

Health and Safety Committee

Health & Safety, Edinburgh Napier University

Health and Safety Annual Report 2018-19

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1. Executive Summary

1.1. Executive Summary

This report covers the period March 2018 to February 2019 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 15 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.
- From the last employee engagement survey, 93% of staff feel safe and secure in their working environment.
- Rolled out the Health and Safety competency and training policy and job role matrix to assist Deans and Directors identify their staff's health and safety competency requirements for their job roles within their school/service.
- Continued successful implementation of the new 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.
- A revised University stress management policy, guidance and updated individual/school service stress risk assessments in line with current legislation and best practice.
- A new University Health & Wellbeing Group has been established and website page developed.
- Increased development and delivery of in-house health and safety training to a total of 165 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 the e-learning health and safety training system.
- 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.

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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 and welfare within their respective areas of control is devolved through the Court/ULT 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 MCIOSH CMIOSH, Chartered Safety & Health Practitioner, Health & Safety Adviser

Tommy Thom, Fire Safety Officer (part-time 2 days per week)

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

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

The Health and Safety Team 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	01.09.18	01.03.18	01.09.17	01.03.17	01.09.16	01.03.16
	28.02.19	31.08.18	28.02.18	31.08.17	28.02.17	31.08.16
Students	9	6	12	12	7	2
Staff	7	14	15	14	17	18
<i>Academics</i>	0	2	1	1	2	0
<i>Research</i>	0	0	0	0	0	0
<i>Support</i>	2	2	1	4	4	4
<i>Catering</i>	1	2	3	2	4	1
<i>Cleaning</i>	4	4	4	0	1	6
<i>Security</i>	0	0	0	1	0	1
<i>Maintenance</i>	0	0	2	2	2	2
<i>Logistics</i>	0	0	0	0	0	1
<i>Technical</i>	0	1	0	0	2	1
<i>Visitors/Contractors</i>	0	3	4	4	2	2
Staff & Students	16	20	27	26	24	20

3.1.2. RIDDOR - Serious Accidents Summary

There was one RIDDOR for the reporting period.

3.1.3. Type of accidents/person involved

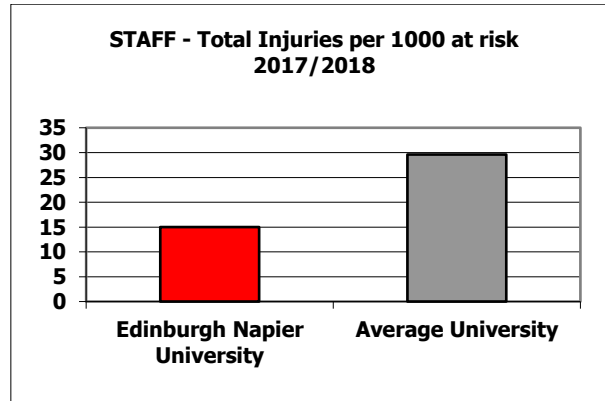
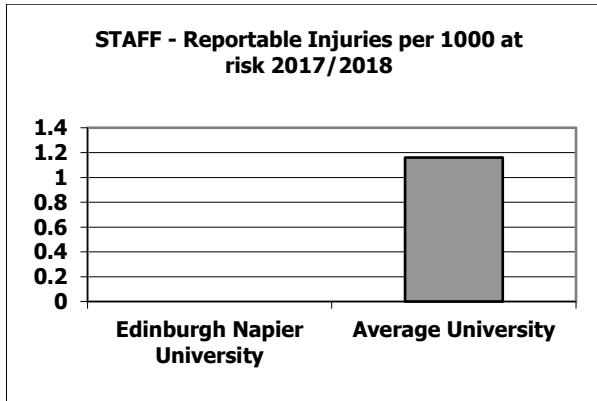
Edinburgh Napier University															
1 March 2018 to 28 February 2019															
TYPE OF ACCIDENT	DESCRIPTION OF PERSON INVOLVED														
	Student	Academic	Administrative	Catering	Cleaning	Driver	Grounds/Gardening	Logistics	Maintenance	Other	Researchers	Security	Technical	Visitor / Contractor	TOTALS
Animals															0
Biological															0
Chemical					1										1
Cutting Tools	5														5
Drowned or asphyxiated															0
Electricity				1											1
Explosion															0
Falls from Height	2				2										4
Falls on Level	2	1	1	1	2										7
Fire															0
Hot / Cold Contact	1														1
Machinery / Plant													1		1
Manual Handling					1										1
Other	2														2
Overseas															0
Physically assaulted by a person															0
Sharp Objects	1				2								1		4
Striking Against Object	2		2										2		6
Struck by an Object		1	1	1											3
Traffic															0
Trapped by something collapsing															0
TOTALS	15	2	4	3	8	0	0	0	0	0	0	0	1	3	36

3.1.4. Percentage of staff and student accidents (Sep 2014 to Feb 2019)

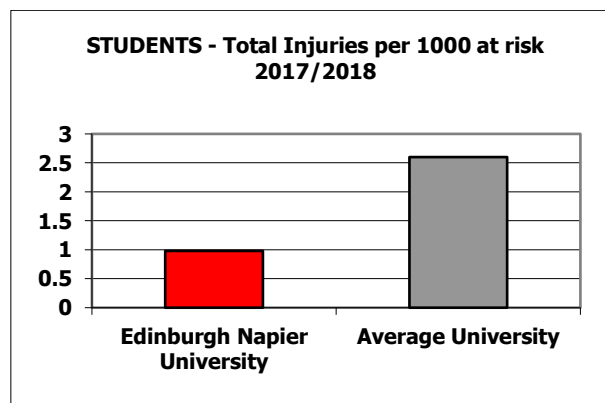
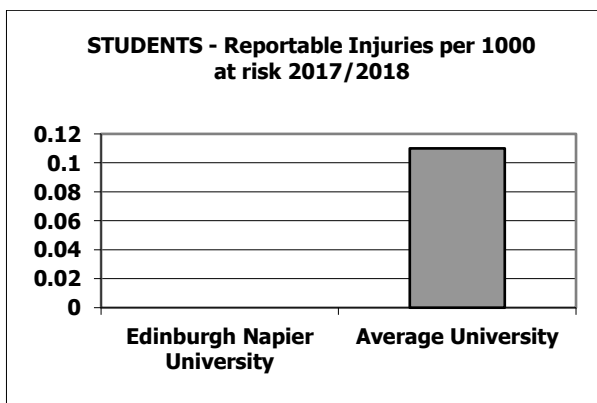
From	To	Staff	Staff Accidents	% Staff Accidents	Student	Student Accidents	% Student Accidents
08.09.14	28.02.15	1910	13	0.68	18436	13	0.07
01.03.15	31.08.15	1825	18	0.99	18436	4	0.02
01.09.15	29.02.16	1890	27	1.43	19507	10	0.05
01.03.16	31.08.16	1911	18	0.94	19507	2	0.01
01.09.16	28.02.17	1912	17	0.89	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

3.1.5. Accident benchmarking with UK average higher education establishments 2017/2018

STAFF	EDINBURGH NAPIER UNIVERSITY	AVERAGE UNIVERSITY
Reportable Injuries per 1000 at risk	0.00	1.16
Total Injuries per 1000 at risk	15.00	29.61



STUDENTS	EDINBURGH NAPIER UNIVERSITY	AVERAGE UNIVERSITY
Reportable Injuries per 1000 at risk	0.00	0.11
Total Injuries per 1000 at risk	0.98	2.60



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
- Bainfield – Social Space/Offices
- Bainfield – Blackford Hill
- Bainfield – Braid Hills
- Bainfield – Calton Hill
- Bainfield – Castle Rock
- Bainfield – Corstorphine Hill
- Bainfield – Craiglockhart Hill
- Bainfield – Offices/Stores/Laundry
- Bainfield – Plant Room/Stores/Bin
- Orwell – Caerketton
- Orwell – Carnethy
- Orwell – East Kip
- Orwell – Scald Law
- Orwell – Plant Rooms
- Slateford – Castlelaw
- Slateford – Allermuir
- 7 Hills
- Bankhead Workspace
- Merchiston Avenue
- Craiglockhart – Atria, Library & Lecture Theatres
- Craiglockhart – Original House
- Craiglockhart – Plant Room
- Merchiston – Café and B Floor
- Merchiston – Colinton Road Zone
- Merchiston – GP Block & Library
- Merchiston – Tower
- Merchiston – Plant Room
- Merchiston – West Elevation & JKCC
- Merchiston – Media, Music & Design
- Sighthill – Atria
- Sighthill – B, C & D Blocks
- Sighthill – LRC
- Sighthill - Engage

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 2018 and Sept/Oct 2018. 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 18 unscheduled evacuations within university campuses.

There were 43 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 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 2018. 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

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
2018-128	14 March 2018	Information Services	Merchiston	Obstructions and combustibles against electrical distribution boards within storeroom.	H
				Action taken: All items removed from against/in front of electrical distribution boards. Longer-term plan to get rid of the equipment and zone area.	
2018-129	21 March 2018	Property and Facilities	Sighthill	Storage of combustibles in access/fire escape corridor.	M
				Action taken: Items were removed.	
2018-130	3 April 2018	Student Accommodation Services – Property and Facilities	Bainfield – Plant Room	Storage of combustibles on top of plant room boilers (potential ignition source).	H
				Action taken: Items removed and stored correctly.	
2018-131	5 June 2018	School of Arts and Creative Industries	Merchiston - F2	Number of fire risks. Daisy chaining electrics. Inappropriate plug adaptor. Musculoskeletal – PC use. Dangerous equipment stored at height. Candles, electric fire, printer, computer monitor inappropriately stored. 3D printer fumes.	H
				Action taken: Flammable materials removed; electrical issues addressed; desk areas cleared for better posture whilst using PC; inappropriate storage of items addressed and heater been removed.	
2018-132	5 June 2018	School of Arts and Creative Industries	Merchiston – F2 and F9	Unsafe and unsuitable storage of chemicals. Chemicals not registered on the hazardous database. Highly flammable cans of spray paint stored on book shelf. Soldering iron left on the floor causing trip and fire risk.	H
				Action taken: Soldering iron removed from floor and stored correctly. All chemicals removed to safe location. Staff informed not to bring chemicals into building without a COSHH assessment and risk assessment.	

Ref No.	Date Issued	School/Service	Campus	Notes	Severity
2018-133	5 June 2018	School of Arts and Creative Industries	Merchiston – Store, F10	Daisy chaining electrics. Storeroom light fitting being blocked. Floor area and storage needs urgent attention.	M
				Action taken: Electrical issues concerning daisy chaining been addressed. Housekeeping in storeroom been addressed.	
2018-134	13 August 2018	Catering – Property and Facilities	Merchiston – Apex Café	Refrigerator air vents blocked with build-up of dust and debris. Potential fire risk. Potential ill health due to contamination in drip tray (green algae). Contaminants on top of compressor and all surfaces on top of fridges (discarded electrical cables).	H
				Action taken: All vents cleaned and debris removed from top of appliances. One of the appliances requires replacement due to being unable to maintain safe temperature.	
2018-135	18 December 2018	Property & Facilities	Merchiston	Smoke detector in male toilet covered with blue glove. No isolation permit found in security office for the works being undertaken.	M
				Action taken: Item was removed.	
2019-136	24 February 2019	School of Engineering & the Built Environment	Merchiston	Following inspection of area found that four of the five chemicals were not on the hazardous database.	H
				Action taken: Hazardous chemical database – updated and will be maintained in future.	
2019-137	24 February 2019	School of Engineering & the Built Environment	Merchiston	Following inspection of the C20 and C21b Labs – unsuitable storage of chemicals. Cupboards unsecured. Chemical containers not placed in a bund area.	H
				Action taken: Users reminded on good housekeeping, keys kept in a locked cupboard. The bunded waste areas only for chemicals that have been used together. No chemicals used that react violently. Keep an eye on chemicals used and issues with bunding.	

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 Computer & Other Hand Held Devices and are updating the online travel risk assessment and further guidance.

3.5. Health and Safety Training and Competence

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

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 - 390 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	No of attendees
IOSH Working Safely	11
Safety Co-ordinators Forums	16
Vacation Letting Assistants	20
Fire Warden Forum	9
Senior Fire Co-ordinator	3
Fire Wardens	2
Manual Handling Workshops	10
Risk Assessment Workshops	19
Risk Assessment Workshop (Bespoke)	8
Catering staff training	10
Nurses induction	700
IOSH Managing Safely	12
First aid	45
Essential Skillz eLearning – Workstation	1,163
Essential Skillz eLearning – Fire Safety	1,281
Essential Skillz eLearning – Health and Safety Induction	1,217
Essential Skillz eLearning – other packages (DriveWize 26; COSHH 22; Home Working 21; Manual Handling 22; Risk Assessment 27; Stress Awareness 50)	168

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

19 out of 19 Annual Health and Safety Reports were received from all Schools/Services.

Number of returns received : 19	
School/Service Organisation	<ul style="list-style-type: none"> • 17 have appointed a Safety Co-ordinator • 2 require to appoint a Safety Co-ordinator • 15 have set up local safety committees or health and safety raised at meetings • 4 require to set up local safety committees or health and safety raised at meetings
Local Safety Documentation	<ul style="list-style-type: none"> • 17 have developed local safety procedures • 2 require to develop local safety procedures • 19 have effective arrangements to ensure safety information is made known and distributed
School/Service Safety Inspections	<ul style="list-style-type: none"> • 11 have carried out a local inspection in the past 12 months • 8 require to implement a local inspection
Accident/III Health Procedure	<ul style="list-style-type: none"> • 19 ensure that all staff are made aware of accident and occupational ill health reporting procedures
Fire Safety	<ul style="list-style-type: none"> • 19 have made all their staff aware of fire procedures • 19 give students/visitors information on fire procedures • 17 have nominated fire wardens • 2 require to nominate fire wardens
Health and Safety Competency and Training	<ul style="list-style-type: none"> • 16 have indicated that they have identified and have appropriate health and safety training and competency levels • 3 require to identify appropriate health and safety training and competency levels
Management of Health and Safety Regulations – Risk Assessments	<ul style="list-style-type: none"> • 17 have indicated that risk assessments have been carried out within their area of responsibility • 2 require to undertake this activity in coming months
Control of Contractors	<ul style="list-style-type: none"> • 8 have made all their contractors aware of University procedures • 11 returned “not applicable”
Control of Substances Hazardous to Health	<ul style="list-style-type: none"> • 6 have indicated that COSHH assessments have been carried out • 13 returned “not applicable”
Dangerous Substances and Explosive Atmospheres Regulations	<ul style="list-style-type: none"> • 3 have indicated that DSEAR assessments have been carried out • 16 returned “not applicable”
Electricity – awareness of procedures	<ul style="list-style-type: none"> • 19 aware that all PAT testing is carried out and co-ordinated centrally through Property & Facilities

Number of returns received : 19	
Manual Handling Regulations	<ul style="list-style-type: none"> • 10 have indicated that manual handling assessments have been carried out • 7 require to carry out manual handling assessments • 2 returned "not applicable"
Display Screen Equipment Regulations	<ul style="list-style-type: none"> • 12 have indicated that display screen equipment assessments have been carried out • 7 to be reminded that all staff require to carry out the Essential Skillz Workstation programme
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • 5 have indicated that PPE assessments have been carried out • 14 returned "not applicable"
Noise at Work Regulations	<ul style="list-style-type: none"> • 5 have indicated that noise assessments have been carried out • 14 returned "not applicable"
Hand Arm Vibration	<ul style="list-style-type: none"> • 3 have carried out HAV assessments • 1 requires to carry out HAV • 15 returned "not applicable"

The Health & Safety Team will review all the annual safety reports and all schools/services not achieving the required level of compliance will be contacted by the Health & Safety Team to give further guidance and assistance to ensure actions are taken by the Dean of School/Director of Service to meet the required standard of health and safety compliance with all relevant legislation and will be reviewed in 2019/2020.

3.6.2. Health and Safety Formal Audits

PROPERTY & FACILITIES – ENGAGE REVIEW	Actions
<p>Compliance comments:</p> <p>Strengths:</p> <ul style="list-style-type: none"> – The majority of the front facing areas are in good condition. – Staff in area positive and helpful when questioned on procedures to be followed. <p>Weaknesses:</p> <ul style="list-style-type: none"> – Outstanding issues from previous audit still to be addressed – flooring, external walls. – Certification of the maintenance records on equipment not available. 	<ul style="list-style-type: none"> • 24 action points were raised. These included damaged blockwork, noise measurements, disposal of redundant electrical waste, cleaning of ventilation grills, eye hook testing dates out, signage, adjustment to doors.

SCHOOL OF ARTS & CREATIVE INDUSTRIES – DESIGN WORKSHOPS	<i>Actions</i>
<p>Compliance comments:</p> <p>Strengths:</p> <ul style="list-style-type: none"> – High standards in the promotion, dissemination of information and support for the personnel in health and safety roles within the school. – Monitoring of the workshops by staff to ensure unacceptable practices do not happen. <p>Weaknesses:</p> <ul style="list-style-type: none"> – Health and safety notices issued for unsafe practices. – Arrangements for ensuring only trained staff operate the machinery. – COSHH Assessments – lack of assessments undertaken. – Housekeeping in various areas – unacceptable. – Hazardous materials not recorded on the University Hazardous Database. 	<ul style="list-style-type: none"> • H&S Notices issued for unsafe practices. • Complete tracked changes on the risk assessments and communicate to staff. • Housekeeping in offices requires attention. • Safety coordinator for each area (Photography, Design, Music, etc.). At present only one for the school. • Lack of handling and moving assessments. • Lack of COSHH assessments. • All chemicals to be registered on the electronic database.

SCHOOL OF ARTS & CREATIVE INDUSTRIES - MUSIC	<i>Actions</i>
<p>Compliance comments:</p> <p>Strengths:</p> <ul style="list-style-type: none"> – The facilities were in good order. – Staff carry out the relevant checks to ensure compliance and ensuring that they are not misused. <p>Weaknesses:</p> <ul style="list-style-type: none"> – No risk assessments for lone working in place. – No manual handling assessments in place. – Noise exposure – PPE requires addressing. – Online learning – low uptake - needs to be addressed. 	<ul style="list-style-type: none"> • Hanging electrical cables under desks. • Wall sockets – loose screw and screw missing. • Lone working risk assessments. • PPE – organise for suitable hearing protection to be supplied and fitted for specific staff in the area. • The store room - combustibles in front of the electrical distribution boards. • No telephone in the area that can be used in an emergency situation – department to contact IS to see if one could be fitted.

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 15 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.
- From the last employee engagement survey, 93% of staff feel safe and secure in their working environment.
- 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 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 165 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
<p>Leadership and management of health and safety</p> <p>Ensure that sufficient guidance is provided regarding leadership in health and safety</p> <p>All senior leaders are aware of Scottish Plan for Action on Health & Safety http://www.hse.gov.uk/scotland/pdf/scottish-plan-health-safety2016.pdf</p>	<p>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.</p> <p>Suitable and sufficient resources are allocated to achieve health and safety priorities.</p> <p>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.</p> <p>Integrate the leadership and management of health and safety in higher education into the university policy.</p> <p>Ensure that all schools/services are represented and attend the University Health & Safety Committee to ensure two way communication of health and safety matters.</p>	<p>All senior leaders to attend IOSH Leading Safely training for senior managers.</p> <p>School/Service annual health and safety reports.</p> <p>Achievement of ROSPA Order of Distinction Award.</p> <p>Support the University's maintenance of the Healthy Working Lives Gold Award re-accreditation.</p> <p>All staff/students receive health and safety induction.</p> <p>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.</p> <p>Monitor school/services and University health and safety committees.</p>
<p>Develop a health and safety management system in line with standards ISO 45001 - international standard for health and safety management</p>	<p>Introduce standards in line with ISO 45001 - international standard for health and safety management</p> <p>Summary</p> <ul style="list-style-type: none"> 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 	<p>Benchmark University accident/sickness statistics.</p> <p>Achievement of ROSPA Order of Distinction Award. (Benchmark of the University management system).</p> <p>Support the University's maintenance of the Healthy Working Lives Gold Award re-accreditation.</p> <p>Annual School/Service health and safety reports.</p> <p>Formal audits.</p>

Objective Priority	Key action in support priorities	Key performance indicator
Support schools/services to promote sensible and proportionate risk management	<p>To ensure that all school/service risk assessments are in place for all required and hazardous activities.</p> <p>School/Service risk assessments are reviewed and updated by the School/Service on a regular basis and as required.</p> <p>For all those that undertake risk assessments, risk assessment training is mandatory.</p> <p>All schools/services have a register of risk assessments required for their area.</p>	<p>Submission of annual school health and safety reports/formal audits.</p> <p>Completion of relevant suitable and sufficient risk assessments in all schools/services.</p>
Health and safety compliance benchmarking	Improve reporting, recording and investigation of accidents and incidences.	Lower levels 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 public engagement activities	<p>Ensure that staff/students have the relevant health and safety training to ensure the required competence within their area.</p> <p>Ensure that all hazardous chemicals are recorded in the hazardous chemical database.</p> <p>Ensure that managers of laboratories, research areas and public engagement activities implement robust health and safety management systems within their area of responsibility.</p> <p>DSEAR risk assessments reviewed, updated and implemented by the school/service.</p>	<p>Developed and customised health and safety training courses rolled out to research / laboratory / public engagement areas.</p> <p>Monitoring of hazardous database - available to populate by the relevant departments.</p> <p>Monitoring and auditing of School/Service DSEAR risk assessments.</p> <p>Annual school/service health and safety reports and formal audit compliance.</p> <p>Audits and investigations.</p>

Objective Priority	Key action in support priorities	Key performance indicator
<p>Health and safety training and competency</p> <p>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</p>	<p>Continue to roll out University health and safety training and competency policy and matrix to assist Schools/Services to identify competency requirements.</p> <p>Continue to roll out an online health and safety training programme.</p> <p>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.</p> <p>Prioritise and support academic areas/research which require enhanced health and safety support.</p>	<p>Annual school/service health and safety reports and formal audit compliance.</p> <p>My Contribution statistics.</p>
<p>Musculoskeletal disorders</p> <p>In line with HSE key strategy proactively manage musculoskeletal disorders in the workplace</p>	<p>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.</p> <p>Any issues should be followed up by a formal inspection by Occupational Health and the required controls implemented by the school/service.</p> <p>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.</p> <p>Ensure manual handling assessments are carried out where relevant.</p> <p>Launch user friendly guidance for workstations and hand held devices.</p> <p>Initiate various campaigns e.g. “mind your back” campaign.</p>	<p>All schools/services to achieve all users completing annual online DSE assessment.</p> <p>Annual school/service health and safety reports and audit compliance.</p> <p>Introduction of stand-up desks/varidesks where recommended and as good practice.</p> <p>Bespoke manual handling training.</p> <p>Monitor, in conjunction with HR&D, sickness absence statistics and Occupational Health report statistics.</p> <p>Number of formal workstation assessments carried out by Occupational Health.</p>

Objective Priority	Key action in support priorities	Key performance indicator
Fire safety management	<p>Continual programme of fire risk assessment surveys, inspections and audits are required for all University properties.</p> <p>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.</p> <p>Advice and guidance on fire safety for school/service projects and events.</p> <p>Additional fire strategies and fire risk assessments carried out for new accommodation.</p>	<p>Fire risk assessment statistics.</p> <p>Fire inspections and audits.</p> <p>Support and audit the premises alterations across the estate.</p> <p>Fire safety training statistics.</p> <p>Annual school/service reports.</p> <p>Health and safety inspections and audits.</p> <p>Scheduled and unscheduled fire reports and statistics.</p>
Support the University to proactively manage stress and promote positive mental health and wellbeing in the workplace	<p>In conjunction with HR&D.</p> <p>Ensure that all managers, staff and students are aware of revised and updated University Stress Management Policy and manager and employee guidance.</p> <p>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.</p> <p>University stress management policy is supported with training, resources and workshops.</p> <p>Launch big white wall, an online support tool, 'look after your mate' and mental health awareness and resilience training for staff and managers.</p> <p>Mental health and wellbeing events.</p> <p>Support and input into the university Health & Wellbeing Group and action plan.</p>	<p>Monitor, in conjunction with HR&D, sickness absence statistics and Occupational Health report statistics.</p> <p>Individual/School/Service stress risk assessments and action plans carried out and implemented.</p> <p>Stress and mental health and wellbeing training/workshops statistics.</p> <p>In conjunction with Human Resources & Development and Occupational Health, monitor the effectiveness of the stress management policy.</p> <p>Health and wellbeing initiatives provided for all staff and students in conjunction with the Health & Wellbeing Group.</p> <p>Results of the staff engagement survey.</p> <p>Health and wellbeing report.</p>

3.9. Health and Wellbeing

A new Health and Wellbeing Group has been formed, sponsored by Kerry Dewar, Director of People and Services and Chaired by Susan Brown, Senior Lecturer - Sport, Health & Exercise Sciences. This steering group was also set up to consolidate and support existing or proposed activity from across the University as well as to propose new activities in support of improving our H&WB in line with evidence from our sector and research literature.

The group has representatives from across the University and ENSA and has identified some key areas of focus for staff and students. This will include developing an annual calendar of activities to support the creation of a culture of health and wellbeing. The group hopes that health and wellbeing activities become part of daily life here and it encourages our staff and students to form healthy habits which will benefit them long term.

In order to ensure we create the right environment to encourage this, consideration is being given to our catering offerings and how they can be improved to provide healthier choices. The group is also exploring cooking workshops so that staff and students learn the skills to eat healthier at home. Options to encourage increased levels of physical activity within the University are also being considered such as walking routes within campuses, standing desks and use of wearable devices.

Mental health has been a big area of focus for the group and across the University we are seeing positive mental health campaigns such as the launch of 'Big White Wall' - an online support tool, 'look after your mate' and mental health first aid training for line managers.

Elizabeth A Young BSc (Hons) CFIOSH MISTR FRSH
Chartered Fellow Safety & Health Practitioner
Head of Health & Safety

April 2019

Health & Safety Annual Report 2018/2019

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 2018 until February 2019.

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

134 Occupational Health referrals were made in the reporting period which was down from 175 the previous year. The 134 were split as follows:

- 98 Occupational Health Adviser/Physician face-to-face or telephone consultations;
- 34 Work Station Assessments;
- 2 ill health retirement applications.

253 Pre-Employment Health Assessment questionnaires were also completed, which was higher than the previous reporting period when 246 were carried out.

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 Account Manager to develop solutions and ensure Optima Health (previously known as OH Assist) meet the agreed Service Level Agreements outlined in the contract. The team are also looking at future Occupational Health provision options.

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.

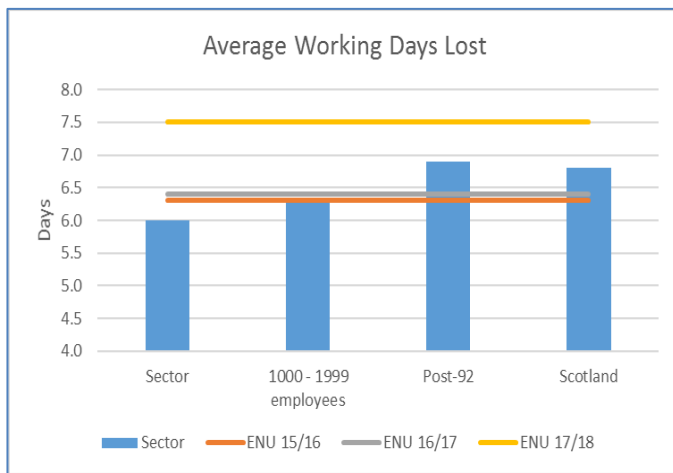
Summary of Health Surveillance 1 March 2018 to 28 February 2019

68 Health Surveillance in total throughout the reporting period, detailed below:

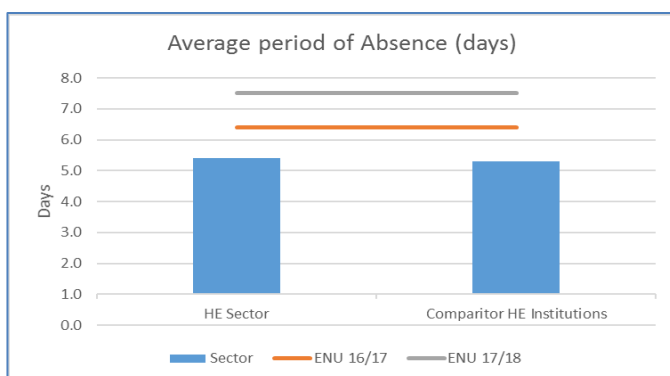
<i>Outcome Categories</i>	<i>Total</i>
Audiometry	23
Respiratory	16
Driver	15
Skin	12
HAVS	12

4.4. Review of Sickness Absence (UCEA Sickness Absence in Higher Education 2017-2018)

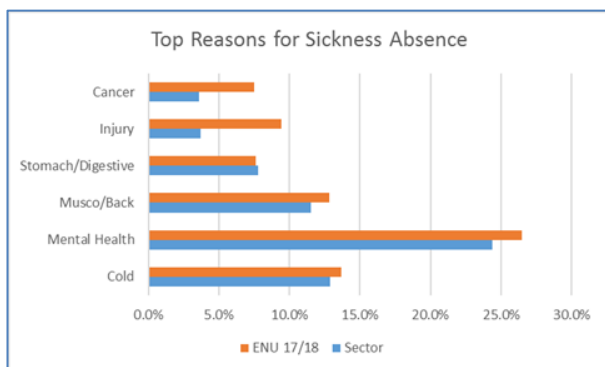
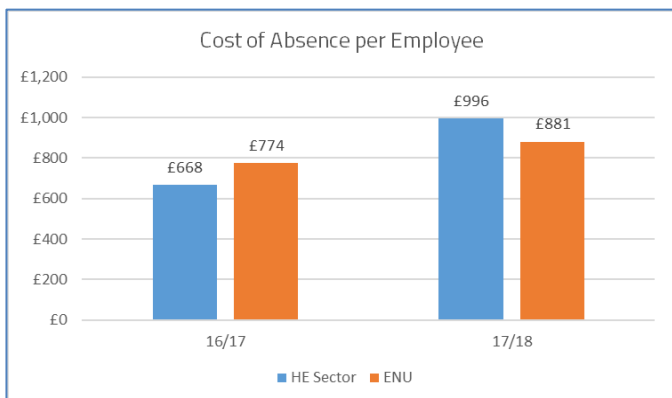
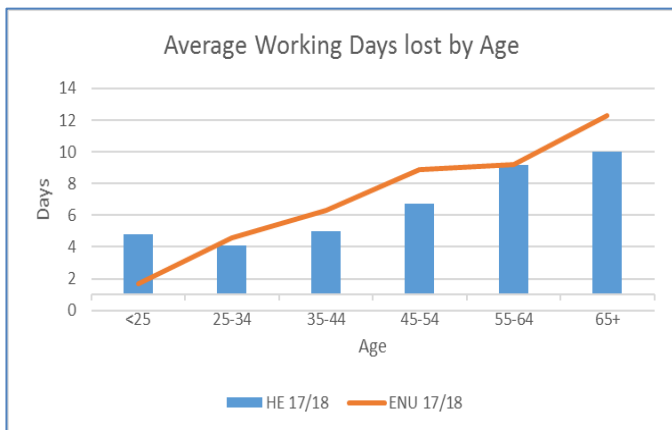
- The UCEA Sickness Absence in HE survey is an annual survey looking at rates of sickness absence, reasons for sickness and sickness absence management practices.
- This year’s survey was conducted between September and November 2018 and covers sickness absence for the period 1 August 2017 to 31 July 2018.
- This year, 102 HE institutions participated in the survey, comprising 41 pre-92 HEIs, 58 post-92 HEIs and 3 HE colleges.
- 11 of the HEIs are based in Scotland.



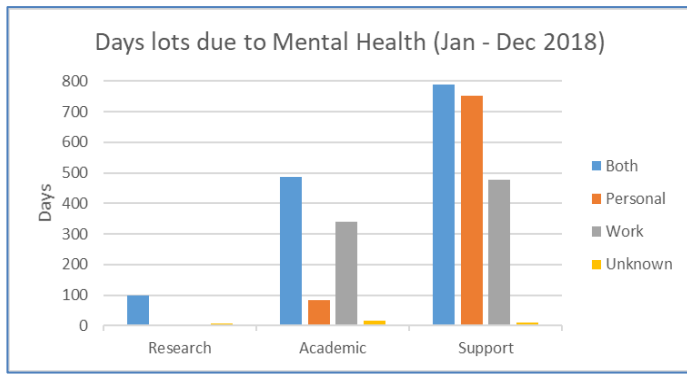
- The average working days lost per employee increased slightly from 5.8 days to 6.0 days across the HE sector (101 institutions).
- The average working days lost for comparator HE institutions (by size/type) is 6.6 days (46 institutions)
- The average working days lost at ENU was 7.5 days, a significant increase from 6.4 days in 2016-17 and 6.3 days in 2015-16.
- ENU has been ranked as 81/101 (HE sector) and 36/46 (comparator HE institutions) for average working days lost.
- 3.5% of working days were lost due to sickness absence at ENU in 2017-18 (2.9% last year) which compares with 2.7% for the HE sector and 3% for the comparator HE institutions.
- 67% of respondents reported that they believe that academic absence is either moderately or significantly under-reported.



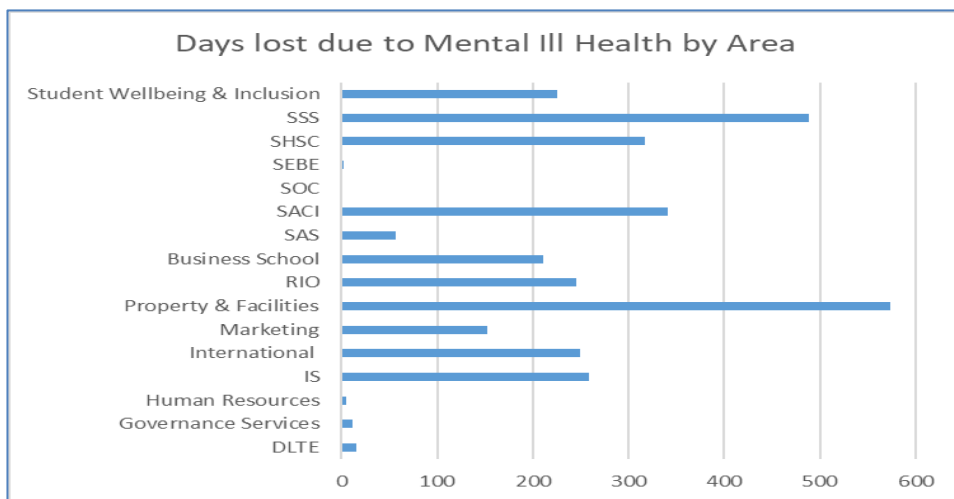
- The average period of absence remained at 5.4 days across the HE sector (5.3 days for comparator HE institutions).
- In ENU, the average period of absence increased from 6.4 days to 7.4 days.
- As in previous years, the proportion of sickness absence that is long-term (over 20 consecutive days) is disproportionately high at 52.2% for the HE sector and is 59.9% at ENU.
- 99 employees at ENU were absent for a continuous period of 20 days or more (39 academic and 60 PS staff).
- The number of short-term average working days lost in the sector is 2.9 days which compares with 3 days at ENU.



- In the sector, the average number of days of absence is lowest in the 25-34 age group at 4.1 days, followed by the under 25 age group at 4.8 days. The average number of days of absence increases progressively after the 25-34 age group.
- ENU follows a similar trend although the average number of days of absence is lowest in the under 25 age group (1.7 days) and then increases progressively through the age groups.
- The significant differences between different ages are strongly correlated with the average working days lost and % of sickness absence that is long-term.
- On average, 66.8% of sickness absence recorded for those aged 65 and over is long term (89% in ENU) compared to 34% of sickness absence recorded for staff under 34 (41% in ENU).
- The cost of sickness absence per employee per year is £996 in the sector, compared with £881 for ENU. 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.
- This year UCEA estimated the cost of sickness absence for the sector using the complete data set, in previous years figures were used from a small sample of HEI's.
- Based on these figures, sickness absence can be estimated to have cost ENU approximately £1.34m (an increase from £1.18m in 16-17). The actual cost will be slightly less because this calculation does not take into account reduced sickness pay.
- Consistent with previous years, the main cause of sickness absence in terms of days lost was mental health, accounting for 26.5% of days lost (24.4% in the sector). This has risen steadily from 17.5% in 2011-12 when the first UCEA survey was conducted.
- In ENU, cold/coughs (13.7%) and musculoskeletal conditions (12.8%) were the next most common reasons for sickness absence.



- In 2018, 27% of mental health absence in ENU was work-related, 27% was due to personal reasons and 45% was due to both.
- 82 employees recorded an absence due to mental health – 72% Professional Services, 23% academics and 5% for research staff.
- Just over 3,000 working days were lost due to mental health in 2018 which equates to approximately 12 FTE (2011 days were lost in 2017).



- 18% of the mental ill health absence was in Property & Facilities (18 staff)
- 15% was in School Support Service (15 staff)
- 10% was in the SHSC (9 staff)

Effective Management of Sickness Absence

Across the sector the most commonly used method to manage sickness absence is line manager involvement. Varying sick pay entitlement, return to work interviews and trigger points are also commonly used. Occupational Health referral was cited as the most effective method for managing long-term sickness absence, followed by line manager involvement. Effective management of sickness absence continues to be a key focus for the HR Operations team. The following actions have been taken or are underway :

- Review of the Sickness Absence policy - trade union consultation well underway
- Development of guidance material to supplement the policy and support managers and employees well underway
- Tender process for new OH provider underway
- Stress Risk Assessment form updated
- Ongoing monitoring of sickness absence data with proactive support from the HR Operations team
- Mental health awareness and resilience sessions for managers and staff successfully piloted
- The University now has over 60 trained Mental Health First Aiders

Key focus areas for 2019 are:

- Delivery of the initiatives contained within the University Health & Wellbeing Plan
- Effective launch of the new Attendance Management Policy
- Ongoing support from the HR team to ensure that the new policy is understood and applied across the University
- Programme of mental health awareness and resilience sessions delivered throughout the year

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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 2018 – 28 February 2019

5.1. Employee Assistance Programme – Workplace Options

Utilisation of the service for 1 March 2018 and 28 February 2019.

Service Component	Web Logins	Clinical	Work-Life Cases	Total
Actual number of cases	1198	93	13	1304

Edinburgh Napier University's overall usage of services during the period 01 Mar 2018 to 28 Feb 2019 was 106 cases. The projected annual utilisation for Edinburgh Napier University is 7.76% which is greater than the Book of Business (BOB) benchmark of 2.98%, and is greater than the Industrial BOB benchmark of 0.00%. There were 93 EAP counselling cases, and 13 work-life cases. Usage is lower compared to the previous year during this time period where utilisation was 8.87%. Year to date the number of cases broken out by gender are: 34.65% male and 64.57% female. 0.78% of callers declined to provide this information.

Top Concerns

Personal Concerns							
	Q1	Q2	Q3	Q4	TOTAL	%	
Stress	18	14	20	11	63	30.14	
Anxiety/Panic	23	10	16	10	59	28.23	
Low Mood	14	11	14	9	48	22.97	
Low Self-Esteem	5		3	6	14	6.70	
Difficulty Concentrating	4	2	5		11	5.26	
Work Related Concerns							
	Q1	Q2	Q3	Q4	TOTAL	%	
Workplace Stress	11	5	10	2	28	52.83	
Work Performance Issues	6	3		2	11	20.75	
Workplace Bullying/Harassment	2			2	4	7.55	
Conflict at Work	3			1	4	7.55	
Career Change/Transition		4			4	7.55	

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.

