

UNIVERSITY OF ABERDEEN
HEALTH AND SAFETY COMMITTEE

MINUTES OF MEETING HELD ON 08 MAY 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, Dr C Sands, Professor C Secombes, Mr E Stephen, Ms P Williams with Mr N Corby, Mr I Cowe, Mr G Hope, Mr C Massey, Mr S Napier, Mr R Philp, Mr G Robertson, Mrs J Walker and Mrs S Lodge (Clerk)

Apologies for absence were received from: Ms M Dunn, Mrs E Robertson, Ms J Sewel, Ms A Shipley and Ms J Tuckwell.

1 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 30 January 2014 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 (*HSC13:26 copy filed with the principal copy of the minutes*).

The Committee noted the following:

- a) There had been incidences in laboratories of contractors arriving without notice and then undertaking work without first getting permission to enter the work area. This would be taken into account in the review of arrangements for the control of contractors by Schools and Support Services other than Estates. The Committee asked that Technical Resource Managers should have their attention brought to the guidance currently available on the web with regard to control of contractors. **Action: Mr N Corby**
- b) The wind analysis for the Sir Duncan Rice Library had now been completed, and areas of concern identified. Architects have been asked to advise on options for solutions to these concerns. A detailed wind analysis has been undertaken for the new building at Foresterhill, for the Rowett Institute of Nutrition and Health, and similar surveys will be undertaken in future for all major new builds.

3 SAFETY CULTURE

The Committee considered the paper on safety culture which had been discussed at the March meetings of both the University Court and the Operating Board (*HSC13:27 copy filed with the principal copy of the minutes*) and noted the comments of the Board.

It was further noted that the survey undertaken using the Health and Safety Laboratory's Safety Climate Tool had resulted in a 40% response rate so far. The Committee noted that the results of the survey would be discussed at its next meeting. **Action: Mr N Corby**

4 STUDENTS' ASSOCIATION – HEALTH AND SAFETY

The Committee considered the report on health and safety within the Students' Association (*HSC13:28 copy filed with the principal copy of the minutes*) The Committee welcomed the frankness of the report in acknowledging the problems encountered in implementing the recommendations made in the report on the health and safety audit.

It was noted that the Association had a number of major risks within its activities, particularly in relation to transport, and student clubs and societies. In addition there had been a dependence on a single person for health and safety matters; this will be addressed by the appointment of staff to key safety roles, and the provision of appropriate training for staff.

It was further noted that the Association has now developed an action plan to address the outstanding health and safety issues, along with a Risk Register; and that the joint University and Students' Association health and safety agreement was now finalised and signed off. The Committee asked that the Risk Register be brought to its next meeting. **Action: Mr G Hope**

5 ACCIDENTS AND NEAR MISSES IN THE UNIVERSITY

The Committee considered the report on accidents and near misses in the University (*HSC13:29 copy filed with the principal copy of the minutes*), and noted that the number of near misses recorded within the University was lower than in previous years.

6 PROGRESS WITH AUDIT RECOMMENDATIONS

The Committee noted the progress which had been made in implementing audit recommendations (*HSC13:30 copy filed with the principal copy of the minutes*) and that Estates expect to have implemented the outstanding recommendation by the end of June 2014.

7 HEALTH AND SAFETY RISK REGISTER

The Committee considered the summary of the health and safety risk register (*HSC13:31 copy filed with the principal copy of the minutes*) and agreed that no changes were required at this time.

8 REVIEW OF UNIVERSITY HEALTH AND SAFETY POLICY

The Committee considered the report on the review of the University Health and Safety Policy (*HSC13:32 copy filed with the principal copy of the minutes*) and agreed to recommend to the Operating Board that:

- a) No changes should be made to the Policy at the present time;
- b) A full review of the Policy should be undertaken in 2014/15 as part of the plan of work to strengthen the safety culture of the University. **Action: Mr N Corby**

9 REPORTS FROM GM SAFETY COMMITTEES

The Committee noted the reports from the GM Safety Committees for Foresterhill and the Rowett (*HSC13:33 copy filed with the principal copy of the minutes*) and noted that the report for Old Aberdeen had now been received.

10 DATES OF FURTHER MEETINGS

The Committee noted that a further meeting is scheduled for
Monday 3rd November 2014
Thursday 29th January 2015
Thursday 7th May 2015