

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY LEADERSHIP TEAM**

HEALTH & SAFETY COMMITTEE

**Minutes of meeting held Wednesday 1st April 2015
at 3pm in 2/04 Craiglockhart**

Present: Dr G C Webber (University Secretary/ University Safety Officer) (Convenor); Dr M Sanderson (Lecturer, School of Management/ EIS Representative); Mr M Mackay (Maintenance Technician/ UNISON Representative); Ms K Smith (Lecturer, School of Arts & Creative Industries/ EIS Representative); Mr F Kwofie (School Rep, Napier Students Association); Mr R Wright (Head of Business & Administration, Faculty of Health, Life & Social Science); Ms G Jeffrey (Faculty Administrator, The Business School)

Apologies: Professor A Nolan (Principal & Vice Chancellor); Mr K Ross (Interim Director, Human Resources & Development); Professor M Darlison (Faculty Director of Research); Mr J Goodlet (Technical Manager, Faculty of Engineering, Computing & Creative Industries); Ms V Wood (Head of Business & Administration, The Business School); Ms Diana Watt (Senior Governance Officer) (Clerk)

In attendance: Mr P Hughes (Director, Property & Facilities Services); Ms M Easton (Depute Director, Human Resources & Development); Mrs L Young (Head of Health & Safety); Mr S Hughes (Health & Safety Advisor); Mr N Ballantyne (Lay Court Member); Mrs S Kirk (Occupational Health Advisor); Ms Gillian Ingram (Governance Officer) (Acting Clerk).

1. Welcome & Apologies

1.1 The Convenor welcomed all participants to the meeting and the relevant apologies were noted. It was noted that Ms Easton was attending on behalf of Mr Ross and that Ms Jefferey was representing Ms Wood.

2. Minutes of the meeting held 4 November 2014 HS (14/15) 07

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

3. Matters Arising

(a) Ceiling tile reinstatement project at Merchiston Campus (minute 5.3)

3.1 The Director of Property & Facilities Services (PFS) confirmed that this action was now complete- all ceiling tiles had been labelled with a coding system (block/ level/ tile) and detailed ceiling plans had also been produced which would be used in any future works to avoid tiles being put back up out of sequence.

(b) Decking outside Craiglockhart Campus main building entrance (minute 5.4)

- 3.2 The Director PFS advised that following the comments from members at the last meeting, the programme of work had been accelerated and was now complete. Members were informed that the previous decking had been removed and two layers of new bitmac surfacing had been laid as planned in early January. The Director added that Property & Facilities Service (PFS), in conjunction with colleagues from Health & Safety, would continue to monitor the wear of the new surfacing and that further, minor cosmetic improvement would be made to this over the next few weeks.
- 3.3 The Convenor conveyed his thanks to all that had been involved with the re-surfacing works and for completing within the defined timescale.

4. Occupational Health Service Report

HS (14/15) 08

- 4.1 The Depute Director of Human Resources and Development (HRD) spoke to this paper, the purpose of which was to provide Health & Safety (H&S) Committee members with an update on trend information and usage rates from the Occupational Health (OH) and Employee Assistance Programme (EAP) providers.
- 4.2 Members were informed that the Stress Audit which took place in March/ April of last year received a response rate of 51% and had highlighted a number of important issues, which included *inter alia* the introduction of new management and individual stress risk assessments. The Depute Director HRD advised members that the results from the Stress Audit would be combined with each School/ Departments results from the most recent Employee Engagement Survey and that progress on individual action plans would be monitored by Human Resources and Development (HRD).
- 4.3 Other activities undertaken within the reporting period included the retention of the University's Healthy Working Lives Gold award and the successful administration of Health Surveillance information sessions.
- 4.4 Members were also informed of the statistics associated with the usage of the University's OH provider and that over the six month period identified, a total of 88 Management Referrals had been made. The Depute Director HRD highlighted the referrals made relating to Mental Health and Musculoskeletal disorders, and advised that these made up 38% and 25% of the total cases reported respectively. Members were assured that this was broadly in line with the wider OH provider client base.
- 4.5 The Depute Director HRD added that the University had also recently participated in the UCEA sickness absence in higher education benchmarking report. While the results of that survey would ultimately be presented to ULT, members were reassured that the figures noted in this report demonstrated that the University was broadly in line with other UK institutions and that no significant issues had been identified.

4.6 The Convenor and other members commended the work that had been undertaken in this area since the last meeting and conveyed their thanks to all who had been involved in its execution.

4.7 Thereafter, the report was **noted**.

5. Recommendations Arising from the Fire Incident **HS (14/5) 09** **at Merchiston Campus 07 April 2014**

5.1 The Health & Safety Advisor spoke to this paper, the purpose of which was to provide members with an update on the recommendations arising from the fire incident at Merchiston Campus last year.

5.2 Members were advised that a number of actions and improvements had been made as a result of the fire and that subsequent to the shutting down and cleaning period, all associated systems had been brought back on line and were now fully operational.

5.3 Members commended the work undertaken by the H&S team and thanked them for their efforts in ensuring that the recommendations arising from the incident were taken forward in a timely and efficient manner. It was nonetheless noted that a handful of recommendations remained to be implemented. The Health & Safety Advisor advised that these were largely concerned with the emergency response procedures and an update on this was proposed to be brought to the next meeting of the Committee
ACTION: A final update on actions relating to recommendations arising from the Fire Incident at Merchiston Campus to be presented at the next meeting in November.

5.4 Thereafter, the report was **noted**.

6. Health & Safety Committee Annual Report **HS (14/15) 10**

6.1 Mrs Young spoke to the paper, which provided details of the H&S management within the University which included *inter alia*

- (i) Fire safety management;
- (ii) Statutory compliance;
- (iii) Policy & legislation;
- (iv) Health & safety training
- (v) Review and auditing and
- (vi) Key achievements

6.2 Members were advised that there had been two staff RIDDORs reported to the H&S Executive during the reporting period. The Head of Health & Safety informed members that staff RIDDOR rates were slightly higher than the UK (University) average however total accidents for staff and students and student RIDDOR rates were lower than the UK average.

6.3 Members received the news that the University was the first and only HEI within the UK to achieve the ROSPA President's Award for 11 consecutive years of gold medal achievement and commended the team on their efforts in reaching this significant milestone.

6.4 The Convenor drew members' attention to section 3.5.1 of the report and the School/ Service Annual Safety reports and in particular to the statistic which demonstrated 100% compliance with returning the required forms. It was acknowledged that while the table detailing the returns presented a picture of what had been received, there remained a handful of actions which still required resolution.

6.5 It was noted that sickness/ absence days for manual and clerical staff was higher than the average across the University, but that this was nonetheless still lower than the UCEA benchmark.

6.6 Thereafter, it was **recommended** by the Convenor that a summary version of the report be presented to University Court at its meeting in June.

ACTION: Summary version of the Health and Safety Annual Report to be presented to University Court in June.

7. Accident Statistics October 2014- March 2015 HS (14/15) 11

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 slightly higher than average and that these had been incurred largely by students.

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

7.3 There had also been a number of fire incidents during the reporting period, although none of these had resulted in any injuries and on only one occasion did a building require evacuation.

7.4 Thereafter, the paper was **noted**.

8. Emergency Evacuations Report from April to September HS (14/15) 12 (a) Scheduled

8.1 The scheduled evacuations were noted. Most of these were considered to be satisfactory. However at Sighthill, staff had not moved to the appropriate assembly point and at Merchiston the escape stairs at the rear of the building had been covered in algae and had presented a slip hazard.

8.2 It was agreed that the Merchiston Campus Manager would monitor the stair debris and would ensure that this escape route was kept clear and algae free.

ACTION: Director of Property & Facilities Services to instruct Merchiston Campus Manager to ensure escape stairs at the rear of the building are kept clear and algae free.

(b) Unscheduled

8.3 The details of the unscheduled evacuations during the period were received and noted

8.4 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 the current academic year.

8.5 The Convenor nevertheless expressed concern at the high numbers and in particular the unsatisfactory evacuations. The NSA Representative identified that not all students living in residencies may have taken part in the required induction process, if, for example they had arrived at the University later than originally anticipated. The Convenor requested that both The Director of PFS and the Head of Health & Safety work together to ensure that all late arriving students receive induction in order to reduce the high level of unsatisfactory evacuations.

Thereafter, the committee noted the report.

9. Health & Safety Notices- September 2014 to March 2015 HS (14/15) 13

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

10. Personal Emergency Evacuation Plan (PEEPs) HS (14/15) 14

10.1 The Convenor spoke briefly to this paper, which members were informed had been a culmination of two years work to enhance the PEEPs process within the University.

10.2 A number of recommendations had been identified and resolved, which included the production of generic PEEPS and compulsory and bespoke PEEPs training for all members of Security staff.

10.3 The Convenor expressed his sincere thanks to all that had been involved in the process and commended them on the output of their work.

10.4 Thereafter, the paper was **noted**.

11. Annual Self Evaluation

11.1 Members agreed that it was too early for the committee to consider its effectiveness, given that it has only been established for a year. It was noted that members would give some consideration as to the best way for the committee to review its effectiveness. It was agreed that this should not be limited by the Court Committee review format.

12. Valediction

The Convenor expressed his thanks and gratitude to both Mrs Margaret Cook (former Director of Human Resources & Development) and Mr Robert Mason (EIS representative) for their significant contributions to the committee.

13. Proposed Meeting Dates 2015/16

Tuesday 3rd November 2015

Wednesday 6th April 2016