

NAPIER UNIVERSITY
UNIVERSITY COURT
HEALTH AND SAFETY COMMITTEE

**Minutes of the Meeting held on Wednesday 14 February 2007
at 4.00pm in Room 209, Sighthill Campus**

PRESENT: Dr L Burley (Convener), Prof C Bryce (Biological Safety Officer), Dr C Donnelly (Health, Life and Social Sciences), Dr T Fernandes (University Court), Mr J Goodlet (AMICUS), Professor J Kubie (Principal's Representative) (Items 1 - 3), Ms M Philip (UNISON), Prof. M Prowse, (Health, Life and Social Sciences), Mr A Simm (NSA), Dr G Webber (University Safety Officer), Mr H Wollman (University Court).

IN ATTENDANCE: Ms J Amour (Secretariat – Observer), Mr M Blair (Human Resources), Mr T A Brown (Facilities Services), Mr P Hughes (Facilities Services), Mrs M Julier (Clerk), Ms J Tennant (Occupational Health Nurse), Ms L Young (Safety Adviser).

APOLOGIES: Dr T Cattermole (Occupational Health), Mrs A Crawford (University Court), Mr D Davidson (Principal's Representative), Mr B Earl (NSA), Dr J Ensor (Principal's Representative), Mr L McEvoy (Facilities Services), Mr M Mackay (UNISON), Ms A Varey (EIS/ULA).

1. WELCOME

The Convener welcomed the Committee. The apologies received were noted.

2. MINUTES OF MEETING HELD ON 4 OCTOBER 2006 (HS/06/26)

The minutes of the meeting held on 4 October 2006 were approved.

3. MATTERS ARISING

a) Remit of the Health and Safety Committee

The University Court recommended the changes to the remit of the Health and Safety Committee (**HS/06/17**) at its meeting on 23 October 2006.

b) Work-Related Stress – Stress Risk Assessment Summary Report

The second interim report by the Work-Related Stress Implementation Group was received and noted. The Committee was advised that around two hundred and fifty members of staff had attended the stress awareness sessions.

The results of the Occupational Stress Risk Survey were discussed and it was noted that whilst the University does not have major problems in relation to stress there are a couple of areas where further work is required. All members of staff were given the opportunity to view a brief report on the outcomes of the survey. Training has also taken place for senior managers, but whilst well attended there were mixed reviews about the training itself.

The next stage is to set up three focus groups who will develop action plans to address the areas requiring further work. It was suggested that once the action plans are developed that the work of the Implementation Group should pass to the University Health Promotion Group and this Implementation Group should dissolve. Resourcing is a key issue and it was agreed that CMT be asked to consider the remit of The Health Promotion Group with an update provided at a future meeting.

DECISIONS

- **The Health and Safety Committee noted the second interim report.**
- **The Committee approved the next stage of the work.**
- **CMT will be asked to consider the remit of the Health Promotion Group and an update will be provided at a future meeting.**

4. ACCIDENT STATISTICS

a) Summary Statistics (HS/07/02)

A paper detailing the analysis of accident statistics during the period 11 September 2006 to 7 January 2007 was discussed and noted.

The number of reported accidents had increased compared with the last reporting period; the majority of accidents were apportioned to “cutting tools and machinery/plant”.

Discussion followed and the Committee were advised that these accidents were mainly due to scalpel cuts and minor chemical spills involving students at Merchiston where this type of work is carried out. It was suggested that these accidents could be attributed to a lack of technical support at this time however the Committee were assured that this was now resolved.

b) Serious Accidents / Hazardous Incidents (HS/07/03)

A paper summarising the serious accidents and hazardous incidents occurring during the period 11 September 2006 to 7 January 2007 was discussed and noted.

There was one serious accident involving a student, three serious accidents involving staff and one serious accident involving contactors/visitors. The Committee were advised that all serious accidents were investigated and appropriate actions taken.

A glass door in the Jack Kilby Computing Centre (JKCC) shattered and caused numerous cuts to a student's face. An investigation and report was carried out and safety film applied to the remaining door in the JKCC. The Health and Safety Adviser and Director of Facilities Services are meeting to discuss further and a survey of all glass doors within the University is being carried out by Facilities to ascertain whether or not the doors have British safety kite marks.

Four hazardous incidents were reported. Fallen debris accounted for three of these and it was noted that at the time of these incidents there was very strong winds. The Committee were advised that a condition survey was instructed by Facilities and this will commence in the next few months. At Craiglockhart work is being carried out on the historic section of the building to replenish the roof and replace the windows.

The potential fire risks were also noted.

5. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/07/04)

The scheduled evacuations during the period 11 September 2006 to 7 January 2007 were received and noted. All faults were reported to Facilities for action.

b) Unscheduled (HS/06/21)

A paper detailing unscheduled evacuations from University property during the period 11 September 2006 to 7 January 2007 was received and noted. The Committee was advised that new detector heads were fitted at Morrison Circus and the number of unwanted calls to the fire brigade had reduced. However these detector heads are not compatible at Riego Street. Further work on this area will be carried out when the Fire Officer takes up post in March. The relocation of sensors away from the showers in Student Residences is to be investigated by the Fire Officer once in post.

6. **CODE OF PRACTICE FOR THE MANAGEMENT OF THE CONTROL OF CONTRACTORS/WORKS (HS/07/06)**

The Code of Practice for the Management of the Control of Contractors/Works was received. This document along with the Construction Health and Safety Notice was distributed to all Heads of School/Service for action via a memo in November. It was noted that this communication had not taken place to Campus Principals, this will be actioned. Although the Code of Practice has been placed on the public folders it was suggested that this be highlighted to bring it to everyone's attention.

DECISION

- **A copy of the Code of Practice and the Construction Health and Safety Notice to be distributed to Campus Principals.**
- **Highlight the Code of Practice on the public folders.**

7. **REGISTRATION, EVALUATION AND AUTHORISATION OF CHEMICALS (REACH) REGULATIONS (HS/07/07)**

A paper outlining concerns regarding the forthcoming REACH regulations was received. The Committee was informed that the Health and Safety Adviser had spoken at length with a specialist at the Health and Safety Executive.

The regulations focus on bulk chemicals and are directed at industry. The only potential area which may fall under this legislation is research work. It was noted that the University is already carrying out a lot of work under the Control of Substances Hazardous to Health (COSHH) Regulations and that REACH will be incorporated into the existing Guidance on Purchase, Storage and Disposal of Hazardous Substances.

8. **DATE OF NEXT MEETING**

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

The meeting closed at 4.35pm.