

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY LEADERSHIP TEAM**

HEALTH & SAFETY COMMITTEE

**Minutes of the meeting held Tuesday 17th April 2018
@ 13:30 in room O.D.09, Sighthill**

- PRESENT:** Mr D Cloy (University Secretary) (Convenor); Ms K Dewar (Director, People & Services); Ms E Young (Head of Health & Safety); Mr S Hughes (Health & Safety Advisor); Mr G Sinclair (Lecturer, SEBE); Mr W Duff (School Superintendent, SACI); Dr M Rutter (Lecturer, School of Computing); Dr M Sanderson (Lecturer, Business School) (EIS/ ULA); Dr M Taylor (Lecturer, SEBE) (EIS/ULA); Mr B Fraser (Security Assistant) (UNISON); Dr G Hutchison (Dean, School of Applied Science) (University Biological Officer); Ms S Groat (Interim Director of Property & Facilities); Ms M O'Reilly (Lecturer, School of Health & Social Care); Mr D Connor (Senior Technician, SACI); (Mr N Ballantyne (Lay Member, Court)
- APOLOGIES:** Ms J Dickson (School Support Manager, TBS); Ms H Macleod (ENSA Vice President Sports & Societies); Mr C Malcolm (Technician) (UNISON); Ms P Shorney (OH Assist); Professor A Nolan (Principal & Vice Chancellor)
- IN ATTENDANCE:** Ms G Ingram (Governance Officer, Risk & Governance) (Clerk)

1. Welcome & Apologies

The Convenor welcomed members to the meeting and noted the apologies. A particular welcome was extended to Mr Connor, Dr Taylor and Ms Groat, all of whom were attending their first Health & Safety Committee.

2. Minutes of the meeting held 21st November 2017

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

3. Matters Arising

- (a) Schools to provide greater clarity around authority levels within control environments/ laboratories;*
- (b) Identify whether further work is necessary to enhance existing policies relating to the movement and distribution of hazardous chemicals on campus.*

The Head of Health & Safety confirmed that in both instances, the controls that were in place were considered to be sufficiently robust and it was not considered necessary to put any further measures in place.

4. Occupational Health Service Report

The Director of People & Services spoke to this paper, the purpose of which was to provide members of the Health & Safety Committee with an update on trend information and usage rates from the Occupational Health (OH) and Employee Assistance Programmes (EAP).

Members were advised that the University had recently changed its OH services provider from Health Management Limited to OH Assist. Initial feedback on the new provider had been broadly positive, however there remained a small number of administrative issues that were being addressed by colleagues in Human Resources (HR).

Members were informed that 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 reasons for referral. Members were assured that this was broadly in line with sector trends.

The Director also highlighted the proactive initiatives led by Human Resources to promote general wellbeing and to address patterns and concerns. These were not limited to:

- (i) The launch of a dedicated helpline to support managers in making occupational health referrals;
- (ii) Provision of key management information and supporting Deans/ Directors and operational managers where absence was high;
- (iii) Increased EAP promotion activity, through The Bones;
- (iv) Future planned review of the Sickness Absence Policy and the development of a toolkit to supplement the policy and to support both managers and staff.

Members welcomed and endorsed these developments and the report was **noted**.

5. Health & Safety Committee Annual Report

The Head of Health & Safety spoke to the paper, which provided details of Health & Safety management for the University and highlighted the following:

- Achievements, including receiving the ROSPA award for the 14th consecutive year- Edinburgh Napier University is the first and only University in the UK to hold the ROSPA President's Award;
- Fire training partnerships with other universities;
- Continued successful implementation of an in-house university-wide hazardous substances database which had been rolled out to schools and services;
- Increased collaborative working and early intervention in research, projects, internal and external events new works and design;
- Launch of Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) risk assessments;
- Development of in-house training;
- No Health & Safety Executive improvement notices or fee for intervention notices received.

The accident statistics for the year were also highlighted. It was noted that there had been no RIDDOR reportable incidents for the reporting period.

Members were advised that a number of formal health & safety audits had been carried out during the course of the year, with a small number of actions having arisen from these.

Finally, members were informed that a number of health & wellbeing events had taken place and further events were being planned for the future.

A member expressed some concern around the functionality of the crane which was located in the School of Engineering & the Built Environment (SEBE). It was explained that the last insurance inspection had been missed, which had rendered the crane inoperable. It was agreed that the Health & Safety Adviser would investigate this issue and arrange for the inspection to be completed.

The Head of Health & Safety was thanked for the information and the comprehensive annual report was noted by members. Members were advised that a summary version of the report would be provided to University Court in June.

ACTION: *Health & Safety Adviser to investigate issue and arrange for inspection of crane to be carried out.*

6. **Health & Safety Competency & Training Policy**

Members were informed that the policy explained the provision of health & safety competency and training and the arrangements which the University and managers were required to put in place to ensure appropriate training was delivered.

The role of the Schools and Services in ensuring individuals receive the necessary health & safety training was highlighted as was the Health & Safety training and competency matrix. Members were advised that to assist all staff, the Health & Safety team had produced a training competency matrix, which would provide examples of the range of ways for individuals to achieve the required level of health and safety competence for their particular job role.

While the benefits of capturing internally provided (on line and face to face) training through this process were noted, members nevertheless queried how other training could be logged and monitored. Members were advised that the majority (c.90%) of the training required would be logged on HR Connect.

The policy was **approved** by members, however it was recommended that further consideration should be given to the process of logging and monitoring externally provided training.

ACTION: *Head of Health & Safety to consider how non-internally provided training should be logged and monitored*

7. Online Training Update

The Health & Safety Adviser provided an update on the progress of implementing a new elearning package. Members were advised that Essential Skillz would be replacing Cardinus for all online safety training. It was confirmed that this package would provide additional online courses and improved reporting tools.

The benefits associated with the new system were highlighted, noted and endorsed by members.

8. Accident Statistics September 2017 to March 2018

(a) Summary Statistics: The accident statistics from 1 September 2017 to 28 February 2018 were noted.

(b) Serious Accidents/ Hazardous Incidents/ Fire Incidents: The incidents detailed in the paper were summarized. It was **noted** that there had been no serious incidents during the reporting period. Two hazardous incidents had, however taken place; the first concerned an incident involving two reactive chemicals in close proximity, which when mixed together with water, had the potential to be explosive. A full investigation report and actions were reported to the last Health & Safety Committee in November.

The second incident had occurred in a student residency where a firework had been ignited and had burned and damaged a small area of flooring. The incident was fully investigated with a comprehensive report and action plan.

The report was duly **noted**.

9. Emergency Evacuation Report for September 2017 to March 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 were broadly satisfactory. Evacuations from student residencies had also improved and were generally satisfactory.

(b) Unscheduled

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

Thereafter the committee **noted** the report.

10. Health & Safety Notices September 2017 to March 2018

Members were advised that four 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.

Thereafter the Health & safety notices were **noted**.

11. Annual Review of Committee Business

The Convenor advised that the review of committee business would be conducted electronically and that the clerk would circulate the relevant forms in due course.

12. Provisional dates of 2018/19 meetings

Tuesday 13th November 2018 @ 13:30

Wednesday 10th April 2019 @ 13:30