



**EDINBURGH NAPIER UNIVERSITY
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **25 October 2022** at 1.30pm in Room 2.04
Craiglockhart Campus and via MS Teams

PRESENT: A McGoff (Director, Finance and Operations) (Convenor); R Adams (Lay Member, Court); M Greenhalgh (Director of Strategy and Planning & Secretary to Court); H Matthew (School of Health & Social Care); J Graham (Unison); G Wishart (The Business School for J Dickson).

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); G Hutchison (Dean, School of Applied Science & Biological Safety Officer); A Steyven (School of Computing); J Dickson (Business School); C Malcolm (School of Arts and Creative Industries); Stephen Patterson (School of Engineering and Built Environment); E Hunter (Director of Property and Facilities); S Nairn (Unison); M Taylor (EIS/FELA); Damien Stantchev (EIS/FELA); E Bumra (ENSA); L Esson (ENSA); L Hutchison (SAS).

1. Welcome, Introductions Apologies

- 1.1 The Convenor welcomed everyone to the meeting. A particular welcome was extended to new members of the Committee.
- 1.2 Apologies were noted.

2. Minutes of meeting held on 27 April 2022 - HS(22/23)001

- 2.1 The minutes of the meeting held on 27 April 2022 were approved as an accurate record.

3. Matters Arising

- 3.1 **Training completion statistics** – the Committee noted that the training statistics for the online training programmes were being monitored by the various business areas. An update on the Health and Safety statistics would be provided under agenda item 9.
- 3.2 **Health and Safety Annual Report** - The Committee noted that

the summary annual report had been prepared for the June 2022 Court meeting.

- 3.3 **Fire Evacuation at Merchiston** – the matters discussed at the last meeting had been resolved.

4. **Health & Safety Covid-19 Campus Life - HS(22/23)002**

- 4.1 Before introducing the Campus Life Report, the Head of Health and Safety provided some reflections on his year in post. The Health and Safety Team had been strengthened with the addition of a new Health and Safety Manager and now that University business had returned to more of a normal footing following the end of legal restrictions, the Head of Health and Safety was keen to increase the profile and visibility of the Team. The Committee noted that the Department had once again attained ROSPA order of distinction status, and this was a positive achievement given the importance of this award in ensuring compliance with Health and Safety procedures.
- 4.2 The Head of Health and Safety provided an update on the key aspects in the Campus Life paper. Unison asked about how the University was monitoring covid and flu virus going into the winter period asked that reference to the Pandemic is not framed in the past tense. It was noted that there was no formal mechanism for monitoring covid now that the test and protect regime had finished and the onus was on staff and students to act responsibly, erring on the side of caution and staying away from campus if they had cold/flu-like symptoms. The Unison representative
- 4.3 The Committee noted the actions taken during the pandemic to ensure the Health and Safety of staff, students and the wider community.
- 4.4 Consideration would be given to how best to liaise with Unison representatives to discuss and address specific concerns raised by Unison. These were access to CO2 monitoring data, indoor air quality, and the university's Covid response for winter going forward and it was agreed that a meeting between the Head of Health and Safety and the Unison representative would be arranged in the coming weeks.

Action: Head of Health and Safety

5. **Occupational Health Service Report - HS(22/23)003**

- 5.1 The Director of People and Services introduced the paper. Mental Health continued to be the main reason for occupational health referrals in the University and Committee Members were

asked to ensure colleagues in their respective areas were aware of the different resources on offer to support staff.

5.2 MCL Medics had recently been appointed to provide an Employee Assistance Programme for staff and efforts would be made to promote their offering. It was noted that the recent flu vaccination clinics had been well received.

5.3 Thereafter the Committee noted the report.

6. **Accident Statistics March to August 2022 - HS(22/23)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 2022 to 31 August 2022 along with details of serious accidents involving students, staff, contractors/visitors, hazardous and fire incidents.

6.2 The Committee noted that there had been an increase in the number of accidents compared to this time last year but that there were fewer people on campus at that time due to covid restrictions. The figures were, however, much better than the comparable period pre-pandemic. In discussion it was noted that there were more accidents in professional service areas compared to Schools.

6.3 There were no serious fire incidents in this period.

6.4 The Committee noted the report.

7. **Emergency Evacuation Reports – HS(22/23)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. Scheduled evacuations had gone well but there continued to be a high number of unscheduled fire alarms. In discussion it was noted that a high proportion of the unscheduled evacuations stemmed from vaping in student accommodation and steps had been taken to discourage students from vaping inside. Consideration would be given to whether it was feasible to locate a shelter for smoking/vaping in the Courtyard at Bainfield.

Action: Health and Safety Team

7.2 The Committee noted that the Health and Safety team would be reviewing the numbers of fire wardens and senior fire wardens on campus to ensure the numbers were at a compliance level. This was essential given the forthcoming changes to the call out procedures operated by the Scottish Fire & Rescue Service from April 2022. Work was ongoing to prepare the University for these changes and a trial would be organised starting in January to ensure the University was well

prepared for the implementation of the new 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 that two Health and Safety notices and four improvement notices had been issued in the last period for unsafe working practices and conditions. All actions arising had been resolved and closed out.

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

9.1 The Health and Safety Manager provided an update. The Committee noted numbers of staff completing the online essential skillz training fell short of the total number who should have completed it. It was further noted that many staff who had completed the modules had not done so in the timescales that had been mandated. Further work to review the completion rates in different areas was needed and this would be discussed at School Health and Safety meetings. Other specialist Health and Safety training had started to be delivered face to face again.

9.2 The Committee noted the update.

10. **Terms of Reference, Constitution & Membership - HS(22/23)007**

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

11. **Annual Cycle of Business - HS(22/23)008**

11.1 The Committee noted the annual cycle of business.

Other business

The Committee discussed the format for reporting health and safety matters and the frequency of the meetings now that the fortnightly meetings had ceased. Members were reminded that health and safety matters could be reported into the Health and Safety generic mailbox. Unison raised an issue with that approach, as both staff and Unison had experienced long delays in receiving replies to emails sent to the Health and Safety mailbox.

12. **Date of Next Meeting**

Wednesday 26 April 2023 at
1.30pm