



## Health and Safety Annual Report

<p><b>Outcome requested:</b></p>	<p>Council is asked to <b>consider</b> the annual Health and Safety Report for 2022/23.</p>
<p><b>Executive Summary:</b></p>	<p>The attached Report provides a summary of the Queen Mary University's delivery of its Health &amp; Safety policy and operational management of H&amp;S risks thought the academic year 2022 – 23, as well as outlining plans for the year ahead.</p> <p>The report provides a comprehensive update on the following areas:</p> <ol style="list-style-type: none"> <li>1. Governance/Management of Health and Safety</li> <li>2. High Hazard Health and Safety Risks</li> <li>3. Operational Health and Safety</li> <li>4. Health &amp; Safety and the 2030 Strategy</li> <li>5. Objectives for 2023/24</li> </ol> <p>The reporting period has seen a fire safety restructure and increased resource to respond to the impact of the new fire safety legislation on Queen Mary. The team has also seen many staff changes and it has been challenging to find candidates with the technical expertise and health &amp; safety knowledge required. As such we have developed from within for some roles and for the first time this year now have a fully staffed directorate. Given the high demand for these scarce skills in the jobs market, this is likely however to remain an ongoing challenge.</p> <p>We have continued to manage our high hazard risks well, a regulatory visit covering our ionising radiation work resulted in no permit non-compliances and we have put in place a contract with the UK Health Security Agency to act as our external Adviser for laser safety.</p> <p>Our move to a new clinical waste contractor in September 2022 has been a big success. The move has benefitted Queen Mary both financially and environmentally. Up to the end of the reporting period we have seen approx. a 50% reduction in cost compared to the previous year provider patterns. We have also reduced the carbon footprint of waste collection and consumables delivery and ensured none of Queen Mary's clinical waste goes to landfill.</p> <p>Wellbeing support across the University continues to grow with resources accessed by increasing numbers of staff and students. We are committed to our work towards the University Mental Health Charter and are a sector leader in our Mental Health First Aid training.</p> <p>The Directorate continues to work closely with Estates colleagues both on offering advice on project risks and in ensuring auditable infrastructure compliance. Challenges in this area include maintenance record keeping and effective contractor management. This reporting period has seen good progress in these areas with a contractor safety day being held and new software systems for Permits to Work being explored.</p>

	<p>Our ambitious objectives moving into the new academic year include the launching of our newly developed training for supervisors, a clinical waste segregation campaign and a full programme of policy reviews including a new Fire Safety Standard to interpret the operational requirements and service levels of fire safety at Queen Mary.</p> <p>We work hard to reflect the vision, mission and core values of the 2030 Strategy in our work and to understand how to operate health and safety requirements in a sustainable manner. The report includes examples of these values in action, showing health and safety embedded in our vision and playing an important part in opening the doors of opportunity and allowing students and staff to learn and grow in a safety environment.</p>
<b>QMUL Strategy</b>	Health and safety supports high quality teaching in safe environments for students and staff alike and provides a foundational pillar for conducting cutting edge research.
<b>Internal/External regulatory/statutory reference points:</b>	Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999; and associated workplace health and safety legislation. Regulatory reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety England Regulations 2022, Building Safety Act 2022.
<b>Strategic Risks:</b>	This paper considers health and safety, compliance and reputation risks.
<b>Equality Impact Assessment:</b>	The Health & Safety Directorate ensures compliance with the public sector duty in how it operates and delivers policy and compliance. This includes for example membership on the Disability Inclusion Advisory Group and important work in relation to protected characteristics (e.g. the University-wide initiative on menopause awareness).
<b>Subject to prior and onward consideration by:</b>	Considered by HSAG and Audit and Risk Committee
<b>Confidential paper under FOIA/DPA</b>	No
<b>Timing:</b>	This is an annual report
<b>Author:</b>	Rebecca Jones, Director of Health and Safety
<b>Date:</b>	26 <sup>th</sup> September 2023
<b>Senior Management Sponsor</b>	Jonathan Morgan, Chief Governance Officer and University Secretary

## Health and Safety Annual Report

### Introduction

This report covers the period 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023 and gives details of the health & safety management system within Queen Mary. It provides a summary of the Queen Mary University's delivery of its Health & Safety policy and operational management of risks during the period as well as outlining plans for the year ahead. This report also includes an update of the wellbeing strategy and actions.

We understand education and research is about investigating new avenues of knowledge, and this carries an unavoidable element of the unknown but are equally mindful that health and safety legislation applies just as much to research as it does to any other area of industry. Despite the inherent elements of uncertainty, it is possible for our researchers to innovate without exposing themselves or others to unnecessary health and safety related risks. We promote sensible management systems, together with suitable practical training as the framework in which people can work safely when carrying out teaching and research activities across Queen Mary.

### 1. Governance / Management of Health & Safety

The reporting period has seen a big change in the structure of fire safety within the directorate. With the new legislative changes in this area it was felt there was a need for operational fire safety resource within Estates & Facilities (EAF) in addition to a Fire Safety Compliance Manager in the Health & Safety Directorate (HSD). These posts are both now in place and collaboratively work to ensure fire safety management and assurance across the University portfolio. The new Fire Compliance Manager joined HSD in June 2023 directly from London Fire Brigade, reporting in at Deputy Assistant Commissioner level, and has been a good addition to the team.

Staffing has also changed in other areas of the directorate with the Chemical Safety Manager moving on and the Advisor acting up for most the year. Following a recent interview process this has now become permanent, ensuring the University benefits from expert advice on chemical and non-ionising radiation issues. Our Mental Health First Aid training lead also left during the reporting period with the post filled by an internal candidate who has flourished under the support and mentoring offered by the team.

During the period the H&S Manager (FMD) & Biological Safety Adviser has become an executive committee member of the Institute of Safety in Technology & Research (ISTR) and organised a regional biosafety group for London & South in March 2023 at Queen Mary. Delegates from universities, commercial companies and the NHS attended for talks and interactions on biosafety topics, including gene therapy.

Recently the HSD Director has been invited by the Institute of Occupational Safety & Health (IOSH) to apply for Fellowship status.

At an away day in August the team explored how we can best support the University and considered our impact and support needs. The group very much valued being part of a diverse yet cohesive team. We take the opportunity to network and remain a full contributory member of the University Safety & Health Association (USHA). The Director has an established governance interface, and escalation point, with the Senior Executive Team through compliance meetings with the Chief Governance Officer and by the reporting line into the Chief of Staff and is part of the Office of the Principal Leadership team. Last year the Director took on the role of Queen Mary University point of contact with the UK Health Security Agency.

HSD moved permanently to Department W in June but maintains a very operational presence on all our campuses and continues to provide a number of specialist functions including biological, chemical, laser safety and fire safety advice.

#### 1.1 Health & Safety Advisory Group (HSAG) & Management Sub Groups

The following H&S Management Groups met once a semester during the reporting period with their minutes presented formally at HSAG:

- Science and Engineering Health and Safety Management Group

- Faculty of Medicine and Dentistry Health and Safety Management Group
- Humanities and Social Sciences Health and Safety Management Group
- Estates & Facilities Strategic Health & Safety Management Group
- Fire Safety Management Group
- Biological and Genetic Modification Safety Committee
- Radiation Protection Safety Committee

Committees had attendance from recognised local staff Trade Unions and the Student Union body in line with Safety Representatives & Safety Committees Regulations 1977. HSAG met regularly throughout the reporting period to ensure effective H&S consultation.

## **1.2 Health & Safety Legislative updates which impact Queen Mary**

### **Fire Safety Act 2021**

The Fire Safety Act 2021 commenced in full in May 2022. The Act clarifies the extent of the duties and responsibilities of the responsible persons for residential buildings and fire and rescue services' enforcement powers under the Regulatory Reform (Fire Safety) Order 2005.

### **The Fire Safety (England) Regulations 2022**

These Regulations have been introduced under Article 24 of the Regulatory Reform (Fire Safety) Order 2005 and came into force on 23 January 2023.

The buildings that are affected by the regulations are:-

1. Multi-occupied residential buildings with two or more sets of domestic premises.

For Queen Mary this means providing fire safety information on the importance of fire doors to all residents.

2. Residential buildings with storeys over 11 metres in height.

For Queen Mary this means, in addition to the above, we must undertake annual checks of flat entrance doors and quarterly checks of all fire doors in the communal areas.

3. High-rise residential buildings

Queen Mary has 3 residencies falling into this category. In addition to the above the extra requirements we must meet include: -

- Providing electronic building plans and details of external wall systems to London Fire Brigade (LFB).
- Undertaking monthly checks of firefighting lifts and other firefighting equipment.
- Reporting any defective firefighting equipment and evacuation lifts that cannot be fixed within 24 hours to LFB.
- Provide wayfinding signage that identifies flat and floor numbers in the stairwells.

### **The Building Safety Act 2022**

The Building Safety Act 2022 focuses on higher-risk residential buildings and provides residents with more say in how their building is kept safe. Building owners are required to submit building safety cases, for the relevant buildings, to the Building Safety Regulator, providing them with information that demonstrates that they have effective, proportionate measures in place to manage building safety risks. Queen Mary has 3 buildings that require registration and safety cases. Registration needs to be made by 30<sup>th</sup> September.

All of the above changes are being closely monitored by the Fire Safety Strategy Group, which is Chaired by the Associate Director for Engineering & Estates Management.

### **Retained EU Law (Revocation and Reform) Bill**

This Bill gives ministers substantial powers to change the law accumulated during the UK's membership of the EU so that only those regulations that are appropriate for the UK will remain on the statute book. In May the government scrapped the proposed 'sunset' clause, which would have automatically revoked most retained EU law at the end of 2023, including much health & safety regulation. Instead, at least 600 pieces of retained EU law will be set out in a revocation schedule. While there will be no major changes to health and safety legislation for the time being, there is the possibility of future reform.

### **Mental Health First Aid Bill**

The aim of the Bill is to make it a legal requirement for employers to offer mental health first aid training. As part of its 'Protecting People and Places' strategy 2022-2032, the HSE has set itself an objective to reduce work-related ill-health, with a specific focus on mental health and stress.

Queen Mary already has a significant amount of trained Mental Health First Aiders across the University and is well placed to support any further mental health initiatives implemented throughout the organisation.

### **Terrorism (Protection of Premises) draft Bill: Martyn's Law**

The Bill sets out the requirements that, under what is referred to as Martyn's Law, venues and other organisations will have to meet to ensure public safety. The legislation will introduce a legal obligation for the owners of publicly accessible locations to take suitable and proportionate measures to protect the public from terrorist attacks and increase public safety. Qualifying public premises may be either standard duty premises or enhanced duty premises. Enhanced duty premises are those with a public capacity of 800 individuals or more, which will apply to Queen Mary.

The government is establishing an inspection and enforcement regime, promoting the requirements for each tier, and issuing sanctions for non-compliance. Queen Mary will, therefore, need to ensure compliance with the enhanced tier requirements. This workstream is currently underway, led by the Assistant Director for Security & Business Continuity.

### **Ionising radiation: changes to registration and consent processes**

The HSE is changing part of its regulatory approach to regulating under the Ionising Radiations Regulations 2017. These changes are a result of recommendations made by the International Atomic Energy Agency. From October 2023, employers will need to submit more information when applying for registration or consent for work with ionising radiation.

As such HSD have started preparation work with safety assessment and project documents for the revised HSE approval process for consented activities at Charterhouse Square. This work is being led by the Radiation Protection Officer with assistance from Radiation Protection Supervisors.

## **1.3 Regulatory visits**

**Feb 2023:** - An Environment Agency Inspector conducted a scheduled campus inspection covering ionising radiation work and facilities at Charterhouse Square. Two inspection reports were issued, one for open-source work and one for sealed source work. Neither report identified any permit non-compliances however, 7 actions were identified in each report along with further recommendations to improve monitoring systems and internal checks. The specific actions and recommendations were all addressed by Aug 2023 and the responses provided to the EA Inspector were deemed satisfactory.

There have been no regulatory fire safety visits in the reporting period.

## **1.4 Wellbeing**

Queen Mary has committed to work towards the University Mental Health Charter and, following a gap analysis of the University's mental health and wellbeing provisions, is now seeking to appoint a Mental Health and Wellbeing Manager to advance our work across both staff and student services. The University has an established Wellbeing and Mental Health Steering Group, chaired by Director of Student Experience, which includes representation from across the institution. Membership of the group has been refreshed this academic year to align with priorities emerging from the Mental Health Charter gap analysis.

HR have continued to deliver workshops for managers to develop their ability to support staff wellbeing together with workshops for all staff covering mental health awareness and supporting personal wellbeing. These have proven popular and the range has been expanded to include Stress, Resilience and Financial Wellbeing as well as arranging orientation sessions for staff and managers to enable them to get the most out of our Employee Assistance Programme.

HSD have delivered several specialist wellbeing sessions during the year to both Professional Services and Faculty staff. Themes included colleague communications and adapting to New Ways Of Working. A tailored Mental Health First Aid awareness course was delivered to Residential staff which centred on how to help students before a crisis arises and what help is available if a student is in crisis. This also looked at how Residential staff can look after their own mental wellbeing.

HSD run a forum offering support and further development for all Queen Mary Mental Health First Aiders and the courses delivered continue to get very positive feedback; -

*'It was by far the best professional training session I have received'*. (Staff member School of History)

*'I feel much more confident and informed on mental health. I have often been the person that people chat to, but I now feel I can reach out to people, and better equipped to deal with crisis situations.'*  
(Staff member CCLS) June 2023

Our staff wellbeing webpages have been reviewed and we continue to promote the wellbeing content available on LinkedIn learning. Resources have been accessed on wellbeing subjects including mental health, resilience and mindfulness.

Work has also progressed to ensure that wellbeing is embedded in management practices: wellbeing questions have been introduced into appraisal, our new one-to-one meeting toolkit includes prompts to consider wellbeing, and management of workload is included in our core leadership and management programmes.

This academic year we have seen an increase in focus on the menopause with a programme of work and events to raise awareness, enable conversations within our community, foster a menopause friendly culture and provide information to staff about the support options available.

HSD have issued a new Health Surveillance Policy with a supporting job hazard form which HR are integrating into the new Queen Mary e-recruitment system. This will enable flow of required information for new starters to the Occupational Health service. A health exposure record for staff / PGR students to maintain and assist occupational health intervention is also being introduced.

## 2. High Hazard Health & Safety Risks

This section focuses on the high-hazard health & safety risks facing the University as classified by HSD's knowledge-based assessment and updates the annual report of 2021/2022. The effective management of these specific risks is important due to the nature of the hazards and the potential harm impact they could have. The likelihood of an incident occurring may be low but the impact if it does occur would have high consequences when considering hazards such as radiation, biological release, or outbreak of fire.

Working with many of the hazards outlined in this section involves the granting of a permit/licence. Any significant breach of this can result in it being removed temporarily or permanently by the regulator, as well as the risk of fines and prosecution. The knock-on effect of this could be a loss of permission for research and a subsequent loss of funding and grants / publications as well as reputational damage.

### 2.1 Ionising and non-ionising radiation safety management

**Ionising Radiation:** - the Environmental Agency permits for open and low hazard sealed source work on the three main campuses were renewed by HSD on behalf of the University. Annual radiation pollution returns to the Environment Agency were submitted in early 2023 by the HSD Radiation Protection Officer.

Internal radiation area inspections led by the consultant Radiation Protection Advisers were completed over the autumn and spring semesters and action reports issued to area Radiation Protection Supervisors and monitored through the Radiation Protection Safety Committee. One new set of risk assessments, rules and procedures were drafted and approved for a human subject x-ray-based study at Whitechapel campus.

Updated or new documents for Queen Mary were drafted and issued to improve sealed source management, data security and emergency response information.

No exposure incidents involving ionising radiation were reported during this reporting period. One investigation notice was received from our dosimetry service when we looked into this we identified that the radiation badge user had worn the badge over a longer period due to supply issues. Therefore when the measurement was averaged over the actual wear period it was below the investigation point and of low risk

to the user. Local rules identify badge wearing frequency + return policy according to activity risk assessment. The dosimetry service had advised users to wear their existing badge until supply issues were resolved and the research group's Radiation Protection Supervisor had followed this advice after confirming there was no high risk exposure activity scheduled at that time for the user.

Three new Radiation Protection Supervisors received accredited training from external providers. Three ionising radiation user courses were conducted in house which covered open, sealed sources and x-rays.

Requests for a change to the Charterhouse Square permit by a research group is currently being prepared for submission by HSD.

**Non-ionising Radiation:** - All laser devices should now be registered. Work has begun to appoint Laser Safety Officers within Faculty of Medicine & Dentistry. Deputy Laser Safety Officer roles have been created in EECS and SPCS to support training delivery and risk assessment.

HSD have written and rolled out a Laser Safety Awareness Course to all users of open-beam laser equipment and those responsible for laser equipment of any kind. It was designed to complement local training giving participants a basic overview of legislation, classification, and engineering controls. It is positive that 107 users have enrolled in the short time the course has been available.

A plan has been devised to provide a single laser safety management platform for all QM laser users, a repository for documentation as well as an index of laser equipment, its location, and capabilities. It is envisaged that this will standardise and streamline the current process whilst allowing for straightforward oversight by safety officers.

Queen Mary have entered a contract with the United Kingdom Health Security Agency (UKHSA) for them to provide Laser Safety Adviser support for a period of three years. The initial phase will be a document review followed by a site visit and inspection of some laser laboratories. UKHSA support will enable us to identify areas for improvement and ensure we are working to the best standards.

## **2.2 Biological (pathogen and other biohazards) and GMO safety management**

Twenty-one risk assessments for pathogen and GMO work were peer reviewed, classified and approved in Biological and Genetic Modification Safety Committee meetings held during this year. Of these 14 were of higher risk level and were checked for existing applicable notification covers, 2 required new regulatory notifications to the HSE which have been obtained. These involve significant advice, input, review by the Biological Safety Adviser and subsequent liaison with the regulator.

Pathogen exposure and health surveillance protocols were drafted and issued by HSD with Occupational Health input (blood borne viruses, mpox and updates to existing protocols).

The Biological Safety Adviser has continued to provide consultancy GMO risk assessment review and premises inspection service to The London Clinic who are involved in gene therapy clinical trials with Barts Health Trust and Queen Mary University consortium.

HSD has continued to support maintenance and statutory compliance testing of safety cabinet and ventilation systems at Containment Level 3, we have also updated the Codes of Practices with stakeholder research groups and Estates Technical leads input.

### **Clinical Waste**

Following a tender process, HSD appointed a new clinical waste contractor in September 2022. The move has benefitted Queen Mary both financially and environmentally. Up to the end of the reporting period we have seen approx. a 50% reduction in cost compared to the previous year provider patterns. This is largely due to the new contractor offering a more accurate waste measurement process. We have also reduced the carbon footprint of waste collection and consumables delivery and ensured none of Queen Mary's clinical waste goes to landfill.

The collection process has also been made safer by automated cart removal and replenishment, this reduces the likelihood of an accidental release should a waste bag split or a sharps bin seal fail.

### **2.3 Hazardous substance safety (chemicals, solvents, compressed gases, cryogenics)**

The disposal of legacy hazardous waste has continued this year with several thousand items being removed by our contractors beyond the usual waste stream. Inspection of some of these spaces has shown a marked improvement in chemical storage.

HSD have procured UN approved Fluorinated containers for use with solvent waste and have rolled these out to waste producers across all Schools. It is hoped uptake will continue so that the chances of an accident when handling solvent waste are greatly reduced as the new containers do not shatter on impact.

A contract has been finalised with BOC for the statutory inspection of the laboratory gas systems and manifolds within Queen Mary, inspections have begun and should be completed by late September.

Work has begun to map the nature and location of chemical and compressed gas hazards within the University estate. This information is being provided to London Fire Brigade in case of an emergency on site. A management system, template and data pro-forma have been created by HSD to ensure trackability and standardisation. The Mile End campus is nearly completed, with one building outstanding to date (completion due Nov 23).

The University Chemical Weapons Convention return was filed with no issues.

### **2.4 Infrastructure and safety in the built environment**

#### **Asbestos**

Over the reporting period Estates & Facilities (EAF) have continued to reduce the extent of asbestos containing materials across the Queen Mary estate, either through liaison with Capital Projects or through asbestos initiated works. In the past 12 months an additional 10% of Asbestos within our high and medium risk locations has been removed. Further developments in the asbestos management programme include: -

- A 3-year asbestos remediation plan is in place and continuously reviewed and updated in line with recommendations received from the periodic re-inspection reports.
- The asbestos budget has been allocated and ring fenced within the long term maintenance budget.
- New EAF software to house the electronic asbestos register is currently being populated with latest asbestos information and is due to be rolled out University wide by the end of the 2<sup>nd</sup> quarter.
- An independent review of potential exposure at Whitechapel library was undertaken and determined that it was unlikely that library staff were exposed to airborne asbestos fibres.
- Training has been completed for 95% of EAF staff in asbestos awareness and 100% of staff who hold asbestos management responsibilities. Additional mop up sessions are planned for November 2023.

#### **Legionella**

EAF have continued with their rolling programme for legionella risk assessments across all buildings. HSD have facilitated a joint approach to water risk assessment involving EAF, specialist assessor, site contractor, and three schools. This has provided a more comprehensive review and improved ownership of findings. Further developments over the reporting period include: -

- New software to house the electronic water logbooks on a 3-year licence.
- Activation of new software allowed for greater oversight of previous water treatment contractor and identification of their failings allowing for swift removal and replacement of contractor.
- Training has been completed for relevant EAF staff for awareness and responsible persons.
- Temperature sensors have been installed in some of the difficult to access locations at Mile End and Chislehurst Sports Ground allowing for remote monitoring of these locations.

#### **Local Exhaust Ventilation**

Work has progressed to improve and balance the air handling and local exhaust ventilation systems in the Joseph Priestly building. Two of the four floor systems are now working as intended with the remainder being completed by February 2024.

### **Other Statutory Compliance**

The statutory compliance figures for the reporting period remain good, in excess of 90% (figure provided Head of Estates Health & Safety Sept 2023). The EAF compliance group continues to meet every 2 months to review incidents, reports, and issues. The Estates Management Agreements & Procedures documents are undergoing review for suitability with the aim to re-publish these, along with a revised Site Induction Programme, in early 2024.

Following an HSD review EAF are looking to automate the Permit to Work system and improve how they manage contractors on site. The current system (RMS) is being upgraded but the Permit to Work Manager continues to review options externally and aims to imbed a new system within the next 12 months, when the current contract expires.

### **Capital Projects**

During the reporting period there were 3 accidents or incidents reported on Queen Mary University capital project sites. These areas continue to be audited frequently by our new EAF Project Health & Safety Officer and the results show a safety compliance score in excess of 90% (figure provided by Head of Estates Health & Safety Sept 2023) The main areas of concern related to the use of personal protective equipment by operatives and were quickly resolved.

As part of a larger piece of work on contractor management a review of Queen Mary site rules is currently taking place with a view to becoming more stringent with penalties placed upon operatives and companies who fail to adhere to them. Queen Mary held a Contractor's safety day in May which was well attended. The event focussed on us working more collaboratively with external contractors and received positive feedback. We are already seeing an improvement in working practices.

HSD continue to provide health & safety advice and assurance for a number of strategic projects such as Plot C development and Garrod, as well as capital projects such as Blizzard/CHSQ NWOW, Francis Bancroft BSU, Centre of the Cell and the Fogg and John Vane Legacy Work.

The Chemical Safety Adviser has been involved in establishing the feasibility of equipment to support semi-conductor research within SEMS and the HSD Director is actively involved as a stakeholder with the new Estates Strategy process.

### **2.5 Fire Safety**

The Fire Safety Team is now up to full capacity and works collaboratively with the fire operations manager within EAF.

#### **Fire Activations**

There were 172 fire alarm activations during the reporting period (See Appendix 3). The three key influences on fire alarm activations in non-residential buildings includes contractor activations, dust/vapour/experiment and unknown/other The three key influences on fire alarm activations in residential buildings includes shower/steam, cooking and unknown/other.

#### **Fire Investigations**

There was two incidents that LFB attended and that prompted further investigation during the reporting period:-

1. John Vane Science Centre –An extension lead (used to power an oil-filled radiator) was placed on a desk, overheated, and burnt onto the desk. The Fire Safety Manager investigated the incident and reported it to the extension lead manufacturer.
2. Francis Bancroft– An ammonia leak occurred from a fridge in a room on the ground floor. LFB attended and the fridge was removed and put in the chemical waste store. Access to the corridor was restricted while the area was vented. A full investigation followed with recommended actions followed up through faculty management health & safety groups.

### Fire Risk Assessments

Eighteen fire risk assessments have been carried out during this reporting period. These were completed by a combination of the Queen Mary Fire Safety Team and an appointed third-party contractor. It was necessary to appoint a contractor due to the various specialist skills required in assessing risks in partially occupied spaces under construction and due to the limited resources the under-established Fire Safety Team had at the time. The risk-based three-year program for the delivery of the fire risk assessment portfolio is still in place.

### Fire Safety Training

Fire Safety training is available for delivery in various formats to ensure the training is accessible to everyone. The Fire Marshal training was revised last year and we now have 273 Fire Marshals who have completed this new training (up from 100 last year).

HSD have undergone training to be competent to deliver Evacuation Chair training where required. There are now 6 trained members of staff (based at Lincoln's Inn Field and Mile End Campus), in addition to Security Officers who have received this training.

The Fire Safety Team has been working closely with the Housing and Residential teams and has developed fire safety resources which includes a bespoke video on fire safety for students and a Fire Safety Guidance for Residents handbook, to supplement current policies and procedures. The team have delivered many fire safety tours, to assist new Resident Assistants in identifying fire hazards and reducing risk in our accommodation blocks.

### Fire Progress Works

The PV panels have not yet been removed from the Fogg Building; Capital Projects have scheduled for removal once contractors commence the works.

Work has been carried out to reduce the amount of electrical equipment being used inappropriately in, this has been highlighted on previous Fire Risk Assessments and is being done through targeted inspections and by providing information to students on the danger non-compliant electrical equipment poses.

The fire safety team have been involved in advising and working with stakeholders on projects over the reporting period including: -

<u>Mile End</u>	Library 2 storey Extension, Arts One Cinema, School of Business Management, ITL, Fogg, (including the Fogg temporary fire alarm installation)
<u>CHSQ</u>	John Vance Science Centre Legacy Project
<u>Whitechapel</u>	Garrod Building

The team continues to work closely with Estates fire safety operations and specialist contractors for Fire Detection & Alarm systems, Electrical & Emergency Lighting and Passive Fire Protection. The aim is to address fire safety issues with a pragmatic and risk-based approach to ensure that time and resources are allocated with a focus on higher-risk areas in the first instance. This in turn should reduce false alarm activations caused by projects and planned/reactive maintenance works.

## 3. Operational Health & Safety

### 3.1 Training Programme

During this reporting period, a total of 3937 delegates were trained by HSD across 26 different health and safety training courses (Appendix 1). This is an increase of 41 % over the previous year which is largely due to having the staff resource to improve and increase our training offer, particularly in specialist fields such as laser safety and fire safety. Our HSD annual newsletter allowed for better publication of our courses which also contributed to higher take up.

Our courses are constructed and updated with a clear focus on the need of our learners. We look to continually improve our training based on feedback, over the reporting year our courses have been rated good or very good by 94% of delegates. We continue to have a large demand for many of our courses which regularly include delegates from other HEIs and the private sector.

We also spend time developing and testing new courses where we identify a need. Last year we introduced a practical based risk assessment, which following a successful launch, is now an established course on the programme. In October we plan to run our first pilot to support supervisors, managers and others who have specific responsibility to implement the University Health & Safety Policy and management system within their area. No course like this exists so we have developed this entirely in house based on the HSE management standard.

The Biological Safety Adviser has had significant input into an e-learning training module for the NHS on gene therapy and biosafety/containment ('gene therapy medicinal products') on an initiative led by Cell and Gene Therapy Catapult under the UK Government's current strategy to increase life sciences quality and output in the UK. The module was released following the project board review to the NHS e-learning platform in April 2023 and is available freely to both NHS and external users.

Whilst we continue to offer an extensive catalogue of online and face to face courses there are groups whose training needs are not met by these courses. In these cases, we offer one of three solutions: -

1. We can identify external specialists who can provide training.
2. We offer out of hours training. Some groups such as cleaning operatives do not work when we offer most training courses, therefore we deliver their sessions out of normal work hours.
3. We formulate bespoke sessions. For example, a tailored course for Security staff to support them in their unpredictable day to day roles and anaphylaxis recognition and first aid treatment for staff and students who work in the bee lab (School of Biological & behavioural Sciences).

Learning Management System (LMS) - This HR led programme to introduce a new LMS has been actively supported by HSD through all its stages. It is anticipated that this will go live in mid-October.

### 3.2 Audit & Inspection Programme

#### Audits

The following audits were undertaken during the reporting period:

**The School of Business and Management** – H&S Management System Audit. Key findings included a need to complete risk assessments for certain activities including overseas travel for research activities.

**The Wolfson Institute of Population Health** – H&S Management System Audit. Key recommendations included ensuring the Institute has up-to-date assessments for laboratory activities and reviewing their fire marshal and first aider provision.

Outstanding actions from the audits continue to be proactively monitored by the H&S Audit Lead as well as through the Faculty H&S Group Committees. As of July 2022, there were 54 outstanding actions which can be broken down into 3 high, 25 medium and 26 low priority items.

High priority audit actions are kept under closer review to ensure that they are progressed and closed off. Although actions may be recorded as outstanding in the data summary, it does not mean that an action has not been addressed in some way. To provide some context, a summary of the outstanding high priority actions identified in the H&S Management System audits is provided below:-

School / Institute / Directorate	Recommendation
School of Physical and Chemical Sciences	Priority should be given to the relocation of the large volume Liquid Nitrogen Dewar on the 4th floor of the Fogg Building. In the meantime, ensure the oxygen detector is checked daily for faults, continue to test it weekly and service it. <i>Update - This is due to be resolved as part of the legacy project for the Fogg Building and local arrangements are in place to manage this until the works are complete.</i>
School of Politics and International Relations	It is recommended that the school reviews its fire marshal provision to ensure there is sufficient cover. <i>Update - The school has undertaken a review and identified staff to be trained. They are in the process of attending the training courses.</i>

School / Institute / Directorate	Recommendation
Wolfson Institute of Population Health	It is recommended that a risk assessment covering general office & reception area activities is completed and implemented for those areas. Priority should be given to those that are more isolated and utilised by members of public. In addition Laboratory risk assessments require updating. <i>Update - The Institute is addressing this action and is currently drafting risk assessments and safe operating procedures.</i>

**Eco Campus** HSD supported the Sustainability team with input into the annual Eco Campus audits Spring 2023 to maintain the Platinum and ISO 14001:2015 EMS certificate status awarded to Queen Mary in 2022.

**QM Bio Consultancy** HSD Manager (FMD) and Fire Safety Manager continue to provide consultancy H&S and fire safety tailored advice, safety governance assistance and safety assurance checks to QMBio Ltd according to an agreed contract.

### Inspections

The inspection programme continued across all Schools/Institutes and Directorates including the Malta campus. Biosafety and ionising radiation specific area inspections were also carried out, including decommissioning of the Fogg radiation laboratory.

### Off Site Working Guidance

HSD have liaised with other areas (Finance, HR and School Heads) to gather together all current travel risk assessment information and formulate an Off-Site Working guidance document. This encompasses fieldwork and research activities and defines the expected documentation to be completed according to type of trip. Templates, risk assessment guidance and roles & responsibilities for sign off are all clearly explained. Whilst this is currently guidance it is under review with CGO in the hope it may be suitable for adopting as Queen Mary policy.

### 3.3 Accidents & Incidents

During the reporting period there were 450 reported accidents/incidents including 9 RIDDOR incidents (Appendix 2) and 66 near miss incidents.

The reported incidents figure is up slightly on the year before, the main increases were 'Exposure to or contact with harmful substance/material' and 'Collision between people'. The vast majority in the first category were 'contact' in the sense a hazardous substance was 'present' e.g. on the equipment, tool or kit in the incident. An exposure that would cause an acute or chronic illness or a medical response was not encountered in the large majority of these incidents. The second category increase was due to reporting during practises from a new student society (Cheerleading).

The number of RIDDOR incidents reported to the HSE fell compared to last year.

## 4. Embedding Health & Safety within 2030 Strategy

Evidence of the part health and safety plays in enhancing the success of our 2030 strategy can be seen in the demonstration of the University's core values in the work we do. Examples of these values in action over the reporting period include: -

**Inclusive and Ethical:** - We have membership on the Disability Inclusion Advisory Group, as well as the Queen Mary Ethics of Research Committee. This helps to ensure that the directorate is more involved and aware of the wider processes in place for research and inclusion, as well as being able to have an input into them.

**Proud:-** Our annual HSD newsletter [HSD Newsletter 2022/3](#) reflects stories of successful School initiatives with health and safety considered as a value throughout.

**Ambitious:** - We continue to lead the HE sector on our Health & Safety training provision, offering a comprehensive suite of training which reflects our passion and expertise. The development of our latest course aims to empower our managers and supervisory staff to recognise their role in being accountable, inquisitive, consultative and visible in leading health and safety in their area.

**Collegial:** - We are a well established advisory directorate who are considered as a valued stakeholder offering pragmatic advice on a wide range of issues from reducing the carbon footprint of clinical waste collections to mentoring a member of Admissions staff through an H&S secondment who, as a result, is moving onto a career with the Health & Safety Executive.

## 5. Objectives for 2023/2024

The objectives set below will allow us to continue to proactively manage health and safety risks, develop safety culture and training and respond to legislative updates to ensure robust compliance.

### Health & Safety Compliance

- We are embarking on a programme to review and update all policies and procedures within the Directorate. This will include standardised templates and document retention procedures as well as review of existing documents and the creation of new policies where gaps are identified (in collaboration with key stakeholders).
- An updated risk assessment and accompanying guidance for laboratory animal allergen protection will be rolled out to improve standards and compliance.
- A segregation of clinical waste education campaign is underway for 2023/24, this is to reduce further the volume of waste that requires high temperature incineration.
- The UKHSA laser safety review will be carried out.

### Training and competence

- The new course for managers and supervisors will be piloted and added to the training calendar.

### Health & Safety Auditing

- H&S Management system audits for SBBS and SPCS will be conducted.
- A programme of topic audits will be agreed and scheduled.

### Fire Safety

- A new Fire Safety Standard is being created which will focus on streamlining processes and procedures, ensuring we can deliver Fire Safety compliance as effectively as possible.
- We will continue to respond to fire safety legislative changes, ensuring new compliance requirements are embedded into everyday practices and horizon scanning to prepare the University for any further requirements.

Rebecca Jones

Director of Health & Safety

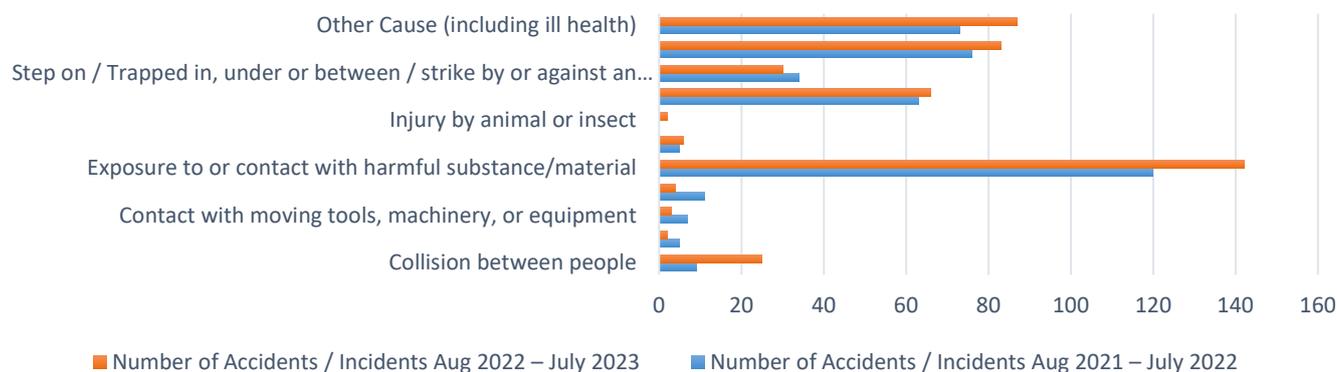
26<sup>th</sup> September 2023

## Appendix 1 - Health and Safety Training Comparison 2021/22 - 2022/23



Topic Category of Training	H&S Training Course	Total Attendance	
		August 2021 – July 2022	August 2022 – July 2023
<b>Laboratory Hazards</b>	Containment Level 3 Principles and Practices	43	20
	Hazardous Substance Risk Assessment (COSHH)	318	270
	GM Risk Assessment and Notification	52	114
	Safe Management of Lab Hazardous Waste	514	616
	Radiation Protection Supervisor	8	3
	Working Safely with Biological Hazards	369	199
	Working Safely with Ionising Radiation	18	32
	Lab Safety for Non Research Staff	0	15
	Chemical and Lab Safety – Security (New)	0	49
	Laser Safety Awareness (New)	0	64
<b>Risk Assessment and Management</b>	QMUL Health and Safety Induction	165	705
	IOSH Managing Safely	24	32
	IOSH Working Safely	17	33
	Manual Handling & Lifting	25	73
	Risk Assessment	127	109
	Introduction to Risk Assessments (New)	0	22
	Security Safety (New)	0	49
<b>First Aid</b>	First Aid for Laboratory Workers	598	931
	First Aid at Work	38	23
	First Aid at Work Requalification	3	3
	First Aid (bespoke)	44	17
	First Aid Awareness	98	117
<b>Wellbeing</b>	Mental Health First Aid	32	31
<b>Fire Safety Training</b>	Fire Marshal	27	170
	Fire Safety Awareness (QMPlus)	252	191
	Fire Safety – Security (New)	0	49
<b>Total</b>		<b>2799</b>	<b>3937</b>

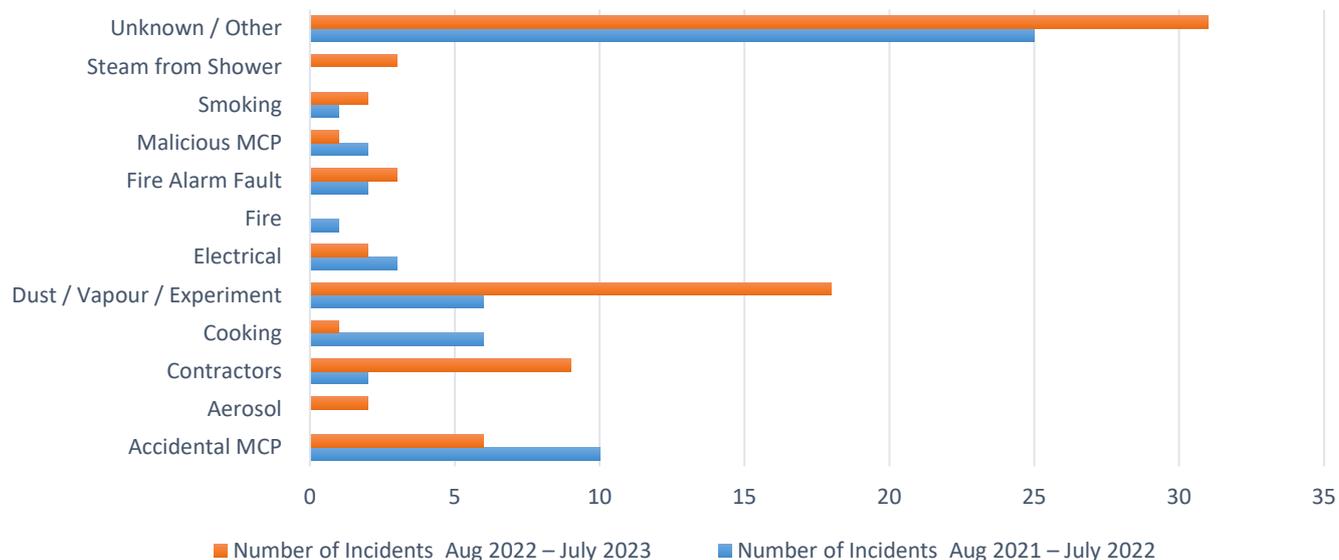
## Appendix 2 - Accidents / Incidents Comparison 2021/22 - 2022/23



Accident / Incident Type	Number of Accidents / Incidents	
	August 2021 - July 2022	August 2022 - July 2023
Other Cause (including ill health)	73	87
Whilst handling, lifting, or carrying	76	83
Step on / Trapped in, under or between / strike against an object	34	30
Slip, trip or fall on same level	63	66
Injury by animal or insect	0	2
Fall from permanent / temporary structure	5	6
Exposure to or contact with harmful substance/material	120	142
Exposure to fire	11	4
Contact with moving tools, machinery, or equipment	7	3
Contact with electricity or an electrical discharge	5	2
Collision between people	9	25
<b>Total</b>	<b>403</b>	<b>450</b>

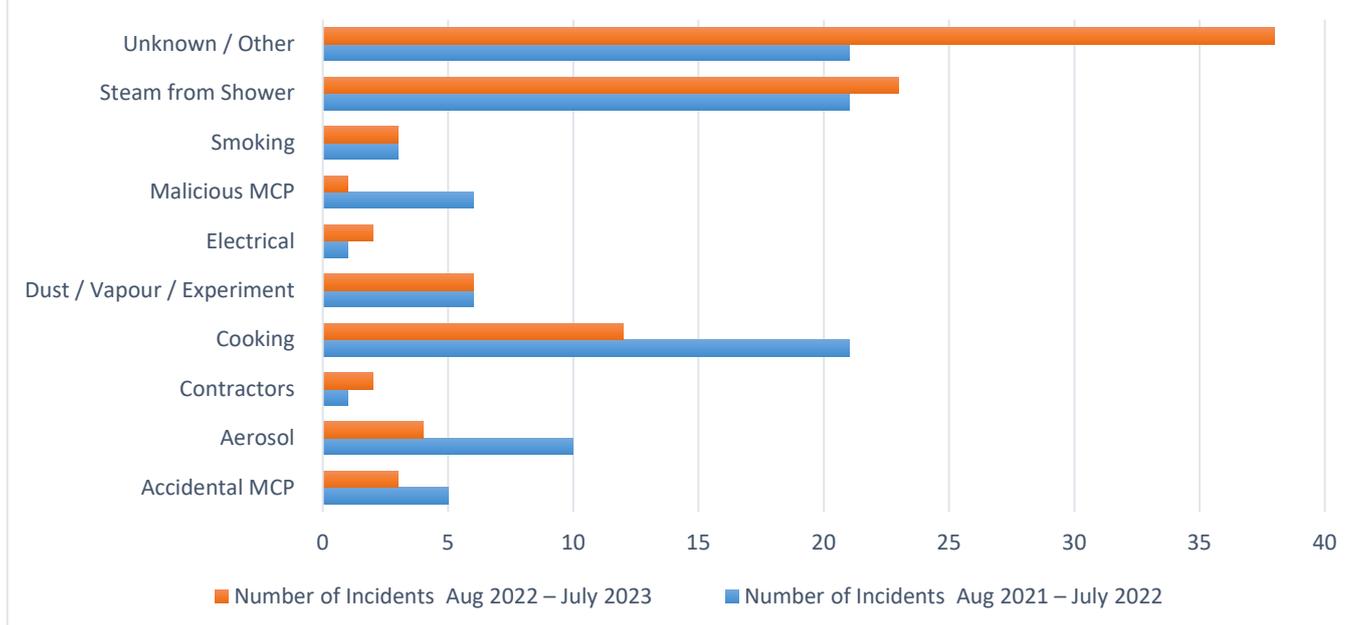
Incidents reported to HSE - RIDDOR		
Accident / Incident Type	Number of Accidents / Incidents	
	August 2021 - July 2022	August 2022 - July 2023
Slip, trip or fall on same level	7	3
Whilst handling, lifting, or carrying	2	3
Struck by object (moving, falling, or flying)	1	0
Dangerous Occurrence	0	2
Fall from height	0	1
Exposure to or contact with harmful substance/material	1	0
<b>Total</b>	<b>11</b>	<b>9</b>

### Appendix 3 - Non-Residential Buildings - Fire Activations Comparison 2021/22 - 2022/23



Type of Fire Incident (Non-Residential Buildings)	Number of Incidents	
	August 2021 - July 2022	August 2022 - July 2023
Accidental MCP	10	6
Aerosol	0	2
Contractors	2	9
Cooking	6	1
Dust / Vapour / Experiment	6	18
Electrical	3	2
Fire	1	0
Fire Alarm Fault	2	3
Malicious MCP	2	1
Smoking	1	2
Steam from Shower	0	3
Unknown / Other	25	31
<b>Total</b>	<b>58</b>	<b>78</b>

### Appendix 3 - Residential Buildings - Fire Incidents Comparison 2021/22 - 2022/23



Type of Fire Incident (Residential Buildings)	Number of Incidents	
	August 2021 – July 2022	August 2022 – July 2023
Accidental MCP	5	3
Aerosol	10	4
Contractors	1	2
Cooking	21	12
Dust / Vapour / Experiment	6	6
Electrical	1	2
Malicious MCP	6	1
Smoking	3	3
Steam from Shower	21	23
Unknown / Other	21	38
<b>Total</b>	<b>95</b>	<b>94</b>