

Health & Safety – Nov 2023 monthly update

Welcome to the monthly update from the H&S Team

Meet the team:

Sean Hughes, Interim Head of Health & Safety
David Conner, Health & Safety Manager
Kevin Weir, Fire Safety Adviser (part-time Mon-Wed)
Ruth Thin, Health & Safety Co-ordinator

Contact us:

6.B.22 Sighthill Campus

health&safetyoffice@napier.ac.uk

0131 455 6377

[Website](#)

Accidents - 6

Cuts with cutting tools	3
Minor cut	1
Cut from sharp object	1
Trip on level	1

Staff	3
Student	3
Visitor	0
Contractor	0

Trends

5 cuts (1 minor) and 1 trip on the level

First aid only - 3

Seizure	1
Dizziness	1
Feeling unwell	1

Staff	1
Student	2
Visitor	0
Contractor	0

Trends

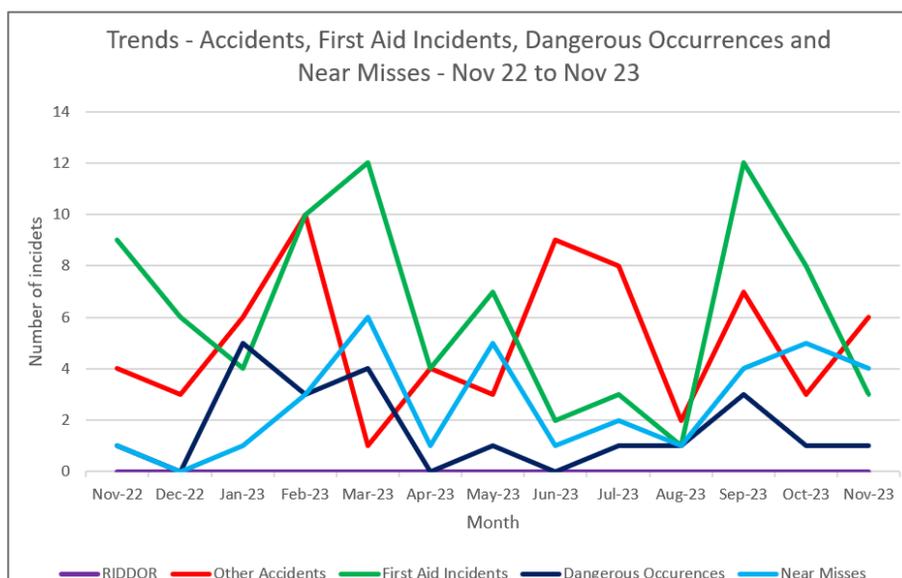
All medical related

Near misses ¹ - 5

- Lift entrapment (x 3 incidents)
- Centrifuge incident in lab

- Trailing cable – trip hazard

¹Includes dangerous occurrences



Unscheduled fire evacuations

Campuses	2	1 x unknown, 1 x wilful fire raising
Residences	2	1 x unknown, 1 x use of hair straighteners
Total	4	

- ✓ Do not prop open fire doors with wedges or chairs
- ✓ Please keep emergency exit routes/corridors clear at all times
- ✓ If you are interested in becoming a fire warden, please contact the [Health & Safety Team](#)

H&S Policies (reviewed, updated and published in Nov 2023)

First Aid Policy 2.1
First Aid Co-Ordinator Guidance v1.0
Training & Competency Policy v2.0

The H&S Team are currently reviewing all the University H&S policies – any comments please contact us
All the H&S Policies are available on the H&S website in [Policies A-Z](#)

H&S eLearning – Essential Skillz

Essential Skillz training compliance as at 30/11/2023

Workstation	56%
Fire Safety	62%
H&S Induction	76%

Staff are reminded that the e-Learning modules are mandatory. Line Managers are asked to encourage staff to ensure they are up to date with their training and include it in their My Contribution meetings.

Travel abroad – travel risk assessment

Before travelling abroad on university business you are required to undertake a Travel Risk Assessment. Completion of this will allow you to book travel.

You are required to also download the Crisis24 app and upload your contact number. This service will notify you of any issues in the country that you are working in and will also allow you to get in contact with them to assist if you get into difficulties.

[Travel risk assessment and Crisis24 app – further information](#)