

**EDINBURGH NAPIER UNIVERSITY
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **30 April 2019** at **1330**
in room 5.b.16, Sighthill Campus

- PRESENT:** Mr D Cloy (University Secretary) (Convenor); Mr N Ballantyne (Lay Member, Court); Dr M Sanderson (EIS); Ms G Moran (Vice President, ENSA); Dr M Rutter (Lecturer, School of Computing); Mr R Mason (EIS).
- IN ATTENDANCE:** Ms K Dewar (Director, People & Services); Ms S Groat (Director, Property & Facilities); Mr S Hughes (Health & Safety Advisor); Ms E Young (Head of Health & Safety); Dr C Steen (Governance Officer) (Clerk).
- APOLOGIES:** Ms J Dickson (School Support Manager, Business School); Mr W Duff (School Superintendent, School of Arts & Creative Industries); Mr D Connor (Senior Technician, School of Applied Science); Dr G Hutchison (Dean, School of Applied Science) (Biological Safety Officer); Dr C Wilson (Technician, School of Engineering & the Built Environment); Professor A Nolan (Principal & Vice Chancellor); Mr B Fraser (UNISON); Mr C Malcolm (UNISON); Dr N Cimini (EIS); Ms M O'Reilly (School of Health & Social Care); Ms P Shorney (Occupational Health).

1. WELCOME & APOLOGIES

- 1.1. The Convenor welcomed members to the meeting and the apologies were noted.

2. MINUTES OF MEETING HELD ON 13 NOVEMBER 2018 **HS(18/19)007**

- 2.1. The minutes of the meeting held on 13 November 2019 were approved as an accurate record.

3. MATTERS ARISING

- a) **Proposal for Eye Health Day:** Members were advised that eye care suppliers had been approached to participate in the event. One large supplier had indicated an interest at a corporate level but this interest had not been mirrored at local branch level.

Smaller suppliers were unwilling to participate due to the resources required to service such an event.

It was agreed to continue dialogue with eye care providers and to develop and deliver an eye care awareness campaign, aimed at staff and students, during matriculation for the 2019/20 academic year.

- b) **Field Trip Guidance:** It was noted that a suite of guidance and training programmes had been developed for staff and students intending to work abroad or conduct fieldwork. Both the guidance and training would be piloted in the School of Applied Sciences prior to a wider rollout across the University.
- c) **Merchiston 'A' Floor Toilets:** Members were advised that a proposed resolution had been considered and rejected. The issue of limited female toilet facilities in the area was being reconsidered.
- d) **Craiglockhart Disabled Entrance:** It was confirmed that the disabled entrance had been repaired.
- e) **First Aider Availability:** It was noted that a request for first aid (usually via a call to Security) would be passed to the qualified first aider located nearest to the incident. On the occasion highlighted, an explicit request for a female first aider was received at the request of a female seeking assistance.

4. OCCUPATIONAL HEALTH SERVICE REPORT

HS(18/19)008

- 4.1. Members were advised of service issues with the current occupational health (OH) provider. These had been addressed directly with the provider and service levels had improved and were being monitored.
- 4.2. It was noted that some universities had an in-house OH service which was usually small: covering absence and holidays was therefore problematic on occasion. The alternative was to outsource OH (as Edinburgh Napier had done). However, the choice of external OH suppliers was extremely limited.
- 4.3. It was noted that, in general, staff absence due to mental health issues was increasing, although the overall time lost tended to be small numbers of staff being absent for extended periods.
- 4.4. The Occupational Health Service Report was noted.

5. HEALTH & SAFETY COMMITTEE ANNUAL REPORT **HS(18/19)009**

- 5.1. Highlights from the accident statistics, fire safety, statutory compliance, training provision, audit activity, occupational health and employee assistance sections of the report were brought to members' attention.
- 5.2. The Health & Safety Committee Annual Report was approved. It was noted that a summarised version of the report would be submitted to University Court in June 2019.

6. PRO-ACTIVE HEALTH & SAFETY INITIATIVES **HS(18/19)010**

- 6.1. Members were advised of work underway to collate support information related to foreign travel into an area on the university intranet. This would be available to staff initially, but would be rolled out to students in due course.
- 6.2. It was noted that the University's insurers had developed a mobile application which advised of the level of risk associated with travelling to specific countries. Information in the app was dynamically updated, and also offered assistance to users (e.g. evacuation support) in the event of a natural disaster or other emergency.
- 6.3. The report on proactive health and safety initiatives was noted.

7. ONLINE TRAINING UPDATE **VERBAL REPORT**

- 7.1. It was noted there had been a few teething problems with the introduction of online training, which were being addressed. Staff who had not completed mandatory packages received reminders for three months and then fell off the system: reminders would now be issued for twelve months from the time that the package should have been completed.
- 7.2. Sharing of data between online training packages and HRConnect had been hampered by the loss of a key member of staff but was being addressed.
- 7.3. The online training update was noted.

8. ACCIDENT STATISTICS **HS(18/19)011**

- 8.1. Hazardous incidents detailed in the report were discussed. The accident statistics were noted.

9. EMERGENCY EVACUATION REPORTS

HS(18/19)012

- 9.1. Members were reminded that the University scheduled two evacuations per academic year in each campus and accommodation block. Evacuations had, in general, gone well. The challenge of communicating, and adhering to, evacuation instructions in the student accommodation was acknowledged as an ongoing issue, particularly with new students.
- 9.2. Members highlighted a lack of fire wardens in some areas of the Merchiston Campus: wardens were particularly required to keep evacuees moving from the foot of stairs (leading from the Jack Kilby Computing Centre and other highly populated academic areas) to assembly points in order to evacuate the campus in the shortest time.
- 9.3. It was agreed that a further call for fire wardens at Merchiston would be made. Deans and Directors would be approached for assistance as required.
- 9.4. The Emergency Evacuations Reports were noted.

10. HEALTH & SAFETY NOTICES SUMMARY

HS(18/19)013

- 10.1. It was noted that the Health & Safety Notices had been covered in the annual report at agenda item 5.

11. OTHER COMPETENT BUSINESS

**VERBAL
REPORT**

- 11.1. It was noted that the meeting would be the last for Mr Mason and Mr Ballantyne. Both members were thanked for their considerable contribution to the work of the committee.
- 11.2. Members were advised that some fire doors in the Merchiston Campus had been fitted with new seals which prevented the doors from closing properly, thus negating their ability to contain a fire. It was agreed that this would be investigated by the Health & Safety Advisor as a matter of urgency.

12. DATE OF NEXT MEETING

13 November 2019 1330-1530

29 April 2020 1330-1530

Venues to be confirmed.