

**EDINBURGH NAPIER UNIVERSITY  
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **13 November 2019** at 13.30  
in room 2/04, Craiglockhart Campus

**PRESENT:** D Cloy (University Secretary) (Convenor); R Adams (Lay Member, Court); J Dickson (School Support Manager, Business School); M O'Reilly (Lecturer, School of Health and Social Care); C Wilson (Technician, School of Engineering and Built Environment); D Conner (Senior Technician (School of Applied Science)); G Hutchison (Dean, School of Applied Science) (Biological Safety Officer). M Sanderson (EIS); M Lally (Unison);

**IN ATTENDANCE:** K Dewar (Director, People & Services); S Groat (Director, Property & Facilities) (from 2.10pm); S Hughes (Health & Safety Advisor); E Young (Head of Health & Safety); M Masson (Governance Officer & Clerk).

**APOLOGIES:** G Moran (Vice President, ENSA); A Nolan (Principal & Vice Chancellor); C Malcolm (Project/Workshop Technician, School of Arts and Creative Industries); Dr N Cimini (EIS); A Steyven (SoC); M Taylor (EIS)

**1. WELCOME & APOLOGIES**

1.1. The Convenor welcomed everyone to the meeting and the apologies were noted.

**2. MINUTES OF MEETING HELD ON 30 APRIL 2019 HS(19/20)001**

2.1 The minutes of the meeting held on 30 April 2019 were approved as an accurate record.

**3. MATTERS ARISING**

3.1 **Proposal for Eye Health Day:** Members were advised that there continued to be little appetite from local providers in promoting an eye care health awareness campaign. However, HR would continue to promote the messages for good eye health through an awareness campaign via myNapier. The Committee noted the work that had been undertaken.

3.2 **Field Trip Guidance:** Training on the guidance that had been prepared would be rolled out in the New Year.

- 3.3 **Fire wardens – Merchiston:** the requirement for additional fire wardens at Merchiston campus had been escalated to the Deans and School Support Managers to help identify suitable staff members. An update would be provided at the next meeting.

**Action:** Head of Health and Safety

**4. OCCUPATIONAL HEALTH (OH) SERVICE HS(19/20)002**  
**REPORT**

- 4.1 Members were advised that there continued to be issues with the current OH service provider despite an improvement in service following feedback given earlier in the year. Similar issues in the provision of OH services was common in the sector. HR was now reviewing options including other external providers, however, there remained a limited pool of suppliers. The Committee noted that it might be worthwhile splitting out certain elements of the service but further work was needed on the model approach for OH and potential solutions. An update would be provided at the next meeting.
- 4.2 Mental health remained the top reason for long term sickness absence. The Director of HR commented that this frequently correlated with other processes that were ongoing e.g. organisational change/capability management. A number of options to support staff were being reviewed and trialled e.g. mindfulness. The Committee noted that a new absence policy had been introduced.
- 4.3 The Occupational Health Service Report was noted.

**5. ONLINE HEALTH & SAFETY TRAINING UPDATE**

- 5.1 The Health and Safety Adviser provided a verbal update. The Group noted the numbers completing the fire safety, induction and workstation training and that an additional course on electrical safety had been introduced targeted at those staff in security and accommodation roles.
- 5.2 No areas gave cause for concern and staff in the Health and Safety team were working closely with School Health and Safety Committees to promote courses. The Committee noted that the uptake figures were audited via the H&S annual report.
- 5.3 The Committee noted the update.

**6. ACCIDENT STATISTICS MARCH TO AUGUST HS(19/20)003**  
**2019**

- 6.1 The Head of Health and Safety introduced the paper which set out a summary and analysis of accidents that had been reported for the period 1 March – 31 August 2019 along with details of serious accidents involving students, staff, contractors/visitors and hazardous or fire incidents.
- 6.2 The Committee noted that the number of accidents had risen since last year although there were no serious incidents.
- 6.3 The Committee noted the report.

**7. EMERGENCY EVACUATION REPORTS HS(19/20)004**

- 7.1 The Head of Health and Safety reported that the majority of evacuations had gone well. Any issues arising were always followed up as required. The Committee noted that a number of fire alarms had been malfunctioning but that these were now fixed.
- 7.2 The Emergency Evacuations Report was noted.

**8. HEALTH & SAFETY NOTICES SUMMARY TO AUGUST 2019 HS(19/20)005**

- 8.1 The Committee noted that two notices had been served during the period. In terms of the second notice regarding housekeeping in a room in the Merchiston campus, the Committee noted that the issue had been addressed but was subject to ongoing monitoring for a period.

**9 USE OF DRONES/UNMANNED ARIEL VEHICLES POLICY HS(19/20)006**

- 9.1 The Head of Health and Safety introduced the policy which had been drawn up in line with recent legislation and which set the end of November 2019 for compliance with a number of Civil Aviation Authority directives.
- 9.2 The Committee welcomed the policy and noted that there would be training in February. The Committee recommended a proactive approach be adopted in promoting the policy so that all staff, including Deans and Directors, were aware of the policy including the need for registration of devices.

**Action:** Head of Health and Safety

- 9.3 The Committee approved the policy.

**10 DISABLED ACCESS DOORWAY CRAIGLOCKHART CAMPUS**

- 10.1 Dr Sanderson raised a health and safety matter concerning a disabled access doorway at the Craiglockhart Campus which the Head of Health and Safety agreed to follow up.

**Action:** Head of Health and Safety

**11 TERMS OF REFERENCE, CONSITUTION & MEMBERSHIP**

- 11.1 The Committee noted the terms of reference, constitution and membership. Some updates were needed to the membership to reflect recent changes.

**Action:** Clerk

**12 ANNUAL CYCLE OF BUSINESS**

- 12.1 The Committee noted the annual cycle of business.

**13 DATE OF NEXT MEETING**

29 April 2020 1330-1530, Room 2/04 Craiglockhart