

**EDINBURGH NAPIER UNIVERSITY  
UNIVERSITY LEADERSHIP TEAM**

**HEALTH & SAFETY COMMITTEE**

**Minutes of meeting held on Tuesday 4<sup>th</sup> November 2014  
at 3pm in room 7.B.14, Sighthill Campus**

**PRESENT:** Dr G C Webber (University Secretary/ University Safety Officer) (Convenor); Mr M Mackay (UNISON Representative); Mr F Kwofie (School Rep, Napier Students Association); Mr J Goodlet (Technical Manager, Faculty of Engineering, Computing & Creative Industries); Mrs V Wood (Head of Business & Administration, The Business School); Mr R Wright (Head of Business & Administration, Faculty of Health, Life and Social Science);

**APOLOGIES:** Professor A Nolan OBE; Mr R Mason (EIS/ULA Representative); Mr P Hughes (Director, Property & Facilities Services); Mrs M Cook (Director, Human Resources and Development); Mr Gary Britton (UNION Representative); Mr R Mason (EIS Representative); Dr M Sanderson (EIS Representative); Professor M Darlison (Biological Safety Officer); Ms R Love (NSA Vice President); Ms D Watt (Governance Officer, University Secretary's Office) (Clerk)

**IN ATTENDANCE:** Ms G Ingram (Executive Support Officer/ PA to the University Secretary) (Acting Clerk); Mrs S Kirk (Occupational Health Advisor); Mr N Ballantyne (Lay Court Member); Mrs L Young (Head of Health & Safety); Mr S Hughes (Health & Safety Advisor, to item 5.2 only); Mr S Carberry (Head of Capital Projects)

**1. Welcome, introductions and apologies**

1.1 The Convenor welcomed all participants to the meeting and the relevant apologies were noted. It was noted that Mr Carberry was attending on behalf of Mr Hughes and Mr Kwofie was representing the Napier Students Association (NSA).

**2. Terms of Reference, Constitution and Current Membership**

**HS (14/15) 01**

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

**3. Annual Cycle of Business**

**HS (14/15) 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 during the course of the year.

#### 4. Minutes of the Meeting held Friday 9 May 2014

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

#### 5. Matters Arising

##### (a) Actions from the Annual Effectiveness Self-Evaluation (*minute 9.2*)

5.1 Feedback from the annual self-evaluation had identified that the NSA's attendance at Health & Safety meetings had fallen below expectations. It was noted that Mr Kwofie was attending and would be representing the students association at this, and future Health and Safety meetings.

##### (b) Fire Incident at Merchiston Campus 7 April 2014 (*minute 3.2*)

5.2 The Health & Safety Advisor provided an oral update on the recent fire incident. Members were advised that the initial investigation work had progressed to corrective maintenance and that the Health and Safety Team had been working collaboratively with colleagues from the Faculty and Property & Facilities Services (PFS) to ensure a timely completion for actions.

A number of mitigating actions had been taken on the back of the fire incident, these included *inter alia*

- (i) Controlled access in the workshop areas;
- (ii) Repositioning of the extract system from the internal tunnel to outside the building;
- (iii) Relocation of roof ducting;

The Convenor and other members commended the remedial work which had been undertaken subsequent to the fire. It was **noted** that although the full and final report had been received and approved by the Convenor, it had not yet been presented to the committee. Members **agreed** that a report detailing the recommendations which arose from the initial investigation should be presented to the Committee at its next meeting in April.

##### (c) Ceiling tile reinstatement project at Merchiston Campus (*minute 3.1*)

5.3 In the absence of the Director of Property & Facilities, the Head of Capital Developments reported that work on this project had progressed and that all the ceiling tiles which had been installed as part of the Merchiston Co-Location exercise, had been reinstated. Members were advised that a number of the expected project outcomes had already been achieved and that the project was on track to meet its agreed completion date of 18 November 2014.

It was **agreed** that the Head of Capital Developments should write to the clerk of this committee to confirm completion of the agreed work.

**(d) Decking outside Craiglockhart Campus main building entrance- update on inspection outcomes and proposed actions (minute 6.5)**

5.4 The Head of Capital Developments informed members that an inspection had been undertaken in August which had re-assessed the risks inherent with the decking outside the main entrance. A suitable option had been identified and approved which would involve replacing the decking with an anti-slip finish tarmac. A temporary measure had been implemented in the interim, which was not considered to be aesthetically pleasing. Members were also not fully reassured that this solution addressed the original Health & Safety issues identified. The Convenor requested that further work be undertaken to ensure that both concerns were appropriately addressed and rectified.

Members expressed concern at the recommendation that the remedial work on this area would be carried out during Summer 2015 and requested that consideration be given to implementing this quicker. While members were sympathetic to the disruption that the work would undoubtedly cause, it was identified that this was not the only entrance to the building and that other measures could be put in place to allow the essential works to be undertaken.

On the instruction of the Convenor, it was **agreed** that a reassessment on the timetabling of the remedial work should be undertaken and that the Head of Capital Developments should report back to the Convenor when a suitable alternative timetable had been identified and approved.

**6. Occupational Health Service Report**

**HS (14/15) 03**

6.1 In the absence of the Director of Human Resources and Development, the Convenor summarised the information presented in the report. The Committee welcomed the report and noted the relevant trends. The Head of Health & Safety informed members that following the recent Mental Health and Well-being audit, Schools and Services had been asked to develop action plans to address relevant local issues. Members were also advised that the University had introduced management and individual stress risk assessments, which follow HSE guidelines on stress management.

6.2 It was noted that issues relating to musculoskeletal disorders still required to be addressed and that members of the Health & Safety team were continuing to work with staff members on the prevention of manual handling injuries.

6.3 In the absence of the Director of Human Resources and Development, the Convenor requested that a short briefing note highlighting any significant trends should be circulated to members along with the unapproved minute of this meeting.

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

**7. Accident Statistics for April to September 2014** **HS (14/15) 04**  
**(a) Summary Statistics**

7.1 The summary of accident statistics during the latest reporting period was discussed and **noted**. The number for this period was considered to be average and the cause for the majority was “falls on level”.

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

7.2 It was **noted** that there had been two serious accidents which had been reported to RIDDOR.

7.3 A fire evacuation in Riego Street had occurred due to burning food in the oven. The Head of Health & Safety confirmed that there had been no injuries and damage had been limited to the cooker. 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 and the provision of health and safety information.

Thereafter, the paper was **noted**.

**8. Emergency Evacuations Reports from April to September 2014** **HS (14/15) 05**

**(a) Scheduled**

8.1 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**

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

8.3 It was **noted** that at the start of the academic year, unscheduled evacuations traditionally increase with the new student intake and would be anticipated to reduce again by the end of current academic year.

Thereafter, the committee otherwise **noted** the report.

**9. Health and Safety Notices- April to September 2014** **HS (14/15) 06**

9.1 The summary Health and Safety Notices issues during the reporting period was received and **noted**.

## 10. Personal Emergency Evacuation Plan (PEEPS) Process

Oral

10.1.1 The Convenor informed members that following an incident at Merchiston involving a student with impaired mobility, a working group had been established to review the current PEEPs process, and that this had been led by Dr Sandra Cairncross (in her dual capacity as Campus Principal and Convenor of the Student Experience Committee).

10.1.2 Members were advised that the work of the group had been undertaken in two parts:

- (i) A review of how PEEPs are put in place and kept up to date; and
- (ii) A review of how we respond to emergency situations using PEEPs.

The work of the group was now concluded and a number of recommendations had been made in the final report, these included;

- (i) Enhancements to how PEEPs are put in place and kept up to date, including making a distinction between students, staff and visitors requiring a generic PEEP and a more specialised one;
- (ii) Proposed changes to how the University responds to emergency evacuations in a range of situation, including in and out of hours, alarm sounded and not sounded.

10.3 The Head of Health & Safety added that the group was also working towards the creation of Rescue Teams at each campus which would guarantee 24/7 cover. It was noted that this practice would bring the University in line with other HEIs.

Members commended the work undertaken but nonetheless requested that a full report be presented to the committee at its next meeting in April

11. The Convenor, on behalf of the Committee, extended its thanks and best wishes to the 2 Members of Court, particularly the previous Convenor, whose membership of the Health and Safety Committee had ceased following the changes resulting from the Court Effectiveness Review earlier this year.

## 12. Date of next Meeting

The date of the next meeting of Wednesday 1<sup>st</sup> April 2015 was **noted**.