UNIVERSITY OF ABERDEEN
UNIVERSITY HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2018

Present:  Mrs C Inglis (Convener), Ms S Blaney, Mr K Campbell, Dr E Compatangelo, Mr A Donaldson, Mr R Ebel, Dr C Harrington, Mrs C Lawie, Mr D Malcolm, Mr L Ogubie, Dr S Pugh, Mr N Qamar, Mrs E Robertson, Professor C Secombes, Mr K Smith, Mr E Stephen, Dr K Targett and Ms J Walker; with Dr A Petrie (Clerk).

Apologies for absence were received from: Mr A Anagboso, Ms N Barrie, Mr N Curtis, Mr D Dawson, Professor P Fowler, Ms S Hay, Mrs A Innes, Professor I McEwan Mr S Napier, Ms M Paterson and Ms J Tuckwell.

1 MINUTES OF THE MEETING

1.1 The Committee was invited to approve the minutes of the meeting held on 11th May 2018. The minutes were considered accurate and correct and were approved.

2. MATTERS ARISING FROM THE MINUTES

2.1 ACCESS TO LABORATORIES AND LABORATORY WASTE POLICY (Minute 1.1 refers)

The meeting to discuss the Access to Laboratories and Laboratory Waste Disposal Policy was held on the 13th June 2018.

2.2 STRESS POLICY (Minute 2.3 refers)

Mr Qamar informed that the Stress Policy will be discussed at the PNCC next week prior to going to the Operating Board for approval.

2.3 STAFF SATISFACTION SURVEY (Minute 2.9 refers)

Dr Pugh questioned that the action on Mr Anagboso to produce and circulate to the Committee members an update on the Staff Satisfaction Survey and Stress Survey prior to this meeting had not been completed. Mr Qamar highlighted that the results of the surveys were imminent. Dr. Pugh requested that a report on the results should be produced for the next meeting. Mrs Inglis agreed, subject to any significant change. Action AA

2.4 LIGHTING AND SAFE ROUTES (Minute 2.12 refers)

This would be considered at today’s meeting (see Minute 8 below).

2.5 COMPOSITION OF THE HEALTH AND SAFETY COMMITTEE (Minute 3.1 refers)

Mr Qamar queried whether Dr Pugh was representing the School of Language, Literature, Music and Visual Culture (LLMVC) or representing the UCU. Dr Pugh indicated that she was representing the School of LLMVC.

Mr Qamar highlighted that the Committee is still waiting for a nomination from the School of Psychology to sit on the Committee. Mr Qamar will raise this with the Head of School, Action NQ

2.6 FIRE SAFETY REPORT (Minutes 4.2, 4.3 and 4.4 refer)

Mr Napier circulated a paper to the Committee on 17th May 2018.
2.7 OCCUPATIONAL HEALTH AND SKIN SURVEILLANCE (Minute 8.1 refers)

This would be considered at today’s meeting (see Minute 3 below).

3 OCCUPATIONAL HEALTH AND SKIN SURVEILLANCE

3.1 Dr Targett delivered a presentation on the provision of Occupational Health (OH) services to the University by GO Health Services. This covered the services provided by GO Health Services and specifically highlighted skin surveillance as this is an area of interest to the HSE. The Committee discussed:

- Pre-employment screening and the relatively low number of pre-employment screening that is conducted at the University.
- The difference between telephone referrals and face to face referrals and the benefit of the latter.
- Areas within the University that will potentially require skin surveillance to be undertaken.
- Procedures for undertaking skin surveillance.

3.2 It was highlighted that if there were any further queries with regards to OH provision and skin surveillance, these should be directed to Mr Qamar.

4 FIRE SAFETY REPORT

4.1 In Mr Napier’s absence, Mr Qamar updated the Committee on the Fire Safety Report (HSC18:01, copy filed with principal copy of minutes) and the investigation report into MacRobert Fire (HSC18:02, copy filed with principal copy of minutes). Mr Qamar highlighted that there had been an increase in incidents and alarms and that a large proportion of these were preventable and he considers that people require to be more vigilant.

4.2 Mrs Inglis raised concerns that within the report, for a number of incidents, there were no lessons learned. Further, Mrs Inglis requested that the incidents are reviewed and to circulate any findings to the Committee. **Action SN**

4.3 Mr Ebel wished to highlight to the Committee that in relation to the fire in the Meston Building, the School addressed the cause of the fire quickly by reviewing and changing the experimental procedure.

4.4 Mr Stephen highlighted that due to recent building upgrades, the control panel for the evacuation lift in the Fraser Noble building is now not accessible, however it was clarified that the lift is not operational as a fire fighting lift.

4.5 Regarding the MacRobert Fire Investigation report, Mr Stephen queried the status of the current waste disposal policy. Discussion indicated that there was uncertainty as to who had received the Policy, whether it was currently in place, processes for collection of waste, supply of secure cages and waste bins. Mrs Inglis requested that further discussion over the Policy to be outwith the Committee and requested that the Policy be circulated to Heads of Schools. **Action NQ**

5 PROGRESS WITH AUDIT RECOMMENDATIONS

5.1 The Committee received an update on the progress of Audit Recommendations (HSC18:03, copy filed with principal copy of minutes). In discussion the Committee was updated on a number of points including:

- Natural and Computing Science: The open recommendation was still in progress and is waiting on the new Head of School agreeing to the proposed changes.
- Containment Level 3 Suite, Institute of Medical Sciences: All recommendations are now closed.
- School of Biological Sciences: The School was making progress with the open recommendations; the majority of the recommendations were near closure but waiting the agreement of the Head of School.
- Rowett Institute of Nutrition and Health (RINH): Only 2 recommendations are outstanding.
6. UNIVERSITY HEALTH, WELLBEING AND SAFETY REPORT – ROLES & RESPONSIBILITIES

6.1 Mr Qamar highlighted that due to the size and organisation of the University, roles and responsibilities for health, safety and wellbeing were delegated to individual Schools and Departments and further delegated to individuals. Mr Qamar wished to have feedback from the Committee on how they felt that these responsibilities were discharged. No feedback was forthcoming from the Committee members. It was considered that the responsibilities were discharged with positive comments regarding School & Departmental Safety Coordinators.

7 ANNUAL HEALTH AND SAFETY REPORTS

7.1 The Committee received the Annual Health and Safety report including a summary of the Annual Health and Safety Reports from Schools and Departments (HSC 18:04, copy filed with the principal copy of minutes). Mr Qamar considered that these were worthwhile. Mr Stephen and Mr Ebel highlighted that the Central Safety Team hold records of all accidents and near misses and asking the Schools for this information was not necessary. Mr Ebel highlighted that all accidents and near misses are forwarded to the Head of Chemistry and all are investigated. Mrs Blaney informed the Committee that near misses and accidents are discussed at School Meetings.

7.2 Dr Pugh queried the Committee’s view on how reporting and investigating stress-related absences and whether these should be reported to the Committee. Mrs Inglis highlighted that stress-related absence is work-related but that there are no reasons not to look at absences caused by stress.

8. LIGHTING AND SAFE ROUTES AT OLD ABERDEEN CAMPUS

8.1 Mr Donaldson informed the Committee that accessible routes across the Old Aberdeen campus had been identified and that discussions were ongoing with the local Authority regarding required works. Mrs Inglis wished for confirmation on what had been achieved regarding the identified route and what modifications had been, or required to be, made.

Action AD

9 REPORT ON CCTV REVIEW

9.1 The Committee received a report on the CCTV review (HSC18:05, copy filed with principal copy of minutes). Mr Campbell informed the Committee that there had never been a formal review of CCTV provision across the Campuses. The current review had made some recommendations including removal and / or re-siting of some cameras and some change in the documentation. Going forward, there would be a regular review of the CCTV provision. It was highlighted that CCTV records were held for twenty one days before being over written.

10. AOCB

10.1 There was no AOCB raised by the Committee.

11. ACCIDENTS AND INCIDENTS UPDATE

11.1 The Committee took note of the six incidents in the report (HSC18:06, copy filed with principal copy of minutes) and actions taken in response to them. A brief discussion was held over the differences in handling gas cylinders between Schools.

11.2 Mr Qamar highlighted the successful outcome of the recent HSE investigation into Carpal Tunnel injuries suffered by two members of the grounds staff. Mr Donaldson highlighted the good work of the Grounds Officer.

12 SCHEDULE OF MEETINGS

12.1 The Committee noted the next meetings would be held on Tuesday 29 January 2019 and Thursday 9 May 2019.