Health and Safety Committee

Health and Safety
Annual Report
2019-2020

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Report Date	1 March 2019 to 29 February 2020

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Health & Safety Annual Report 2019/2020

1. Executive Summary

1.1. Executive Summary

This report covers the period March 2019 to February 2020 and gives details of the health and safety management system within the University. 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, absence sickness and the employee assistance programme.

It also covers enforcement action and commentary on health and safety during the year including the following:

- health and safety management
- fire safety management
- statutory compliance
- policy and legislation
- health and safety training
- review and auditing
- key achievements
- health and safety priorities
- occupational health provision

The University continues to make progress improving its health and safety performance and promoting a positive health and safety culture:

- Edinburgh Napier University is still the **first and only university** in the UK to achieve the ROSPA Order of Distinction Award (for 16 years gold medal achievement). This accolade can also be used to demonstrate the compliance levels of the University's Health and Safety management system and for contract bids from the University and reduced insurance premiums.
- The University has again achieved the Healthy Working Lives Gold Award re-accreditation.
- The University is a member of the ROSPA Awards excellence forum which sits within the HSE "Helping Great Britain work well" campaign, offering opportunities to share and influence globally and promote the need for broader ownership of health and safety, and how higher performing organisations tackle health and safety and keep pace with change.
- Increased collaborative working and early intervention in research, projects, internal and external events, new works and design.
- Continued successful implementation of the online Essential Skillz training with excellent feedback.
- Continued successful implementation of an in-house, university-wide hazardous substances database rolled out to Schools and Services.
- An updated University stress management policy, guidance and updated individual School/Service stress risk assessments in line with current legislation and best practice.
- Increased development and delivery of in-house health and safety training to a total of 224 staff and 700 students, including in-house bespoke health and safety training to areas such as research, Schools/Services, Vacation Letting Assistants and Catering staff training with excellent feedback.
- The University received no Health & Safety Executive improvement notices or fee for intervention notices.

The health and safety priorities continue to be:

- Maintain high health and safety standards and compliant health, safety and fire management systems through a continuous development and improvement programme of School/Service annual reports, detailed audits, policy revisions and staff and student training across the University.

- Ensure that all leaders, managers and employees are aware of their individual responsibilities with regard to health and safety matters through advice, information, training, awareness and promotion activities.

- Ensure a robust University fire safety management system is in place including a rolling programme of fire risk assessments for all campuses and residences.

- Ensure that robust health and safety management systems are in place in higher risk areas such as laboratories, research areas and public engagement activities.

- Ensure all School/Service staff have the required health and safety competencies and training as required by their role.

- Continued rollout of a programme of suitable and sufficient e-learning and face to face health and safety training to support the required health and safety competencies of staff and students.

- Support the University to proactively manage stress and promote positive mental health and wellbeing in the workplace.

- Address musculoskeletal disorders, including promoting increased awareness of DSE assessment requirements, on-line workstation assessment and training, "Mind your back" campaign, hand held device guidance and further training, advice, information and bespoke and on-line manual handling training.

- Advice on implementation of new health and safety legislation and communication to the relevant Schools/Services and the University.

- Collaborative working, advice and support on fire and safety with staff and students for events/projects/research.

- Collaborative working, advice and support on development of new online travel risk assessment policy and procedure for staff and students.

- From the onset of COVID-19 pandemic we were and are required to ensure that the COVID-19 risks to the University have been 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 government advice/guidelines at all times as we move through this unprecedented time.

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2. Introduction

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 Principal and 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.

In practice, the Principal and Vice Chancellor has designated the University Secretary 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 University Secretary, David Cloy discharges this role.

The Health and Safety Team report to the University Safety Officer (University Secretary). Occupational Health Services are outsourced via the Director of People & Services, who may also refer any matters of concern directly to the University Safety Officer. A brief description of the two services follows.

2.2. Health and Safety Team

The Health and Safety Team comprises:

Liz Young BSc (Hons) CFIOSH MISTR FRSH, Chartered Fellow Safety & Health Practitioner, Head of Health & Safety
Sean Hughes BSc PgDip MCIOB CMIOSH, Chartered Safety & Health Practitioner, Health & Safety Adviser
Tommy Thom, Fire Safety Officer (part-time 2 days per week)
Kevin Weir GIFireE, Fire Safety Adviser (part-time 3 days per week)
Ruth Thin BSc (Hons) PgDip, Health & Safety Co-ordinator

The Health and Safety Team continue to carry out a wide diverse range of duties for staff and students in health, safety and fire compliance and Ms Young's report is attached in **section 3.**

An increasing burden has been placed on all employers over the last few years by the introduction of many new health, safety and fire regulations, including fee for intervention and the introduction of new sentencing guidelines which have resulted in a substantial increase in fines. 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.

There continues to be a significant amount of activity in the University in both health, safety and fire issues to protect staff, students and visitors and in promoting their health and safety. Health and Safety Co-ordinators, Fire Wardens and First Aider Forums have been set up to encourage networking across the University. We continue to monitor and audit across the University to ensure that the University has a robust and compliant health, safety and fire management system and a pro-active positive health and safety culture.

2.3. Occupational Health Service

Staff

The occupational health needs of the University are outsourced via the Director of People & Services 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.

David Cloy
University Secretary

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3. Health and Safety Report

Overview
The accident statistics showed below average for total accidents and RIDDOR rates for both staff and students, in comparison with the UK HE average.

3.1. Accidents

3.1.1. Accident Statistics

Category	01.09.19 29.02.20	01.03.19 31.08.19	01.09.18 28.02.19	01.03.18 31.08.18	01.09.17 28.02.18	01.03.17 31.08.17
Students	9	5	9	6	12	12
Staff	22	23	7	14	15	14
Academics	1	2	0	2	1	1
Research	0	0	0	0	0	0
Support	2	4	2	2	1	4
Catering	4	5	1	2	3	2
Cleaning	4	6	4	4	4	0
Security	1	1	0	0	0	1
Maintenance	0	1	0	0	2	2
Logistics	1	0	0	0	0	0
Technical	4	0	0	1	0	0
Visitors/Contractors	5	4	0	3	4	4
Staff & Students	**31**	**28**	**16**	**20**	**27**	**26**

3.1.2. RIDDOR - Serious Accidents Summary

There was one RIDDOR for the reporting period.

3.1.3. Type of accidents/person involved 1 March 2019 to 29 February 2020

|	Academic	Administrative	Catering	Cleaning	Grounds/gardening	Logistics	Security	Student	Technical	Visitor/Contractor	Total
Animals										1	1
Chemical			1	1							2
Cutting Tools			1					4		1	6
Electricity							1			1	2
Falls from height	1	1		1				2			5
Falls on level	1	2	1	1	1		1	2	1	1	11
Hot/cold contact				1				2		1	4
Machinery/plant				1					1		2
Manual handling			1						1		2
Other		1	1								2
Sharp objects								4		1	5
Striking against object		1	3	4						1	9
Struck by an object	1	1	1	1		1			1	2	8
Total	**3**	**6**	**9**	**10**	**1**	**1**	**2**	**14**	**4**	**9**	**59**

3.1.4. Percentage of staff and student accidents (Sep 2016 to Feb 2020)

From	To	Staff	Staff Accidents	% Staff Accidents	Student	Student Accidents	% Student Accidents
01.09.16	28.02.17	1912	17	0.89	18953	7	0.04
01.03.17	31.08.17	1815	14	0.77	17323	12	0.07
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

3.1.5. Accident benchmarking with UK average higher education establishments 2018/2019

STAFF	EDINBURGH NAPIER UNIVERSITY	AVERAGE UNIVERSITY
Reportable Injuries per 1000 at risk	0.55	0.88
Total Injuries per 1000 at risk	14.52	34.52
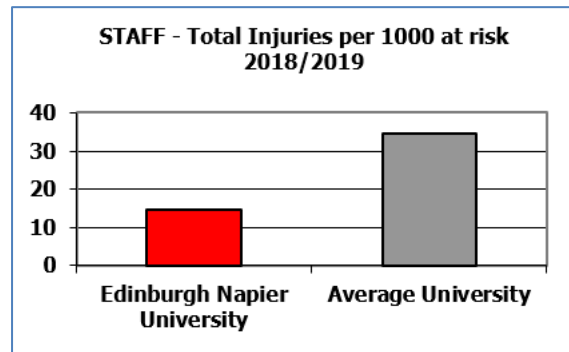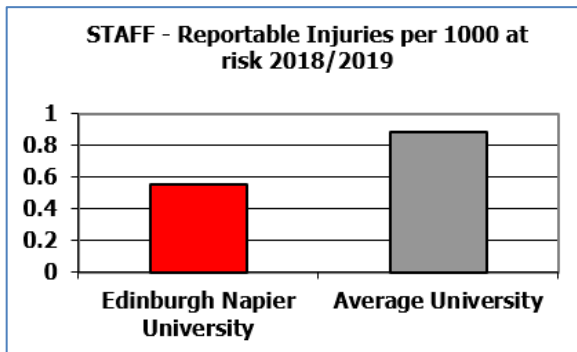
STUDENTS	EDINBURGH NAPIER UNIVERSITY	AVERAGE UNIVERSITY
Reportable Injuries per 1000 at risk	0.00	0.06
Total Injuries per 1000 at risk	0.77	3.62
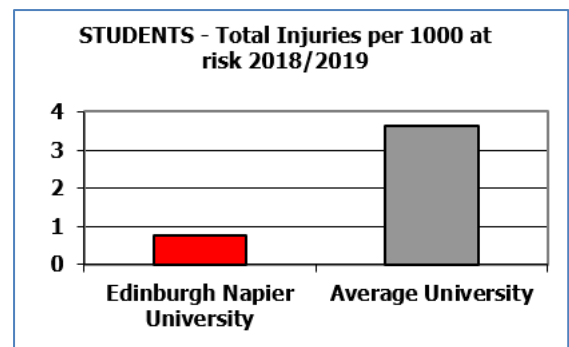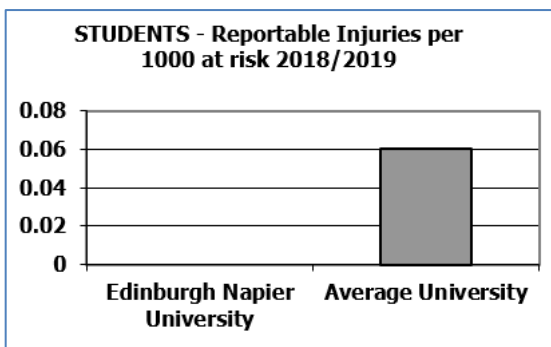
3.2. Fire Safety

The University is required to comply with fire safety legislation which includes a continual programme of fire risk assessments of all University properties; 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

The following fire risk assessments were completed:

- Bainfield – Arthurs Seat Offices/laundry
- Bainfield – Blackford Hill
- Bainfield – Braid Hills
- Bainfield – Calton Hill
- Bainfield – Castle Rock
- Bainfield – Craiglockhart Hill
- Bainfield – Plant Room/Stores/Bin Store
- Orwell – Caerketton
- Orwell – Carnethy
- Orwell – East Kip
- Orwell – Scald Law
- Slateford – Castlelaw
- Slateford – Allermuir
- Craiglockhart – Teaching Block
- Morningside Church
- Merchiston – Plant Room

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 twice a year by the Health & Safety Team and all observations/concerns are recorded on an action plan. Scheduled evacuations at the campuses and the accommodation were carried out in Feb/Mar 2019 and Sept/Oct 2019. Full details of the scheduled evacuations are detailed 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 12 unscheduled evacuations within University campuses.
There were 49 unscheduled evacuations within University accommodation.

Full details and statistics of the number and causes of unscheduled activations are detailed 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, students and visitors who may require assistance to evacuate a building in an emergency. A number of PEEPs were carried out for both staff and students. This procedure has now been reviewed and training along with the implementation of the new system has now been implemented. Personal Emergency Evacuation Plans were also undertaken for the new student intake in September 2019. One PEEP required a considerable amount of work due to the complexities of the person's needs. All other assessments were carried out using the generic assessments.

3.2.5. Projects, Events and Training

There has been a large increase in requests for advice, guidance and professional input into:
- School/Service projects
- University events, both staff and student
- student accommodation projects
- research projects
- external events
- student projects
- public engagement events
- on-line Essential Skillz queries
- travel risk assessment queries

There continues to be a large increase in requests for health, safety and fire assistance for both research areas, external and internal events and filming.

3.2.6. Fire Safety Training

In-house fire safety training was delivered to staff and students, including live fire extinguisher training, which has proved to be very successful amongst staff and students

3.3. Statutory Compliance

3.3.1. HSE Notices

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

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

The Notices are served by the University Health & Safety Team during their routine visits to work areas within the University or when a hazardous situation is observed or highlighted that requires immediate action. A full investigation and report is carried out by the Health & Safety Team and all University contract administrators are required to report back on the actions taken.

Ref No.	Date Issued	School/Service	Campus	Notes	Severity
2019-138	26/06/19	Property & Facilities	Sighthill	Inappropriate and unsafe use of ride-on mower. No guarding in place. Risk of people or property being damaged.	H
	Action taken: Appropriate guards fitted to the machine.				
2019-139	01/08/19	School of Arts & Creative Industries	Merchiston – F2	Major housekeeping and workstation set-up issues in room F2. Trip hazards, inappropriate storage, fire risk and ergonomic issues for the staff using this room.	H
	Action taken: Housekeeping has improved, however, ongoing checks require to be carried out to ensure that the standards do not slip again. This will be ongoing for the next 6 months.				
2019-140	09/10/19	Property & Facilities	Merchiston – roof greenhouse	Two smoke detectors covered and one not fixed to ceiling.	H
	Action taken: Cover was removed (unsure who was responsible) and other detector, not fixed to ceiling, had been disconnected from system as no longer required.				

Ref No.	Date Issued	School/Service	Campus	Notes	Severity
2020-141	17/02/20	School of Arts & Creative Industries	Merchiston – B24 design studio	Unsecured new racking. No access equipment to get to upper shelves. No signage to instruct people not to climb on racking.	H
	Action taken: Racking was secured by Property & Facilities. Access equipment made available for room and signage on racking mentioning no climbing.				
2020-142	21/02/20	Business School	Craiglockhart 2/21, 2/24, 2/44	Numerous rooms with unsuitable storage, unrestrained bookshelves, poor desk and office set ups, overloaded sockets, poor work practices and fire hazards.	H
	Action taken: The School are still working on the clearing of this. Issues with getting shredder bins to empty the offices. Inappropriate furniture has been removed. This is still work in progress at the time of writing this.				

3.4.   Health and Safety Policy and Legislation

The Health & Safety Team have an ongoing rolling programme of updating the University Health and Safety Policy into user friendly versions and in line with current legislation.

There is an A-Z link on the Health & Safety website
https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Pages/Policies-A-Z.aspx

The Health & Safety Team have produced guidance on Computers & Other Hand Held Devices and are updating the online travel risk assessment and further guidance in consultation with the overseas risk management board.

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 in order 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. The training provided through the Health & Safety Team has substantially increased. All health and safety courses delivered are a statutory requirement and now have to be prioritised as demand outstrips what the team can feasibly provide, with relevant specialist training being sourced externally by Schools/Services. To assist Schools and Services, a Health & Safety Competency & Training Policy and job role matrix has been developed by the Health & Safety Team.

The Health & Safety Team have launched a suite of online health and safety training:

Health & Safety Induction   Homeworking
Workstation   Driving
Fire Safety   Stress Awareness
COSHH   Risk Assessment

There also continues to be an increase in demand for specialist health and safety training from Schools and Services and training for student projects and research areas to ensure competence as part of their job role.

- The team also is approved to provide IOSH (Institute of Occupational Safety and Health) Managing and Working Safely courses – 418 candidates have attended these courses.
- Delivered risk assessment and manual handling workshops.
- Developed and delivered bespoke specialist training for research, Schools/Services, catering staff training and VLA training.
- The Health & Safety Team have also developed PowerPoint presentations on Health & Safety and Emergency Evacuation Procedures for use by Schools/Services for local staff and student inductions.

Course name	
Fire Extinguisher	49
Fire Safety bespoke	25
Fire Warden	6
Fire Warden Forum	15
Invigilator	29
IOSH Managing Safely	10
IOSH Working Safely	8
Manual Handling Bespoke	2
Manual Handling Workshop	20
Nursing Students	700
Resident Assistant	14
Risk Assessment Workshop	20
Safety Co-ordinator Forum	11
Senior Fire Co-ordinator	3
Vacation Letting Assistant	12
Total	**924**

Essential Skillz – eLearning	Total
Workstation[1, 2, 3]	728
Fire Safety[4]	196
H&S Induction[5]	176
Other modules	164

[1] Mandatory - completed annually
[2] With all annual renewals on workstation, staff have 6 months to complete and currently 213 staff are enrolled and within their time limit for completion
[3] This year certain job roles were excluded e.g. catering and cleaning assistants and external examiners
[4] Mandatory - completed every 2 years
[5] Mandatory - once-off completion

Period 1 March 2019 to 29 February 2020

3.6.   Health and Safety Auditing

Schools/Services are asked to submit a signed Annual Health and Safety Report indicating the current level of compliance of their area of responsibility.

In addition, a programme of detailed formal Health and Safety Audits is taking place. The results of these audits will be presented to the Health and Safety Committee. These will show the robustness of the Edinburgh Napier Health and Safety management plan, give an indication of the degree of compliance with laid down health and safety standards and the identification of Schools/Services where further improvements need to be considered to ensure health and safety compliance.

3.6.1.   School/Service Annual Safety Reports

Due to the Coronavirus situation the full summary of this information will be incorporated into the report at a later date.

3.6.2. Health and Safety Formal Audits

SCHOOL SUPPORT SERVICE – Sighthill Campus	Actions
Compliance comments: *Strengths*: – High standards in the promotion, dissemination of information and support for the personnel in health and safety roles within the Service. – High standard of housekeeping in the office and front of house. – eLearning rates of completion are good. *Weaknesses*: – Risk assessment recording and review needs improvement. – Task light – no portable appliance test carried out.	• Carry out handling and moving assessments. • Carry out lone working assessments. • Risk assessments to be reviewed and also put on a shared drive so that staff can access them.

SCHOOL SUPPORT SERVICE – **Merchiston Campus**	Actions
Compliance comments: *Strengths*: – High standards in the promotion, dissemination of information and support for the personnel in health and safety roles within the Service. – eLearning rates of completion are good. *Weaknesses*: – Housekeeping and disposal of redundant equipment requires to be addressed. – Overloading electrics. – Shelving not fixed to the walls. – Risk assessment recording and review needs improvement.	• Fixing shelves back to wall. • Risk assessments to be reviewed and also put on a shared drive so that staff can access them. • Redundant equipment to be disposed of. • Carry out handling and moving assessments.

SCHOOL SUPPORT SERVICE – **Craiglockhart Campus**	Actions
Compliance comments: *Strengths*: – High standards in the promotion, dissemination of information and support for the personnel in health and safety roles within the Service. – eLearning rates of completion are good. – Good housekeeping. *Weaknesses*: – Issues with shelving not secured to the walls. – Risk assessment recording and review needs improvement.	• Shelving to be fixed to wall or removed. • Regular cleaning of the fridge to be undertaken. • Redundant equipment to be disposed of. • iPoint reception desk to have laminate surface repaired - sharp edges present. • Risk assessments to be reviewed and also put on a shared drive so that staff can access them.

3.7.   Health and Safety Achievements

▪ Edinburgh Napier University is still the **first and only university in the UK** to achieve the ROSPA Order of Distinction Award (for 16 years gold medal achievement). This accolade is used to demonstrate the University's Health and Safety record for contract bids from the University and reduced insurance premiums.

▪ The University received no Health & Safety Executive (HSE) improvement notices or fee for intervention notices.

▪ The University is a member of the ROSPA Awards excellence forum which sits within the HSE "Helping Great Britain work well" campaign, offering opportunities to share and influence globally and promote the need for broader ownership of health and safety, and how higher performing organisations tackle health and safety and keep pace with change.

▪ The University has achieved the Healthy Working Lives Gold Award re-accreditation.

▪ Below average staff and student total accident rates and RIDDOR rates in comparison with the UK HE average.

▪ Continued successful implementation of a university-wide hazardous database rolled out to Schools and Services.

▪ Bespoke in-house fire and risk assessment training delivered to groups of staff and students with excellent feedback.

▪ Increased development and delivery of in-house health and safety training to a total of 224 staff and 700 students, including bespoke health and safety training to areas such as research, with excellent feedback.

3.8.   Health and Safety Priorities

Objective Priority	Key action in support priorities	Key performance indicator
Leadership and management of health and safety Ensure that sufficient guidance is provided regarding leadership in health and safety All senior leaders are aware of Scottish Plan for Action on Health & Safety leadership and management of health and safety in higher education and IOD	Continue to support the University management and Deans/Directors to achieve, maintain and develop high health and safety standards and compliant health and safety management systems within their Schools/Services. Training for senior leaders was arranged for 20/03/2020 but due to Coronavirus will be rescheduled. Suitable and sufficient resources are allocated to achieve health and safety priorities. Ensure that University management, managers and staff are aware of their health and safety responsibilities and that the policies and procedures are implemented within their area of responsibility. Integrate the leadership and management of health and safety in higher education into the University policy.	All senior leaders to attend IOSH Leading Safely training for senior managers. School/Service annual health and safety reports. Achievement of ROSPA Order of Distinction Award. Support the University's maintenance of the Healthy Working Lives Gold Award re-accreditation. All staff/students receive health and safety induction. Review and audit the implementation of the "Leadership and management of health and safety in higher education institutions" and Edinburgh Napier's "Management of Health and Safety: guidance for Deans of School/Directors of Service" through the annual School/Service health and safety reports and formal audit compliance.

Objective Priority	Key action in support priorities	Key performance indicator
	Ensure that all Schools/Services are represented and attend the University Health & Safety Committee to ensure two-way communication of health and safety matters.	Monitor Schools/Services and University health and safety committees.
Develop a health and safety management system aligned with standards ISO 45001 - international standard for health and safety management	Introduce standards in line with ISO 45001 - international standard for health and safety management Summary • Context of the business – needs and expectations of all stakeholders – local community, social, political, supply chain governance setting • Management and leadership • Worker consultation and participation • Continual improvement • Hierarchy of control • Risk and opportunities • Compliance status • Covers supply chain – process to manage safely any outsourcing procurement contractors • Key performance indicators	Benchmark University accident/sickness statistics. Achievement of ROSPA Order of Distinction Award. (Benchmark of the University management system). Support the University's maintenance of the Healthy Working Lives Gold Award re-accreditation. Annual School/Service health and safety reports compliance levels. School/Service formal audits compliance levels.
Support Schools/Services to promote sensible and proportionate risk management	To ensure that all School/Service risk assessments are in place for all required and hazardous activities. School/Service risk assessments are reviewed and updated by the School/Service on a regular basis and as required. For all those that undertake risk assessments, risk assessment training is mandatory. All Schools/Services have a register of risk assessments required for their area.	Submission of suitable and sufficient annual School/Service health and safety reports/formal audits. Completion of relevant suitable and sufficient risk assessments in all Schools/Services.
Leadership and management of safe travel overseas for staff and students	Development of robust travel overseas policy and online travel risk assessment for all staff and students travelling.	Statistics/number of completed suitable online travel risk assessments and fieldwork risk assessments completed by all Schools/Services.
Health and safety compliance benchmarking	Improve reporting, recording and investigation of accidents and incidences.	Lower levels of accidents/incidents than UK HE benchmarks. No adverse outcomes from enforcement agency follow up/statutory notices/fines.
Health and safety in laboratories, higher risk research areas and	Ensure that staff/students have the relevant health and safety training to ensure the required competence within their area.	Developed and customised health and safety training courses rolled out to research/laboratory/public engagement areas.

Objective Priority	Key action in support priorities	Key performance indicator
public engagement activities	Ensure that all hazardous chemicals are recorded in the hazardous chemical database. Ensure that managers of laboratories, research areas and public engagement activities implement robust health and safety management systems within their area of responsibility. DSEAR risk assessments reviewed, updated and implemented by the School/Service.	Monitoring of hazardous database - available to populate by the relevant departments. Monitoring and auditing of School/Service DSEAR risk assessments. Annual School/Service health and safety reports and formal audit compliance. Audits and investigations.
Health and safety training and competency Ensure that all staff and students are competent and provided with the necessary mix of training, skills, experience and knowledge to enable them to fulfil their role	Continue to roll out University health and safety training and competency policy and matrix to assist Schools/Services to identify competency requirements. Continue to roll out an online health and safety training programme. Continue to develop and implement a robust programme of face to face health, safety and fire training for staff/students to achieve the required competency which cannot be provided online. Prioritise and support academic areas/research which require enhanced health and safety support.	Annual School/Service health and safety reports and formal audit compliance. My Contribution statistics.
Musculoskeletal disorders In line with HSE key strategy proactively manage musculoskeletal disorders in the workplace	Ensure that managers ensure all relevant staff carry out the online workstation assessment and training regularly and/or where there are any changes to their workstation or workroom. Any issues should be followed up by a formal inspection by Occupational Health and the required controls implemented by the School/Service. Communication and information to be sent out to reaffirm the requirement for all relevant staff to carry out the on-line DSE health and safety training and risk assessment. Ensure manual handling assessments are carried out where relevant. Initiate various campaigns e.g. "mind your back" campaign.	All Schools/Services to achieve all users completing annual online DSE assessment. Annual School/Service health and safety reports and audit compliance. Introduction of stand-up desks/varidesks where recommended and as good practice. Bespoke manual handling training. Monitor, in conjunction with HR&D, sickness absence statistics and Occupational Health report statistics. Number of formal workstation assessments carried out by Occupational Health.

Objective Priority	Key action in support priorities	Key performance indicator
Fire safety management	Continual programme of fire risk assessment surveys, inspections and audits are required for all University properties. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) training, surveys and risk assessments carried out for all laboratory and research areas at both Sighthill Campus and Merchiston Campus. Advice and guidance on fire safety for School/Service projects and events. Additional fire strategies and fire risk assessments carried out for new accommodation. Roll out all staff fire safety training workshops 2020.	Fire risk assessment statistics. Fire inspections and audits. Support and audit the premises alterations across the estate. Fire safety training statistics. Annual School/Service reports. Health and safety inspections and audits. Scheduled and unscheduled fire reports and statistics.
Support the University to proactively manage stress and promote positive mental health and wellbeing in the workplace	In conjunction with HR&D. Ensure that all managers, staff and students are aware of revised and updated University Stress Management Policy and manager and employee guidance. Stress management page with the stress management policy and related guidance documents in line with the HSE toolkit and other relevant internal and external resources/sources of guidance. University stress management policy is supported with training, resources and workshops. Launch big white wall, an online support tool, 'look after your mate' and mental health awareness and resilience training for staff and managers. Mental health and wellbeing events. Support and input into the University Health & Wellbeing Group and action plan.	Monitor, in conjunction with HR&D, sickness absence statistics and Occupational Health report statistics. Individual/School/Service stress risk assessments and action plans carried out and implemented. Stress and mental health and wellbeing training/workshops statistics. In conjunction with Human Resources & Development and Occupational Health, monitor the effectiveness of the stress management policy. Health and wellbeing initiatives provided for all staff and students in conjunction with the Health & Wellbeing Group. Results of the staff engagement survey. Health and wellbeing report.

3.9.   Health and Wellbeing

The Human Resources team have introduced a number of activities to support staff with their health and wellbeing such as mindfulness sessions and mental health awareness training. This complements other initiatives from across the University such as mental health first aider training, tailored training for the Security and Student Accommodation teams, as well as training for academics in how to spot signs of mental health issues in students. Our Big White Wall tool remains open to both staff and students and is well used, as well as our staff Employee Assistance Programme.

The Health and Wellbeing pages are currently being updated to try and make it easier to navigate and to ensure that all resources (external and internal) are held in the one place. Given the current climate, there is a need to provide staff with even more support. In terms of the Inclusion Networks – we have 3 at the moment: LGBT+, Carers and the Women's Network. All are working hard on supporting staff within their networks, signposting them to additional resources available during the pandemic. The networks are reaching out to all staff during this time and have regular articles in the Bones, full of information and guidance.

This year has seen an increased uptake for group fitness classes including early morning group cycle and circuits, aimed at staff specifically, with classes scheduled to allow staff to complete their workout before their working day starts. ENGAGE have also worked with catering to provide a discounted healthy breakfast option to those who have attended these early morning classes.

Mindfulness and wellbeing has been a focus with the addition of a second Pilates class, Sighthill Mindfully being classes now running from the ENGAGE studio and the creation of a quiet room for staff to complete mindfulness practise or meditation. Walk in Pay as you Play sessions have also proven popular with low cost (£1 for members/£2 for non-members/free for ENSA active students) encouraging people to join together with friends and colleagues for a game of rec sport at lunchtime. ENGAGE continue to provide a high level of health and fitness related consultations, 1:1 programming and instruction.

ENGAGE have worked with ENSA on delivery of the Feel Fab in Feb promotion giving students access to a number of activities to promote Mental Wellbeing. They continue to support the ENSA clubs with their weekly training sessions and matches. In addition, ENGAGE is a host venue for various BUCs competitions throughout the year. The partnership work with ENSA has been strengthened and this has provided many more opportunities for students to engage in sport, fitness and wellbeing on campus.

Working with various community partners and the School of Applied Sciences the Cancer Rehab and Long-Term Conditions classes have been rebranded under the banner of ENGAGE for Life. These programmes are being developed to include more opportunities for keeping active during times of illness, management of chronic conditions or later life. Although these programmes have been previously focused on the external local community groups who originally accessed the pilot, we are pleased that a number of staff and students are now benefiting from the ENGAGE for Life offering.

The SRU East of Scotland Academy partnership continues to grow and this year saw the addition of the Super 6 rugby teams using the facility. ENGAGE also welcomed the Scottish Cricket Academy who are now based with us after the installation of indoor cricket nets. This has strengthened our community reach and impact on the local and national sporting community.

During the COVID lockdown ENGAGE have continued to promote an online presence through various channels including the Staff Workplace, Facebook and Instagram. Staff have been working on content for these channels to include information, instructional videos, motivation tips, fitness plans, online classes and sessions while maintaining a social and fun atmosphere to people's daily health and fitness routines. Some University staff have also made contact with the ENGAGE team to ask questions, chat 1:1 and get support with their fitness and wellbeing during this time.

A new PDT development programme has been launched which helps academics direct students in the right direction for help and a newly created Student Retention and Success Adviser role helps to co-ordinate a support package for students. This helps to ensure academics are not left without the correct support to aid students having difficulty.

In October 2019 the Student Wellbeing and Inclusion team launched the Report and Support web pages – this offers support to staff and students on a wide range of topics – sexual violence and harassment, discrimination, hate crime, relationship violence and more. It also acts as the single point within the University for staff and students to report matters of concern related to these issues – either anonymously or in order to receive advice and support from a trained staff member. The site also hosts information about our campaigns to tackle and prevent sexual violence and misconduct and links to the online training offered to students on consent and for staff on how best to respond to a report of sexual violence or misconduct. In the first 6 months of the site we received 9 anonymous reports and 3 reports seeking advice from an adviser.

The Student Wellbeing and Inclusion team initiated work on suicide prevention in late 2019 and aim to launch a new suicide safer plan for academic year 2020/21. This will be a significant strand of work included in a Mental Health Strategy to be launched in Autumn 2020 – this will build upon the approach recommended in the Universities UK #StepChange model and build on the recently launched Student Minds Charter for Higher Education.

A recent internal audit has been completed (April 2020) by Ernst and Young – this looked at reviewing the processes and controls in relation to student support services and placed a significant focus on arrangements for support in relation to mental health cases. It found that the University operates a well-documented and established model for delivery of student support services. Particular areas of strength included the quality of process and procedural documentation, the focus placed on GDPR compliance, and the general appetite across the University to support improvement of student wellbeing and the student experience. It identified the following as examples of good practice:
- Student support process documentation
- PDT Toolkit and governance structure around the PDT model
- Processes and mechanisms to support data privacy and GDPR compliance
- Initiatives to support early intervention and addition of Keep on Track
- Appetite across the University for enhancement and development of student support

Information Services provide a range of technology solutions to support staff, particularly those with visual impairments and dyslexia. An example is ClaroRead which reads any on-screen text. Increasingly, suppliers are adapting their products to add features to assist users with impairments, such as Microsoft's Narrator which is built into their suite of products. They also have a project underway to further enhance the offering of assistive technologies for both staff and students, working with colleagues in Wellbeing and Inclusion to find the best solutions for each type of impairment. Accessibility of our websites is under review.

Following the COVID lockdown, teams have worked to transition many of these services on line and we now have virtual mindfulness sessions; virtual sports sessions, guidance on working from home safely and general advice on supporting your health and wellbeing while at home. Health and Wellbeing intranet pages have been updated and we are directing staff to external sources of support as well as internal. We have also launched a range of engagement initiatives to help staff maintain a sense of community and belonging. Mental Health Awareness week is next month with a theme of 'kindness' and we will be planning online support resources, videos etc. as well as general awareness raising that we can promote over the week.

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4. Occupational Health Report

> **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 2019 until February 2020. 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 2019 – 29 Feb 2020)

Referral Type	No of referrals (1 March 2019 – 29 Feb 2020)
Referral Volumes	697
OHA F2F	129
OHA Tel	150
OP F2F	28
OP Tel	21
Workstation Assessments	40
General Pre-Placement Screening	336
Business Unit Breakdown	**Period 1**
Property & Facilities	127
School of Engineering & the Built Environment	75
School of Applied Sciences	67
School of Arts & Creative Industries	60
School of Computing	56
School Support Service	56
School of Health & Social Care	43
Information Services	35
Student Wellbeing & Inclusion	32
The Business School	28
International Operations & Student Recruitment	27
Human Resources & Development	14
Construction Scotland Innovation Centre	11
Employability & Opportunities	10
Marketing & Communications	10
Research and Innovation Office	9
Finance	7
Planning & Business Intelligence	7
Development & External Relations	6
Learning & Teaching Enhancement	6
Widening Access	5
Governance Services	4
Equate Scotland	2
Grand Total	**697**

Property & Facilities continue to have the greatest number of management referrals. This is in line with UCEA Sickness Absence in Higher Education benchmarking data whereby manual staff have the highest recorded absence. The Human Resources team continue to work with the Optima Health Account Manager to develop solutions and ensure Optima Health meet the agreed Service Level Agreements outlined in the contract. A retendering process is being considered.

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	60
Audiometry	16
HAVS General	7
Respiratory and Skin	30
Skin	2
Skin, Respiratory and Audiometry	5

4.4. Review of Sickness Absence (UCEA Sickness Absence in Higher Education)

### Review of Sickness Absence - *UCEA Sickness Absence 2019 Survey*

The UCEA Sickness Absence in HE survey is an annual survey looks at rates of sickness absence, reasons for sickness and sickness absence management practices. This year's survey was conducted during November 2019 and covered sickness absence for the 2018-19 academic year (1 August 2018 – 31 July 2019). 99 HE institutions participated in the survey, comprising 41 pre-92 HEIs, 57 post-92 HEIs and 1 HE college. 10 of the HEI's are based in Scotland.


Average Working Days Lost
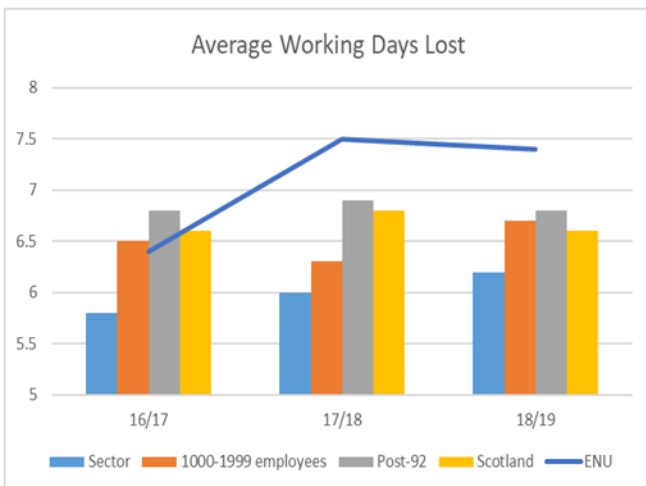
- There has been a small decrease in the average working days (total days of sickness absence/total number of FTE employees) lost at ENU from 7.5 days in 2017-18 to **7.4 days** in 2018-19.
- This is still significantly higher than the average working days lost per employee across the HE sector which increased slightly from 6 days in 2017-18 to **6.2 days** in 2018-19.
- The average working days lost for comparator HEIs (by size/type) is 6.7 days (6.6 days in 2017-18)
- ENU has been ranked 77/99 (HE sector) and 36/44 (comparator HEIs) for average working days lost.
- 3.5% of total possible working days were lost due to sickness absence at ENU in 2018-19 (same as last year) compared with 2.9% for the HE sector and 3.1% for the comparator HEIs.
- The average number of working days lost in the wider economy is 5.6 days (XpertHR) and 5.9 days (CIPD) ranging from 8.4 days in the public sector to 4.3 days in private sector services.

Cost of Absence per Employee
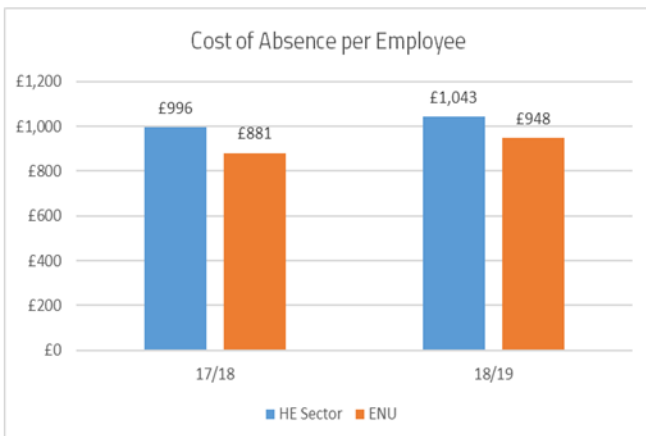
- The average cost of sickness absence per employee per year is £948 in ENU, an increase from £881 in 2017-18, this compares with £1,043 in the sector (£996 in 2017-18).
- These figures refer to lost output per employee as measured by their total pay (excluding on costs/additional cover required). The cost of sickness absence is calculated by multiplying the number of sick days by the average daily cost.
- Based on these figures, sickness absence can be estimated to have cost ENU approximately **£1.36m** during 2018/19 (an increase from £1.34m in 2017-18). The actual cost will be slightly less because this calculation does not take into account reduced sickness pay.
- The cost of absence is calculated using actual salaries so the lower cost is due to lower paid staff having higher absence.


Average Period of Absence (days)
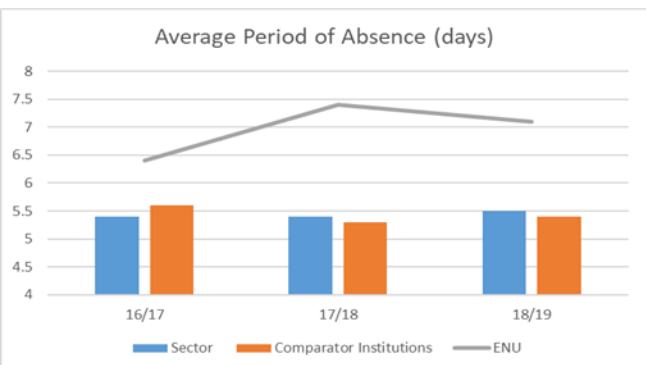
- In ENU, the average period of absence (total sickness absence days/number of occurrences) reduced from 7.4 days to **7.1 days**.
- This is significantly higher than average period of absence of **5.5 days** for the HE sector (5.4 days for comparator HEIs).
- As in previous years, the proportion of sickness absence that is long-term (over 20 consecutive days) is disproportionately high at 54.6% for the HE sector and is 61.3% at ENU.
- 114 employees at ENU were absent for a continuous period of 20 days or more (44 academics and 70 PS staff).
- The number of short-term average working days lost in the sector is 2.8 days which compares with 2.9 days at ENU.

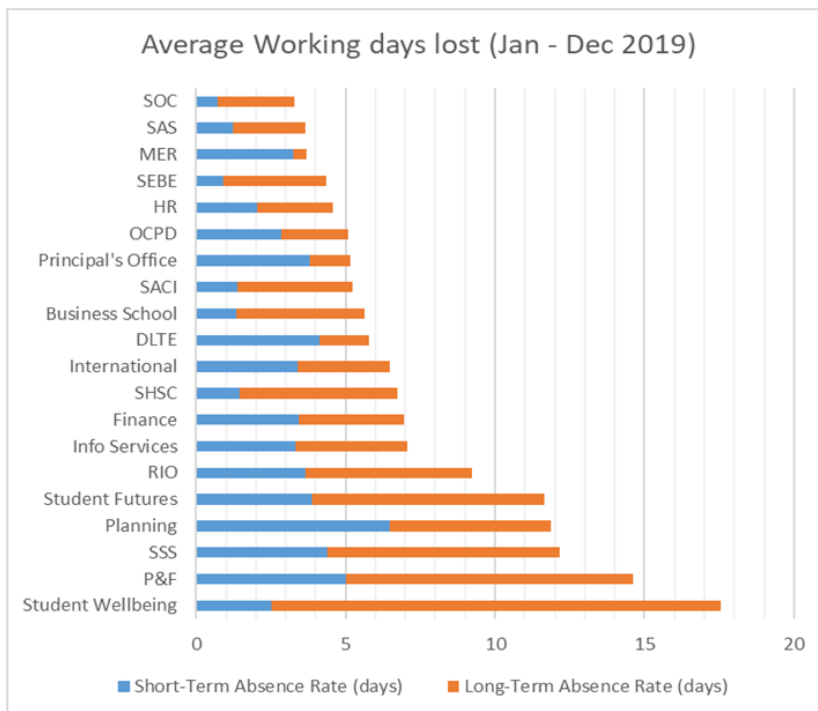Average Working Days lost by Age
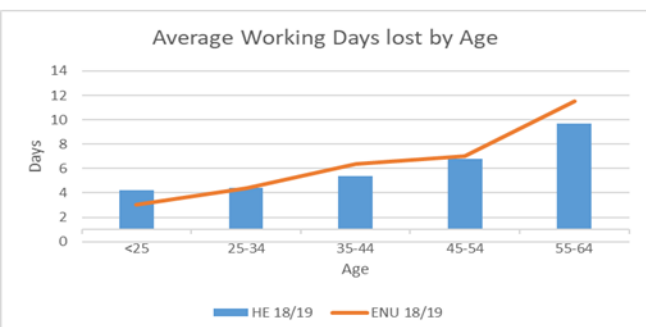
- In ENU, the average number of days of absence is lowest in the under 25 group at 3 days and increases progressively up to 11.5 days.
- The sector follows the same trend with the number of days of absence lowest in the under 25 age group at 4.2 days increasing progressively up to 9.7 days for the 55-64 age group.
- The significant differences between age groups is strongly correlated with the % of sickness absence that is long-term.
- The percentage of long-term sickness absence in employees aged 55-64 was 72.4% at ENU (62.5% in the sector) compared to 40.6% of for employees aged below 34 (38.1 in the sector).

Review of Sickness Absence – Reasons and Looking Forward

Top reasons for Sickness Absence
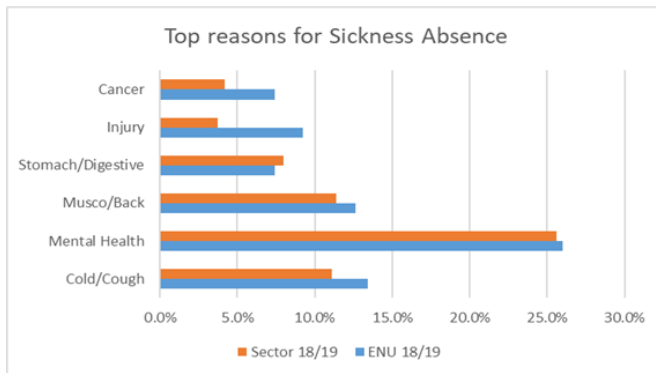
- Consistent with previous years, the main cause of sickness absence in terms of days lost was mental health, accounting for 26% of days lost (25.6% in the sector and 27.1% in comparable HEIs).
- In ENU, 35% of all long-term absence was due to mental health and 15.7% was due to musculoskeletal conditions.
- In ENU, cold/coughs (13.4%) and musculoskeletal conditions (12.6%) were the next most common reasons.
- In ENU, 7.4% absence was due to cancer, compared with a sector average of 3.5%
- IN ENU, 'injury' included absence due to operations. A new 'operation/recovery' absence reason has been added to HR Connect.

Average Working days lost (Jan - Dec 2019)

- This graph shows the short-term and long-term absence rate (average working days lost per employee) by area in 2019.
- The calculation is number of days lost due to sickness absence per staff FTE in each area in the previous 12 months.
- Short-term is defined as less than 20 days absence and long-term is absence lasting 20 days or longer.
- The absence rates range from 3.3 days (SOC) to 17.6 days (Student Wellbeing).
- The majority of departments have an absence rate above the 2018/19 sector average (6.2 days) and the majority of schools are below this rate.
- However, 68.5% of respondents of the survey reported that academic absence was either moderately or significantly underreported.

Steps being taken to improve the situation

Across the sector the most commonly used method to manage (long and short-term) sickness absence is line manager involvement. Varying sick pay entitlement, return to work interviews and using MI/trigger points are also commonly used. Occupational Health referrals was also cited as an effective method for managing long-term absence. Effective management of sickness absence continues to be a key focus for the HR team this year.

At the end of last year, a new Attendance Management policy was launched, along with detailed guidance and improved automatic alerts/documentation. The following steps are being taken this year:

- Programme to embed the new Attendance Management Policy. This includes the provision of absence data by area on a regular basis, SLT/HR briefing sessions, open/bespoke line manager ½ day upskill sessions and regular manager/Bones communications.
- Ongoing support from the HR team to ensure that the new policy is understood and applied across the University.
- Ongoing monitoring of sickness absence data with proactive support from the HR Operations team for all absence reaching a review point (trigger)
- Greater understanding of absence which is caused by work aspects so that appropriate measures can be put in place.
- Conduct a tender process for a new OH provider
- Continue to deliver mental health awareness and resilience sessions for managers and staff
- Health & Wellbeing initiatives (Section 3.9)

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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 2019 – 29 February 2020.

5.1. Employee Assistance Programme – Workplace Options

Utilisation of the service for 1 March 2019 and 29 February 2020.

NUMBER OF PARTICIPANTS: 1410	Q1	Q2	Q3	Q4	TOTAL
Number of Individual Participants Utilising Services	21	15	16	14	59

	PERIOD COUNT	YTD COUNT	UTILISATION %	YTD UTILISATION %
Clinical	94	122	6.67	8.65
Work-life	18	19	1.28	1.35
Web Hits	611	758	43.33	53.76
Total	**723**	**899**	**51.28**	**63.76**

Edinburgh Napier University's overall usage of services during the period, 01 Mar 2019 to 29 Feb 2020, was 112 cases. The projected annual utilisation for Edinburgh Napier University is 8.59% 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 94 EAP counselling cases, and 18 work-life cases. Usage is lower compared to the previous year during this time period where utilisation was 8.23%. Year to date the number of cases broken out by gender are: 28.37% male and 71.63% female. 0.00% of callers declined to provide this information.

Top Concerns

Personal Concerns

	Q1	Q2	Q3	Q4	TOTAL	%
Stress	29	19	18	11	77	33.92
Anxiety/Panic	19	20	16	8	63	27.75
Low Mood	19	14	9	9	51	22.47
Difficulty Concentrating	5	2	10	2	19	8.37
Irritability/Agitated			10		10	4.41

Work Related Concerns

	Q1	Q2	Q3	Q4	TOTAL	%
Workplace Stress	15	7	14	4	40	57.14
Work Performance Issues	8	1	9	3	21	30.00
Workplace Bullying/Harassment	2	2	1		5	7.14
Conflict at Work	3			1	4	5.71

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.