

UNIVERSITY OF ABERDEEN  
HEALTH AND SAFETY COMMITTEE

**MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2016**

Present: Mrs C Inglis (Convener), Mr A Anagboso, Ms S Blaney, Mr S Carle (vice Mrs M Paterson), Mr A Donaldson, Dr R Ebel (for part of the meeting), Dr C Harrington, Mrs S Hay, Mrs A Innes, Dr S Lawrie, Professor P McCaffery, Mr R Macfarlane, Ms J McKay, Mr D Malcolm, Ms A Murray, Mr R Philp, Mr N Qamar, Mrs E Robertson, Professor C Secombes, Mr E Stephen, Ms J Walker, and Dr A Petrie (Clerk).

In attendance: Mrs J Taylor

Apologies for absence were received from Mr C Anucha, Mrs J Tuckwell, Mr S Napier and Mrs M Paterson.

1 MINUTES OF THE MEETING

1.1 The minutes of the meeting held on 31 May 2016 were approved following a minor typographical correction to Minute 6.3.2.

2. MATTERS ARISING FROM THE MINUTES

2.1 First aid cover within multi-user buildings and student residences (Minute 3.2 refers)  
Since the last meeting a number of staff had undergone first aid training within multi-user buildings and student residences. It was made clear that some but not all University Security and Portering staff receive first aid training.

2.2 Corrections to Health, Safety and Wellbeing Policy (Minute 3.5 refers)  
The Committee noted that suggested wording and corrections had been incorporated into the final draft of the above Policy which was now available on StaffNet.

3. FIRE SAFETY

3.1 The Committee received the Fire Safety report (*HSC16:01 copy filed with principal copy of minutes*) which included a summary of fire incidents in 2015/16 and a summary of the 2016 fire drill exercise.

3.2 A revision to the time of the fire alarm test in Rowett Institute was suggested within Appendix 2. **Action SN**

3.3 The Committee also considered the Fire Safety Policy (Appendix 3). Committee members offered comments and suggestions on various sections, the main points of which are summarised below.

- Clarification was sought to ensure the Policy does not contradict the advice contained within the School Safety plans previously issued by Nigel Corby.
- It was suggested that the placement and wording of paragraph 4, under Section 7 Director of Estates, could be reconsidered. **Action SN**

3.4 There was discussion around how to manage a lack of staff participation during the fire drill exercise. The Committee was in support of action through the line management structure and considered a recommendation to Operating Board.

4. PROGRESS WITH AUDIT RECOMMENDATIONS

4.1 There had been further progress since papers were circulated to the Committee; all priority one recommendations have been closed and a number of other recommendations were in the process of being resolved.

## 5. CRITICALARC UPDATE

- 5.1 The Committee received an update on the Safezone project (*HSC16:03 copy filed with principal copy of minutes*). The paper highlighted the scope of this project which has created SafeZones over our three main sites Hillhead, Old Aberdeen campus and Foresterhill. The Committee supported further promotion of the app through various channels.

## 6. EYE PROTECTION

- 6.1 There was discussion on how to implement mandatory use of eye protection in laboratories. Further clarification was sought on the provision of prescription glasses and protocol where process indicates that Standard Operating Procedures would be better without eye protection. **Action NQ**

## 7. CONTROL AND MANAGEMENT OF CONTRACTORS POLICY

- 7.1 The Committee considered Control and Management of Contractors Policy (*HSC16:04 copy filed with principal copy of minutes*). The Policy outlined the ways in which the University of Aberdeen approaches and manages the risks associated with work carried out by contractors.

- 7.2 Committee members offered comments and suggestions on various sections, the main points of which are summarised below.
- It was proposed that the definitions within the standard terms at the outset of the policy could be further developed.
  - It was suggested that some of the pictures were extraneous and could be removed.
  - Corrections to typographical errors were recommended (all sections). **Action NQ**

## 8. AOCB

- 8.1 The Committee supported the proposal that Aberdeen City Council could be approached to improve signage on Elphinstone Road. **Action AD**
- 8.2 The Committee noted the progress of BeOnline training. The three mandatory modules have been rolled out to identified areas within professional services; wider expansion to Schools is scheduled for the new year.

## 9. ACCIDENTS AND INCIDENTS IN THE UNIVERSITY

- 9.1 Following a near miss accident in Zoology car park, plants and hedges on either side of the entrance have been cut to a height that allows visibility. Aberdeen City Council will be approached to paint give way markings on the pavement and erect better signage **Action AD**

## 10. ANNUAL HEALTH AND SAFETY REPORT 2015/16

- 10.1 The Committee received the Annual Health and Safety Report 2015/16 which detailed the initiatives and incidents for the year (*HSC16:06 copy filed with principal copy of minutes*).

## 11. DATES OF FURTHER MEETING

- 11.1 The next meeting of the University Health and Safety Committee will be held on Tuesday 31<sup>st</sup> January 2017 at 10.00 am in Committee Room 2, University Office.