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Appendices

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Executive summary

This report provides an overview of the University's Health and Safety (H & S) performance during the 2022/23 academic year and a summary of key outputs and initiatives

The year saw a general return to normalcy following the pandemic. Both staff and students adapted to changes in the way they worked and studied and for many to the changes in their work and study environments. Health and safety advice and guidance remained agile to adapt to these changes, introducing greater flexibility in working practices whilst maintaining legislative standards and managing associated risks.

The pandemic enabled the principles of good Health and Safety management to become more embedded in many of our day-to-day operations but the challenge we now face is to maintain that level of effective management and awareness so that the University can meet its vision of 'Making Health and Safety Business as Usual'.

Opportunities have been taken to develop more innovative ways of improving accessibility to competent and engaging Occupational H & S advice and support and improving the efficiency and effectiveness of our processes and systems.

Whilst we see many examples of good practice and strong H & S management in place, we unfortunately have seen an increase in accident and incident rates, with those accidents requiring reporting to the HSE increasing from 2 in 2021/22 to 8 in 2022/23.

The pandemic and associated lockdowns, understandably, impacted the number of fire drills undertaken and associated liaison and coordination amongst building user groups. There continued to be some confusion and lack of confidence in the management of evacuations, but the University is working through a program of drills to restore this confidence and are seeking assurance through the self-verification assessment process that adequate management arrangements are in place. It should be noted that in all cases where evacuation has been required, all staff and students have evacuated safely however work will continue in 2023/24 to ensure capability and capacity issues are addressed.

Highlights of performance

- Staff and student accident and incident rates have increased.
- Accidents reported to the HSE increased from 2 in 2021/22 to 8 in 2022/23.
- Our 3 most common accident types were handling, slips and trips and handling animals. Most injuries were minor and resulted from primarily lab based and operational activities.
- We continue to receive a high number of near miss reports with the majority relating to fire safety issues such as covered detectors, propped fire doors and blocked exits
- Injury and near miss reports have doubled across the majority of STEM faculties since last year.
- Our injury and incident rates were similar to the overall university sector and Russell group results.

- Our overall performance against our core landlord compliance activities surpassed our targeted compliance rate of 97% for Fire Life Safety, Electrical safety and Mechanical gas & Air, with the exception of water hygiene, which registered at 92.85%. This deviation can be attributed to elevated ambient temperatures, minimal water usage, and accessibility challenges arising from construction projects during the summer months. Subsequently, compliance in the water hygiene area rose to 94% after this period and is continuing to improve.'
- Our Occupational Health Service (OHS) delivered its Service Level Agreements with HR, the Faculty of Health Sciences and School of Education.

Highlights of improvements

- Campus Division successfully maintained accreditation of their H & S management system to the internationally recognised standard ISO45001. This provides assurances that their H & S management system is working effectively in the provision of buildings and ground maintenance including all site services and residential facilities associated with the University of Bristol Campus Division.
- Improvements continue to be made to our ventilation systems to provide better thermal comfort and air quality across our teaching and learning spaces.
- We have seen an increase in numbers of staff and students travelling and using the Global Travel Approval process.
- Plans and testing were put in place to roll out the Safezone app across the Campus in September 2023 (the roll out was successful). The app provides a level of reassurance that our Security Services are just the touch of a button away and can respond quickly and effectively with an understanding of the individual's location.
- The University has installed five externally mounted defibrillators which provide public access to emergency life saving equipment, 24 hours a day across the main campus. The units are registered with the UK National Defibrillator Network- The Circuit, to allow emergency services to direct users to the nearest unit. Since their installation in December 2022, the units have been deployed 4 times by the emergency service. Each deployment potentially a life saved. A further 17 internal access defibrillators have been installed across the University.
- Our Occupational Health Service worked closely with new Dental School (BDS) to ensure all new staff and those from the NHS (approximately 150) are fit for clinical practice and have complete pre-employment and immunisation records to comply with CQC inspections. This has resulted in an additional clinical workload for the OH team and systems are being set up to ensure that BDS receive the relevant health information in a timely and efficient way.
- In developing this report, we recognise the contribution made by Campus Division, Schools and Divisions, their safety advisors and managers and Trade Union Safety Representatives in helping manage H & S at a local level.

2022/23 saw the University continue to deliver its vision of '*Making health and safety business as usual*'

Making health and safety business as usual

Examples of actions and initiatives showing how the University is *making health and safety business as usual* are included across this annual report. The vision is based around three themes: to engage, empower and enable.

Engage

To **engage**, we continue to:

- tailor advice and support to help, not hinder our key stakeholders and communities in achieving their priorities and overcoming the challenges they face.
- Identify opportunities to work in partnership with Schools and Divisions highlighting greater engagement with health and safety across the University and,
- share good practice with accidents, incidents and near misses being used as learning opportunities.
- have a better understanding of how we are performing, providing more comprehensive assurance and management information.

Empower

To **empower**, we now have:

- better defined roles and responsibilities for all key stakeholders and duty holders, providing better information on induction and as part of ongoing support and guidance.
- improved performance information to help managers and leaders at all levels make informed decisions and identify opportunities to improve.

Enable

To **enable**, we continue to:

- simplify our systems and processes, making them easy to understand and implement.
- make our information, guidance and learning easily accessible and engaging.
- use existing and established systems, decision making mechanisms or/and planning processes as vehicles for considering health and safety.
- To work with teams and managers across the University to ensure risks are managed in a more sensible and proportionate way.

2022/23 and beyond

As some sense of normality has returned in 2022/23, we anticipate that the impact of COVID-19 will continue to have an influence over our activities

We will continue to embed our vision of *making health and safety business as usual*. Key activities planned include:

- Analysing and responding to the findings of the self-verification assessment process (re-introduced during 2022/23).
- Working with senior leadership to ensure clarity regarding roles and responsibilities across the new academic structure.

- Further improving processes, communications, and guidance to support safe international travel for staff and students including our response to international incidents or crises.
- Re-designing and developing centrally held online information and instruction to enhance user experience and accessibility.
- Continuing to enhance safety on campus through the promotion and use of the SafeZone app across the Campus.
- Delivering the operational requirements of the University's updated Fire Safety Policy and responding to associated new legislation.
- Implementing a clear and consistent sanctions matrix, alongside educational and engagement initiatives to address behavioural concerns across the Residences.
- Work with relevant stakeholders to ensure appropriate systems and support are in place to enable schools and services to effectively manage H & S risks associated with physical and mental health conditions of students.
- Delivering a program of workshops to raise awareness and understanding of the University's work-related stress guidance and risk assessment processes.

Conclusions

Health and safety culture has been strengthened and improved across the University this year

The year has seen further improvements in, and strengthening of, our health and safety culture across the University.

Whilst we have seen injury and incident rates increase our performance remains strong as our advice and guidance is trusted and acted upon.

We are seeing earlier and more active engagement in the assessment and management of H & S risk as part of decision-making and activity planning across the University.

Occupational H & S advice continues to grow more accessible to those who need it, when they need it. However, we will continue to drive further improvements in the user experience via our shared platforms and media channels.