MINUTES OF THE MEETING HELD ON 25 August 2020

Present: Mrs D Dyker (Convener), Prof D Anderson, Mrs L Benvie, Ms S Blaney, Ms E Cassidy, Ms S Cooper, Dr N Curtis, Mr A Donaldson, Mr R Ebel, Mr G Fisher, Mr D Malcolm, Professor I McEwan, Professor P Fowler, Mr R Philp, Dr A Price, Dr S Pugh, Mr K Smith, Mrs K Smith, Mrs R Taylor, Mrs J Walker, Mrs T White and Mrs V Amakiri (Clerk).

Apologies: Mr A Acheampong, Mr S Carle, Mrs C Lawie, Mrs D Wilson, Dr A Petrie and Mr E Stephen.

1. MINUTES OF THE MEETING

1.1 The Committee was invited to approve the minutes of the meeting held on 28th January 2020.

Amendment to item 2.6: “To look into including names of people involved in/responsible for incidents in the Accident report form. Not progressed to date due to other priorities”.

The minutes were considered accurate and approved.

Action: Mr Fisher/Mrs Amakiri

2. MATTERS ARISING FROM THE MINUTES

2.1 CURRENT HEALTH AND SAFETY ARRANGEMENTS AND SOCIAL DISTANCING / PHASED RETURN GUIDANCE (Minute 3.2 refers)

Professor Anderson wished it raised to Professor Leydecker that he considered the University should be issuing a University wide survey regarding staff issues with homeworking, caring responsibilities and workload - Completed

2.2 UNIVERSITY HEALTH AND SAFETY COMMITTEE & TERMS OF REFERENCE (Minute 4.2 refers)

Committee members were requested to provide feedback to Dr Petrie on the draft Terms of Reference, remit and representation of the H&S Committee – (See minute 3 below).

2.3 HEALTH AND SAFETY TRAINING (Minute 5.1 refers)

Dr Petrie to draft a Health and Safety Training Policy – (See minute 4 below).

2.4 SCHEDULE OF MEETINGS (Minute 13.2 refers)

Mr Fisher / Dr Petrie to agree dates of future Committee meetings with the Convener – (See minute 15 below).

3. UNIVERSITY HEALTH AND SAFETY COMMITTEE & TERMS OF REFERENCE

3.1 Mr Fisher informed Committee that some comments were received following Dr Petrie’s draft presented at the last H&S Committee meeting. He enquired whether it was suitable for committee as the aim was to ensure that all staff and service areas were covered and consulted.

3.2 The Committee noted a suggestion that the composition should include a representative with a background in field work.

3.3 The Committee noted feedback in relation to ensuring a route for H&S issues to be brought to the Committee and for feedback on the issues to be provided to Schools. It was agreed that the School representatives and Trade Union representatives provided an appropriate route for this. In addition it was agreed that agendas and minutes would be published on StaffNet or
Teams to facilitate sharing widely and openly (with any confidential items circulated as a separate pdf when applicable);

Action: Mr Fisher

3.4 It was noted that revisions to the composition and remit would be presented to SMT for approval, together with consideration of whether there should be a representative from the Qatar Campus.

Action: Mr Fisher

4 HEALTH AND SAFETY TRAINING POLICY

4.1 The Committee was invited to approve the H&S training Policy (HSC19:23, copy filed with principal copy of minutes), Mrs Dyker on behalf of Committee, thanked Dr Petrie for the work he had done. It was approved by Committee.

5 FIRE SAFETY REPORT

5.1 The Committee noted the proposal to have a full fire risk assessment carried out by the Fire Safety Adviser on all high-risk buildings while a table-top fire risk assessment be carried out on medium and low risk buildings. However, low-risk unoccupied buildings were to be reviewed prior to reoccupation and a full fire risk assessment carried out, while considering the Covid situation. It was also proposed that the October Fire Drill be omitted from this year's schedule and conducted in February 2021 and any false fire alarms be treated as fire drills in occupied buildings. It was agreed by Committee.

5.2 The Committee further noted the proposal that all new students be made aware of the Fire Evacuation plans during face to face inductions and teaching. It was highlighted that for this to be achieved, that it would require the cooperation of all staff and it would be achieved by installing the notice on information cards which would be attached to lecterns in teaching spaces and auditoriums to aid lecturers. This led to discussions around attaching information cards on lecterns and mounting fire evacuation plans with assembly points included, on the walls, beside the doors, inside the rooms.

Action: Mr Fisher/Ms Cassidy

6. DRAFT HEALTH, SAFETY & WELLBEING PLAN (2020-21)

6.1 The Committee received the draft Health, Safety and Wellbeing Plan. The Committee agreed to discuss the plan with their Schools and Departments and provide comments to the Head of Health, Safety & Wellbeing by 18 September 2020.

Action: All

6.2 The plan would be circulated to Committee members once the content is agreed.

Action: Mr Fisher

7. HEALTH AND SAFETY OF LECTURERS & TUTORS

7.1 The Committee received a paper regarding the Health & Safety of Lecturers & Tutors. The Committee was advised that it was the intention was to have a discussion on the potential risk of face to face teaching. The Committee noted concerns raised by the Campus Trade Unions that this matter had not been considered and was now perceived to be urgent. This led to detailed discussions around timetabling; repeated delivery of lectures/tutorials as a result of the decrease in capacity of teaching spaces due to physical distancing guidelines; the mandating of the use of face masks on campus, teaching spaces and libraries; adequate ventilation of buildings; self-
The Committee was advised that the Health and Safety of staff and students was the top priority and was a key consideration meeting during the discussions at the Campus Planning Group. The Committee noted that the UoA is working closely with the Scottish Government (SG) around guidance and testing arrangements. The Committee noted that the decisions taken by the Campus Planning Group were fully informed by SG advice and this included the guidance on the wearing of face coverings.

The Committee noted concerns that information relating to timetabling was very late and was providing little time for academic staff to understand the expectations of their workload. The Committee noted a proposal that they consider a safe limit for face to face teaching.

The Committee was advised that the workload allocation for academic staff was a matter for consideration through the line management structure within Schools. The Committee also noted that there was a process in place to support the safe return for colleagues where a personal risk assessment would be competed with line managers prior to return. It was agreed the matter would be raised at the next meeting of CPG and Head of Schools meeting to ensure the discussions and points of concerns were brought to their attention.

Concerns were raised that the UoA was not carrying out testing prior to resumption of teaching or setting a limit for face to face teaching. The Committee was in a position only to advise Heads of School on how to deliver teaching within government guidelines. The Committee was reminded that SG guidance was being followed and UoA was implementing good practices and had far exceeded SG guidance in some respects. UoA was following the REHVA guidance for UK, for air circulation and ventilation. It was reiterated that UoA had a system in place to identify self-isolating students and an ‘Outbreak Plan’ was to be circulated shortly. It was also stated that there were various risk assessments available; building risk assessments prepared in conjunction with Estates and Facilities, activity risk assessments and individual risk assessments particularly for high risk individuals. The Committee noted that the risk assessments prepared were ‘as far as reasonably practicable’, and the aim is to strike a balance. The Committee was reassured the risk was reduced, and control measures had been put in place and that it was deemed that the UoA was not acting illegally or irresponsibly. The Higher Education sector guidance was also expected to be published the following week.
8. COVID-19 UPDATE

The Committee noted that much of the update on this matter had been discussion. However as an update, test and protect mechanisms were being finalised to support the SG Test and Protect contact tracing.

9. WORKLOAD REVIEW GROUP REPORT

Committee agreed to defer this item to the next meeting.

10. AOCB

None

11. HEALTH, SAFETY AND WELLBEING PLAN 2019/20 UPDATE

11.1 The paper (HSC19:27, copy filed with principal copy of minutes) was available for information.

12. MENTAL HEALTH AND WELLBEING ACTION PLAN 2019/20 UPDATE

12.1 The paper (HSC19:28, copy filed with principal copy of minutes) was available for information.

13. HEALTH AND SAFETY POLICY WRITING AND REVIEW PROGRAM UPDATE

13.1 The paper (HSC19:29, copy filed with principal copy of minutes) was available for information.

14 ACCIDENTS AND INCIDENTS UPDATE

14.1 The paper (HSC19:30, copy filed with principal copy of minutes) was available for information.

15 SCHEDULE OF MEETINGS

15.1 Committee agreed to move the next Covid meeting from 4 October 2020 to the week commencing 14 September 2020.

Action: Mr Fisher/Mrs Amakiri