

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY LEADERSHIP TEAM**

HEALTH & SAFETY COMMITTEE

**Minutes of meeting held Tuesday 3rd November 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 D Guilfoyle (School Rep, Napier Students Association); Mr R Wright (Head of Business & Administration, School Support Service); Mr K Ross (Interim Director, Human Resources & Development); Mr J Goodlet (Technical Manager, Faculty of Engineering, Computing & Creative Industries); Ms C Campbell (Assistant Operations Manager, The Business School); Dr M Rutter (Lecturer, School of Computing); Mr G Sinclair (Lecturer, School of Engineering and The Built Environment); Ms K Stuart (Technical Manager, School of Life, Sport and Social Sciences); Mr R Mason (Lecturer, School of Engineering and the Built Environment/ EIS/ULA Representative)

IN ATTENDANCE: 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 Diana Watt (Senior Governance Officer) (Outgoing Clerk); Mrs Elaine Clark (Governance Assistant) (Incoming Clerk); Mr G Ferguson (Interim Director, Property & Facility Services)

APOLOGIES: Professor A Nolan (Principal & Vice Chancellor); Professor M Darlison (Faculty Director of Research); Mr G Britton (Technician/UNISON Representative); Ms J Dickson (Quality Advisor, The Business School)

1. WELCOME & APOLOGIES

- 1.1 The Convenor welcomed all participants to the meeting, particularly new members, and Ms Campbell who was attending on behalf of Ms Dickson. It was noted that Mr Ross was attending his last meeting.

The apologies were **noted**.

2. Terms of Reference, Constitution and Current Membership **HS(15/16)01**

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

3. Annual Cycle of Business **HS(15/16)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.

4. Minutes of Meeting held on 1 April 2015 **HS(14/15)16**

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

5. Matters Arising

(a) Update on actions relating to recommendations arising from fire incident at Merchiston Campus in April 2014 which were outstanding at the last meeting (Item 5)

5.1 The Health and Safety Advisor confirmed that all actions were complete. Committee members were **content** with the actions taken and that the work was now complete.

5.2 The Convenor conveyed his thanks to all those involved for all the work undertaken.

(b) Update on actions taken regarding the maintenance of the rear escape stairs at Merchiston Campus (Item 8.2)

5.3 The Interim Director of Property and Facility Services (PFS) advised that both actions had been dealt with; the stairs were free from algae and the access route clear. This has been included on a regular schedule of work to be dealt with routinely in future.

(c) Update on H&S inductions for students who arrive after Trimester start H&S inductions have taken place (Item 8.5)

5.4 The Interim Director of PFS confirmed this is in place and is an automatic procedure regardless of when the student arrives. Accommodation Officers will follow up if necessary. It was confirmed that the NSA had no concerns in this regard.

(d) H&S Committee annual self-evaluation (Item 11)

5.5 Convenor proposed that in advance of the next meeting he would work alongside the Clerk to produce an online form to gather comments and suggestions from members.

ACTIONS – Clerk to produce an annual self-evaluation form in advance of April 2016 meeting

6. Occupational Health Service Provision

HS(15/16)03

- 6.1 The Interim Director of Human Resources and Development (HRD) advised members that the current contract for the Occupational Health Service Provision is due to expire in July 2016, and that options for the future were under appraisal. As the option to extend the current contract requires notice to be given to the provider by January 2016 it is the intention to reach a decision before that date.
- 6.2 Members of the Health and Safety Committee will be consulted to frame the criteria and further discussions with relevant stakeholders will take place.
- 6.3 The Director of HRD will report back to members at the next meeting in April 2016.

7. Occupational Health Service Report

HS(15/16)04

- 7.1 The Interim 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.
- 7.2 Members were also informed that the statistics associated with the usage of the University's OH provider were similar to previous reporting periods, with referrals relating to Mental Health and Musculoskeletal disorders being the main reason for referral. Members were assured that this was broadly in line with the wider OH provider client base.
- 7.3 The Head of Health and Safety advised members of actions being undertaken around these two areas, which include running additional Manual Handling Workshops and an email campaign entitled "Watch your back", both relating to Musculoskeletal disorders. From the Mental Health and Wellbeing Audit (work positive stress survey which includes the HSE standards conducted with all staff) the Human Resources and Development team will co-ordinate action plans for schools / services and support line managers with bespoke mental health and wellbeing training sessions.
- 7.4 Thereafter, the report was **noted**.

8. Accident Statistics March to August 2015

HS(15/16)05

(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 considered to be average.

(b) Serious Accidents/Hazardous Incidents/Fire Incidents

8.2 It was **noted** that there had been no serious accidents which had involved either staff or students which required reporting under RIDDOR.

8.3 It was further **noted** that following an accident involving a visitor to Bainfield student accommodation recommendations had been made to isolate the corners of the metal cage enclosing the standby generator exhaust.

8.4 Members were advised that a fatality had taken place on campus when a contractor collapsed. The actions of first aiders were praised by attending Paramedics, however the casualty later died in hospital.

8.5 Three fire incidents had taken place during the reporting period. After investigation it was concluded that the first was caused by deliberate ignition and recommendations arising included the review of security as the outbuildings affected were not covered by campus CCTV. The other two incidents took place within student accommodation at Bainfield and involved cooking equipment. One incident resulted in an evacuation, the other didn't. Actions and recommendations following the incidents included the provision of advice and further training to students, staff and contractors, and fire procedures in different languages being displayed on accommodation notice boards.

8.6 Thereafter the report was **noted**.

9. Emergency Evacuation Report for March to August 2015

HS(15/16)06

(a) Scheduled

9.1 It was noted that numerous evacuations had taken place, details of which were included within the paper.

9.2 The Head of Health & Safety (H&S) advised members that following evacuations action plans were provided to PFS to ensure issues were resolved. Online PowerPoint presentations were available to all staff and students, and there was ongoing promotion and provision of training to ensure that all staff and students are familiar with the fire evacuation procedures. All issues flagged up with PFS have been actioned.

- 9.3 The Interim Director of PFS advised members, as a result of issues raised in the paper that the tannoy system at Merchiston campus continued to pose some issues. Testing of the system takes place weekly, however not all speakers could be tested each time for various reasons, but were tested individually at least every 6 months. He also advised that user error and technical issues were contributory factors, and that whilst PFS and H&S have taken action to resolve the issues, they will continue to work together to monitor this on an ongoing basis.
- 9.4 The convenor requested that it be noted that this was not the first time the tannoy not working at Merchiston Campus had been raised as a concern and if this continued to be an issue then a discussion would need to take place to look at options for a permanent solution.
- 9.5 With regard to the issues raised around the evacuation times within student accommodation properties, H&S will work with NSA to look at new ways to reduce the evacuation times.

9.6 Thereafter, the report was **noted**

(b) Unscheduled

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

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

10. Health & Safety Notices Summary March to August 2015 **HS(15/16)07**

- 10.1 The summary Health and Safety Notices issues during the reporting period was received and noted.
- 10.2 The Convenor requested that members reinforce the message that Health and Safety is everyone's responsibility. It was acknowledged that the notices are a positive indicator that staff are vigilant and that the systems in place are working well.
- 10.3 Thereafter the paper was **noted**.

11. "Management of Health and Safety" guidance for Deans and Directors **HS(15/16)08**

- 11.1 The Head of Health and Safety spoke to the paper, advising members that the guidance was produced as a result of the University Structures Project. The paper had been well received and feedback was excellent.

11.2 The convenor extended thanks to the Head of Health and Safety, the Interim Director of Human Resources and to all involved in producing this guidance document.

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

12. Merchiston Campus First Aid Room Re-location HS(15/16)09

12.1 A UNISON representative spoke to the paper, advising members that during a recent incident paramedics had raised concerns about the location of the first aid room at Merchiston Campus, due to the requirement to navigate the stairs and corridor corner with their equipment.

12.2. It was agreed that Mr M MacKay, the Head of H&S and the Interim Director of PFS would work together to look at all the options available to determine whether a mutually acceptable solution could be found. Should an alternative location be found then the relocation would take place as soon as possible, should no solution be forthcoming, a report is to be prepared and brought to the next meeting (April 2016).

ACTION: Director of Property & Facilities Services to work with the Head of Health and Safety and the UNISON Representative to investigate the options. If a suitable and mutually acceptable alternative location can be found the move should take place as soon as possible. If no alternative location can be agreed upon a report on this should be brought to the April 2016 meeting.

13. Leadership and Management of Health and Safety in Higher Education Institutions HS(15/16)10

13.1 The Head of Health and Safety spoke to the paper. The guidance produced for item 11 was based on the Universities Safety and Health Association (USHA) guidance included in this paper to promote a positive Health & Safety culture.

13.2 The convenor requested that the Head of H&S and team conduct an audit to establish to what extent the University complies and report on any gaps if there are areas for improvement. A report on the audit should be brought to the next meeting.

ACTION: Head of Health and Safety to undertake an audit on H&S compliance to be reported on at the next meeting.

13.3 Thereafter the report was **noted**.

14. DATE OF NEXT MEETING

The date of the next meeting of Wednesday 6th April 2016 was noted.