

APPROVED
CIRCULATEDUNIVERSITY COURT
HEALTH & SAFETY COMMITTEEMinutes of the Meeting held on Wednesday 26 October 2011
at 4.00pm in Room H18, Merchiston Campus

PRESENT: Ms M Ali (Court)(Convenor); Mr J Goodlet (Faculty of Engineering, Computing & Creative Industries); Mr M Mackay (UNISON); Mr G McCarra (Court); Dr M Sanderson (EIS/ULA); Ms P Woodburn (Court); Dr G Webber (University Safety Officer/University Secretary); Mr T Zanelli (President NSA)(Court).

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

APOLOGIES: Ms L Addison (Occupational Health Advisor, Santia plc); Professor M Darlison (Biological Safety Officer); Professor J Ensor (Business School); Mr R Mason (EIS/ULA); Ms M Philip (UNISON); Professor Dame Joan Stringer DBE (Principal & Vice-Chancellor); Mr R Wright (Faculty of Health, Life & Social Sciences).

1. WELCOME

1.1 The Convenor welcomed all participants to the first meeting of the session, making particular mention of Mr Zanelli, who was attending his first meeting of the Committee. The apologies were **noted**.

2. TERMS OF REFERENCE, CONSTITUTION AND CURRENT MEMBERSHIP
(HS(11/12)01)

2.1 As normal at the first meeting of the session, the Committee **noted** its Terms of Reference, Constitution and Membership.

3. ANNUAL CYCLE OF BUSINESS (HS(11/12)02)

3.1 The annual cycle of business was **approved** as a reasonable schedule of standing items that would put into effect the Terms of Reference. It was noted that there was, of course, opportunity for members to bring other items to the Committee in the course of the year.

4. MINUTES OF MEETING HELD ON 11 MAY 2011 (HS(10/11)33)

4.1 The minutes of the previous meeting were **approved** as an accurate record.

5. MATTERS ARISING**a) Management of First Aid & Requirements for Health Surveillance** (Minute 3 (a))

5.1 The Committee was informed that significant progress had been made on the issue, including productive discussions being held between the Executive and the Trade

Unions. The matter was not yet sufficiently advanced, however, for the anticipated paper to be prepared. It was expected that the Director of HR would, though, be in a position to do so for the next meeting.

- 5.2 The progress being made was **noted**. In discussion, it was further noted that the issue of Health Surveillance was still part of the on-going work.

b) Traffic Management around Sighthill Campus (Minute 3 (b))

- 5.3 It was noted that subsequent to the previous discussion, representation continued to be made to the City Council, under whose jurisdiction the matter fell. It was anticipated that the Council would shortly advertise a public notice announcing the road markings intended to be in place. There would then follow a six-week period for responses to be submitted, after which – and all being well – the markings would be made. The road would then be able to be policed by the authorities to ensure safe usage.

- 5.4 It was noted that in the meantime, some temporary arrangements were in place to improve matters in the ‘turning circle’. In addition, it was agreed to explore other possible solutions to alleviate the problem, including the possibility of introducing a one-way system.

- 5.5 The report was **noted** and it was **agreed** that a further report would be given to the next meeting.

6. ACCIDENT STATISTICS FOR APRIL TO SEPTEMBER 2011

a) Summary Statistics (HS(11/12)03)

- 6.1 The summary of accident statistics during the latest reporting period was discussed and **noted**.

b) Serious Accidents / Hazardous Incidents/Fire Incidents (HS(11/12)04)

- 6.2 The sole serious accident in the reporting period was reported to have involved a student in a domestic setting but using dangerous equipment that had been borrowed (with permission) from an institute within the University. The accident was not reportable under RIDDOR, but was of interest to the Committee. The background to the case and the actions taken to prevent a recurrence were reported and discussed. A report would be given to the next meeting with regard to any repercussions, if known, by that date. It was further noted that annual health and safety reports were now expected to be submitted by Directors of Institutes as well as by Heads of School and Directors of Professional Services.

- 6.3 The Committee received the details of the two hazardous incidents that had occurred and, again, noted the actions taken to minimise recurrence.

- 6.4 The details of the two fire incidents in the reporting period were noted and some concern was expressed that the perpetrator of the fire assessed to have been set deliberately had not been identified. It was noted that the lack of combustible material in the area had prevented greater damage being caused.

- 6.5 The paper was **noted**.

7. EMERGENCY EVACUATION REPORTS APRIL TO SEPTEMBER 2011

a) Scheduled (HS(11/12)05)

7.1 It was **noted** that there had been no scheduled emergency evacuations undertaken during the latest reporting period in order to not disrupt examinations and related activities.

7.2 An issue that had arisen during a more recent exercise at Merchiston Campus was raised by a member. This related to safety doors and the public address system. The Director of Property and Facilities Services undertook to investigate both matters and to commission remedial work as appropriate.

b) Unscheduled (HS(11/12)06)

7.3 The details of unscheduled evacuations during the period was received and **noted**. It was further noted that steps would continue to be taken to maintain awareness across the University, but particularly within the student residences. It was reported that instances of poor behaviour with regard to fire safety in the residences had been lower to date than in previous years.

8. HEALTH AND SAFETY NOTICES SUMMARY (HS(11/12)07)

8.1 The summary of Health and Safety Notices issued during the reporting period was received and **noted**. It was reported that the increased number of notices had resulted from an audit of a particular School. This had proved beneficial to the staff concerned and a number of actions had been expedited as a result of the audit. Most issues had been resolved easily. The follow-up actions were noted in the report. It was further reported that the exercise would be repeated for different areas of the University.

9. DUTY OF CARE AND RISK ASSESSMENTS FOR OVERSEAS TEACHING

9.1 The Committee was informed that increasing numbers of staff members were travelling to teach in the Far East, which raised the issue of duty of care for those staff and risk assessments for their activities – including workload required of them on their return to Edinburgh Napier.

9.2 It was noted that a robust policy was in place and that Heads of School had a responsibility to ensure that all appropriate procedures were followed and that activities being undertaken were 'reasonable'. It was further noted that those conducting risk assessments should normally have received relevant training. It was reported that records were kept at school level. The information was **noted**.

9.3 Members can view the policy and procedures via the following link:
<http://staff.napier.ac.uk/has>

10. RISK ASSESSMENTS FOR WOMEN WHO ARE PREGNANT AT EDINBURGH NAPIER UNIVERSITY

10.1 The Committee was informed that information had come to light that suggested that risk assessments were not being carried out in many cases for pregnant members of staff. It was reported that whilst these had been conducted for many years for women whose working environment held specific hazards; it was a relatively recent requirement for a risk assessment to be conducted in all cases of pregnancy. A

policy had therefore been put in place in March 2010. It remained the responsibility of the member of staff and their line manager to notify HR and thus to instigate a risk assessment. Further action was reported to be underway to encourage greater adherence across the University. The information was **noted**.

- 10.2 The University Secretary reminded all present of the correct process for bringing items to meetings. Members **agreed** that, wherever possible, matters should be submitted as papers and circulated in advance so that members and others can prepare accordingly.

11. DATES OF FUTURE MEETINGS

Wednesday 1st February 2012 at 4.00pm in Room 2/04, Craiglockhart;

Wednesday 9th May 2012 at 4.00pm in Room 7.B.14, Sighthill