

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

**Minutes of the Meeting held on Wednesday 5 November 2008  
at 4.00pm in the Castle Room, Craighouse Campus**

**PRESENT:** Dr L Burley (Convener), Miss C Evans (NSA), Dr T Fernandes (University Court), Mr D Davidson (Principals Representative), Dr J Ensor (Principals Representative), Ms K Jackson (EIS/ULA), Mr S Logie (Health, Life and Social Sciences), Mr G McCarra (University Court), Ms M Philip (UNISON), Dr G Webber (University Safety Officer).

**IN ATTENDANCE:** Mrs M Cook (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 L Birrell (Occupational Health), Mr J Goodlet (UNITE), Professor J Kubie (Principals Representative), Mr M Mackay (UNISON), Dr M Sanderson (EIS/ULA).

**1. WELCOME**

The Convener welcomed Mrs Cook, Miss Evans, Mr McCarra and Mr Wallace to the Committee. The apologies were noted.

**2. MEMBERSHIP**

The Committee noted the current membership; the vacancy for a lay member of University Court is unlikely to be filled before next year and the vacancy in Health Life and Social Sciences was not being filled as the Dean of the Faculty felt that there was adequate representation already on the Committee at present.

**3. REMIT**

The Committee noted the remit which was unchanged from last year.

**4. ANNUAL CYCLE OF BUSINESS**

The Committee noted the draft annual cycle of business.

## 5. MINUTES OF MEETING HELD ON 14 MAY 2008 (HS/08/22)

The minutes of the meeting held on 14 May 2008 were approved as an accurate record, subject to the replacement of the last paragraph under matter arising 3a, managing work related stress, being re-worded that "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."

## 6. MATTERS ARISING

The Convener advised the Committee that a lot of good work had taken place during the summer months to address the matters arising.

### a) Gender Sensitivity and H&S Policies Update

The Health and Safety Adviser informed the Committee that an Equality Impact Assessment would be undertaken for all health and safety policies and re-iterated that each and every risk assessment takes account of gender. It was noted that the Equality and Diversity Partner is now in post.

### b) Hazards of Unloading Bulk Material at Merchiston Campus Update

The Director of Facilities Services advised that several meetings with local safety and school reps had taken place and had resulted in a new procedure for loading and unloading away from the main road. This is happening on a trial basis and will be assessed thereafter to ensure that it is working appropriately. The UNITE representative, although not present at the meeting, asked that the Committee be advised that the dialogue with Facilities Services had been both creative and productive and it appears that there is an agreed solution which looks likely to work in practice, albeit yet to be tested.

### c) Canaan Lane Campus Illegal Parking and Signage

The Director of Facilities Services and Chair of the Canaan Lane Campus Users Group attended a meeting with NHS Lothian regarding the illegal parking and signage issues at Canaan Lane Campus. The NHS advised that they did not have any budget to address these issues and this was not a priority area for them. It was agreed that contact be maintained with the NHS regarding this. It was noted that neither the Director of Facilities Services or the Chair of the Canaan Lane Campus Users Group were aware of any recent complaints regarding access to the Campus.

## DECISION

**Director of Facilities Services and Chair of Canaan Lane Users Group to maintain contact with NHS regarding these matters.**

d) Wheelchairs Update

The Health and Safety Adviser informed the Committee that new wheelchairs with puncture proof tyres were purchased and installed in each of the Campus First Aid Rooms. A simple user guide accompanies each wheelchair and a maintenance contract is in place to ensure that the wheelchairs remain in a good state of repair.

#### 4. ACCIDENT STATISTICS

a) Summary Statistics (HS/08/26)

A paper detailing the analysis of accident statistics during the period 7 April to 14 September 2008 was discussed and noted.

It was noted that there was an increase 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 hot/cold contact and machinery/plant. It was noted that the increase in hot/cold contact was attributed to the introduction of new coffee cups in the refectory areas which appeared to have poorly fitting lids, which on occasion popped off and the contents spilled, these cups are no longer used.

b) Serious Accidents / Hazardous Incidents (HS/08/27)

A paper summarising the serious accidents and hazardous incidents occurring during the period 7 April to 14 September 2008 was discussed and noted.

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

Two fire incidents were noted. Full investigations and reports were carried out and adjustments made as necessary.

#### 5. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/08/28)

There were no scheduled evacuations carried out during the period 7 April to 14 September 2008 due to examinations.

b) Unscheduled (HS/08/29)

A paper detailing unscheduled evacuations from University property during the period 7 April to 14 September 2008 was received and noted.

The number of unscheduled evacuations at Riego Street and West Tollcross had increased since the last reporting period.

Discussion took place and it was noted that cooking of food seems to be the main cause of these unscheduled evacuations. It was agreed that the NSA, Health and Safety Adviser and Facilities Services consider any additional mitigating actions that could be taken to minimise this fire risk.

#### **DECISION**

**NSA, Health and Safety and Facilities Services to consider any additional mitigating actions that could be taken to minimise this fire risk.**

### **6. HEALTH AND SAFETY NOTICES SUMMARY (HS/08/30)**

A paper detailing the Health and Safety Notices issued during the period 7 April to 14 September 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 five notices were issued. It was noted that a lot of work had taken place in relation to the control of contractors and that there was a vast improvement since the introduction of training for contract administrators, induction for contractors and a contractor booklet as well as spot checks being carried out by the Health and Safety Team.

However it was noted that some non-compliance remained and it was agreed that further work be undertaken to provide additional guidance to contract administrators in particular, regarding the level of supervision that constitutes suitable and sufficient. Awareness raising throughout the University is also required to ensure that any staff or student who observes non-compliance, reports it in order that it can be investigated by the Health and Safety Team.

#### **DECISION**

**Health and Safety Adviser to look at providing additional guidance to contract administrators regarding suitable and sufficient supervision and general awareness raising throughout the University.**

### **7. MANAGING WORK RELATED STRESS UPDATE (HS/08/31)**

The Director of Human Resources spoke to a paper on managing work related stress which included an action plan that was prepared by the Stress Implementation Group.

Discussion took place around the action plan and it was agreed that staff should be made aware of the actions being taken to address work related stress.

It was noted that if any areas of stress are noted as a result of the current staff survey that is being carried out as part of the Strategic Review, that this will be picked up and considered by the Stress Implementation Group.

Further discussion centred on email stress and it was suggested that the appropriate use of email and etiquette guidelines be prepared. It was noted that it had been previously agreed to make use of information available from the CIPD

but this was not noted in the action plan. The Director of Human Resources agreed to look into this.

## **DECISION**

**Director of Human Resources to:**

- **Consider how staff can be made aware of the work taking place in relation to stress;**
- **To look at email stress and how this can be addressed; and**
- **To revisit the use of CIPD information.**

### **8. FIRST AID REGULATIONS (HS/08/32)**

A paper was received from union representatives regarding forthcoming changes by the HSE to the First Aid Regulations, in particular to training and the number of first aiders required.

The Occupational Health Nurse advised that the HSE will be releasing full details of the changes to the regulations in April 2009 and that the changes will need to be implemented by October 2009. Once the requirements are known it will be possible to undertake the necessary changes.

### **9. FIRST AID UPDATE (HS/08/33)**

The Occupational Health Nurse provided an update on first aid. A first aid policy and procedure was drafted in order to standardise first aid provision across the University. The new systems and processes will be implemented shortly.

Some discussion took place around various aspects of the policy and procedures including the transportation of staff/students that become unwell. It was noted that personal transport should not be used to transport unwell staff or students however it was agreed that there are exceptions where this is the only option available. It was agreed that the Occupational Health Nurse look at these exceptions.

It was noted that there is no first aid room at Comely Bank Campus, it was agreed that the Occupational Health Nurse look into possible solutions.

## **DECISION**

- **The Committee noted the new policy and procedures.**
- **It was agreed that the matter of transportation be revisited by the Occupational Health and clarity be provided on an exceptions.**
- **Occupational Health Nurse to look at possible solutions regarding a first aid room at Comely Bank Campus.**

### **10. DEFIBRILLATION UPDATE (HS/08/34)**

The University Safety Officer spoke to the paper on defibrillation. Defibrillation was discussed a number of times previously by the Committee and work was undertaken during the summer to look at defibrillation in the University.

The Occupational Health Nurse undertook a risk assessment in the three higher risk areas within the University namely, the Sports Science Laboratory in the School of Life Sciences at Merchiston, School of Nursing, Midwifery and Social Care at Canaan Lane; and the Fitness Centre at Craiglockhart. An extended pilot will be undertaken in these areas and will be reviewed in the summer of 2010 to take a view on maintaining these arrangements, extending them or retreating from them.

An additional defibrillator will be purchased for the Sports Centre at Craiglockhart, procedures developed and continuous training provided. It was noted that a defibrillator will be available for the Sighthill Sports Centre once it is complete.

#### **11. TOP RISKS MATRIX: MONITORING SCHEDULE (HS/08/35)**

The Committee received and noted the first monitoring report of the academic year 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 compared to the last report; however a lot of good work was taking place and will continue in order to mitigate this risk as far as possible.

#### **12. DATES OF FUTURE MEETINGS**

All Wednesdays at 4pm, Castle Room, Craighouse Campus:

- 11 February 2009
- 20 May 2009

The meeting closed at 4.50 pm.