

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY LEADERSHIP TEAM**

HEALTH & SAFETY COMMITTEE

**Minutes of meeting held Tuesday 8th November 2016 at
13.30 in room 2/04 Craiglockhart Campus**

PRESENT: Dr G C Webber (University Secretary) (Convenor); Dr G Hutchison (Dean, School of Applied Science) (University Biological Officer); Ms J Dickson (School Support Manager, Business School); Mr G Britton (Technician, School of Engineering and the Built Environment/ UNISON Representative); Mr C Malcolm (Technician School of Arts & Creative Industries/ UNISON Representative); Mr G Sinclair (School of Engineering & the Built Environment); Dr Malcolm Rutter (School of Computing); Ms Kim Stuart (School of Applied Science); Dr Mike Sanderson (Business School/ EIS-ULA Representative); Ms B Wallace (Vice President ENSA); Ms S Kirk (Occupational Health Representative); Mr N Ballantyne (Lay Court Member)

APOLOGIES: Prof A Nolan (Principal & Vice Chancellor) Mr R Wright (School of Health & Social Care); Mr R Mason (School of Arts & Creative Industries/ EIS-ULA Representative); Mr J Goodlet (Technical Manager, School of Arts & Creative Industries)

IN ATTENDANCE: Ms K Dewar (Director, Human Resources & Development); Mr E Munro (Director, Property & Facilities Services); Ms L Young (Head of Health & Safety); Mr S Hughes (Health & Safety Adviser); Ms G Ingram (Governance Officer) (Clerk)

1. Welcome, Apologies & Introductions

1.1 The Convenor welcomed all participants to the meeting and extended a particular welcome to the new members of the group.

It was noted that Dr Hutchison had recently taken on the role of University Biological Officer, replacing Professor Darlison. On behalf of the committee, the Convenor extended his thanks to Professor Darlison for his significant contributions to the committee.

The relevant apologies were **noted**.

2. Minutes of the meeting held 6 April 2016

2.1 The minutes of the previous meeting were approved as an accurate record.

3. Terms of Reference, Constitution & Matters Arising

3.1 The Committee **noted** its Terms of Reference, Constitution and Membership.

4. Annual Cycle of Business

4.1 The annual cycle of business was **approved** as a reasonable schedule of standing items that would put into effect the Terms of Reference.

5. Matters Arising

(a) Head of Health & Safety to liaise with Convenor regarding amendments to the Health & Safety Annual Report

5.1 Members were advised that this action had been completed and the relevant amendments had been made to the report, prior to its presentation to University Court in June.

(b) Director of Property & Facilities to liaise with the Technical Manager (SEBE) re toilet provisions for Floor “A” at Merchiston

5.2 The Director of Property & Facilities confirmed that discussions around this issue had taken place, however any plans to fit out any additional toilets would be affected by the current proposal to move the School of Engineering & the Built Environment (SEBE) to Sighthill. The Director advised that practically, this action would not be addressed until after SEBE had potentially been relocated to another campus. There was some dissatisfaction with this proposal. It was **agreed** that pending a decision from ULT on the relocation of SEBE and the implementation of the University’s Estates Strategy, this issue would be revisited.

(c) Annual Review of Committee Business

5.3 Members were advised that this would be covered as a separate action point under item #6 of the agenda.

6. Annual Review of Committee Business

6.1 Members were reminded that at the committee’s last meeting of the 2015/16 year, they had discussed the suitability of the document, which had previously been used to assess the effectiveness of Court sub-committees. Members had concluded at this meeting that an alternative means of assessing the effectiveness of this committee should be identified.

6.2 A revised and shortened questionnaire had subsequently been distributed to all members for completion. The feedback obtained from the review confirmed that members were satisfied that the committee was successfully fulfilling its remit and that overall, the committee is working effectively.

6.3 The update was **noted**.

7. Occupational Health Service Report

7.1 The Director of Human Resources & Development spoke to the paper.

While members were advised that there was generally no cause for concern with the contents of the report, a number of aspects were nevertheless highlighted. These included *inter alia*

- (i) The total number of management referrals had increased by 14% compared to the same period last year;
- (ii) Only 20% of the diagnosed cases were considered to be work related compared to 18% across the client base;
- (iii) The University's stress percentages (30%) were considered to be improved against the previous year (39%) and better than the sector average (35%). This figure was noted and welcomed by member, however it was nevertheless felt that these could be reduced further.

7.2 Members were reminded that the report drew on figures which had been gathered during a period when the University was going through a significant period of change. It was therefore not considered unusual that the University had experienced an increase in days lost to mental health.

7.3 Members were advised that the University's current Stress Policy and associated guidance were being refreshed and amendments were being made to these. It was **agreed** that revised versions would be presented to members at the committee's next meeting in April.

ACTION: Revised Stress Policy & Guidance to be presented to committee members in April 2017.

7.4 The Occupational Health Report was **noted**.

8. Mental Health Referrals

8.1 The Director of HR&D introduced the paper, the purpose of which was to outline the University's commitment to further enhance promotion of positive mental health and wellbeing at work and also to fulfil the University's legal obligation that stress was being effectively managed within the workplace.

8.2 Members were reminded that the University already had a number of policies, guidelines and supporting mechanisms in place to assist both managers and employees in managing stress in the workplace.

8.3 Members were advised that in order to further enhance the positive mental health and wellbeing work within the University, a stress management plan had been developed and produced by Human Resources & Development. Actions contained within the report were being taken forward accordingly.

8.4 The Mental Health Referrals Report was **noted**.

9. Electronic Submission of Coursework

VERBAL

- 9.1 The EIS/ULS Representative provided a short summary of an issue that was causing some concern amongst union members. Committee members were reminded that the University had recently taken the decision to move to electronic submission of coursework, away from hard-copy submission from students to a departmental office.
- 9.2 As a consequence of this, members were advised that academic staff would be required to spend extended periods of time working at a computer and looking at a display screen for marking purposes. Union members had expressed concern over potential eyesight strain issues in light of the new submission method.
- 9.3 In response, the Head of Health & Safety reminded members that every employee should complete the Workstation Safety Plus online package when there are any changes made to their workstations. Additional support in the shape of training and information had also been made available by the University. It was also suggested that work could be planned accordingly so that there were breaks or changes of activity. Finally, for staff who require corrective spectacles for display screen use, it was noted the University would contribute towards a proportion of the cost.
- 9.4 The concerns expressed by EIS-ULA were **noted**. It was **agreed** that the Head of Health & Safety would liaise with the Dean of Learning & Teaching in order to ensure that he was made aware of the concerns prior to the full launch of the online marking system later in the year.

10. Fire Incident Merchiston Campus (28th September 2016)

- 10.1 The Health & Safety Adviser provided a short summary of the cause of the incident and highlighted the main issues which had been experienced as a result. Specifically these included people being unaware of the correct fire assembly point; an alarm being triggered by the fire panel, rather than from the break glass point and a shortage of trained Fire Wardens.
- 10.2 Members were advised that the Health & Safety team were focussing on the key lessons and actions to address the issues highlighted and that a full report on the incident would be presented to the committee at its next meeting in April 2017.
- ACTION:** Full fire incident report to be presented to members at the next committee meeting in April 2017.

11. Accident Statistics

(a) Summary Statistics

11.1 The summary of accident statistics during the latest reporting period was **noted**.

(b) Serious Accidents/ Hazardous Incidents/ Fire Incidents

11.2 It was **noted** that there had been two serious incidents, both of which required reporting under RIDDOR. One incident involved a Facilities Assistant who sustained an injury to his right ankle. The other incident involved a technician from the School of Engineering & the Built Environment who sustained a deep cut to his finger when he was removing a student project from a mould. In both instances, a full investigation was carried out by the Health & Safety team.

11.3 Two hazardous incidents had also taken place during the reporting period. The first concerned a near-miss electrocution involving a contractor. A full investigation was carried out and a report and action plan were subsequently passed to Property & Facilities Services.

11.4 The second incident involved a contractor who, while undertaking PAT testing came across some bad wiring. Despite a thorough investigation, H&S were unable to determine who carried out the cabling and poor practice.

11.5 The report was duly **noted**.

12. Emergency Evacuation Report for March 2016 to September 2016

(a) Scheduled

12.1 It was noted that numerous evacuations had taken place, the details of which were included in the paper. Evacuations from the main campus buildings had improved and were broadly satisfactory with the exception of an evacuation which took place at Craiglockhart; in this instance once class did not evacuate and two staff members had to be instructed to evacuate. Evacuations from student accommodations had also improved and were generally satisfactory.

(b) Unscheduled

12.2 The details of unscheduled evacuations during the reporting period were received and noted.

12.3 Thereafter the committee **noted** the report.

13. Health & Safety Notices Summary March 2016 to September 2016

13.1 Members were advised that five Health & Safety Notices had been issued during the reporting period and that remedial action had been taken to rectify these, to the satisfaction of the Health & Safety team.

13.2 Thereafter, the Health & Safety notices were **noted**.

13.3 The Convenor took the opportunity to express his sincere thanks and gratitude to the Head of Health and Safety and the rest of the H&S team, not only for the work and effort they all invested in ensuring that the University was a safe place to work, but also for securing the Royal Society for the Prevention of Accidents (RoSPA) Presidents Award for the 13th consecutive year. The Convenor noted that this was an outstanding achievement and one that had not been accomplished by any other Higher Education institution. Members wholeheartedly endorsed the Convenors sentiments and expressed their own thanks to the team.

14. Date of Next Meeting

Wednesday 5th April 2017 1330-1530.