

UNIVERSITY OF ABERDEEN

UNIVERSITY HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2018

Present: Mrs C Inglis (Convener), Mr N Qamar, Dr A Petrie, Dr S Pugh, Ms S Blaney, Mr R Ebel, Mr E Stephen, Ms S Hay, Ms J Walker, Ms P Barber, Ms J Tuckwell, Mr K Smith, Dr G Waiter, Mr Scott Carle, Ms M Dannette, Mr L Ogubie, Mr K Smith, and Ms D Golaszewska,

Apologies for absence were received from: Mrs A Innes, Dr E Compatangelo, Mrs E Robertson, Mr A Donaldson, Ms M Paterson, Mr D Malcolm, Mr A Donaldson, Mr S Napier, Dr C Anagboso, Mr N Curtis, and Ms S Fyfe.

1 MINUTES OF THE MEETING

- 1.1 The minutes of the meeting held on 9 November 2017 were approved with a minor amendment: Dr G Waiter to be added to the list of attendees.

Action Clerk

2. MATTERS ARISING FROM THE MINUTES

- 2.1 AOCB (Minute 2.2 refers).

No positive response received from Aberdeen City Council. Aberdeen City Council will be approached again regarding road markings on Tillydrone Avenue to improve safety for drivers exiting Zoology Building car park.

Action AD

- 2.2 AOCB (Minute 2.3 refers)

A list of Fire Safety floor checkers was updated. Online training was rolled out to existing checkers.

- 2.3 AOCB (Minute 3.1 refers)

Fire safety audits will be carried out in March.

- 2.4 AOCB (Minute 7.1 refers)

Online training will be rolled out in 2018. Health coaching will be made available in March. The Committee agreed to discuss stress in the workplace updates during next meeting.

- 2.5 AOCB (Minute 8.1 refers)

Eye protection policy was updated to allow staff and students to confidently address and challenge non-compliance. The updated policy will be recirculated.

Action NQ

- 2.6 AOCB

The Health and Safety Committee meeting date had been changed shortly before the meeting was scheduled to take place. It was agreed that any changes in the future should be consulted upon and communicated more timeously.

- 2.7 AOCB

It was accepted that the Health and Safety Committee meeting should start 5 minutes after a full hour to allow the teaching staff to attend on time.

Action Clerk

3 COMPOSITION OF THE HEALTH AND SAFETY COMMITTEE

3.1 The Committee agreed that there will be no change to the remit of the Committee (*HSC18:01 copy filed with principal copy of minutes*).

3.2 The review of the composition of the Committee is necessitated by changes to the University structure (College structure no longer in place and changes to Professional Services). The aim of the review is to achieve clarity regarding attendees and their role while ensuring that all areas are represented. The Committee agreed that large areas such as Professional Services and Foresthill may be represented by more than one person. It was suggested that due to the size of the Foresthill site it will have 2 representatives. The composition of the Committee is to be reviewed once a year. It was agreed that the composition of the Committee will be taken forward to the Operating Board.

3.3 It was proposed that Student Support is invited to attend the Health and Safety Committee.

Action Clerk

4.1 12 Personal Emergency Evacuation Plans (PEEPs) for students with special assistance needs were put in place. The exercise is focused on teaching rooms and does not include the halls of residence.

4.2. PEEPs for Elphinstone Road Halls of Residence were adopted and 7 plans put in place.. However, in other Halls of residence, if students do not identify themselves as requiring support no plan is put in place.

4.3 Academics aware of any student requiring support in case of evacuation seek guidance from the Disability Advisers. Disability Advisors coordinating PEEPs should ensure that the approach is proactive to include University provided accommodation (not just focused on teaching areas).

Action SN

5. AUDIT ACTIVITY

5.1 Draft Audit programme (*HSC18:02 copy filed with principal copy of minutes*).

5.1.1 In discussion the committee agreed on a number of points including:

One audit will be carried out every month (in January/February – School of Biological Science). A report will be drafted and presented to the Head of School/Section on completion of the audit.

- Recommendations will focus on internal compliance and identifying any existing gaps.
- Rocking Horse Nursery and Aberdeen Sports Village are part of the audit schedule.
- Refurbished buildings will be audited if there are concerns raised.
- High risk areas will be audited every 2 years, low risk areas every 5 years.
- The policy approach, schedule and purpose of audits to be clarified and formalised.

Action NQ

5.2 Progress with Audit Recommendations (*HSC18:03 copy filed with principal copy of minutes*).

5.2.1 In discussion the committee was updated on a number of points including:

- Natural and Computing Science: 1st priority is now closed, 2nd priority to be closed by the next meeting.
- Containment Level 3 Suite, Institute of Medical Sciences: procedures are updated, two remaining priorities will be updated by the next meeting.

6. HEALTH, SAFETY AND WELLBEING REPORT

6.1 Overview of the report was presented (*HSC18:04 copy filed with principal copy of minutes*).

- The publicity and recruitment for the Health Coaching initiative is due to start immediately.
- The Health and Safety day had fair attendance; inviting staff and students may increase attendance.
- There is ongoing work on the education of staff on Mental Health (Mental Health Awareness training).
- The results of the Staff Satisfaction Survey are to inform further actions and areas of focus for work related stress. The Staff Survey questions are to be shared with the stress working group before the survey is issued.

Action AA

6.2 Dr Syrithe Pugh raised a concern regarding the proposal that Health, Safety and Wellbeing strategies would be integrated into the Annual Review process as suggested in the Support Required section of Health Coaching for Staff, the appendix to HSC18:04.

Action NQ

7. REVIEW OF CCTV PROVISION

7.1 Overview of current paper was provided by Ms Petra Barber (*HSC18:05 copy filed with principal copy of minutes*).

- CCTV provision should be reviewed regularly. Current review is considering if the system is compliant with law which may result in recommended changes.
- Ongoing review is to conclude by June 2018.
- The draft of the review outcomes is to be presented at a future meeting.

Action PB

8. LIGHTING AND SAFE ROUTES

8.1 Issues that caused concern were addressed and lighting on campus has been improved. Mr Lawson Ogubie suggested that areas behind The Sir Duncan Rice Library including the bus stop still require improvement. This will be reported and checked as the Council may be responsible. The Committee agreed to review this action before the freshers' arrival.

Action PB

9. DRAFT POLICIES

9.1 Animals on University Premises policy (*HSC18:06 copy filed with principal copy of minutes*).

9.1.1 In discussion the committee commented on a number of points including:

- Hillhead Halls of Residence allow therapeutic animals; all other requests are reviewed on an individual basis.
- UCU representative referred to an incident in the School of Social Science and stated that a single incident should not be a reason for a policy development.
- Dr Syrithe Pugh requested that the policy considers all types of emotional support/therapy animals.
- Signposting indicating that a support animal operates in a given building may be required.
- Cleaning staff may be allergic and may need to be made aware.
- Staff are reminded not to leave animals in cars.
- Reasonable time is required to communicate changes to staff – 1 to 3 months.
- Premises are defined as buildings. Dog walking is not affected.

9.1.2 Following the discussion the Committee agreed that the Animals on University Premises policy was supported, will be taken to the PNCC and Operating Board and once approved will be reviewed in 1 year.

9.2 Access to Laboratories and Laboratory Waste Disposal Policy and Guidance (*HSC18:07 copy filed with principal copy of minutes*).

9.2.1 In discussion the committee commented on a number of points including:

- New signs will be used to support better handling of waste.
- Door signing will be compulsory and applied throughout the University.
- Changes should be communicated to all laboratory users including technical and cleaning staff.

9.2.2 Following the discussion the Committee agreed that the Access to Laboratories and Laboratory Waste Disposal Policy and Guidance was supported, will be taken to the Operating Board and reviewed in 1 year.

9.3 Safety Tours Policy (*HSC18:08 copy filed with principal copy of minutes*).

9.3.1 In discussion the committee commented on a number of points including:

- Tours will be reduced from 6 to 2 per year. They are not intended as audits.
- Individuals conducting tours will submit feedback to the area lead and to Mr Naveed Qamar.

9.3.2 Following the discussion the Committee agreed that the Safety Tours Policy was supported, will be taken to the Operating Board and reviewed in 1 year. Mr Naveed Qamar will develop an implementation plan.

Action NQ

10. AOCB

10.1 Radiation Protection Service – Award of contract.

- NHS Grampian has won the tender.

10.2 Tender is due to be put out for OH Services.

11. ACCIDENTS AND INCIDENTS UPDATE

There were six incidents narrated in the report appended with the minutes. The Committee took note of the incidents and actions taken in response to the incidents.

12. SCHEDULE OF MEETINGS

The Committee noted the next meeting would be held on Friday 11 May at 10:05 -11:30 in the Court Room, University Office.