

APPROVED
CIRCULATED

HS(10/11)33
JMCDMins

UNIVERSITY COURT
HEALTH & SAFETY COMMITTEE

Minutes of the Meeting held on Wednesday 11 May 2011
at 4.00pm in Room 6.B.14, Sighthill Campus

PRESENT: Ms M Ali (Court)(Convenor); Professor M Darlison (Biological Safety Officer); Mr J Goodlet (Faculty of Engineering, Computing & Creative Industries); Mr M Mackay (UNISON); Mr R Mason (EIS/ULA); Ms M Philip (UNISON); Dr M Sanderson (EIS/ULA); Dr G Webber (University Safety Officer/University Secretary); Mr R Wright (Faculty of Health, Life & Social Sciences).

IN ATTENDANCE: Mrs M Cook (Director, Human Resources); Mrs A Smith (Depute Director, Property & Facilities Services)(*vice* Mr Hughes); Ms L Young (Head of Health & Safety); Mr J McDermott (Governance Officer)(Clerk).

APOLOGIES: Ms L Addison (Occupational Health Advisor, Santia plc); Ms K Bylinska (President NSA)(Court); Dr J Ensor (Business School); Mr P Hughes (Director, Property & Facilities Services); Mr G McCarra (Court); Professor Dame Joan Stringer DBE (Principal & Vice-Chancellor); Ms P Woodburn (Court).

1. WELCOME

1.1 The Convenor welcomed all participants to the meeting. The apologies were **noted**.

2. MINUTES OF MEETING HELD ON 2 FEBRUARY 2011 (HS(10/11)23)

2.1 The minutes of the previous meeting were **approved** as an accurate record, subject to amending the reference to the October meeting.

3. MATTERS ARISING

a) Management of First Aid & Requirements for Health Surveillance (minute 7)

3.1 The Committee was informed that work was on-going on this topic and that a suitable paper would now be submitted to the next meeting. It was noted that dialogue on the topic with the trade unions would resume.

3.2 It was suggested that some urgency was necessary to provide reassurance on the spread and availability of first-aiders across the University. It was re-stated that the University currently had an overall number that exceeded that required under the Health & Safety Executive guidance, but that the spread required to be assessed.

3.3 In discussion, the issue of payment was raised and it was agreed that a list of first-aiders receiving payment would be made available to meet the request of a member. It was suggested that the paper to come to the next meeting might usefully describe the criteria for staff being eligible to receive payment.

b) Traffic Management around Sighthill Campus (Minute 8)

- 3.4 It was noted that subsequent to the previous discussion, further representation had been made to the City Council at a senior level. Action had yet to be taken by the Council, however, and it was **noted** that the matter would continue to be pressed until a satisfactory resolution was in place. A further report would be given to the next meeting.

4. HEALTH & SAFETY COMMITTEE ANNUAL REPORT (HS(10/11)24)

- 4.1 It was noted that the Annual Report is the main way in which the Court is informed of the work undertaken to ensure the health, safety and well-being of the University's students, staff and visitors. The Head of Health & Safety gave an overview of the Report and highlighted key aspects for the Committee's attention. The re-attainment of both the Healthy Working Lives Gold Award and the RoSPA Gold Medal provided a positive indication; as did the reaccreditation by the Institution of Occupational Safety and Health (IOSH) of two training courses.
- 4.2 Members considered in some detail elements of the different sections of the Report including the summary of annual reports from individual departments. It was noted that the issues identified in these were followed up wherever possible, but that it was not currently feasible to conduct a longitudinal study of any trends. On the issue of training, it was suggested that the statistics of staff utilising the on-line packages should be reported.
- 4.3 The Director of HR expanded on the section dealing with the Health and Well-Being Group. It was noted that this group was very enthusiastic and had oversight of the highly successful recent Health Promotion Day. Some complementary information on the event had been provided in paper HS(10/11)31.
- 4.4 The change of name of the Occupational Health provider had been reported in the Report, although it was noted that the actual provider had not changed. It was stated that the service received had improved during the year.
- 4.4 The Committee agreed some amendments to enhance the presentation of the information provided. These included the addition of some narrative context in certain areas, in particular the charts in the Occupational Health section. It was also requested that, should it be possible in the timescale, a short appendix be prepared with regard to student occupational health issues. It was noted that the new Equality Act had certain provisions with regard to pregnant students. There was also an on-going requirement relating to nursing and midwifery students.
- 4.5 With the inclusion of the amendments above, the report was **approved for submission to University Court**.
- 4.6 As a final note in the discussion, the Committee recognised the excellent work that had been undertaken by the Health & Safety Team throughout the year.

5. ACCIDENT STATISTICS: JANUARY 2011 TO APRIL 2011

a) Summary Statistics (HS(10/11)25)

- 5.1 The analysis of accident statistics during the latest reporting period was discussed and **noted**. The type of incident, their location and persons involved were considered.

b) Serious Accidents / Hazardous Incidents/Fire Incidents (HS(10/11)26)

5.2 The details of the two serious accidents in the period were noted, as were the follow-up actions. The four hazardous incidents in the reporting period were also noted, as were the two fire incidents (both in kitchens in student residences). It was noted that a full investigation had been conducted in each case and that remedial action taken where required.

5.3 The report was **noted**.

6. EMERGENCY EVACUATIONS: JANUARY 2011 TO APRIL 2011

a) Scheduled (HS(10/11)27)

6.1 The analysis of scheduled emergency evacuations during the latest reporting period was received and **noted**. It noted that this included the first evacuation of the newly re-opened Sighthill Campus. Learning points had been identified and actioned as appropriate. The briefings given in the student residences were noted.

6.2 In discussion, members sought clarification of the criteria used to assess whether evacuations had been 'good', 'satisfactory' or 'slow'. It was **agreed** that the criteria would be explained further in the next report.

6.3 Issues were discussed around the Merchiston evacuation, especially with regard to a disabled evacuation alarm and the PA system. The Committee was reassured as far as it could be that reasonable steps were underway to rectify both issues. The situation would continue to be monitored.

b) Unscheduled (HS(10/11)28)

6.4 The details of unscheduled evacuations during the period was received and **noted**. The instance of evacuations in the student residences occurring as a consequence malicious acts was suggested to be quite high. It was noted that any person identified as behaving in that manner would be subject to disciplinary action.

7. HEALTH AND SAFETY NOTICES SUMMARY (HS(10/11)29)

7.1 The Committee received the report of the three Health and Safety Notices that had been issued in the reporting period. The circumstances of each were considered and the learning points noted. The induction of contractors would continue to be emphasised, as would their monitoring once on-site.

7.2 The report was **noted**.

8. UCEA SIGNING OF THE HSE PLEDGE (HS(10/11)30)

8.1 The paper had been circulated for information only and was **noted** without discussion.

9. HEALTH PROMOTION DAY 2011 (HS(10/11)31)

9.1 The paper had been circulated to augment the information in the Annual Report and was **noted** without further discussion.

10. ANNUAL REVIEW OF COMMITTEE BUSINESS (HS(10/11)32)

- 10.1 The Committee noted that due to the calendar of meetings, Health & Safety would be the first of the Committees of Court to conduct a self-evaluation of its effectiveness. The process had been agreed by Court as an outcome of the 2010 Governance Review. The Clerk captured members' comments to prepare a response for the Convenor's approval prior to submission to the Chairman of Court. The final version is appended to the minutes.
- 10.2 The main points were **agreed** to be that: the Committee had effectively fulfilled its remit over the past year, although follow-up action was not always reported; the terms of reference and constitution remained appropriate, with strong agreement on the importance of maintaining the number of trade union safety representatives in membership; the flexible approach was welcomed whereby items were permitted to be submitted late on the agenda should they meet the terms of reference and be matters of urgency; the practice of issuing a 'call for papers' prior to meetings was welcomed; the NSA would be reminded of the importance of a student voice on the Committee.

11. PROVISIONAL SCHEDULE OF MEETINGS FOR 2011/12 SESSION

- 11.1 Members were asked to inform the Clerk at their earliest opportunity of any difficulties with the following dates:
26 October 2011; 01 February 2012; 09 May 2012 (all Wednesdays at 4.00pm).
- 11.2 It was noted that venues would be confirmed in due course, and that the October meeting would be held on the Merchiston Campus.