

NAPIER UNIVERSITY

UNIVERSITY COURT

HEALTH AND SAFETY COMMITTEE

**Minutes of the Meeting held on Wednesday 14 May 2008
at 4.00pm in the Tower Boardroom, Merchiston Campus**

PRESENT: Dr L Burley (Convener), Dr H Beswick (Biological Safety Officer), Mr J Goodlet (UNITE), Professor J Kubie (Principal's Representative), Mr S Logie (Health, Life and Social Sciences), 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 L Birrell (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: Mrs A Crawford (University Court), Mr D Davidson (Principal's Representative), Dr C Donnelly (Health, Life and Social Sciences), Dr J Ensor (Principal's Representative), Dr T Fernandes (University Court), Ms K Jackson (EIS/ULA), Mr A Simm (Napier Students Association), Mr D Waddell (Napier Students Association).

1. WELCOME

The Convener welcomed Dr Birrell from Occupational Health and Mr Logie representing the Faculty of Health Life and Social Sciences to the Committee. The apologies were noted.

Thanks and farewell were conveyed to Mr Caygill who leaves the University in June, Mr Wollman who demits office from University Court in the summer and Mr Simm and Mr Waddell from the NSA whose term is coming to an end.

2. MINUTES OF MEETING HELD ON 21 FEBRUARY 2008 (HS/08/12)

The minutes of the meeting held on 21 February 2008 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. A significant amount of work had taken place since the last update and work is being progressed by the Stress Promotion Group and the wider University. Actions are in place to help address issues such as email overload, work-life balance and the condition of the estate.

The Committee noted the progress made and it was agreed that a paper be received at the next meeting regarding the progress made and the additional actions that need to be taken.

Discussions took place about the re-assessment of stress three years after the original survey and whether the timescales were feasible. It was however noted that the University has committed to re-assess stress in three years which would imply June/July 2009, it would be difficult to delay this action as we have already committed to it.

DECISION:

The Committee will receive a paper at the next meeting outlining progress and deliverables from the Director of HR.

b) Gender Sensitivity and H&S Policies Update

An update was provided by the Director of Human Resources. This matter has not yet been progressed due to the vacant post of Diversity Partner. However, this post has now been filled and the post holder commences in June. It was agreed that the new Diversity Partner, Health and Safety Advisor and Trade Union Representative would meet to review and if necessary a sub-group would be formed.

DECISION:

The Diversity Partner, Health and Safety Advisor and Trade Union Representative to meet to review if further work is required and report back to the next meeting.

c) Hazards of Unloading Bulk Material at Merchiston Campus – Update

The Director of Facilities Services advised that he had met with the UNITE representative and the Faculty Registrar of FECII, work is taking place to resolve this matter. It was agreed to return to this item again at the next meeting.

DECISION:

An update to be provided by the Director of Facilities Services and UNITE representative at the next meeting.

d) First Aid: Wheelchairs and Signage

Concerns over the state of wheelchairs within the Campus First Aid Rooms and incomplete blue first aid signs were highlighted via the Health and Safety Advisor.

According to the minute of 24 May 2006 a contract was agreed for the annual testing and maintenance of wheelchairs with Mobility Scotland. However it appears that this has not happened.

The recent First Aid Audit carried out by Occupational Health notes that the blue first aid signs are not complete and that this needs to be addressed.

It was agreed that the University Safety Officer, Health and Safety Advisor, Occupational Health and a HR representative meet to action both of these points and gain clarity of responsibilities. An update will be provided at the next meeting.

DECISION:

The University Safety Officer, Health and Safety Advisor, Occupational Health and a HR representative to meet to action both of these points and gain clarity of responsibilities and an update to be provided at the next meeting.

e) Health and Safety Executive Inspection

The HSE carried out a repeat inspection and it was noted that the visit went well. The HSE inspector was impressed by the amount of work undertaken in response to the notices issued in December. The Committee were pleased to receive this report but were mindful that it is necessary to maintain these high standards.

f) Defibrillation

An additional matter arising was identified from the minute of the last meeting relating to defibrillation. Concern was raised over the progress being made on this matter. Occupational Health advised that work is underway on the risk assessment and it is almost complete. The completed assessment will assist management in its decision making.

4. **ANNUAL REPORT (HS/08/13)**

The Committee received and noted the annual health and safety report for April 2007 to April 2008. It was agreed that the report reflected another good year and that it should go forward to University Court. The University Safety Officer recorded thanks to those around the table and others in the University for all their hard work.

DECISION:

The University Safety Officer to take the Annual Report to University Court.

5. ACCIDENT STATISTICS

a) Summary Statistics (HS/08/14)

A paper detailing the analysis of accident statistics during the period 7 January 2008 to 6 April 2008 was discussed and noted.

It was noted that there was a decrease in the number of accidents compared with the last reporting period and the same period last year. The main cause of accidents during this reporting period was struck by an object.

b) Serious Accidents / Hazardous Incidents (HS/08/15)

A paper summarising the serious accidents and hazardous incidents occurring during the period 7 January 2008 to 6 April 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.

6. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/08/16)

A paper detailing the scheduled evacuations from University property during the period 7 January 2008 to 6 April 2008 was received and noted.

It was noted that the evacuations had greatly improved since the last reporting period.

b) Unscheduled (HS/08/17)

A paper detailing unscheduled evacuations from University property during the period 7 January 2008 to 6 April 2008 was received and noted.

The number of unscheduled evacuations at West Tollcross had decreased since the last reporting period and the number from all residences had decreased. It was noted that tighter management controls have been put in place.

7. HEALTH AND SAFETY NOTICES SUMMARY (HS/08/18)

A paper detailing the Health and Safety Notices issued during the period 7 January 2008 to 6 April 2008 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 nine notices were issued, a number of these related to the visit from the Health and Safety Executive in December 2007.

8. COORDINATING HEALTH AND SAFETY IN TERTIARY EDUCATION (CHASTE) (HS/08/06)

The University Safety Officer provided background on the CHASTE project and advised that the project had received further funding; CHASTE 2 will shortly be launched.

Overall the report was very complementary of the health and safety provisions within the University.

It was noted that Occupational Health were not interviewed as part of the visit and this was a little disappointing and evident in some of the comments made. The Committee were advised that the occupational health provision is currently being reviewed.

Discussion also took place around the management structure for health and safety within the University. One of the trade union Health and Safety representatives stated that she had voiced concern regarding the new structure during consultation. It was noted that re-structuring is currently taking place and the Convener proposed that the Committee seek assurance from the University Safety Officer in due course that the new structure is no less effective than the old one.

DECISION:

The Committee seek assurance from the University Safety Officer in due course that the new structure is no less effective than the old one.

9. ACCESS TO CANAAN LANE CAMPUS (HS/08/08)

A paper was received from union representatives regarding access to Canaan Lane Campus by disabled users. It was noted that the photographs provided with the paper did not reflect the official agreed route for disabled users.

Concerns were expressed by union representatives over the length of the route, that the hospital dining room which it is necessary for disabled users to pass through to access the Campus is locked after 6pm and that there are often obstructions on the route by way of large vans obstructing the pavement.

The Director of Facilities Services provided a map of the campus that showed the agreed route as well as the route for cyclists. The map is appended to the minute for information.

Discussion took place around the disabled route and whether in particular adjustments could be made to simplify the route. The Director of Facilities advised that it is unlikely that any adjustments can be made as the owners of the land are the NHS and that the cost would be prohibitive and it was noted that the University will be vacating this campus in 2010. Additionally planning permission would be required to carry out adjustments and it would be unlikely that any works would be completed before the move to Sighthill.

It was agreed that the Director of Facilities Services and the Chair of the Canaan Lane Users Group contact NHS Lothian and request that measures are put in place to stop vans parking on the pavements on the route and that the path is kept clear. The signage of the route will also be revisited and improved as necessary.

DECISION

- **The Director of Facilities Services and the Chair of the Canaan Lane Users Group to contact NHS Lothian regarding illegal parking and obstruction of pavements and to revisit the signage of the route. An update to be provided at the next meeting.**

10. 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 the risk matrix is being updated for academic year 2008/09.

11. DATES OF FUTURE MEETINGS

All Wednesdays at 4pm:

- 29 October 2008
- 11 February 2009
- 20 May 2009

Venues to be confirmed.

The meeting closed at 5.10 pm.