

UNIVERSITY OF ABERDEEN

UNIVERSITY HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON 31 JANUARY 2017

Present: Mr A Donaldson (Convener), Mr A Anagboso, Ms S Blaney, Mr C Berry (vice Mrs J Tuckwell), Mr S Carle (vice Mrs M Paterson), Dr R Ebel, Dr C Harrington, Mrs S Hay, Mrs A Innes, Dr S Lawrie, Mr R Macfarlane, Mr D Malcolm, Ms J McKay, Ms A Murray, Mr S Napier, Mr R Philp, Mr N Qamar, Professor C Secombes, Mr E Stephen, Ms J Walker, and Dr A Petrie (Clerk).

In attendance: Mrs J Taylor

Apologies for absence were received from Mrs C Inglis, Mr C Anucha, Ms J Killin, Professor P McCaffery, Mrs M Paterson, Mrs E Robertson and Mrs J Tuckwell.

1 MINUTES OF THE MEETING

1.1 The minutes of the meeting held on 10 November 2016 were approved.

2. MATTERS ARISING FROM THE MINUTES

2.1 Fire Safety Report (Minute 3.2 refers)
Mr Napier had revised the time of the fire alarm test in Rowett Institute within Appendix 2.

2.2 Fire Safety Policy (Minute 3.3 refers)
Mr Napier had revised the Policy in consideration of the Committee's advice at the last meeting.

2.3 Eye Protection (Minute 6.1 refers)

Mr Qamar had prepared draft guidance on how to implement mandatory use of eye protection in laboratories; this would be circulated in the near future. **Action NQ**

2.4 Control and Management of Contractors Policy (Minute 7.2 refers)

Mr Qamar had amended the Policy in line with the Committee's suggestions ahead of submission to the University Management Group (UMG).

2.5 AOCB (Minute 8.1 refers)
Aberdeen City Council would be approached again to improve signage on Elphinstone Road. **Action AD**

2.6 Accidents and Incidents in the University (Minute 9.1 refers)
Aberdeen City Council would be approached again regarding pavement markings and improved signage. **Action AD**

3. FIRE SAFETY

3.1 The Committee discussed one fire incident which took place in Hector Boece Court. There were no injuries or structural damage although the kitchen area did sustain smoke damage.

3.2 Mr Napier provided an update on the placement of evac-chairs with particular focus on Meston building. The Committee also noted concerns about the structural integrity of a staircase external to the Meston building but were reassured this was routinely maintained and had been reported as a fault.

4. PROGRESS WITH AUDIT RECOMMENDATIONS

- 4.1 The Committee received an update on progress with the audit recommendations (HSC16:07 copy filed with principal copy of minutes). There were only two open Priority 2 recommendations, both recommendations were progressing timeously.

5. HEALTH, SAFETY AND WELLBEING REPORT

- 5.1 The Committee received a summary of Health, Safety and Wellbeing developments (*HSC16:08 copy filed with principal copy of minutes*).
- 5.2 BeOnline training had been rolled out to target areas within Professional Services. There was a high level of completion of all three modules, with legitimate reasons for non-completion. The Fire Awareness and Health and Safety Induction modules would be rolled out to remaining Professional Services staff from February 2017. Due to the volume of referrals generated by the DSE Training and Assessment module, the rollout of this module would be staggered.
- 5.3 Four Managing Safely courses had been delivered since August 2016. All delegates had passed and the feedback has been very positive.
- 5.4 Following the success of both the Race to the North Pole challenge and the Health and Wellbeing Day, further initiatives were in development.
- 5.5 The University had been granted Cycling Friendly Employer status as a result of the efforts of the Campus Cycling Officer.
- 5.6 Preparations were underway for a specialist inspector from the Health and Safety Executive to conduct a routine inspection of IMS Containment Level 2 and 3 Labs in February 2017.
- 5.7 The Committee reflected on a perceived lack of awareness and understanding of Health and Safety policies at a local level. The Committee advocated a review of the remit and composition ahead of its next meeting to ensure representation from all sectors across the University.

Action NQ

- 5.8 The Committee discussed the provision of counselling services for staff. The Committee noted this was currently under review but were reminded that a confidential support service for was being provided by People Asset Management.

6. USE OF DRONE POLICY AND GUIDANCE

- 6.1 The Committee received, for consideration, the Use of Drones Policy and Guidance (*HSC16:09 copy filed with principal copy of minutes*). The Committee acknowledged the use of drones in both academic and support service areas and an increasing need to ensure the control and management of such activities. The Committee proposed that the Policy should be amended to prohibit the recreational use of drones.

Action AP

7. AOCB

- 7.1 The Committee discussed the severity of high winds within the vicinity of Sir Duncan Rice Library. A mixture of soft landscaping and physical barriers had been strategically placed in an attempt to mitigate the effects of the wind. The benefits would be monitored as the landscaping matured.
- 7.2 The Committee noted that Phase One of the Critical Arc Safezone project had concluded and UMG had mandated the initiation of the second phase of the product. The Committee supported further promotion of the app through various channels.

8. ACCIDENTS & INCIDENTS UPDATE

8.1 There were no comments on the Accidents and Incidents Update (*HSC16:10 copy filed with principal copy of minutes*).

9. SCHEDULE OF MEETINGS

9.1 The Committee noted the next meeting would be held on Wednesday 10 May 2017 at 3.00 pm in Committee Room 2, University Office.