

NAPIER UNIVERSITY

UNIVERSITY COURT

HEALTH AND SAFETY COMMITTEE

**Minutes of the Meeting held on Wednesday 24 October 2007
at 4.00pm in the Tower Boardroom, Merchiston Campus**

PRESENT: Dr L Burley (Convener), Dr H Beswick (Biological Safety Officer), Mr D Davidson (Principal's Representative), Ms K Jackson (EIS/ULA), Mr M Mackay (UNISON), Ms M Philip (UNISON), Dr M Sanderson (EIS/ULA), Mr D Waddell (Napier Students Association), Dr G Webber (University Safety Officer), Mr H Wollman (University Court).

IN ATTENDANCE: Dr T Cattermole (Occupational Health), Mr B Caygill (Human Resources), Mr P Hughes (Facilities Services), Mrs M Julier (Clerk), Ms L Young (Health and Safety Adviser).

APOLOGIES: Mrs A Crawford (University Court), Dr C Donnelly (Health, Life and Social Sciences), Dr J Ensor (Principal's Representative), Dr T Fernandes (University Court), Mr J Goodlet (AMICUS), Professor J Kubie (Principals Representative), Prof. M Prowse (Health, Life and Social Sciences), Mr A Simm (Napier Students Association), Ms J Tennant (Occupational Health).

1. WELCOME

The Convener welcomed Mr Caygill, Director of Human Resources; Mr Waddell, Treasurer and Student Activities Officer, Napier Students Association and Ms Jackson, EIS/ULA Safety Representative to their first meeting.

2. MEMBERSHIP (HS/07/18)

The Committee noted the current membership; the paper will be updated to include the new EIS/ULA Safety Representative.

DECISION

- **Membership to be updated to include the new EIS/ULA Safety Representative.**

3. REMIT (HS/07/19)

The Committee noted the current remit.

4. MINUTES OF MEETING HELD ON 23 MAY 2007 (HS/07/17)

The minutes of the meeting held on 23 May 2007 were approved as an accurate record.

5. MATTERS ARISING

a) Health and Safety Committee Annual Report

The Convener advised the Committee that the University Court received the Annual Health and Safety Report at its meeting in June. It was noted that the paper was brought to the Court annually to enable the Court to assure itself that systems were in place for meeting all the University's legal obligations including health and safety issues affecting staff, students and visitors.

b) Managing Work Related Stress

The Committee was provided with an update on the recommendations arising from the Managing Work-Related Stress Implementation Group Report which were agreed by CMT at its meeting on 31 May.

The first recommendation related to Professional Development Review and the Committee were advised that HR will shortly be reviewing how PDR is being implemented in Professional Services and Schools, there was however some anecdotal evidence that the system was working well. In order for the process to work effectively two way dialogue is essential; further development for reviewers is planned.

The second recommendation related to Senior Management Visibility and the Committee were advised that twice a year there is the opportunity for new staff to meet the senior management at an informal lunch. In addition it is suggested that informal lunch-time sessions hosted by senior staff and open to all staff could be held a number of times over the academic year and at different campuses. It was recognised in addition that there are many other possibilities which will be part of an internal communications strategy. It was highlighted by Union Representatives that Senior Management need to be visible on all campuses not just the three main campuses.

DECISION

- **A further update will be provided at the next Committee meeting via the Director of Human Resources.**

6. ACCIDENT STATISTICS

a) Summary Statistics (HS/07/20)

A paper detailing the analysis of accident statistics during the period 9 April 2007 to 9 September 2007 was discussed and noted.

It was noted that there were a higher number of accidents in the catering area than usual. Discussion took place around this and it was agreed that the Health and Safety Team would monitor whether this was a trend or a one off.

A Safety Representative highlighted the existence of new Slips, Trips and Falls guidance. It was agreed that the representative share this with the Health and Safety Adviser.

b) Serious Accidents / Hazardous Incidents (HS/07/21)

A paper summarising the serious accidents and hazardous incidents occurring during the period 9 April 2007 to 9 September 2007 was discussed and noted.

There were no serious accidents involving students, or contractors/visitors. One serious accident involving a member of staff occurred when a member of catering staff slipped on stairs and sustained a cut to their arm having fallen on to a glass. Appropriate actions have been taken to ensure that this does not occur again.

Two hazardous incidents and four fire incidents were noted. Full investigations and reports were carried out as necessary.

Discussions took place around a bus stop on Colinton Road which is close to traffic lights but road users do not always use the lights to cross. The Committee was informed that a zebra crossing had been considered previously but was turned down by the Council due to the proximity to the traffic lights.

The suitability of the Tower Boardroom for meetings was discussed. It was noted that due to the impending closure of Sighthill and the size of the Committee that on this occasion this was the only room available.

DECISIONS

- **Health and Safety Adviser to monitor number of accidents in catering areas to identify any recurring trends.**
- **Safety Representative to share new Slips, Trips and Falls guidance with the Health and Safety Adviser.**

7. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/07/22)

Due to examinations there were no scheduled evacuations during the period 9 April 2007 to 9 September 2007.

b) Unscheduled (HS/07/23)

A paper detailing unscheduled evacuations from University property during the period 9 April 2007 to 9 September 2007 was received and noted. The Committee were advised that the number of unscheduled evacuations at Riego Street had risen again since the last reporting period however West Tollcross had overtaken Riego Street.

The Committee were assured that the Health and Safety Team are working with Student Accommodation and the Fire and Rescue Service in an attempt to lower the number of call-outs.

It was agreed that in order to monitor the number of call-outs to West Tollcross that statistics similar to that of Riego Street be provided to the Committee.

DECISION

- **Health and Safety Adviser to prepare statistics for West Tollcross residences.**

8. COMMISSION V UK ON SO FAR AS REASONABLY PRACTICABLE RULING (HS/07/24)

A paper outlining the outcome to remove the “so far as reasonably practicable ruling” which was unsuccessful was presented, the Committee noted the ruling.

9. CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (HS/07/25)

A paper summarising the act which comes into force from April 2008 was presented. It was noted that under section 37 of the Health and Safety at Work Act 1974 and under common law manslaughter neglect can also still be proved.

The NSA representative asked how this legislation would affect their activities. It was agreed that this be discussed outside of the meeting.

DECISION

- **NSA to discuss implications of the act with the Health and Safety Adviser.**

**10. HEALTH AND SAFETY COMMISSION/INSTITUTE OF DIRECTORS
GUIDANCE FOR HEALTH AND SAFETY (HS/07/26)**

A summary paper outlining the new guidance issued by the Health and Safety Commission/Institute of Directors was presented. The Committee noted the guidance and agreed that it should be shared with University Court members.

DECISION

- **The new guidance to be shared with University Court members.**

11. FIRST AID REVIEW (HS/07/27)

The annual first aid review was recently concluded by the Institute of Occupational Medicine. An action plan to accompany the review was prepared with the aim of continuing to improve first aid provision to the University. The plan included short, medium and long term actions. The Health and Safety Committee will receive a report on the progress on the actions at its next meeting.

Defibrillation was also discussed and it was agreed that clarification be sought by Human Resources assisted by Occupational Health on this matter as there were a number of concerns about its use and the potential insurance issues.

DECISION

- **An update on the progress of actions to be provided at the next meeting.**
- **Clarification to be sought on defibrillation within the University by Human Resources with the assistance of Occupational Health.**

12. TOP RISKS MATRIX: MONITORING SCHEDULE (HS/07/28)

The Committee received the first monitoring report regarding the top risk which relates to preparing for a major fire/flood etc. Background to the matrix was given; the Top Risks Matrix is reviewed annually and is approved by CMT, Audit Committee and University Court. Action Plans are prepared in conjunction with Risk Owners for each risk and regular monitoring is undertaken with relevant risks reported to Court Committees.

It was noted that a similar report would be received at each meeting to keep the Committee informed of the progress being made in mitigating this risk which is of relevance to the Committee and its business.

13. INDUCTION PROGRAMME FOR CONTRACTORS ON-SITE FOR MORE THAN ONE DAY (HS/07/29)

Union Representatives highlighted a number of concerns in relation to the control of contractors and recommended that an induction session be provided to all contractors working on-site for more than one day.

These concerns were noted by University Management and it was agreed before any contracts commence to ensure that all contractors are approved and competent, to deliver a site specific checklist and induction DVD, to provide a copy of the Code of Practice for the Management of University Contractors/Works which must be signed and to provide contract administrators with training in order that they know what actions must be taken. It was also agreed to provide statistics at each Health and Safety Committee to keep them informed of any contractor non-compliance.

DECISIONS

- **Facilities Services and Health and Safety Team to ensure that all contractors are approved and competent, to deliver a site specific checklist and induction DVD, to provide a copy of the Code of Practice for the Management of University Contractors/Works which must be signed and to provide contract administrators with training in order that they know what actions must be taken.**
- **Health and Safety Adviser to prepare statistics on contractors non-compliance at future meetings.**

14. DATES OF FUTURE MEETINGS

All 4pm:

Thursday 21 February 2008 – Castle Room, Craighouse Campus
Wednesday 21 May 2008 – Tower Boardroom, Merchiston Campus

The meeting closed at 5.00 pm.