



**EDINBURGH NAPIER UNIVERSITY  
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **5 June 2023** at 10am in Room 2.04 Craiglockhart Campus and via MS Teams

**PRESENT:** A McGoff (Director, Finance and Operations) (Convenor); S Paterson (School of Engineering and Built Environment); R Lilledal Hansen (School of Creative Industries); L Hutchison (Schools of Applied Sciences); M Taylor (EIS/FELA); S Hall (Unison); J Graham (Unison); D Stantchev (EIS/FELA); L MacDonald and J-L Fairholm (representing School of Health and Social Care); E Bumra (ENSA).

**IN ATTENDANCE:** D Cloy (Head of Governance & Risk); C Begbie (Director of People & Services); B Rennie (Head of Health & Safety); S Hughes (Health & Safety Manager); D Conner (Health & Safety Manager); M Masson (Governance Officer & Clerk).

**APOLOGIES:** A Nolan (Principal & Vice Chancellor); R Adams (Lay Member, Court); M Greenhalgh (Director of Strategy and Planning & Secretary to Court); G Hutchison (Dean, School of Applied Science & Biological Safety Officer); E Hunter (Director of Property and Facilities); J Dickson (Business School); H Matthew (School of Health and Social Care).

**1. Welcome, Introductions Apologies**

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

**2. Minutes of meeting held on 25 October 2022 - HS(22/23)009**

2.1 The minutes of the meeting held on 25 October 2022 were approved as an accurate record.

[However, some amendments proposed by a Unison representative would be considered at the next meeting as these were not reviewed.]

**3. Matters Arising**

3.1 Matters arising were not covered.

**4. Colleague Health and Wellbeing Update March 2023 - HS(22/23)010**

4.1 Members received the report. A Unison representative asked if there was any further insight into the higher levels of short-term absence

amongst staff in grades 2 and 3 and, in particular, whether this was thought to be related to staff who worked on campus. The Director of People and Services undertook to look into this matter further and also indicated that HR colleagues were capturing an overview of the actions related to the Health Surveillance programme. That matter and other questions raised by Unison representatives would be reviewed and answered offline.

**Action: Director of People and Services**

4.2 Thereafter the Committee noted the report.

**5. Health & Safety Committee Annual Report - HS(22/23)011**

5.1 The Head of Health and Safety introduced the paper and provided an overview of key headings in the Health and Safety Annual Report which covered the period March 2022 to February 2023.

5.2 In response to a query from a Unison representative, Members discussed the process for approval and review of Health and Safety policies. The Convener explained that the development of new policies and updates to existing policies was delegated to the H&S Team who would consult and agree with colleagues as appropriate where they had specialist skills in particular areas. Any new policies or policies where there was major revision would be noted at the 6 monthly Health and Safety Committee meeting. Each policy had a 3-year review date following approval, with reviews and updates being carried out when there were legislative changes or following accident/incidents. University Court oversight of Health and Safety matters was via reporting provided by the Health and Safety Committee and by a Court Member being an in-attendance member of the Health and Safety Committee.

5.3 The H&S Team would be working on a policy schedule to list out all H&S policies and review dates and members would be able to contribute to policy reviews if they wished. The Committee noted there was no new legislation on the horizon to require the development of any new or amended H&S policy.

**Post Meeting Note:** A schedule of Policy review dates will be posted on the H&S intranet pages.

5.4 The Head of Health and Safety set out the approach to auditing and inspecting Schools and Departments. Although annual reports had been received from all Schools and Departments there was still a significant number of Departments where H&S was not discussed at local meetings. Discussion followed and it was noted that Departments with higher risk profiles tended to be those where there was good engagement with the H&S Team. For lower risk areas it may not always be appropriate to cover H&S at every meeting and a

risk-based approach was sensible to ensure proportionality. Further, Members noted that all staff had to complete annual health and safety training building their personal knowledge on the subject of H&S. The culture was considered to be important to ensure staff were supported in raising any matters of concern.

5.5 Members discussed various approaches to supplementing the existing H&S information available on the staff intranet including information on local noticeboards and key contacts details on the doors of laboratory or other areas. This would be considered by the H&S Team.

5.6 An EIS/FELA representative raised two further matters:

- i. A fire escape at Merchiston which continued to be periodically blocked with redundant equipment.
- ii. Confirmation that the cladding checks that had been carried out at Merchiston last month (May 2023) had included checks to the top three floors of the building.

**Action - Health and Safety Team to take forward both items liaising with Property and Facilities colleagues as appropriate.**

**Post Meeting Notes on each of the above:**

- i. At the time, it was recognised that due to the hybrid working activities that were on-going, a lot of computer equipment was being stored ready for uplift by the University's disposal contractor and should have only been there for a short period of time before uplift. Unfortunately, due to the volume of computer equipment to be uplifted and ongoing discussion with the disposal contractor, a few dates for collection had been missed. The original waste materials had now been removed.

Whilst initially it was only computer equipment being stored in the space, it later transpired that other Schools and Departments had also started disposing their rubbish in the same place.

From a fire perspective, it is reasonable for combustibles to be stored to one side awaiting uplift if on the same day. The materials being stored were to one side and a sufficient distance back from the double door exit. All to ensure that the corridor is kept clear at all times, and any materials stored there must be removed the same day.

- ii. Property and Facilities had commissioned a report on the cladding at Merchiston and due to the limited scope of works some areas of the building were not surveyed. Further work will be carried out and P&F await a report from the Contractor.

- 5.7 A Unison representative raised the matter of fire wardens and whether there was a sufficiency of fire wardens in view of hybrid working and the new fire regulations from 1 July 2023. The H&S Team have been actively trying to strengthen the pool of fire wardens but there was a concern that Security Staff were often left taking on the role. The H&S Team would consider further.

**Action: Head of Health and Safety**

- 5.8 Thereafter the Health and Safety Annual Report was noted.

**6. Online Training Update**

- 6.1 The Committee received an update on online training. The H&S Team had sent reminders in December which had been successful in raising training completion rates.

**Other matters raised for noting/action**

- An EIS representative raised concerns about the reorganisation of space at Merchiston and lack of consultation regarding office reconfigurations. The Convener agreed to take this back to the Dean of SCEBE and Vice Principal for Research and Innovation as this was a local issue.

**Action: Convener**

- Amendments raised regarding the minutes of the meeting on 25 October 2022 would be taken to the next meeting.

**Action: Convener/Clerk**

- Item 4 – H&S Covid 19 campus Life – the Unison representative's point is noted, term 'post pandemic' was meant to reflect that the Scottish Government's legal position on the pandemic was at a stage which it could devolve the responsibility down to the local health authorities. The University continues to be guided by the Lothian Health Protection Team regarding Covid language and actions.
- Item 4.4 – H&S meetings with the Union have been set up, meetings are every 8 weeks, in addition to these meetings the normal channels of highlighting H&S issues are available through the Teams chat that has been set up, Health and Safety office email or by phone.
- Item 7.1 – P&F are reviewing the location of the shelter, however other works have still to be completed in the courtyard at Bainfield before this can take place.

- Consideration would be given to the frequency of meetings across the academic year. Meetings would normally run for two hours but as this meeting had to be rescheduled at short notice a shorter timeslot was all that was available.

**Post Meeting Note:** A review has been carried out, in accordance with the Terms of Reference, Constitution and Membership, this meeting is a Strategic overview of Health and Safety and the frequency will remain at twice a year. Any Operational aspects can be addressed through various other forums -School H&S Committees, Service/Dept H&S meetings, Union H&S meetings (every 2 months) or through the Health and Safety Office email.

**The following items for noting were not discussed at the meeting due to lack of time in the re-scheduled meeting. However, data was included in the Annual Safety Report as appropriate.**

7. **Accident, First Aid, Dangerous Occurrence & Near Miss Statistics - HS(22/23)012**
8. **Emergency Evacuation Reports – HS(22/23)013**
9. **Health & Safety Notices Summary - HS(21/22)014**
10. **Health & Safety Software Update**

**Post meeting Note**

The H&S Team had been trialling a new item of auditing software which the Team has decided not to progress.

11. **Terms of Reference, Constitution & Membership - HS(22/23)015**
12. **Dates for meetings for in 2023/24**

24 October 2023 (Tuesday)  
24 April 2024 (Wednesday)