

UNIVERSITY OF ABERDEEN  
HEALTH AND SAFETY COMMITTEE

**MINUTES OF MEETING HELD ON 9 MAY 2013**

Present: Professor P Morgan (Convener), Mr A Donaldson, Dr S Lawrie, Professor P McCaffery, Miss D MacKinnon, Ms C McWilliams, Ms D Massie, Mrs E Robertson, Dr C Sands, Mr B Snelling, Mr E Stephen, Ms P Williams with Mr N Corby, Mr I Cowe, Mr S Napier, Mr R Philp, Mr G Robertson, Ms J Tuckwell, Mrs J Walker and Mrs S Lodge (Clerk)

Apologies for absence were received from: Dr G Bewick, Dr R Ebel Mrs A Innes, Professor C Secombes, Ms J Sewel and Ms A Shipley

1 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 31 January 2013 (*copy filed with the principal copy of the minutes*) 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 (*HSC12:33 copy filed with the principal copy of the minutes*). The Committee noted that that it would receive further reports on the following matters at its next meeting:

- a) The revised system for accepting Drivers Declaration Forms;
- b) Draft guidance on the circumstances under which children are permitted in University buildings;
- c) Actions arising from the November 2012 biological safety inspection by the Health and Safety Executive;
- d) Smoking at the rear of the Machar Bar and at the north entrance to the Meston Building.

**Action: Mr N Corby**

3 HEALTH AND SAFETY RISK REGISTER - GROUP A ENTRIES

The Committee received short presentations on each of the Group A entries in the health and safety risk register (*HSC12:34 copy filed with the principal copy of the minutes*) and then considered the entries and the risk scorings. The entries were agreed subject to the following changes:

**01 Fire**

- Gross risk scoring to be changed to Impact 6, Likelihood 5 (increased from 4);
- Cooking in commercial kitchens to be added as a risk factor under Risk Background;
- The emergency evacuation of disabled persons to be added to the risk entry.

**02 Construction and estate maintenance hazards**

- The production of a contractors induction video to be added to Current Actions.

**03 Condition of safety critical aspects of the estate**

- Scheduled audits of planned preventive maintenance activities by Senior Estates Managers and Line Managers to be added to Current Controls.

#### 04 Asbestos

- A new action to be added for Schools to be provided with guidance and assistance on the identification and management of asbestos in laboratory equipment;
- A new action to be added to send out the periodic reminder on not carrying out work on the fabric of the building at a time which coincides with any national awareness campaigns which are running;
- A new action to be added to check what instruction is provided to students in Halls of Residence on the prohibition on carrying out work which could disturb the fabric of the building.

#### 05 Legionella

- The pre-handover Legionella risk assessment which is carried out for new buildings to be added to current controls;
- The automatic temperature monitoring carried out using the building management system to be added to current controls.

#### 10 Work at height

- Maintenance arrangements for height access equipment to be added to current controls.

**Actions: Mr N Corby**

Noting that Estates Section were using a computerised system to manage planned preventive maintenance, the Committee asked if a similar system could be made available for the management of the maintenance of equipment which is under the control of Schools.

**Action: Mr N Corby**

#### 4 HEALTH AND SAFETY IN ARM'S LENGTH ORGANISATIONS

The Committee considered the paper on health and safety in arm's-length organisations (*HSC12:35 copy filed with the principal copy of the minutes*) and noted that it had also been considered by the Operating Board earlier in the week. The Committee noted that:

- Discussions had not yet been held with the organisations listed in the paper as to how assurances on standards of health and safety management would be provided;
- Difficulties which arm's length organisations might have in funding health and safety improvements may need to be part of the discussions;
- It is likely there will be other arm's length organisations which will need to be considered;
- The advice provided to the organisations by the University Safety Advisers may, in some instances, need to be supplemented by advice from specialists;

#### 5 USE OF HANDS-FREE PHONES WHILE DRIVING

The Committee noted the paper on the use of hands-free mobile phones while driving (*HSC12:36 copy filed with the principal copy of the minutes*) and that the guidance on Driving on University Business would be revised and reissued.

**Action Mr N Corby**

#### 6 GAS CYLINDERS IN LABORATORIES

The Committee considered and approved the recommendations in the paper on Laboratory Gases (*HSC12:37 copy filed with the principal copy of the minutes*). The Committee noted that action was required to improve the means by which information is provided to the Fire Service on the location of gas cylinders in buildings and that the University Fire Safety Adviser would contact Schools with laboratories to agree how this will be done.

**Action: Mr S Napier**

## 7 ANNUAL REPORT FROM THE STUDENTS' ASSOCIATION

The Committee considered the annual report from the Students' Association (*HSC12:38 copy filed with the principal copy of the minutes*) and welcomed the engagement of the Association with the findings of the health and safety audit which the Association had commissioned. While noting the seriousness of some of the concerns identified by the audit, the Committee was encouraged by the actions both underway and planned by the Association to implement the recommendations in the audit report. The Committee also welcomed the statement from the Association that it was keen to commission similar audits in the future.

While the report on the audit had identified areas for improvement, the Committee also noted that there were areas of substantial strengths such as the training arrangements for minibus drivers and the management of the fleet of minibuses. The Committee also noted that the Torch parade had been a success and the Police had commented favourably on the Association's management of the event.

The Committee discussed the role of the Association's Board of Trustees as regards matters of health and safety and noted the need to ensure that Trustees had an appropriate understanding of health and safety matters.

The Committee asked if it could receive a further report from the Association at its next meeting on:

- Progress with the implementation of the recommendations in the audit report;
- Numbers and types of accidents in the Association's activities.

**Action: Mr B Snelling**

## 8 CLAIMS DEFENSIBILITY HEALTH CHECK

The Committee considered the report from AIG on the claims defensibility health check carried out at the University (*HSC12:39 copy filed with the principal copy of the minutes*). The University's responses to the AIG recommendations were noted.

## 9 FIRE SAFETY

The Committee considered the report on the progress with fire risk assessments (*HSC12:40 copy filed with the principal copy of the minutes*). The good progress made with the implementation of the recommendations and the plans for addressing the remaining recommendations were noted.

## 10 ACCIDENTS AND NEAR MISSES

The Committee considered the report on accidents and near misses in the period January to April 2013 (*HSC12:41 copy filed with the principal copy of the minutes*). The circumstances of the incident involving a benchtop autoclave were noted. It was also noted that the inspection and maintenance of the autoclave had been carried out in accordance with the manufacturer's recommendations and with the legislative requirements for inspection of pressure vessels. The Committee was informed that the guidance note for laboratories on benchtop autoclaves had now been issued.

The update on sickness absence was also considered and it was agreed that this information should be provided annually. The Committee asked if future reports could provide information on the balance between short term absence and long term absence. **Action: Mrs S Lodge**

11 PROGRESS WITH AUDIT RECOMMENDATIONS

The Committee considered the report on progress with the implementation of recommendations made following health and safety audits (*HSC12:42 copy filed with the principal copy of the minutes*) and noted the good progress which had been made.

12 PROGRESS WITH HEALTH AND SAFETY PRIORITIES 2012/13

The Committee considered the report on the progress made with the agreed priorities for 2012/13 (*HSC12:43 copy filed with the principal copy of the minutes*) and noted that a further report on progress would be made at its next meeting.

13 REPORTS FROM GM COMMITTEES

The Committee noted the reports from the three GM Safety Committees (*HSC12:44 to 46 copies filed with the principal copy of the minutes*)

14 MINUTES OF THE MEETING OF THE RADIATION HAZARDS SUB-COMMITTEE

The Committee noted the minutes of the last meeting of the Radiation Hazards Sub-Committee (*HSC12:47 copy filed with the principal copy of the minutes*).

15 REVIEW OF THE UNIVERSITY HEALTH AND SAFETY POLICY

The Committee considered the outcome of the annual review of the University Health and Safety Policy (*HSC12:48 copy filed with the principal copy of the minutes*) and agreed to recommend to the Operating Board that no changes were required to the Policy at the present time. **Action: Mr N Corby**

16 REPORT TO THE LAST MEETING OF THE UNIVERSITY COURT

The Committee noted the report which had been submitted to the meeting of Court in March 2013 (*HSC12:49 copy filed with the principal copy of the minutes*).

17 SAFETY NEWSLETTER - APRIL 2013

The Committee noted the content of the April 2013 edition of the Safety Adviser's Bulletin (*HSC12:50 copy filed with the principal copy of the minutes*).

18 DATES OF FURTHER MEETINGS

The Committee noted that further meetings were scheduled for  
Monday 4 November 2013  
Thursday 30 January 2014  
Thursday 8 May 2014