

**NAPIER UNIVERSITY**  
**UNIVERSITY COURT**  
**HEALTH AND SAFETY COMMITTEE**

**Minutes of the Meeting held on Wednesday 4 October 2006  
at 4.00pm in Room 209, Sighthill Campus**

**PRESENT:** Dr L Burley (Convener), Mr D Davidson (Principal's Representative), Dr C Donnelly (Health, Life and Social Sciences), Dr T Fernandes (University Court), Professor J Kubie (Principal's Representative), Mr M Mackay (UNISON), Mr A Simm (NSA), Ms A Varey (EIS/ULA), Dr G Webber (University Safety Officer), Mr H Wollman (University Court).

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

**APOLOGIES:** Prof C Bryce (Biological Safety Officer), Mrs A Crawford (University Court), Mr B Earl (NSA), Dr J Ensor (Principal's Representative), Mr J Goodlet (AMICUS), Ms M Philip (UNISON), Dr M Prowse, (Health, Life and Social Sciences) Mr N Rogers (Human Resources).

**1. WELCOME**

The Convener welcomed Dr T Fernandes, University Court, Mr A Simm, Napier Students' Association President and Ms J Tennant, Occupational Health Nurse to their first meeting. The Committee were also advised of two new members who were unable to attend, Dr M Prowse, Dean, Health, Life and Social Sciences and Mr B Earl, Napier Students' Association Sabbatical Officer. The apologies received were noted.

**2. MEMBERSHIP (HS/06/16)**

A paper detailing the membership of the Committee was received.

**DECISION**

**To note the current membership of the Health and Safety Committee.**

3. **REMIT (HS/06/17)**

As agreed at the meeting held on 24 May 2006 the Governance Review Group have reviewed the remit of the Committee. A paper detailing the remit was received incorporating the change to term of reference one. The Committee noted the change and it is to be recommended to University Court for approval at its meeting on 23 October 2006.

**DECISION**

**To recommend the change to term of reference one to the University Court for approval at its meeting on 23 October 2006.**

4. **MINUTES OF MEETING HELD ON 24 MAY 2006 (HS/06/15)**

The minutes of the meeting held on 24 May 2006 were approved.

5. **MATTERS ARISING**

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

A meeting was held with Union Health and Safety Representatives on 22 June 2006 and was attended by three representatives; the other representative was unable to attend. The matter regarding consultation is now resolved and Facilities Services have commenced the removal of all portable heaters and fitting thermometers in all rooms.

An issue was raised in connection with the removal of personal heaters, it was agreed that this matter would be discussed with the Director of Facilities Services outside of the meeting.

**DECISION**

**The Director of Facilities Services to discuss the removal of personal heaters away from the meeting.**

6. **ACCIDENT STATISTICS**

a) **Summary Statistics (HS/06/18)**

A paper detailing the analysis of accident statistics during the period 10 April to 10 September 2006 was discussed and noted.

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

b) Serious Accidents / Hazardous Incidents (HS/06/19)

A paper summarising serious accidents and hazardous incidents occurring during the period 10 April to 10 September 2006 was discussed and noted.

There were no serious accidents to students but there were two serious accidents involving staff and two involving contractors and visitors. Additionally there were two hazardous incidents. The Committee were assured that all serious accidents and hazardous incidents were fully investigated and the appropriate control measures put in place.

The Committee discussed the hazardous incident involving a member of the public who sadly committed suicide by jumping from a window at the Merchiston Campus. Although no blame was apportioned to the University steps have been taken to secure the window openings so that a similar incident cannot occur in the future. The police complimented the University in its response to the incident. The Committee were also reassured that follow-up support was offered to all staff and students involved in the incident.

Concern was raised in relation to the hazardous incident where a fire extinguisher fell from a window and hit two staff cars, fortunately no one was injured. This matter was discussed further under paper **HS/06/23** as it is believed that contractors placed the fire extinguisher on the window.

## 7. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/06/20)

There are normally no scheduled evacuations during the period 10 April to 10 September 2006, however, one was carried out at Merchiston as there were a large number of summer school students. Unscheduled evacuations occurred at Craiglockhart and Sighthill during the period of the summer schools.

It was noted that the eight minute evacuation from Merchiston was not a particularly quick evacuation, it is necessary to ensure that staff, students and visitors continue to be given information on evacuation procedures.

b) Unscheduled (HS/06/21)

A paper detailing unscheduled evacuations from University property during the period 10 April to 10 September 2006 was noted.

There was an increase in the number of unscheduled evacuations at Riego Street since the last reporting period. The Health and Safety Team are continuing to work with the Fire and Rescue Services and the University Accommodation Service in an attempt to minimise the number of unscheduled evacuations. The Committee were again reminded that under the revised fire legislation that the Fire and Rescue Services may withdraw the level of cover that they currently provide should the number of callouts continue increasing; they may also send fewer appliances to

respond to callouts. However it was noted that the University are not alone with the number of callouts and are by no means the worst.

The various causes of the activations were discussed and different types of detector heads are being considered as in some cases it is due to the sensitivity of the heads. It was noted that the statistics do not highlight if any of the evacuations were caused by a serious incident, it was agreed that this will be recorded in future statistics.

## **DECISION**

**The Committee noted the reports and The Health and Safety Adviser agreed that in future the statistics will highlight any serious incidents similar to that of the accident statistics reporting (paper HS/06/18 and 19).**

### **8. MANAGING WORK-RELATED STRESS IMPLEMENTATION GROUP INTERIM REPORT (HS/06/22)**

A paper outlining the progress of the implementation group to date was presented. A number of training sessions were held however the attendance was lower than anticipated, the feedback from those attending was positive. Further dates for training sessions were set and communicated to staff, and training for managers scheduled for December and January.

Staff were also invited to complete an on-line survey, and once the closing date has passed analysis will be carried out by *in equilibrium* (the external consultancy carrying out this work) and an action plan prepared and implemented in conjunction with the University. Interim analysis has identified a number of issues that require further investigation. These will be carefully considered and action plans will be developed as necessary. A further update will be provided at a future meeting of the Committee and another survey will be carried out in two and a half years time to re-evaluate this area.

## **DECISION**

**An update to be provided at a future meeting.**

### **9. OUTSIDE CONTRACTORS AND HEALTH AND SAFETY PRACTICES (HS/06/23)**

A paper outlining concerns regarding outside contractors and health and safety practices was received and discussed. Further discussion took place in connection with the hazardous incident involving a contractor as detailed in paper **HS/06/19**. The Committee were advised that the Code of Practice for the Management of University Contractors/Works is ready to be printed and will be distributed to all schools and services, this should further improve compliance. Additionally the Health and Safety Team will log any calls they receive in relation to investigating the practices of contractors. In selecting contractors the University pays particular attention to their safety record and where possible work is performed out of hours. It was agreed that a review will be undertaken following the implementation of the code and an update provided.

## **DECISION**

**The results of the review to be communicated at a future meeting.**

### **10. SUMMER SCHOOL STUDENTS AND FIRE SAFETY PRACTICES (HS/06/24)**

A paper outlining concerns in relation to fire safety practices and summer school students was discussed. Unscheduled evacuations took place at Craiglockhart and Sighthill and highlighted that not all summer students were aware of the correct fire procedures therefore a planned evacuation was carried out at Merchiston during this period to highlight the correct procedures.

It was reported that fire doors were being wedged open, Facilities Services advised that if this was happening it was not an agreed measure. However, on a small number of occasions fire doors were wedged open to increase air flow but this was strictly controlled. Facilities Services confirmed that Directors of the Language School were all briefed in fire procedures before they commenced and it was agreed that this will again be reinforced next summer to ensure that all summer students are aware of the correct fire procedures.

## **DECISION**

**Facilities Services to reinforce to Directors of the Language School the correct fire procedures again next year.**

### **11. ACCESS TO ALL OFFICES AND ROOMS BY FIRE BRIGADE (HS/06/25)**

A paper was presented by UNISON indicating concern regarding a recent fire activation at the East Craig building. The Fire and Rescue Service were reported to be unable to access all of the rooms. However, Facilities Services advised the Committee that the report was factually incorrect. In particular, keys were and are available in the designated key box within the building and codes for the keypads are available via Security. In line with University policy, all unoccupied rooms should have been locked to ensure that they remained secure. This does not represent a hazard. If the Fire Service cannot use keys or codes to enter rooms, they may and will if required enter by force. Facilities Services noted that they are carrying out continuous checks of the estate to ensure that all locks and keypads comply fully with University policy. It was recognised that this may take some time to complete due to the cost of the exercise and the scale of the estate.

### **12. DATE OF FUTURE MEETINGS**

All Wednesday 4.00pm, Room 209 Sighthill:  
14/02/07  
23/05/07

The meeting closed at 5.00pm.