

APPROVED
CIRCULATED

HS(13/14)20

UNIVERSITY COURT
HEALTH & SAFETY COMMITTEE

Minutes of the Meeting held on Friday 9 May 2014
at 10.30am in Room 7.B.16, Sighthill Campus

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

IN ATTENDANCE: Mr S. Carberry (Head of Capital Developments); Ms M Cook (Director of Human Resources); Mr S Hughes (Health & Safety Advisor); Ms D Watt (Governance Officer)(Clerk); Ms S Whitelaw (Occupational Health Advisor – HML); Ms L Young (Head of Health & Safety)

APOLOGIES: Dr V Ellis (Court); Mr P Hughes (Director of Property & Facilities Services); Mr R Mason (EIS/ULA); Professor A Nolan OBE (Principal & Vice-Chancellor); Dr G Webber (University Safety Officer/University Secretary)

1. WELCOME

- 1.1 The Convenor welcomed all participants to the meeting, in particular Ms S Whitelaw and Mr G Britton, who were attending their first meeting of the Committee, and Mr S Carberry and Mr S Hughes, who were attending to present items on the agenda.
- 1.2 The apologies were **noted**.

2. MINUTES OF MEETING HELD ON 5 FEBRUARY 2014

HS(13/14)13

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

3. MATTERS ARISING

a) Ceiling tile installation at Merchiston Campus (minute 6.4)

- 3.1 In the absence of the Director of Property and Facilities, the Head of Capital Developments reported that following the inspection which was taking place at the time of the last Committee meeting, a project had been initiated to reinstate all the ceiling tiles that were installed as part of the Merchiston co-location exercise, covering approximately 20% of the campus footprint.

Although a reputable system was installed, the project would take a 'belt and braces' approach to ensure that every tile included in the 20% footprint was surveyed and secure. The project procurement exercise had already taken place and surveyors have been appointed. A comprehensive survey would begin in May 2014, and the expected project outcomes included: a method statement for installers, each tile to be allocated an identification number and reinstated, and working procedures and a register of works to be put in place. Management of contractor issues are to be considered going forward and Property and Facilities (P&F) are to put a monitoring system in place.

The Committee endorsed this approach and **agreed** to monitor the progress of the project.

(Action: PH)

b) Fire incident at Merchiston Campus on 7 April 2014

- 3.2 The Health and Safety Advisor provided an oral update on the recent fire incident as it fell outwith the reporting period for the standing report (item 6(b)). The report included a detailed presentation outlining events leading up to, during and after the incident, actions taken by staff members and the emergency services, the evacuation, and issues arising as a consequence of the incident and lessons learned.

Fire Service representatives attending the incident had been complimentary about the University's Health and Safety procedures and resources, and members noted that the actions and persistence of one of the technicians on site, Colin Malcolm, substantially mitigated the potential risk and severity of the incident.

Members discussed the issues and **agreed** that another report would be brought to the Committee once the investigation was complete.

(Action: EAY)

4. OCCUPATIONAL HEALTH (OH) SERVICE REPORT

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- 4.1 The Director of Human Resources (HR) presented the report and noted that it highlighted key issues. The expected benefits of being able to record sickness absence directly on the HR Connect system and the timing of the implementation of the new functionality across the University were outlined. OH service provision options for students were under consideration within other forums and Members **agreed** that an update would be brought to the Committee once the exercise had been completed.

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

(Action: MC)

5. ANNUAL HEALTH AND SAFETY REPORT

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- 5.1 The Head of Health and Safety (H&S) presented the Report. It was noted that the document satisfies the requirements of regulators and external bodies, however, although it has been substantially reviewed to distil and condense the information, further amendments were required for the version which would be presented to the University Court. Members **agreed** that the version presented at this meeting would be approved for the use of the Health and Safety Committee, whilst further amendments to the report for the University Court would take place offline by the

Committee's Court Members and University Safety Officer to highlight key points and give assurance to Court Members.

The Convenor expressed the Committee's appreciation for the significant work which had taken place to produce the new format annual report.

As the fire incident at Merchiston fell outwith the reporting period for the Annual Report it was **agreed** that this information would be provided to Court Members in addition to the Annual Report.

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

(Action: MA/NB/GW)

6. ACCIDENT STATISTICS: JANUARY TO APRIL 2014

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a) Summary Statistics

6.1 The number of accidents were **noted** and their main cause reported as being 'hot/cold contact' from coffee spills/burns. The Health and Safety team have worked with colleagues in Catering to take all reasonable measures to reduce these incidents; however the lack of or incorrect use of lids provided for cups remains an issue.

b) Serious Accidents / Hazardous Incidents/Fire Incidents

6.2 The two serious accidents involving members of staff and the measures taken in response were **noted**. RIDDOR reports were made for both as the subsequent sickness absence periods exceeded seven days.

6.3 It was further **noted** that following the collapse of a seat in the Sighthill Campus Learning Resource Centre (LRC) an investigation had found a number of unsafe chairs. The Health and Safety team had worked with colleagues in Property and Facilities to address the issue and the company involved had undertaken to rectify the situation. In discussion it was noted that quality and design issues needed to be taken into account for inclusion in the specifications used in the procurement process for any seating, and Members **agreed** that the Head of H&S would provide Procurement colleagues with feedback highlighting the concerns of the Committee.

(Action: EAY)

6.4 It was **noted** that action had been taken in the case of clinical waste disposal procedures not being followed and that a report from the authorities was awaited following the fire incident at Wright's Houses.

6.5 Concern was raised about the suitability of the decking outside the entrance to Craiglockhart Campus, as Members consider it to be hazardous when wet. It was reported that risk assessments had taken place and a test conducted, the results of which were awaited. Work had been undertaken to re-assess the risk and 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)

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

7. EMERGENCY EVACUATIONS: JANUARY TO APRIL 2014 **HS(13/14)17**

a) Scheduled

7.1 It was **noted** that an issue with electronic door openers had been identified and rectified.

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

b) Unscheduled

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

8. HEALTH AND SAFETY NOTICES: JANUARY TO APRIL 2014 **HS(13/14)18**

8.1 The summary of Health and Safety Notices issued during the reporting period was received and **noted** following a discussion of the actions taken.

8.2 It was further **noted** that the issue with the faulty fire alarm system had been fully rectified.

9. ANNUAL REVIEW OF COMMITTEE EFFECTIVENESS **HS(13/14)19**

9.1 As with all Committees of Court, the Committee conducted its self-evaluation of its effectiveness. 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 to be appended to the minutes. It was **noted** that an overall review of Court sub-committees was being undertaken.

9.2 The main points **agreed** were: the terms of reference and constitution remained appropriate; the Committee had effectively fulfilled its remit over the past year; the lack of attendance by the appointed member of the Napier Students' Association (NSA) was extremely disappointing and would be addressed appropriately, as student representation on the Committee was considered important.

10. DATES OF FUTURE MEETINGS

To be confirmed.