

HEALTH AND SAFETY ANNUAL REPORT 2018



Health and Safety annual report 2018

1. Introduction

This report provides an overview of the work carried out by and on behalf of the UCEA Health and Safety Committee in 2018. It reports on the performance of UCEA, its partner organisations and the sector against the second year of the UCEA Health, Safety and Wellbeing Strategy 2016-20. It provides summary accident and injury statistics for the past four years, based on data collected by the Universities Safety and Health Association (USHA), as well as summary findings from UCEA's annual absence survey.

2. UCEA Health and Safety Committee

UCEA Health and Safety Committee Membership

The Committee is chaired by Professor Simone Wonnacott, Vice-Chancellor of Leeds Arts University. The membership of the Committee for 2018 is presented below:

Role	Name
Chair (Head of an HE Institution)	Professor Simone Wonnacott Leeds Arts University
UCEA Chief Executive	Helen Fairfoul Chief Executive
University Secretary AHUA representative	Jayne Sadgrove Chief Operating Officer and University Secretary University of Cardiff
AMOSSHE representative	Jill Stevenson Head of Student Support Services University of Stirling
Head of Estates AUDE representative	Vacancy
Head of Estates AUDE representative	Mark Swales Director of Estates and Facilities Sheffield Hallam University
Radiation Safety Professional AURPO representative	Mike Lockyer Radiation Protection Officer and Safety Adviser University College London
Head of Finance BUFDG representative	Vacancy
CUBO representative	Stewart Ross Head of Commercial Services University of Leeds
GuildHE representative	Giosi Birkett Director of Human Resources Newman University
Medical Schools Council (MSC) representative	By correspondence only
Higher Education Occupational Practitioners (HEOPS) Representative	Max Hill Director of Occupational Health and Wellbeing University College London
Head of HR UHR representative	Jayne Billam Director of HR Nottingham Trent University

Role	Name
Head of HR UHR representative	Joanne Marshall Director of HR and OD University of Bradford
UUK representatives	John de Pury Assistant Director of Policy
H&S Professional USHA Chair	Cathy Day Director of Risk, Health and Safety University of Southampton
H&S Professional USHA representative	Neil Budworth Health, Safety and Risk Manager Loughborough University
H&S Professional USHA representative	Vacancy
UCEA representatives	
Head of HR Advice and Secretary to the Committee	Nicola Carter
Deputy Chief Executive	Roshan Israni
Senior Employment Policy Adviser	Alison McGrand

A list of the full names of each of the sector organisations is included as an appendix to this report.

Terms of Reference

The Committee acts as a central point for discussion and resolution of health and safety matters within the HE sector.

In particular, the Committee is tasked with the following:

- To advise the UCEA Board and UCEA members on matters of health, safety and wellbeing.
- To represent HE institutions (HEIs) on matters of health and safety and be a mechanism for explaining the particular needs of the sector.
- To identify, generate and publish guidance for HEIs where appropriate.
- To provide a network for collective discussion and action on health and safety matters across the various associations within HE.
- To report to the Health and Safety Executive (HSE) and other Government Departments on sector progress on health and safety.
- To nominate representatives of HE employers to participate in forums, such as the Higher Education Safety and Health Forum (HESH) and to provide the brief and mandate for such fora.
- To identify a programme for UCEA Health and safety seminar activity.
- To produce responses on behalf of the sector to appropriate consultations on legislation and guidance.

The Committee meets twice a year in May and November, and reports to the UCEA Board.

3. Higher Education Safety and Health (HESH) FORUM

The HESH Forum comprises representatives of UCEA, the HSE, USHA and the trade unions (currently UCU, UNISON and Unite) and is scheduled to meet twice yearly (in May and November) to discuss health and safety matters of mutual interest. Its purpose is to act as a forum for the HE sector to develop a partnership approach between employer and employee representatives and to provide

strategic oversight and direction on matters of occupational health and safety. The Forum met twice in 2018. Some of the issues discussed by the Forum in 2018 included:

- Stress and mental wellbeing at work resources pack
- Mental health first aid training
- Fire safety
- Project Revise
- HSE stress management standards.

HESH Forum membership:

The 2018 membership of the Forum is set out below:

Role	Name
Chair of the Forum	Professor Simone Wonnacott
HSE representative	Andrew Kingscott
UCU representative	Adam Lincoln
USHA Chair	Cathy Day
Unison representative	Michael Hines
Unite representative	Christopher Kennedy
UCEA representative	Helen Fairfoul / Roshan Israni
UCEA representative	Nicola Carter
UCEA representative	Alison McGrand

4. HE Sector-Level Health, Safety and Wellbeing Strategy 2016-20

In 2016, following a wide sector consultation, the UCEA Health and Safety Committee published the Health, Safety and Wellbeing Strategy 2016-20 for the HE sector. The strategy is framed around three themes: culture, competence and collaboration. The Health and Safety Committee publishes annual actions plans to support it in meeting priority areas under the Strategy. UCEA has recently published the third annual action plan, for 2019. Copies of the Strategy and the 2019 action plan can be found on the UCEA website at: www.ucea.ac.uk/en/empres/hands/h-scommittee/index.cfm.

Actions taken in 2018

Notable activities undertaken by UCEA and other Committee members include:

- The publication of a [Stress and Mental Wellbeing resource pack](#) for HEIs, developed in partnership with the HE trade unions through the HESH Forum.
- Further development of Universities UK's [Step Change programme](#) on mental health in light of [Thriving at Work: the Stevenson Farmer review of mental health and employees](#), which has resulted in the joining of staff and student wellbeing in the three HEIs piloting the framework. Staff will be a new domain in the next iteration of the Step Change Framework due for launch at the end of 2019.
- A seminar by UCEA in June 2018 on the future of work, health and disability which included presentations from the Health and Work Unit on the Stevenson Farmer review and from the CBI on their Health and Wellbeing Campaign, as well as [case studies from HEIs](#).
- On behalf of the Committee, UCEA met with Mind to gain a better understanding of the recommendations of the Stevenson Farmer review for employers, and the public sector in particular, and to understand and consider how HEIs might be engaged with the recommendations and the next steps in enacting them. UCEA advised members subsequently about the [voluntary reporting framework on disability, mental health and wellbeing](#), which launched in November 2018.
- The publication of revised and updated guidance for the HE Sector from USHA, supported by UCEA and other Committee members, on health and safety in [Field Work](#) and health and safety in [Placements](#).

5. Statistics on reportable accidents and injuries

Changes to data collection and future reports

Accident statistics for the HE sector were collated by HESA from 2012-13, via its Estates Management Record (EMR), and reported by HESA from 2014-15. Prior to that year, USHA collected accident data from its members, which was used by UCEA in the annual Health and Safety reports. In 2016 HESA confirmed that from 2016-17 it would no longer collect the health and safety data in the EMR. Instead USHA reverted to collecting the data from HEIs and the UCEA health and safety reports are now based on the USHA data. For details please see: www.hesa.ac.uk/innovation/records/reviews/estates-2016-17.

UCEA is aware that the USHA sample sizes of HEIs in 2016-17 and 2017-18 are smaller than the HESA sample in previous years. It is therefore important to be cautious about making direct year-on-year comparisons to the overall numbers of incidents in 2017 and 2018. However, as HEIs become more aware of the transfer of responsibilities from HESA to USHA, we expect that the response rate to USHA will increase.

Please note that non-injury incidents or near misses were incorrectly recorded as dangerous occurrences in previous Health and Safety annual reports. USHA have advised that dangerous occurrences should be fairly rare and that those reported previously are likely to fall in the category of non-injury incidents or near misses.

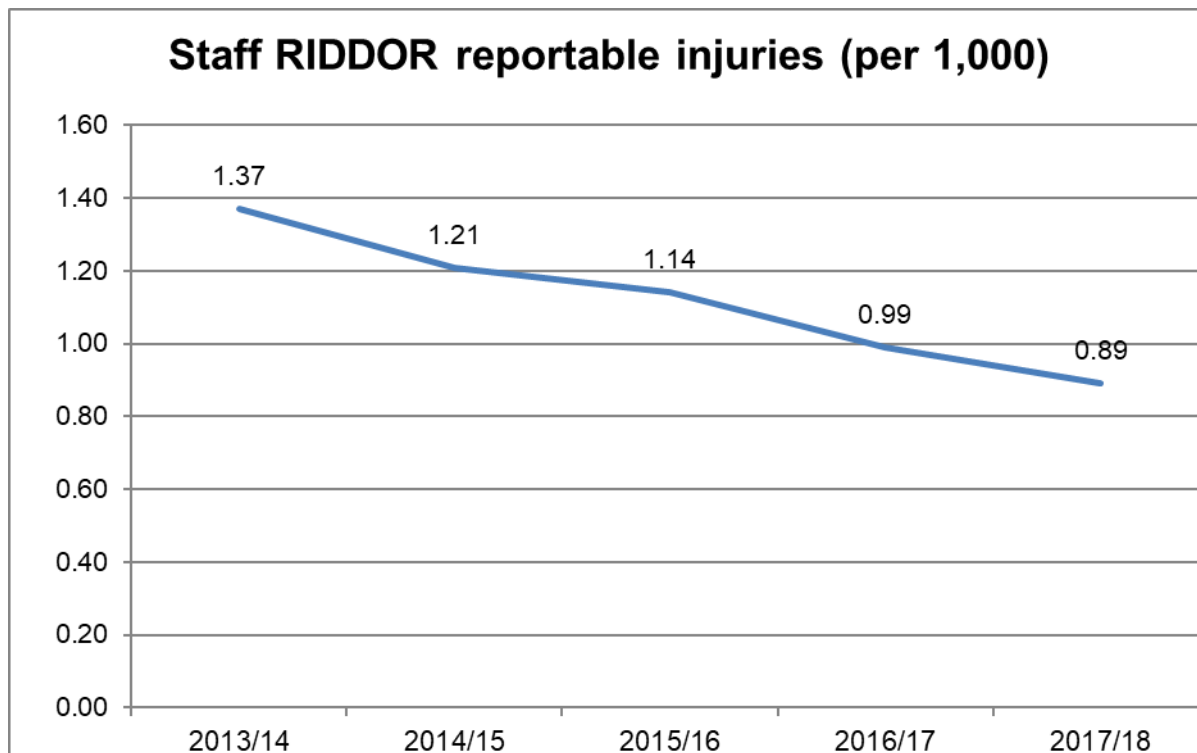
Summary

Estate Management Record field	2014-15*	2015-16*	2016-17	2017-18
Number of staff RIDDOR reportable injuries	397	380	304	198
Number of student RIDDOR reportable injuries	204	200	116	124
Total of non-injury/near misses	2,487	2,705	-	3,313
Total number of occupational diseases reportable under RIDDOR	9	10	7	13
Number of staff fatalities	1	0	1	0
Number of student fatalities	0	2	-	2

*HESA data

The graph below shows the reportable accident rate since the 2013-14 academic year for *employees*. It is good to note that there continues to be a downward trend in the rate of RIDDOR reportable injuries per 1,000 employees since 2013-14.

Total staff reportable injuries – RIDDOR



Sources: HESA and USHA

The overall reportable accident rate in HE reflects well when compared with the HSE figures of UK-wide accident reporting, which ran at 1.95 per 1,000 employees (injuries reported under RIDDOR) for the period 2017-18 – see the RIDHIST data at: www.hse.gov.uk/statistics/tables/index.htm#riddor

5. Statistics on sickness absence in HE 2017-18

UCEA has conducted annual sickness absence surveys for HE since 2012. A summary of some of the headline results from the five surveys – for the academic years 2013-14 to 2017-18 – is presented below. UCEA members can download the full reports of the last two surveys, including detailed data tables in Excel for benchmarking, from the UCEA website at: www.ucea.ac.uk/en/empres/rs/sickness-absence-survey/index.cfm

a) Overall sickness absence levels in HE

Absence measure	2013-14*	2014-15*	2015-16*	2016-17*	2017-18*
Mean number of days absence per employee per year	5.5 days	5.7 days	6.0 days	5.8 days	6.0 days
Mean percentage working time lost per year to sickness absence	3.0%	2.7%	2.7%	2.6%	2.7%

These figures are comparable to other absence surveys of the wider economy; for example, the XpertHR Survey 2018 reported an average of 6.1 days absence per employee across the economy as a whole.

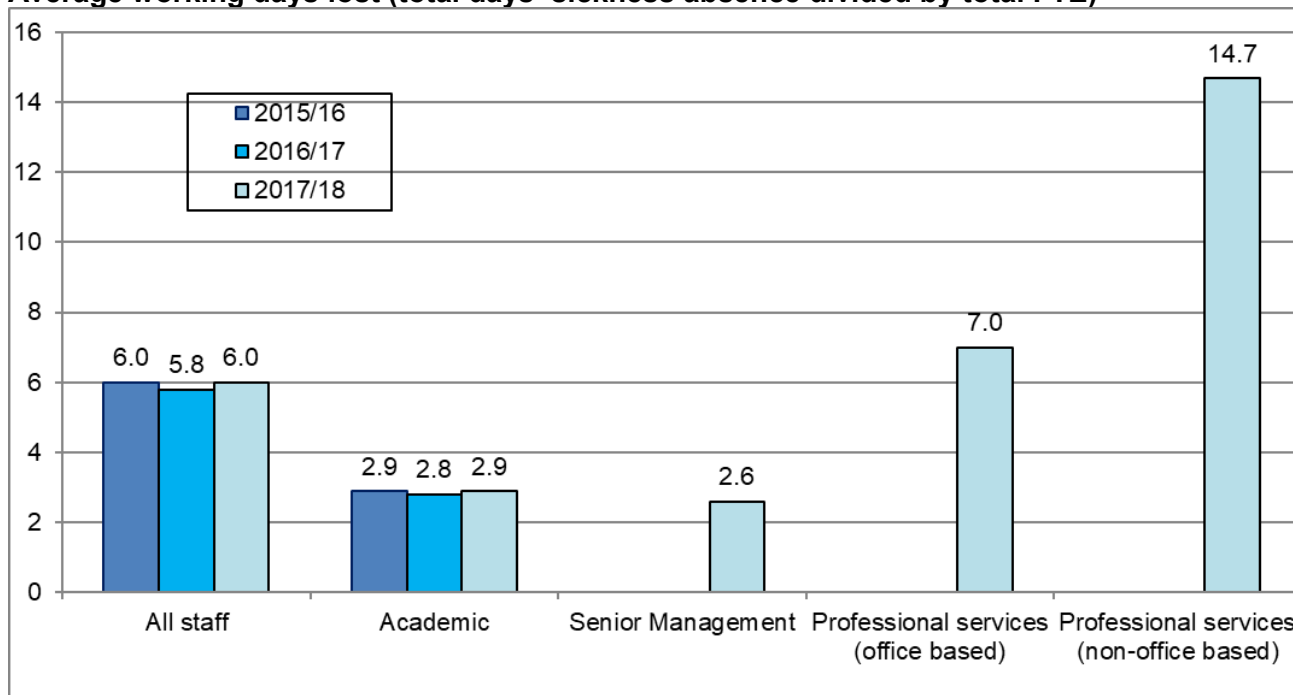
b) Percentage of sickness absence that is long-term

Absence measure	2013-14*	2014-15*	2015-16*	2016-17*	2017-18*
Mean percentage of sickness absence which is long-term (over 20 consecutive working days)	49.6%	49.6%	52.4%	53.3%	52.2%

c) Sickness absence levels by category of staff

Following feedback from members, the categories of staff for calculating average working days lost have been changed for 2017/18 – please see chart below. This means that the trend data for previous years for the new categories is not available, however, as per previous years the reported levels of absence are highest among professional services staff (non-office based), whose absence rates are more than five times higher than those for academic staff. However, over the last six years over 80 per cent of responding HEIs indicated that they believe that absences are under-reported for academic staff.

Average working days lost (total days' sickness absence divided by total FTE)



Appendix

Full names of Higher Education member associations represented on the UCEA Health and Safety Committee

Acronym	Full name
AHUA	Association of Heads of University Administration
AMOSSHE	The Student Services Organisation (Formerly the Association of Managers of Student Services in Higher Education)
AUDE	Association of University Directors of Estates
AURPO	Association of University Radiation Protection Officers
BUFDG	British Universities Finance Directors Group
CUBO	Colleges and Universities Business Officers
CUC	Committee of University Chairs
HEOPS	Higher Education Occupational Physicians / Practitioners
MSC	Medical Schools Council
UCEA	Universities and Colleges Employers Association
UHR	Universities Human Resources
USHA	Universities Safety and Health Association
UUK	Universities UK

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