

**EDINBURGH NAPIER UNIVERSITY
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **5 August 2020** at 3pm via web ex

- PRESENT:** D Cloy (University Secretary) (Convenor); R Adams (Lay Member, Court); J Dickson (School Support Manager, Business School); G Hutchison (Dean, School of Applied Science & Biological Safety Officer); A Steyven (School of Computing); A Duggal (ENSA President).
- IN ATTENDANCE:** K Dewar (Director, People & Services); E Young (Head of Health & Safety); M Masson (Governance Officer & Clerk).
- APOLOGIES:** A Nolan (Principal & Vice Chancellor); Dr N Cimini (EIS); M Sanderson (EIS); D Baird (Unison); C Malcolm (Project/Workshop Technician, School of Arts and Creative Industries); 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); S Paterson (Unison); M Taylor (EIS); S Groat (Director, Property & Facilities); S Hughes (Health & Safety Advisor).

1. WELCOME, INTRODUCTIONS & APOLOGIES

- 1.1 The Convenor welcomed everyone to the meeting and explained that this was an additional meeting to provide an update to the Committee on the health and safety related work being undertaken to facilitate a safe return to campus life. This was being led by those staff on the health and safety workstream.

2. MINUTES OF MEETING HELD ON 28 MAY 2020 - HS(20/21)001

- 2.1 The minutes of the meeting held on 28 May 2020 were approved as an accurate record.

3. MATTERS ARISING

- 3.1 There were no matters arising.

4. HEALTH & SAFETY COVID-19 – RETURN TO CAMPUS LIFE - HS(20/21)002

- 4.1 The Head of Health and Safety introduced the paper and summarised the key safeguarding measures that had been put in place to ensure a safe return to campus for staff and students in Trimester 1.
- 4.2 The Committee noted the work that had been undertaken and in train including risk assessments for schools and services, campus orientation

work, staff and student guidance and checklists. A video had been prepared for staff and students which brought all of the measures together in one place. The Committee thanked all staff who had been involved in preparing for the return of staff and students on campus.

- 4.3 The Director of People and Services commented that she had received positive feedback from colleagues and had been on campus recently. It was suggested that the arrangements for exiting buildings could be made a little clearer and that a 'top tips' flyer to help staff and students negotiate round the campus would be worth developing.

Action: Head of Health and Safety

- 4.4 Members discussed whether an overarching risk assessment for generic office space was needed given some areas e.g. SEBE would have staff in offices. The Committee noted that guidance was in place for this but it was agreed that the Head of Health and Safety would liaise with the Dean of Applied Science and the Health and Safety consultant to review this aspect.

Action Head of Health and Safety

- 4.5 A query was raised in relation to office-based staff who would be on campus and procedures for occasional visitors 'dropping in' to see them. Whilst there was guidance in place about using offices, it was acknowledged that there was no overarching system to manage this type of scenario and that individual staff would be responsible for managing this locally in line with guidance.
- 4.6 From a ENSA perspective it was agreed that any messages ENSA wished to promote to students should be channelled via the Director of People and Services who was already in discussion with the interim Head of ENSA about student messaging.

Action: ENSA President

- 4.7 The Committee noted that a desktop exercise was being planned to rehearse the procedures in relation to a confirmed case/outbreak. It was further noted that timetabling data may need to be provided to health protection officials for the Test and Protect (TaP) process but it was recognised that occasionally timetabled data may change for a number of reasons such as staff illness. School Managers/Deans would be asked to validate any data that was provided to TaP to ensure it was correct and up-to-date.

Action: Head of Health and Safety working with School Managers

4.8 The Committee noted that the i-points were being fitted with perspex and the risk assessment would be updated accordingly. A procedure note relating to the management of the i-points would be drawn up.

Action: Health and Safety Adviser

4.9 There were no other comments. The next meeting is scheduled for November 17th but an earlier one may be scheduled should the need arise.

5. PROVISIONAL MEETING DATES FOR 2020/21

- 17 November 2020 - 1330-1530
- 27 April 2021 - 1330-1530

Venues to be confirmed