



**EDINBURGH NAPIER UNIVERSITY  
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **17 November 2020** at 1.30pm via web ex

- PRESENT:** D Cloy (University Secretary) (Convenor); R Adams (Lay Member, Court); J Dickson (Head of School Support, Business School); G Hutchison (Dean, School of Applied Science & Biological Safety Officer); A Steyven (School of Computing); A Duggal (ENSA President); Dr N Cimini (EIS); D Conner (Senior Technician, School of Applied Science); S Paterson (Unison); M Taylor (EIS); Mairi MacVarish (School of Health and Social Care)
- IN ATTENDANCE:** K Dewar (Director, People & Services); E Young (Head of Health & Safety); S Hughes (Health & Safety Advisor); S Groat (Director, Property & Facilities) – until 2pm; M Masson (Governance Officer & Clerk).
- APOLOGIES:** A Nolan (Principal & Vice Chancellor); 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).

**1. WELCOME, INTRODUCTIONS & APOLOGIES**

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

**2. MINUTES OF MEETING HELD ON 5 AUGUST 2020 - HS(20/21)003**

- 2.1 The minutes of the meeting held on 5 August 2020 were approved as an accurate record.

**3. MATTERS ARISING**

- 3.1 All matters arising from the Health and Safety Covid paper had been implemented.
- 3.2 The Biological Safety Officer informed the Committee that the University had been successful in its application for registration for non-commercial aquaculture business in accordance with the aquatic animal health (Scotland) regulations.

**4. HEALTH & SAFETY COVID-19 – RETURN TO CAMPUS LIFE - HS(20/21)004**

- 4.1 The Head of Health and Safety introduced the paper which provided a detailed update on the many different aspects of health and safety related business that had been undertaken since the start of the pandemic, through lockdown and the start of trimester to date. The Convener also provided a verbal update on recent developments.
- 4.2 The Committee noted that the outbreak in residences in September had been related to social gatherings over the arrival weekend. The University had managed the outbreak carefully, working closely with public health officials to support students who had to be tested and isolate and to bring the situation under control. The Committee noted there were currently no cases in residences.
- 4.3 The University Secretary and other senior staff had participated in a lessons learned workshop with other Colleges and Universities. A number of institutions faced similar challenges at the start of term particularly in residences where students were coming to University for the first time.
- 4.4 The Committee noted that planning was now underway for students to return home at Christmas including arrangements for testing. The Convenor reported that the University was working in collaboration with the University of Edinburgh and that two testing centres would be set up for students from Edinburgh Napier and Edinburgh universities. Some ENU staff would be involved in running the testing centres and student volunteers had been sought for testing assistant roles. Course end dates tended to vary and that would organically lead to staggered student departure dates. Guidance for safe travel would be issued by the Scottish Government.
- 4.5 The Committee discussed the return of students in Trimester 2 and noted that guidance had yet to be provided by the Scottish Government. The Committee noted that there was ongoing discussion with public health officials regarding occupancy levels in residences and that it was possible that students would require to be tested before returning to residences after the break.
- 4.6 The EIS representative thanked the Convener the helpful summary and noted that he had intended to raise some items for consideration, but this had not transpired ahead of the meeting. The Committee noted a concern raised by the EIS representative that had been expressed before about government guidance as it related to the continuance of on campus teaching. The Committee further noted this would remain a major concern for EIS and it was agreed that this matter would be discussed at the next Health and

Safety work stream meeting along with other relevant matters as appropriate.

4.9 The School of Computing representative raised a concern about the volume and format of communications that had been issued in run up to trimester 1 which some colleagues had found overwhelming. The Director of People and Services agreed there had been a significant volume of communication. The Communications Team had worked hard to vary the format of communication and delivery media used, but this would be kept under review.

4.10 The Committee noted the report.

5. **Occupational Health Service Report and Employee Assistance Programme (EAP) Usage Reports - HS(20/21)005**

The Director of People and Services introduced the report. The Committee noted that there had been a drop in the number of occupational health referrals and absence recorded in the period. The Committee noted that mental wellbeing remained a priority for this year and that some teams/team members were using innovative ways to keep in touch with colleagues and that was to be encouraged as appropriate.

Other mechanisms to promote wellbeing were discussed such as introducing a University wide policy of no meetings over lunchtime and other virtual events/short videos such as yoga or exercise videos.

**Action:** Dean of Applied Science to liaise with Engage staff on the production of short exercise videos.

The Committee noted the report.

6. **Accident Statistics March to August 2020 - HS(20/21)006**

The Head of Health and Safety introduced the paper which set out a summary and analysis of accidents and hazardous/fire incidents that had been reported for the period 1 March – 31 August 2020.

The Committee noted the report and that there were five accidents involving staff, one of which was reportable and that there were no hazardous or fire incidents.

A member raised an incident on the Merchiston campus concerning falling masonry which he had been involved in and which, following discussion, the Committee noted would be included in the report for the next period. The circumstances of the incident were discussed and the Committee noted the potential serious nature of something similar

happening again and further noted that a report from structural engineers had been undertaken and that the remedial action was under review.

The Committee noted the report.

**7. Emergency Evacuation Reports - HS(20/21)007**

The Head of Health and Safety reported that the majority of evacuations had gone well. Any issues arising were followed up as required.

The Committee noted that the operators responsible for other venues e.g. EICC would be responsible for organising their own evacuations.

The Emergency Evacuations Report was noted.

**8. Health & Safety Notices Summary March to August 2020 - HS(20/21)008**

The Committee noted that no Health and Safety notices had been issued for the period.

**9. Online Health & Safety training update**

The Committee noted the verbal update on training statistics provided by the Health and Safety Adviser.

**10. Legionella Policy/Procedure - HS(20/21)009**

The Director of Property and Facilities introduced the policy which had been updated for legislation and compliance reasons. The Committee noted the policy was compliant with ISO standards for documents and systems.

The Committee approved the policy.

**11. Terms of Reference, Constitution & Membership - HS(20/21)0010**

The Committee noted the terms of reference, constitution and membership. It was further noted that the role of radiation officer was contracted out to an Aberdeen based organisation who would provide advice as required.

**12. Annual Cycle of Business- HS(20/21)011**

The Committee noted the annual cycle of business.

**13. Date of Next Meeting**

- 27 April 2021 - 1330-1530

#### 14. **Valediction**

The Convener thanked Liz Young, Head of Health and Safety, as this would be her last Health and Safety meeting after 24 years of service to the University. Members thanked Liz for her significant contribution over the years and wished her all the very best for the future.