

COURT OF EDINBURGH NAPIER UNIVERSITY

HEALTH & SAFETY COMMITTEE

**Minutes of the Meeting held on Wednesday 11 February 2009
at 4.00pm in the Castle Room, Craighouse Campus**

PRESENT: Dr L Burley (Convener), Mr D Davidson (Principals Representative), Miss C Evans (NSA), Dr T Fernandes (University Court), Mr J Goodlet (UNITE), Mr S Logie (Health, Life and Social Sciences), Mr G McCarra (University Court), Mr M Mackay (UNISON), Ms M Philip (UNISON), Dr M Sanderson (EIS/ULA), Mr M Wallace (NSA), 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), Dr J Ensor (Principals Representative) Ms K Jackson (EIS/ULA) Professor J Kubie (Principals Representative)

1. WELCOME

The Convener welcomed the Committee and the apologies were noted.

2. MINUTES OF MEETING HELD ON 05 NOVEMBER 2008 (HS/08/36)

The minutes of the meeting held on 05 November 2008 were approved as an accurate record.

3. MATTERS ARISING

a) Mitigating Actions to Minimise Fire Risk in Student Residences

The Health and Safety Adviser, Head of Student Accommodation and the NSA President met and discussed additional measures to help reduce the number of unscheduled evacuations from the student residences. It was agreed that with the assistance of Marketing and Communications that a public relations campaign be undertaken through the NSA.

b) Health and Safety Notices – Additional Information for Contract Administrators

The training for contact administrators has been updated and additional information provided regarding how often monitoring of contractors should be carried out. It was noted that if the contract is high risk that checks must be made on a daily basis.

c) Managing Work Related Stress Update

The working group met on 4 February and reviewed the current status of the action plan. It was agreed that an update be received at the next meeting of the Health and Safety Committee.

DECISION

- **An update to be provided at the next meeting of the Health and Safety Committee.**

d) Canaan Lane Campus Illegal Parking and Signage

The Committee were advised that there no further progress had been made since the last meeting. An NHS representative attends the Canaan Lane Campus Users Group and the matter will be raised again at the next meeting.

e) First Aid Update

A room suitable for the provision of first aid, provided screening is put in place, was identified at the Comely Bank Campus. A union representative who had visited the room confirmed that it was suitable, subject to screens being put in place and the occupants of the room being asked to leave if it is required for first aid purposes.

f) Gender Sensitivity and Health and Safety Policies

The Health and Safety Adviser, UNISON Representative and Clerk to the Committee met on 27 January and agreed that two to three meetings would be held to identify if any gaps exist in health and safety policies in line with the TUC guidelines. The first meeting will be held within the next month and an update will be provided at the next Committee meeting.

DECISION

- **A meeting of the sub-group to be arranged by the Clerk within the next month.**
- **An update report to be provided at the next Committee meeting.**

g) Gold Healthy Working Lives Award

The Committee was pleased to note that the University was recently awarded the Gold Healthy Working Lives Award by NHS Scotland. The Health and Safety Adviser and Director of HR will collect the award at a lunch in March.

4. ACCIDENT STATISTICS

a) Summary Statistics (HS/09/01)

A paper detailing the analysis of accident statistics during the period 15 September 2008 to 4 January 2009 was discussed and noted.

It was noted that there was a decrease in the number of accidents since the last reporting period. The main cause of accidents during this reporting period was falls on the level.

b) Serious Accidents / Hazardous Incidents (HS/09/02)

A paper summarising the serious accidents and hazardous incidents occurring during the period 15 September 2008 to 4 January 2009 was discussed and noted.

There were no serious accidents involving students, staff, contractors or visitors during this reporting period. One hazardous incident was noted.

Four fire incidents were noted. Full investigations and reports were carried out and adjustments made as necessary. Two of the four fire incidents related to the cooking of food in student residences, as highlighted in item 3a of this minute, a campaign is being undertaken in an attempt to raise awareness amongst students.

5. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/09/03)

A paper detailing the scheduled evacuations from University property during the period 15 September 2008 to 4 January 2009 was received and noted.

A number of faults were identified during the evacuations; these have now been rectified in conjunction with Facilities Services.

Requests will be made for additional volunteers to become Deputy Senior Fire Co-ordinators and Fire Wardens for some of the Campuses.

Discussion took place around problems with students evacuating areas particularly computer suites in the event of a fire evacuation. It was suggested that this could in part be attributed to students not hearing the alarms if they are listening to music through headphones. A variety of technical solutions were considered over the years but were not deemed suitable, it was agreed that installing flashing lights as a further warning mechanism when the alarm sounds in these areas will be considered.

DECISION

- **The Director of Facilities Services and the Health and Safety Advisor to give further consideration to installing flashing lights in computer suites.**

b) **Unscheduled (HS/09/04)**

A paper detailing unscheduled evacuations from University property during the period 15 September 2008 to 4 January 2009 was received and noted.

The number of unscheduled evacuations at Riego Street and West Tollcross remained around the same level as the last reporting period.

The work being undertaken with the NSA to raise awareness amongst students about fire safety, as detailed in item 3a of this minute, should help to reduce the number of unscheduled evacuations from student residences.

6. HEALTH AND SAFETY NOTICES SUMMARY (HS/09/05)

A paper detailing the Health and Safety Notices issued during the period 15 September 2008 to 4 January 2009 by the Health and Safety Team when a hazardous situation is observed or highlighted and requires immediate action was received and noted.

In total two notices were issued, both related to the control of contractors. The Committee noted that the number of notices issued was reducing but are keen to reach a position whereby no notices require to be issued.

7. SCREENING FOR STAFF EXPOSED TO ASBESTOS (HS/09/06)

A paper was received from union representatives regarding screening for staff exposed to asbestos.

It was noted that any member of staff who is concerned that they may have been exposed to asbestos can be referred to Occupational Health. The Occupational Health Consultant is a specialist in asbestos and will advise as necessary.

It was further noted that records relating to asbestos exposure need to be kept for a period of forty years (in line with the Control of Asbestos at Work Regulations 2002). The Director of Facilities Services will work with Occupational Health to ensure that the staff records are complete and will refer to union representatives for clarity if required.

DECISION

- **Any member of staff who is concerned that they may have been exposed to asbestos can be referred to Occupational Health.**
- **Director of Facilities Services in conjunction with Occupational Health to ensure that the staff records are complete.**

8. RISK MANAGEMENT – UNIVERSITY ‘TOP RISKS’ EXCEPTIONS REPORT (HS/09/07)

The Committee received and noted the second 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.

9. DATE OF NEXT MEETING

Wednesday 20 May 2009 at 4pm, Castle Room, Craighouse Campus.

The meeting closed at 4.35 pm.