

NAPIER UNIVERSITY

UNIVERSITY COURT

HEALTH AND SAFETY COMMITTEE

**Minutes of the Meeting held on Wednesday 24 May 2006
at 1600 hours in Room 202, Sighthill Campus**

PRESENT: Dr L Burley (Convener), Prof C Bryce (Biological Safety Officer), Dr C Donnelly (Health and Life Sciences), Mr J Goodlet (AMICUS), Professor J Kubie (Principal's Representative), Mr M Mackay (UNISON), Mr P Marshall (NSA), Ms M Philip (UNISON), Mr J Watson (NSA), Dr G Webber (University Safety Officer), Mr H Wollman (University Court).

IN ATTENDANCE: Mr T A Brown (Facilities Services), Dr T Cattermole (Occupational Health), Mrs M Julier (Clerk), Mr P Murray (Occupational Health Nurse), Mr N Rogers (Human Resources), Ms L Young (Safety Adviser).

APOLOGIES: Mrs A Crawford (University Court), Mr D Davidson (Principal's Representative), Dr J Ensor (Principal's Representative), Mr P Hughes (Director Facilities Services), Mr L McEvoy (Facilities Manager), Mr I McIntosh (Health and Life Sciences), Ms A Varey (EIS/ULA).

1. WELCOME

The Convener welcomed Mr P Murray, Occupational Health Nurse to his first meeting. The Committee were advised of a number of staff who have left the committee; Colin Bryce who retired from the post of Dean of Arts and Social Sciences in March 2006, Professor Janos Hajto, Radiation Safety Officer who had left the University since the last meeting and also Julie Japp, Occupational Health Nurse who extended her thanks for being a part of the Committee. The apologies received were noted.

2. MINUTES OF MEETING HELD ON 15 FEBRUARY 2006 HS/06/06

The minutes of the meeting held on 15 February 2006 were approved.

3. MATTERS ARISING

a) Disposal and Retention of Excess Paper

The Facilities Manager (Security) has consulted with the Records Manager regarding the retention of paper records. The Records Manager is in the process of finalising a report that will be circulated to all staff outlining what records should be kept and how. In the interim it is suggested that staff manage paper records sensibly and note that Facilities Services can assist with the removal of waste. The Facilities Manager (Security) will consider the environmental issues.

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

Whilst Facilities Services had met with some of the Committee union health and safety representations regarding heating it was noted that a meeting should be held with all Committee union health and safety representatives regarding concerns around the heating policy. The AMICUS representative advised that he was satisfied with the outcomes of discussions regarding local heating issues.

DECISION

- **A meeting to be held between Facilities Services and all Committee health and safety union representatives regarding concerns around the heating policy.**

c) Campus First Aid Rooms

A contract was agreed with Mobility Scotland to ensure the annual testing and maintenance of all wheelchairs at each campus.

d) Accident Statistics – Stairs at New Craig

Repairs were carried out to the top level of the stairs at New Craig. There are plans to replace the bottom level during the summer, it was noted that there are no recorded accidents in relation to the bottom level of the steps.

e) Emergency Evacuation Reports

This was discussed under the main agenda item.

f) New Fire Legislation

A replacement fire system has been authorised for Marchmont Campus this work will be carried out during the summer. In the meantime the system continues to be tested weekly.

4. ANNUAL REPORT OF THE HEALTH AND SAFETY COMMITTEE 2005/06

The group discussed the report and agreed that it was a credit to all and particular thanks were paid to the Health and Safety Team for all their hard work. The Convener recognised that there was a high standard to maintain in particular that of the various awards received.

Arising from the report there was discussion around Portable Appliance Testing (PAT) which has not been carried out for 2 years. The Committee were advised that Facilities Services had recently appointed a contractor to carry out PAT across the University which will test all PAT equipment this year. A programme of testing will be established as it is recognised that not all equipment requires to be tested annually. The existing inventory of equipment will be updated as part of this exercise.

The Alcohol and Substance Abuse Policy was also discussed and the committee were advised that a further draft of the policy is being prepared as UNISON challenged the policy in terms of governance.

DECISION

- **The Committee approved the report for submission to the University Court.**

5. ACCIDENT STATISTICS

a) Summary Statistics (HS/06/08)

A paper detailing the analysis of accident statistics during the period 9 January to 9 April 2006 was discussed and noted.

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

b) Serious Accidents / Hazardous Incidents (HS/06/09)

A paper summarising serious accidents to staff and students and hazardous incidents occurring during the period 9 January to 9 April 2006 was discussed and noted.

A serious accident occurred to a member of staff who sustained a broken wrist when she tripped on the footpath between Craiglockhart and Craighouse Campuses. It was noted that the footpath had a reasonable surface given the setting and that no adjustments were made or are planned to be made as a result of this accident. Discussion took place around the merit of erecting signs warning that care must be taken but it was agreed that this was not necessary as signs are not displayed on other similar paths.

6. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/06/10)

A paper detailing the scheduled evacuations from University property during the period 9 January to 9 April 2006 was noted.

It was reported that generally evacuation times for both the main campuses and residential accommodation had improved. The Health and Safety Team are working with the accommodation office to communicate with students and to provide further training regarding fire evacuation.

A meeting is being held with Fire Wardens and Senior Fire Co-ordinators to discuss and highlight any issues relating to emergency evacuations.

b) Unscheduled (HS/06/11)

A paper detailing unscheduled evacuations from University property during the period 9 January to 9 April 2006 was noted.

The Health and Safety Adviser, Manager of Student Accommodation, Conference and Lettings and Facilities Manager (Security) have met with the Fire Brigade regarding the number of unscheduled evacuations. Extra measures have been identified including the updating of documents and further training for students.

7. **CORPORATE HOMICIDE HS/06/12)**

A paper outlining corporate homicide was presented. Under this new proposed offence organisations whose actions, or failure to put policies, practices and systems in place to ensure the health and safety of their employees and the public, could face prosecution if these actions result in death. It was agreed that University Court members should be made aware of their responsibilities. The committee noted that if the university keeps doing the right things then it should be well placed to defend itself should such an event arise.

DECISION

- **University Court members to be advised of their responsibilities under this new proposed legislation.**

8. **POLICY ON DEALING WITH POSITIVE RESULTS FOR LEGIONNELLA IN WATER SUPPLY**

A paper outlining concerns during a recent positive result for legionnella was presented. A paper was tabled at the meeting in response to this paper and is attached to the minutes. The relevant policies were followed in response to this result but it is acknowledged that communications could be improved including timeliness and sensitivity. The University Safety Officer advised that if any members of the committee had any concerns that he was happy to discuss them out with the meeting.

DECISION

- **Any member of the Committee who has concerns regarding this can discuss with the University Safety Officer.**

9. REMIT OF THE HEALTH AND SAFETY COMMITTEE

A paper outlining concerns in relation to the remit of the Committee and the time allocated to the business of the committee was presented. It was agreed that the Health and Safety Committee would formally ask University Court through the Governance Review Group to review item 1 of the remit as it may not be adequately expressed. The Committee noted that there was no intention to dilute the 2nd sentence which makes reference to consultation with trade unions. Any changes will be discussed at a future meeting, it was stressed that this request is to provide clarity only not for an overhaul of the remit to be conducted.

DECISION

- **University Court through the Governance Review Group to be asked to review item 1 of the remit with any changes being brought to a future Health and Safety Committee meeting for discussion.**

10. DATE OF FUTURE MEETINGS

All Wednesday (1600 hrs), Boardroom Sighthill:

04/10/06

14/02/07

23/05/07

The meeting closed at 1715 hours.