



Health, Safety & Wellbeing Committee Minutes 9 June 2021

Attendees: Jane Hillston (Chair), Joy Candlish, Dave Hamilton, Nicola Drago-Ferrante, Tom Whigham, Dougie Howie, Patrick Hudson, Carol Dow, Mark Kobine, Cristina Alexandru, Bob Fisher, Carol Marini (Secretary)

Apologies: Alison Downie, Vlad Ivan

	Summary	ACTION
1.	<p>Approval of Previous Minutes and Matters Arising</p> <p>Minutes were approved.</p> <p>a) Temperatures in internal Informatics Forum rooms Work to install chilled beams has commenced in the Forum, which will improve the air quality on Levels 4 and 5 internal rooms and install the pipework to allow installation of the chilled beams on other floors when funds are provided by the University. Recent checks of ventilation in accordance with Covid guidelines have confirmed ventilation is okay; the issue is that the rooms overheat.</p> <p>b) AON Recommendations: In relation to the AON visit and subsequent report and recommendations, the Committee made the following further observations:</p> <ul style="list-style-type: none"> • New Research Lab Equipment: School processes are insufficient to identify when new equipment will be installed in research labs in order to assess H&S implications. The PMs do not always know and the purchases do not always go through the computing procurement team. Update 9/6/21: Issue remains unresolved. <ul style="list-style-type: none"> ○ Action: To be discussed at a further meeting. • Lone Working: DCH to remind all relevant staff of Lone Working policy and the need for compliance. Especially in relation to server rooms. Update 9/6/21: COMPLETE/CLOSE. • H&S Awareness: JH suggested that she should raise the need for an awareness of Health and Safety at a future School General Meeting – focusing on lone working and use school newsletter to raise awareness of H&S issues. Update 9/6/21: H&S has featured heavily in school general meetings and communication the past year. This is covered by signage and frequent emails. DCH discovered that our app for signing in is viewable by security so this should perhaps be used out of hours instead of having to phone security. <ul style="list-style-type: none"> ○ Action: <ul style="list-style-type: none"> ▪ DCH to provide a reminder regarding using the app instead of phoning security. ▪ DCH/CM to update guidance on intranet and induction. 	<p>DCH</p> <p>DCH DCH/CM</p>

	<ul style="list-style-type: none"> • H&S Policy: DCH would like to make some changes to the school’s policy, specifically providing links to our Fire Action Plans and our online inductions. Inspection lists are also old and need updated. DCH and CM are looking at a project for Aleks to tidy up H&S pages. <ul style="list-style-type: none"> ○ Action: DCH to provide an overview of changes to website to future meeting ○ Action: DCH to bring policy amendments to next meeting. <p>c) Vacancies on H&S Committee It was requested that we have a representative from IPAB on the committee. Update 9/1/21: Vlad Ivan is now a member of the Committee. CLOSE.</p> <p>d) Forum Fire Alarms TW raised a discrepancy in the activation system for the fire alarms, with regards to the Core stairwells and the disabled refuge point. These points have been labelled by Fire Safety with the wrong Core letters. TW has spoken to Andy Mackay and explained the potential for a disabled person to not be found quickly due to their location being incorrect. Fire Office have said not actioned anything as yet despite a lengthy period passing. It was suggested that a solution would be to just swap the labels over. Update 9/6/21: JH contacted the Fire Office and discovered their control board was labelled differently. This has now been resolved. TW changed the notices/labels so they are correct. CLOSE</p> <p>e) Accessibility Aurora Constantin prepared a list of issues that could improve accessibility for those with a disability. JC provided these recommendations to Estates in January 2020 and had a response from Kyle Clark-Hay which referred some of the recommendations to the University’s Accessibility Programme and others to Information Services. <ul style="list-style-type: none"> ○ Action: JC to follow up with Estates and ISG to clarify status now that staff are beginning to return to campus. </p>	<p>DCH</p> <p>DCH</p> <p>JC</p>
2.	<p>Accident Reports</p> <p>A minor accident report was circulated prior to the meeting, submitted by a PGR student in a Halls of Residence. JH asked if the School had responsibility for members of the School or our buildings. DCH confirmed the report raised is not our responsibility, as it occurred outwith a School of Informatics’ building. The Committee, however, noted the report.</p>	
3.	<p>Fire Stewards and First Aid Cover</p> <p>a) Basement Perception Labs There had been a request that we should provide Fire Steward instruction to those who use/book the perception labs etc., most of whom are PPLS (booked through L3 admin). <i>Update 12/12:</i> A process has been put in place to provide a tour for anyone who hasn’t used the facilities before and Robin Hill (Lab Manager) will advise them on fire safety. No one in a wheelchair has requested to use the space as of yet but in such cases they will be made aware of issues. ND-F reported that currently anyone requiring access is directed to Simon King or Robin Hill and shown how to use the lab but nothing else. MJW suggested Robin Hill as a member of this committee or at least that he needs to be made aware of these requirements. MJW to advise Robin</p>	

Hill of need for instruction for lab users; if there is no responsible trained person in attendance then there may need to be no out of hours use of the basement labs.
Update 9/6/21: Detailed risk assessments have/are being prepared for all labs in use. The basement labs are not being used by anyone outside of the School and an updated risk assessment will need to be provided when the situation changes.

b) Fire Wardens and First Aiders

DCH is concerned that we have an increase in occupants but only a few of those are Fire Stewards/First Aiders as most of these roles are undertaken by professional services staff who are still encouraged to work from home by the Scottish Government. Consequently, as part of the induction, we stress that Fire Safety is one's own responsibility but going forward we will need more fire stewards.

JH asked if there was training available should we be able to recruit more people. DCH confirmed that we can train Fire Stewards locally. BF suggested we have an agreed rota when Fire Stewards/First Aiders would be in.

There were various suggestions on how this could be managed – from setting up a Teams channel to communicate amongst fire stewards who was in the building; extending the area covered by fire stewards given the current area definitions mean we need 15 stewards to cover the areas. DCH clarified that the area covered by a steward should not be too large; ideally allowing them to check and clear an area within 5 minutes, however we could extend the areas currently defined.

It was agreed that we needed to develop a more formal process/approach, particularly given the future hybrid working patterns that are likely to emerge; potentially developing a rota based on agreed days of working – clarifying that an expected day on campus was needed for fire steward cover but swaps could be agreed amongst individuals.

- **Action:** JC/DCH/CM will meet to prepare a proposal for fire steward rota.

JC/DCH/CM

CM pointed out that we also need more First Aiders, particularly for Appleton Tower. She advised that Iain Rae is attending a course next week, but others who had put themselves forward have been unable to commit to in person training dates. With the imminent retiral of the University's First Aid trainer, provision of courses may be a problem.

- **Action:** JH to send out an email calling for Fire Stewards and First Aiders.

JH

c) Mental Health First Aiders

The School has established a Mental Health First Aiders Network; a number of staff have now attended training and methods for contacting members of the network has been communicated. CD said there have been a few queries and suggested that we find ways of regularly promote the availability of the network. Some PGR students have also been trained to provide further support which is proving beneficial and the students are keen to get involved.

- **Action:** JC to liaise with InfHR to confirm academic representative has been trained and to ensure the network is regularly publicised in newsletter.

JC

4.	<p>Covid -Re-opening of buildings</p> <p>a) Overview of compliance with University Guidelines JC provided an overview of the work that had been completed to set up our buildings to ensure health and safety in the context of Covid, which included the requirement for those returning to complete an online induction and fire awareness training as well as installation of signage, hand sanitisers, one-way systems and blocking off desks and furniture to ensure distancing would be maintained. JC provided links to the information published on the school’s intranet in advance of the meeting for members to view. While this committee had not met recently, health and safety has been the primary focus of buildings related activity over the past year – overseen by the building review working group and now the buildings committee.</p> <p>b) Managing increased re-occupation of the buildings DCH asked for guidance on managing non-compliance with our building guidelines and rules given we will have an increase in people using the building. To date we have had an escalation process for non-compliance – initial contact with the individual reminding them of the rules and an observation they were not following the rules by reception or Facilities Supervisor; with ‘second offence’ escalated and notified by Health & Safety Manager; and ‘third offence’ escalated to and notified by Director of Professional Services - each time noting that non-compliance may result in removal of access to the building.</p> <p>JH advised that we should treat occupants as adults and anyone should challenge non-compliance if seen. If we have persistent offenders then it should be escalated and access removed.</p>	
5.	<p>Health, Safety & Wellbeing issues or concerns</p> <p>a) Informatics Forum CD raised concern about the cleanliness of the L2 toilet areas as they do not appear to be as clean as they used to be. DCH noted that the School are paying additional charges for cleaning and he will therefore raise with Estates.</p> <ul style="list-style-type: none"> ○ Action: CM/DCH to discuss the standard of cleaning with Peter Thomson. <p>b) Appleton Tower No issues or concerns were raised.</p> <p>c) Bayes Centre DCH advised that ventilation of space occupied by Informatics has been checked in accordance with Covid guidelines (as it had for all other Informatics’ buildings and space we occupy in other buildings) and has asked Estates to check and perhaps rebalance the two L1 labs.</p> <ul style="list-style-type: none"> ○ Action: DCH to follow up with Estates to complete the check of the L1 labs. <p>DCH advised the Committee that Bayes are reopening mid-July. They will be producing a new online induction which will need to be completed by everyone, whether or not they have already completed a Bayes induction.</p> <p>d) Wilkie Building PH advised of a couple of incidents in the first week, a fire alarm and an attempted break-in, which were all addressed and handled by Security. No further issues raised.</p>	<p>CM/DCH</p> <p>DCH</p>

	<p>e) General No issues or concerns were raised.</p>	
6.	<p>Laser Supervisor</p> <p>Given BF is reducing his hours DCH suggested that someone else should take on this role (or assist). There is an online course which someone could go on. With regards to risk Informatics are in the lower class of laser hazards and BF said there is little work involved. DCH advised this area also covers some of Design Informatics (laser cutters).</p> <ul style="list-style-type: none"> ○ Action: BF to discuss with IPAB to identify a successor. 	BF
7.	<p>Committee Remit and Membership (9/6/21)</p> <ul style="list-style-type: none"> ● Review of remit and membership: Health, Safety & Wellbeing Committee InfWeb (ed.ac.uk) JH asked the Committee to look at the remit and membership and to send any suggestions or changes to CM. It was noted that we do not currently have a research staff member or PGR student representative. ○ Action: Members to send comments/queries on Committee remit and membership to CM. ○ Action: Call for research staff and PGR student representatives to be made as part of the renewal of committee representative rolls over the summer 	All JC
8.	<p>AOB</p> <p>JH asked about Yoga and the possibility of re-starting this. One suggestion was to do this outside, either on the terrace, the Meadows or George Square. There was also a suggestion for mindfulness courses. JH said it would be good to look at opportunities to support health and wellbeing of staff.</p>	
9.	<p>Date of next meeting: tbc</p>	