLan also works with organisations to help spread the word on sustainability throughout the supply chain.

UCLan has, for the first time, been shortlisted for a Times Higher Education Award 2012 in the ‘sustainable development’ category. The submitted project, the Energy Dashboard enables stakeholders to understand the University’s energy consumption and engage with its sustainability efforts. It includes an Energy Gadget, available on all UCLan PCs, which shows at a glance the energy consumption of a selected building.

SAFETY, HEALTH & ENVIRONMENT
Stay Safe, Keep Healthy, Protect the Global Environment
Environment & Sustainable Development: UCLan awarded a first class honours in Green League of Universities
Green week themed days on energy, transport, water, food and waste were organised 6th-10th February 2012 to coincide with People and Planet’s Go Green Week.

The week recruited 16 student volunteers to help promote events and increase participation. Highlights of the week included a prize draw with stamps issued for visiting our yurt where staff, volunteers and external organisations were on hand to give expert advice and information. The yurt proved to be a great venue for drawing in staff and students and we had 188 entrants into the prize draw. Throughout the week students took advantage of the free rickshaw rides to transport them around campus and promote the enjoyment of cycling and sustainable travel.

UCLan also teamed up with United Utilities to highlight ways to limit water usage by bringing the “Big Bog” a six foot tall toilet to the campus. Lancashire Wildlife Trust also provided free seeds and compost to encourage growing your own and our Grounds team recruited children from the local primary school to help plant fruit trees on campus.

Other attractions included a popular Farmers’ Market, a guided campus green walk, free bike checks, a pedal powered soup maker, free facials and massages with LUSH and a trial of bio-degradable packaging in our refectories.

An exhibition from nationally renowned artist Jac Scott investigating consumption, materialism and climate change also coincided with Green Week.

Environmental Suggestion Competition
Over the academic year the Green Team have been encouraging staff and students to come up with an environmental suggestion that can easily be implemented on campus and one which will lead to the most carbon savings. In total 81 suggestions were received. The winning entry was a uniform amnesty campaign for the collection of old items of UCLan branded clothing for ragging and correct disposal therefore diverting items from landfill. A prize of a ‘kindle’ was presented to Gregory Courtney, buildings cleaner, by Lynn Broadbent, FM Buildings Manager and Clair Challen, Environment and Sustainability Manager.

Travelling Lighter
During 2011-12 advancements were continued to be made in support of the University’s Travel Plan, including the offer of free training for smarter driving and cycle safety. Staff and students also got engaged with the national Walk to Work and Bike Weeks as well as with the travel related events held as part of UCLan’s Green Week. The staff survey revealed that solo car commuting has remained steady at 52% over the last few years and, although not on target, there was a 9% decrease over the life of the Travel Plan 2007-2012.

Going forward the new five year Travel Plan 2012-2017 will ensure that staff and students continue to choose sustainable modes for their commuting travel. Carbon emissions resulting from our domestic business travel have been collected throughout the year using Agresso and data has been provided at the School and Service level on request.

The Travel Hierarchy has been promoted to Schools and Services to guide modal decisions with the aim of reducing the carbon emissions associated with necessary business travel.

Student Sustainability Film
A short film which introduces students to sustainability at UCLan has been produced by a UCLan student company. The film shows students, using a fun cardboard character called ‘Carl Board’, how being green is easy and cost effective. The film is available on the UCLan YouTube site at:

http://www.youtube.com/watch?v=r-pT40_cvgrQ
Introduction

The University is committed to improving the health, safety & wellbeing of its staff, through a number of proactive and reactive methods which staff can engage with.

As such the University continues to work closely with its external Occupational Health Service (OHS) to meet the Occupational Health needs of University staff, postgraduate students, undergraduate students (when they work alongside postgraduates and staff) and academic visitors. The service is monitored and reviewed on a regular basis, in line with the current Service Level Agreement, identifying and implementing improvements as necessary to ensure the delivery of a high quality service that meets the needs of its users. This includes a more proactive, integrated service with the Occupational Health Advisor working closely with Human Resources and the Safety, Health and Environment Team.

The OHS supports the University in complying with health and safety law and with employment law and forms part of the University's risk management process. The responsibility for the management of Occupational Health lies with the Director of Human Resources who delegates responsibility for the day-to-day management of the service to nominated HR Managers.

Wellbeing Agendas

Following the previous staff satisfaction survey in 2011 work has continued throughout the University to ensure that the four key areas are addressed both at a School and Service level but also at a University level. Each School and Service developed (in consultation with their staff) an action plan that would look at how they could improve in these areas i.e. Communication, Career Progression, Managing Change and Workload and Bureaucracy. These plans have been continually reviewed, sharing good practice where appropriate.

In addition to this the University also began work on a wider wellbeing agenda which included activity around Health Promotion.

This included a successful series of free health checks, which were available to all staff, and included checks and advice on general health issues such as blood pressure, cholesterol, BMI etc. These were very successful with 79 staff attending these appointments with positive feedback received from all that attended.

Work has also continued on the review and revision of induction procedures and events for new starters many of which are considered critical and therefore are classed as mandatory. Attendance at these events is checked centrally and relevant managers sent updates as to which staff have attended. This is also double checked as part of the appraisal process.

During a review of sickness absence management, the University has recently revised its Managing attendance guidance. The key aspects of this are the re-introduction of absence triggers and more critically, the introduction of return to work meetings for each absence. The University also recognises the importance of maintaining appropriate contact with employees whilst absent from work and the revised documentation also details guidance for managers on what this contact should entail.

The University takes the issue of work related stress very seriously and acknowledges that early intervention in such situations is critical to prevent prolonged periods of absence and quick and effective return to work for the individual. As such, wherever an absence is reported stating work related stress, a letter goes out to the employee highlighting the support that is available to them.

The University's Counselling service has continued to deliver lunch time sessions including ‘Pause for Thought’, ‘Creative Relaxation’ and a Carers Group, supporting any member of staff who had caring responsibilities outside of work.

The University is also currently working towards its Silver and Gold Health Works Awards after having successfully achieved the Bronze award in 2011.
Summary
The University continues to work pro-actively with all UCLan’s stakeholders, through representation on safety committees, by providing competent advice and guidance, producing policies, procedures and guidance for managers and providing a wide range of health and safety related training, all intended to promote and facilitate a safe, healthy and sustainable working environment for all of UCLan’s staff, students and visitors.

Operationally the Section produced 5 new safety, health and environmental procedures and reviewed a significant number of existing ones against current best practice and legislative requirements. The Section undertook over 98 audits and inspections up from 66 the previous year, covering a broad spectrum of issues and activities across UCLan’s campuses., schools and services.

The average compliance score for all audits completed using the standardised audit package was very good at 84%, up from 79% in 2010-2011. This indicates that in the areas audited the University has ‘significant controls’ in place to manage its safety, health and environment risks.

SHE training to staff and students increased significantly with a total of 197 training courses delivered to over 3000 members of staff and over 40 training sessions to in excess of 1000 students.

Of the staff who provided feedback on SHE training courses 97% rated the training as either Very Good or Good matching last years figure.

Staff and students in all schools and services should again be commended for their continued positive commitment to safety, health & environmental management within their sphere of control.

THE YEAR AHEAD
2012-13 will again be an extremely busy year for the SHE Section, working both to achieve the specific targets planned for the year and addressing the significant number of reactive issues the Section deals with. A full schedule of audits, inspections and training for staff and students will be undertaken to ensure the University continues to provide a safe and healthy working environment.

Further work will continue on developing the University’s Business Continuity policies and procedures and working with multi-agencies across UCLan in developing and having approved University Safeguarding policies and procedures.

The Section will also be actively monitoring all accidents, incidents and near-misses across its campuses to ensure trends in type are identified and mitigation measure put in place where appropriate.

The Section will also ensure that it oversees the management of University activities and operations in accordance with its Environmental Management System and remains committed to improvement in environmental performance and sustainable development.

Christine Edwards
SHE Manager
December 2012
SPECIFIC OBJECTIVES 2012-13

- Continue to achieve improvement in UCLan’s accident levels and specifically below UCEA 2010 guidelines.
- Continue to promote the reduction of slips, trips and falls and musculoskeletal injuries.
- Support the collection and understanding of ill-health and sickness absence data.
- Review role/impact of UCLan’s Safety, Health and Environment Committee.
- Communicate health and safety matters effectively across UCLan.
- Encourage opportunities for consultation and collaboration on SHE matters between Trade Unions Safety Representatives, SHE Section, schools and services.
- Ensure sufficient guidance regarding leadership in health and safety is available; and provide input into development activities for those in leadership roles.
- To provide timely and relevant guidance materials on a range of health and safety subjects.
- To promote the use of risk assessment, control tools and appropriate control measures.
- To ensure the University is learning from the wider health and safety agenda and responding to and operating effectively in a changing external environment by monitoring and networking within sector, with regulators and external bodies such as UCEA, IOSH, CIEH, etc., and incorporating best practice into UCLan SHE management arrangements as appropriate.
- Contribute to the Advantage structured work experience and opportunity for global experience / study abroad agenda by supporting staff in assessing H&S suitability of placement providers, provision of work placement safety training and support materials and assisting the University in the SHE aspects of it is International Student Bursary program.
- Contribute to Advantage student access to sports facilities agenda by supporting staff in ensuring facilities are safe and fit for purpose and undertaking specific audits and inspections to ensure compliance with new and forthcoming regulations.
- Actively contribute to UCLan being a model University for Sustainability through continued development and maintenance of UCLan’s ISO14001 certified Environmental Management System.
- Continue to develop the University’s Business Continuity policies, procedures and training courses.
- To contribute to the outstanding employer agenda by enhancing staff competency in SHE issues by developing further SHE staff training courses, including those relating to recognising and managing risks.
- Contribute to student’s employability/personal development skills by continuing to enhance student awareness of safety, health and environmental issues. Provision of various SHE training courses to enhance student's personal development, competency and employability.
- Contribute to the Advantage Peer Mentoring scheme by providing SHE advice to Peer Mentors where required.
- Contribute to UCLan being a ‘Research Active University’ by continuing to provide SHE support and guidance on research activities across the University and incorporating any changes in the review of UCEA’s Managing Health and Safety Aspects of Research in Further and Higher Education in to UCLan SHE management arrangements.
- Contribute to UCLan being an ‘Innovative University’ by providing innovative solutions to SHE related issues to enable innovative research and other activities to be undertaken.
- Contribute to UCLan being an ‘International University’ by continuing to provide advice and guidance to the University on SHE related issues relating to UCLan Overseas activities.