**HSC (04/22) Minutes 1**

**HEALTH AND SAFETY COMMITTEE (HSC)**

**Minutes of the meeting held on Wednesday 20 April 2022**

**Present:** M MacLeod (Chair), J Morrow (Deputy Secretary), A Morrison (Head of SESC), D Anderson, A Tweedie, G McWhinnie, M MacDonald, G MacLeod, P Baker,

G Fleming, R Aird, E Fuller, C Johnston, J Ryan, K Delves, A MacKay

(VP Communities)

**In Attendance:** T Cairns(Clerk)

1. **Apologies**

Apologies were noted for: E Schofield (University Secretary), F Strachan, J Paton, A Burns,

N Gonzalez (Student Union President)

1. **Minutes of the meeting** **held on 17 November 2022**

The minutes of the meeting held on 17th November 2022 were **approved** as an accurate record.

1. **Matters Arising Not Otherwise on the Agenda**

None

1. **Accident, Fire and Security stats**

Head of Safety, Environment, Security & Continuity (SESC), provided an update on accident and incident rates covering the period from 01 Aug 2021 to March 2022 and noted the following: -

* Fewer activities were undertaken on campus than previous years, Slips, Trips & Falls were slightly down, whereas Manual Handling incidents saw a slight increase.
* It was noted that there were no specific manual handling trends nor particular hot spots which contributed to the slight rise in incidents.
* Manual Handling courses are completed on-line, but this is supplemented with face-to-face training within key areas as required.
* Lab Supervisors / Chief Technicians conduct induction training for PhD students. It was requested that induction training in labs is periodically checked. Head of SESC confirmed that this is undertaken in FNS.

**Fire Stats**

Fire, Health & Safety Officer, provided an update and highlighted the following:

* There was 1 actual fire reported which required the attendance of the Scottish Fire and Rescue Service and a full evacuation of Alexander Court. The cause of the fire was very hot cooking oil igniting. At the time, a summer guest was in occupation.
* There was 1 other fire, within Pendriech Way, which did not require the Scottish Fire and Rescue Service. This fire was as a result of hot food/oil being poured into a wheelie bin which set the contents of the wheelie bin alight. One of the occupants used a fire extinguisher to extinguish the fire. There were no injuries.

**Enforcements**

* HMO inspections were carried out at Juniper & Beech Court. These residences were found to be satisfactory.
* HMO Inspections within Friars Croft Willow Court, Alexander Court & the Town Houses will be carried out during 2022.

**Fire Safety Improvements**

* Fire Risk assessments and surveys have been undertaken in both residential and non-residential areas and required actions have been identified. Further surveys will be commissioned at Accommodation, Stirling Court Hotel & MacRobert in due course.

**Security Incidents**

Head of SESC, provided an update and highlighted the following: -

* There had been a slight increase in welfare incidents and road traffic collisions, which reflects the increased activity on campus.
* We have continued to work with external partners and Forth Valley Police on a quarterly basis with regards to anti-terrorism strategies.

1. **Health & Safety Reports:**

**Occupational Health**

Oral report – Account Manager, Innovate Healthcare, gave a verbal update and provided the following statistics from the Meddbase referral data; -

**Referral Reasons**

From Aug 2021 to Dec 2021, there were a total of 66 referrals which can be categorised as follows: -

* 41% Fitness to Work
* 20% Return to Work Following Absence
* 10% Long Term Absence

During Jan 2022 to date, there were a total of 39 referrals which can be categorised as follows: -

* 26% Fitness to Work
* 26% Return to Work Following Absence
* 6% Long Term Absence

**Clinical Reasons**

**During Aug to Dec 2021:**

* 23% were MSK related
* 38% were mental health related
* 38% Other – were a wide range of different reasons, chronic conditions, acute conditions.

It was noted that there were no particular concerns.

**During Jan 2022 to date:**

* 46% were mental health related
* 10% were MSK related
* 44% Other – were a wide range of different reasons, chronic conditions, acute conditions.

It was noted that there were no particular concerns.

The 46% mental health related referrals (above) can be categorised as follows:

* 50% stress
* 25% anxiety
* 25% depression

**EAP**

The utilisation of EAP has been a success.

* During 2021 13% of our workforce utilised the service. 41% of which were referred for counselling.
* Pressure and change within the office environment were reported as the highest concern.
* During 2022 12% of our workforce utilised the service. 34% of which were referred for counselling.

**Estates and Campus Services**

Dep Director of E&CS & Dir of Prop Management, provided a verbal update and highlighted the following points;-

* The Covid Vaccination Centre is now closed. These services are now available from local pharmacies.
* Estates & Campus Services still holds a large stock of LFD testing kits for those who require them.
* A number of energy efficient projects have been undertaken such as the rebuilding of the CHP plant in February, the installation of more efficient gas boilers and the replacement of single glazed windows with double glazing at Pathfoot.
* Drainage mitigations at key locations across campus are being investigated to minimise the impact of future flooding.
* Street lighting and improvements to roads are being undertaken.
* Fire stopping and fire alarm upgrades are continuing, and we plan to upgrade the MacRobert, Pathfoot and Scion House fire alarm systems next.
* Significant projects this year will include the refurbishment and upgrade of the Link Bridge which will include installation of double glazing and upgrading the roof insulations and installation of LED lighting.
* Improvements to the Cottrell Entrance, opposite Logie Lecture theatre will commence on

04 August 2022 which will provide a new pavilion to link up with the Campus Central. As a result, re-routing will be in place during the works.

* Stonework and window repairs will be undertaken in Airthrey Castle this summer, following the upgrading of the roof some years back.
* Projects to upgrade fume cupboards across campus will also ensue.
* The City Deal project for the new Aquaculture development located at the back of Pathfoot building, will start late Autumn, early Winter 2022.
* It was noted that complaints were received that contractor compounds were looking messy, some of this was due to the high winds which had caused debris to shift around, this has now been rectified.
* There was major disruption to part of the Cottrell building’s electrical supply which was due to contractors who were fitting the electrical car charging point damaging an electrical cable.
* Residence checks will begin over the summer for students returning in September.

1. **On-Line Health & Safety Training Report and AMS Report**

Head of SESC, presented her paper and noted the following: -

* There had been an overall increase in the number of staff completing Health & Safety Training. However, the mandatory H&S training courses completion rates are not as high as we would expect them to be. TC to follow up with Client Managers.

**Action: TC**

* Fire, Health & Safety Officer notified that he had undertaken 10 x 3-hour Fire Marshall training sessions to highlight the requirements of this role and to provide the required fire awareness. So far, 82 staff members of staff have attended this training, thus providing improved resilience across the various locations on campus.

1. **Revised Health & Safety Objectives**

Head of SESC, presented an update on progress as follows; -

* To enhance H&S Training, information has been circulated to all Client Managers on how to review training, run reports as well as highlighting any new courses available.
* Review and develop the H&S Management System;- support has been provided to faculties and service areas in the compilation of risk assessments.
* Head of Safety, Environment, Security & Continuity has initiated quarterly meetings with the Trade Union Reps to raise any concerns and to discuss examples of good practice.
* A draft Auditing Policy has been produced and templates will be formulated to assist with the auditing process. Trade Unions are welcome to be part of the auditing process.
* Accident statistics are continually being reviewed. This has included the streamlining of categories to help make reporting easier and to enable the monitoring of data and trends.
* The AMS Manual has been recirculated to Client Managers to assist them in the processes of AMS reporting.
* Senior Deputy Principal highlighted that due to agile working, it may be beneficial to train more staff in H&S to ensure coverage, for example, Fire Marshalls and Department Safety Officers. Head of SESC advised that this was already being looked into.

1. **Covid-19 Update**

Head of SESC, provided a brief update and overview: -

* The Committee was advised that face coverings are no longer a legal requirement. The University will follow the Scottish government guidance, which strongly advises the wearing of face coverings in communal areas, using hand gels, frequent hand washing, increased ventilation and cleaning, an encouragement of good behaviours.
* FHSS had the highest case numbers which was expected due to Nursing students and Paramedic students being on placements, and in greater circulation with the general public.
* At our highest record, we peaked around 90 cases in UoS accommodation, which is significantly lower than other universities.
* Deputy Secretary and Executive Director of SACS noted that we had been audited by Ernst & Young on the University’s Covid response and H&S arrangements which included a review of our planning, risk assessments, and communications with staff and students. Ernst & Young’s comments were very positive and complimentary.
* The COVID webpages will continue to be updated in line with Scottish Government’s requirements in addition to updates in the staff and student roundup.
* The scanning of QR Codes to register presence on campus will no longer be required.
* Deputy Secretary and Executive Director of SACS advised that a review of next semester’s teaching and learning is being undertaken. It is expected that there will be a balance of on-line and face-to-face teaching.
* An issue was raised that there was slight confusion with regards to wearing face coverings and whether this was a legal requirement or an encouragement. It was agreed that we should communicate the fact that we all need to be respectful of each other’s choices with regards to mask wearing. Head of SESC confirmed that the details on mask wearing are already on our website and have been published in Round-up and the Student Bulletin.

1. **Fire Drill Plan**

The Fire, Health & Safety Officer provided a verbal update as follows;-

* Accommodation services recorded 15 fire drills, of which 13 were reported on the AMS, and a further 2 fire drills were carried out within the library.
* The Fire Drill plan will start next week with non-residential fire drills being undertaken at least once annually, and at the start of each semester in residential buildings.
* Head of SESC would welcome any feedback from experiences and observations of Fire Drills.

1. **Auditing Policy**

Head of SESC presented this draft paper and noted the following points;-

* SESC is awaiting guidance on approval route.

**Action: JM, ES, AM**

* The purpose of this policy is to formalise the auditing process and to provide information to faculties and directorates.
* The auditing process is likely to begin in the Autumn of 2022.
* Head of SESC reiterated that the aim of this auditing process is to offer support to faculties and directorates in their management of health and safety and to identify where assistance is required.

1. **Use of Drones Policy**

Head of SESC presented this draft paper with the following points:

* It was noted that there has been a significant increase in requests for the use of drones on campus. This includes commercial and academic use

**AOB**

None noted

**Date of Next Meeting**

16 November 2022