

NAPIER UNIVERSITY

UNIVERSITY COURT

HEALTH AND SAFETY COMMITTEE

**Minutes of the Meeting held on Thursday 21 February 2008
at 4.00pm in the Castle Room, Craighouse Campus**

PRESENT: Dr L Burley (Convener), Mrs A Crawford (University Court), Dr T Fernandes (University Court), Mr J Goodlet (UNITE), Ms K Jackson (EIS/ULA), Mr M Mackay (UNISON), Ms M Philip (UNISON), Dr M Sanderson (EIS/ULA), 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 J Tennant (Occupational Health), Ms L Young (Health and Safety Adviser).

APOLOGIES: Dr H Beswick (Biological Safety Officer) Mr D Davidson (Principal's Representative), Dr C Donnelly (Health, Life and Social Sciences), Dr J Ensor (Principal's Representative), Professor J Kubie (Principals Representative), Prof. M Prowse (Health, Life and Social Sciences), Mr A Simm (Napier Students Association), Mr D Waddell (Napier Students Association).

1. WELCOME

The Convener welcomed the Committee and apologies were noted.

2. MINUTES OF MEETING HELD ON 24 October 2007 (HS/07/30)

The minutes of the meeting held on 24 October 2007 were approved as an accurate record.

3. MATTERS ARISING

a) Managing Work Related Stress Update

The Director of Human Resources updated the Committee on the progress being made in managing work related stress. Rather than passing this work over to the Health Promotion Group (HPG) as was originally proposed, a steering group was formed as it was felt that the HPG was not well placed to co-ordinate the required actions.

Membership of the steering group includes the Director of HR, Health and Safety Advisor, Occupational Health Nurse, Trade Union Representatives as well as some members of staff.

The group is preparing an action plan to address the key issues in relation to work related stress; a copy of the plan will be circulated to members in due course. The steering group is due to meet again shortly and it was agreed that a paper outlining the deliverables will be presented at the next meeting of the Health and Safety Committee.

A union representative commented that concern remained in relation to the main groups identified in the stress risk assessment and how this was being addressed.

DECISION:

The Committee will receive a paper at the next meeting outlining progress and deliverables.

b) First Aid Review Update

The Occupational Health Nurse provided an update on the first aid review which was recently undertaken. It was noted that a significant amount of work by the Occupational Health Nurse and HR had taken place since the last meeting but had been delayed slightly due to the decant of the Occupational Health Service/HR from Sighthill Campus to the Forum at Sighthill.

The Committee was advised that the Health and Safety Executive approved the first aid training courses provided by the University in January of this year.

Other first aid aspects arising from the review and being investigated by the Occupational Health Nurse include the matter of reward which is being discussed with HR and includes considering what other institutions do and looking at feasible options. It was highlighted that nominated first aiders in other institutions receive payment. The possibility of central funding for first aid stocks is being discussed with Finance. It is also hoped that the ordering of supplies can be co-ordinated centrally.

c) Induction Programme for Contractors On-site for More Than One Day

This item was discussed along with paper HS/08/06 – Health and Safety Inspection.

4. ACCIDENT STATISTICS

a) Summary Statistics (HS/08/01)

A paper detailing the analysis of accident statistics during the period 10 September 2007 to 6 January 2008 was discussed and noted.

It was noted that there was a slight increase in the number of accidents compared with the last two reporting periods. The main causes of accidents during this reporting period were stuck by an object, hot/cold contact and manual handling.

b) Serious Accidents / Hazardous Incidents (HS/08/02)

A paper summarising the serious accidents and hazardous incidents occurring during the period 10 September 2007 to 6 January 2008 was discussed and noted.

There were no serious accidents involving students, staff or contractors/visitors during this reporting period.

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

Discussion took place around a fire incident which was caused by a build up of grease on a cooker in a student residence. It was agreed that Facilities Services would pay particular attention to cookers during the cycle of flat inspections and would remind students of the importance of keeping cookers clean.

DECISION:

- **Facilities Services to pay particular attention to cookers during flat inspections and remind students to keep cookers clean.**

5. **EMERGENCY EVACUATION REPORTS**

a) Scheduled (HS/08/03)

A paper detailing the scheduled evacuations from University property during the period 10 September 2007 to 6 January 2008 was received and noted.

A number of problems were identified during evacuations at Merchiston and Craiglockhart campuses, these have now been rectified.

It was noted that the Fire Safety Officer had held sessions for staff at each of the campuses to raise awareness.

b) Unscheduled (HS/08/04)

A paper detailing unscheduled evacuations from University property during the period 10 September 2007 to 6 January 2008 was received and noted.

It was noted that the number of unscheduled evacuations at Morrison Circus had reduced and this was attributed to the change in detector heads.

As agreed at the last meeting, statistics for unscheduled evacuations at West Tollcross residences was received. It was noted that there was again an increase. Discussion took place and the Committee was advised that it is not possible to change the detector heads within this residence as this would not be compatible with the system. It was noted however that the system is over-sensitive not unsafe. There is no budget at present to replace the fire system but this will be reviewed again in the future.

A question was raised in connection with the responsibility for fire procedures in buildings outwith Napier control but used by the University. The Health and Safety Advisor stated that the building owner should be making the procedures known by way of leaflets etc to building users.

6. HEALTH AND SAFETY NOTICES SUMMARY (HS/08/05)

A paper detailing the Health and Safety Notices issued to date by the Health and Safety Team when a hazardous situation is observed or highlighted that requires immediate action was received and noted.

A total of twenty two notices were issued, a number of these to the School of the Built Environment following the visit from the Health and Safety Executive (HS/08/06) the Health and Safety Team worked with the School and most issues are now rectified. It was noted that the School found this to be a very collaborative and useful process.

The Director of Facilities also highlighted that this process was useful to bring matters to Facilities attention that might otherwise have gone unknown.

7. HEALTH AND SAFETY EXECUTIVE INSPECTION (HS/08/06)

Matters arising item 3c Induction Programme for Contractors On-site for More Than One Day was discussed along with this paper.

A paper detailing the visit of the Health and Safety Executive (HSE) in December 2007 was received and discussed.

The University Safety Officer advised that the HSE were on a scheduled visit to discuss work related stress but stumbled across an exposed wire on the fire panel in the Merchiston Security Control Room. Additionally the contractor did not appear to be well informed; on this basis the inspector decided to look around further.

Unfortunately the inspector found further unsatisfactory practices which resulted in the University being issued with three improvement notices. The primary concern of the inspector was control of contractors. An action plan along with timescales to address these issues was prepared and a formal response to the HSE was sent from the Principal.

The HSE are due to re-visit the University but are content with what we advised we would do and will look at stress management upon their return.

Discussion took place around the control of contractors; the Health and Safety Team and Facilities Services have looked at what else can be done to tighten contractor control. The main actions being taken are:

- an induction process
- a checklist
- new sign-in system and contractors badges
- new approved contractors list
- control of contractors workbook must be signed.

These actions will be rolled out across the University to try to ensure that contractors comply with practices.

Union members requested that they receive copies of the induction training.

The matter of parking within the Merchiston Quadrangle was discussed. In particular clarification was sought on whether there was a policy on parking for University vehicles, in particular allocated spaces.

The University Safety Officer advised that this had been considered previously but no decision has been made on allocated parking for University vehicles. Further consideration might be given to this matter. It was noted that all relevant parties should be consulted, not just those based at Merchiston, if a decision is to be taken to prohibit parking in the quadrangle. Further discussion relating to parking in this area at Merchiston took place under HS/08/09.

DECISION

- **Union members requested that they receive copies of the induction training.**

8. GENDER SENSITIVITY AND HEALTH AND SAFETY POLICIES AND PROCEDURES (HS/08/08)

A paper was received from union representatives regarding the recommendation made by the Trades Union Congress that health and safety policies and procedures should be re-examined to ensure that they are gender sensitive.

It was noted that gender is specifically considered when risk assessments are undertaken however clarification is required to ensure that gender is specifically mentioned in policies/procedures.

It was agreed that a sub-group be formed to look at policies/procedures and identify any issues/gaps etc. It was also agreed that a representative from the Equal Opportunities Committee be asked to join this sub-group.

DECISION

- **A sub-group be formed to identify any issues/gaps etc in policies and procedures.**

- **A representative from the Equal Opportunities Committee be asked to join the sub-group.**

9. TOP RISKS MATRIX: MONITORING SCHEDULE (HS/08/09)

The Committee received and noted the second monitoring report regarding the top risk which relates to preparing for a major fire/flood etc. It was noted that there was no change in the status of the mitigating actions and that work continued in this area.

10. HAZARDS OF UNLOADING BULK MATERIAL AT MERCHISTON CAMPUS HS/08/09

Union Representatives highlighted a number of concerns in relation to unloading bulk material at Merchiston Campus. It was noted that this issue had arisen due to the closure of central stores at Merchiston.

The Director of Facilities Services provided a brief chronology of actions taken to date in an attempt to resolve this issue and highlighted the forthcoming meeting he is having with the City of Edinburgh Council with a view of agreeing a solution to the problem.

It was noted that a designated loading bay will not address the risk of bulky materials being carried through the building. It was suggested that the back of the campus be utilised.

It was agreed that the Director of Facilities Services meet with the UNITE representative to discuss and that this matter would be discussed again at a future meeting.

DECISIONS:

- **It was agreed that the Director of Facilities Services meet with the UNITE representative to discuss and that this matter would be discussed again at a future meeting.**

11. DEFIBRILLATION HS/08/10

Following a meeting involving the University Safety Officer, Director of Human Resources, Occupational Health Physician and Occupational Health Nurse a paper outlining a proposal for considering the use of defibrillators within three defined areas of the University was received.

There are a number of areas which would need to be addressed should the use of defibrillators in these areas be agreed including training and maintenance. It was therefore proposed that risk assessments be carried out to assist with decision making and what approach to take.

The Occupational Health Nurse will lead risk assessments in the three areas; School of Nursing, School of Life Sciences and Sports Facilities.

The Committee noted the proposal.

12. CONTROL OF CONTRACTORS/UNSCHEDULED EVACUATION HS/08/11

The control of contractors was also discussed under item 7. The Committee noted the report prepared by union representatives. The issues raised in the paper were recognised and should be addressed by the strengthened processes and procedures being put in place by the Health and Safety Team and Facilities Services.

13. DATES OF FUTURE MEETINGS

4pm: Wednesday 14 May 2008 – Tower Boardroom, Merchiston Campus

The meeting closed at 5.15 pm.