



The
University
Of
Sheffield.

HEALTH AND SAFETY COMMITTEE

Report on Health and Safety in The University Of Sheffield **1st January to 31st December 2007**

This Annual Report attempts to summarise the current position on health and safety activities performed by Safety Services up to the end of 2007. I am pleased to report that the current position on health and safety in the University continues to be very positive, with good progress on most fronts and generally with excellent co-operation from departments. 2007 again saw a significant reduction in the number of false fire alarms and other incidents and an increase in fire safety training uptake at the University. However the audit programme suffered due to other university and safety initiatives taking precedence and will resume in 2008. It is important to recognise that there are many other health and safety initiatives and activities being undertaken by departments across campus which are not reported here but should be recognised by the Committee. We believe this report provides the Health and Safety Committee with sufficient information to instil confidence in the state of health and safety in the University and enable the Committee to further its influence over the activities performed in the University. Comparative data has been included where applicable.

Contents

- 1. Fire precautions and emergency incidents report**
 - 2. Accident and incident statistics report**
 - 3. Health and safety training report**
 - 4. Ionising and Non-ionising Radiations report**
 - 5. Genetic Modification report**
 - 6. Health and safety surveys, audits and inspections report**
 - 7. Health and safety policies and information.**
 - 8. Specialised Waste Disposal report**
 - 9. Health & Safety investment report**
 - 10. Legionella Control report**
 - 11. Compliance with Service Level Agreement report**
 - 12. Portable Appliance Testing (PAT) Service 2007 report**
 - 13. Enforcement Agencies audits, inspections, visits and contacts**
 - 14. New Legislation and Guidance introduced over the period**
- APPENDICES**

1. Fire Precautions report

1.a Fire Safety Legislation

There have been no significant legislative changes to fire safety during the course of 2007 however a significant number of new guidance documents have been published. In April 2007 new fire safety guidance was published for the Building Regulations which incorporate the 2006 amendments to the Building Act and take account of the introduction of the Regulatory Reform Order 2005. The main impact from the University's perspective is that guidance on disabled evacuation, fire detection, and fire safety management systems has been much improved and clarified.

All of the guidance documents (13 volumes!) supporting the Regulatory Reform Order 2005 have finally been published and these will now be used as the basis for the fire risk assessments conducted on University buildings. South Yorkshire Fire and Rescue Service have also published guidance on fire safety in Houses in Multiple Occupation and this will be incorporated into the assessment regime for the University's residential buildings. The University's fire risk assessment documentation has been updated to take account of the new guidance.

The 'Premises Boxes' mentioned in last year's report have now been fitted to the majority of the larger buildings and work is underway to populate them with the relevant hazard information for each building.

1.b Risk Assessments.

Legislative amendments mean that for new buildings and major refurbishment projects the fire risk assessment process has to start at the design stage rather than once the building is handed over. This has led to a change of focus for the risk assessment programme during 2007. Work has concentrated on the new buildings such as the Jessop West building, the new AMRC building, the new APS Experimental Gardens and the "Sound House" for the School of Music. Considerable work has also been done in support of the refurbishment projects at the Arts Tower, North Campus, Jessop Victorian building and a number of smaller properties.

Progress has been made on the fire risk assessments for the Chemistry buildings and the Mappin complex but these are currently on hold due to the unexpected resignation of the Fire Safety Assistant. Work will recommence as soon as reasonably practicable after this post has been filled.

Fire risk assessments covering the structural aspects of the new residential buildings have been completed by VLL. A meeting to review these has been arranged for February 2008 to ensure that they take account of the management systems that the University will adopt for these buildings.

1.c Fire Service Inspections

An overview of inspections conducted by the Fire Service in 2007 is given below. The contraventions that were noted during these inspections were

almost all of a minor nature and have either been rectified to the satisfaction of the Fire Service or an agreed course of action is in hand. The one exception was concern raised over the frequency of fire alarm and emergency lighting testing. Estates Services and Safety Services are currently working together with the Fire Service to bring about the necessary improvements.

Table 1. Summary of Fire Service Inspections & Visits 2005 - 2007

Inspection type	2005	2006	2007
Fire Certificate Re-inspection	26	22	N/A
11 D familiarisation visit	14	5	11
Licence renewal inspection	5	2	2
False alarm strategy meeting	1	12	0
During use inspection	1	5	1
Risk assessment audit	-	1	24
Total number visits	48	47	38

1.d Fire Drills 2007

Fire Drills were conducted at all relevant University buildings during October 2007. At the non-residential buildings the overall picture was one of slight improvement compared to last year this being mostly due to improved fire marshalling and door guarding. Unfortunately the performance at the residential building did not meet last years standard and 8 drill were deemed sufficiently poor as to warrant a repeat performance in November 2007. On this occasion all were satisfactory. A full report on the fire drills will be available on Safety Services web pages by the end of February 2007.

1.e Maintenance of Fire Fighting Equipment

The transfer of the fire extinguisher maintenance work to the private sector as a result of the Residences Project continued throughout 2007. This reduction of work at the residential buildings has been largely offset by additional equipment being deployed at the North Campus, the Information Commons, New Spring House, other newly occupied premises. Additional equipment has also been identified as required during the risk assessment process.

Safety Services are also working with Estates Services to provide additional resources for weekly fire alarm testing in the larger central campus buildings. Safety Services took on responsibility for alarm testing at an additional 13 buildings during 2007 and it is envisaged that during 2008 Safety Services will take responsibility for the remaining buildings that are currently tested by Estates Services. New building that come on line, such as Jessop West etc will be tested by Safety Services and a review of the Fire Safety Technicians working schedules will be undertaken during 2008. This may result in the timings of fire alarm tests being altered but wherever possible this will be done taking account of departmental requirements.

Malicious interference with fire extinguishers continued to be a problem in the residential buildings during 2007 although the number of unscheduled

visits fell as a result of the transfer of students to accommodation where the fire fighting equipment is maintained by VLL. Further falls are likely to occur when Ranmoor House is vacated in early 2008.

This year's dry and wet riser testing program identified that all of the systems are in an operational condition, although there were some minor defects which have been forwarded to Estates Services to deal with on the maintenance programme.

1.f Fire & Safety Signs in Central Teaching Spaces.

Progress has been delayed on this project due to the resignation of the fire safety assistant and the volume of work in support of current capital projects. It is envisaged that completion will be summer 2008.

1.g Fire Alarms and Detection

The alarm upgrade in The Octagon Centre is now complete. There are now no buildings where the fire alarm has to be activated remotely by Emergency Control Centre staff. Upgrades of existing systems have also been made at Psychology Annexe and 65 Wilkinson Street.

Weekly testing of fire alarm and emergency lighting systems continues to suffer from resource problems resulting in difficulties meeting the testing schedules. Redeployment of Safety Services staff to undertake more fire alarm testing has helped alleviate the problem to some extent and it is planned that testing of the remaining systems currently tested by Estates will transfer to Safety Services in the near future. Following problems encountered during the power outage in November 2007, Estates Services has revised the emergency lighting testing arrangements.

1.h Emergency Incidents in 2007

2007 saw a welcome continuation of the downward trend reported in 2006 (see Table 2) largely due to the efforts being made by the University to reduce fire alarm calls but the number of ambulance calls also fell by 10%

Table 2. Comparative Emergency Incidents Totals 2003 - 2007

	2003	2004	2005	2006	2007
Ambulance	126	90	107	105	94
False Alarms - Accidental	102	104	137	69	59
False Alarms - Malicious	19	14	35	11	15
False Alarm System Faults	63	91	112	73	52
Fires	33	26	21	19	20
Miscellaneous Incidents	8	1	8	2	4
	351	326	420	279	244

The number of actual fires in the University in 2007 was up 1 from 19 to 20 compared to 2006, primarily as a result of a spate of malicious bin fires towards the end of 2007. A summary of the fires in 2007 is given in APPENDIX

1b. The number of ambulance calls during 2007 (94) fell almost to that recorded in 2004 which represented the lowest on record.

The reduction in fire calls this year exceeded the 5% target that had previously been agreed with South Yorkshire Fire & Rescue Service and the University's standing with the Fire Service has improved considerably as a result. Feedback from Area Commander has been very positive and at present he does not consider the University a significant risk for his Service.

Although progress has been made in reducing unwanted fire alarm activations, activations resulting from poor practices remains unacceptable, especially those due to contractors' activities, maintenance issues and unsupervised cooking at the residences. A number of the fire alarm systems in our buildings are reaching the end of their expected lifespan and the difficulty in obtaining replacement parts for some of these systems means that they account for a high proportion of the 'system fault' false alarms. Where this is the case these systems have been identified as priorities for allocation of funding from the H&S Capital Projects Budget and Estates' Long Term Maintenance programme.

1.i Disabled Evacuation

Technical problems continue with the five Evacuation lifts in our existing buildings, although the problems that were being experienced with the communication systems linked to the Control Room appear to have been resolved. The outstanding issues to be resolved when the equipment is available are the development of robust management systems, the training of suitable staff to provide assistance to those unable to evacuate by their own unaided effort and a response team to operate the evacuation lifts when necessary. Several training courses have been cancelled due to equipment failure, but staff have been trained in Information Commons, and Chemistry Buildings to use the new lifts. At present, meetings are convened between Safety Services, the relevant Departments, the Disability & Dyslexia Support Unit and the individual requiring assisted evacuation to determine personal plans for each that does not involve use of the Evacuation Lifts.

1.j Fire safety engineering assessments of new & modified building designs.

The number of engineering drawings requiring a review of fire and other safety provisions remained fairly high during 2007. Although the procedure for approval of designs of new and refurbished buildings is working reasonably well, discussions are underway with Estates Services to ensure advice is sought at an appropriate stage of the design process to avoid unnecessary changes to designs and to ensure costs take necessary present and future safety factors into account, and also that the Value Engineering stage takes the views of all stakeholders into account prior to final decisions being made.

2. Accident & incident statistics - 1st January 2007 - 31st December 2007

2007 saw a 13% reduction in the number of total accidents incurred by the University population compared to the previous 12 month period, which follows a similar reduction in the previous 12 months. During the same period 13 Reportable Accidents were recorded (four “major” injuries and nine accidents in which the casualty was unable to carry out their normal work for a 3-day period), an overall reduction of 9 Reportable Accidents from the previous 12 month period. “Reportable accidents” are those that are required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR) to be reported to the Health and Safety Executive.

Table 3. Comparative accident statistics

	03/04#	04/05#	2006	2007
Total number accidents	683	584	508	442
Reportable accidents (major)	4	7	6	4
Reportable accidents (3-day)	10	9	16	9
Reportable Dangerous occurrences	1	0	0	0
Non-reportable Dangerous Occurrences	33	16	24	20

= 12 month data for 1st July to 30th June in the respective years

Statistics for 2006 onwards are presented for full calendar years for comparison purposes. [APPENDIX 2a lists Type of Accident against the category of staff or student for the period 1st January 2007 to 31st December 2007.]

It is very pleasing to report that the 2007 “Incidence Rate” (accidents per 1000 employees) for “Reportable accidents” for the University of Sheffield compares favourably with the sector, as illustrated in the Table below.

	HE Sector *	University of Sheffield
Total reportable accidents	2.8	2.1
Slip, trip & fall reportable accidents	0.94	0.7
Manual handling reportable accidents	0.8	0.4

* - data from UCEA Health and Safety Report 2007.

[APPENDIX 2b lists the total number of accidents recorded by Usport and a table listing the Slip, Trip & Fall accidents for the period 1st January 2006 to 31st December 2006.]

At this time, information is not available from the Accident information database and discussions are continuing with CiCS to be able to include the relevant statistics for Appendices 2a and 2b in tabular form in the final version of this Report to be tabled at the Health and Safety Committee on 22nd February.

The RIDDOR Reportable Accidents and Dangerous Occurrences are detailed in APPENDIX 3, which covers the period 1st January 2007 to 31st December 2007.

3. Health and safety training report

APPENDIX 4 summarises the general health and safety, fire and radiation training carried out over the period by safety Services, Central Mechanical Workshops and Departments doing their own "Out of Hours training, of which there are currently 10 accounting for 38% of staff undertaking this training during the year. The demand for first aid and health and safety courses and numbers of people attending those courses has remained very similar to that in previous years.

Attendances at Radiation Protection Lectures and induction courses has remained fairly strong although there have been decreases in the numbers attending courses compared to previous years.

The numbers of staff participating in fire training during 2007 showed a 15% increase over 2006 (up 513). Over 50% of fire training is now done via the web. Despite the trend for increasing attendance over recent years there has been no apparent reversal of the trend for senior staff to be under-represented in the numbers of people attending fire training.

4. Ionising and Non-ionising Radiations report for 2005/2006

There has been an increase in the number of personnel registrations during the year but the number being issued with monitoring badges and finger rings fell significantly as has the overall number of registered radiation workers as people not currently engaged in this type of work have come off the register.

There has been a slight increase (5) in the total number of work certificates in force (196) within the University for work with radioactive materials and X-ray equipment. *See APPENDIX 5 for comparative statistical information for the period 2003-2007*

Over the past 12 months the centrally organised isotope contract with the new suppliers has worked well, although one of the two suppliers has subsequently withdrawn production of short-lived radionuclides, which are now being provided by the second supplier.

The review of Personnel Doses for 2001-2006 continues the excellent record of protection of radiation workers with minimal personal doses recorded during the year. A full review can be found in APPENDIX 8. (Data for 2007 is not yet available)

Annual leak tests and monitor calibrations were completed satisfactorily. Monitor testing for external clients continues with services provided for the Universities of Warwick, York and St Andrew's as well as local firms: Lablogic, Pycko Scientific and SY Fire Service.

The year saw a small increase (5) in the number of people registered to work with lasers, and an increase (20) in the number of laser in use. As before, 43 of

the lasers are Class 4 devices.

The Association of University Radiation Protection Officers (AURPO) conferred an Honorary Life Membership to Mr Trevor Moseley in recognition of his services to the Association for producing, or co-producing sector guidance across a range of relevant activities, and organising events, and providing advice and assistance to colleagues. Mr Moseley continues to represent AURPO and University interests on the Environment Agency's Small User Liaison Group, is Chairman of AURPO Technical Committee and newsletter editor and also acts as validator on the web based AURPO Certificate Course in Radiation Protection arranged through Strathclyde University.

5. Genetic modification report

Twelve new GM projects were submitted for approval to the Local Genetic Modification Safety Committee over the past 12 months, of which only 1 was Class 2, as defined by the *Genetically Modified Organisms (Contained Use) Regulations 2000*, the other 11 being Class 1. An amendment for an existing Class 2 project was also submitted. The number of new projects submitted during the year is slightly down on previous years. There are around 360 long term projects underway. All the work overseen by the LGMSC proceeded safely in accord with guidelines issued by the Scientific Advisory Committee on Genetic Modification (SACGM). There were two meetings of the LGMSC during the period. The SACGM has published the new Compendium of Guidance for contained use activities involving genetic modification.

6. Health and safety surveys, audits and inspections

Due to the loss of the Radiation Protection Technician in August 2007, surveys of workplaces using ionising radiations has fallen behind, but it is anticipated that annual surveys should be back on track by summer 2008 following the appointment of a new Technician due to start on 1st April 2008. Inspections undertaken indicated a satisfactory situation. Statutory leak tests and monitor calibrations have been satisfactory.

The health and safety auditing regime to determine health and safety compliance for Type 1 and 2 departments has progressed very slowly this year due to other University initiatives taking priority, in particular SAP, the HSE audit, assisted evacuation issues, clinical waste issues, to name but a few, as such only one Type 1 audit was undertaken. Auditing of Type 2 departments was also suspended due to other safety activities taking priority and due to time constraints imposed by the NEBOSH Diploma course and examinations. Arrangements are being made to re-establish the audit programme for 2008.

An audit of hydrofluoric acid processes and users was carried out at one department over the period.

Visits were made to sites and departments across campus to inspect laboratory facilities and equipment, perform noise levels measurements, carry out pre-occupation visits to premises, discuss Fire Marshall regimes, to check fire safety and gas storage facilities, discuss means for assisting staff and students with impaired mobility to evacuate buildings safely, and to discuss various other safety problems and to offer advice and assistance. Representatives from Safety Services continue to be involved in all LMG and building User Groups across campus.

Safety Services continues to liaise with relevant enforcing authorities for antiterrorist activities related to biological organisms, radioactive substances and toxic substances and chemical weapons and precursors.

7. Health and safety policies and information.

All current Health and Safety Codes of Practice are available for staff and students in PDF format from the Safety Services web site and it is anticipated that the demand for printed copies of the full and abbreviated versions will continue to drop. However a number of printed copies will continue to be available for Heads of Departments and nominated safety officers within departments.

Safety Services contacted all new undergraduate and postgraduate students by e-mail during October 2007 with the relevant web links to enable them to access the Health and Safety Codes of Practice they should be aware of and comply with during their stay in Sheffield

The monthly "Safetyline" health and safety updates have continued to be produced and placed on the Safety Services web site and the link sent out as an e-mail to departments. During the year a short "Noise Awareness" presentation has been put on the safety Services web site to provide information on the implications of the Noise at Work Regulations 2006. Guidance documents covering, Out of Hours vocabulary, Oxygen Deficiency Sensing Equipment & Policy, Phenol-based disinfectants and watersports safety abroad have all been placed on the web site.

First aid cover for 15 Degree Ceremonies and an Environmental Conference in February 2007 was provided by first aid volunteers from across the University and whose contribution is warmly appreciated.

8. Specialised Waste Disposal report

8.a Solvent, oil and chemical wastes

Three collections of solvent and oil wastes were undertaken in 2007 from 10 user departments. Volumes collected were similar to that collected in previous years. Three collections of waste chemicals were also taken for disposal from 12 user departments.

8.b Radioactive Waste Disposal

Volumes of radioactive waste was collected in 2007 were substantially down on 2006 with a decrease in overall costs of £4,000. Total cost of disposal was £7,140 ex VAT, of which £6,860 ex VAT was recovered from hospital and University departments. Costs related to radiation “activity” are being minimised by making full use of the 6-month “decay period”.

9. Health & Safety investment report for 2007

Investment in the University infrastructure to address specific health and safety deficiencies has continued. The Geography C & D floor project to provide additional means of escape, which was postponed in 2005/06 due to the excessive cost of the identified project due to planning constraints, was reviewed and additional means of escape provided for C floor only.

An automatic fire detection and warning system was installed in the Octagon, replacing the last of the systems relying on the Control Room to initiate the alarm. In addition, automatic fire detection and warning was installed in the Psychology Annexe Building on Mushroom Lane.

As reported last year, a significant amount of the 2006/07 budget was used for asbestos removal in the Arts Tower to facilitate remedial works to the services which were failing.

Work continues on management of the asbestos identified by the Asbestos Survey, and on refining the documentation and plans. A substantial sum was used to remove asbestos from a large subterranean duct through which several services are located which serves the Hicks Building. A project to remove asbestos from the roof space of Brunswick House is planned for mid 2008 to facilitate repairs to the lift mechanism.

The 2007/08 budget has been identified for two major and several minor projects. Around £700,000 has been identified to provide additional means of escape from the South West Tower of Firth Court which fortuitously will also provide access and egress for visitors with mobility impairment to the Firth Court and Firth Hall. The other major project to which this budget will contribute is the refurbishment of the structure and welfare provision in the Arts Tower.

Smaller projects include hydrogen generation equipment for the Nanosciences, a radio paging system for Porters, a stock of radios for emergency use, allergen assessments, and replacement of telephones in Porters Lodges to facilitate contact with the University’s Control Room outside normal hours or when the Porter is away from the Lodge.

10. Legionella Control report

Activities relating to control of Legionella have progressed well with risk assessments having been undertaken at all of the “Delta” residential properties being retained by the University, although this resulted in assessments at academic buildings being delayed awaiting the completion of the residential assessments. Temperature monitoring, sampling and treatment activities have progressed satisfactorily and no positive Legionella samples were found during 2007. However, Estates Services have been concerned by the slow progress by the Risk Assessment Contractor during 2007 and additional resources will be made available to address, and speed up, the assessments of academic buildings during 2008.

The Policy and procedures were audited by external auditors and found to be generally satisfactory, and recommendations were addressed quickly.

Mr Cameron replaced Mr Rhodes as the University’s “Responsible Person” following Mr Rhodes departure from the University.

As previously reported, all buildings likely to pose a significant risk of Legionella have been identified and those likely to pose the greater risks are being assessed initially, although further work is required in the larger buildings to trace pipe runs. Risks are being fully documented and preventative and control measures identified. Departmental, School or Divisional water-related assets capable of harbouring Legionella and which fall under the remit of this Policy have been identified and will be incorporated into the risk assessment exercise. The treatment and sampling regime will be improved through this process.

Over the year, the cooling towers at the Kroto Institute on North campus have received significant attention to ensure satisfactory control of Legionella bacteria, and two of the three towers have been decommissioned. Estates Services are currently undertaking a full heat-load survey of the building to determine the actual heating and cooling requirements, in order to specify a suitable replacement cooling system for the present system which is nearing the end of its operational life.

The Legionella Steering Control Group continues to meet every 3-months to monitor the effectiveness of the measures taken to control Legionella and to identify the long term investment required to eliminate and / or reduce risks. The Group takes the lead role on Legionella matters, e.g. developing and monitoring the Policy and practices, providing guidance and informing relevant personnel about key issues.

11. Compliance with Service Level Agreements

The level of compliance with Service Level Agreements (SLA) continue to be high, both on measurable aspects and on the qualitative aspects as indicated by the “perception” feedback received from departments with the self-audit responses. 96% of responses indicate satisfaction with qualitative aspects and

the few adverse comments received are mainly about insufficient “out of hours” courses, although this needs to be viewed in the context that around 20% of prospective attendees fail to show up, which creates a backlog in the system which is difficult to remove when other training commitments do not allow a significant number of additional Out of Hours courses to be arranged. Departments are made aware of non-attendance by their staff and the situation is being kept under review.

It was clear that not all Service Level Agreements accurately reflected the services provided, for example, the SLA relating to “Specialised Waste Disposal” did not exclude several wastes which are not dealt with by Safety Services and the SLA has been altered to reflect the service provided. Other SLA’s are being updated to take account of new legislation, leavers and revised requirements.

12. Portable Appliance Testing (PAT) Service 2007

There have been substantial changes in staffing over the last 12 months but the service still operates with one full-time salaried technician and three full-time contract technicians funded by income derived from the testing of departments. Managerial, secretarial and administrative support is supplied by existing Central Workshops staff.

Over the last 12 months, the number of departments tested increased dramatically from 121 (in 2006) to 150 (in 2007), with income from testing up from £58,632 to £73,600. The service made a small loss on the year due to exceptional expenditure on salary costs to cover long-term absence.

The PAT Testing Service continues to provide a valuable service to more departments than ever, and continues to receive requests for testing. Despite the financial loss, the charges should remain at their present level for the next year in view of the current climate of financial constraint across much of the University.

13. Enforcement Agencies audits, inspections, visits and contacts

The Environment Agency (EA) visited the University three times in 2007 to inspect management systems and procedures in all areas where sealed and unsealed radiation sources are used. In addition, they inspected the new facilities in the Field Laboratories at the Hallamshire Hospital in preparation for the new High Activity Sealed Source (HASS) licence. The EA were satisfied with their findings and the HASS licence was issued on 24th December.

South Yorkshire’s counter-terrorism officer (CTSA) visited the University on two occasions inspecting security arrangements for the irradiators at the Medical School and Western Bank prior to approval by the EA. Advice was provide to enable the University to improve the relevant security plan.

The HSE undertook a “Public Services Programme of Work in The Public Sector” during 2007 and the University of Sheffield was visited in July as part of this programme. The visit introduced the proposed programme of audits the HSE intended to undertake at Sheffield, and covered the management of asbestos; the management of slips and trips in academic buildings; the management of stress; the management of violence against University staff in NHS areas and the management of sickness absence. Audits undertaken by the HSE Inspector on 12th September (Slips & trips and Violence), the 9th October and 13th November (Asbestos) indicated general satisfaction with the actions taken by the University to manage these risks. A preliminary meeting was held to discuss management of stress and sickness absence on 15th November which will continue into February 2008 when two Inspectors will visit 8 departments over a two-day period. A meeting with University Trade Union representatives took place on 29th January 2008. Further information on the HSE audit can be found in separate reports submitted to the Health and Safety Committee in November 2007 and January 2008.

14. New Legislation and Guidance introduced over the period.

The following, relevant legislation came into force during the period: -

The new ***Construction (Design and Management) Regulations (CDM) 2007*** came into force on 6th April 2007. The Regulations revise and merge the CDM Regulations 1994 and the Construction (Health, Safety & Welfare) Regulations 1996. The new Regulations increase the emphasis on effective planning and management of construction projects; improve risk management by ensuring responsibility is placed with those best placed to influence and manage it; reduce bureaucracy; and simplify and clarify the law for duty-holders so they can easily understand what they, and other members of the construction project team, are required to do. An Approved Code of Practice has been produced by HSC, and Guidance for designers, principal contractors, contractors, workers, clients and CDM Co-ordinators have been produced by HSC’s construction industry advisory committee (CONIAC).

The government’s ban on smoking in enclosed public places in England came into force on 1st July 2007. The principle of the ban in England was introduced by the ***Health Act 2006***, the detail being contained in four sets of regulations. The University has operated a “no-smoking” ban inside all buildings for many years, so the main impact on the University was the ban on smoking in partially enclosed (> 50%) building accesses and in University vehicles, and the need to place “no-smoking” signage at all entrances and inside vehicles.

The Corporate Manslaughter and Corporate Homicide Act 2007 received royal assent on 26th July and will come into force on 6th April 2008. This Act will replace the application of the current common law offence of manslaughter to organisations with a new offence of “corporate manslaughter” in England, Wales and Northern Ireland. This new offence applies to nearly all public and

private sector employers; turns on the failures of an organisation rather than the individual “controlling mind”, but nevertheless requires failures by an organisations’ senior management; does not create any new duties for employers or individuals; restricts sanctions to an unlimited fine although courts will also be able to make remedial and publicity orders; excludes prosecution of individuals; does not apply retrospectively and does not abolish the application of the individual offence of manslaughter to directors or workers.

The ***High Activity Sealed Radioactive Sources and Orphan Sources (HASS) Regulations SI 2005*** No.2686 were issued in October 2005, but did not apply to existing HASS sources until 1st January 2008. Security requirements are already in place and DRPS’s in the areas affected have been given information and training on the requirements of the new legislation. The financial provision requirement of the regulations requires the University to have a bank guarantee in place to cover potential liabilities relating to future source disposal, and is costing the University £1,700 in 2008.

Euratom Regulations (302/2005) concerning the holding and use of fissile materials are now in force and the University is required to report annually on all holdings.

Transport Regulations relating to radioactive materials were subsumed into new ***Carriage of Dangerous Goods Regulations 2007*** and came into force on 1st July 2007. Updated guidance on the implications of these regulations is being produced for departments.

The HSE published new and revised ***Workplace Exposure Limit (WEL’S)*** for 20 substances in June 2007 which came into force on 1st October 2007. The revised list can be found at www.hse.gov.uk/coshh/table1.pdf

Work at height (amendment) Regulations 2007 affect those who are paid to lead or train climbing and caving activities in the adventure activity sector - they apply only to people *working* in the sector and do not affect sport or leisure climbing or caving. The amendment removes the exemption for climbing and caving instruction and the associated definitions from Regulation 3 of the principal regulations.

REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) is the new system for controlling chemicals in Europe and became law in the UK on 1 June 2007. Chemicals that are manufactured or imported into the EU must to be registered with the new European Chemical Agency (ECHA) in Helsinki. Pre-registration of chemicals starts in 2008 and will be phased in over a period of years. Under this legislation the University is defined as a “user” and we can expect more information on chemicals, in particular on the hazards of chemicals and how to use them safely which will be passed down the supply chain by chemical manufacturers and importers through improved Safety Data Sheets. As a user it is highly unlikely that we will

need to register chemicals unless we make chemicals to supply to others. Generally, if chemicals or mixtures of them are used in the way that is expected, then REACH is unlikely to impact on the University.

However, there is concern that less common chemicals may become difficult to obtain and some suppliers of such chemicals to the University have been contacted to ask about future availability, and to date the indications are that all substances we currently obtain should continue to be available. It is possible that some companies may decide not to register chemicals. If so, alternative source may have to be found. Where chemical are used in “novel ways”, i.e. not as anticipated by the supplier, then supplier should be informed, as this use will need to be considered for registration by the supplier. If suppliers are not informed about “novel” uses, “users are responsible to inform the ECHA about this use and may be required to submit a risk assessment to justify the use.

The HSE started an initiative on 15th October 2007 on “***workplace transport and work-related road risk***”, asking employers to consider how to make workplaces and road travel safer for drivers and pedestrians. Aspects to be considered include personnel, site layout, and maintenance, management responsibilities, and vehicle maintenance and selection.

The Institute of Directors have collaborated with the Health and Safety Commission to produce their own practical, common sense health and safety guidelines which serve to remind Directors across organisations of all sizes it is their responsibility to lead on health and safety and establish policies and practices that make it an integral part of their culture and values. The document is titled “***Leading health and safety at work - leadership actions for Directors and Board Members***”.

APPENDIX 1a

Emergency Incidents 2007

Class	Description	No. Incidents
Ambulance	Sporting injury	10
Ambulance	Alcohol / drugs related / violence	4
Ambulance	Natural causes / medical condition	42
Ambulance	Violence	7
Ambulance	Unknown / miscellaneous	13
Ambulance	Accident at work	2
Ambulance	Falls	16
False alarms - accidental	Smoke/fumes/dust from outside	2
False alarms - accidental	Contractors creating heat, dust, smoke	13
False alarms - accidental	Steam from hot water, shower, kettle etc	7
False alarms - accidental	Cooking fumes	24
False alarms - accidental	Aerosol/hairspray used near detector	5
False alarms - accidental	Smoking too near detector	3
False alarms - accidental	Accidental breakage of call point glass	1
False alarms - accidental	Accumulated dust/insect infestation	4
False alarms - malicious	Damage/breakage of call point glass	10
False alarms - malicious	Interference/damage to detector head	5
Fires	Malicious ignition/arson	7
Fires	Experiment malfunction	4
Fires	Defective machinery/electrical equipment	2
Fires	Unknown	1
Fires	Human error - cooking related fires	5
Fires	Human error - Smoking related, candles etc	1
Miscellaneous incidents	Collapsed scaffold / structure	1
Miscellaneous incidents	General / miscellaneous	3
Fire alarm system faults	Faulty detector	28
Fire alarm system faults	Other faults - electrical / controls	2
Fire alarm system faults	Water/moisture dripping into detector	6
Fire alarm system faults	Cause unknown	16
Total incidents		244

APPENDIX 1b

Fires 2007

Fires are defined as incidents requiring the use of fire fighting equipment or the intervention of the Fire Service, or where material damage is caused to the building or its contents.

Date	Building	Details
08-Mar-07	3 Clarkehouse Rd	Pile of leaves on fire against fire exit door
13-Mar-07	Dainton	Acetone/dry ice mixture ignited
23-Mar-07	Alfred Denny	Skip on fire
21-Apr-07	Main Library	Bin on fire to rear of building
29-Apr-07	Halifax Hall	Ash tray emptied into a bin & ignited contents
24-May-07	Stephenson Hall	Kettle flex left across cooker hob
13-Jun-07	Arts Tower	Mains electrical contactor burnt out
18-Jun-07	Crewe Flats	Small microwave fire
11-Sep-07	Arts Tower	Shrubs near Arts Tower on fire
20-Oct-07	Endcliffe Vale Flats	Fire in laundry
01-Nov-07	Dainton	Ignition of sodium hydride
11-Nov-07	Firth Court	Skip on fire
15-Nov-07	Back Lane	Skip fire
19-Nov-07	Western Bank	Heating plastic beaker on hotplate
09-Dec-07	Howden E4	Fat/food fire - FX used
15-Dec-07	Broad Lane Court	Grill pan fire
21-Dec-07	Arts Tower	Lift transformer burnt out

Total number of fires requiring the use of fire fighting equipment = 17

APPENDIX 2a

APPENDIX 2a lists Type of Accident against the category of staff or student for the period 1st January 2007 to 31st December 2007.

APPENDIX 2b

Total number of Accidents reported by Usport reported 1st January 2007 to 31st December 2007

Accident Type	1. Academic		2. Technical		5. U/G		6. P/G		7. Contractors		Total	
	M	H	M	H	M	H	M	H	M	H	M	H
Sport Injuries												
Total												

Slip, trip & fall accidents reported 1st January 2007 to 31st December 2007

	Accident type	Hosp	Minor	Total	% Falls	% Accidents
F1	Falls on same level (misc & unspecified)					
F2	Falls on same level on / over objects					
F3	Ladder slipping					
F4	Falling from ladder or scaffolding					
F5	Falling on indoor steps / stairs					
F6	Falling on outdoor steps / stairs					
F7	Falling while climbing on chair, box etc					
F9	Falling on ice or snow					
F10	Falling on wet floor (general areas)					
F11	Falling on wet floor (kitchen/dining areas)					
F12	Other falls in kitchen / dining areas					
F14	All other falls					
	Total					

APPENDIX 3

Reportable Accidents 1st January 2007 to 31st December 2007

Major injuries = 4

Date of Accident	Job Title of Injured person	Description of accident & injury
17/01/07	Student	Porch floor collapse at 12 Endcliffe Crescent. 3 students fell but one student broke a leg
22/02/07	Secretary	Slipped on wet cobbles - broken right elbow
13/07/07	Student Union Porter	Fell from ladder. 2 bones broken in back.
29/07/07	Cleaner	Caught foot in floor vent. Broken bone in foot.

3-day Accidents = 9

Date of Accident	Job Title of Injured person	Description of accident & injury
26/01/07	Cleaner	Fell over "wet floor" sign. Multiple bruising
19/03/07	Clerical Officer	Back strain when lifting water bottle
05/04/07	Finance Officer	Tripped in car park. Multiple bruising
23/04/07	Technician	Struck by car on highway. Concussion.
01/06/07	Porter	Injured when delivery of goods fell on him from back of a lorry. Multiple bruising.
13/06/07	Technician	Back strain when carrying a worktop
25/06/07	Domestic Assistant	Slipped and fell down stairs. Soft tissue injury to foot.
12/10/07	Domestic Assistant	Pulled muscle when opening stiff door.
12/12/07	Cleaner	Fell down front steps of building. Bruising and chipped bone in finger.

Reportable Dangerous Occurrences = 0

Total Reportable accidents and incidents = 13

APPENDIX 4

Training Statistics 1st January 2007 – 31st December 2007

COURSE	No Courses	No. Attended	No. Passed
First Aid at Work	4	30	27
First Aid at Work (Refresher)	1	7	5
First Aid Trainer	1	4	4
Practical Assistant	1	2	2
Appointed Persons	6	43	37
Preliminary First Aid	24	209	-
HF Use & First Aid	3	15	12
Cyanide Use & First Aid	1	4	3
Basic First Aid	0	0	0
Defibrillator training	3	11	
Other First Aid & "Heartstart"	25	176	-
Solvent Operative	0	0	
Basic Manual Handling	5	31	-
Manual Handling Assessor	1	3	
Fire training - lecture		1877	-
Fire training - web		2020	-
DSE Trainer / Assessor	4	32	-
General Risk Assessment	2	14	-
Gas cylinder safety (by CMW)		#144	-
Accident Investigation	1	3	-
Cartridge Mask	2	9	9
Escape BA	1	6	
Breathing Apparatus	0	0	0
B/A Instructor	0	0	0
Royal Soc.of Health Certificate	1	10	8
Managing Contractors	1	6	
Permit to Work	2	25	
Out of Hours (by Safety Ser's)	68	1165	1057
Out of Hours (by Department)	27	442	442
Evacuation Chair training	3	14	-
Disability Awareness	1	12	
Unsealed radioactive sources	9	128	
Sealed radioactive sources	1	4	
X-rays	4	41	
Lasers	8	81	
Total	210	6568	

= August 2006 to July 2007 total

APPENDIX 5

COMPARATIVE STATISTICAL INFORMATION 2003-2007

	2003	2004	2005	2006	2007
Number of user departments	30	29	29	24	24
Registered radiation workers at 31/12/07	643	552	532	455	432
Number registered during the year	98	68	65	33	51
Classified workers	2	0	0	0	0
Certificates and schemes of work at 31/12/07					
- Unsealed	170	166	162	131	138
- Sealed	13	12	13	13	11
- X-rays	25	27	43	45	45
- Neutrons	1	1	1	2	2
Totals	209	206	219	191	196
Isotopes ordered and tracked on IsolInventory					
- number of batches	405	429	458	456	355
Body badges					
- average number of staff	339	310	284	265	207
- Total number of Body Badges issued	1355	1239	1135	1060	829
Finger dosimeters issued	274	316	304	380	280
Departmental Surveys	15	21	29	25	20
Number of statutory monitor tests: -					
- In-house tests	128	126	124	125	115
- Outside Test-House	6	6	7	7	4
- Tests for external companies	118	115	136	143	138
Sources leak tested (Statutory Tests only)	83	80	48	55	54
Total Sealed Sources Held at 31/12			131	130	127
No. of HASS Sources			3	3	3
Radioactive Substances Act 1993					
- Unsealed Source Registrations	4	3	3	3	2
- Sealed Source Registrations	3	3	3	2	2
- Waste Authorisations	4	3	3	3	2
Totals	11	9	9	8	6
New issues/renewals	2	0	0	1	1
Radioactive solid waste removed from Western Bank Store (Husband Building)					
- Volume in Cu metres	19.7	13.9	18.9	14.76	13.12
- Activity in MBq	551.2	469.7	870.9	479	498

APPENDIX 6
REVIEW OF PERSONNEL RADIATION DOSES 2001 - 2006

Whole Body Doses

Year	TLDs /OSLs Issued	Depth dose in mSv (Limit 20 mSv)			Skin doses in mSv (Limit 500 mSv)			
		<0.5	0.5 - 1.0	>1.0	<0.5	0.5 - 2.0	>2.0 - 5.0	>5.0
2001	1611	132	0	0	131	1	0	0
2002	1486	67	0	0	69	0	0	0
2003	1355	43	1	0	43	1	0	0
2004	1239	44	0	0	46	2	0	0
2005	1135	29	0	0	34	2	0	0
2006	1060	43	0	0	43	0	0	0

Note:

- In 2006 the highest single recorded depth dose during the year was 0.18mSv.
- The highest single skin dose during the year was 0.19mSv
- Highest individual depth dose for year was 0.51mSv and the highest skin dose was 0.50mSv.
- Doses can now be measured down to 0.01mSv but all those measuring less than 0.1 mSv are ignored in the above tables.

Finger Doses (annual dose limit 500 mSv)

Year	Pairs of rings issued	Issues with doses	Doses (mSv)			
			<0.5	0.5 - 2.0	>2.0 - 5.0	>5.0
2001	210	13	11	2	0	0
2002	175	6	6	0	0	0
2003	137	4	4	0	0	0
2004	158	9	6	3	0	0
2005	152	6	3	3	0	0
2006	190	4	4	0	0	0

Note: In 2006 highest individual finger dose was 0.4 mSv.

In 2006 there were 2 false positives (0.4mSv and 0.5mSv).