**HSC (04/25) Minutes 1**

**HEALTH AND SAFETY COMMITTEE (HSC)**

**Minutes of the meeting held on Wednesday 24 April 2025**

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

K Leishman, , A Lawley-Powell, Union President, VP Communities, J Seath (Unison Union Rep), C Pemble (UCU Union Rep), C McNally, A Turk (Innovate Healthcare), T Blackall.

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

1. **Apologies**

  Apologies were noted for: University Secretary, P Baker, R Aird, University Secretary, E Fuller, S Kasbarian, E Robinson.

1. **Minutes of the previous meeting**

 The minutes of the previous meeting held on **15th May 2024** were **approved** as an accurate record.

1. **Matters Arising Not Otherwise on the Agenda**
* **Objectives** – It was noted that these have now been completed and will have an annual review going forward.
* **Blue/Green Algae –** Discussions have taken place with our Environmental Advisor to ensure communication goes out to staff and students explaining the processes of blue/green algae on our loch. Discussions are on-going with SEPA and Gardens & Grounds regarding water quality and how best to keep the water safe from contamination.
1. **Safety and Continuity Annual Report**

Head of SEC gave an oral update as well as providing a written report, please see the attached report for further information, a few points raised included the following:-

* This is an Annual Report which is passed to various committees and finally Court.
* AM provided a summary of accidents and incidents. There has been a rise in accidents/incidents, such as slips, trips & falls, sporting injuries and fire related incidents, due to an increase in numbers on campus. Please see the Annual Report for further information. Training of Fire Marshals and First Aid training across campus has also been increased.
* SafeZone was shown to be a very positive app, also showing an increase in downloading and usage.
* SEC have met with various external agencies such as the Counter Terrorism Security Agency (CTSA), SEPA and HSE and is working in partnership with these agencies.
* External audits of our radiation facilities have taken place with the Counter Terrorism Security Agency and SEPA. A number of improvements have been identified, and AM is working with FNS to support the improvements as required.
* There has been an increase in the promotion of SafeZone which has shown a positive increase. FNS have also assisted in promoting SafeZone across their faculty.
* It was noted that there has been an increase in health and safety training and workshops which support the decrease of work-related injuries across the campus.
* A summary was provided on our new Accident Management System (AMS) which SEC is currently designing and building .
* It was noted that there were reporting issues associated with WorkRite due to the new Health and Safety Training courses. SEC are working with the providers to resolve the issues.
* JD gave a brief verbal summary on Fire Safety, please see the Annual Report for further information.
* It was noted that our new part-time Fire, Health and Safety Officer is now in place. Work has commenced on progressing the Fire Risk Assessments, especially for the sleeping accommodation.
* A discussion took place around the signage of the different fire alarms on campus and especially in the dementia area, it was decided that JD and KP should meet to discuss options in this area.
* The Terrorism (Protection of Premises) Bill was enacted and became law on 3rd April 2025. The University will review its implications on the university.
* Business Continuity – a substantial amount of work has been undertaken to support the completion of plans, including the provision of workshops, coaching sessions and 1:1s. Further support is available if required.
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, a few points raised were:-

* The trends show that after Christmas break, referrals tend to be higher when people return to work, but then this starts to decrease.
* Mental health continues to be the main reason for referrals with anxiety and stress topping the referrals along with musculoskeletal referrals.
* It was noted that there were no concerns from Innovate Healthcare.

***Estates and Campus Services***

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

* Muirhead residences refurbishment has now been completed.
* Donnelly residences refurbishments are now underway and due to finish in August 2025.
* NATIH Aquaculture Project is currently underway and due for completion in August 2025.
* Fire stopping improvements is an on-going project.
* Gardener’s cottage, repairs to the roof are currently underway.
* Solar panels project is also currently underway with the majority on the Cottrell Building and due for completion by end May/June 2025.
* There has been an increase of traffic on campus this year which caused a slight issue in terms of a reduction in car parking spaces which were reserved for use by contractors and their compounds.
* Speed bumps on pedestrian crossings have been reviewed due to speeding on campus, especially near the sports centre.

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

The Head of SEC gave a verbal update for the on-line platform for Health and Safety training, please see Annual Report for further information:-

* It was noted that there has been an increase in the number of staff who have completed the new mandatory health and safety training modules.
* SEC are in communication with the supplier to try and make the reporting system more user friendly, therefore assisting managers to ensure staff complete their health and safety training.
* JM advised that an internal audit had taken place, and it was noted that various training packages across the board are on different platforms which may need to be reviewed.

**7. Health & Safety Objectives**

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

* It was noted that the objective updates have all been completed in the new format.
* In some cases, it was noted that a few areas have misunderstood some questions, and SEC will provide feedback where required.
* It was shown that there has been a significant improvement on completion rates, and appropriate actions have been noted for each area.
* It was suggested that the objectives are shared among all the departments to allow comparisons to be made and to provide opportunities for improvement.
* These objectives will be updated once per year for inclusion in the November HSC meetings.

 **Action: TC to share objectives to all managers**

**8. AOB**

* CP provided an update on the UCU stress awareness survey in the workplace.
* JS gave an update on Unison survey.
* JS enquired about representation at departmental H&S meetings. This was referred to HR.
* Stress at work - this issue was considered in some detail by the Committee. It was noted that Innovate Healthcare considered that the number of staff presenting with stress-related issues was not noticeably higher than other institutions they work with
* HR noted that the ‘Be Heard Survey’ on job satisfaction indicated that 86% of staff were happy to recommend the University of Stirling as a good place to work.'

**10. DATE OF NEXT MEETING: tbc**