

NAPIER UNIVERSITY

UNIVERSITY COURT

HEALTH AND SAFETY COMMITTEE

**Minutes of the Meeting held on Wednesday 12 October 2005
at 1600 hours in Room 202, Sighthill Campus**

PRESENT: Dr L Burley (Convener), Mr C Bryce (University Court), Mrs A Crawford (University Court), Dr C Donnelly (Health and Life Sciences), Dr J Ensor (Principal's Representative), Mr J Goodlet (AMICUS), Professor J Kubie (Principal's Representative), Mr M Mackay (UNISON), Mr P Marshall (NSA), Ms M Philip (UNISON), Ms A Varey (EIS/ULA), Mr J Watson (NSA), Dr G Webber (University Safety Officer)

IN ATTENDANCE: Mr T A Brown (Facilities Services), Ms J Japp (Occupational Health), Mr L McEvoy, (Facilities Services), Ms L Young (Safety Adviser), Mrs M Julier (Clerk).

APOLOGIES: Professor C Bryce (Biological Safety Officer), Dr T Cattermole (Occupational Health Service), Mr D Davidson (Principal's Representative), Professor J Hajto (Radiation Safety Officer), Mr P Hughes (Facilities Services), Mr I McIntosh (Health and Life Sciences), Mr N Rogers (Human Resources), Mr H Woolman (University Court).

1. WELCOME

The Convener welcomed Ms J Japp, Occupational Health Service, and Mr J Watson, Napier Students Association to their first meeting of the Health and Safety Committee. She reported that Mr I McIntosh, Health and Life Sciences had also joined the Committee replacing Professor P Strike, but was unable to attend on this occasion. The Convener also welcomed Mr T A Brown and Mr L McEvoy who were attending as representatives of Mr P Hughes.

2. MEMBERSHIP

A paper detailing the membership of the Committee was received.

DECISION

- **To note the current membership of the Health and Safety Committee.**

3. REMIT

A paper detailing the remit of the Health and Safety Committee was received.

DECISION

- **To note the remit of the Committee.**

4. **MINUTES**

The minutes of the meeting held on 25 May 2005 were approved subject to the following amendments:

Mr T A Brown (Facilities Services) should be noted under In Attendance not Present.

Item 6 – Accident Statistics:

The second bullet point should read **Facilities Services** to formulate a communication and educative programme regarding the storage and disposal of excess paper.

The third bullet point should read **Health and Safety** and the Risk Management Group to consider a procedure for the distribution, testing and collection of unused heaters.

5. **MATTERS ARISING**

a) Removal and Replacement of Ceiling Tiles

Facilities Services are in the process of completing an exercise at the Merchiston Campus. This exercise identified a number of tiles that required adjustment. The exercise has also highlighted the need for diligence in the removal and replacement of ceiling tiles.

b) Storage and Disposal of Excess Paper

A communication is being prepared by Facilities Services to remind staff about the storage and disposal of excess paper. It was agreed that the storage and disposal of paper should link into the Records Management Strategy.

In relation to the Fire Risk Assessment and storage of paper a safety representative queried the criteria for High, Medium and Low outcomes. It was agreed that this would be discussed away from this meeting.

DECISIONS

- **Facilities Services to discuss retention of paper with Records Manager.**
- **Health and Safety and the appropriate Safety Representative to discuss the Fire Risk Assessment out with this meeting.**

c) Distribution, Testing and Collection of Unused Heaters

Health and Safety and Facilities Services have drafted a policy concerning the distribution, testing and collection of heaters which will be circulated by the end of October. The policy will include a statement of the target conditions to be achieved by heating, an action plan to address heating issues, the issuing of thermometers to all areas, the collection and return of heaters and the testing of heaters.

DECISIONS

- **Health and Safety and Facilities Services to circulate the policy by the end of October.**

d) Induction Programme

Facilities Services reported that they will only accept contracted Security Staff who have been inducted prior to appointment.

e) Heating in B16 Merchiston

This work is not yet complete due to the agreed solution interfering with natural light in the workshop. Further consultation has taken place with the users of the workshop and a new solution agreed. This work should be complete within 1 week and will not interrupt with the ongoing use of the workshop.

f) Campus First Aid Rooms

The Occupational Health Service is in the process of reviewing the first aid provision and proposes to have delegated first aiders to undertake responsibility for the first aid rooms. Currently the stocking of the first aid rooms is the responsibility of all first aiders and this is highlighted during training. When the review is complete it will be submitted to the Director of Human Resources.

DECISION

- **Occupational Health to submit the completed review to the Director of Human Resources.**

g) Contingency Plans for Power and Heating Failures

It was agreed that a further Emergency Response Procedure is not required as there is already a generic procedure in place. The procedure for heating arrangements that Health and Safety and Facilities Services are developing will detail the actions to be taken in the event of a heating failure. In addition it was noted that flowcharts to accompany the Emergency Response Procedures are in progress and will be submitted at the next Risk Management Group meeting.

DECISION

- **Health and Safety and Facilities Services to circulate the Heating Policy by the end of October.**

h) Changing Facility for Domestic Staff at Merchiston

Due to the relocation of Central Receiving Services the identified space for the changing facility is now available and should be completed within 7 to 10 days. Although this is an improvement it was noted that there is no separate male and female changing facilities and there are no dedicated showers or toilets; this arrangement is consistent with staff on other campuses, there are however showers available at every campus should staff wish to use them.

DECISION

- **It was agreed that this area would be revisited and discussed at a future Health and Safety Committee meeting.**

i) Protection of Staff Working Outdoors from Extremes of Temperature

It was noted that the Director of Facilities Services and the UNISON Representation have spoken since the last meeting.

6. WORK RELATED STRESS HS/05/23

An Interim Report, Occupational Stress Policy, Managers Guide and Employees Guide from the Managing Work-Related Stress Working Group were discussed and noted.

The policy and guides need to be accompanied by risk assessment and training for staff and four external companies have been asked to tender for these services. Issues of funding and implementation will be progressed by the Director of Human Resources in consultation with the University Secretary.

The Convener thanked the Working Group for their work.

DECISIONS

- **The Health and Safety Committee endorsed the report.**
- **The Director of Human Resources in consultation with the University Secretary to progress the issues of funding and implementation.**

7. ACCIDENT STATISTICS

a) Summary Statistics (HS/05/24)

A paper detailing the analysis of accident statistics during the period 11 April 2005 to 11 September 2005 was discussed and noted.

The number of reported accidents had fallen compared with the last report; the majority of accidents are apportioned to falls on level.

b) Serious Accidents / Hazardous Incidents (HS/05/25)

A paper summarising serious accidents to staff and students and hazardous incidents occurring during the period 11 April to 11 September 2005 was discussed and noted.

In particular, the Committee discussed the issue of the fallen ceiling in the foyer of the New Craig Building. This was repaired and investigated and the fall was caused by the deterioration of the general fabric. Facilities Services confirmed that they carry out monitoring and this would assist in the identification of future problems however with a building of this age it is impossible to say that a similar incident will not occur in the future. The Estates Strategy identifies these types of issues.

8. EMERGENCY EVACUATION REPORTS

a) Scheduled (HS/05/26)

There were no scheduled evacuations during the period 11 April to 11 September 2005 due to examinations.

b) Unscheduled (HS/05/27)

A paper detailing unscheduled evacuations from University property during the period 11 April to 11 September 2005 was noted.

DECISION

- **The Committee noted the reports.**

9. **HEALTH AND SAFETY CO-ORDINATOR MEETINGS (HS/05/28)**

This paper detailed feedback from attendees of the Health and Safety Co-ordinator Meetings. Attendees indicated that they would welcome more meetings and that the networking opportunities are useful.

DECISION

- **The Committee noted the report.**

10. **HEALTH AND SAFETY UPDATE (HS/05/29)**

This paper provided an update on Driving at Work and noted that a number of training sessions have been carried out in conjunction with Lothian and Borders Road Safety Department. We are one of nine organisations awarded a Fleetsure Award this year.

When the Code of Practice for Contractors/Works is completed, consultation with the Trade Unions will take place.

DECISION

- **Health and Safety to carry out consultation with the Trade Unions once the Code of Practice is complete.**

11. **REMOVAL OF ASBESTOS AT MERCHISTON CAMPUS (HS/05/30)**

Concerns regarding the communication of asbestos removal work to staff and students were discussed. It was agreed that communication should be provided well in advance of any works.

DECISION

- **Facilities Services to ensure that communications regarding works is circulated well in advance to staff and students.**

12. **PERMIT TO WORK AND CONTRACTORS AT MERCHISTON CAMPUS (HS/05/31)**

Discussion took place around the issues of signing in and permits to work. It is anticipated that the Code of Practice for Contractors/Works once issued will address these issues. Facilities Services will also continue to exercise diligence in these areas.

DECISION

- **Facilities Services to continue to exercise diligence in these areas.**

13. RISK ASSESSMENTS AND EXTERNAL FUNCTIONS (HS/05/32)

The Committee discussed concerns about the setting up of external functions. Facilities Services advised that whilst each individual event is not risk assessed there is an ongoing risk assessment programme and the various components of each task assessed with any new tasks assessed as they arise. It was agreed that further risk assessment for the setting up of external functions be carried out to address the issues of people in the vicinity of the setting up. The issues around communication are to be discussed out with this meeting.

DECISIONS

- **Facilities Services to carry out further risk assessment.**
- **Facilities Services to speak further with the relevant safety representative regarding communication.**

14. POLICY ON SMOKING AT EXTERNAL FUNCTIONS (HS/05/33)

The Committee were assured that there is a strict no smoking policy in all university buildings and this includes internal and external functions.

15. DATE OF NEXT MEETINGS

Wednesday 15 February 2006 (4 pm), Boardroom, Sighthill
Wednesday 24 May 2006 (4 pm), Boardroom, Sighthill

The meeting ended at 17.15 hours.