

**EDINBURGH NAPIER UNIVERSITY  
UNIVERSITY LEADERSHIP TEAM**

**HEALTH & SAFETY COMMITTEE**

**Minutes of meeting held Wednesday 6<sup>th</sup> April 2016  
at 3pm in 7.B.14 Sighthill Campus**

**PRESENT:** Dr G C Webber (University Secretary/ University Safety Officer) (Convenor); Mr G Britton (Technician, School of Engineering and the Built Environment/ UNISON Representative); Mr J Goodlet (Technical Manager, School of Engineering and the Built Environment); Mr M Mackay (Maintenance Technician, Property and Facilities/ UNISON Representative); Dr M Rutter (Lecturer, School of Computing); Dr M Sanderson (Lecturer, School of Management/ EIS-ULA Representative); Mr R Wright (School Support Manager, School Support Service - Sighthill);

**IN ATTENDANCE:** Ms K Dewar (Director, Human Resources & Development); Mr Eric Munro (Director, Property and Facility Services); Mrs L Young (Head of Health & Safety); Ms Diana Watt (Senior Governance Officer) (Acting Clerk);

**APOLOGIES:** Mr N Ballantyne (Lay Court Member); Ms Elaine Clark (Governance Assistant) (Clerk); Professor M Darlison (Professor, School of Life, Sport and Social Sciences/EIS-ULA Representative); Ms J Dickson (School Support Manager, School Support Service - Craiglockhart); Mr G Ferguson (Interim Director, Property & Facility Services); Ms D Guilfoyle (VP Sports and Societies, Edinburgh Napier Students Association); Professor A Nolan (Principal & Vice Chancellor); Mr G Sinclair (Lecturer, School of Engineering and The Built Environment); Ms K Stuart (Technical Manager, School of Life, Sport and Social Sciences);

**1. WELCOME & APOLOGIES**

- 1.1 The Convenor welcomed all participants to the meeting, particularly new members.

On behalf of the Committee, the Convenor extended its thanks to Mr Grant Ferguson (Interim Director, Property and Facilities) for his significant contributions to the Committee.

The apologies were **noted**.

**2. Minutes of meeting held on 03 November 2015** **HS(15/16)11**

- 2.1 Item 7.3 had been amended to read “the Human Resources and Development team will co-ordinate action plans”. This previously read “The Health & Safety team will co-ordinate action plans”.
- 2.2 The amended minutes of the previous meeting were **approved** as an accurate record.

**3. Matters Arising**

**(a) The Annual Review of Committee Business** (*Item 12 on this agenda*)

- 3.1 It was noted that this item had not been completed. It would be reviewed prior to the next meeting after consultation with members.

**(b) Update on actions relating to the re-location of the First Aid room at Merchiston** (*Item 12*)

- 3.2 The Head of Health and Safety advised that a suitable area for the re-location had been identified by the Reception area at Merchiston and work was going ahead to move the first aid room.
- 3.3 The Convenor thanked everyone for working together positively towards a sensible solution.

**4. Health and Safety (H&S) Annual report**

- 4.1 The Head of Health and Safety spoke to the paper, which provided details of Health and Safety management for the University and highlighted the following:
- Achievements, including receiving the ROSPA Award for the 12<sup>th</sup> consecutive year - Edinburgh Napier University is the first and only University in the UK to hold the ROSPA President's Award;
  - Following the development of the “Management of Health & Safety: Guidance for Deans of School/Directors of Service”, schools and services were now setting up H&S Committees;
  - Significant training of new H&S co-ordinators had been provided;
  - There were a substantial number of fire risk assessments undertaken;
  - Statutory compliance – there were no H&S Notices last year;
  - H&S auditing was taking place;
  - Schools/services required further assistance with their annual safety reports to embed the new H&S management system;
  - The implementation of the new ISO H&S standard would require further work to ensure competency and maintain H&S standards across the University;
  - A new health surveillance programme is to be introduced.

- 4.2 In discussion the following points were made:
- As the Health and Safety team now have the added remit for Occupational Health and Health and Wellbeing members raised concerns that their resources were limited. It was noted that the core team would be required to prioritise their workload and focus on H&S strategy and utilise resources from elsewhere for delivery. It was further noted that the high level of achievement demonstrated in the Annual H&S Report did not suggest that resources were inadequate, nor that there were any significant gaps in the management of H&S at the present time.
  - Further to the extension of the Occupational Health provider's contract to July 2017 members asked for a fuller consultation in preparation for the next tender exercise. This request was noted. The Director, Human Resources & Development and Head of Health and Safety were starting work on scoping the service with a view to going out to tender in January 2017
  - It was noted that whilst the following report, HS(15/16)13, provided further detail about the reasons for Occupational Health (OH) referrals, there should be further explanation or 'highlights' and benchmarking for the report going to the University Court. As part of this discussion it was noted that Mental Health and Musculoskeletal disorders were the most frequent reasons for OH referrals.
- 4.3 The report was **approved** for submission to Court and the Convenor thanked all involved for their efforts.

**ACTION: Head of Health and Safety to liaise with the Convenor regarding amendments to the report.**

**5. Occupational Health Service Provision HS(15/16)13**

- 5.1 This paper was discussed as part of the H&S Annual Report (previous agenda item). It was noted that the Employee Assistance Programme (EAP) was not well utilised, and this had also been apparent in the Employee Engagement Survey.
- 5.2 The report was **noted**.

**6. Health and Safety Executive Strategy HS(15/16)14**

- 6.1 The Head of H&S spoke to this paper, the purpose of which was to inform members of the new Health and Safety Executive (HSE) Strategy which applies from 2016 to 2020 and covers six (6) themes.

6.2 The new “Management of Health and Safety” guidance issued to University leadership and management last year is now being utilised in the setting up of the new H&S Structures following the University Structures Project.

6.3 The report was **noted**.

**7. Accident Statistics September 2015 to March 2016**

**HS(15/16)15**

**(a) Summary Statistics**

7.1 The summary of accident statistics during the latest reporting period was **noted**.

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

7.2 It was **noted** that there had been two serious accidents which required reporting under RIDDOR. Both incidents involved contractors who had received electric shocks.

- The first contractor did not follow procedures and was no longer being used
- The second accident was more serious and was reported to the HSE three days after it occurred.

In both instances the area was immediately made safe and Property and Facilities have an action plan which they are working through.

7.3 Two fire incidents had taken place during the reporting period. After investigation it was concluded that the first was caused by a student making toasted cheese in the toaster. Fire procedures were not followed during the incident and a student awareness campaign was being carried out to mitigate the risks of any further similar occurrences. The other incident involved fairy lights and candles placed on a notice board. The board was non-combustible and consequently the incident was not serious. Again the student awareness campaign would mitigate the risk of fire incidents occurring. It was noted that this was student behaviour and not the fault of the University.

7.4 The report was **noted**.

**8. Emergency Evacuation Report for September 2015 to March 2016**

**HS(15/16)16**

**(a) Scheduled**

8.1 It was noted that numerous evacuations had taken place, details of which were included within the paper. Evacuations from the main campus buildings had improved and were satisfactory, whilst evacuations from student accommodations were unsatisfactory, with students not moving to the assembly points.

8.2 University fire safety advisers have been working closely with local Fire Enforcement Officers, Property and Facilities and the

Edinburgh Napier Students Association to reduce unnecessary calls from University premises to the Scottish Fire and Rescue Services.

**(b) Unscheduled**

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

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

**9. Health & Safety Notices Summary September 2015 to March 2016** **HS(15/16)17**

9.1 There were no Health and Safety Notices issued during the reporting period. It was noted that although this was good news, work was ongoing nonetheless.

9.2 The paper was **noted**.

**10. Annual Review of Committee Business for 2015/16** **HS(15/16)18**

10.1 Item deferred to next meeting – please see ‘Matters Arising’

10.2 It was **noted** that all present were satisfied that the H&S Committee worked well.

**11. Toilet Provisions for floor ‘A’ Merchiston Campus** **HS(15/16)19**

11.1 The Technical Manager, School of Engineering and the Built Environment, spoke to the paper, advising members that the new music block, in particular, at Merchiston Campus had changed the demographic using this area on floor ‘A’.

11.2. It was **agreed** that this would be remitted to Property and Facilities in the first instance, who would liaise with the Technical Manager, as representative of the School and School H&S Committee.

**ACTION: Director, Property and Facilities**

**12. Date of next meeting to be advised**