



Health and Safety Committee

Health and Safety Annual Report 2021-2022

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On behalf of the Health & Safety Team

Report Date 1 March 2021 to 28 February 2022

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1. Executive Summary

This report covers the period March 2021 to February 2022 and comprises reports from Health & Safety and Human Resources (Health & Wellbeing, Occupational Health and the Employee Assistance Programme). It summarises the University's organisation and arrangements in place to deliver the health and safety policy together with performance data, including statistics, trends and benchmarking in relation to accidents, RIDDORs, occupational health referrals, sickness absence and the employee assistance programme.

Due to the Covid-19 pandemic, the past two years have been challenging for staff and students, increasing the importance of the management of health and safety within the university and the Health & Safety Team have faced new and unprecedented challenges for the management of health and safety in the university and student residences.

- a) All regulatory fire risk assessments and statutory scheduled evacuations were carried out to ensure fire compliance within the university. The report also details unscheduled evacuations for all university properties.
- b) A rolling review of health and safety policies continued, but due to the current pandemic, the Health & Safety Team have had to focus on producing numerous Covid-19 guidance and policy documentation for both staff and students.
- c) From the onset of the Covid-19 pandemic the Health & Safety Team have been required to ensure that the Covid-19 risks to the University are fully assessed and that all additional control measures are suitable and sufficient, and that the University is importantly protecting the health and safety of its staff and students and is in full compliance with the latest current Public Health and Scottish Government advice/guidelines at all times as we move through this unprecedented time.

To ensure our campuses were Covid-19 secure, the Health & Safety Team required to implement processes, procedures and controls. This also required continual reviewing and updating, as well as communications, to ensure compliance with the current Scottish Government guidance and legislation and ongoing liaison with external bodies and groups such as Lothian Health Protection Team and other universities. The Health & Safety Team are also members of the university's Health & Safety Workstream group alongside the Trade Unions, Property and Facilities and senior management representatives.

The Health & Safety Team carried out an overarching Covid-19 risk assessment and worked closely with: Property & Facilities on Covid-19 compliance of buildings and services; Information Services/Marketing & Communications for communications with staff and students; and Human Resources for homeworking guidance. They also provided support and guidance to the Student Accommodation Team on all aspects of Covid-19 compliance, as well as legislative compliance for the residences. The Health & Safety Team is also providing ongoing guidance and support to Schools and Services to ensure safe working procedures and guidance on what activities could be carried out safely with the necessary agreed controls.

Throughout the last year as restrictions have eased, the Health & Safety Team has been working towards ensuring a safe return for staff and students to our campuses. The Health & Safety Team have been working collaboratively and proactively with senior management, the Trade Unions, Deans and Directors, ENSA, and schools and services to address a continued mix of homeworking

and campus-based work and learning, also ensuring the necessary controls and standards are being met and maintained.

- d) There were no reportable occupational diseases for the reporting period. The University participated in the annual sickness absence benchmarking survey facilitated by the Universities & Colleges Employers Association (UCEA) for the academic year and statistical information is provided in the Occupational Health report.
- e) Workplace Options continue to provide the Employee Assistance Programme providing a free confidential and independent 24/7 resource to support staff on a range of issues either work related or personal.

2. Introduction

- 2.1 [Background](#)
- 2.2 [Health & Safety Team](#)
- 2.3 [Occupational Health](#)
- 2.4 [Employee Assistance](#)

2.1. Background

The University Court has the ultimate responsibility for the health and safety of all staff, students and other people affected by the University's actions.

The Court is advised in these matters by the University Health and Safety Committee whose membership consists of a representative of the Court, senior management of the University, students and safety representatives of the staff. The University Court has recognised its obligations and the Health and Safety Committee have taken a proactive role in increasing the awareness of health, safety and fire matters throughout the University.

The Principal & Vice Chancellor has the full authority of the Court for implementing the Health and Safety Policy and is responsible for ensuring that the Policy is implemented effectively throughout the University.

The responsibility for the day-to-day management of health, safety, fire and welfare within their respective areas of control is devolved through the Court/ULT/SLT to individual Deans of School and Directors of Service.

The Principal & Vice Chancellor has designated the Director of Finance & Operations as the Safety Officer with the responsibility to ensure the necessary organisation and arrangements for monitoring, auditing and reviewing the effectiveness of the University Health and Safety management system is established and maintained. Presently, as the Director of Finance & Operations, Andrew McGoff discharges this role.

2.2. Health and Safety Team

The Health and Safety Team comprises:

Bob Rennie BSc CMIOSH MIIRSM, Chartered Safety & Health Practitioner, Head of Health and Safety
Sean Hughes BSc PgDip MCIOSH CMIOSH, Chartered Safety & Health Practitioner, Health & Safety Manager
Kevin Weir GFireE, Fire Safety Adviser (part-time 3 days per week)
Ruth Thin BSc (Hons) PgDip, Health & Safety Co-ordinator

The Health and Safety Team reports to the University Safety Officer (Director of Finance & Operations).

The Health & Safety Team is committed to ensuring the health and safety of staff, students, visitors and contractors by taking all reasonable steps to provide and maintain safe working conditions, equipment and systems of work.

Mr Rennie's report is attached in [section 3](#).

2.3. Occupational Health Service

Staff

The occupational health needs of the University are outsourced via the Director of People & Services (who may also refer any matters of concern directly to the University Safety Officer) and provided by an external provider, Optima Health, who currently provides the services of a part-time Occupational Health Adviser, Occupational Health Physician (as required) and a central Administration Centre.

The Occupational Health Service carries out a range of duties for staff and their annual report is attached in [Section 4](#).

Students

At present there is no occupational health service cover for the main student body. However, due to the additional occupational health requirements for students in the School of Health & Social Care (Fit for Practice), this work is contracted out to Lothian Health Occupational Health Service.

2.4. Employee Assistance

The Employee Assistance Programme is outsourced via the Director of People & Services and is provided by Workplace Options. They provide a free, confidential and independent resource to help employees balance their work, family and personal lives. This service is available 24 hours a day, 7 days a week, 365 days a year by phone, e-mail or online and provides information, resources and counselling on any of the challenges that life may bring. The services are paid for by the University so that they are provided free to employees. (Refer [Section 5](#)).

The University's Safety Officer would like to take the opportunity to record thanks to all staff and students in the University, particularly the Health and Safety Representatives and members of the Health and Safety Committee, for enabling the University to make substantial progress in improving its health, safety, fire and occupational health procedures during the past year.

Andrew McGoff
Director of Finance & Operations

3. Health and Safety Report

- 3.1 [Accidents](#)
- 3.2 [Fire Safety](#)
- 3.3 [Statutory Compliance](#)
- 3.4 [Health & Safety Policy and Legislation](#)
- 3.5 [Health & Safety Training and Competence](#)
- 3.6 [Health & Safety Auditing](#)
- 3.7 [Health & Safety 12 Month Overview](#)
- 3.8 [Health & Safety Priorities](#)
- 3.9 [Health & Wellbeing](#)

3.1. Accidents

3.1.1. Accident Statistics

Category	01.09.21	01.03.21	01.09.20	01.03.20	01.09.19	01.03.19
	28.02.22	31.08.21	28.02.21	31.08.20	29.02.20	31.08.19
Students	5	1	4	0	9	5
Staff	16	8	9	5	22	23
<i>Academics</i>	2	0	0	0	1	2
<i>Associates</i>	0	--	--	--	--	--
<i>Research</i>	0	0	0	0	0	0
<i>Support</i>	3	0	1	1	2	4
<i>Catering</i>	3	0	0	1	4	5
<i>Cleaning</i>	0	3	3	3	4	6
<i>Security</i>	2	0	1	0	1	1
<i>Maintenance</i>	0	0	2	0	0	1
<i>Logistics</i>	2	0	1	0	1	0
<i>Technical</i>	0	2	0	0	4	0
<i>Visitors/Contractors</i>	4	3	1	0	5	4
Staff & Students	21	9	13	5	31	28

3.1.2. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) - Serious Accidents Summary

There was 1 RIDDOR for the reporting period.

Catering Services (staff)	Glass jug of boiling water broke and boiling water spilled onto ankle and foot.	Burn to ankle and foot.
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3.1.3. Type of accidents/person involved 1 March 2021 to 28 February 2022

<i>Type of accident / person involved</i>	Academic	Admin	Catering	Cleaning	Logistics	Security	Student	Technical	Visitor / Contractor	Total
Chemical							1			1
Cutting Tools			2				2		4	8
Falls from height				1					1	2
Falls on level	1					1		1		3
Hot/cold contact	1		1						1	3
Manual handling		1		1						2
Sharp objects				1						1
Striking against object		1					1			2
Struck by an object		1				1	2	1	1	6
Traffic					2					2
Total	2	3	3	3	2	2	6	2	7	30

3.1.4. Percentage of staff and student accidents (Sep 2017 to Feb 2022)

<i>From</i>	<i>To</i>	<i>Staff</i>	<i>Staff Accidents</i>	% Staff Accidents	<i>Student</i>	<i>Student Accidents</i>	% Student Accidents
01.09.17	28.02.18	1862	15	0.81	19844	12	0.06
01.03.18	31.08.18	1760	14	0.80	16837	6	0.04
01.09.18	28.02.19	1816	7	0.39	18837	9	0.05
01.03.19	31.08.19	1766	23	1.30	17650	5	0.03
01.09.19	29.02.20	1834	22	1.20	19698	9	0.05
01.03.20	31.08.20	1903	5	0.26	17976	0	0.00
01.09.20	28.02.21	1980	9	0.45	20072	4	0.02
01.03.21	31.08.21	1964	8	0.41	18498	1	0.01
01.09.21	28.02.22	2105	16	0.76	21195	5	0.02

3.1.5. Accident benchmarking with UK average higher education establishments 2020/2021

Data not received as yet from USHA for benchmarking.

3.2. Fire Safety

The University has a legal duty to comply with all fire safety legislation. To ensure compliance, the Health & Safety Team carry out a programme of scheduled fire risk assessments on all university properties, including student accommodation, on an ongoing basis. The team also carry out scheduled evacuations and monitoring of unscheduled evacuations; input into building projects; general fire advice and guidance; and training and information for all staff, students and visitors.

3.2.1. Fire Risk Assessments Completed

10 fire risk assessments were carried out at campus premises

17 fire risk assessments were carried out at student accommodation

Full details of the fire risk assessments are held in the Health & Safety Office.

3.2.2. Scheduled Evacuations Completed

Scheduled evacuations are carried out at all campuses and student accommodation by the Health & Safety Team. A detailed report is compiled, with any actions assigned to the relevant School or Service. Scheduled evacuations were carried out at the campuses in November 2021 and at the accommodation in April 2021 and October 2021. Full details of the scheduled evacuations are included in the Health and Safety Committee papers and are available from the Health & Safety Office.

3.2.3. Unscheduled Evacuations

The number of unscheduled evacuations is monitored and reported to the Health & Safety Committee.

There were 19 unscheduled evacuations within University campuses.

There were 62 unscheduled evacuations within University accommodation.

Full details and statistics of the number and causes of unscheduled activations are included in the Health and Safety Committee papers and are available from the Health & Safety Office.

3.2.4. Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEPs) are carried out for staff and students who may require assistance to evacuate a building in an emergency. As a result of the Covid-19 pandemic, the Health & Safety Team contacted all staff who currently have a PEEP in place to advise that their PEEP would be reviewed prior to their return to campus. During this period, it has been mainly student PEEPs that have

been carried out for both our campuses and student accommodation. Staff PEEPs have also continued for those who are on Campus.

3.2.5. Projects and Events

Due to the Covid-19 pandemic, all events were cancelled. Throughout trimester 1 and 2, projects and events are slowly returning, they are being assessed on a case-by-case basis. Some smaller Property & Facilities' projects continued, and the Health & Safety Team provided the required support and advice.

3.2.6. Fire Safety Training

Due to the Covid-19 pandemic, all face-to-face training was cancelled. As part of the Covid-19 overarching risk assessment, fire safety advice and guidance for staff and students returning to campus was put in place and communicated.

3.3. Statutory Compliance

3.3.1. Health & Safety Executive (HSE) Notices

The University had no Fee for Intervention Notices, Prohibition or Improvement Notices issued from the Health and Safety Executive.

3.3.2. Health & Safety Notices issued by the Health & Safety Team

Health & Safety Notices are served by the University Health & Safety Team. Notices are issued for hazardous work practices and/or failure to comply with University Health & Safety Policies. Depending on the breach, the Notice can be Verbal, Improvement or Prohibition.

No Prohibition Notices were issued during the reporting period.

3.4. Health and Safety Policy and Legislation

The Health & Safety Team have a suite of health, safety and fire policies and guidance which are published on their website. These are updated on a three yearly cycle (or earlier due to legislative changes). New policies are put in place as required and presented to the Health & Safety Committee for approval.

Throughout the Covid-19 pandemic, the Health & Safety Team have produced numerous guidance documents and policies including staff and student safe return to campus guidance, PPE guidance, cleaning guidance and multiple occupancy office management guidance.

3.5. Health and Safety Training and Competence

The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations place duties on the University and others to provide suitable and sufficient information, instruction, and training to ensure health and safety compliance.

It is important to ensure that all staff and students have the required health and safety competencies for their job role within their School/Service.

Part of the remit of the Health & Safety Team is to organise, develop and deliver relevant health and safety training for both staff and students across the entire University. Most of the training is carried out in-house. This substantially lowers costs and uses internal expertise to develop and provide specific training to meet the needs of Edinburgh Napier University. There is also a Health & Safety Competency & Training Policy and job role matrix to assist Schools and Services.

Due to the Covid-19 pandemic, no face-to-face health and safety training was able to take place. However, the Health and Safety eLearning provision (Essential Skillz) allowed us to provide staff with suitable health and safety training which could be undertaken at home.

Essential Skillz – eLearning Module	Completions 1 Mar 2021 to 28 Feb 2022
Workstation ^{1, 2, 3}	901
Fire Safety ⁴	519
Health & Safety Induction ⁵	305
DriveWize	12
Electrical Safety	52
Hazardous Substances (COSHH)	47
Home Working	47
Manual Handling	43
Risk Assessment	70
Stress Awareness	46

¹ Mandatory - completed annually

² With all annual renewals on workstation, staff have 6 months to complete

³ Certain job roles are excluded e.g. catering and cleaning assistants and external examiners

⁴ Mandatory - completed every 2 years

⁵ Mandatory - once-off completion

3.6. Health and Safety Auditing

Under normal circumstances a programme of detailed formal Health and Safety Audits would take place. Schools/Services would also be required to submit a signed Annual Health and Safety Report indicating the current level of compliance of their area of responsibility. Due to the Covid-19 pandemic, no formal auditing was able to take place. However, School/Service Health & Safety Committees continued to take place online, attended by a member of the Health & Safety Team, through which ongoing monitoring, identification and review of health and safety matters locally took place. The only exception was during June 2021 an inspection of the work activities being carried out at CSIC, Blantyre was completed.

Meanwhile Kevin Weir continues to complete fire safety inspections and walkarounds of all Campuses and student accommodations.

3.7. Health and Safety 12 Month Overview

Due to the Covid-19 pandemic, the Health & Safety Team have faced new and unprecedented challenges for the management of health and safety in the university and student residences. This has presented operational challenges – below is an overview of the last 12 months.

- Management of health and safety in the university during Covid-19 pandemic – see [Section 3.8](#).
- The way accident/incident investigations/RIDDOR have been undertaken has had to change. To provide ease of access and submission, the accident reporting form was provided electronically on our website. Investigations of accidents were then carried out either by email or phone by the Health & Safety Team.
- Management of first aid required information sent to all first aiders with the Covid-19 restrictions on mouth to mouth and treating people. Put in place guidance and Personal Protective Equipment (PPE) packs for first aiders to use. The Health & Safety Team continued to manage the provision of refresher training for our first aiders, in line with current HSE guidance for training provision during the pandemic.
- Fire risk assessments continued to be carried out to ensure compliance.
- Investigations and inspections were also carried out following fire incidents and ongoing estates work.
- Due to the pandemic, the Health & Safety Team were unable to carry out formal auditing of schools and services. However, School/Service Health & Safety Committees continued to take place online, which ensured continual communications and updates on campus access and working from home requirements.
- The Health & Safety Team again achieved the ROSPA Order of Distinction Award in 2021. Edinburgh Napier University is still the first and only university in the UK to achieve the ROSPA Order of Distinction Award (for 18 years gold medal achievement).

3.8. Covid-19

The past year has been challenging for staff and students, increasing the importance of the management of health and safety within the university. The information below details the challenges that the Health & Safety Team had to meet over the past 12 months.

The Health & Safety Team were required to continually review the Scottish Government guidance and implement and communicate changes as appropriate. Weekly Covid-19 stats required to be submitted to the Scottish Government.

The Health & Safety Team were involved in regular meetings with NHS Lothian Public Health, other colleges/universities and accommodation providers in the local area.

3.8.1. Campus

To ensure our campuses were Covid-19 secure, the Health & Safety Team required to implement processes, procedures and controls. This also required continual reviewing and updating to ensure compliance with the current Scottish Government guidance and legislation.

- a) Covid-19 overarching risk assessment
 - Ongoing updates were carried out and the Health & Safety Workstream group were updated at the weekly/fortnightly meeting.
- b) Building/room capacities
 - Discussions with Property & Facilities
 - Checks with legislation and new guidance from the Health and Safety Executive
 - Room layouts
 - Ventilation
 - One-way systems
 - Guidance on appropriate signage (one-way systems, lifts, building Covid Compliance Certificate)
 - Advice on provision and use of Perspex screens
- c) Cleaning regimes
 - Type of cleaning chemicals to be used and their effectiveness
 - Frequency of cleaning
 - Protective measures for cleaning staff and supervisors
 - Review of COSHH and risk assessments
 - Issues with cleaning of lecture, library and computer facilities
 - Procedure put in place for lecture rooms
- d) One-way systems agreed and put in place
 - Provision of guidance documentation
 - Check, advise and sign off on one-way systems within the campus buildings
 - Ensure fire emergency procedures were communicated
- e) Controlling the amount of people on campus
 - Multiple occupancy of offices guidance
 - Toilet facilities
 - Scottish Government guidance on social distancing (2m and 1m)
 - Workplace Health, Safety and Welfare regulations
 - This reduced the capacity of toilets available and overall capacity able to access the campus
- f) Guidance and Moodle online information course (return to campus)
 - Produce content and questions for both staff and student online Moodle courses
 - Communication with Information Services for publishing online
 - Ongoing review and updating, as required
- g) Catering requirements
 - Space and seating requirements
 - Flow of people in catering areas

- h) Staff and student access to campus for essential purposes
 - Detailed guidance documents for safe return to campus
 - Guidance on specific activities, e.g. filming, sports science, use of laboratories
 - Lone working guidance
 - Guidance and information on large TV screens and notice boards at all campuses
- i) Personal protective equipment (PPE)
 - First aiders
 - Teaching (student nursing, labs, restrictions and controls)
- j) Internal communications between Health & Safety and the different Schools and Services
 - Updating the Covid-19 overarching risk assessment – Unions/Workstream
 - Health & Safety Workstream meetings – with Unions, Property and Facilities, and senior management representatives
 - Property and Facilities – building, signage, capacities, toilets, cleaning, food outlets and external venues
 - Security – vehicles, social distancing, first aid, Toolbox talk for security staff
 - Cleaning staff – chemicals to be used, procedures and cleaning regimes
 - Human Resources – Homeworking guidance, online training, Occupational Health, recording staff Covid-19 cases
 - Information Services – access to library and computers, staff and student IT roll-out of managed laptop service
 - School of Health & Social Care – Skills Lab – face to face teaching for the nursing students
 - School of Applied Sciences – face to face teaching/research
 - School of Arts & Creative Industries – filming and music requirements
 - School of Engineering and the Built Environment – workshop areas (lifting operations)
 - Marketing and Communications – communications on requirements and training
 - Construction Scotland Innovation Centre (CSIC) – guidance on safe operating

3.8.2. Student Accommodation

- a) Dealing with the accommodation and security staff on managing the outbreaks within the residences
- b) Quarantine/self-isolation/travel isolation/students going home for Christmas
- c) Reporting and recording stats
- d) Review and interpretation of Scottish Government guidance and advice on implementing the requirement of this
- e) Constant contact with Lothian Health Protection Team, for all tests and positive test requirements
- f) Communications with senior management through weekly Campus Life meetings and Senior Operation meetings
- g) Continual phone and email communications with accommodation and security staff
- h) Legionella – advice on water management, risk assessments, standard operating procedures, training requirements and use of water management contractors
- i) Guidance to accommodation staff on how to manage students who were self-isolating (e.g. food supplies, laundry)
- j) Fire risk assessments and managing fire incidents – ongoing legal requirement

- k) Guidance on how to manage contractors during the pandemic
- l) Fire evacuations – requirements and communications to students on additional Covid-19 isolation assembly points and the need to wear face coverings
- m) Guidance on cleaning procedures, including the use of contractors for deep cleaning following isolations

3.8.3. External communications

- a) Lothian Health Protection Team – reporting, testing, communications
 - During an outbreak in December 2021 and January 2022
 - Weekly meetings (latterly on a fortnightly basis) with all other universities and colleges in the Lothian area
 - TAP phone calls following the December outbreak to manage and put in place the necessary controls and communications
 - Police communications – advice given at LHPT meetings
- b) Scottish Universities – Scottish Universities Safety Association Group (SUSAG) – these were critical in providing solutions to the various issues and consistent approach in dealing with the pandemic across Scotland
- c) External venues – Churchill Theatre and Eric Liddell Centre (safety protocols, communications, controls, venue inspections, guidance documentation)

3.8.4. Moving forward – return to campus and towards an exit of the pandemic

In anticipation of further easing of restrictions, the Health & Safety Team is now working towards ensuring a safe return for staff and students to our campuses. Factors involved in this are:

- a) Scottish Government guidance – investigating, reviewing and updating information and keeping up to date with Scottish Government guidance
- b) Revision of overarching risk assessment to comply with Scottish Government Guidance
- c) Updating of staff and student Health & Safety Covid-19 guidance
- d) Scenario based plans – proactive approach to address a continued mix of homeworking and campus-based work and learning
- e) Ongoing discussions with senior management and Deans and Directors and engagement with Trade Unions and ENSA
- f) Ongoing discussions with Property and Facilities and Information Services on room setups/layouts/capacities and ergonomic layout/equipment. Factors involved include social distancing requirements, space requirements and facilities available.
- g) Ongoing discussions with Schools and Services to provide guidance on safe working practices
- h) Continued communication with Health Protection Team on a fortnightly basis
- i) Discussions and consultation with other safety professionals at other universities on best practice

3.9. Health and Safety Priorities for 2022/2023

Objective priority	Key action	Key performance indicator
1. Lead and support the Health & Safety activities necessary to ensure a safe return to Campus and effective transition from home working to campus, as the Covid-19 pandemic develops.	<ul style="list-style-type: none"> a) Timings dependent on Scottish Government advice and reduction in the restrictions. b) University senior management, HR, Trade Unions and School and Service consultations and interactions. c) Overarching risk assessment to determine control measures for implementation of return. d) Production of required communications and materials to assist in this transition. 	<ul style="list-style-type: none"> a) Act on Scottish Government guidance. b) Consult with the necessary Schools/Services/Trade Unions and student representatives. c) Update and communicate the overarching risk assessment for return. d) Produce the necessary guidance and communicate it effectively.
2. Manage transition of Health & Safety training from face-to-face training to online reflecting ongoing pandemic restrictions and anticipated move towards greater flexible working.	<ul style="list-style-type: none"> a) Risk assessment of the training requirements for University staff. b) Renewal of Essential Skillz eLearning contract. c) Consult with Trade Unions/ENSA. d) Scope and develop appropriate online training, electronic learning and use of Microsoft Teams with instructor lead training sessions. 	<ul style="list-style-type: none"> a) Undertake a full assessment of the training needs and requirements. b) Renewal of the contract. c) Consult with Trade Unions on training requirements. d) Undertake the necessary online training.
3. Continue to embed the new overseas travel risk assessment, safeguarding and incident management processes.	<ul style="list-style-type: none"> a) Promote awareness and understanding of processes to staff and students. b) Monitor operation and identify and resolve any issues which need to be addressed. 	<ul style="list-style-type: none"> a) Fully operational system, policy and communications. b) Continual monitoring of the system and addressing issues.

Objective priority	Key action	Key performance indicator
4. Fire stopping at Bainfield	There is a risk that failure to prioritise the installation of missing fire stopping measures within student accommodation at Bainfield could lead to a major fire event leading to significant reputational damage.	P&F to undertake remedial works during the 2022 summer holiday period. Meetings have been held with Elaine Gomez from Standard Life. Surveys on-going.
5. ACM Cladding at Merchiston (above bike store and Music Centre) and ENgage, Sighthill	<p>In the context of the Grenfell Tower fire, it was confirmed that a review of cladding used on buildings within the University's estate was completed in July 2017 to confirm that it met appropriate standards of fire resistance.</p> <p>All accommodation and campus blocks over 18m that had ACM panels were removed.</p> <p>All our accommodation blocks are compliant.</p> <p>However not all ACM cladding was removed as some buildings are under 11m height. A small quantity of ACM panels remains in non-sleeping buildings.</p> <p>Whilst the law does not require us to remove the cladding, it would be prudent at the appropriate time or following advice from Scottish Government to remove it.</p> <p>There is a potential that other HPL cladding may have to be removed in the future, this applies to one small area in one block at Orwell Terrace.</p>	<p>a) University to monitor Scottish Government advice and the Building Regulations. Technical changes to the Building Regulations due to be made on 1st June 2022.</p> <p>b) Decide at the appropriate time to remove the remaining ACM panels.</p>
6. Additional H&S resource for the H&S Team	Candidates to be sourced for an additional H&S Manager to support the H&S Team and specific Schools.	a) The addition of another H&S Manager to the Team, will enable the central H&S team to support the wider University and Schools.

Objective priority	Key action	Key performance indicator
		<ul style="list-style-type: none"> b) Initially the new team member will be supporting a specific School, before being utilised by the H&S Team to support other Schools and the H&S team.
7. Scottish Fire & Rescue Service procedures	There is a risk that the new fire evacuation procedures to be implemented by the Scottish Fire and Rescue Service from April 2023 could place a heavy burden on the University in terms of financial and human resources required to support the new procedures leading to vulnerability in properly supporting fire evacuation procedures and reputational damage.	<p>Revised management strategy to be developed to identify:</p> <ul style="list-style-type: none"> a) whether further key roles are required b) new procedures to be followed for fire evacuation.
8. Fire Safety in general	There is a risk that if the University fails to manage and comply with health, safety and fire legislation it could experience gross loss due to fire or dangerous occurrence, reputational risk, prosecution, civil claims, fines based on turnover and custodial sentence for senior officers.	<ul style="list-style-type: none"> a) Established Health & Safety management framework and fire safety management framework supported by regular schedule of auditing, monitoring, review and reporting, through University level and local H&S committees. b) Established programme of Health & Safety and Fire Safety training for staff, students including identified enhanced requirements for particular roles. c) Ongoing incident reporting, investigation, recommendations and follow up to address and mitigate H&S and fire issues.

3.10. Health and Wellbeing

Nationally, the pandemic has had a profound impact on all our home and working lives. While, overall, there has been less disruption in the last 12 months the cumulative effect of limited family and social contact, furlough, continual adaptation of working practices and blurring of home and work life over the last 2 years has been difficult and will have had a detrimental effect on the short, medium and long term mental health of many.

Mental health has been a particular concern across all sectors with the World Health Organisation reporting that bereavement, isolation, loss of income and anxiety about the future have triggered an upsurge in mental health conditions and exacerbated existing ones. Mental health for staff and students has remained a key focus for the University over this period. A suite of mental health support and training for staff and line managers has been developed and delivered and will continue as we continue to navigate the challenges ahead for colleagues as the University returns to campus.

In supporting the wellbeing of staff during the pandemic the university has focused on four key areas: keeping staff safe in the workplace and at home; providing the tools for staff to work effectively from home; raising awareness of mental health and how to spot potential issues; and promoting health & wellbeing support available to staff.

The University has a number of support services available to staff experiencing mental health problems, these are detailed below:

- The Employee Assistance Programme (EAP), Workplace Options, provides emotional, practical and wellbeing support to employees and their families. The service is offered 24/7 and gives staff access to free, confidential and independent resources to help employees balance their work, family and personal lives. It also provides counselling services from qualified clinicians to help staff with challenges in their work, family or personal lives. The utilisation of Workplace Options can be found below.
- TogetherAll is a confidential online platform providing access to a 24/7 online community and is supported by trained mental health practitioners. Staff registrations spiked at the start of the lockdown and again at the beginning of the academic year, however, have stabilised over the period January 2021 – December 2021 with an average of 24 staff accessing the platform per month.
- SilverCloud is an online self-directed platform offering five discreet self-directed learning programmes, covering Making Time for COVID 19, Making Time for Resilience, Making Time for Sleep, Making time for Money Worries and Making Time for Mindfulness. These can be accessed anytime from multiple devices including mobile phones. There are currently 89 staff enrolments, an increase of 31 users from last year.

Mental Health training for staff

Raising awareness of mental health and speaking about this more publicly and honestly across the university is essential to transforming behaviours, attitudes and destigmatising mental health illness; alongside giving managers and staff the knowledge and support to recognise and talk about problems when they arise, and understanding where they can find support is essential, thus promoting an early intervention approach. Our support to staff on mental health education aligns with the sector wide [University Mental Health Charter](#).

In October we agreed a new partnership with Mental Health UK. This partnership has been set up to ensure that all staff and line managers have access to robust and meaningful awareness training on mental health. By the conclusion of this year's training programme, we expect 110 managers and 40 staff will have participated in the programme. To date, evaluation of the training has been positive and will be reviewed again in June to assess scope and impact and inform any necessary changes to the programme.

More specialist training for staff who have extensive contact with students is provided via the Charlie Waller training programme which has been developed specifically for the sector. In addition, as part of the Suicide Safer Implementation Plan, Applied Suicide Intervention Training is being rolled out to targeted groups of staff such as those who work in student accommodation and security. Training sessions have been scheduled for March and April 2022 with 30 staff participating.

The Mental Health First Aid at Work network continues to grow with more staff undertaking accredited training, bringing the number of Mental Health First Aid at Work Champions to 48. This group of staff are a named point of contact across all campuses for an employee who is experiencing a mental health issue or is in emotional distress. Champions are trained to listen, ask the right questions and signpost staff to relevant support resources.

The University has held the Healthy Working Lives GOLD Award for a number of years. Work is currently underway to gather relevant evidence of continued growth and support for staff in terms of wellbeing to ensure GOLD status is retained. The portfolio of evidence will be submitted to Public Health Scotland in June 2022.

Work across the university continues and there is the intention to do an Employee Experience survey later this year, the first full survey since 2018, and this will give us a better understanding of how staff are feeling about their wellbeing helping to shape current and future support tools.

4. Occupational Health Report

- 4.1 [Reportable Occupational Diseases](#)
- 4.2 [Number of Referrals](#)
- 4.3 [Health Surveillance](#)
- 4.4 [Review of Sickness Absence](#)

Overview

There were no reportable occupational diseases reported during this period. This report includes data from Optima Health, our current occupational health providers. The reporting period is from March 2021 until February 2022. The University participated in the annual sickness absence benchmarking survey facilitated by the Universities & Colleges Employers Association (UCEA) for the academic year.

4.1. Reportable Occupational Diseases

There were no reportable occupational diseases reported during this period.

4.2. Number of Referrals

Number of Referrals (1 March 2021 – 28 Feb 2022)

Referral Type	No. of referrals (1 March 2021 – 28 Feb 2022)
Referral Volumes	743 (includes Health Surveillance)
OHA F2F	0
OHA Tel	133
OP F2F	0
OP Tel	4
Workstation Assessments (under Covid restrictions online)	23
General Pre-Placement Screening	532
Ill health retirement	1
Occupational Therapy	1
Business Unit Breakdown	
Property & Facilities	90
School of Engineering & the Built Environment	55
School of Applied Sciences	70
School of Arts & Creative Industries	86
School of Computing	107
School Support Service	56
School of Health & Social Care	60
Information Services	23
Student Wellbeing & Inclusion	14

The Business School	71
International Operations & Student Recruitment	23
Human Resources	13
Construction Scotland Innovation Centre	7
Marketing & Communications	13
Research and Innovation Office	8
Finance	14
Planning & Business Intelligence	<5
Learning & Teaching Enhancement	11
Equate Scotland	7
Principal's Office	<5
Governance Services	<5
Student Futures	11
Grand Total	743

The data shows a similar pattern to the previous year most likely as a result of Covid-19 and the furlough scheme being introduced (which ended in September 2021). The majority of the referrals have been pre-placement referrals. The Human Resources team continue to work closely with the Optima Health Account Manager.

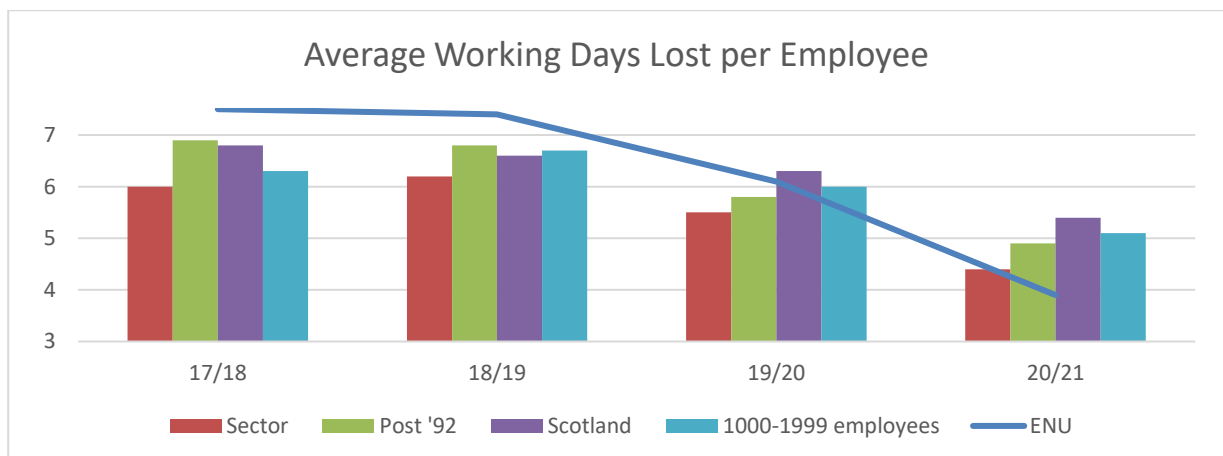
4.3. Health Surveillance

Health surveillance allows for early identification of ill health and helps identify any corrective action needed. Health surveillance may be required by law, for example if employees are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

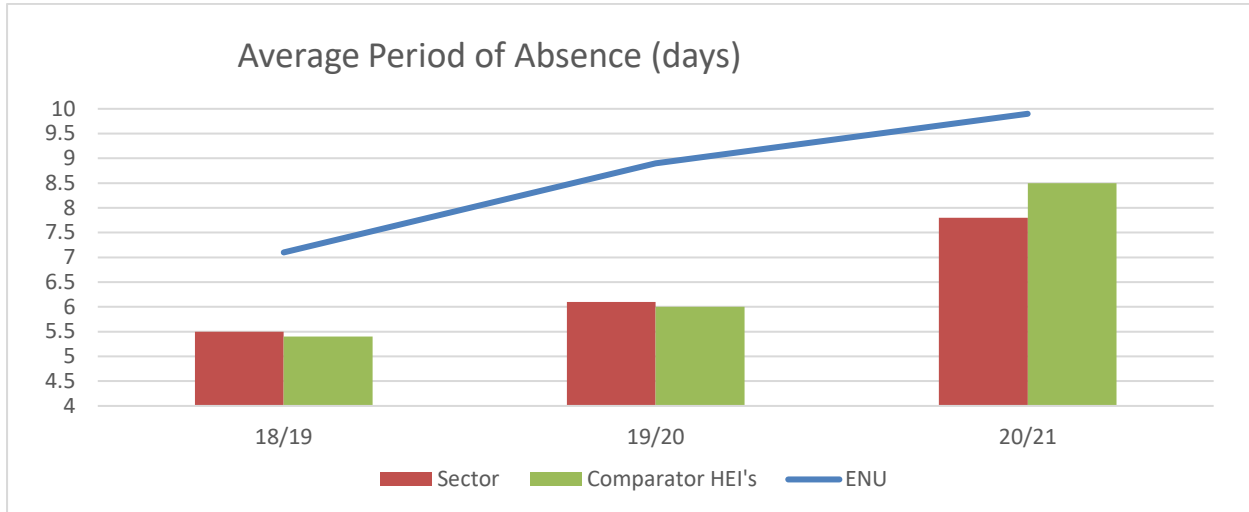
Health Surveillance	49
Audiometry	1
HAVS General	2
Night Worker Screening	17
Ordinary Driver Screening	16
Respiratory and Skin	3
Skin	10

4.4. Sickness Absence (UCEA Sickness Absence in Higher Education) 2020-2021

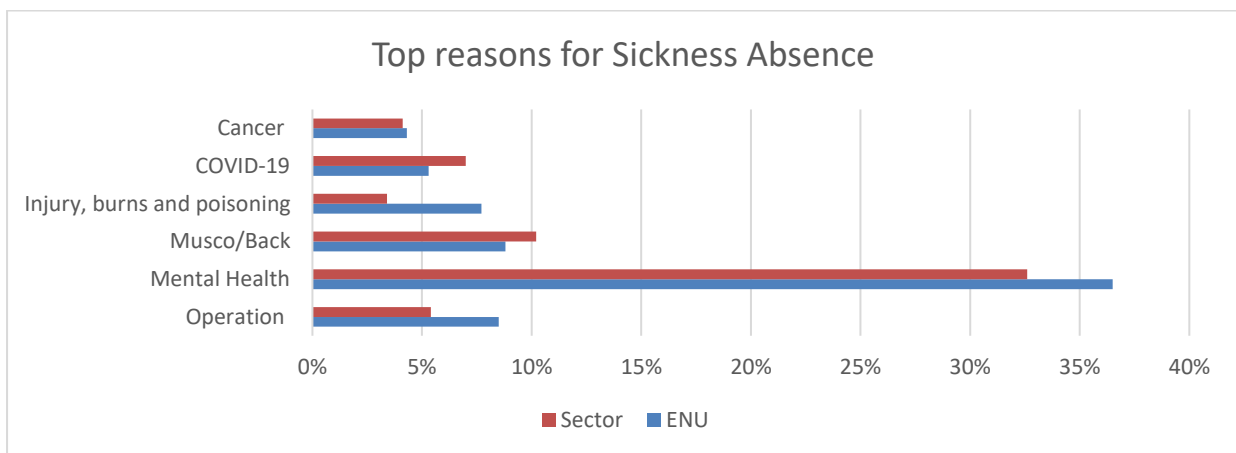
- The results show sickness absence has fallen since last year across the sector and within ENU. On average, 2% of working days were lost to sickness absence in the 2020-21 academic year (2.5% in 2019-20). This equates to 4.4 days per employee lost to sickness absence (5.5 days in 2019-20). Furlough or staff self-isolating (with no symptoms) may be part of the reason for the fall in absence. At ENU we ranked 35/105 (HE Sector) and 16/52 (comparator HEI's) for average working days lost.
- HEI's reported a fall in the overall % of working days lost to sickness since last year. The average period of short-term absence fell from 2.4 days to 1.7 days whilst long term absence (2 weeks or more) increased from 56% to 62.1%.
- There has been a significant drop in the average working days lost at ENU from 6.1 days (2019-20) to 3.9 days in 2020-21. This may be as a result of Covid-19 measures such as less commuting on public transport and increased hygiene measures and staff being on furlough. It could also be related to the reporting of sickness absence - staff working from home may be less inclined to report absence days or may continue working despite an illness which would ordinarily have prevented them coming onto campus.



- In ENU, the average period of absence (total sickness absence/number of occurrences) increased from 8.9 days to 9.9 days. This is significantly higher than the average period of absences of 7.8 day for the HE sector.



- The proportion of sickness absence that is long term (2 weeks or more) is now similar for the sector (ENU 63.5% and other HEI's 62.1%). In other years ENU was disproportionately higher.
- The number of short-term average working days lost in the sector was 1.7 days which compares with 1.4 days and ENU (2.3 days in 2019-20).
- Consistent with previous years, the main cause of sickness absence in terms of days lost was mental health, accounting for 36.5% of days lost at ENU (32.6% in the sector).



- Across the sector the most commonly used method to manage both long and short-term sickness is line manager involvement. For long term absence, occupational health referrals and phased returns also proved effective. Targeted interventions such as providing appropriate training for managers also made an impact.
- As noted previously the results we have found in 2020/21 may be as a result of Covid-19 measures such as less commuting on public transport and increased hygiene measures and staff being on furlough. It could also be related to the reporting of sickness absence - staff working from home may be less inclined to report absence days or may continue working despite an illness which would ordinarily have prevented them coming onto campus.
- It is difficult to extract meaningful trends within this data period given Covid-19.

5. Employee Assistance Report

Overview

Workplace Options have been providing our Employee Assistance Programme since August 2013. The information below is based on the reporting period from 1 March 2021 – 28 February 2022.

5.1. Employee Assistance Programme – Workplace Options

Utilisation of the service for 1 March 2021 – 28 February 2022

NUMBER OF PARTICIPANTS: 1600					
	Q1	Q2	Q3	Q4	TOTAL
Number of Individual Participants Utilising Services	16	17	9	8	48
	PERIOD COUNT	YTD COUNT	UTILISATION %	YTD UTILISATION %	
Clinical	83	83	5.19	5.19	
Work-life	11	11	0.69	0.69	
Web Hits	896	896	56.01	56.01	
Total	990	990	61.89	61.89	

Edinburgh Napier University's overall usage of services during the period, 01 Mar 2021 to 28 Feb 2022, was 94 cases. The projected annual utilisation for Edinburgh Napier University is 5.88% which is greater than the Book of Business's (BOB) benchmark of 2.98% and is greater than the Industrial BOB benchmark of 0.01%. There were 83 EAP counselling cases, and 11 work-life cases. Usage is higher compared to the previous year during this time period where utilisation was 3.69%. Year to date the number of cases broken out by gender are: 11.70% male and 78.72% female. 9.58% of callers declined to provide this information.

Top Concerns

Personal Concerns						
	Q1	Q2	Q3	Q4	TOTAL	%
Stress	13	22	13	9	57	30.81
Anxiety/Panic	9	24	12	5	50	27.03
Low Mood	9	12	9	7	37	20.00
Low Self-Esteem	5	6	6	1	18	9.73
Difficulty Concentrating	1	10			11	5.95

Work Related Concerns						
	Q1	Q2	Q3	Q4	TOTAL	%
Workplace Stress	4	9	9	1	23	57.50
Work performance issues	1	5	7		13	32.50
Conflict at Work			1	2	3	7.50
Workplace bullying/harassment			1		1	2.50

This is an excellent free confidential and independent resource to support staff on a range of issues either work related or personal. This service is available 24 hours a day, 7 days a week, 365 days a year by phone, e-mail or online and provides information, resources and counselling on any of the challenges that life may bring. The services are paid for by the University so that they are provided free to employees.