

HEALTH AND SAFETY ANNUAL REPORT 2023

University of Warwick Health and Safety Services



OHS 669960

Health and Safety Annual Report 2023

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Health and Safety Annual Report 2023

1. Introduction

This report provides an overview of the work carried out during the calendar year 2023 by the University of Warwick Health and Safety Services team, and within departments, in developing the health and safety management arrangements for the protection of our staff, students and visitors. The report provides an update on the health and safety performance of the University for the year. The report provides summary accident and injury statistics, and, wherever possible, compares the University's performance to sector data as collected by the Universities Safety and Health Association (USHA) and other bodies. It has been structured to cover the elements required of a formal 'Management Review' as required under the international health and safety management standard ISO:45001.

2. Summary

Traditionally measurement of the University's health and safety performance had focused primarily on accident and ill-health related data, which was not uncommon within the sector. Whilst such data is important, it is a lagging indicator of performance and has a limited effect on performance improvement. During recent years the embedding of ISO 45001 principles has improved the University's focus on proactive, leading indicators and the ongoing use of the Assure software tool has improved the capture and tracking of data relating to both leading and lagging indicators.

The audits, inspections and reporting regime now in place as part of the Occupational Health and Safety Management System have all helped identify key priorities in terms of areas for improvement, which include:

- Documentation and regular review of 'activity related' risk assessments, as required under the Management of Health and Safety at Work Regulations
- Risk assessments and risk control measures, as required under the Control of Substances Hazard to Health Regulations
- Risk assessments and risk control measures, as required under the Provision and Use of Work Equipment Regulations.
- Records of Statutory Inspections and Compliance, as required under several health and safety regulations.

These priorities have been included in the University's Health and Safety Plan into 2024 and also form part of departmental Health and Safety Plans where appropriate.

3. HE Sector Developments and Priorities

The Universities Safety and Health Association (USHA) have identified some key areas for the sector to focus on during the period 2021-2025, and these include mental health, fire safety, risk profiling, compliance, hybrid working and global travel.

At the University of Warwick, we have been addressing these issues with initiatives such as the Thrive at Work wellbeing charter, revision and update of all Fire Risk Assessments, and the establishment of clear compliance related dashboards. At Warwick there are also dedicated working groups looking at mental health, fire safety, compliance, and global travel. The University's Health and Safety Risk Profile Tool is now well established and has been identified as an area of best practice by our external auditors (BSi), so, whilst risk profiling is a key area for USHA, it is not considered a priority at Warwick. The Health and Safety Services team at Warwick have contributed regularly to the USHA forums and have engaged with USHA leadership to ensure Warwick's views were heard.

4. University Health and Safety Governance

The main forum for health and safety governance remains the University Health and Safety Executive Committee (UHSEC), which is chaired by the Registrar, and which reports to the University Executive Board (UEB). The UHSEC reviews health and safety performance at each meeting, and monitors progress against the University's Health and Safety Plan: there are three sub-committees to UHSEC, which are the University Health and Safety Committee (UHSC), the Ionising Radiation and Non-Ionising Radiation Committee, and the Genetic Modification and Biological Safety Committee (GMBSC).

On occasion, when a specific risk or area for improvement is identified, UHSEC Working Groups or Programme Boards are established to ensure that there is appropriate operational effort put into addressing such matters and to provide proper oversight at UHSEC. A Fire Strategic Management Group is now well established and reports to UHSEC on a regular basis.

The Statutory Inspection and Compliance Programme Board (SICPB) was stood down on completion of implementing the required Codes of Practice and Responsibilities documents, to be replaced by a Statutory Inspection and Compliance Working Group, which still reports into the University Health and Safety Executive Committee. The focus for the Working Group in 2023 has been on the creation of valid and reliable data dashboards in relation to the key areas of statutory compliance, so that UHSEC can review the key metrics on a regular basis to obtain the required level of assurance. Production of such dashboards had been problematic due to the complex and diverse nature of the systems used to capture records and this will continue to be a challenge until a new Facilities Management system is introduced: a project is underway within Estates to introduce such a system.

The University Health and Safety Committee (UHSC) is a key committee for staff and student engagement, providing a means of consultation with, and the encouragement of, participation in health and safety matters at the University. Representatives from the University's three recognised Trades' Unions (UCU, UNISON and Unite) and the Students' Union are included in the membership of UHSC, and departments are now encouraged to include similar TU and SU representation within the membership of their respective faculty or departmental Health and Safety Committees.

Summary reports on health and safety from the UHSEC are submitted to the UEB each term, as is this annual review of performance. Regular reports are also submitted to the Audit and Risk Committee, and reports are submitted to Council and Senate, at least on an annual basis. UEB also provide final approval for any health and safety related policies, after consultation at UHSC and approval at UHSEC and at the Policy Oversight Group (POG). The escalation route for serious health and safety matters from UHSEC is via UEB, and should it be necessary, to the Audit and Risk Committee.

5. Management System Overview - ISO 45001

In University's external health and safety certification to ISO:45001 continues and internal and external audits have identified that there remains a number of areas which require further work in order to ensure ongoing certification.

Firstly, there needs to be an improved focus on **risk assessment** and risk control measures. At present risk assessments are not always documented and on some occasions are found to be absent. Risk assessment is a mandatory requirement of the Management of Health and Safety at Work Regulations 1999, and other associated regulations, so the absence of documented risk assessments leaves the University exposed to a risk of enforcement action. Risk assessment documentation also helps the University defend itself in any claim for personal against its Employers Liability or Public Liability insurances. More importantly though, risk assessments are the key tool in protecting staff, students and visitors, and the existence of robust and sensible risk assessments will help minimise the potential for accidents, ill-health, or harm.

Secondly, the new standard requires an increased focus on both **physical health** and **mental health**. Work is ongoing to improve arrangements relating to work environment monitoring (of potential issues such as

dusts, noise, vibration, or sensitising materials) and the improvement health surveillance (of health issues such as skin conditions, hearing loss and reduction of lung function). The improvements in work environment monitoring and health surveillance are dependent on the progress with the risk assessments identified above, as the risk assessment process will identify the requirement for such activities. The work already underway on mental health (under the direction of Wellbeing and Safeguarding Services) is to continue.

6. Actions from previous management reviews

The most recent Management Review was carried out in July 2023, and outstanding actions from that Management Review remain. Whilst there has been progress in relation to arrangements for health surveillance and in relation to the application for the Thrive at Work mental health and wellbeing charter, there has been relatively limited success in progressing risk assessments, and no success in implementing a Learning Management System (LMS), although budget has now been allocated and the People Module within Assure has been acquired.

Looking forward the first priority for 2024 will be resolving remaining issues relating to mapping and completion of risk assessments, as required under the Management of Health and Safety at Work Regulations, the Control of Substances Hazard to Health Regulations, and the Provision and Use of Work Equipment Regulations. The second priority will be the introduction of the Learning Management System (LMS) to aid reporting on completion of essential and mandatory H&S training: the budget has been approved for this and contract agreed with our current health and safety software provider, Assure.

7. Changes in external and internal issues

During the pandemic the amount of international travel declined but returned to close to pre-pandemic levels during 2023. The challenges associated with terrorism, conflict, crime, climate change, struggling or failing airlines and emerging or recurring infectious diseases remain, adding to the pressures of keeping members of our community safe when they travel overseas. An initiative to enhance the risk assessment process for international travel has been developed and introduction of this new process commenced in the latter stages of 2023.

During 2023 the issue of Reinforced Autoclaved Aerated Concrete (RAAC) hit the headlines in national news and led to a significant piece of work in identifying any RAAC across the University estate. The Health and Safety Services team supported this process and the subsequent completion of risk assessments and risk controls required for the small number of buildings identified as containing RAAC. The risk is currently limited and well managed.

Warwick Transformation commenced in 2023 and is potentially linked to an increase in the number of management referrals to the Occupational Health team, a phenomenon not uncommon to major change programmes within any organisation. This was managed well by the team but will most likely continue to place additional load on Occupation Health into 2024 as the programme of change continues.

8. Health and safety performance

Incidents

The number of reportable accidents and non-reportable incidents/near misses for the period 2016-2023 are shown in the table below.

	2016	2017	2018	2019	2020	2021	2022	2023
Staff RIDDOR Reportable Injuries	8	10	9	6	2	3	7	3
Total incidents	852	983	978	1201	918	968	996	1073

The data shows that the number of RIDDOR reportable injuries decreased in 2023 and the number of non-reportable incidents/near misses increased.

The reportable accident rate (per 1,000 staff) for the sector in 2023 was 0.82 and the equivalent figure for Warwick was 0.38 (see table below) based on a staff FTE figure of 7,739 (as at 1 Dec 2023).

Staff RIDDORs/1000 Staff (FTE)	2016	2017	2018	2019	2020	2021	2022	2023
Sector	1.14	0.99	0.89	0.88	0.81	0.54	0.86	0.82
UoW	1.03	1.47	1.4	0.97	0.32	0.48	0.97	0.38

It is worth noting that sector wide data is arguably of limited reliability due to potential problems with defining what is meant by ‘employee’ (for example there are differences between directly employed staff versus contracted staff) and potential under reporting of incidents, especially in relation to incidents causing an absence from work in excess of seven days (reportable lost time incidents). Unlike many universities, Warwick runs its own estates, facilities, catering and conferencing operations, all of which involve operations where there is higher risk of physical injury. The reporting culture at the University of Warwick has improved over recent years, following the introduction of the Assure system and as awareness of health and safety responsibilities has improved, especially in relation to the reporting of reportable lost time incidents.

Audits, non-conformities and corrective actions

During 2023 four internal audits were carried out within Estates Operations, the School of life Sciences, the Medical School and Warwick Manufacturing Group. These internal audits were carried out by a Senior Health and Safety Advisor within the Health and Safety Services team. Themes from 2022 recurred in 2023, with non-conformities being identified in relation to:

- Training and competence
- Contractor management
- Risk assessments
- Testing of equipment and user checks, and,
- Meeting KPIs for closure of actions from both proactive and reactive monitoring.

External audit was carried out by BSi again in 2023, and our certification for ISO:45001 continued with no significant concerns being raised, which was testament to the thorough nature of the internal audits carried out in support of our certification, as outlined above

Progress with Objectives

Objectives for Health and Safety are set by the University Health and Safety Executive Committee in order to help drive continuous improvement over time. It is anticipated that these objectives will continue to change going forward, as the OHSMS matures, but for the 2023-24 academic year, they are as shown below:

1. Ensure that less than 5% of open actions within the Assure system identified through **Proactive Monitoring** (audits and inspections) are overdue at any given point in time.
2. Ensure that less than 5% of open actions within the Assure system identified through **Reactive Monitoring** (incidents, near misses, ill-health, etc.) are overdue at any given point in time.
3. Ensure that 95% of **Risk Assessments**, identified as being required through risk mapping in in higher hazard spaces, are in place by **January 2024**
4. Ensure that 95% of mandatory H&S **Training** courses ([H&S Induction](#), [Fire Safety and DSE](#)) are completed by staff by **January 2024**.

Progress with the first two objectives in 2020 has been good, continues to improve each month, and can be interrogated easily using the Insights+ reporting dashboard within SHE Assure. Close out rates for proactive and reactive monitoring now falls under regular reporting of performance at safety committees and through internal audits carried out by the Health and Safety Services team.

Although objectives for Risk Assessment completion and Training completion were proposed part way through 2022, system challenges have proven such objectives very difficult to measure. It was therefore proposed that these two objectives are deferred until 2024.

Results of evaluation of compliance with legal requirements

As part of the ISO:45001 standard there is a requirement for the University to evaluate its level of compliance with legal requirements. The audit and inspection processes, analysis of incident data, and anecdotal experience of members of the Health and Safety Services team has resulted in the following areas being identified as areas for improvement in terms of pure legal compliance:

- Records of Statutory Inspections and Compliance, as required under various regulations
- Risk assessments as required under the Management of Health and Safety at Work Regulations
- Risk assessments as required under the Control of Substances Hazard to Health Regulations
- Risk assessments as required under the Provision and Use of Work Equipment Regulations.

These areas of legal compliance are reflected in section 20 below.

9. Assure

The Assure software tool for health, safety and environmental management (previously referred to as SHE) was procured at the end of 2018 and the Incident and Audit/Inspection Modules implemented during 2019. The tool also provides a module for Risk Assessment, and provides a means of managing tasks and workflows, tracking 'close-out' of actions and for reporting to management through the use of a dashboard function called Insights+. In 2023 there were circa 700 users of the system, made up typically from senior members of various academic, professional services and commercial departments. It is anticipated that the number of users will continue to grow as we increase the use of the system for the capture and management of RAs across all areas required under health and safety legislation. In the latter part of 2023, the University purchased a number of portals to improve and widen access to the system, and also purchased the 'People Module' (which has Learning Management System functionality) to assist with the recording and tracking of health and safety training within departments.

10. Health and Safety Training

The total First Aiders for the University of Warwick – all campus areas including Main campus, The Shard and University of Warwick Innovation Campus, Stratford-upon-Avon include 253 Emergency First Aiders and 346 First Aid at Work First Aiders. Twenty First Aid courses were held in 2023.

In December 2023 we held our first Awareness First Aider sessions for current First Aiders who wished to refresh and practice their skills within their 3-year qualification expiry period. The sessions were on a range of topics such as burns, CPR and dealing with shock.

In addition to the First Aid training there are a further 6 'classroom based – face to face' training courses available, including Manual Handling 'Train the Trainer', H&S Legal Update Training, Risk Assessment Workshops, Managing Safely at Warwick and Working Safely at Warwick bespoke courses. We offer a range of specialised courses including Laser Safety and Food Safety also. These courses aim to enhance the knowledge and skills of employees, ensuring they are well-equipped to maintain a safe and compliant working environment.

There are 25 H&S Moodle online training courses available including the mandatory courses: Fire Safety, Health and Safety Induction and Display Screen Equipment, but also department tailored courses including; SLS/WMS Waste Management and Safety at Gibbet Hill Training and Artificial Optical Radiation LASER User Safety Awareness.

We have acquired a new system to monitor and manage training records across the University. We are currently in the process of uploading the data into the system. This will help streamline the tracking of training completion, ensure compliance, and facilitate easy access to individual training records for both employees and line managers.

11. Occupational Health

Occupational Health (OH) Services at the University specialise in the care and well-being of people at work, working collaboratively with departments to identify and reduce risks to both mental health and physical health arising from work activities and providing advice on risk management, work environment monitoring and health surveillance. The table below shows a summary of attendances at OH Services since 2016:

YEAR	Appointments					Other	
	New Cases		Case Reviews	Total	Growth (year on year)	Screening	Site Visits
	OH Nurse	OH Physician	OHN and OHP				
2016	611	61	447	1119	33%	599	67
2017	682	113	493	1288	15%	649	53
2018	703	131	505	1339	4%	660	78
2019	793	271	651	1715	28%	614	8
2020	471	67	100	638	-37%	667	1
2021	516	83	78	677	6%	543	0
2022	514	131	93	738	9%	389	6
2023	663	161	199	1023	32%	665	4

The number of new cases and case reviews have increased from 2022 to 2023. Fortunately, the OH team can be complemented by contracted occupational health nurses and occupational health physicians so were able to flex in line with the increase in demand. Screening has significantly increased as anticipated due to reviews of risk assessments within departments. It is anticipated screening will continue to rise through 2024 with increased health surveillance screening requirements.

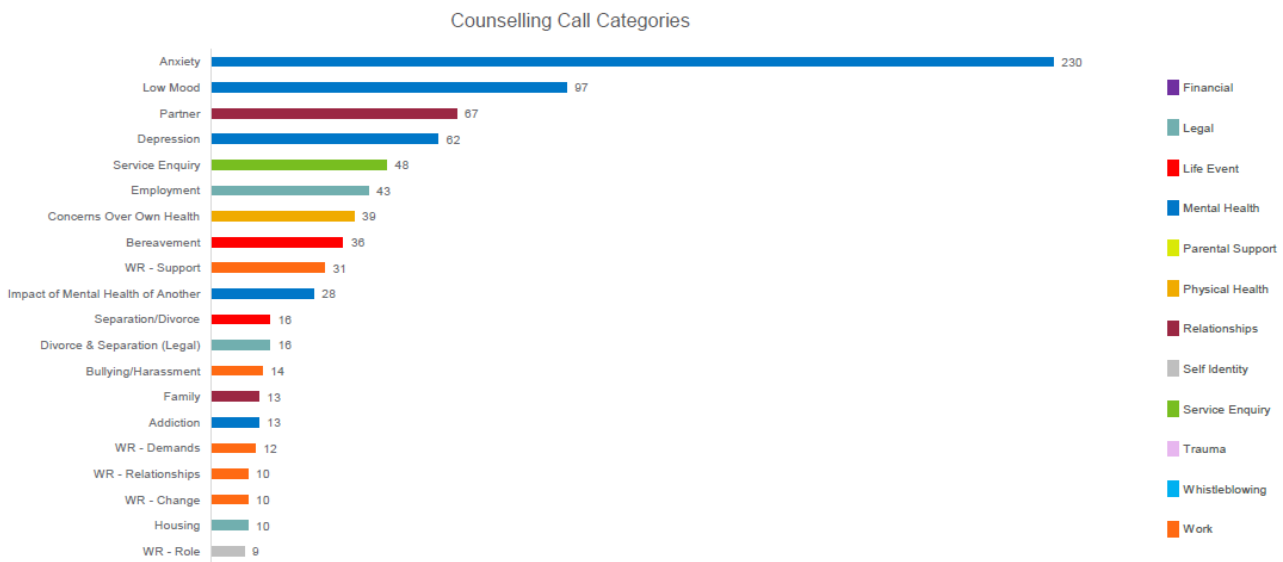
Many cases seen by the OH team are complex in nature, often relating to long term physical health conditions and disabilities: during 2023, OH have seen fewer mental health related matters due to the success of the Employee Assistance Programme (EAP) counselling services. This allows the OH team to focus on more proactive measures relating to physical health, health surveillance and proactive promotion of good health. The head of Occupational Health has continued to focus in 2023 on updating all procedures in line with industry best practice and implemented an updated version of the OH case management system and reporting software (Cohort). Improvement of systems and procedures within OH over the last 2 years will significantly assist with SEQOHS (Safe, Effective, Quality, Occupational Health Service) Accreditation with assessments of service provision commencing in 2024.

12. Mental Health and Employee Assistance Programme

The Employee Assistance Programme (EAP), which is provided by Health Assured, showed 0.8% decrease in uptake in 2023 and now sits at 15.1%, which is still considerably higher than the Health Assured customer benchmark of 8%, showing that there has been good usage of the service by University staff. In total 906 calls have been logged with the telephone service, 800 of these being counselling calls, accounting for 88.3% of all calls, sitting above the Health Assured benchmark of 74% by 14.3%. In terms of formal counselling engagement following initial telephone contact there have been:

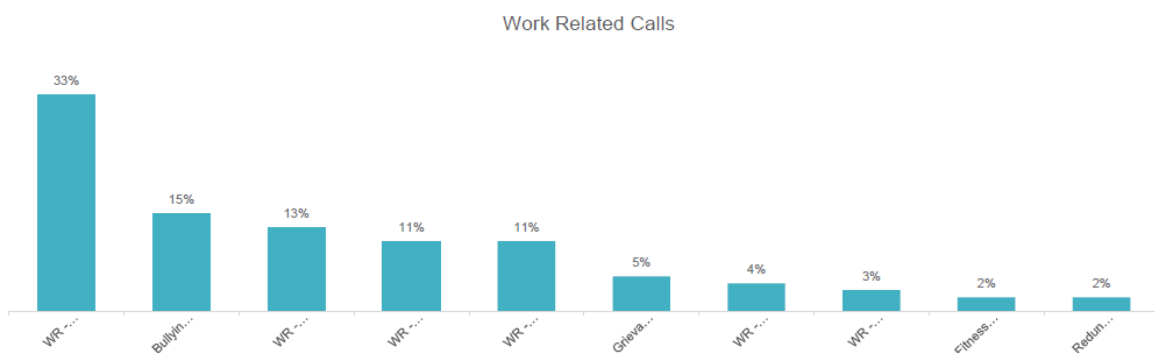
- 27 referrals for face-to-face counselling, with a total of 156 sessions being delivered
- 14 referrals for structured telephone counselling, with a total of 106 sessions being delivered
- 48 referrals for online counselling, with a total of 286 sessions being delivered
- 16 referrals for online CBT counselling, with a total of 29 sessions being delivered.

According to the chart below Anxiety, Low Mood and Partner enquiry were amongst the most common reasons for calls to the service.

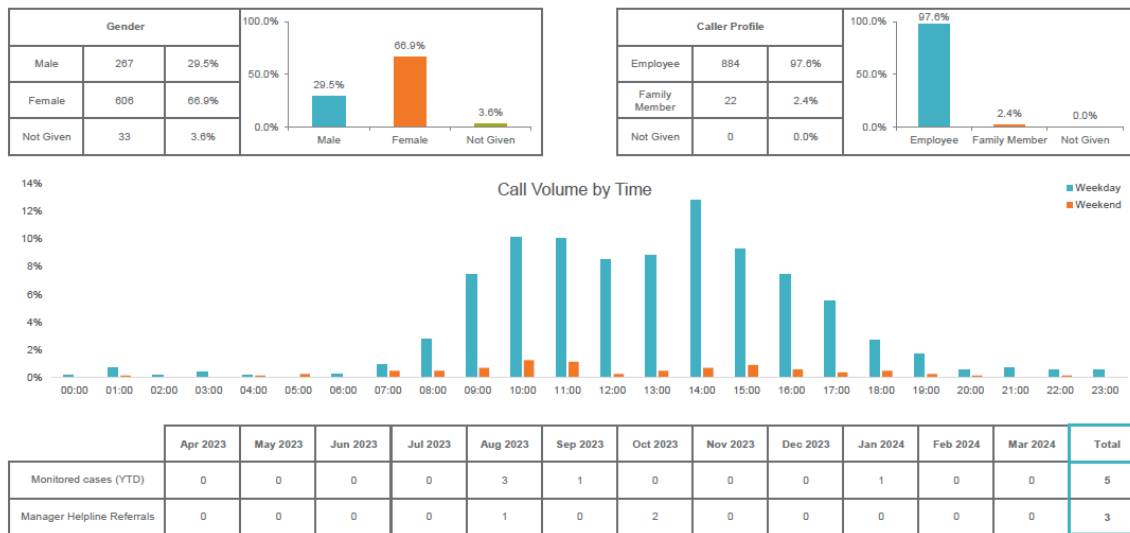


It is worth noting that there has been a marginal increase in the number of people contacting the counselling service for matters relating to anxiety, low mood and depression (up from 449 in 2022 to 454 in 2023). There has been an increase in 2023 for calls relating to employment and work, the work-related calls are broken down further in the chart below.

	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
WR - Support	0	0	0	5	2	10	4	2	0	0	7	1	31
Bullying/Harassment	0	0	0	2	0	2	3	5	0	0	0	2	14
WR - Demands	1	2	2	0	2	0	5	0	0	0	0	0	12
WR - Relationships	0	4	0	2	2	0	0	0	0	2	0	0	10
WR - Change	1	0	0	3	0	0	2	2	0	0	2	0	10
Grievance	0	0	0	4	1	0	0	0	0	0	0	0	5
WR - Role	0	2	2	0	0	0	0	0	0	0	0	0	4
WR - Control	1	2	0	0	0	0	0	0	0	0	0	0	3
Fitness To Practice	2	0	0	0	0	0	0	0	0	0	0	0	2
Redundancy	2	0	0	0	0	0	0	0	0	0	0	0	2
Grand Total	7	10	4	16	7	12	14	9	0	2	9	3	93



The chart below shows the gender identity mix of callers, also the days of the week and time of day when calls were received: it is interesting to note that a significant number of calls are made within normal office hours and there has been a 1.4% increase of family members utilising the service compared to 2022.



The remaining 106 calls to the EAP were general advice calls, as opposed to counselling calls, making up 11.7% of all calls, sitting below our benchmark of 26.0% by 14.3%. Employment was the most common reason for calling, accounting for 40.6% of overall advice engagement, followed by Divorce & Separation (Legal) at 15.1% and Housing 9.4%.

The Workplace Outcomes Suite (WOS) demonstrates the value of the EAP and the positive impact that the service is having on employees. At the start of therapy 13.6% of employees were away from work, after engaging in therapy this reduced to 8.5% with 38.0% of employees returning to work. After engaging in structured therapy, the Generalised Anxiety Disorder (GAD-7) average score reduced from 1.7 to 0.8 and the average Patient Health Questionnaire (PHQ-9) score reduced from 1.3 to 0.6.

The EAP mobile phone application named 'My healthy advantage' received a total of 3873 hits in 2023 which is an increase of 17% on the previous year. The mobile and online platforms during early 2024 have been updated now named 'Wisdom'. The application is tailored to suit the preference of the user with useful wellbeing tips and health trackers. Staff are also able to utilize the mobile application for contact and call back with the EAP. The EAP have launched an online instant mental health portal 'Wisdom AI' for instant advice and query response from professional counselling expertise utilising latest artificial intelligence.

13. Fire Safety

Fire Risk Assessments (FRA): A new Fire Officer has been appointed to focus solely on fire risk assessments. The current position is 195 buildings require a fire risk assessment review and 141 are in date (72%), with the remaining 'out of date' risk assessments being reviewed as a priority, with a focus on sleeping accommodation. It is important to note that whilst 'out of date' for review, these risk assessments are still appropriate and relevant but need to be formally reviewed, and the review process documented.

DSEAR Assessments: A number of Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Assessments are due for review. These assessments are carried out by an external specialist provider and moving into 2024 we will be reviewing our current provision: several DSEAR specialist have been contacted to provide quotations and sanitised reports for a qualitative review. Post review and provision of quotes, a DSEAR company will be appointed to undertake these assessments going forward. Currently, there are 37 spaces where DSEAR assessments have been made with 29 in date (78%). Typical review frequency is every 5 years or if there is significant change.

Changes to Fire Safety Legislation: The Fire Safety Order 2005 was amended and now requires Responsible Persons to assess and manage the fire risk posed by the structure, external walls and fire doors opening into common parts of a building. The Fire Risk Assessment template has been amended to include these requirements.

Two new fire safety laws came into place in 2022, The Fire Safety (England) Regulations and the Building Safety Act. The new laws aim to improve the safety of residential buildings in the wake of the Grenfell Tower tragedy. At present the University only has one building (Cryfield 7) which is classed as high-rise under the act. The new Building Safety Regulator (BSR) has over 13500 high rise buildings to review in the coming years and plans to start with buildings that pose the most level of risk such as height and age. Cryfield 7 having seven stories just falls into the criteria, it meets Building Control requirements at time of build, it has been registered with the BSR and a safety case has been prepared and will continue to be reviewed in anticipation of it being requested by BSR.

14. Food Safety

Following an internal audit review of food safety delivery across the University, several recommendations were identified for improvement in terms of management and delivery. Key recommendations included review of the Food Safety Management System; review of allergen controls; and increasing staffing provision. A new inspection programme based on risk has been drawn up to start in 2024.

A 'drive' to report incidents relating to food safety was initiated in 2023 and saw reporting rise from 3 incidents in 2022 to 13 incidents in 2023.

In 2023 the University started working towards a 'Primary Authority' partnership with Coventry City Council with a view to signing an agreement mid-2024. 'Primary Authority' is a means for businesses to receive assured and tailored advice on meeting environmental health, trading standards and licensing regulations through a single point of contact.

15. Genetic Modification and Biological Safety

Work with any biological material, including genetically modified organisms (GMOs), is somewhat unusual in that the risk assessment for such activities are required, by statute and by the University Biological Safety Policy, to be approved by committee before the work commences. The oversight committee responsible is the Genetic Modification and Biological Safety Committee (GMBSC), which is a subcommittee of UHSEC. In 2023, the GMBSC met four times, as per its Terms of Reference, during which it approved a total of 7 new or substantively revised projects at Containment Level 2 (CL2), and two at Containment Level 3, which have since been notified to the Health & Safety Executive. A further 44 CL2 projects were approved after periodic review, in line with the Policy.

A total of 12 new projects were approved at Containment Level 1 by the University Biological Safety Adviser during 2023. There was one visit by an enforcing authority: The Department For Transport Land Transport Security Division attended site in October 2023 to undertake an audit of operations involving the movement of High Consequence Dangerous Goods by road. The subsequent report rated the University as "Fully Compliant" in this regard. There were 7 incidents relating to work with biological materials during 2023 (6 minor and 1 significant), none of which were reportable under RIDDOR.

16. Radiation Safety

Ionising and non-ionising radiation provision was audited by Aurora (our Radiological Protection Advisers) in 2023 and number of recommendations were identified, these are being tracked out through Assure. We have identified the need to undertake a Radon survey of buildings on main campus to establish baseline levels due to a change in the UK Radon map.

17. Other Safety Considerations

Chemical Safety

In 2023 we appointed a specialist Chemical Safety Adviser to the team working primarily in Chemistry but advising across the University. LabCup, the chemical inventory management system has been developed, tested and is being implemented in Chemistry. Roll out of the system is planned for the rest of sciences in 2024.

Asbestos Management

The Asbestos re-inspection programme continued to identify any remedial actions. In doing this, the University are fulfilling key requirements of Regulation 4, CAR2012 The duty to manage asbestos in non-domestic premises. In accordance with Estates SOP ES002, Estates service desk and maintenance trades workflow process (Asbestos), weekly auditing across the Estates maintenance teams/zones were carried out to sample compliance of checking the Asbestos Management information, when receiving and carrying out works on the Fabric of University Buildings. A new Asbestos Compliance Officer (Asbestos) joined the team to support the capital projects and refurbishment activities. During 2024 there will be the implementation of a new integrated workplace management system called Project KEA to embed smart ways of working to support our front-line service delivery in Estates, Part of the project will be to provide a module to capture our hazards which will include Asbestos.

Permits to Work and Access Management

Permits continue to be managed and overseen by the Estates Permit Management group. Audits continue to be carried out in accordance with the Estates Assurance schedule and are available on the Evotix Assure system. A new Code of Practice for Confined Space Arrangements was drafted and published, available on the University Health & Safety Services webpages, and to support our Staff and Contractors when making permit applications and arrangements. During 2024 there will be the implementation of a new integrated workplace management system called Project KEA to embed smart ways of working to support our front-line service delivery in Estates, Part of the project will be to provide a module to capture our hazards which will include Permits to Work and Access.

18. Adequacy of resources and funding

The health and safety requirements of the University are well resourced and properly funded at present, with just one post (a Health and Safety Officer) being vacant at the end of 2023. Recruitment is underway and this post is expected to be re-filled in early 2024.

19. Communication with staff, student and other interested parties

When approved by UHSEC and UEB this document is to be shared with UHSC, and the Trades' Unions and Students' Union will be asked to comment on the content, identifying any areas for improvement they would like to have made to the report. The report will also be presented to the Audit and Risk Committee. Once finalised the report will be published on the Health and Safety Services 'internal' webpages and will be made available to other stakeholders and interested parties on request.

20. Opportunities for continual improvement

Whilst there has been much progress there are still key areas for improvement which have been carried forward for implementation in 2024, which are:

- Documentation and regular review of activity related risk assessments, as required under the Management of Health and Safety at Work Regulations
- Risk assessments and risk control measures, as required under the Control of Substances Hazard to Health Regulations
- Risk assessments and risk control measures, as required under the Provision and Use of Work Equipment Regulations

- Introduction of the Learning Management System (LMS) within the Assure 'People Module' to aid reporting on completion of essential and mandatory H&S training.

The active and visible support of UHSEC and UEB for the above, especially in relation to the need for risk assessments, will help with the ongoing improvements required.

21. Actions

UHSEC and UEB are asked to consider and comment on the following points in relation to this report:

- a) the continuing suitability, adequacy and effectiveness of the health and safety management system
- b) any need for changes to the system
- c) continual improvement opportunities identified in section 20
- d) actions to be taken by UEB to support the creation/review of risk assessments as part of the development of the health and safety management system
- e) opportunities to improve integration of the health and safety management system with other business processes and other management systems (particularly ISO:9001 (Quality), ISO:14001 (Environment), ISO:33001 (Risk Management) and ISO:27001 (Information Security))
- f) any health and safety implications for the strategic refresh and direction of the University.