



**EDINBURGH NAPIER UNIVERSITY
HEALTH & SAFETY COMMITTEE**

Minutes of the meeting held on **27 April 2022** at 1.30pm in Room 2.04
Craiglockhart and via MS Teams

PRESENT: **In person:** A McGoff (Director, Finance and Operations) (Convenor); G Hutchison (Dean, School of Applied Sciences & Biological Safety Officer); A Steyven (School of Computing); J Dickson (Head of School Support, Business School); D Conner (Senior Technician, School of Applied Sciences); S Paterson (Unison).

Via MS Teams: E Devine (ENSA)

IN ATTENDANCE: **In person:** B Rennie (Head of Health & Safety); S Hughes (Health & Safety Manager); M Masson (Governance Officer & Clerk).

Via MS Teams: D Cloy (Head of Governance & Risk); C Begbie (Director of People & Services); E Hunter (Director of Property and Facilities).

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

1. Welcome, Introductions Apologies

1.1 The Convenor welcomed everyone to the meeting and apologies were noted. Members further noted that Stephen Paterson would now represent SEBE and that Rab Bell would represent UNISON alongside Derek Baird.

2. Minutes of meeting held on 23 November 2021 - HS(21/22)009

2.1 A correction at paragraph 7.2 was noted – the changes to the response procedures operated by the Scottish fire service would commence from **April 2023**.

2.2 The minutes of the meeting were otherwise approved.

3. Matters Arising

- 3.1 Item 4.6 - The Committee noted that, following the last meeting, appropriate changes had been made to the COVID signage to reflect the guidance at that time.
- 3.2 Item 5 – the Director of People and Services would provide an update under Item 5.
- 3.3 Item 10 – the Clerk reported that she had followed up with colleagues in the School of Applied Sciences and clarified that the query raised was related to the fieldwork that had been undertaken by the auditors, leading to the subsequent report and implementation of the new procedures for overseas staff and student travel.

4. Health & Safety Covid-19 Update - HS(21/22)010

- 4.1 The Head of Health and Safety provided an update on the key activities and milestones since the start of the pandemic. Members noted that University Covid guidance had just been updated to reflect the legislative changes that had come into effect during April and final changes effective from 1 May 2022. Some guidance would remain in place to emphasise the importance of good hygiene and actions to take if working with vulnerable people. Members further noted that all testing would cease at the end of April when the national Test and Protect function would be wound down, with the disease being managed locally within health board areas.
- 4.2 Thereafter the Health & Safety Covid-19 Update was noted.

5. Occupational Health Service Report - HS(21/22)011

- 5.1 The Director of People and Services introduced the paper. Regarding the reporting of mental health absence and the discussion at the last meeting about whether it was possible to have more granular level reporting, she confirmed that it was difficult to breakdown the data on mental health absence due to the issue with the small staff numbers and the potential for loss of anonymity.
- 5.2 Mental health remained the main reason for occupational health referrals in the University, a trend which was common across the HE sector. The support options for staff available through the Employee Assistance Programme (EAP) were discussed and efforts continued to promote those resources to staff.

5.3 Members also discussed the lower take up of the mental health awareness training module among academic staff and opportunities to promote that to line managers.

5.4 The Committee noted the report.

6. **Health and Safety Committee Annual Report - HS(21/22)012**

6.1 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 2021 to February 2022.

6.2 Members discussed the training statistics for completion of Health and Safety online training modules. The training completion rates tended to be higher among professional services staff, certainly for the workstation training. It was noted that this was a pattern common in other areas e.g. HR training, and members discussed the reasons for that and the ways to encourage greater participation among academic staff. A number of meetings/groups existed across the university where training opportunities were already promoted and participation rates monitored such as School Safety meetings, however, there were other fora e.g. bi-monthly school meetings and the line manager forum where a similar approach could be adopted and extended to include other training e.g. mental health awareness. Training statistics could also be reviewed periodically at SLT meetings so Deans/Heads of Service could receive the training participation statistics for their areas.

Action: Director of People and Services and Convenor to agree a framework for reporting/raising awareness

6.3 The Head of Health and Safety reported some challenges arising from the implementation of the hybrid working model in ensuring there were sufficient first aiders and fire safety wardens on campus. This was being monitored and managed by the Health and Safety Team. He also reported on the ongoing and planned fire safety work at student residential accommodation. Further work would be undertaken.

6.4 The Committee welcomed the report and the comprehensive account of health and safety business. The Convenor thanked the Health and Safety Team for preparing it and for their work throughout the year to manage the pandemic and ensure business as usual activity. The Committee noted the report and that a summary would be prepared for the University Court.

Action: Head of Health and Safety

7. Online Health and Safety Training update

7.1 The Committee noted the training update in the context of the earlier discussion about health and safety-related training.

8. Accidents Statistics - HS(21/22)013

8.1 The Committee noted the accident statistics and the detailed breakdown on the various incidents. The Committee further noted that there had been no fire incidents in the reporting period.

8.2 The Dean of the School of Applied Sciences reported that consideration was being given to re-running induction for students who were returning to laboratory work following the pandemic to build confidence.

8.3 The Committee noted the report.

9. Emergency Evacuation Reports - HS(21/22)014

9.1 An issue had been identified with regard to a recent evacuation of the modular accommodation at Craiglockhart and the H&S Team would follow that up with the Head of School Support.

9.2 A further issue had been identified about the recent evacuation at Merchiston, where there was no Senior Fire Co-ordinator (or Senior Manager) available to take charge of the evacuation. This had defaulted to security on the day as there was also lack of visible fire wardens. The H&S Team would review the fire evacuation arrangements at Merchiston including the situation with fire wardens.

Action 9.1 and 9.2 – Health and Safety Team

9.3 The Committee noted that discussions were ongoing with the Scottish Fire and Rescue Service and colleagues internally to reduce the number of unwanted fire alarms.

9.4 The Committee noted the report.

10. Health & Safety Notices - HS(21/22)015

10.1 The Committee noted that no Health and Safety notices had been issued in the last period.

11. Overseas Travel Risk Assessment Update

11.1 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 work was ongoing to develop the online risk

assessment form to include the full approval workflow. The policies and communications plan would also be prepared in readiness for a launch in the next month or so to coincide with the expected rise in staff and student overseas travel.

- 11.2 The Committee noted the update and members provided positive feedback about the approach that had been put in place, the information available via the Gardaworld portal and safeguarding option.

12. **Date of Next Meeting**

To be confirmed.