

**EDINBURGH NAPIER UNIVERSITY
UNIVERSITY LEADERSHIP TEAM**

HEALTH & SAFETY COMMITTEE

**Minutes of meeting held at 1330-1530 on 5 April 2017
in Room 6.B.14, Sighthill Campus**

Present: Dr G C Webber (University Secretary) (Convenor); Dr G Hutchison (Dean, School of Applied Science) (University Biological Officer); Ms J Dickson (School Support Manager, Business School); Mr G Britton (Technician, School of Engineering and the Built Environment/ UNISON Representative); Dr M Rutter (School of Computing); Ms K Stuart (School of Applied Science); Dr M Sanderson (Business School/ EIS-ULA Representative); Ms S Kirk (Occupational Health Representative); Mr N Ballantyne (Lay Court Member); Ms M O'Reilly (School of Health & Social Care) (*for R Wright*); Mr R Mason (School of Arts & Creative Industries/ EIS-ULA Representative); Mr J Goodlet (Technical Manager, School of Arts & Creative Industries).

Apologies: Prof A Nolan (Principal & Vice Chancellor); Mr C Malcolm (Technician School of Arts & Creative Industries/ UNISON Representative); Mr G Sinclair (School of Engineering & the Built Environment); Ms B Wallace (Vice President ENSA); Mr R Wright (School of Health & Social Care).

In Attendance: Ms K Dewar (Director, Human Resources & Development); Ms L Young (Head of Health & Safety); Mr S Hughes (Health & Safety Adviser); Mr B Fraser (Security Services); Dr C Steen (Governance Officer) (Clerk).

1 Welcome, Introductions and Apologies

- 1.1 Members were asked to introduce themselves and apologies were noted. Members were advised that Mr Fraser was attending the meeting as an observer and would represent Security Services/UNISON at future meetings.

2 Minutes of Meeting held 8 November 2016

HS (16/17) 10

- 2.1 The minutes of the meeting held on 8 November 2016 were approved as a fair and accurate representation of proceedings.

3 Matters Arising

- a) **Revised Stress Policy & Guidance:** It was noted that this would be covered under item 5 on the agenda.
- b) **Full Merchiston Fire Incident Report:** It was noted that this would be covered under item 7 on the agenda.

4 First Aid Policy

HS (16/17) 11

- 4.1 Members were advised that, following the transfer of responsibility for First Aid from Human Resources & Development (HR&D) to Health & Safety (H&S), the policy had been updated and was presented for comment.
- 4.2 In response to a query regarding interim and refresher training for First Aiders, it was clarified that individuals were responsible for keeping their training current. H&S held regular fora to which First Aiders were invited to receive updates and discuss issues as necessary.
- 4.3 The updated First Aid Policy was approved.

5 Stress Policy and Guidance

HS (16/17) 12

- 5.1 Members discussed the policy and guidance and agreed that, while making an electronic employee guidance document available via the staff intranet suited the majority of staff, it would be helpful to have a short paper-based document which could be distributed to staff who did not have regular access to intranet.
- 5.2 Training of managers in implementation of the policy (and managers' guidance) was discussed and a short discussion on whether the training should be part of the induction process or leadership development programme took place. It was agreed that this discussion should take place outwith the meeting.
- 5.3 It was confirmed that a communications plan would be developed to support the launch of the policy and guidance.
- 5.4 The Stress Policy and associated guidance was approved.

ACTION

Discussion on relevant 'home' for managers' training on the Stress Policy and associated guidance to be concluded. **EY/ KD Apr 2017**

Communication plan to be developed to support the launch of the Stress Policy and associated guidance. **EY Apr 2017**

6 Occupational Health Service Report HS (16/17) 13

- 6.1 The increase in referrals to the Occupational Health (OH) service was noted. Members were advised that HR&D were making referrals whenever a potentially long-term sickness absence was highlighted: this policy had contributed to the increase.
- 6.2 Members were advised that the OH contract was due for renewal on 1 July 2017 and a tendering exercise was being developed. Current OH demands (as reflected in the report) would be taken into consideration when detailing the requirements for the new contract.
- 6.3 The Occupational Health Service Report was noted.

7 Merchiston Fire Report HS (16/17) 14

- 7.1 Members were reminded that a full report on the fire had been given at the November 2016 meeting of the committee. It was confirmed that all recommendations in that report had been accepted.
- 7.2 It was noted that H&S were working to add to the current cohort of Fire Wardens. Following communications issues during the Merchiston fire, radios had been purchased and had improved the most recent evacuation of Merchiston Campus.
- 7.3 Members were advised that staff and student awareness of the University's Fire Policy would be improved, with an initial focus on the Merchiston Campus at the start of the September 2017 trimester, followed by the other campuses. Staff and students would be encouraged to continue to report hazards.
- 7.4 It was confirmed that Fire Wardens at Merchiston had been briefed to ensure the immediate areas surrounding egress points were kept clear and evacuees were kept moving to assembly points to ensure evacuation could be concluded in the shortest possible time.

7.5 The Merchiston Fire Report was noted.

8 Temperature Issues at iPoints and Merchiston Library Verbal Report

8.1 Members were advised that both issues had been resolved. Following a temperature survey, heaters had been supplied to L18 (Merchiston). A glazed internal porch would be constructed at Craiglockhart to solve the iPoint temperature issues.

9 Building Projects Sign-Off Process HS (16/17) 15

9.1 Members were advised that the improvement of the completion and hand-over process for building projects had been discussed at the Joint Schools' Safety Committee. It had been suggested that a more 'joined-up' process be developed to ensure project specifications were fully detailed at the outset (to end users' satisfaction) and that a more formal handover process be developed to ensure the specification had been achieved.

9.2 It was agreed that the Director of Property & Facilities be invited to attend the Joint Schools' Safety Committee to discuss this issue.

ACTION

Director of Property & Facilities to be invited to attend the Joint Schools' Safety Committee to discuss the development/improvement of formal processes for project completion and hand-over. **JG May 2017**

10 Accident Statistics for September 2016 to March 2017 HS (16/17) 16

- a) **Summary Statistics:** The accident statistics from 1 September 2016 to 28 February 2017 were noted.
- b) **Serious Accidents/Hazardous Incidents/Fire Incidents:** The incidents detailed in the paper were summarized. It was confirmed that, as a result of the incident detailed at paragraph 12 of the report, whiteboard fixings throughout the University had been checked and secured.

11 Emergency Evacuation Reports for September 2016 to March 2017 HS (16/17) 17

- 11.1 Members were advised that, while the scheduled evacuation of Merchiston Campus in October 2016 had been unsatisfactory, a more recent evacuation was much improved due to the enhanced communications afforded by the acquisition of radios as detailed in paragraph 7.2 above.
- 11.2 The general improvement in evacuation times was noted. The Convenor asked that the thanks of the committee be conveyed to all staff involved.
- 11.3 The Emergency Evacuation Reports were noted.

12 Health & Safety Notices Summary for September 2016 to March 2017 HS (16/17) 18

- 12.1 Members noted that no Notices had been issued for the report period.
- 12.2 The Health & Safety Notices report was noted.

13 Health & Safety Committee Annual Report HS (16/17) 19

- 13.1 The comprehensive Health & Safety Committee Annual Report was noted. The committee particularly noted the achievements detailed at paragraph 3.7 on page 19 of the report.

14 Annual Review of Committee Business for 2016/17 HS (16/17) 20

- 14.1 The Convenor suggested that the committee was functioning effectively, had clear an appropriate Terms of Reference and was fulfilling its remit. This was agreed.
- 14.2 The self-evaluation proforma was completed and signed by the Convenor.

15 Proposed Meeting Dates for 2017/18 Verbal Report

Tuesday 21 November 2017
Wednesday 11 April 2018