

UNIVERSITY OF ABERDEEN  
OPERATING BOARD  
**ANNUAL HEALTH AND SAFETY REPORT**  
**2012/13**

**INTRODUCTION**

The University Health and Safety Committee is a committee of the Operating Board and reports to the Board at least three times each year on the management of health and safety in the University. Two of the reports each year are summary reports and there is a more detailed annual report. The annual report is placed on the University's website as part of the University's publication scheme under Freedom of Information legislation.

The report has been compiled under the following headings:

- 1 Remit, membership and meetings of the Committee
- 2 Health and safety risk register
- 3 Central health and safety management arrangements
- 4 Health and safety performance of Schools/Support Services
- 5 Contacts with the health and safety enforcement authorities
- 6 Accidents in the University
- 7 Fire safety
- 8 Ionising and non-ionising radiations
- 9 Genetically modified organisms
- 10 Students' Association

## **1 REMIT, MEMBERSHIP AND MEETINGS OF THE COMMITTEE**

- 1.1 The Committee met on three occasions during the year (in November, January and May).
- 1.2 The remit of the Committee is in Appendix 1. The membership during the year is in Appendix 2.

## **2 HEALTH AND SAFETY RISK REGISTER**

- 2.1 The University's Corporate Risk Register includes the risk that death or serious injury could arise from the University's activities unless health and safety risks are adequately controlled (Corporate Risk 2011-06).
- 2.2 To manage this risk, the University's Health and Safety Committee has developed its own Health and Safety Risk Register which breaks the corporate risk down into 27 separate risks. These risks are kept under review by the Health and Safety Committee and the Register is a standing item on the Committee's agendas. The Health and Safety Risk Register has now become an essential tool for the Committee and forms the principal focus of its work. The Register is used as a means for the Committee to challenge and test the adequacy of existing risk controls and to explore whether there are existing risks which have not yet been identified. The Committee is also alert to emerging risks from new areas of activity. A summary of the entries in the Health and Safety Risk Register is in Appendix 3.
- 2.3 There are four particular matters which have been under review during the year and on which the Committee has been asked to report to the Operating Board.
- Arm's-length organisations
  - Control of contractors
  - Use of hands-free phones while driving
  - Overseas travel

### **ARM'S-LENGTH ORGANISATIONS**

- 2.4 At its meeting on 7 May 2013 the Board considered a paper which reviewed the relationships between the University and four Arm's-Length Organisations associated with the University in terms of their health and safety arrangements:
- Aberdeen University Students' Association
  - Aberdeen Sports Village
  - Cruickshank Botanic Garden Trust
  - Rocking Horse Nursery
- 2.5 Recommendations were made in the paper for mechanisms by which the University could receive assurances as to the standards of health and safety management of the organisations. Subject to the taking of legal advice and advice on the insurance implications, the Board approved the recommendations and implementation will commence shortly.

### **CONTROL OF CONTRACTORS – ESTATE CONSTRUCTION AND MAINTENANCE**

- 2.6 There is an entry in the Health and Safety Risk Register covering the risk of death or serious injury during the construction of new buildings, the refurbishment of existing buildings and the maintenance of buildings and grounds. Much of this work is undertaken by contractors. During the discussions around arm's-length organisations, questions were asked by members of Court about the University's arrangements for controlling contractors engaged in construction and maintenance activities. The Committee subsequently received a presentation from the Estates Section on its arrangements for contractor control. The key elements of the arrangements are outlined below.

- 2.7 Work undertaken by contractors divides into two categories
- Work on fenced sites where overall control of the site is handed to the contractor;
  - Work on unfenced sites where University activities are carried on alongside contracted works and the University is in overall control of the work location.
- 2.8 On fenced sites the main issues for the University are ensuring the selection of competent contractors at the tender stage and then, during the construction phase, ensuring close liaison with the contractor for any activities which need to be carried out beyond the perimeter of the fenced site. Responsibility for health and safety within the fenced site lies with the contractor however the University would take action if obviously unsafe practices were observed by University staff, particularly if these could affect the safety of those outside the site. Details of accidents and incidents on the site would be included in reports to the University on progress with the project.
- 2.9 Work on unfenced sites presents a much greater challenge for the University. Examples of such work include refurbishment or repair of buildings which continue to be occupied for University activities. In these cases the University retains overall control of the work area and the University sets the health and safety standards to which contractors must adhere. The regime of contractor control for work on unfenced sites consists of the following elements:
- Health and safety performance is considered as part of the prequalification process;
  - University health and safety standards are made available to contractors at the tendering stage;
  - There is provision in contracts to require compliance with University standards;
  - Induction and pre-start meetings are held for contractors at which health and safety requirements are a significant part;
  - Contractor performance on-site is monitored by University staff by means of both scheduled and unannounced inspections with follow up action to ensure that deficiencies are remedied in a timely manner;
  - There are regular meetings with contractors to review health and safety performance.
- 2.10 A health and safety audit carried out by the University's internal auditors in May 2013 (see paragraphs 3.1 and 3.2 below) concluded that the Estates Section had a robust control framework in place for control of contractors.

#### **USE OF HANDS-FREE PHONES WHILE DRIVING**

- 2.11 There is an entry in the Health and Safety Risk Register covering the risk from use of vehicles on the public roads on University business. One of the risk controls is the discouragement of drivers using hands-free phones while driving. It is illegal to use hand-held phones while driving in the UK but the law does permit the use of hands-free phones. However there is evidence that the main safety risk with mobile phones comes not from holding the phone, but from concentrating on a discussion over the phone at the same time as trying to concentrate on driving a vehicle.
- 2.12 The University already has a guidance note for Schools and Support Services on driving on University business which covers use of mobile phones. However it has become evident that awareness of the guidance is poor. A proposal has been made that the guidance should be revised and reissued and it should re-state that:
- It is against the law to use a hand-held phone while driving and the University expects staff to uphold the law while driving on University business;
  - The University discourages the use of hands-free phones while driving on University business.

#### **OVERSEAS TRAVEL**

- 2.13 There is an entry in the Health and Safety Risk Register covering travel on University business. At present many members of staff and students make their own arrangements for

travel overseas and there is not an accurate centrally held record of who is overseas and of the destinations to which they are travelling. This could make it difficult for the University to provide support and assistance in a timely manner if there were an adverse event affecting a destination.

- 2.14 A process is currently under development for maintaining a central database of the travel plans of members of staff and students who are overseas on University business.

### 3 CENTRAL HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

- 3.1 In May 2013 the University's internal auditors, Mazars, carried out an audit of the key health and safety risk controls which operate at a University-wide level. The four risk areas covered by the audit were

- **Health and Safety Risk Management:** Management of key risks including planning, organisation, training, control, monitoring, and review;
- **Health and Safety Legislation:** Ensuring suitable arrangements to ensure the University understands and complies with its legislative responsibilities with regard to health and safety;
- **Contractors:** Control of contractors engaged in construction and building maintenance;
- **Accident procedures:** Ensuring suitable processes are in place to record, monitor and report near misses, incidents and reportable accidents.

- 3.2 The report on the internal audit (which is subject to approval by the Audit Committee at its meeting on 6 June 2013) stated that the University has a robust control framework in place for the risk areas which were reviewed with controls operating as intended. Only one recommendation was made. This was for the University to obtain annual confirmation from contractors of their overall health and safety performance (covering matters such as reportable incidents and statutory enforcement notices served against them).

- 3.3 In November 2012 the Committee agreed health and safety priorities for the coming 12 months and is now monitoring progress with the agreed actions.

- a) Carry out the health and safety audits scheduled for the third year of the current audit cycle.
- b) Review the arrangements for health and safety in research with reference to the recently published guidance from UCEA titled "Responsible Research".
- c) Implement the recommendations from the Convener's Advisory Group on inspections and other arrangements for monitoring health and safety performance.
- d) Continue with the implementation of the actions agreed to improve arrangements for ensuring awareness and competence of those carrying out safety critical activities.
- e) Review the arrangements which Schools have for the packaging and shipment of chemicals and infectious material to both UK and international destinations.
- f) Review how Schools implement their policies and procedures for fieldwork.
- g) Carry out an examination of how the University satisfies itself as to the standards of health and safety achieved by arm's-lengths organisations.
- h) Carry out a review of the Policy on Overseas Travel with a view to establishing more robust arrangements for recording the whereabouts of staff and students who are outside the UK on University business.

- 3.4 There is a commitment in the University Health and Safety Policy for it to be reviewed at least annually. The Committee considered the results of the review carried out by the University Safety Adviser in April 2013, noted that changes were made to the Policy 12 months ago and agreed that no further changes were required this year.

## **4 HEALTH AND SAFETY PERFORMANCE OF SCHOOLS AND SUPPORT SERVICES**

4.1 The Committee continues to monitor the health and safety performance of Schools and Support Services through a programme of health and safety audits carried out by the University Safety Advisers. The purpose of the audits is to verify compliance with the requirements of the University Health and Safety Policy and with legislative requirements. The current programme results in audits being carried out in Schools and Support Services every three years. During the year the Committee received reports on audits in:

- School of Social Science
- Rural Digital Economy Research Hub
- Library, Special Collections and Museums
- Estates Section
- College of Life Sciences and Medicine Teaching Facility

Audit recommendations are assigned to priority categories: Priority One, Priority Two or Priority Three. Priority One recommendations are defined as major issues which result in significant non-compliance with the requirements of the University Health and Safety Policy. There were no Priority One recommendations in any of the above audit reports.

4.2 The Committee also received reports on progress by Schools and Support Services with the implementation of health and safety audit recommendations. The Committee was satisfied with the progress being made.

4.3 There are no other matters or concerns arising from the audits or from other monitoring activities which the Committee considers should be brought to the attention of the Operating Board.

## **5 CONTACTS WITH THE HEALTH AND SAFETY ENFORCEMENT AUTHORITIES**

5.1 Health and safety legislation is enforced at the University by the Health and Safety Executive (HSE) apart from in halls of residence and catering operations where the enforcing authority is Aberdeen City Council.

5.2 In November 2012 specialist biological safety inspectors from the HSE carried out a routine scheduled inspection of the University's bioscience laboratories concentrating on work with Hazard Group 3 organisms and genetically modified organisms. The inspectors commented favourably on the many examples of good safety practice which they encountered during their visit and stated that that, in general, satisfactory standards of biological safety were being achieved. They also identified a few areas where improvements were required and made verbal recommendations during their visit. The recommendations were accepted by the University and the Committee has received reports on progress with implementation.

5.3 The HSE inspectors identified one area where they considered that the University's biosafety arrangements fell significantly short of good practice and their concerns were set out in a letter to the Principal. The University's arrangements for training those who pack infectious research materials for off-site transport to other institutions were deemed to be inadequate. The University accepted the criticism and has now carried out formal training for 40 members of staff who pack and check shipments before dispatch. The University's response was deemed satisfactory by the HSE.

## **6 ACCIDENTS IN THE UNIVERSITY**

6.1 The Committee examines accident data at each of its meetings and considers detailed reports on any accidents which meet the criteria for reporting to the Health and Safety Executive. Up until April 2012 these were accidents which resulted in a member of staff being absent from work for more than three days and accidents to students which resulted in them being taken from the scene of the accident to hospital for treatment. From April 2012 the threshold for accidents involving members of staff changed and now the accidents which

must be reported are those which result in a member of staff being absent from work for more than seven days.

- 6.2 Data on accidents have always been compiled on a calendar year basis to permit comparison with data for the whole of the higher education sector in the UK which are compiled on the same basis. Details of accidents in the University during 2012 are provided in Appendix 4.
- 6.3 A consequence of the change in the threshold for reporting accidents to the HSE has been that, this year, there are no meaningful average rates of HSE reportable accidents for the higher education sector in the UK with which comparisons can be made. Usable data should be available again next year.
- 6.4 In previous years the rate for accidents to member of staff which are reportable to the Health and Safety Executive has been compared to the average rate for UK universities. This year, because of the change in the threshold, we have compared the rate of accidents involving members of staff resulting in more than 3 days absence from work.

	Rate for University of Aberdeen	Rate for UK universities	
<b>2012</b>	<b>1.5</b>	<b>Not available</b>	<i>(Rates are per 1000 employees for accidents resulting in 3+ days absence)</i>
2011	1.5	2.1	
2010	1.8	2.4	
2009	3.5	2.2	

- 6.5 There were 6 accidents during the calendar year 2012 involving members of staff resulting in more than three days absence from work. Of these, 3 incidents required reports to be made to the Health and Safety Executive. .
- 6.6 In recent years there has been an increase in the number of accidents reported involving students. There were 14 such accidents reported in 2009 which increased to 40 accidents in 2012. An analysis has shown that the increase was due in large part to an increase in reports of minor accidents in undergraduate teaching laboratories. More detailed investigation strongly suggested that this was a result of improved reporting of such incidents by those supervising laboratory practicals rather than an increase in the number of actual accidents.
- 6.7 There were 11 reported fires in 2012 (compared with 6 reported fires in 2011 and 14 fires during 2010). Of these, 2 fires were started in waste bins outside buildings by discarded cigarettes, 7 fires were cooking-related in halls of residence and 2 fires were small laboratory fires. Of the cooking fires in Halls of Residence, 3 fires required the attendance of the Fire Service and damage to the kitchens concerned resulted. There were no injuries. All of the remaining fires were detected at early stages and none resulted in injuries or significant damage.
- 6.8 During the period January – April 2012 there were no accidents involving members of staff which were reportable to the Health and Safety Executive. In the same period there were three accidents involving students reportable to the HSE because the students were taken to hospital for treatment.
- A student on a bicycle skidded on black ice on campus at 2 am;
  - A student cut her hand while changing a scalpel blade in a laboratory;
  - A student sustained ligament damage after stepping on small stone on the steps external to a building entrance.

In all cases, the individuals were released from hospital after treatment on the day of the accident.

## **7 FIRE SAFETY**

- 7.1 The Committee has continued to receive reports on progress with fire safety improvements following the carrying out of fire risk assessments and has been satisfied with the progress reported.
- 7.2 Each recommendation for improvement is assigned to one of three priority bands.
- Priority One recommendations require urgent attention.
  - Priority Two recommendations require attention in a defined period
  - Priority Three recommendations are minor matters.

Since the current programme of fire risk assessments commenced in 2010 there have been four Priority One recommendations and all of these were addressed immediately. There have been 168 recommendations in the Priority Two band and 136 of these have now been addressed. The Committee was satisfied with the plans to address the remaining 32 recommendations and that the timescales for action were proportionate to the risks.

## **8 IONISING AND NON-IONISING RADIATIONS**

- 8.1 The University is provided with a comprehensive radiation protection service covering both ionising and non-ionising radiation through an agreement with NHS Grampian. The agreement includes the services of a Radiation Protection Adviser and a Laser Protection Adviser. The Committee maintains a Radiation Hazards Sub-Committee to keep radiation safety matters under review and the Sub-Committee receives reports from the two advisers.
- 8.2 There have been no matters of concern which the Sub-Committee considered needed to be brought to the attention of the Health and Safety Committee

## **9 GENETICALLY MODIFIED ORGANISMS**

- 9.1 The Committee maintains three Genetic Modification Safety Sub-Committees (covering Foresterhill, Old Aberdeen and the Rowett Institute of Nutrition and Health) which review and approve research and teaching projects involving genetically modified organisms and monitor the work for compliance with agreed precautions. All the Sub-Committees have reported that arrangements for controlling work with genetically modified organisms are satisfactory.

## **10 STUDENTS' ASSOCIATION**

- 10.1 The Students' Association is not subject to the University's Health and Safety Policy but the Association is required by its constitution to maintain its own Health and Safety Policy. The Association has agreed to provide the University Health and Safety Committee with an annual health and safety report. The University Safety Advisers work closely with the Association to advise and assist it with health and safety matters.
- 10.2 The Association recently commissioned the University Safety Advisers to undertake a health and safety audit of the Association's activities. The audit identified several areas where improvements were required in the Association's health and safety management arrangements. Matters of particular concern included the arrangements for overseeing the activities of affiliated sports clubs and of affiliated student societies. Recommendations were made in the audit report for improvements and these were accepted in full by the Association. The Committee was greatly encouraged by the engagement of the Association with the audit process and by the actions which the Association had initiated to implement the audit recommendations.
- 10.3 The Committee noted that the audit had also identified area of substantial strengths in the Association's health and safety arrangements. These included the training arrangements for minibus drivers and the management of the fleet of minibuses. The Committee also noted that the Torch parade in 2013 had been a success and that the Police had commented favourably on the Association's management of the event.

10.4 The Association has agreed to keep the Committee informed on progress with the implementation of the recommendations in the audit report.

*Report prepared by Nigel Corby, University Safety Adviser  
May 2013*

**UNIVERSITY HEALTH AND SAFETY COMMITTEE - REMIT**

- (a) To advise the Operating Board on matters relating to general health and safety policy;
- (b) To recommend to the Operating Board actions necessary to implement University health and safety policies;
- (c) To monitor the extent of compliance with University health and safety policies and to recommend to the Operating Board actions necessary to address areas of non-compliance;
- (d) To maintain standing sub-committees to consider health and safety matters relating to use of ionising and non-ionising radiations and work with genetically modified organisms;
- (e) To provide a forum for consultation and discussion of health and safety matters;
- (f) To promote a culture of consciousness of health and safety and of continuing improvement in those areas;
- (g) To report at least three times each year to the Operating Board.

**UNIVERSITY HEALTH AND SAFETY COMMITTEE MEMBERS DURING 2012/13**

Professor P Morgan	Convener
Professor P McCaffery	Appointed by the Operating Board
Professor C Secombes	Appointed by the Operating Board

**APPOINTED BY COLLEGES**

Dr S Lawrie	Arts and Social Sciences
Ms A Shipley	Arts and Social Sciences
Dr G Bewick	Life Sciences and Medicine
Miss D MacKinnon	Life Sciences and Medicine
Dr R Ebel	Physical Sciences
Mr E Stephen	Physical Sciences

**APPOINTED BY TRADE UNIONS**

Mrs P Williams	PROSPECT
Dr C Sands	UCU
Mrs E Robertson	UNISON
Mrs A Innes	UNITE
Ms D Massie	UNITE

**EX OFFICIO**

Mr A Donaldson	Director of Estates
Ms A Deseilligny	President, Students' Association
Ms C McWilliams	President (Sport), Students' Association
Mr B Snelling	Manager, Students' Association

**IN ATTENDANCE**

Mr N Corby	University Safety Adviser
Mr I Cowe	Health and Safety Co-ordinator, Estates Section
Mrs S Lodge	Assistant University Safety Adviser
Mr S Napier	Fire Safety Adviser
Mr R Philp	Assistant Estates Director
Ms A Robertson	NHS Grampian Occupational Health Service
Mr G Robertson	Human Resources
Mrs J Sewel	Director of Policy, Planning and Governance
Ms J Tuckwell	Head of Residential Services

## HEALTH AND SAFETY RISK REGISTER

Note: Risks have been scored using the same 6x6 matrix which is used for the University's corporate risk register.

## Risk register at May 2013 sorted by GROSS risk score

Risk ID	Risk description	Gross risk score (no risk controls)	Net risk score (after controls put in place)
H&Sf_2011-01	Fire	30	12
H&Sf_2011-04	Asbestos	30	6
H&Sf_2011-02	Construction and estate maintenance hazards	24	12
H&Sf_2011-03	Condition of the University estate	24	12
H&Sf_2011-13	Electricity	24	12
H&Sf_2011-19	Fieldwork hazards	24	12
H&Sf_2011-27	Students' Association activities	24	12
H&Sf_2011-06	Vehicle movements on campus	20	10
H&Sf_2011-09	Slips and trips	20	12
H&Sf_2011-14	Laboratory/workshop hazards	20	10
H&Sf_2011-20	Personal safety	20	9
H&Sf_2011-23	Halls of Residence	20	8
H&Sf_2011-07	Use of vehicles on the public roads	18	12
H&Sf_2011-08	Travel on University business	18	12
H&Sf_2011-15	Ionising and non-ionising radiations	16	4
H&Sf_2011-16	Genetic modification	16	4
H&Sf_2011-21	Printing and binding operations	16	6
H&Sf_2011-22	Catering	16	8
H&Sf_2011-24	Sports facilities	16	8
H&Sf_2011-26	Children invited onto campus	16	8
H&Sf_2011-05	Legionella	15	5
H&Sf_2011-10	Work at heights	15	5
H&Sf_2011-12	Manual handling	15	9
H&Sf_2011-17	Asthmagens	15	9
H&Sf_2011-18	Work related stress	15	6
H&Sf_2011-25	Work placements for students	12	8
H&Sf_2011-11	Computer workstation ergonomics	10	4

**Risk register at May 2013 sorted by NET risk score**

<b>Risk ID</b>	<b>Risk description</b>	<b>Gross risk score (no risk controls)</b>	<b>Net risk score (after controls put in place)</b>
H&Sf_2011-02	Construction and estate maintenance hazards	24	12
H&Sf_2011-03	Condition of the University estate	24	12
H&Sf_2011-13	Electricity	24	12
H&Sf_2011-19	Fieldwork hazards	24	12
H&Sf_2011-27	Students' Association activities	24	12
H&Sf_2011-09	Slips and trips	20	12
H&Sf_2011-07	Use of vehicles on the public roads	18	12
H&Sf_2011-08	Travel on University business	18	12
H&Sf_2011-06	Vehicle movements on campus	20	10
H&Sf_2011-14	Laboratory/workshop hazards	20	10
H&Sf_2011-20	Personal safety	20	9
H&Sf_2011-12	Manual handling	15	9
H&Sf_2011-17	Asthmagens	15	9
H&Sf_2011-23	Halls of Residence	20	8
H&Sf_2011-22	Catering	16	8
H&Sf_2011-24	Sports facilities	16	8
H&Sf_2011-26	Children invited onto campus	16	8
H&Sf_2011-25	Work placements for students	12	8
H&Sf_2011-04	Asbestos	30	6
H&Sf_2011-21	Printing and binding operations	16	6
H&Sf_2011-18	Work related stress	15	6
H&Sf_2011-05	Legionella	15	5
H&Sf_2011-10	Work at heights	15	5
H&Sf_2011-15	Ionising and non-ionising radiations	16	4
H&Sf_2011-16	Genetic modification	16	4
H&Sf_2011-11	Computer workstation ergonomics	10	4

## ACCIDENTS IN THE UNIVERSITY DURING 2012

## 1) NUMBERS OF ACCIDENTS

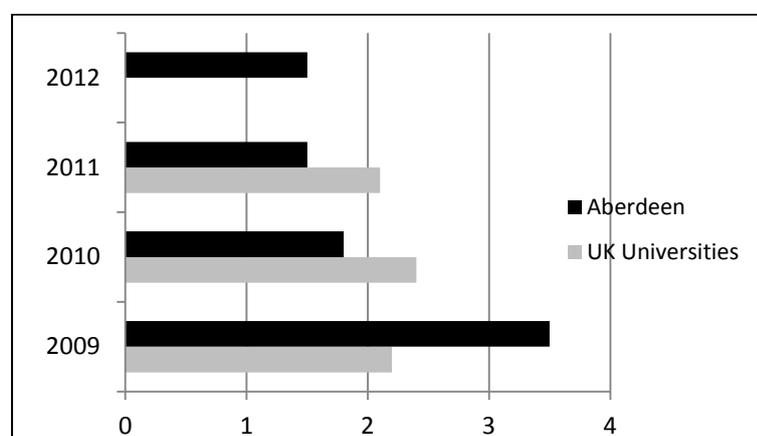
	Staff (7+ days lost time)	Staff (4-7 days lost time)	Staff (1-3 days lost time)	Staff (all accidents)	Students and visitors – HSE reportable	Students and visitors - all accidents	Total
<b>2012</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>74</b>	<b>0</b>	<b>40</b>	<b>114</b>
2011	4	2	9	84	2	31	117
2010	5	2	4	91	0	26	117
2009	5	9	13	138	0	14	152

Note: "HSE reportable accidents" are those which have to be reported to the Health and Safety Executive. For staff, until April 2012 these were accidents which resulted in more than 3 days absence from work. From April 2013 they have been accidents which resulted in more than 7 days absence from work. For students and visitors, they are accidents which result in the injured persons being taken to hospital.

## 2) ACCIDENT RATES AND COMPARISON WITH RATES FOR UK UNIVERSITIES

(annual rates per 1000 individuals)

	Staff – 3+ days lost time - Aberdeen	Staff – 3+ days lost time - average for UK universities	Students – HSE reportable –Aberdeen	Students– HSE reportable – average for UK universities
<b>2012</b>	<b>1.5</b>	<b>Not available</b>	<b>0.0</b>	<b>0.1</b>
2011	1.5	2.1	0.1	0.2
2010	1.8	2.4	0.0	0.2
2009	3.5	2.2	0.0	0.1



The graph compares the rate per 1000 members of staff for over 3 day accidents at the University with the average for UK universities

### **3) SUMMARY OF ACCIDENTS REPORTABLE TO THE HEALTH AND SAFETY EXECUTIVE**

Below are details of the 3 accidents which were reportable to the Health and Safety Executive during 2012:

- a) In February 2012 a member of staff tripped and fell when entering a lift. He injured his back. The lift doors had opened with the lift car approximately 8 inches above the landing. An investigation was carried out by an independent lift consultant retained by the University's Estates Section. The consultant was unable to replicate the fault and could not confirm the exact cause. He was able to identify two possible causes but concluded that, in his experience, this was a most unusual fault and that the University's arrangements for lift maintenance were robust. The Committee noted that there had been a similar accident with a different type of lift in 2009 when a member of staff fell and was badly injured while exiting a lift when the lift car was above the level of the landing. The view of the lift consultant was that it was a coincidence that the University had experienced two such incidents in just over two years and he conclude that there were no links between the two incidents.
- b) In June 2012 a member of staff slipped on a wooden floor and fractured a bone in her foot. The area where the incident happened was clean, dry and free from spillages and was in good condition. There was a high level of footfall through this area on a daily basis, and there had been no other recorded incidents/accidents of this type.
- c) In June 2012 a cleaner sustained ligament and muscle damage to her thumb when lifting a bucket from a sink to the floor. The cleaner had previous surgery to the thumb, which may have been a contributory factor to this injury.

### **4) NEAR MISSES**

The Committee received reports on two "near miss" incidents which occurred during 2012 and which were causes of particular concern.

- An incident with an access cradle on an external face of the Sir Duncan Rice Library during August 2012
- A near-drowning incident in the King's Pavilion swimming pool during August 2012 involving a member of the public who was using the pool.

Reports on both incidents with details of actions subsequently taken have already been made to the Operating Board.