**HSC (05/24) Minutes 1**

**HEALTH AND SAFETY COMMITTEE (HSC)**

**Minutes of the meeting held on Wednesday 15 May 2024**

**Present:**  M MacLeod (Chair), J Morrow, A Morrison, J Differ, M McDonald,

A Hopwood, E Fuller, A Lawley-Powell, Union President, J Seath (Union Rep),

C McNally, A Belk (Innovate Healthcare), S Kasbarian, T Blackall, D Hagen

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

1. **Apologies**

  Apologies were noted for: VP Communities, P Baker, R Aird, University Secretary

1. **Minutes of the previous meeting**

 The minutes of the previous meeting held on **15th November 2023** were **approved** as an accurate record.

1. **Matters Arising Not Otherwise on the Agenda**
* **Objectives** – a perceived lack of co-ordination was raised at CJNCC and discussions are on-going to address this issue.
* **SafeZone –** need for the SafeZone app to be continually promoted for staff and students.
* **H&S Policy review** – An amendment re electric bikes, scooters and other micro mobility devices has been made to the Health & Safety Policy document, which was subsequently approved by JPPRC & Court.
1. **Health & Safety Reports**

***Occupational Health***

Representative of Innovate Healthcare, gave an oral update as well as providing a written report, please see the attached report for further information.

* Senior Deputy Principal requested that Innovate Healthcare includes data as a means of comparison so we can monitor trends.
* It was noted that since Covid-19, there has been an on-going increase of staff absences.

***Estates and Campus Services***

Executive Director of Estates & Campus Services, provided an oral update on various projects currently being undertaken noting the following points:

* Speeding across the campus was raised as an issue as well as parking on the roadside opposite the sports centre.
* The HSE undertook three surprise asbestos site visits. No issues were raised.
* RACC works by external consultants are almost complete apart from Student Union area which is still on-going.
* Muirhead refurbishment is currently underway.
* NATIH Aquaculture Project is currently underway.
* HH Donnelly will be the next project which will start in August 2024.
* Fire stopping measures for improvements are on-going across the campus, with accommodation as a priority.
* Glazing screens in Cottrell are being replaced.
* Kingarth project is currently underway.
* Safety improvements to Garden cottage will be commencing shortly.
* Solar panels on the roofs will start September 2024.

**5. Online Health & Safety Training Report**

Head of SEC gave a verbal update for the on-line platform for Health and Safety training.

* It was noted that our H&S Training providers have updated a number of training courses, version 2.0 is now available. We would welcome any feedback on these new courses.

**6. Health & Safety Objectives**

Head of SEC presented a paper, and the following points were raised: -

* It was suggested that due to the lack of input for objectives from various Faculties and Service Directorates, that SEC re-evaluate the approach to request submissions.
* It was agreed that the layout of the objectives be reviewed.

**Action: AM**

**7. Accident and Fire Incident Update**

Head of SEC presented the paper and the following points were raised:-

***Accidents/Incidents***

* There has been an increase in accidents since last year reflective of the increased activity on campus, but a reduction in RIDDOR reporting.
* Higher number of accident rates for slips, trips & falls including manual handling incidents.
* AM will request comparisons with other universities’ accident stats.

***Fire Safety***

 Fire, Health & Safety Officer provided a summary of the Fire Safety report, for further details, please see the Fire Safety report.

**8. SafeZone**

Head of SEC provided an update on the SafeZone app, below are some points that were raised:-

* Further SafeZone training and awareness sessions have been underway across the faculties and service areas to promote safe working and, in particular, lone working and field trips.
* HR & OD are promoting the app as part of the staff induction program. We are also working with HR on a communications programme.
* SU to assist with the promotion of the app to students.
* It was identified that many download the app but fail to register.

**9. AOB**

 **T**he new HSC member for Faculty of Natural Sciences was introduced and raised the following points:-

* FNS hold H&S meetings three times per year, which are attended by the head of SEC, and divisional safety forums have been created across the faculty.
* Positive engagement and discussions have taken place between FNS and SEC on how to manage safety and fire safety to reduce risk and create resilience across the faculty.
* Head of Students Union requested better communications regarding the state of the loch, especially when the blue/green algae are present as students have shown concern over some of the environmental issues relating to the Loch. SEC will work with CMR to provide more in-depth information in the communications which are currently distributed on blue/green algae.

**Action: AM**

**10. DATE OF NEXT MEETING:**

14 November 2024