

# Health & Safety – Aug 2023 monthly update

Welcome to the monthly update from the H&S Team

## Meet the team:

Bob Rennie, Head of Health & Safety  
 Sean Hughes, Health & Safety Manager  
 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](mailto:health&safetyoffice@napier.ac.uk)

0131 455 6377

[Website](#)

## Accidents - 2

Cut – minor	1
Fall on level	1
	2

## 

Staff	1
Students	1
Visitors	0
Contractor	0
	2

## Trends

No trends identified.

## First aid only - 1

Knee pain	1

## 

Staff	0
Student	1
Visitor	0
Contractor	0
	1

## Trends

No trends identified

## Near misses <sup>1</sup> - 2

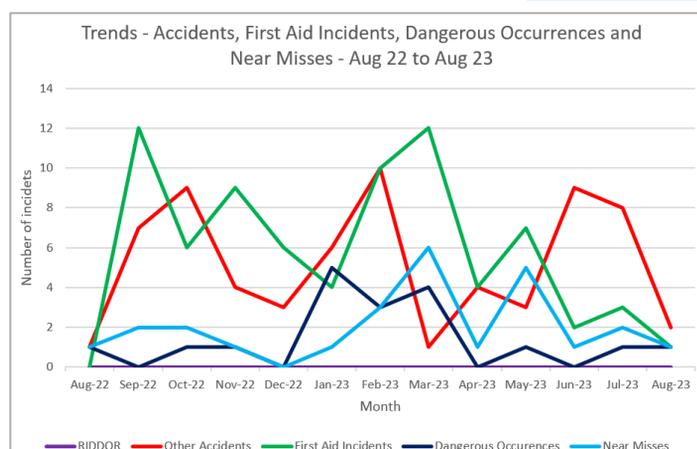
Unsafe incident, Accomm.	1
Excessive fire loading – tunnel Merchiston	1
<sup>1</sup> Includes dangerous occurrences	2

## 

Staff	1
Student	1
Visitor	
Contractor	
	2

## Trends

No trends identified



## Unscheduled fire evacuations

Campuses	2
Residences	5
Total	0

- ✓ 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 August 2023)

Stress Management Policy v2.0  
 Managers Guide to monitoring stress and supporting staff v2.0  
 Employees Guide to stress recognition and reduction v2.0  
 Health Surveillance Policy v3.0

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](#)

## Fire Safety

All staff and students are reminded to familiarise themselves with the fire action instructions printed on the blue and white notices around the university. In particular check the green and white directional arrows to the fire exits from your classrooms/workplace.

- ✓ Familiarise yourself with your nearest emergency exit route
  - ✓ When you hear the alarm, stop work immediately and leave by nearest emergency exit
  - ✓ Report any fire hazards to the Health & Safety Office
  - ✓ Keep all exit routes clear of combustible materials
  - ✓ Keep your work/study areas clean and tidy
  - ✓ Keep kitchen and break out areas clean and tidy
  - ✓ All staff **must** complete the Essential Skillz Fire Safety module every 2 years
- X Do not use lifts in an emergency evacuation
  - X Do not prop open fire doors
  - X Do not overload electrical circuits – do not use multiple extension cables (no daisy chaining)

## Covid

**Increase in COVID cases** – whilst there have been a number of cases of COVID reported unofficially, we are part of the local NHS working group, so far there has been no update from the NHS on this new strain of COVID that we should be taking any further precautions - if this changes we will update everyone accordingly.

**General guidance remains** - the main thing is if people are feeling unwell they should stay off campus and work at home if it is possible to do so, thereby reducing the risk of spreading anything not just COVID. Opening windows and staying a safe distance apart will help, but really people should think whether they should be on campus or not. Everyone should maintain their clean discipline regime of washing their hands, etc.

## NHS Vaccinations programme

We are working in collaboration with NHS Lothian regarding the potential risk of Measles and Meningococcal outbreaks in the student population this academic term – with students particularly at risk in the first month of arrival. NHS Lothian are to set up a stall at our Student Associations Freshers' Fair to be held on Thursday 7 Sep at the O2 Academy (O2 Academy Edinburgh, 11 New Market Rd, Edinburgh). The Wellbeing and Inclusion Team have a plan in place to communicate using the normal channels over the duration of the first trimester.