



APPROVED

HS(12/13)09

**UNIVERSITY COURT**  
**HEALTH & SAFETY COMMITTEE**

**Minutes of the Meeting held on Wednesday 31 October 2012  
at 4.00pm in Room 2/04, Craiglockhart Campus**

**PRESENT:** Ms M Ali (Court)(Convenor); Mr N Ballantyne (Court); Mr V Ellis (Court); Mr M Mackay (UNISON); Mr R Mason (EIS/ULA); Ms M Philip (UNISON); Dr G Webber (University Safety Officer/University Secretary); Ms L Sitali (Vice-President NSA), Mr R Wright (Faculty of Health, Life & Social Sciences);

**IN ATTENDANCE:** Mr P Hughes (Director, Property & Facilities Services); Ms L Young (Head of Health & Safety); Mr D Cloy (Assistant Secretary)(Clerk).

**APOLOGIES:** Ms L Addison (Occupational Health Advisor, Santia plc); Ms M Cook (Director, Human Resources); Professor M Darlison (Biological Safety Officer); Mr J Goodlet (Faculty of Engineering, Computing & Creative Industries); Dr M Sanderson (EIS/ULA); Professor Dame Joan Stringer DBE (Principal & Vice-Chancellor); Ms V Wood (Business School); Mr T Zanelli (President NSA).

**1. WELCOME**

1.1 The Convenor welcomed all participants to the first meeting of the session, making particular mention of Mr Ballantyne and Mr Ellis, who were attending their first meeting of the Committee. Liseli Sitali (NSA Sabbatical Officer), who had been nominated by the NSA President to attend the meeting in his stead, was also welcomed.

1.2 The apologies were **noted**.

**2. TERMS OF REFERENCE, CONSTITUTION AND  
CURRENT MEMBERSHIP**

HS(12/13)01

2.1 The Committee **noted** its Terms of Reference, Constitution and Membership.

**3. ANNUAL CYCLE OF BUSINESS**

HS(12/13)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.

3.2 It was noted that it would be desirable for the Committee to receive regular Occupational Health reports and it was agreed that this matter be remitted to the Director of Human Resources and Development to consider how to put this into effect for future meetings. (Action: **MC**)

- 3.3 It was noted that the Clerk would issue a further reminder to members regarding submission of agenda items for meetings 4-6 weeks ahead of each meeting.  
(Action: **Clerk**)

**4. MINUTES OF MEETING HELD ON 9 MAY 2012** **HS(11/12)26**

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

**5. MATTERS ARISING**

**a) Traffic Management around Sighthill Campus** (Minute 3 (a))

- 5.1 The Committee was informed that the double yellow lines and signage around the entrance to the Sighthill Campus had now been installed, which had resulted in a significant improvement. It was noted that the possibility of implementing a one-way system to further improve traffic safety in this area was currently being considered. It was agreed that the Committee should receive an update on this at its next meeting. (Action: **PH**).

**b) Follow up on safety doors and the public address system at Merchiston**  
(Minute 3 (c))

- 5.2 It was noted that the installers had returned and had rectified the faults and that the system had been tested and was functioning normally. It was further noted that where faults occurred, as in a test which had taken place that morning, these were investigated and resolved.

**c) Control of Contractors** (Minute 10)

- 5.3 It was noted that efforts had been made to improve the Health & Safety compliance of contractors. A number of Health & Safety Notices had been issued, and work was ongoing to improve the induction of contractors. It was noted that these efforts had resulted in improvements, but this remained a challenging area and continuing efforts were required to monitor and control the situation.
- 5.4 In discussion, recent difficulties experienced at the Merchiston Campus, with contractors having wedged open fire doors and toilets being put out of commission, were raised. It was noted that the toilet issue had been resolved and would hopefully not be repeated. It was further noted that processes were in place to discuss Health and Safety issues with contractors and that ongoing vigilance was required to ensure that they complied with their obligations. It was agreed that the Committee would receive an update on this matter at its next meeting. (Action: **PH**)

**6. ACCIDENT STATISTICS FOR APRIL TO SEPTEMBER 2012**

**a) Summary Statistics** **HS(12/13)03**

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

**b) Serious Accidents / Hazardous Incidents/Fire Incidents**

- 6.2 The four serious accidents involving staff which had been reported to RIDDOR were noted.

- 6.3 In discussion, a number of incidents involving students having been struck by vehicles when attempting to cross the road to reach the bus stop outside the Craiglockhart Campus were mentioned, and it was suggested that Edinburgh City Council might be approached regarding the location of the pedestrian crossing, or that the path on campus leading to the street could be re-directed. It was also noted that cars parked on double yellow lines in the area may be exacerbating the problem. The Director of Property and Facilities agreed to investigate these matters further and report back to the next meeting. (Action: **PH**)
- 6.4 It was further agreed that future reports would include details of recommendations/actions in relation to the accidents reported. (Action: **LY**)
- 6.5 Thereafter, the paper was **noted**.

**7. EMERGENCY EVACUATION REPORTS APRIL TO SEPTEMBER 2012** **HS(12/13)04**

**a) Scheduled**

- 7.1 It was **noted** that there had been no scheduled emergency evacuations undertaken during the latest reporting period.

**b) Unscheduled**

- 7.2 The details of unscheduled evacuations during the period were received and **noted**.

**8. HEALTH AND SAFETY NOTICES SUMMARY** **HS(12/13)05**

- 8.1 The summary of Health and Safety Notices issued during the reporting period was received and **noted**. It was further noted that if contractors received too many notices they may be struck off the approved contractor list.

**9. HEALTH & SAFETY EXECUTIVE FEES FOR INTERVENTION** **HS(12/13)06**

- 9.1 The committee **noted** the summary of the proposals by the HSE to recover their costs of intervention into serious breaches of health and safety law from duty holders.

**10. INTRODUCTION OF COMMUNITY ACCESS DEFIBRILLATORS**

- 10.1 The Committee was informed that there was currently no funding available for this initiative within the Human Resources and Development budget, and given that a tender process was currently underway for Occupational Health (OH) services, this matter would need to be considered further after the appointment of an OH provider and an appropriate case made for the additional funding required.
- 10.2 In discussion it was noted that there were low cost means of obtaining defibrillators from external agencies such as the Scottish Ambulance Service which could be explored. As the Committee considered that this was a desirable matter to pursue it was agreed that the Director of Human Resources and Development be asked to consider the matter further and report back to the next meeting. (Action: **MC**)

**11. ASBESTOS IN THE WORKPLACE****HS(12/13)07**

- 11.1 The committee received the paper which provided a response to the proposal by Unison at the last meeting to implement an annual screening program for 'at risk' staff in relation to asbestos exposure. The paper also outlined current University policy in this area, and the mechanism for its review. It was noted that, as the University did not expect staff to work in an environment which exposed them to asbestos or had the potential to do so, and in view of Occupational Health advice on the matter, it was believed that no such screening was necessary.
- 11.2 Unison stated their belief that there should be a policy to cover staff who had been exposed to asbestos historically and referred to practice in other organisations. It was agreed that a further paper should be brought to the next meeting of the Committee which addressed this issue and which would outline practice in this area amongst comparable organisations. (Action: **MC**)
- 11.3 Thereafter, the committee **noted** the paper.

**12. PROPOSAL FOR BRAILLE SIGNAGE****HS(12/13)08**

- 12.1 The Committee considered the proposal to install Braille room numbers/signage throughout the University. It was agreed that this was a desirable matter to pursue, and noted that it would be taken forward by the Director of Property and Facilities and integrated into existing work on all signage across the University's campuses. It was further noted that this may take a number of years to fully implement.

**13. DATES OF FUTURE MEETINGS**

6 February 2013 at 4.00pm (room to be advised)  
8 May 2013 at 4.00pm in Room 7.B.14, Sighthill