

APPROVED
CIRCULATED

HS(13/14)07

UNIVERSITY COURT
HEALTH & SAFETY COMMITTEE

Minutes of the Meeting held on Wednesday 9 October 2013
at 4.00pm in Room D2, Merchiston Campus

- PRESENT:** Ms M Ali (Court)(Convenor); Mr N Ballantyne (Court); Dr V Ellis (Court); Mr J Goodlet (Faculty of Engineering, Computing & Creative Industries); Mr M Mackay (UNISON); Professor A Nolan OBE (Principal & Vice-Chancellor); Dr G Webber (University Safety Officer/University Secretary); Mrs V Wood (Edinburgh Napier Business School);
- IN ATTENDANCE:** Ms M Cook (Director of Human Resources); Mr P Hughes (Director of Property & Facilities Services); Mrs H Mizen (Governance Officer); Ms D Watt (Governance Officer)(Clerk); Mrs I Wiegratz (Occupational Health representative (HML)); Ms L Young (Head of Health & Safety);
- APOLOGIES:** Professor M Darlison (Biological Safety Officer); Mr R Mason (EIS/ULA); Dr M Sanderson (EIS/ULA); 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, introducing all the new members, and mentioning in particular the Principal, Professor Nolan, and Mrs Wiegratz, who were attending their first meeting of the Committee.
- 1.2 The apologies were **noted**.
- 1.3 The Convenor reported that the Health and Safety Team had secured the Royal Society for the Prevention of Accidents (RoSPA) President's Award for ten consecutive annual Gold Awards. The award for Occupational Health and Safety recognised consistently high standards in the management of Occupational Health and Safety within the University. The Committee warmly **congratulated** the Team on this excellent achievement.

2. TERMS OF REFERENCE, CONSTITUTION AND CURRENT MEMBERSHIP

HS(13/14)01

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

3. ANNUAL CYCLE OF BUSINESS

HS(13/14)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 8 MAY 2013 **HS(12/13)24**

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

5. MATTERS ARISING

a) Control of Contractors (Minute 3 (a))

5.1 It was **noted** that this had been agreed as a general issue at the last meeting, for discussion if issues arose, given that contractors remain on site.

5.2 The Director of Property and Facilities advised the Committee that a mobile application (APP) was being piloted at Merchiston campus for contractor induction, site supervisors' inspections and recording of problems, which could then be signed off once rectified. The Committee **noted** that the APP had been well received by contractors and that the possibilities for the APP to be used across the University more generally and for the development of an in-house version, in collaboration with Information Services, were being investigated.

5.3 The Health and Safety Executive (HSE) had recently visited the Merchiston Campus site and had no issues or concerns.

b) Pedestrian Safety Issues around Craiglockhart Campus (Minute 3 (b))

5.4 The Director of Property and Facilities confirmed the University's property advisers' view that proposals to move the bus-stop were unlikely to be successful and that the matter would need to be raised with the City of Edinburgh Council (CEC), not Lothian Buses. The Committee was advised that a potential solution to the problem of students exiting from the Craiglockhart Campus and cutting across the main road was the installation of a one-way gate system of appropriate design. The Director of Property and Facilities agreed to investigate this option further and report back to the next meeting.

(Action: PH)

5.5 In response to a concern raised about cars being inappropriately parked on the main road and obstructing the bus stop, the Committee was advised that Traffic Wardens had recently been patrolling in the area and tickets had been issued. The Director of Property and Facilities however agreed to follow this up.

(Action: PH)

c) Emergency Evacuation Reports (Minute 3 (c))

5.6 It was **noted** that the warning beacon and tannoy systems at Merchiston Campus were fully operational and that training of the fire wardens had been undertaken. The Committee **agreed** that this action was now closed.

d) Health & Safety Committee Annual Self-Evaluation of Effectiveness Assessment (Minute 10.2)

5.7 The Committee was advised that the two actions arising from the assessment had been completed.

- 1) The new Occupational Health Service provider, Health Management Limited (HML) would provide a commentary on the key risks, trends and issues and the remedial actions to be taken in the reports to the Committee and HML's representative would be attending Committee meetings; and
- 2) The importance of student representation at all Court sub Committee meetings had been emphasised to the new Napier Students' Association (NSA) President and sabbatical officers.

e) Actions from Health and Safety Annual Report (Minute 4.4)

- 5.8 The Convenor reported that she had convened a sub group meeting in September with a Member of Court, the Head of Health and Safety, the Depute Director of Human Resources and the Clerk to the Health and Safety Committee to follow up on the points raised in minute 4.4 and discuss a new format for the annual report to Court. It had been agreed that a new, more concise format which highlighted the key risks, trends and issues would be developed by the Head of Health and Safety and a draft of this would be provided to the next meeting of the Committee. It was emphasised, however, that whilst the annual report would be shorter in future, the Committee would continue to receive the same level of detailed reporting required to discharge its remit.

(Action: EAY)

6. OCCUPATIONAL HEALTH SERVICE REPORT

- 6.1 The Director of Human Resources (HR) advised the Committee that items 6 and 7 on the agenda would be taken together as no statistics were currently available for this report due to the recent appointment of HML. These statistics would however be included in the next report in February.

**7. IMPLEMENTATION OF OCCUPATIONAL HEALTH (OH) AND HS(13/14)03
EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES BY
NEW PROVIDERS**

- 7.1 It was reported that the new Occupational Health service was working very well, with an Occupational Health representative based at the Sighthill Campus two days a week. The new EAP provider, Workplace Options, provided a 24 hour/year round service and offered a much more extensive range of information and counselling services, which could be tailored to meet individual requirements and delivered in a variety of contexts. The Committee noted that the emphasis of the EAP services was on health promotion and their services were available to all staff members and also to line managers to support them in the handling of workplace issues.

- 7.2 The Committee welcomed these two new appointments and in discussion, the following points were made;

- 1) Further information on the types of counselling offered would be useful and on whether the contracts permitted HML to refer staff direct to Workplace Options. The Director of HR agreed to follow up on these two points.

(Action: MC)

- 2) Members noted that paragraph 13 of the report referred to extending the OH Service to students. It was **agreed** that before the Committee could make a

decision and recommendation on this, the Director of HR would conduct a scoping exercise, benchmarked against other Universities, to identify the current provisions, requirements, benefits and costs of an extended service and provide a report to the next meeting in February.

(Action: MC)

3) The importance of resuming health surveillance in the Faculties was raised and the Committee was advised that this was expected to be launched by the end of 2013.

The Committee **noted** the report.

8. ACCIDENT STATISTICS FOR APRIL TO SEPTEMBER 2013 HS(13/14) 04

a) Summary Statistics

8.1 The summary of accident statistics during the latest reporting period was discussed and **noted**. The number for this period was low in comparison with those reported at the last meeting and for the same period last year and the cause for the majority was "falls on level".

b) Serious Accidents / Hazardous Incidents/Fire Incidents

8.2 It was **noted** that there was one serious accident involving a staff member which had been reported to RIDDOR.

8.3 Action plans were developed for Property and Facilities to implement in areas where two hazardous incidents had occurred with no injuries.

Thereafter the paper was **noted**.

9. EMERGENCY EVACUATION REPORTS FOR APRIL TO SEPTEMBER 2013 HS(13/14) 05

a) Scheduled

9.1 It was **noted** that there had been no scheduled emergency evacuations undertaken during the latest reporting period as examinations were taking place. Scheduled emergency evacuations had however been planned for the next reporting period.

b) Unscheduled

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

9.3 Although the numbers of unscheduled evacuations have dropped, it was **noted** that at the start of the academic year they usually rise with the new student intake and reduce again by year end.

9.4 The Committee **noted** the measures which had been taken to reduce the number of unscheduled evacuations at student residences, which included student induction training for fire evacuations, the provision of health and safety information and, in the new accommodation at Bainfield and the two new sites currently being

developed, the installation of CCTV at fire alarm points, sprinkler systems and 'HobAngels'.

10. HEALTH AND SAFETY NOTICES SUMMARY

HS(13/14) 06

- 10.1 The summary of Health and Safety Notices issued during the reporting period was received and **noted**.
- 10.2 It was **noted** further that the figures had improved since this report, following a visit from the HSE at Merchiston Campus. In discussion, contractor education, contractor discipline and efficient positive action where issues are identified and dealt with quickly were mentioned as factors which have contributed to the improved figures despite the large number of contractors who have been on site over the last eighteen months.

9. DATES OF FUTURE MEETINGS

The dates of meetings in February and May 2014 were **noted**.