

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY LEADERSHIP TEAM**

HEALTH & SAFETY COMMITTEE

**Minute of the meeting held Tuesday 13th November 2018
@ 13:30 in room 2/04, Craiglockhart**

Present: Mr D Cloy (University Secretary) (Convenor); Mr N Ballantyne (Lay Member, Court); Ms J Dickson (School Support Manager, Business School); Ms Liz Young (Head of Health & Safety); Mr Willie Duff (School Superintendent, School of Arts & Creative Industries); Dr Mike Sanderson (Lecturer, Business School); Mr David Connor (Senior Technician, School of Applied Science); Ms Georgia Moran (Vice President, ENSA); Dr Gary Hutchison (Dean, School of Applied Science) (Biological Safety Officer); Dr M Rutter (Lecturer, School of Computing); Ms K Dewar (Director, People & Services); Dr C Wilson (Technician, School of Engineering & the Built Environment); Ms H Matthew (Teaching Associate, School of Health & Social Care).

Apologies: Professor A Nolan (Principal & Vice Chancellor); Ms S Groat (Director, Property & Facilities); Mr B Fraser (UNISON); Mr C Malcolm (UNISON); Dr R Mason (EIS); Dr N Cimini (EIS); Ms M O'Reilly (Lecturer, School of Health & Social Care).

In attendance: Mr S Hughes (Health & Safety Advisor); Ms G Phillips (Governance Officer) (Clerk).

1. Welcome, introduction & apologies

The Convenor welcomed members to the meeting and the relevant introductions and apologies were made. A particular welcome was made to Ms Moran, who was attending her first Health & Safety Committee.

2. Minutes of the meeting held 17th April 2018

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

3. Matters Arising

(a) Health & Safety Adviser to investigate issue and arrange for inspection of crane to be carried out- The Health & Safety Adviser explained that this had been actioned as identified and agreed. Members were advised that an external company had been brought in to carry out the inspection, testing and recertification. Members were also informed that the equipment had been placed on a database that PFS hold for all lifting equipment. Assurance was received that this meant that any future inspections would be carried out within the required legislative timescales.

(b) *Head of Health & Safety to consider how non-internally provided training should be logged and monitored-* The Head of Health & Safety clarified that the competence and training matrix developed by Health & Safety would help Schools and Service areas to assess and identify what Health & Safety training is required for each role. Members were also advised that logging of training against the matrix would be incorporated into the Annual Health & Safety audit report completed by each School and Department annually.

4. Occupational Health Service Report

The Director of People & Services spoke to the paper and highlighted the mechanisms put in place to support the wellbeing of staff. A number of key actions and future planned activities were highlighted. These included *inter alia*:

- (i) The delivery of a programme of mental health awareness, managing stress and building resilience sessions for staff;
- (ii) Ongoing tailored communications promoting Workplace Options and the range of benefits available;
- (iii) The launch of the Big White Wall for students and staff.

It was noted that the University was experiencing a number of issues with its designated OH provider, OH Assist. Members were advised that waiting times for telephone consultations were excessive and that staff within the HR department had received a number of complaints about the service as a result. The Director of People & Services advised that the contract would very soon be due for renewal.

Members were informed about the Health & Wellbeing Group which had recently been established to take forward a number of actions across the area of health & wellbeing.

The Occupational Health Service report was **noted**.

5. Annual Eye Testing

A proposal was put forward by Dr Sanderson for an eye health day. Members were advised that this would be an initiative that could be opened up to both staff and students.

It was agreed that the Health & Wellbeing group would consider this proposal further at their next meeting.

ACTION: Proposal for Eye Health Day to be considered by **K Dewar**
Health & Wellbeing Group.

6. Online Health & Safety Training Update

The Health & Safety Adviser provided an update on the recently developed Health & Safety training package. Members were advised that completion rates were sitting at around 50% and that staff who were yet to complete the essential training would receive a further reminder early next year.

Members commended the Health & Safety Adviser on the work undertaken to produce the training package. It was unanimously agreed that these were considered to be an improvement on the previous offering.

The update was **noted**.

7. Risk Assessment Training

The Health & Safety Adviser explained that a number of significant improvement actions had been identified as a result of the recent risk assessment training undertaken in both the areas of Photography and Music.

The Dean of the School of Applied Science expressed some concern around staff accompanying students on field trips not being adequately supported. Members agreed that this was a potential area of concern and that additional support and guidance be made available for staff in this area.

ACTION: Further guidance and support to be provided to staff accompanying students on field trips **L Young**

The update was **noted**.

8. Accident Statistics March to August 2018

(a) Summary Statistics

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

(b) Serious Accidents/ Hazardous Incidents/ Fire Incidents

It was noted that no serious incidents had occurred to staff, students or contractors during the reporting period, but that a number of hazardous incidents had occurred. A small number of these had taken place subsequent to a bout of heavy snowfall at the start of April. The gritting procedure had not been implemented in this instance and a number of incidents were reported as a result.

Members were assured that the winter maintenance plan had now been updated by Property & Facilities.

The School Support Manager advised that it was common after heavy snowfall for snow to fall from the roof of the Lindsay Stewart Lecture Theatre. Members agreed in order to avoid further instances that in the event of snow that the area directly beneath the Lindsay Stewart Lecture be cordoned off.

The paper was **noted**.

9. Emergency Evacuation Report March to September 2018

(a) Scheduled

It was noted that a number of evacuations had taken place, the details of which were included in the paper. Evacuations from the main campus buildings had improved and were broadly satisfactory.

Members noted that despite continued requests for further volunteers for fire wardens at some campuses (in particular Merchiston and Craiglockhart), no further additional interest had been generated in this role. The Head of Health & Safety reminded members that the role of a fire warden formed a vital part in the fire safety management of the University's buildings and people and appealed to them to remind colleagues that opportunities existed within this area.

Members noted that a significant number of evacuations from student residences were considered to be unsatisfactory. It was clarified that in these cases, the residents had taken longer to evacuate the building. It was noted that members of the Health & Safety team continued to provide information, education and training to staff, students and visitors on evacuation procedures as necessary.

Members were advised that the University's newest residential premises at Orwell Terrace had recently been subject to a process of continuous improvement whereby lessons learned from other properties were developed and included at the build stage in order to help reduce unwanted or false fire alarm activations.

The update was **noted**.

10. Health & Safety Notices Summary April to September 2018

Members were advised that seven Health & safety notices had been issued during the reporting period and that remedial action had been taken to rectify these, to the satisfaction of the Health & Safety team.

It was noted that notices issued to the School of Arts & Creative Industries had been served as part of a routine audit in this area. A number of significant risks had been identified and improvement actions had been put in place as a result.

The update was **noted** by members

11. Terms of Reference, Constitution & Current Membership

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

12. Annual Cycle of Business

The annual cycle of business was **noted**.

13. Additional Items

The issue of limited female toilet provision in the areas of Merchiston "A" floor where both Journalism and Music facilities are situated was highlighted as an ongoing area of concern to users of the area.

A fault with a disabled entrance door located around the side of the Craiglockhart which had hindered access for wheelchair users was also highlighted.

It was **agreed** that these matters would be noted and referred to the Director of Property & Facilities for consideration. The importance of having Property & Facilities representation at Health & Safety Committee meetings was also noted.

A member of the Clinical Skills team also raised the issue of a perceived lack of First Aiders. It was noted that a member of this team had been called to attend and administer First Aid in Sighthill LRC when it was believed that other trained First Aiders (including Security staff) should have been available to deal with the matter first. It was agreed that the Head of Health & Safety would look into the matter.

14. Valediction

The Convenor noted that the Governance Officer was leaving the University at the end of November after almost 10 years' service to the University. The Convenor expressed his thanks and gratitude on behalf of the committee to her and it was noted that her knowledge and support would be missed. Members warmly endorsed these sentiments.

15. Date of next meeting

Wednesday 10th April 2019@ 13:30 in 5.B.16, Sighthill