

UNIVERSITY OF ABERDEEN  
HEALTH AND SAFETY COMMITTEE

**MINUTES OF MEETING HELD ON 9 FEBRUARY 2016**

Present: Mr A Donaldson (Convener), Prof P McCaffery, Prof C Secombes, Dr S Lawrie, Ms A Shipley, Dr C Harrington, Mr E Stephen, Mrs P Williams, Ms M Murray, Mrs E Robertson, Mrs A Innes, Mr S Napier, Mr R Philp, Mr A Anagboso, Ms J Tuckwell, Ms J Walker, Mr N Qamar, Mr D Malcolm, Mr S Jack, Mrs R Ritchie, and Dr A Petrie (Clerk)

Apologies: Mrs C Inglis, Mrs S Blaney, Dr R Ebel

1 MINUTE OF THE PREVIOUS MEETING

- 1.1 The minutes of the previous meeting were received and approved subject to the following points;
- It was noted that there were no apologies noted on the minutes.
  - Mr R. Philp queried what a 'more consistent approach' referred to with regards to the Travel Policy. Mr N Qamar stated that this was currently a work in progress. **ACTION: NQ**
  - Mr R Philp clarified that there are no Committees within Estates, but they have Forums and Leadership Groups.

2 MATTERS ARISING FROM THE MINUTES

2.1 IMS (Minute 4.1.2 refers)

The role of the Local Safety Adviser would be clarified in the new Health, Safety & Wellbeing Policy to be considered at today's meeting (see Minute 4 below).

2.2 IMS (Minute 4.1.5 refers)

Mr N Qamar stated that funding for safety messages/training would be part of the agreement for the 2016 – 2017 budget.

2.3 ESTATES (Minute 4.3.2 refers)

Mr D Malcom gave an update with regards to progress on the Estates Action Plan, which was currently 59% complete and was expected to be completed by the end of 2016.

2.4 PROGRESS WITH AUDIT RECOMMENDATIONS (Minute 5.1 refers)

Dr A Petrie would give an update on progress at today's meeting (see Minute 6 below).

2.5 FIRE SAFETY (Minute 6.2 refers)

Mr S Napier stated that the correction had been made and was referenced in the paper to be considered at today's meeting (see Minute 5 below).

2.6 SICKNESS ABSENCE DATA (Minute 7.2 refers)

Mr T Anagboso stated that the University had been collating data on the calendar days and not working days. A paper was being prepared to go the Operating Board in June.

2.7 SIR DUNCAN RICE LIBRARY WIND CONCERNS (Minute 8.1 refer)

Mr A Donaldson stated that approval had been given for works to be undertaken to mitigate the wind problems at the Sir Duncan Rice Library.

## 2.8 AOCB (Minute 9.1 refers)

Mr T Anagboso stated that a documented risk assessment had not been conducted but that, during the process of developing the policy, risks had been discussed and considered and Minutes of the meetings were available. Mr N Qamar indicated that the initial query had been raised by Dr C Sands. Ms M Murray stated that, to her knowledge, no further action was required. Following discussion Ms M Murray confirmed that she was Dr C Sands' replacement on the Committee.

## 4 REVISED HEALTH, SAFETY & WELLBEING POLICY

4.1 The Committee received, for consideration, the proposed Health, Safety & Wellbeing Policy (*HSC15:11 copy filed with the principal copy of the minutes*). The Policy was in line with the current thinking and future plans of the University. The roles and responsibilities had been updated and clarified. The Local Safety Advisor role had been re-titled to Local Safety Coordinator and this had been well received by those in that role. The rest of the Policy had set out the intentions and arrangements. Comments and suggestions were invited from the Committee members.

4.2 Ms M Murray queried whether the Health and Safety Co-ordinator role, that she had, was separate to the Local Safety Advisor role. Mr N Qamar stated that he was not aware of the role and it was agreed that this was a local role that had been implemented as part of Professional Services and was different from that as the Local Safety Advisor role.

4.3 The Committee noted that there was some lack of clarity, inconsistencies and language concerns that would need to be addressed prior to re-issue of the Policy. It was highlighted that a definition section might prove beneficial. It was identified that although ionising radiation hazards was referenced, there was no reference to non-ionising radiation hazards. **ACTION: AP**

4.4 It was noted that it was difficult to provide first aid cover within multi-user buildings and at the student residences and although University Security are first aider trained, this was limited to specific times. It was agreed that provision of first aid cover in these locations would be discussed by Mr N Qamar and Ms J Tuckwell outwith the Committee. **ACTION: NQ /JT**

4.5 The composition of the Committee and how School / Department committees feed into the University Health & Safety Committee was discussed. It was agreed that the composition of the Committee would be confirmed. **ACTION: NQ**

4.6 The Committee agreed that, to prevent further delay, it would be beneficial for any additional comments to be returned to Mr N Qamar, and the Policy would be revised and re-issued to the Committee members by email for approval. **ACTION: NQ**

## 5 FIRE SAFETY

5.1 The Committee received an update on fire safety (*HSC15:12 copy filed with principal copy of minutes*). Mr S Napier made specific reference to section 3.8.2 concerning progress with fire safety training, section 3.9 concerning fire notices and the proposal to change the format of these, and section 3.10 concerning fire drills. The Committee noted that, although some buildings had not conducted fire drills for various reasons, it was important to ensure that teaching buildings should be prioritised as these would have new students who had not yet experienced fire drill evacuations.

5.2 The Committee received for consideration the proposed Fire Safety Policy, which Mr S Napier indicated was required under fire safety legislation. It was agreed that the Director of Estates could not be responsible for ensuring evacuation of all visitors and contractors as there would be visitors and contractors that were brought in through Schools and Departments. This needed to be addressed prior to re-issuing the Policy. It was commented that the Policy would require slight alterations to the language used and some slight re-wording of some sections. **ACTION: SN**

5.3 The Committee discussed the use of various languages in the Fire Notices, especially with regards to Hillhead Halls, as it was stated in the Policy that notices should be in languages 'understood by all'. It was agreed that Mr S Napier would follow this up outwith the Committee.

**ACTION: SN**

5.4 The Committee considered what process was to be followed to approve the Policy. Mr N Qamar indicated that any comments would be taken on board, the Policy updated and sent out to the Committee members for further comment or approval.

**ACTION: NQ**

## 6 PROGRESS WITH AUDIT RECOMMENDATIONS

6.1 The Committee received an update on School progress with the audit recommendations (*HSC15:13 copy filed with principal copy of minutes*). The Committee noted that, although there has been progress to close out the audit recommendations, the length of time that the recommendations had been outstanding was now excessive. It was discussed that there should be a concerted effort by the Schools responsible to close out the recommendations. This would be coordinated through Dr A Petrie.

**ACTION: AP**

6.2 The Committee noted that, due to the nature of the audits, there were a number of actions that were related to Estates, but it was uncertain as to whether these recommendations had been communicated to Estates to identify if these recommendations had been addressed. It was noted that the Estates fault reporting system did not currently have a facility to inform those individuals who had raised a fault that the fault had been closed. Estates indicated that they were addressing this.

6.3 The Committee agreed that, in order to better track the audit recommendations, it would be beneficial to have additional columns to indicate the status of both priority 1 and priority 2 recommendations. If priority 1 recommendations were outstanding then additional information on the recommendation and status would be provided.

**ACTION: AP**

## 7 BECAUSE WE CARE CAMPAIGN CONCEPTS

7.1 The Committee received, for consideration, concepts of the proposed 'Because We Care' campaigns (*HSC15:14 copy filed with principal copy of minutes*). It was noted that the campaigns would be clear, straight talking and direct and a number of potential examples were presented to the Committee and comments invited. The feedback was positive and it was commented that this was a new direction for the University. Following discussion of how the success of any campaign was to be measured, it was noted that this would be achieved by surveying individuals on the campaigns and their reaction to it. Mr N Qamar informed the Committee that a 'Because We Care' section had been added to the Central Safety Team web pages.

7.2 Following discussion, the Committee agreed that the campaigns were a corporate approach and would, where appropriate, be linked with student campaigns.

## 8 SAFETY TOURS POLICY

8.1 The Committee received, for consideration, the proposed Safety Tours Policy (*HSC15:15 copy filed with principal copy of minutes*). Mr N Qamar highlighted that the Policy was to increase leadership and engagement of senior management by them being visible and discussing safety within the workplace. There followed discussion on whether tours should be announced or unannounced and the benefits of both approaches and what areas should be visited as part of the tours. It was agreed that there should be feedback from the senior manager to the areas visited following the tour. The Policy was considered, no objections were raised and the policy was approved for presentation to the Operating Board.

9 MOBILE PHONES & DRIVING POLICY

- 9.1 The Committee received, for consideration, the proposed Mobile Phones & Driving Policy (*HSC15:16 copy filed with principal copy of minutes*). Mr N Qamar gave an overview of the Policy contents. It was noted that the phrase 'while on University business' required to be inserted into section 3.1 of the Policy. The Policy was considered, no objections were raised and the policy was approved for presentation to the Operating Board, subject to the above phrase being inserted. **ACTION: NQ**

10 HEALTH, SAFETY & WELLBEING REPORT TO DECEMBER 2015

- 10.1 The Committee received, for consideration, the Health, Safety & Wellbeing Report to December 2015 (*HSC15:17 copy filed with principal copy of minutes*). Mr N Qamar highlighted that the report was a new format intended to bring relevant health and safety information to the attention of people. This information would include accident statistics, incidents of note, good practice, *etc.* The Committee discussed the accident statistics, especially the increase in student incidents, and potential reasons for this increase. There was brief discussion concerning whether ill-health incidents were included or segregated from the data and at present they are included.

11 CRITICALARC

- 11.1 The Committee received a presentation from Mr S Jack concerning the purchase of CriticalArc by Estates and the expected benefits of the system. The Committee commended the approach and noted that it would improve incident management, incident response, sense of security and lone worker monitoring.

12 AOCB

- 12.1 In light of a recent recorded near miss where a vehicle was noted travelling the wrong way against the one-way system of Elphinstone Road, the Committee briefly discussed traffic management in a number of areas of the campus including the new Nursery. Estates confirmed that traffic management was an area that they were currently progressing with.

13 DATES OF FURTHER MEETINGS

- 13.1 The Committee noted that the next meetings are scheduled for:

Thursday, 5 May 2016	1400 – 1600	venue to be confirmed
Thursday, 10 November 2016	1400 – 1600	venue to be confirmed
Thursday, 9 February 2017	1400 – 1600	venue to be confirmed