

NAPIER UNIVERSITY
UNIVERSITY COURT
HEALTH AND SAFETY COMMITTEE

**Minutes of the Meeting held on Wednesday 15 February 2006
at 1600 hours in Room 202, Sighthill Campus**

PRESENT: Dr L Burley (Convener), Prof C Bryce (Biological Safety Officer), Mr C Bryce (University Court), Mr J Goodlet (AMICUS), Mr M Mackay (UNISON), Mr P Marshall (NSA), Ms M Philip (UNISON), Mr J Watson (NSA), Dr G Webber (University Safety Officer), Mr H Woolman (University Court).

IN ATTENDANCE: Dr T Cattermole (Occupational Health), Mr P Hughes (Facilities Services), Ms J Japp (Occupational Health), Mrs M Julier (Clerk), Mr L McEvoy (Facilities Services), Ms L Young (Safety Adviser).

APOLOGIES: Mr T A Brown (Facilities Services), Mrs A Crawford (University Court), Mr D Davidson (Principal's Representative), Dr C Donnelly (Health and Life Sciences), Dr J Ensor (Principal's Representative), Professor J Hajto (Radiation Safety Officer), Professor J Kubie (Principal's Representative), Mr I McIntosh (Health and Life Sciences), Mr N Rogers (Human Resources), Ms A Varey (EIS/ULA).

1. WELCOME

The Convener welcomed the Committee and noted the apologies received.

2. MINUTES OF MEETING HELD ON 12 OCTOBER 2005 HS/05/34

The minutes of the meeting held on 12 October 2005 were approved.

3. MATTERS ARISING

a) Disposal and Retention of Excess Paper

In order to progress this matter the Facilities Services Manager (Security) to liaise with the Records Manager regarding the issuing of guidance on retention of paper. Facilities Services to continue with the role of disposal of paper.

ACTION

Facilities Services Manager (Security) and Records Manager to liaise regarding the issuing of guidance on retention of paper.

- b) Distribution, Testing and Collection of Unused Heaters/
- d) Contingency Plans for Power and Heating Failures

Items b and d were taken together for discussion. Discussion took place around the recent circulation of the Heating Operations Policy to Heads of Departments for dissemination to all relevant staff. Union representatives expressed concern that the policy had not been consulted on prior to circulation and in particular felt that the policy was a matter for discussion at this Committee. Further the representatives indicated that they had issues with some of the content of the policy. In order to take this matter forward it was agreed that the Director of Facilities Services meet with Union representatives outside of the meeting to discuss their concerns.

ACTION

Director of Facilities Services and Union Representatives to meet outside of the meeting to discuss the Heating Operations Policy.

- c) Campus First Aid Rooms

The Occupational Health Nurse reported that the review of Campus First Aid Rooms was complete and issued to the Director of Human Resources. As a result of this review laminated sheets have been provided in each of the First Aid Rooms detailing the duties of first aiders. There will be a quarterly check by the Occupational Health Nurse of the cleanliness of the first aid rooms.

The matter of the state of wheelchairs within First Aid Rooms was discussed. The Occupational Health Nurse to discuss with the Director of Human Resources.

ACTION

The Occupational Health Nurse and the Director of Human Resources to meet regarding wheelchairs in First Aid Rooms.

- e) Work Related Stress

The policy and guidance notes are complete, funding was agreed and the chosen provider is Equilibrium. A Stress Implementation Group is in place to oversee the delivery.

- f) Health and Safety Update

Health and Safety and Union representatives have met regarding the Code of Practice for Contractors Works. Some changes are being made prior to the publication of this document.

g) Risk Assessment and External Functions

A number of risk assessments have been further reviewed and some new risk assessments have been carried out by Facilities Services in conjunction with Health and Safety. The way forward is to tape off corridors around the area that is being set up so that people cannot gain access during this time.

4. ACCIDENT STATISTICS

a) Summary Statistics (HS/06/01)

A paper detailing the analysis of accident statistics during the period 12 September 2005 to 8 January 2006 was discussed and noted.

The number of reported accidents had increased compared with the last report; the majority of accidents are apportioned to falls on level.

b) Serious Accidents / Hazardous Incidents (HS/06/02)

A paper summarising serious accidents to staff and students and hazardous incidents occurring during the period 12 September 2005 to 8 January 2006 was discussed and noted. In particular a serious accident involving a student at New Craig was discussed and the Committee noted that as a result of the accident there are plans to repair the stairs that contributed to the accident following an investigation.

ACTION

Facilities Services to ensure that the repair to the stairs at New Craig is carried out soonest.

5. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/06/03)

A paper detailing the scheduled evacuations from University property during the period 12 September 2005 to 8 January 2006 was noted. Within Old Craig a number of serious fire hazards were observed. The area concerned was emailed and Health and Safety to follow up. Some faults were identified during the scheduled evacuations and these were reported to Facilities Services for action. It was noted that some of the residential areas continue to be slow to evacuate therefore all students in residential accommodation to be given a reminder of the evacuation procedures. The next set of scheduled evacuations is due shortly.

ACTION

Health and Safety to issue a reminder to students in residential areas regarding fire evacuation.

b) Unscheduled (HS/06/04)

A paper detailing unscheduled evacuations from University property during the period 12 September 2005 to 8 January 2006 was noted. There was an increase in the number of unscheduled emergency evacuations in particular in student residences. The Health and Safety Manager, Manager of Student Accommodation, Conference and Lettings and Facilities Manager (Security) to meet with the Fire Brigade to discuss this matter. The NSA representative commented that they were happy with the information provided to students on emergency evacuations and also its accessibility. It was suggested that the increase could be attributed to the upgrade of fire systems in particular the sensitivity of detectors in student residences and this is being considered.

ACTION

The Health and Safety Manager, Manager of Student Accommodation, Conference and Lettings and Facilities Manager (Security) to meet with the Fire Brigade regarding the number of unscheduled evacuations.

6. **NEW FIRE LEGISLATION (HS/06/05)**

A paper outlining the forthcoming new fire legislation was presented. Health and Safety and Facilities Services are working with Lothian and Borders Fire Brigade regarding this and shortly a benchmark of false call outs will be issued by the Brigade. If this benchmark is exceeded service may be reduced until the Fire Brigade are satisfied that there is an improvement and reduction in false alarms. The committee noted that the benchmark will be discussed with the University prior to it being implemented.

During discussion it was noted that the Marchmont Fire System is still a bell system, Health and Safety and Facilities Services to meet to discuss this matter further.

ACTION

Health and Safety and Facilities Services to meet out with the meeting to discuss the Marchmont Fire System.

7. **DATE OF NEXT MEETING**

Wednesday 24 May 2006 (16.00 hours), Room 202, Sighthill

Agenda items will include the Health and Safety Annual Report and a paper on corporate manslaughter.

The meeting ended at 16.35 hours.