



Health and Safety Annual Report

1 March 2023 to 29 February 2024

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Interim Head of Health & Safety
On behalf of the Health & Safety Team

Report Date 1 March 2023 to 29 February 2024

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1. Executive Summary

This report covers the reporting period 1 March 2023 to 29 February 2024 and summarises the university's organisation and arrangements in place to deliver the Health & Safety Policy together with the safety performance data, including the statistics in relation to accidents, RIDDORs, first aid incidents, near misses/dangerous occurrences and fire safety.

Key Highlights

- No RIDDOR reports. Number of accidents has slightly increased over comparable period previous year. Majority of first aid calls were individuals fainting, failing to eat or drink enough. Main cause of near misses and dangerous occurrences was unsafe working practices, which were all dealt with at the time.
- All scheduled fire evacuations completed. There was one issue with a poor evacuation of a flat, due to people failing to evacuate. This was dealt with at the time by Student Accommodation staff and Fire Safety Adviser. Lack of fire wardens at Merchiston and Craiglockhart during scheduled evacuations. This has since been remedied at Craiglockhart and Merchiston now has a new Senior Fire Coordinator.
- Reduction in fire activations in the residential accommodation due to interventions and initiatives from the Student Accommodation Team and Fire Safety Adviser.
- Introduction of new unwanted fire alarm signals (UFAS) requirements. University carried out training and implemented the requirements with no issues.
- Interim Head of Health & Safety met with Deans/Directors in December 2023 and January 2024 to discuss Health and Safety compliance in their areas, along with other concerns or support they may require. Feedback sessions are planned for June/July 2024 with the Deans and Directors on the Annual School/Service Safety Reports submitted in January 2024.
- 10% increase in eLearning compliance in the last year.
- The focus going forward from these School/Service Safety Reports is eLearning compliance, risk assessments production, review and document storage, and local school/service safety workplace inspections.
- Health & Safety Team working closely with Property & Facilities on various projects including contractor induction, contractor inspections, safety tours with contractors, and safety management on campus and accommodation, including Bainfield accommodation works and Sighthill labs.
- Monthly meetings with union representatives to discuss and act on any concerns or policy changes.
- Health & Safety Team liaised with sector experts and collaborated with schools and services on relevant policy reviews and updates.
- Health and Safety Team have increased face to face training offering and will continue to aid departments in compliance.

Looking Forward

- Interim Head of Health & Safety to host and chair meeting with Scottish University Safety Advisers Forum in October at Craiglockhart Campus.
- Interim Head of Health & Safety to attend the Scottish University Estates Safety Advisers group.
- Continue to recruit more fire wardens at Merchiston Campus.
- Health and Safety Team to increase the face to face training course offering in the coming year, including bespoke courses for specific school/services.
- Fire Safety Adviser to continue working closely with the Scottish Fire & Rescue Service.

2. Health and Safety Management

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 & 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 & 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 & Safety Team

The Health & Safety Team comprises:

Sean Hughes BSc PgDip MCIOSH CMIOSH, Chartered Safety & Health Practitioner, Interim Head of Health & Safety

David Conner CertIOSH, Health & Safety Manager

Kevin Weir GFireE, Fire Safety Adviser (part-time 3 days per week)

Ruth Thin BSc (Hons) PgDip, Health & Safety Co-ordinator

Bob Rennie was Head of Health & Safety for part of the reporting period, leaving the university on 3 November 2023 when Sean Hughes took over as Interim Head.

The Health & Safety Team reports directly to the Director of Property & Facilities and the University Safety Officer (Director of Finance & Operations). The Interim Head of Health & Safety meets with the University Safety Officer on a fortnightly basis to discuss health and safety issues and a monthly report is produced for the University Safety Officer.

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.

2.3. Health & 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). The Health & Safety Team collaborate on policy reviews/new policies with relevant experts in Schools and Services and other universities. New policies are put in place as required and presented to the Health & Safety Committee. In between committee meetings the team discuss with the union representatives.

Policy Review Schedule as at 29 February 2024

Policy	Current Version	Review date
Abrasive Wheels	1.0	Jan-26
Access Out With Normal Hours	3.1	Jun-26
Access to the University by Children	4.0	Sep-26
Accident, Dangerous Occurrence and Near Miss	5.0	Jun-26
Animals on Campus	1.0	Sep-26
Appointment of Competent Health and Safety Staff	3.0	Aug-25
Asbestos	1.0	Oct-26
Confined Spaces	1.0	Feb-26
Contractors - Maintenance, Services & Events	1.0	May-26
Contractors - CDM	1.0	Sep-26
Contractors Code of Practice	7.0	Apr-26
COSHH	1.0	Dec-25
COSHH for cleaning operations	1.0	Feb-26
COSHH guidance - cleaning materials	1.0	Feb-26
COSHH guidance - dusts	1.0	Feb-26
COSHH guidance - bodily fluids	1.0	Feb-26
Defibrillators	2.2	Dec-25
Design, Development and Manufacture	4.0	Oct-25
Drinking and Eating	3.0	Sep-25
Driving at Work	3.1	Mar-26
Drones - Use of Drones/UAVs	2.0	Oct-25
DSE	2.1	Aug-25
DSEAR	1.0	Jan-26
Events, Exhibitions and Filming in Uni Premises	3.0	Jun-26
External Clients - Management of External Clients Leasing Rooms, Laboratories or Equipment	2.0	Feb-25
Fire extinguisher guide	2.0	Feb-26
Fire Precautions & Procedures booklet	5.0	Dec-24
Fire Policy and Fire Safety Management	13.0	Jun-26
Fire Strategy Bainfield	5.0	Jun-26
Fire Strategy Orwell	4.0	Jun-26
Fire Strategy Slateford	4.0	Jun-26
First Aid	2.1	Nov-26
First Aiders Guidance	6.0	Aug-25
Food Safety	New	New

Policy	Current Version	Review date
Gas Safety	New	New
Hazardous Substances	2.0	Jun-26
Hazards - Reporting of Hazards	3.0	Apr-26
Health Surveillance	3.0	Aug-26
Housekeeping	3.0	Dec-25
Knives, Sharps & Other Cutting Tools	1.0	Jun-26
Ladders	1.0	Sep-25
Legionella	1.0	Oct-26
Legislation procedure and listing	2.1	Apr-24
Management of Health and Safety - Guidance for Deans/Directors	2.1	Nov-25
Manual Handling	2.0	Oct-25
MFDs and Printing Devices	3.0	Sep-25
Noise	2.0	Oct-25
Pagers	1.1	Under Review
PAT	1.0	Sep-25
PEEPs	New	New
Personal Protective Equipment (PPE)	3.0	Jun-25
Phlebotomy/Blood Collection	1.0	Sep-26
Provision and Use of Work Equipment & flowchart	3.0	Aug-25
Radiation - work with x-ray generators	2.0	Oct-26
Radiation - work with ionising radiation	2.0	Oct-26
Restricted Areas	3.0	Sep-26
Risk Assessment	1.1	Under Review
Safe Systems of Work	3.0	Nov-25
Smoking	1.0	Sep-25
Staff Safety Guide	1.0	Under Review
Statement of General Health and Safety Policy	1.0	Jun-24
Statutory Inspections	3.0	Sep-26
Stress	2.0	Aug-26
Student Safety Guide	1.0	Under Review
Supervision of Students in Workshops & Labs	2.0	Under Review
Training and Competency	2.0	Nov-26
Travel	3.2	Sep-25
Travel Guidance	3.1	Jan-26
Vibration	1.0	Sep-26
Violence	3.0	Aug-25
Visitors	3.0	Sep-25
Welding & Cutting	1.0	Dec-25
Working Alone	2.2	Jun-26
Working Alone for Social Researchers	2.0	Sep-25
Working at Height	1.0	Jan-26
Workplace (Health, Safety and Welfare) Regulations	3.0	Jul-26

2.4. Statutory Compliance

Health & Safety Executive (HSE) Notices

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

Health & Safety Notices Issued by the Health & Safety Team

Health & Safety Notices are served by the University Health & Safety Team during their routine visits to work areas within the University when a hazardous work practice and/or failure to comply with University Health & Safety Policies is observed or highlighted that requires immediate action. A full investigation and report are carried out by the Health & Safety Team and all University contract administrators are required to report back on the actions taken. Depending on the breach, the Notice can be Prohibition¹, Improvement² or Verbal³.

3 Notices were issued during the reporting period.

Type of Notice, Location and Date of Breach	Unsatisfactory Work Practices or Situations	Actions Taken
Prohibition Notice: Sighthill Campus Level 2 Block C (Information Services) 20 July 2023	<ul style="list-style-type: none"> Unsafe work practices on stepladders Incorrect equipment for the work being undertaken One employee standing on top step looking into ceiling void 	<ul style="list-style-type: none"> Work stopped immediately until correct equipment was in place Arthur McKay management informed and action taken to prevent reoccurrence
Prohibition Notice: Merchiston Campus Concrete Lab (SCEBE) 21 September 2023	<ul style="list-style-type: none"> Unsafe electrics and overloading of multi gang socket No lock off procedures and signage No interlock on the door Exposed electrical lead with bare wires 	<ul style="list-style-type: none"> Equipment repaired Interlock and cabling compliant Equipment locked off when not in use, key held securely
Improvement Notice: Merchiston Campus B48 (SACI) 23 January 2024	<ul style="list-style-type: none"> Washing machine and tumble dryer being used within storeroom Poor housekeeping within storeroom Inner fire door does not close Main door does not close and kept unlocked Alcohol, both full and empty, found in room 	<ul style="list-style-type: none"> Detector changed Machines only to be used within business hours Housekeeping improved Main door kept locked Alcohol removed from the space and disposed of

¹ **Prohibition Notice:** The works giving rise to this situation were stopped immediately and must remain so until suitable and sufficient solutions(s) have been implemented and the formal approval to restart given by the Health & Safety Office.

² **Improvement Notice:** The unsatisfactory elements of the work practices or situation must be remedied as soon as possible.

³ **Verbal Notice:** Verbal warning given on unsatisfactory work practice/solutions.

3. Accidents, First Aid Incidents and Near Misses/Dangerous Occurrences

This section contains a summary of accidents, first aid incidents, near misses and dangerous occurrences which have been reported in the period from 1 March 2023 to 29 February 2024 along with details of serious accidents involving students, staff, visitors and contractors.

3.1. Summary

RIDDOR¹/Other Accidents/First Aid Incidents/Near Misses & Dangerous Occurrences 1 March 2023 to 29 February 2024

Month	RIDDOR Accidents	Other Accidents	First Aid Incidents	Near Misses / Dangerous Occurrences
March 2023	0	1	12	10
April 2023	0	4	4	1
May 2023	0	3	7	6
June 2023	0	9	2	1
July 2023	0	8	3	3
August 2023	0	2	1	2
September 2023	0	7	12	7
October 2023	0	3	8	6
November 2023	0	6	3	5
December 2023	0	7	6	1
January 2024	0	7	8	2
February 2024	0	6	10	3
Total	0	63	76	47

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

3.2. Accidents

3.2.1 RIDDORS: 1 March 2021 to 29 February 2024

There were no RIDDORS for the reporting period.

	01.09.23 29.02.24	01.03.23 31.08.23	01.09.22 28.02.23	01.03.22 31.08.22	01.09.21 28.02.22	01.03.21 31.08.21
RIDDORS	0	0	0	0	1	0

3.2.2 Accidents: 1 March 2021 to 29 February 2024

Category	Accident Numbers					
	01.09.23 29.02.24	01.03.23 31.08.23	01.09.22 28.02.23	01.03.22 31.08.22	01.09.21 28.02.22	01.03.21 31.08.21
Students	18	7	13	3	5	1
Staff	18	20	26	21	16	8
<i>Academics</i>	1	0	3	0	2	0
<i>Associates</i>	0	0	0	0	0	0
<i>Research</i>	1	1	1	0	0	0
<i>Support</i>	5	6	5	4	3	0
<i>Catering</i>	5	3	1	2	3	0
<i>Cleaning</i>	3	0	5	1	0	3
<i>Security</i>	1	0	2	0	2	0
<i>Maintenance</i>	0	0	2	1	0	0
<i>Logistics</i>	0	1	1	0	2	0
<i>Technical</i>	2	1	1	1	0	2
<i>Visitors/Contractors</i>	0	8	5	2	4	3
Total	36	27	39	14	21	9
Incidence Rate	0.17	0.11	0.17	0.06	0.09	0.04

3.2.3 Location of accidents (1 March 2023 to 29 February 2024)

Location	No. of accidents
7 Hills	2
Bainfield	1
Bainfield - Arthurs Seat	1
Bainfield - Blackford Hill	3
Bainfield - Braid Hill	1
Bainfield - Castle Rock	6
Bainfield - Corstorphine Hill	1
Bainfield - Craiglockhart Hill	2
BE-ST	1
Craiglockhart	11
Craiglockhart - portacabins (new)	1
External location	2
Merchiston	15
Sighthill	14
Slateford - Castlelaw	2
Total	63

3.2.4 Type of accidents (1 March 2023 to 29 February 2024)

Type	No of accidents
Chemical	2
Cutting tools/working with tools	21
Falls from height	2
Falls on level	8
Hot/cold contact	8
Manual handling	2
Sharp objects	1
Striking against object	13
Struck by an object	6
Total	63

3.3. First Aid Incidents

Type of First Aid Incident/Person Involved (1 March 2023 to 29 February 2024)

Type	Staff	Student	Visitor	Total
Abdominal pain		1		1
Allergy		2		2
Back pain	1	1		2
Bruising/Swelling		2	1	3
Burn		1		1
Cardiac Arrest		2		2
Chest pain		1		1
Cut		2	2	4
Existing injury		1		1
Faint	5	12	3	20
Fall		1	2	3
Headache		2		2
Medical		2		2
Medical condition (pre-existing)		4		4
Mental Health		3		3
Needlestick		4		4
Nosebleed		1		1
Other	1	2		3
Panic Attack		2		2
Seizure		5		5
Sports		4	4	8
Unwell	1	1		2
Total	8	56	12	76

3.4. Near Misses/Dangerous Occurrences

Type of Near Miss or Dangerous Occurrence/Location (1 March 2023 to 29 February 2024)

Type	Bainfield - Blackford Hill	Bainfield - Braid Hill	Bainfield - Calton Hill	Bainfield - Castle Rock	Bainfield - Craiglockhart Hill	BE-ST Unit 1	BE-ST Unit 3	Craiglockhart	Craiglockhart - portacabins	External location	Merchiston	Sighthill	Slateford - Castletlaw	Total
Chemicals	1											2		3
Damage to property												1		1
Driving												1		1
Electrical		1									2	1		4
Equipment/furniture							1					2		3
Falling debris/object								1			3			4
Lift entrapment			1								7	1	2	11
Other					1	1				1		1		4
Tampering fire detector					1									1
Trip hazard											1			1
Unsafe work practice				1			2		1		4	3		11
Violence/Aggression										1				1
Window failure		1		1										2
Total	1	2	1	2	2	1	3	1	1	2	17	12	2	47

4. 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 carry out scheduled evacuations twice yearly and monitor unscheduled evacuations, input into building projects, provide general fire advice, guidance, training and information for all staff, students and visitors.

4.1. Fire Risk Assessments

Campuses - 1 March 2023 to 29 February 2024

Location	Date of issue
7 Hills Storage Unit	30/03/2023
Merchiston Avenue – Screen Academy	10/05/2023

Location	Date of issue
BE-ST – Unit 3	28/06/2023
Craiglockhart - New Modular Accommodation	18/09/2023
Craiglockhart - Old Modular Accommodation	20/09/2023
Craiglockhart Plant Room	02/10/2023
Craiglockhart - Teaching Block	31/10/2023
Craiglockhart - Atria, Library, Lecture Theatres	08/11/2023
Craiglockhart - Original House	07/12/2023

Student Accommodation - 1 March 2023 to 29 February 2024

Location	Date of issue
Bainfield – Accommodation, Stores and Laundry	06/04/2023
Bainfield – Accommodation, Plant Rooms, Stores and Bin Room	06/04/2023
Bainfield – Social and Office Space	06/04/2023
Orwell – Caerketton House	18/07/2023
Orwell – East Kip House	18/07/2023
Orwell – Carnethy House	18/07/2023
Orwell – Scald Law House	19/07/2023
Bainfield – Blackford Hill House	20/07/2023
Bainfield – Calton Hill House	21/07/2023
Bainfield – Castle Rock House	21/07/2023
Bainfield – Braid Hills House	21/07/2023
Bainfield - Arthurs Seat House	17/01/2024
Bainfield - Corstorphine Hill House	18/01/2024
Bainfield - Craiglockhart Hill House	25/01/2024
Slateford - Allermuir House	25/01/2024
Slateford – Castlelaw House	29/01/2024

Full details of the fire risk assessments are held in the Health & Safety Office. Any issues raised for rectification are monitored by the Fire Safety Adviser through the Fire Risk Assessment Tracker.

4.2. Fire Inspections

Regular inspections of the following areas were carried out over the reporting period:

Sighthill:

- B, C & D Blocks; Atrium; LRC; Engage.

Merchiston:

- Colinton Road Zone; Music, Media and Design; GP Block; Café B Floor North; Tower; JKCC; West Elevation; Plant Room.

Craiglockhart:

- Old Building; Modular Blocks; Teaching Block; Atrium; Plant Room.

Any identified issues were progressed through the Facilities Service Desk or the relevant School or Service.

4.3. Scheduled Evacuations

Scheduled evacuations were carried out at all campuses and student accommodation by the Health & Safety Team in March/April 2023 and September/October 2023. All were deemed to be either satisfactory or good, except for Castle Rock House, Bainfield in September 2023 which was rated poor. The 'poor'

rated evacuation was due to some students looking down the stairwell and trying to return to flats, until told to evacuate. Student details were taken by accommodation staff and dealt with after the event. The Fire Safety Adviser was not confident that flats were completely empty, so all flats had to be searched which took 25 minutes. Communications were sent to all students in Castle Rock, reiterating that at no time should an assumption be made that it is a false alarm and they must always evacuate.

More Senior Fire Co-ordinators and fire wardens have been recruited and trained for the main campuses.

4.4. Unscheduled Evacuations

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

Summary Table – 1 September 2023 to February 2024

Location	No. of activations	Cause	Number
Student Accommodation	40	aerosol	5
Bainfield - Arthur's Seat	1	candles	2
Bainfield - Blackford Hill	10	contractor works	5
Bainfield - Braid Hills	4	cooking	9
Bainfield - Calton Hill	2	device	5
Bainfield - Castle Rock	3	dust	1
Bainfield - Corstorphine Hill	3	faulty equipment	2
Bainfield - Craiglockhart Hill	1	hair straighteners	3
Orwell – Caerketton	1	hair dryer	4
Orwell – Carnethy	3	not put in test mode	1
Orwell - East Kip	2	other	7
Slateford – Allermuir	4	steam	1
Slateford – Castlelaw	6	unknown	14
Campuses	24	use of break glass	3
BE-ST	2	vaping	1
Craiglockhart	12	wilful fire raising	1
Craiglockhart Portacabins (new)	4	Total	64
Merchiston	3		
Sighthill	3		
Total	64		

4.5. Scottish Fire & Rescue Enforcement Letter

The Scottish Fire & Rescue Service served an enforcement letter on the university on 26 April 2023 following a fire incident in a flat. All required actions within the letter were addressed at the time – one action is currently being addressed as part of a larger project of works. The fire service thanked us for the response, stating that the Accommodation Team and Fire Safety Adviser have the management of fire safety well in hand.

4.6. Scottish Fire & Rescue New Call Out Procedure

Background

From 1 July 2023 the Scottish Fire & Rescue Service implemented a new procedure for their attendance to automatic fire alarm activations in response to the high number of unwanted fire activation signals.

The main change is non-sleeping premises (Campuses). Scottish Fire & Rescue Service will only attend a fire activation if known fire/smoke has been reported. This responsibility to investigate lies with Edinburgh Napier University. A working group was introduced to work through this procedural change and successfully implemented a procedure to mitigate this. The identified personnel have been trained to undertake this investigation process.

This change does not involve our sleeping accommodation, they will always get required attendance, due to the increased risk to life.

Since launch

Since the launch of the new procedure, we have successfully followed the requirements and prevented unnecessary visits by the fire service. The security team have been working with the Fire Safety Adviser to ensure that any small changes are checked, introduced with necessary training. On one occasion a fire was detected in an external storage area at Merchiston campus, and the process worked, with the fire service being called, attending and fire extinguished with minimal damage.

We will continue to monitor this moving forward to ensure that it maintains its effectiveness and make any necessary changes.

4.7. Unwanted Fire Alarm Signals (UFAS)

The University continues to support the Scottish Fire & Rescue Service's (SFRS) aim of reducing unwanted fire alarm signals. Our Fire Safety Adviser works closely with local Fire Service Enforcement Officers to identify and eliminate, as far as reasonably practicable, avoidable false fire alarms from our premises. Most of these events normally occur within our student accommodation premises. Our Fire Safety Adviser continues to work in partnership within Property & Facilities to identify and provide technical solutions where possible to reduce the number of false alarms.

The University has been very proactive in reducing these numbers through intervention and education. However, with new students arriving every year, the same issues reoccur albeit on a year-on-year reduced volume due to the excellent work the Student Accommodation Team do in implementing proactive initiatives.

There has been a marked reduction in incidents involving cooking and behavioural issues (such as vaping and smoking) in the residences. Activations caused by the use of hairdryers/hair straighteners have seen a small increase however overall there has been a steady marked downward trend in the frequency of UFAS which is a very encouraging and positive result. The Accommodation Team and Health & Safety are working closely to maintain and improve on this.

There has been 1 fire in the last 12 months which occurred to the rear of the kitchen area within an external storage area at Merchiston Campus. The fire was an act of wilful fire raising which was extinguished by Scottish Fire & Rescue Service and resulted in very minimal damage. The external storage area (part of the building) could only be accessed by jumping over from the external spiral fire escape stair. This area has now been boarded up with no access now available.

4.8. 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. These PEEPs cover both campuses and accommodation buildings.

4.9. Projects and Events

The Health & Safety Team continue to work closely with the projects team within Property & Facilities providing the necessary advice on health, safety and fire related matters. We undertook joint inspections of the projects with the contractor and Property & Facilities staff. Staff and student events on the campuses were supported, ensuring that they were following the required guidance and safe practice.

5. Health and Safety Training and Competency

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 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 and Training Policy and job role matrix to assist Schools and Services.

The Interim Head of Health & Safety met with the Deans and Directors to discuss compliance and the completion of the School/Service annual reports. The compliance to the eLearning can be found below in 5.1.

5.1. Essential Skillz eLearning

Name	Number of completions 01/03/2023 to 29/02/2024
Workstation ^{1, 2, 3}	1285
Fire Safety ⁴	643
Health and Safety Induction ⁵	358
DriveWize ⁶	59
Electrical Safety ⁶	71
Hazardous Substances (COSHH) ⁶	65
Home Working ⁶	85
Manual Handling ⁶	85
Risk Assessment ⁶	73
Stress Awareness ⁶	53

- ¹ Mandatory - completed annually
² With all annual renewals on workstation, staff have 1 month 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
⁶ These modules were identified and undertaken as job specific requirements

Overall compliance (includes all eLearning modules) – University-wide as at 29/02/2024

University-wide	60%
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Overall compliance (includes all eLearning modules) – Professional Services as at 29/02/2024

Professional Services	Compliance as at 29/02/2024
BE-ST	83%
DLTE	70%
Finance	81%
Information Services	84%
International Operations & Student Recruitment	79%
Marketing & External Relations	87%
People Team	79%
Property & Facilities	78%
Research, Innovation & Enterprise	67%
School Support Service	82%
Strategy & Planning	87%
Student Futures	78%
Wellbeing & Inclusion	76%

Overall compliance (includes all eLearning modules) – Schools as at 29/02/2024

School	Compliance as at 29/02/2024
Business School	59%
School of Applied Sciences	46%
School of Arts & Creative Industries	39%
School of Computing, Engineering & Built Environment	39%
School of Health & Social Care	62%

5.2. Face to Face training

Date	Course	Numbers
March 2023	DSEAR Awareness	10
	DSEAR Workshop	10
April 2023	Contract Administrator (P&F)	8
May 2023	Fire warden, People Team	1
	Fire wardens, BE-ST	9
May/June 2023	IOSH Managing Safely	10
June 2023	Vacation Letting Assistants, Bainfield	12
	Security - new fire procedures	4
	Security - new fire procedures	5
	Security - new fire procedures	2
July 2023	BE-ST - new fire procedures	5
	Fire wardens, Sighthill - new fire procedures	6
	Fire wardens, Sighthill - new fire procedures	5
August 2023	Resident Assistants, Student Accommodation	11
September 2023	Business School Academics – fire, travel & eLearning	100
	Property & Facilities - Control of Contractors	6
October 2023	People Team – Fire Warden 1:1	1
November 2023	Senior Fire Co-ordinator, Sighthill 1:1	1
	Fire Wardens, Sighthill	3
	Invigilator training	9
	IOSH Managing Safely 4 day course	8
December 2023	Fire Wardens, Craiglockhart	2
	Oxford International College staff – H&S induction	21
January 2024	P&F, Cleaning Services – COSHH training (6 sessions)	46
	P&F, Logistics – Manual Handling training	8
	Senior Fire Co-ordinator, Merchiston 1:1	1
February 2024	COSHH Workshop	5
	Fire Wardens, BE-ST	6
	Risk Assessment Workshop	7
	Fire Wardens, Sighthill	2
	Fire Wardens, Craiglockhart	4
	P&F, Maintenance – Manual Handling training	8

Note: First aid training is provided externally by St Andrews First Aid.

6. Health and Safety Auditing and Inspections

6.1. School/Service Annual Safety Report

The Health & Safety Team, in January every year, issue each Dean of School and Director of Service with an annual Safety Report to be completed regarding safety compliance within their areas. These reports provide the Health & Safety Team with a snapshot of an overall view of safety compliance across the university and provide useful information in formulating how best to support Schools and Services.

The Interim Head of Health & Safety met with the Deans and Directors in December 2023 and January 2024 prior to the School/Service annual safety reports being issued for completion. There was discussion on the need for compliance, how they saw the Health & Safety Team, but also how we can work together to increase safety compliance. The Deans and Directors were asked to provide all positive and negative responses within the reports being submitted. This provides the Health & Safety Team with an overall picture and enables them to plan the support and resources required. It was also noted that feedback sessions would be planned for June/July 2024 along with ongoing communication between the senior management and the Health & Safety Team.

Key points from the School/Service Safety Reports 2023 where Schools/Service require further support from the Health & Safety Team

eLearning	
After the Dean/Director conversations we noticed an increase in compliance with some Schools/Services proactively asking for completion data and ensuring that the staff complete the training. However, some schools require further support to increase compliance.	
Positive	Action Required
<ul style="list-style-type: none"> The university has increased overall compliance from 51% to 60% in the last 12 months. Professional Services sitting between 67% and 87% compliance. Schools/Services asking for more detail on staff completions to increase compliance. Time to complete modules has been reduced to four weeks. One Service has made the eLearning mandatory training a requirement on staff My Contribution to ensure compliance is recorded. 	<ul style="list-style-type: none"> Increase communication and awareness with Academic staff to undertake the eLearning. Increase awareness from line managers of the need to resolve and close off concerns raised through Workstation assessments. Tracking and communicating with Schools and Services at senior management and line management level to increase compliance. Make it a standing item in My Contribution that all mandatory training is to be completed, failure to do this would mean that the member of staff has failed to achieve.

Risk Assessments	
Lack of compliance was identified with regard to risk assessments – in many cases either no risk assessments were in place or risk assessments were out of date and urgently required reviewing.	
Positive	Action Required
<ul style="list-style-type: none"> Some Schools and Services have carried out risk assessments and provided evidence with their annual report. 	<ul style="list-style-type: none"> Health & Safety Team to communicate at School/Service Safety Committee meetings the importance of undertaking risk assessments for their activities and of reviewing either annually or earlier if required. Health & Safety Team to communicate the importance of each School/Service having a system for the storage of risk assessments to ensure they are accessible for those needing to follow the assessments. Health & Safety Team to provide refresher training for current Risk Assessors.

Safety Workplace Inspections	
A small number of Schools and Services have not been carrying out workplace inspections, using the workplace inspection checklists, lab inspection checklists, etc.	
Positive	Action Required
<ul style="list-style-type: none"> The Health & Safety Team have started working with School/Service Safety Coordinators on how to carry out the inspections, record and how to action findings. Forms/checklists templates are available for use. 	<ul style="list-style-type: none"> Remind School/Service safety committees of the importance and need to comply. Support the Safety Coordinators in complying with duties and responsibilities. Continue to support the Schools and Services in training and awareness. Assist Schools and Services on how to remedy identified issues.

6.2. Formal Health & Safety Audit

BE-ST

A formal audit was carried out by the Health & Safety Team on 14 August 2023. Over the last year the improvements in Health and Safety standards, culture and commitment have been major positives. Report was issued and items raised closed.

Information Services

A formal audit was carried out by the Health & Safety Team at the end of February 2024 on Information Services (Customer Service and Business Change). The final audit report was communicated to the Director of Information Services and the team mid-March and the identified actions are currently being undertaken.

6.3. School/Service Safety Committees

The Health & Safety Team have been attending all the Schools and Services Safety Committees over the last twelve months. This includes two newly created committees, the Business School and School of Arts & Creative Industries, with the Interim Head of Health & Safety working closely with the staff in both schools to establish these.

These meetings give the Health & Safety Team a forum to identify potential issues and to discuss policy and procedure updates as well as eLearning completions.

Current Health & Safety Committees:

- Property & Facilities
- School of Applied Sciences
- School of Computing, Engineering & Built Environment
- The Business School
- School of Arts & Creative Industries
- BE-ST

The team also attended other School/Service meetings to discuss health and safety requirements.

6.4. Union Joint Meetings/Inspections

No union inspections have been carried out in the last six months.

Moving forward, we have organised monthly meetings with the unions, Alistair Bonthron (Head of Asset Management, P&F) and the Interim Head of Health & Safety. We have formalised these meetings with minutes and open dialogue on any identified issues or updates. This ensures that we deal with issues in a timely manner instead of waiting for the six-monthly Health & Safety Committee meeting.

7. Dean/Directors Meetings

In December 2023 and January 2024 the Interim Head of Health & Safety met with the Deans and Directors to discuss how they perceived School/Service health and safety, to identify issues or concerns and go over the School/Service annual safety reports issued in January 2024. Positive discussions took place and arrangements were made to meet during June/July 2024 to review the reports and identify where specific help and assistance may be required from the Health & Safety Team.

8. RoSPA Order of Distinction Award 2023

Edinburgh Napier has secured The Royal Society for the Prevention of Accidents (RoSPA) Order of Distinction Award for 20 consecutive Gold Awards. The award for Occupational Health and Safety recognises consistently high standards in the management of Occupational Health and Safety within the University. In order to enter the award category the Health & Safety Team had to submit a detailed portfolio of all of our management systems in Occupational Health and Safety, which RoSPA then evaluated.

9. Business Impact Analysis (BIA)

BIA for the Health & Safety Team's critical activities in the event of a disruption was reviewed in October 2023 and reported at the November 2023 committee. This will be reviewed and updated annually.

10. Business Continuity Plan (BCP)

BCP for the Health & Safety Team's critical activities in the event of a disruption was reviewed in October 2023 and reported at the November 2023 committee. This will be reviewed and updated annually.

11. Operational Risk Register/Plans for 2023/2024

There is one health and safety risk embedded in the Finance & Operations Risk Register.

- Rectifying defective works at Bainfield Accommodation, including fire stopping issues – works commenced February 2024, due for completion by end of 2024.

With close on-site management and the contractor performing at a high level the fire stopping works have progressed well. The evidence provided by the contractor on completed works provides the university with the reassurance that this fire stopping is completed to a compliant standard. No health and safety issues or concerns on the contractor's work.

New Scottish Fire & Rescue Service 'call-out/challenge procedures' – all our policies and procedures were updated and published prior to 1 July 2023. (This was completed and removed from the register).