

UNIVERSITY OF ABERDEEN

HEALTH AND SAFETY COMMITTEE

MINUTES OF MEETING HELD ON 30 JANUARY 2014

Present: Professor P Morgan (Convener), Mr A Donaldson, Dr R Ebel, Dr C Harrington, Mrs A Innes, Dr S Lawrie, Ms D Massie, Professor P McCaffery, Miss D MacKinnon, Mrs E Robertson, Dr C Sands, Ms A Shipley, Mr E Stephen with Mr N Corby, Mr I Cowe, Mr G Hope Mr C Maclachlan, Mr S Napier, Mr R Philp, Mr G Robertson, Ms J Sewel, Ms J Tuckwell and Mrs S Lodge (Clerk)

Apologies for absence were received from: Mr M McCorkell and Professor C Secombes

1 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 13 November 2013 were received and approved as a true record.

2 MATTERS ARISING FROM THE MINUTES

The Committee noted the actions taken in respect of matters referred for action at the last meeting and not considered elsewhere on the agenda for this meeting (*HSC13:18 copy filed with the principal copy of the minutes*).

The Committee agreed that further reports should be received on the following outstanding matters:

- a) Extending the remit of the GM Safety Committees to include work with wild-type organisms. **Action: Mr N Corby**
- b) Arrangements for control of contractors by Schools and Support Services other than Estates. **Action: Mr N Corby**
- c) Resourcing of priority health and safety initiatives. **Action: Ms J Sewel**

3 SAFETY CULTURE

The Committee considered the paper on safety culture which had been discussed at the most recent meeting of the University Court (*HSC13:19 copy filed with the principal copy of the minutes*) and noted that discussions had subsequently taken place with the BG Group and a number of other organisations. The Committee also noted that the Senior Management Team would be discussing how the Health and Safety Laboratory's Safety Climate Tool would be used to assess the University's current health and safety culture.

4 FOOD SAFETY

The Committee considered the report on food safety (*HSC13:20 copy filed with the principal copy of the minutes*) and noted that food safety would now be included within the Committee's remit. The Committee asked that as food safety is a significant risk, that it be included on the University's Health and Safety Risk Register. **Action: Mr N Corby**

5 SAFETY PRESENTATIONS FOR PRINCIPAL INVESTIGATORS

The Committee received a presentation from Professor McCaffery on delivering safety messages effectively by means of short presentations that had been introduced to the regular School meetings at Foresterhill. The Committee noted that each presentation was based on a topic, for example, health and safety responsibilities of Principal Investigators, that the presentations had been well received by the audience and that the notes and PowerPoint materials used to deliver the presentations would be made available to other Schools.

6 ACCIDENTS AND NEAR MISSES IN THE UNIVERSITY

The Committee considered the report on accidents and near misses in the University (*HSC13:21 copy filed with the principal copy of the minutes*), and noted that there had been two accidents of concern, namely;

- A member of staff who had been blown a considerable distance into railings, outside the Sir Duncan Rice Library;
- A member of staff who had slipped on the roof of the Fraser Noble Building.

The Committee noted that until 24 December the winds at the Library had not been regarded as a particular safety concern by those with responsibilities for safety in the area; and that the Estates Section were in the process of having a wind analysis of the Library carried out by external consultants. In addition, similar wind analyses would be carried out on future major new builds.

7 FIRE SAFETY

The Committee considered the report on fire safety (*HSC13:22 copy filed with the principal copy of the minutes*) and noted the good progress made with implementing the recommendations made in the fire risk assessments.

The Committee noted that the information currently contained within the Fire Service Boxes in University buildings that are part of the pilot project would be updated and that this should be complete by end March 2014. **Action: Mr S Napier**

The Committee noted that there had been false alarm activations in Halls of Residence that could have been contributed to by the age of the detector heads. Concerns were raised that false alarms could lead to complacency in the students' response to them. The Committee was informed that the individual detector heads are changed as necessary; in addition there is a program in place to replace all the ageing detector heads as part of the major refurbishment works which are ongoing at Hillhead.

8 HEALTH AND SAFETY PRIORITIES 2013/14

The Committee noted the progress made with the health and safety priorities for 2013/14. (*HSC13:23 copy filed with the principal copy of the minutes*).

9 PROGRESS WITH AUDIT RECOMMENDATIONS

The Committee noted the progress which had been made in implementing audit recommendations (*HSC13:24 copy filed with the principal copy of the minutes*) and that the outstanding recommendations made in the IMS audit would be verified as implemented by May 2014.

10 CORPORATE RISK REGISTER

The Committee, for its part, approved the updated health and safety entry for the corporate risk register (*HSC13:25 copy filed with the principal copy of the minutes*). The Committee asked that consideration be given to the provision of health and safety briefings for newly appointed Heads of School and Heads of Support Service. **Action: Mr N Corby**

11 DATES OF FURTHER MEETINGS

The Committee noted that a further meeting is scheduled for Thursday 8 May 2014