



**EDINBURGH NAPIER UNIVERSITY
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **23 November 2021** at 1.30pm via web ex

PRESENT: A McGoff (Director, Finance and Operations) (Convenor); R Adams (Lay Member, Court); G Hutchison (Dean, School of Applied Science & Biological Safety Officer); A Steyven (School of Computing); J Dickson (Head of School Support, Business School); E Devine (ENSA); F Reynolds (ENSA); D Conner (Senior Technician, School of Applied Science); S Paterson (Unison); Damien Stantchev (EIS/FELA).

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

APOLOGIES: A Nolan (Principal & Vice Chancellor); M Greenhalgh (Director of Strategy and Planning & Secretary to Court); M O'Reilly (School of Health and Social Care); D Baird (Unison); C Malcolm (Project/Workshop Technician, School of Arts and Creative Industries); C Wilson (Technician, School of Engineering and Built Environment); M Taylor (EIS/FELA).

1. Welcome, Introductions Apologies

1.1 The Convenor welcomed everyone to the meeting and apologies were noted. A particular welcome was extended to new members of the Committee, Bob Rennie, Head of Health and Safety, Carolann Begbie, Director of People and Services, Elaine Hunter, Director of Property and Facilities and ENSA representatives Emily Devine and Fraser Reynolds.

1.2 Apologies were noted and the position regarding a representative for SEBE would be checked.

Action: Clerk

2. Minutes of meeting held on 27 April 221 - HS(21/22)001

2.1 The minutes of the meeting held on 27 April 2021 were approved as an accurate record.

3. Matters Arising

- 3.1 Item 6 - The Committee noted that the summary annual report had been prepared for the June 2021 Court meeting.
- 3.2 The Convenor updated the Committee on the reporting line for the Health and Safety Team that had taken effect in the summer. The Health and Safety Team now reported into Finance and Operations under the leadership of the Director of Finance and Operations, who was responsible for convening the Committee. Under the leadership of a new Head of Health and Safety and with the strengthening of capacity in the Team, there was an opportunity for increased central oversight of the health and safety function and greater support for high-risk health and safety areas.
- 3.3 The Return to Campus Health and Safety group which had been established during the pandemic would continue to meet on a fortnightly basis providing a forum for ongoing discussion of health and safety matters between the formal Health and Safety Committee meetings.

4. **Health & Safety Covid-19 Campus Life - HS(21/22)002**

- 4.1 The Head of Health and Safety provided an update on the key areas identified in the paper. In preparation for the return of staff and students in Trimester 1, the Health & Safety Team in liaison with Human Resources and Health and Wellbeing teams had introduced Return to campus briefings to raise awareness of the work undertaken to provide a safe working environment. These briefings had proved popular with staff and had therefore been scheduled through to January 2022.
- 4.2 It was noted that many professional services staff continued to work from home and staff were being encouraged to undertake the essential skillz online training modules.
- 4.3 The Health & Safety Team had worked closely with the Student Accommodation Team to manage student cases since the start of the pandemic. The Committee noted the low incidence of cases in staff and student communities since the start of academic year 2021/22 and that there was no evidence of workplace transmission.
- 4.4 Other business as usual activities such as fire evacuations and statutory maintenance testing had continued.

- 4.5 Sector-wide meetings with the Lothian Health Protection Team were less frequent now because of the lower infection rates across the University sector. The vaccine bus had provided 600 vaccinations and consideration was being given by the Lothian Health Protection Team to using it again for the provision of second doses. A decision would be made in due course. The Committee noted that the test centre at Craiglockhart would remain in situ until March 2022 and were reminded that Lateral Flow Test kits were available from the i-points.
- 4.6 It was agreed that signage to remind students about the requirement for face coverings would be renewed/refreshed in the approach to and start of Trimester 2. Options such as new signage and screensavers on electronic devices would be reviewed.

Action: Convener/Director of Finance and Operations

5. Occupational Health Service Report - HS(21/22)003

- 5.1 The Director of People and Services introduced the paper and was keen to hear feedback from members on the report itself and the services provided in support of Occupational Health.
- 5.2 Members discussed the number of Occupational Health and Employee Assistance Programme referrals. A question was asked about the number of staff accessing services relative to other periods and it was agreed that it would be helpful track that. Members noted that among those accessing Workplace Options for additional support, a significant majority were women. The Director of People and Services commented that was a pattern visible across different sectors as women tended to seek support more readily than men, but that did raise a question about how accessible the services provided by the University were to people of other genders.
- 5.3 It was agreed that it would be helpful to monitor trends to gain further insight regarding mental health absence rates, but it would not be possible to scrutinise the reasons for absence as that data was not collected.
- 5.4 School Health and Safety Committees or School Boards may provide a forum for discussion of absence statistics at a more granular level but it was noted that the latter would only cover academic staff and may not capture all staff e.g. researchers. The other issue that had been identified was maintaining anonymity in areas with small numbers of staff absences. The Director of People and Services agreed to give this matter further consideration to ensure consistency of approach across Schools and Professional Service areas.

Action: Director of People and Services

- 5.5 The Committee discussed whether student mental health data should be considered by the committee, but it was noted that it would be covered elsewhere with oversight from the Inclusion Committee and LTASEC with reports submitted to Court.

6. Accident Statistics March to August 2021 - HS(21/22)004

- 6.1 The Head of Health and Safety introduced the paper which provided a summary and analysis of accidents that had been reported from 1 March 2021 to 31 August 2021 along with details of serious accidents involving students, staff, contractors/visitors, hazardous and fire incidents.
- 6.2 There were 9 accidents reported in the period, none of which were RIDDOR reportable. The Head of Health and Safety noted that several accidents involving cleaners at ENU and staff at the Construction Scotland Innovation Centre at Blantyre had been recorded and that these would be followed up to ensure that appropriate health and safety procedures were being followed.
- 6.3 The Committee noted the near misses several of which involved contractors. New notification to work procedures had been introduced by the Property and Facilities Team and this would be supplemented by two other new process which would be developed to aid contractor management including a procedure for risk assessment/method statements.
- 6.4 Members discussed a recent health and safety incident at Craiglockhart which had impacted access to office space. The Director of Property and Facilities had undertaken an investigation to identify the problem which had now been resolved. Appropriate cleaning measures had been undertaken in the affected areas and staff were now able to return to their offices.
- 6.5 There were no serious fire incidents in this period. A malfunction in the triggering of an alarm at Craiglockhart would be investigated with the Fire Safety Adviser.
- 6.6 The Committee noted the report.

7. Emergency Evacuation Reports – HS(21/22)005

- 7.1 The Head of Health and Safety introduced the paper which provided details of the scheduled and unscheduled emergency evacuations and response times.

- 7.2 The Committee noted proposed changes from April 2022 to the response procedures operated by the Scottish fire service and discussed possible implications for student accommodation. The Committee further noted that the role of the fire warden would be reviewed once the new response procedures were in place. Any new University working practices e.g. hybrid working would also be reflected in revised evacuation procedures.
- 7.3 The Health and Safety Committee noted the report.
8. **Health & Safety Notices Summary March to August 2021 - HS(21/22)006**
- 8.1 The Committee noted no Health and Safety notices had been issued in the last period.
9. **Online Health & Safety training update**
- 9.1 The Head of Health and Safety provided an update. The Committee noted numbers of staff completing the online essential skillz training and that reminders would be send shortly to boost completion rates. Other specialist Health and Safety training was online for any staff that required to complete this.
- 9.2 The Committee noted the update.
10. **Overseas Travel Risk Assessment Update**
- 10.1 The Clerk provided an update on the overseas travel risk assessment project. The managed service provided by Gardaworld had been live since the end of July and open for registrations from staff and students who were planning trips overseas. The portal provided a wealth of information for travellers including a daily covid update, and country data had to be referenced in completing the travel risk assessment form.
- 10.2 The online risk assessment form had been developed and was available for Trimester 2 Global mobility students to use and the Study Abroad Moodle page had been updated with information about the revised process. The next stage was for the system to be rolled out to staff.
- 10.3 A query was asked in relation to the current approval process for staff travel. The Committee noted that travel to European countries had to be approved by the Dean or Director of Professional Services as appropriate. Travel beyond Europe had to be signed off by the Vice Principal International.
- 10.4 A query was raised in relation to UK travel and the requirement for risk assessment. There was no requirement for risk assessment for travel in the UK but activity risk assessments may be required for some activities e.g. fieldwork or research trips. There appeared to be some confusion amongst those organising travel around what records

were required to be kept as the trip number had now been removed from the booking process. It was agreed this would be checked to ensure there was a broad understanding of the new procedures and to avoid any unnecessary effort in keeping records.

Action: Clerk

11. Terms of Reference, Constitution & Membership - HS(21/22)007

11.1 The Committee noted the Terms of Reference, Constitution and Membership.

12. Annual Cycle of Business - HS(21/22)08

12.1 The Committee noted the annual cycle of business.

13. Date of Next Meeting

Tuesday 27 April 2022 at 1.30pm