



HEALTH AND SAFETY COMMITTEE

Report on Health and Safety in The University Of Sheffield **1st January to 31st December 2008**

This Annual Report attempts to summarise the current position on health and safety activities performed by Safety Services up to the end of 2008. 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. 2008 again saw a significant reduction in the number of false fire alarms and other incidents and a slight increase in fire safety training uptake at the University. As during the previous year, the audit programme suffered due to other University and safety initiatives taking precedence but resumed in July 2008. During the year two new members of staff joined Safety Services; Dr Christine Bull as Radiation Protection Technician and Ms Koran Brown as Fire Safety Assistant.

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.

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1. Fire Precautions report

1.a Fire Safety Legislation

There have been no significant legislative changes to fire safety during the year, however there have been changes to the guidance documents that support the current legislative structure. The main impact from the University's perspective is that this guidance provides a route by which variations can be made to the prescriptive requirements of the approved documents that support the building regulations allowing a more flexible approach to be taken in the design of new and refurbished buildings whilst still complying with the functional requirements of the building regulations.

An enhanced version of Building Regulation Approved Document B: Fire Safety was published detailing what is required to comply with the building regulations and giving guidance on additional precautions for property protection and business continuity. Where appropriate this guidance will be used for future projects.

The 'Hazard Information 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.

Progress has been made on the fire risk assessments for the Chemistry buildings and the Mappin complex but this work has been slowed due to the delay in appointing and training a new Fire Safety Assistant. Work will recommence in early 2009.

Following the recent upgrade of the fire alarm system at the Octagon Centre and prior to the Licence renewal inspection a review of the current fire risk assessment was undertaken. This review revealed few defects or areas of concern and the outstanding action points have since been addressed or are in hand. The overall fire risk category for the building is now low.

Following legislative changes resulting from the Regulatory Reform (Fire Safety) Order 2005, fire risk assessments are required to be undertaken on certain classes of residential buildings that formerly fell outside the scope of legislation. Although most domestic accommodation is still exempt from the requirement to be risk assessed, the 'common parts' of buildings that are separated into individual flats fall within the remit of current legislation. This required the following residential buildings rented out to married students to be assessed: -

20 Oakholme Road
36 Oakholme Road
13 Endcliffe Avenue

14 Endcliffe Avenue
16 Endcliffe Avenue
Shore Court Flats

Very few defects were found in the common areas and those found were of a 'maintenance' nature and are being dealt with by ACS on that basis. Some

minor works are required to improve fire detection within the individual flats that will be addressed when the current tenancy periods expire.

Risk assessments were completed for Nos. 20 – 30 Endcliffe Crescent. The significant findings from these reports have been dealt with as a part of the refurbishment program that has just been completed. Ongoing maintenance notwithstanding, no further action is proposed to these buildings. A similar program is currently underway at Nos. 22 – 30 Oakholme Road.

A meeting to review the fire risk assessments for the residential buildings maintained by VLL was held in December 2008 and agreed to review the location of fire fighting equipment in the new student residences to mitigate the incidence of malicious interference and to re-introduce a zoned alarm strategy at Crewe Flats to reduce the impact of false alarms on residents. Both of these initiatives will be pursued during 2009. Further work is required to provide emergency override facility for doors controlled by electronic locks that rely solely on the fire alarm as a means of release. A similar review meeting will be held in December 2009 and annually thereafter.

1.c Fire Service Inspections

An overview of inspections conducted by the Fire Service in 2008 is given below. The few contraventions that were noted during these inspections were all of a minor nature and have since either been rectified to the satisfaction of the Fire Service or an agreed course of action is in hand..

Table 1. Summary of Fire Service Inspections & Visits 2005 - 2008

Inspection type	2005	2006	2007	2008
Fire Certificate Re-inspection	26	22	N/A	N/A
11 D familiarisation visit	14	5	11	15
Licence renewal inspection	5	2	2	3
False alarm strategy meeting	1	12	0	0
During use inspection	1	5	1	3
Risk assessment audit	-	1	24	18
Total number visits	48	47	38	39

1.d Fire Drills 2008

Fire Drills were conducted at all relevant University buildings during October 2008. At the non-residential buildings the overall picture was one of slight improvement compared to 2007 due mainly to improved fire marshalling and door guarding. Only one drill was rated as poor, which was repeated in November when the required standard was achieved. The performance at the residential buildings was much improved compared to 2007. Only two drills were deemed sufficiently poor as to warrant a repeat performance. Again these were repeated in November and on this occasion were deemed to be satisfactory. A full report on the fire drills is available on Safety Services web pages.

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 is now largely complete. During 2008 fire fighting equipment was removed from the Ranmoor site prior to demolition. A number of these extinguishers were redeployed to improve provision in other buildings. The reduction in workload at residential buildings has been largely offset by additional equipment being deployed at the New Jessop West building, the Jessop Victorian building, the Sound House and the new APS experimental gardens. Additional equipment has also been identified as required during the risk assessment process.

Only 23 unscheduled visits to residential buildings to service fire fighting equipment following malicious discharge were necessary during which 50 extinguishers had to be recharged. A further 24 extinguishers were found to have been discharged during routine service visits. Although any level of interference with safety equipment is unwelcome, this problem is much reduced compared to previous years.

This year's dry and wet riser testing program identified that all of the systems are in an operational condition with the exception of the wet riser in the Mappin building which has been decommissioned. A number of minor defects were noted and these have been forwarded to Estates Services to deal with on the maintenance programme.

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

All of the signs have now been printed and are currently being installed. Work is currently in progress to assess the additional pool teaching rooms that have come on stream as a result of new buildings and refurbishment work.

1.g Fire Alarms and Detection

Replacement of the fire alarm systems in the Portobello Centre and the Kroto building are currently underway; both systems having become increasingly unstable due to their age and the difficulty in obtaining replacement parts. The new systems will be commissioned in early 2009. Following the move of the English department to the new Jessop West building an opportunity has arisen to upgrade the alarm system in some of the buildings that have been vacated. A number of the buildings on Shearwood and Glossop Roads will have new systems installed prior to their reoccupation by the Department of East Asian Studies.

Safety Services have continued to work 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 10 buildings during 2008, with more planned when equipment resetting arrangements have been modified. This has necessitated rescheduling the timing of fire alarm tests for a number of buildings. A revised testing schedule was circulated to departments in December for comment and the new regime commenced at the beginning of 2009.

Considerable progress has also been made by Estates Services with regard to meeting the testing requirements of the British Standard for emergency lighting systems. The university's policy of installing self testing emergency lighting systems will help to improve our level of compliance in this area over the coming years.

1.h Emergency Incidents in 2008

2008 saw a welcome continuation of the downward trend reported in 2006 & 2007 (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 15%

Table 2. Comparative Emergency Incidents Totals 2004 - 2008

	2004	2005	2006	2007	2008
Ambulance	90	107	105	94	79
False Alarms - Accidental	104	137	69	59	40
False Alarms - Malicious	14	35	11	15	6
False Alarm System Faults	91	112	73	52	30
Fires	26	21	19	20	19
Miscellaneous Incidents	1	8	2	4	2
	326	420	279	244	176

The number of fires was down 1 from 20 to 19 which equals our previous lowest yearly total. A summary of the fires in 2008 is given in APPENDIX 1b. The number of ambulance calls during 2008 fell below that recorded in 2004 which represented the lowest on record. Although there will always be some variation in these figure from year to year the long-term trend for both ambulance and fire calls is downwards.

The total number of false alarms fell from 126 in 2007 to 76 in 2008. The reduction in unwanted fire calls exceeded the 5% annual target previously agreed with South Yorkshire Fire & Rescue Service for the second year running. The University's standing with the Fire Service is now very good and feed-back from Area Commander confirms that at present he does not consider the University a significant risk for his Service.

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. Work is currently underway to replace the fire alarm systems in the Kroto building and the Portobello Centre. Replacement systems for the Mappin complex and the Hadfield building are next on the priority list.

1.i Disabled Evacuation

Due to technical problems with the Evacuation lifts, attention has been

focussed on ensuring that appropriate Personal Emergency Evacuation Plans (PEEPs) are put in place where staff or students work in areas where they are unable to evacuate without help. Where necessary this has included training departmental staff in the use of 'Evac-chairs' to assist people who are unable to use the stairs and also in the use of Patient Hoists for two students. To minimise the need for assisted evacuation wherever possible, disabled staff and students should be accommodated in areas where they can evacuate the building by their own unaided effort, and to assist in this regard Safety Services and Estates Service have collaborated to produce a directory of accessible pool teaching rooms which will allow course administrators to book suitable teaching space for their disabled students. A copy of this directory can be found on Safety Services web pages.

To further assist departmental staff in anticipating the needs of people with disabilities Safety Services will be running an awareness session for the departmental Disability Liaison Officers (DLOs) in early 2009. This will focus on the PEEPs process and the practicalities of assisting people to leave the building in an emergency. A similar session has already been provided for the Community Assistants who work at the student residences.

In September 2008 a meeting was held between Safety Services, the Disability Support Team and Accommodation & Campus Services to review the admissions procedure for students with disabilities. It was agreed that in order to ensure that the University can plan for the arrival of students with additional support requirements, the questionnaires sent to prospective students would be revised to include two key questions; whether they require help to leave the building in an emergency and whether they might have difficulty hearing the fire alarm. The feedback from these forms will allow a greater degree of forward planning to ensure that we meet the needs of all of our students.

As part of our strategy for improving access and egress arrangements across the University Estate, refuge communication points have been provided in a number of key buildings. To ensure that the refuge communications systems will be operational when required an appropriate testing regime needs to be put in place. During 2009, Safety Services and Security Services will work together to achieve compliance with the recommendations of the relevant British Standard.

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 high during 2008. 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 2008 - 31st December 2008

2008 saw an increase of 6 in the number of total accidents incurred by the University population compared to the previous 12 month period, in effect a “stand-still” position. However the number of Reportable Accidents recorded (four “major” injuries and one accident in which the casualty was unable to carry out their normal work for a 3-day period), is a reduction of 8 Reportable accidents from 2007 and is the lowest on record at the University. “Reportable accidents” are those that are required to be reported to the Health and Safety Executive under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR).

Table 3. Comparative accident statistics 2003/04 to 2008

	03/04#	04/05#	2006	2007	2008
Total number accidents	683	584	508	442	448
Reportable accidents (major)	4	7	6	4	4
Reportable accidents (3-day)	10	9	16	9	1
Reportable Dangerous occurrences	1	0	0	0	0
Non-reportable Dangerous Occurrences	33	16	24	20	0

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

APPENDIX 2a lists Type of Accident against the category of staff or student for the period 1st January 2008 to 31st December 2008 and the total number of accidents recorded by Usport for the same period.

It is very pleasing to report that the 2008 “Incidence Rate” (accidents per 1000 staff) for “Reportable accidents” for the University of Sheffield compares favourably with the sector, as illustrated in the Table below.

	UK	HE sector*	Un. Sheffield
Total reportable accidents	5.18	2.71	0.9
Slip, trip & fall reportable accidents	n/a	0.9	0.5
Manual handling reportable accidents	n/a	0.78	0.2

* - data from UCEA Health and Safety Report 2008

APPENDIX 2b lists the Type of Accident for 16 of the larger academic buildings for the period 1st January 2008 to 31st December 2008. The number of glass injuries sustained in the Dainton Building appears significant, but the Chemistry Department, who occupy this building, not only use a significant amount of glassware in their teaching and research, but also have a Glass Workshop where a Technician works full time creating specialised glassware for the department.

APPENDIX 2c lists the Slip, Trip & Fall accidents for the period 1st January 2008 to 31st December 2008; the RIDDOR Reportable Accidents and Dangerous Occurrences for the same period.

3. Health and safety training report

APPENDIX 3 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. There are currently 8 Departments with "Out of Hours" trainers, accounting for 27% of trained during the year, a reduction from that in 2007. The demand for and attendance at first aid and health and safety courses has remained similar to that in previous years. Similarly, attendances at Radiation Protection lectures and induction courses have remained strong with an increase in the numbers attending courses compared to 2007, especially on laser safety.

The number of staff and postgraduate students participating in fire training during 2008 showed a slight increase over the total for 2007: up from 3897 to 3930. The web based system was used by 2106 people and another 1824 people attended fire training lectures. A review and upgrade of the current web based system is currently in progress. A few technical difficulties have been experienced but the service provider has these in hand and the new system should be fully operational by the end of January 2009. Despite the trend for increasing participation over recent years there has been no apparent reversal of the trend for senior staff to be under-represented in the numbers of people undertaking fire training.

To take account of recent changes in fire safety legislation Safety the local Fire Service has agreed to provide practical fire fighting training for University staff. A pilot session is planned for January 2009, feedback from which will be used to tailor future courses to ensure that they best meet our needs. Following this, a program of courses will be planned to take place during spring/summer 2009 and annually thereafter.

4. Ionising and Non-ionising Radiations report for 2008

The number of personnel registrations fell slightly during the year as did the number of researchers issued with monitoring badges and finger rings. However the number of departments working with radiation sources increased by 4 to 28. The number of registered radiation workers reduced from 432 to 414 but overall work with radiation sources has remained stable. *See APPENDIX 4 for comparative statistical information for the period 2004-2008*

During 2008 the centrally organised isotope contract with the main supplier worked well, but the reduced number of suppliers is set to increase costs significantly in 2009 for some short-lived radionuclides due to increased delivery charges.

The review of Personnel Doses for 2002-2007 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 5. Data for 2008 is not yet available.

Annual leak tests and monitor calibrations were completed satisfactorily. Monitor testing for external clients continue with services provided for four Universities, two local firms and SY Fire & Rescue Service.

The year saw an increase in the number of people registered to work with lasers, and an increase in the number of laser in use. There are now 47 Class 4 lasers in use.

Mr Moseley continues to represents AURPO and University interests on the Environment Agency's Small User Liaison Group, is Chairman of AURPO Scientific and Technical Committee. He continues to act as validator on the web based AURPO Certificate Course in Radiation Protection arranged through Strathclyde University.

5. Genetic modification report

Thirteen new projects were submitted for approval to the Local Genetic Modification Safety Committee (LGMSC) during 2008, of which nine were Class 1, as defined by the *Genetically Modified Organisms (Contained Use) Regulations 2000*, the other four being Class 2. Three amendments for existing Class 2 projects were also submitted. The number of new projects submitted during the year is slightly up on last year. There are now 375 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 three meetings of the LGMSC during the period.

6. Health and safety surveys, audits, inspections and other initiatives

Radiation Surveys of Departments in the early part of 2008 were adversely affected by the absence of a Technician until April so surveys were targeted to specific areas. Standards found were generally satisfactory and the Service received good support from DRPSs and DLSOs in all areas.

Audits of hydrofluoric acid processes and users were carried out at six Departments over the period. No significant defects were found.

The health and safety auditing regime of Departments was delayed due to other University initiatives until July when audits restarted. Four audits of the higher-risk and two of lower-risk Departments were undertaken between July and the end of December. Programmes of audits are in place for both Type 1 and 2 Departments for 2009.

During 2008, work commenced on two initiatives to reduce the risks of injury to pedestrians on the Concourse area; one due to the day-to-day movement of delivery and service vehicles, contractors, utilities and others across the Concourse at all times of the day, the other due to the movement of coaches on and off the Concourse area during Departmental Open Days. These activities expose pedestrians to risks of accidental collision with vehicles on a pedestrian area, so meetings have been held between relevant Departments to identify means to eliminate, or reduce significantly, the need to access the Concourse during periods of high pedestrian activity. Significant progress has been made to date and it is intended to impose further restrictions on vehicle use of the Concourse from Easter onwards following a period in which those affected make alternative arrangements with their suppliers.

The work with Departments to discuss coach requirements for Open Days highlighted the lack of coordination of this activity across campus for Departmental Open Days, and the lack of suitable locations at both the Central Campus and Mappin area for coach parking facilities for picking up and dropping students. Consultation is ongoing with Sheffield City Council.

Work has progressed with Transport Services and the Staff Occupational Health Unit on a Work-related Driving Policy, and with representatives from the Departmental Managers Group over Portable Appliance testing procedures and practices with the intention of producing a framework within which all Departments can comply with legal requirements but simple enough to minimise the administrative burden for Departments and testers.

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.

The 2005 version of the Health and Safety Codes of Practice has been revised to reflect the new management arrangements in the University and is being submitted to the Health and Safety Committee in February 2009 for ratification prior to submission to Council. As previously reported electronic copies are available for staff and students in PDF format from the Safety Services web site. Although it is anticipated that the demand for printed

copies of the full and abbreviated versions will continue to drop 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 2008 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

In view of the new Faculty structure, "Principal "Points-of-Contact" have been identified within the Safety Services team and communicated to each Faculty.

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 departmental contacts.

At the beginning of January 2009 the "new" Safety Services web site went live and since then we have been populating the site with a significant amount of information which we held back from adding while changes were being made. "Laboratory Safety" presentations have been added to assist induction training for laboratory workers; links to HSE and CCOHS websites; Health and Safety Committee information and meeting minutes; revised DSE assessment forms; a definition for Biological Safety Advisers; HSE advice on the use of Visual Display Units (VDUs) and PDF copies of UCEA documents "*Health and Safety Guidance for the Placement of HE Students*" and "*Health and Safety Guidance when Working Overseas*". More information will be added over the next few weeks and months.

First aid cover for 20 Degree Ceremonies 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

Two collections of solvent and oil wastes were undertaken in 2008 from 11 user departments. Volumes collected were similar to that collected in previous years. Two collections of waste chemicals were also taken for disposal from 11 user departments.

8.b Radioactive Waste Disposal

Volumes of radioactive waste collected in 2008 were slightly up on 2007 with a increase in overall costs of £520. Total cost of disposal was £8,909 inc VAT, of which all 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 2008

Investment in the University infrastructure to address specific health and safety deficiencies has continued. The principal project for 2008 was the creation of the new means of escape from the South West Tower staircase in Firth Court, which was also designed to facilitate access for wheelchair users to Firth Court and Firth Hall due to the inclusion of a platform lift accessible from the staircase. The project budget amounted to 75% of the annual budget (£750,000) due to the complexities of the project which had to satisfy listed building planning consent and required reconstruction of the ground floor toilets and modifications to the Porters Lodge and a plant room.

New automatic fire detection and warning systems were installed in the Portobello complex and in 6 Hounslow Road; two cooling towers were removed from the Kroto Institute to aid Legionella control and the Campus Control Room was refurbished to comply with the DSE Regulations.

£200,000 of the budget is ring-fenced to ensure adequate funding for managing the asbestos identified during the Survey of the University and to ensure funds are available for removal projects where funding is not available from other sources. The attic at Brunswick House was a major asbestos removal project undertaken during the year which was required to facilitate access to the lift motor control room and for fire separation within the attic.

The project to replace the Hydrogen gas cylinders at North Campus by a gas generator faltered due to difficulties communicating with the preferred supplier of Hydrogen gas generators but appears to be back on track for 2009. The radio paging system was installed successfully and the allergen survey at three locations in the University identified that existing controls at all the locations were operating satisfactorily. Telephones in Porters Lodges have been replaced to facilitate contact with the University's Control Room outside normal hours or when the Porter is away from the Lodge.

A review of the proposal for a simple radio system for emergency uses concluded that this option would not work satisfactorily for various reasons (interference and lack of security) and that a full business radio system for the University should be progressed, which is in hand.

Large projects planned for the next two to three years included installation of a new automatic fire alarm and warning system in the Sir Frederick Mappin Building; a replacement fire escape from the Broad Lane end of Sir Frederick Mappin

10. Legionella Control report

Activities relating to control of Legionella have continued to progress reasonably well. However, concerns that the Legionella Risk Assessment Contractor was not undertaking the assessments quickly enough have been addressed by contracting three other Risk Assessment Contractors to

undertake assessments. Each Contractor has been allocated a specific area of the campus to assess. This new regime commenced in August 2008 with a specific member of Estates Service managing each Contractor.

Water samples taken at Tapton Hall of Residence (HoR) in February 2008 identified the presence of Legionella bacteria. Estates Services and Accommodation & Campus Services worked well together to isolate the affected areas, provide alternative water supplies for staff and students in Tapton HoR, and ensure that the water system was cleaned out to eliminate the risks. Communication with students had been poor however, and Steel Press raised concerns in an edition of the Student paper, reporting that students had been unaware of the reasons for the loss of water supply. A meeting was held with concerned staff and students to allay their concerns.

Positive Legionella samples were also discovered in a shower at Bartolome House and in the ground floor toilets in Firth Court. These were dealt with quickly by the Contractor responsible and staff and students were not at any risk.

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. 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 are being incorporated into the risk assessment exercise. The treatment and sampling regime will be improved through this process.

Two of the three cooling towers at the Kroto Institute on North campus have been removed and the remaining tower is receiving significant attention to ensure satisfactory control of Legionella bacteria. A replacement cooling system is to be designed during 2009 to replace the current system which is nearing the end of its operational life.

The Legionella Steering Control Group continues to meet every quarter 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

All Service Level Agreements were revised during the year to take account of new legislation, new personnel and revised requirements.

The level of compliance with Service Level Agreements (SLA) continue to be very high, both on measurable aspects and on the qualitative aspects as

indicated by the “perception” feedback received from departments with the self-audit responses. However, as reported above, some radiation surveys were not able to be carried out due to a shortage of resources; similarly we were unable to check and return some Engineering Drawings due to the lack of resources on the Fire Safety team.

Low demand for a few health and safety courses meant some were only run once during the year, however we generally kept abreast of demand for “Out of Hours” courses and “waiting lists” were very low, and a few additional courses were run where it was evident that numbers of trainees exceeded the number of courses planned. However, non-attendance on “Out of Hours” courses continues to cause problems with around 15% of places untaken on the day.

Compliance with the Genetic Modification SLA was generally good but there have been a few unwanted delays on our part in processing the documentation satisfactorily.

With regard to responses to the qualitative aspects of the SLAs, satisfaction is generally very high among those departments who use the services, typically 100% for radiation protection aspects and above 95% for Specialised Waste Disposal, Coordination of Statutory Examinations and advice and information. Satisfaction with the qualitative aspects of Health and Safety Training indicated 87% across all responses, although comments included concerns about presentational style and difficulties persuading staff to attend first aid courses, delays providing postgraduate training and insufficient sessions being provided. The latter point should be seen in the context that 15% 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 courses to be arranged.

12. Portable Appliance Testing (PAT) Service 2007

Staffing levels are currently unchanged to that reported in February 2008 although the loss of one member during the year has resulted in a minor backlog which is slowly being addressed. Managerial, secretarial and administrative support is supplied by existing Central Workshops staff.

148 departments were visited by the Portable Appliance Testing team over the previous 12 months compared to 150 in 2007, with income from testing down from £73,600 to £71,227. There were no exceptional costs in 2008.

A review of PAT policy and practices is underway to establish a consistent framework within the University for all Departments, and progress on this will be reported to the Health and Safety Committee in February.

The PAT Testing Service continues to provide a valuable service to a large

percentage of the University, and continues to receive enquiries about the testing service. It is felt charges should remain at their current 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 HSE continued their audit of Stress at the University, and in February 2008 two Inspectors visited 8 departments over a two-day period prior to which a meeting was held with University Trade Union representatives on 29th January 2008. A final report was sent to the University in August following which the University convened a Staff Wellbeing Group to address the recommendations raised by HSE and to formulate a Wellbeing strategy for the University. Representatives from Academic and non-academic departments and Trades Unions sit on the Group which is chaired by Professor Powrie, PVC for Arts and Humanities.

The Home Office visited the Department of Chemistry in January 2009 to audit how Drug Precursors are managed within the Department and were generally satisfied with their findings. A formal report is expected around May 2009.

14. New Legislation and Guidance introduced over the period.

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

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force on 6th April 2008. This Act replaces the application of the common law offence of manslaughter to organisations with the 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.

REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) 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 “downstream user” and it is expected that 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 downstream user it is highly unlikely that we will need to register

chemicals unless we make chemicals or mixtures to supply to others. Generally, if chemicals, or mixtures of them, are used in ways anticipated by the supplier, then REACH is unlikely to require any further action by the University.

On May 28th 2008 the European Commission's Advisory Committee for Health and Safety approved a proposed Directive that would introduce a third list of indicative occupational exposure limit values for 20 hazardous workplace chemicals, including, controversially in the UK, formaldehyde.

The ***Health and Safety (Offences) Act 2008*** came into force on 16 January, quadrupling the maximum fine that magistrates can impose for minor health and safety breaches from £5,000 to £20,000 and paving the way for prison sentences of up to 12 months in the magistrates court and two years in the crown court for individuals found guilty of health and safety breaches.

The ***Control of Noise Regulations 2005*** were extended to the music and entertainment sectors on 6th April 2008.

The HSE reviewed its gas-installer registration scheme (previously the domain of CORGI) which has been awarded to the Capita Group for the next 10 years.

The Institute of Directors / Health and Safety Commission document titled ***"Leading health and safety at work - leadership actions for Directors and Board Members"***, has been revised slightly for the Higher Education sector by UCEA substituting "Council" for "Board of Directors" but in essence the responsibilities stated and the spirit of the document is unchanged.

Following a successful ***Ladder Exchange*** scheme in 2007, the HSE started a second scheme on 1st September 2008 which allows employers and individuals to exchange damaged or battered ladders for new ones with a discount of up to 50%.

Safety Services 27th January 2009

APPENDIX 1a

Emergency Incidents 2008

Class	Description	No. Incidents
Ambulance	Sporting injury	7
Ambulance	Alcohol / drugs related / violence	6
Ambulance	Natural causes / medical condition	41
Ambulance	Violence	3
Ambulance	Unknown / miscellaneous	11
Ambulance	Falls	11
False alarms - accidental	Contractors creating heat, dust, smoke	10
False alarms - accidental	Steam from hot water, shower, kettle etc	8
False alarms - accidental	Cooking fumes	7
False alarms - accidental	Aerosol/hairspray used near detector	5
False alarms - accidental	Smoking too near detector	2
False alarms - accidental	Defective light fitting	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	6
Fires	Malicious ignition/arson	4
Fires	Experiment malfunction	5
Fires	Defective machinery/electrical equipment	3
Fires	Contractors	1
Fires	Unknown	1
Fires	Human error - cooking related fires	3
Fires	Human error - Smoking related, candles etc	2
Fire alarm system faults	Faulty detector	9
Fire alarm system faults	Other faults - electrical / controls	1
Fire alarm system faults	Water/moisture dripping into detector	3
Fire alarm system faults	Cause unknown	17
Miscellaneous incidents	Smell of burning	2
Total incidents		176

APPENDIX 1b

Fires 2008

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
14-Jan-08	Sir Robert Hadfield	Small fire in fluidised bed reactor
14-Feb-08	Ranmoor House	Waste bin fire (outside)
05-Mar-08	Dainton	Small solvent fire
16-Apr-08	Western Bank – Perak Labs	Split pipe to gas ring ignited
21-Apr-08	Crescent Flats	Chopping board left on cooker
24-Apr-08	Western Bank	Smoke from burnt out fan
27-Apr-08	Elmfield	Fire in a skip adjacent to the building
07-May-08	Elmfield	Traveller's bonfire on ground adjacent to the building.
19-May-08	Yarncliffe	Oven fire
23-Jun-08	Dainton	Stirrer ignited solvent
22-Jul-08	Western Park	Pallet fire – adjacent to the West Wing of Firth Court
29-Jul-08	Dainton	Small fire in smokers' bin
02-Aug-08	Western Bank - Rotunda	Paper pushed into window fan and ignited
12-Aug-08	St George's Library	Car on fire in car park – cause unknown
17-Sep-08	TV Studio	Small fire on roof caused by contractors
19-Oct-08	Crescent Flats	Kitchen fire
21-Oct-08	Western Bank	Overheated experiment - smoke
11-Nov-08	Western Bank	Paper work caught fire from a hot pipette
24-Dec-08	Regent Court	Toaster caught fire (not toast!)

APPENDIX 2a

Accident statistics January 1st 2008 to December 31st 2008

	Acad		Tech		Clerical		Ancil		U/G		P/G		Other		W Exp		Total M	Total H	Gran Total	%
	M	H	M	H	M	H	M	H	M	H	M	H	M	H	M	H				
A: Animal					1	0	1	0					1	0			3	0	3	0.67
B: Burns	3	0	1	0	3	1	5	0			1	0	4	0			17	1	18	4.02
C: Cuts	3	0	10	2	2	0	6	5	10	1	3	1	7	1			41	10	51	11.4
D: Dropping			2	0	2	0	9	1	3	0	2	0	2	1			20	2	22	4.91
F: Slips Trips & Falls	6	0	1	4	17	2	24	2	15	16			12	6			75	30	105	23.4
G: Glass	0	1	5	1			5	0	8	7	10	3					28	12	40	8.93
H: Handtools			1	0					5	0	1	0	2	0			9	0	9	2.01
I: Inhalation			7	1			2	0									9	1	10	2.23
J: Ingestion									0	3							0	3	3	0.67
K: Spills/Splashes	2	0	5	0	0	1	3	0	2	1	5	3					17	5	22	4.91
L: Lifting			6	0	2	0	10	2			1	0	1	0			20	2	22	4.91
M: Machinery			1	0			1	0	0	1			1	0			3	1	4	0.89
N: Flying Particles			1	0			1	0	1	0	0	1					3	1	4	0.89
O: Obstruct/Collide	1	1	2	0	3	0	10	1	10	3	1	1	3	0	1	0	31	6	37	8.26
P: Electric Shocks	1	0					1	0			1	0					3	0	3	0.67
Q: Natural	1	1	0	1	1	1	2	2	13	8	1	1	3	5			21	19	40	8.93
R: Wood Splinters													0	1			0	1	1	0.22
S: Sport(non-routine)									1	0							1	0	1	0.22
T: Trapping	1	0			1	0	3	1	4	3	1	0					10	4	14	3.12
U: Unclassified					0	1	1	0	3	7	3	1	2	1			9	10	19	4.24
V: Vehicles	3	0							0	1							3	1	4	0.89
Z: Violence							5	2	1	4			2	2			8	8	16	3.57
Total(Type)	21	3	42	9	32	6	89	16	76	55	30	11	40	17	1	0	331	117	448	100

H = Hospital attendance

M = Minor

Accident - Sports Accident Statistics January 1 2008 to December 31 2008

X: Sport (Routine)	1	1	2	1	29	19	3	5	24*	11*	59	37	96
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* = Contractors

APPENDIX 2b

Accident statistics for the 15 largest University Buildings 2008

	Arts Tower	Bartholome house	Dainton	Dental School	Elmfield	Geography	Sir Robert Hadfield	Hicks	Information Commons	Management School	Sir Frederick Mappin	Psychology	Royal Hallamshire	University House	Western Bank complex	TOTALS
A: Animal															1	1
B: Burns	1												1	1	3	6
C: Cuts			3	8			2	1			2	1	7		4	28
D: Dropping			1	1					1				2	1	1	7
F: Slips, Trips & Falls	2		4	1		1	1	1	4					3	5	22
G: Glass	1		20				2								4	27
H: Handtools				5							1		1	1		8
I: Inhalation								1							2	3
J: Ingestion																
K: Spills/Splashes			6									1	5	1	7	20
L: Lifting							1						2	3	3	9
M: Machinery							1									1
N: Flying Particles				2									1			3
O: Obstruct/Collide				1					1				1	2	4	9
P: Electric Shocks															1	1
Q: Natural			1			1	1	1							4	8
R: Wood Splinters															1	1
T: Trapping	1									1			1	1		4
U: Unclassified	3		2										2		1	8
V: Vehicles																
Y: Ill health																
Z: Violence																
Total(Type)	8	0	37	18	0	2	8	4	6	1	3	2	23	13	41	166

APPENDIX 2c

Slip, Trip & Fall Accident Statistics from Jan 1 2008 to Dec 31 2008

	Minor	Hosp	Grand Total	%
F1: Falls on same level (misc & unspecified)	11	2	13	12.38
F2: Falls on same level on/over objects	23	8	31	29.52
F4: Falling from ladder or scaffolding	1	1	2	1.9
F5: Falling on indoor steps/stairs	14	7	21	20
F6: Falling on outdoor steps/stairs	6	4	10	9.52
F10: Falling on wet floor (general areas)	3	0	3	2.86
F11: Falling on wet floor (kitchens & dining areas)	1	0	1	0.95
F12: Other Falls in kitchens & dining areas	1	0	1	0.95
F14: All other Falls	15	8	23	21.9
Total (Type)	75	30	105	100

RIDDOR Reportable Incidents from 1 Jan 2008 to 31 Dec 2008

Reporting Category	Date of Accident	Job Title	Accident Description
2: Major Injuries	24/01/2008	P/T Tutor	Slipped in the mud
	09/06/2008	Alternating Hall Porter	Reached into the room to operate a light switch & trapped his wrist as it closed
	17/10/2008	U/G Student	Trapped her arm in the Paternoster handles
	15/12/2008	U/G Student	Slipped down the bank and injured his ankle
3: Three Day Accidents	10/04/2008	Transgenic Facility Coordinator	Tripped over a kerb whilst carrying a box of dry ice between buildings
TOTAL Notifiable Incidents: 5			

Dangerous Occurrences from 1 Jan 2008 to 31 Dec 2008

Reportable Total	Not Reportable Total
0	24

APPENDIX 3

Safety Training course statistics 1st January 2008 to 31st December 2008

COURSE	No Courses	No. Attended	No. Passed
First Aid at Work	5	28	26
First Aid at Work (Refresher)	1	7	7
Practical Assistant	1	2	2
Heartstart Trainer	1	3	3
Appointed Persons	6	40	27
Preliminary First Aid	22	200	n/a
HF Use & First Aid	3	11	11
Cyanide Use & First Aid	2	2	2
Basic First Aid	0	0	2**
Defibrillator training	2	11	n/a
Lecturer's Lifeline	1	3	n/a
CPR & "Heartstart"	8	42	n/a
Babyaid	5	27	n/a
Basic Manual Handling	6	53	n/a
Manual Handling Assessor	1	5	n/a
Manual Handling Hints	1	9	n/a
Fire training - lecture		1824	n/a
Fire training - web	n/a	2106	n/a
DSE Trainer / Assessor	4	34	n/a
General Risk Assessment	2	25	n/a
Gas cylinder safety (by CMW)	8*	105*	n/a
Accident Investigation	1	7	n/a
Cartridge Mask	3	12	7
Escape BA	1	5	n/a
Royal Soc.of Health Certificate	2	11	11
Out of Hours (by Safety Ser's)	72	1136	1042
Out of Hours (by Department)	38*	425*	425
Evac Chair training	5	35	n/a
Evac Chair & Patient Hoist Training	2	16	n/a
Unsealed radioactive sources#	10	98	n/a
Sealed radioactive sources	1	3	n/a
X-rays	4	30	n/a
Lasers#	10	144	n/a
Total	228	6459	

* Course external to Safety Services

** Standard gained at First Aid at Work Training course

includes 1 update session held for DRPS/DLSO

n/a = no formal assessment

APPENDIX 4

COMPARATIVE STATISTICAL INFORMATION 2004-2008

	2004	2005	2006	2007	2008
Number of user departments	29	29	24	24	28
Registered radiation workers at 31/12/07	552	532	455	432	414
Number registered during the year	68	65	33	51	39
Classified workers	0	0	0	0	0
Certificates and schemes of work at 31/12/07					
- Unsealed	166	162	131	138	138
- Sealed	12	13	13	11	11
- X-rays	27	43	45	45	41
- Neutrons	1	1	2	2	2
Totals	206	219	191	196	192
Isotopes ordered and tracked on Isoinventory					
- number of batches	429	458	456	355	359
Body badges					
- average number of staff	310	284	265	207	198
- Total number of Body Badges issued	1239	1135	1060	829	793
Finger dosimeters issued	316	304	380	280	244
Departmental Surveys	21	29	25	20	20
Number of statutory monitor tests: -					
- In-house tests	126	124	125	115	120
- Outside Test-House	6	7	7	4	4
- Tests for external companies	115	136	143	138	177
Sources leak tested (Statutory Tests only)	80	48	55	54	58
Total Sealed Sources Held at 31/12		131	130	127	131
No. of HASS Sources		3	3	3	3
Radioactive Substances Act 1993					
- Unsealed Source Registrations	3	3	3	2	2
- Sealed Source Registrations	3	3	2	2	2
- Waste Authorisations	3	3	3	2	2
Totals	9	9	8	6	6
New issues/renewals	0	0	1	1	0
Radioactive solid waste removed from Western Bank Store (Husband Building)					
- Volume in Cu metres	13.9	18.9	14.76	13.12	12.3
- Activity in MBq	469.7	870.9	479	498	491

APPENDIX 5

REVIEW OF PERSONNEL RADIATION DOSES 2002 - 2007 (2008 data will not be available until mid 2009)

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
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
2007	829	32	0	0	36	0	0	0

Note:

- In 2007 the highest single recorded depth dose during the year was 0.31mSv
- The highest single skin dose during the year was 0.32mSv
- Highest individual depth dose for year was 0.60mSv and the highest skin dose was 0.62mSv.
- 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
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
2007	140	1	0	1	0	0

Note:

- In 2007 highest individual finger dose was 0.7 mSv.
- In 2007 there were 3 false positives (0.4mSv, 0.6mSv and a 0.3mSv).