

APPROVED  
CIRCULATED

HS(13/14)13

UNIVERSITY COURT  
HEALTH & SAFETY COMMITTEE

Minutes of the Meeting held on Wednesday 5 February 2014  
at 4.00pm in Room 6.B.16, Sighthill Campus

**PRESENT:** Ms M Ali (Court)(Convenor); Mr N Ballantyne (Court); Professor M Darlison (Biological Safety Officer); Mr J Goodlet (Faculty of Engineering, Computing & Creative Industries); Mr M Mackay (UNISON); Mr R Mason (EIS/ULA); Dr G Webber (University Safety Officer/University Secretary); Mrs V Wood (Edinburgh Napier Business School); Mr R Wright (Faculty of Health, Life & Social Sciences)

**IN ATTENDANCE:** Ms M Cook (Director of Human Resources); Mr P Hughes (Director of Property & Facilities Services); Ms D Watt (Governance Officer)(Clerk); Ms L Young (Head of Health & Safety); Mr G Britton (School of Engineering and the Built Environment – observing)

**APOLOGIES:** Dr V Ellis (Court); Ms E Macdonald (UNISON); Professor A Nolan OBE (Principal & Vice-Chancellor); Dr M Sanderson (EIS/ULA)

**1. WELCOME**

1.1 The Convenor welcomed all participants to the meeting.

1.2 The apologies were **noted**.

1.3 The Convenor reported that the Occupational Health (OH) provider's representative, who had attended the last meeting, had left and a new OH nurse was now in post. The matter would be discussed in further detail under matters arising.

**2. MINUTES OF MEETING HELD ON 9 OCTOBER 2013**

**HS(13/14)07**

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

**3. MATTERS ARISING**

**a) Pedestrian Safety Issues around Craiglockhart Campus (Minute 5(b))**

**i) Report on pedestrian routes and possible installation of a one-way gate system (Minute 5.4)**

3.1 The Director of Property and Facilities reported that discussions with the City of Edinburgh Council (CEC) regarding the possibility of re-locating the bus stop had been exhausted and that CEC would not consider moving the bus stop.

3.2 A one-way turnstile gate at the entrance to the Craiglockhart campus had been agreed in principle with the CEC Planners, and Simpson Brown, conservation architects, had been engaged to design a bespoke gate. After discussion about whether the turnstile would provide disabled access, it was agreed that access for disabled people would remain via the existing access at the main gate. It was **agreed** that a turnstile was a suitable solution and that the matter would be brought back to the Committee only if further issues arose.

**ii) Report on inappropriately parked vehicles on the main road (Minute 5.5)**

3.3 The Director of Property and Facilities reported that traffic wardens had been seen to be actively ticketing inappropriately parked vehicles. Discussions had taken place with CEC regarding the extension of the double yellow lines, but the Council were against this. As CEC have been taking action it was **agreed** that no further action on the part of the Committee was required at this time.

**b) Occupational Health (OH) and Employee Assistance Programme (EAP) Services – report on types of counselling offered and referrals (Minute 7.2.1)**

3.4 The Director of Human Resources (HR) reported that counselling services were available by telephone, computer and face-to-face meetings, which enable individuals to choose the access channel they prefer. Further detail regarding the provision of counselling via computer would be included in a future OH Report. The Committee **noted** the report.

**c) OH and EAP Services – update on extending the OH Service to students (Minute 7.2.2)**

3.5 The Director of HR reported that significant work had been taking place between HR and Student and Academic Services (S&AS) regarding the identification of what the requirements for this service would be. Discussions and comparisons with other universities were taking place; however, the work was at an exploratory stage, with the specifications to be decided first. It was **agreed** that HR would continue with this work and refer it back to the Committee if required.

**d) OH Provider Representation**

3.6 The Committee was advised that the new OH nurse worked at the University on Mondays and Fridays, and this arrangement had been found to work better than the previous one, but meant that the representative would not be able to attend meetings on Wednesdays. Committee members **agreed** that the attendance of the OH provider's representative at Committee meetings was important and that the day of the Health and Safety Committee meetings would be changed to accommodate this.

**(Action: DW)**

#### 4. OCCUPATIONAL HEALTH SERVICE REPORT

HS(13/14)08

- 4.1 The Director of HR presented the report and noted that it highlighted key issues. In discussion it was noted that the higher referral rate for Property and Facilities was a general trend due to the nature of the work and the number of staff, and that the Health and Safety Team were providing manual handling training. It was also noted that cases previously covered by the Disability Discrimination Act (DDA) were now covered by the Equality Act 2010, as stated in the report. The Convenor sought members' comments on the content and format of the report. The Committee **agreed** that it was content with the report, particularly the inclusion of benchmarking information.

Thereafter, the Committee **noted** the report.

#### 5. NEW FORMAT ANNUAL HEALTH AND SAFETY REPORT

HS(13/14)09

- 5.1 The Head of Health and Safety brought the new format report to the Committee for consideration. A summary of the information required by the University Court and the Health and Safety Committee to discharge its functions was presented in the draft report. The Committee **agreed** that this format should be used for the preparation of future reports, including the full annual report to be presented at the next Committee meeting.

#### 6. ACCIDENT STATISTICS FOR SEPTEMBER 2013 TO JANUARY 2014

HS(13/14)10

##### a) Summary Statistics

- 6.1 The number of accidents was **noted** and their main cause reported as being 'struck by an object'.

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

- 6.2 It was **noted** that there were no serious accidents reported for the period.

- 6.3 It was further **noted** that the University emergency response procedure had been put into place during an incident at Braid Hills House, Bainfield.

- 6.4 Concern was raised at the number of incidences of falling ceiling panels continuing to be reported as there was the potential for a serious injury to occur. The Director of Property and Facilities reported that checks were currently being undertaken onsite by the installer. It was **agreed** that an update on the outcome of the inspection and proposed actions to redress the situation would be provided to the Committee.

**Action: PH**

- 6.5 It was noted that alarm raising procedures were not followed in the two fire incidents reported. The Fire Safety Officer was working with students to raise awareness of the procedures and fire awareness training was taking place.

Thereafter, the Committee **noted** the report.

**7. EMERGENCY EVACUATION REPORTS FOR SEPTEMBER 2013 TO JANUARY 2014** **HS(13/14)11**

**a) Scheduled**

7.1 The Head of Health and Safety reported that the scheduled evacuation information had been supplemented with feedback from unscheduled evacuations, and that whilst the problem with the tannoy at Craiglockhart had been rectified, the issue of too few Fire Wardens remained; however, this was being addressed, as were other concerns raised as a result of the evacuations.

7.2 The Committee **noted** that approximately 600 members of staff had attended Fire Safety Training in November 2013.

7.3 The Committee otherwise **noted** the report.

**b) Unscheduled**

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

**8. HEALTH AND SAFETY NOTICES SUMMARY** **HS(13/14) 12**

8.1 There were no Health and Safety Notices issued during the reporting period. The report was received and **noted**.

**9. DATES OF FUTURE MEETINGS**

To be confirmed.