



## Health, Safety & Wellbeing Committee Minutes 19 July 2022

**Attendees:** Jane Hillston (Chair), Joy Candlish, Dougie Howie, Patrick Hudson, Sam Inch, Cristina Alexandru, Janet Ball, Jennifer Oxley, Eilidh Gould, Carol Marini (Secretary)

**Apologies:** Dave Hamilton, Kasia Stoinska

	Summary	ACTION
1.	<p><b>Approval of Previous Minutes and Matters Arising</b></p> <p>Previous minutes were approved.</p> <ul style="list-style-type: none"> <li> <p><b>New Research Lab Equipment:</b> School processes are insufficient to identify when new equipment will be installed in research labs in order to assess H&amp;S implications. The PMs do not always know and the purchases do not always go through the computing procurement team.</p> <p><b>Update 29/11/21:</b> DCH previously discussed with Admin teams that procurement should notify DCH of any purchase, but they were unsure what the purchases were. JH suggested a potential trigger to notify DCH could be size or cost. DCH to talk to JC and Janet Ball to identify a way forward. BF suggested Vlad may have more details too. [Post meeting note: New Deputy DoPS and H&amp;S Manager roles have responsibility for development of a framework and procedures for management of research labs. This issue should be investigated within that piece of work.</p> <p><b>Update 19/4/22:</b> carry forward.</p> <p><b>Update 19/7/22:</b> JB said a new lab manager will be in place shortly and she will take forward at that point. JH asked for all other labs to be included too.</p> <p><b>Action:</b> Carry forward to next meeting</p> </li> <li> <p><b>H&amp;S Policy:</b> 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 to tidy up H&amp;S pages. DCH to provide an overview of changes to website to future meeting.</p> <p><b>Update 19/7/22:</b> This has been discussed with EG, some changes have been implemented already but she will do a review of our H&amp;S pages and update where appropriate.</p> <p><b>Action:</b> EG to carry forward.</p> </li> <li> <p><b>Accessibility</b></p> <p>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.</p> </li> </ul>	<p>JB</p> <p>EG</p>

JC to follow up with Estates and ISG to clarify status now that staff are beginning to return to campus.

**29/11/21:** JC spoke to Kyle Clark-Hay and has another meeting early in the New Year to see what can be implemented.

**Update 19/4/22:** Kyle Clark-Hay has referred Joy to another person in Estates now and JC has asked Lorna to arrange a meeting.

**Update 19/7/22:** JC and JB had meeting with Estates. EG met with Aurora and Cheryl from Estates and reviewed the Forum and AT. Some accessible options that are there are not suitable, eg push buttons on doors which are either too low or require more pressure. Some others were specific to Aurora and to Forum. Estates already have in plan a campus-wide accessibility project and are hoping to start work on this next summer so our feedback will be incorporated into that project. Estates will look to see if there is anything they can do meantime in the form of a smaller project. Some local things we can do too. This is quite positive, but just an issue of time.

**Action:** EG to provide an update at next meeting.

EG

- **Laser Supervisor**

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). BF to discuss with IPAB to identify a successor.

**Update 29/11/21:** BF has not had any success and will carry on in the role until a successor is found. DCH brought this up with Robotics in general. They were of the opinion that the equipment they use is of low intensity and they would like to send people to do online courses, provided by H&S, which would cover them. JH said we still need a supervisor.

JH asked MK from DI if they have any laser equipment. He confirmed that they have a class 2 laser cutter (which should be class 4 but given the safety provision it is classified as a class 2). Class 2 is a level of laser safety where normally people can interact with it. BF asked whether DI should take over this role if they were the only one with this equipment, however DCH said we have one of our own. JH asked DCH if we could do without a Supervisor. DCH said he would prefer one but if not would like to see a recorded list of people who have done training. All lab managers should be trained. PostDocs should also be included. DCH to collate list of staff who should undertake training, and date of training.

**Update 19/4/22:** DCH suggested that anyone who uses Lasers go on the University's generic laser course but Vlad confirmed that no one is using any laser equipment just now. We also don't carry heavy grade lasers. The Committee agreed we don't need a laser supervisor just now, and anyone going on the course should provide a completed certificate. DCH to develop a mechanism for monitoring who uses lasers and collation/recording and review of completion certificates.

**Update 19/7/22:** Laser health and safety will now fall under EG's remit. She confirmed that every area needs to have a laser supervisor. EG has met with Bob Fisher and will follow up on any specific training and paperwork to be done. DCH told the Committee that one of the techs has arranged to buy a laser cutter, of which he was not aware. He'd like to suggest that anyone buying large equipment notifies the School properly and has a risk assessment in place in advance. DCH would like to suggest this is a policy. JH asked which funds purchased this. It has been purchased from a teaching fund, Level 3, SDP-type stuff. There was the concern that this could end up in a student area where people could use it without

	<p>supervision. It was noted that this was the same issue as raised in the actions carried forward above (procurement process) and JH asked JB to include this within that.  <b>Action:</b> EG to follow up on checking these two laser cutters and whether appropriate RAs/training have been done.</p> <ul style="list-style-type: none"> <li> <b>Commercial Kitchen</b>  DCH advised the kitchen been out of action for two years during the pandemic and asked when it was planned to be brought back into action as it will need to have a deep clean. It will also need the gas checked. It was agreed to get it up and running before the end of the financial year. As a professional kitchen it officially needs a KP to clean it; DCH will need to go back to Central for this service. EW said the School is currently interviewing for a new Events role so this will be an asset for supporting events. DCH to arrange cleaning of kitchen  <b>Update 19/7/22:</b> conversations but no date organised. Carry forward.</li> </ul> <p>CM to contact Blue Sky Catering to see when they may start using the kitchen.  <b>Update 19/7/22:</b> dependent on the kitchen being cleaned. No immediate plans.</p>	<p>EG</p> <p>DCH</p>
<p>2.</p>	<p><b>Accident and Near-Miss Incident Reports</b></p> <p>EG advised there were no issues to report.</p>	
<p>3.</p>	<p><b>Fire Stewards and First Aid Cover</b></p> <p><b>Proposal for expanding Fire Steward Cover:</b></p> <p>At the last meeting the Committee tried to find a solution to the currently reduced number of Fire Stewards present in the building. A suggestion had been for PS staff to take this on due to them having more of a presence in the building due to hybrid working.</p> <p>CM presented a proposal that we remove the designated areas which volunteers cover, and request they now cover the floor they have been allocated. It was agreed that it was better to have more than one person check rather than rely on a colleague being in and doing it. She reported that some of the occupants on Level 8 of Appleton Tower were already Fire Stewards and she had asked the incoming Level 9 occupants to consider volunteering for both Fire Steward and First Aider roles. CM to advise all existing Fire Stewards of the changes and update the records.  <b>Update 19/7/22:</b> Done and passed to EG for follow up with courses.  EG has organised informal training with current Fire Stewards. She would like to see a further increase in numbers. In addition, the coordinators and assembly coordinators will be part of a pool in case someone is off.</p> <p><u>Wilkie:</u> It was agreed that we still need a callout for Fire Steward volunteers in Wilkie but was previously noted that we may need to negotiate with level 1 of Wilkie if there are no volunteers. The existing PGRs are aware of the procedure whilst no Fire Stewards are in place. DCH pointed out that it was not a requirement to have a designated First Aider in Wilkie. PH to recruit one or two Fire Stewards for Wilkie.  <b>Update 19/7/22:</b> PH is struggling to find volunteers. EG will speak to Fire Safety and get some guidance. JH suggested approaching new students whilst still keen.</p>	<p>PH/EG</p>

	<p><b>Bayes:</b> Bayes is lacking in Fire Stewards and JC suggested we put out a call for Level 1 amongst the PGR students and L1 occupants. CM and PH to liaise to put out a call to L1 and L3 occupants for Fire Stewards for Bayes L1 and L3. It is expected that the Lab manager cover these areas.</p> <p><b>Update 19/7/22:</b> No volunteers. EG asked what the agreement was with Bayes. She feels that it should be up to them to recruit since it is their building. Informatics staff could be volunteers for the Bayes “pool”.</p> <p><b>Action:</b> EG to follow up with Bayes and work towards a joined-up approach.</p> <p>JC mentioned the basement of the Forum where Robin Hill is the lab manager. The person using the space should take on the responsibility of Fire Stewarding – and it should be the Lab Manager’s role to make sure they know what to do. JC and DCH to pick this up when his updated Risk Assessment is submitted. JH suggested an information sheet/poster inside lab advising them of the procedure. CM to produce posters for display</p> <p><b>Update 19/7/22:</b> Poster prepared and displayed in basement labs.</p> <p><b>Action:</b> EG to follow up with Robin to check on the risk assessments, since they have human participants coming in who are non-Informatics.</p> <p><b>Mental Health First Aiders</b></p> <p>The School has an established Mental Health First Aiders Network with trained members of staff, as well as PGR students. Further staff to be recruited.</p> <p><b>Update 19/4/22:</b> SI has drafted something for the next newsletter and has organised a team meeting to try and bring the community together. Contact details will be provided within the newsletter. JC suggested raising this with Dols to get some Academic nominations. JC to prompt Dols (complete) and JH will raise during monthly meetings (complete)</p>	<p>EG</p> <p>EG</p>
<p>4.</p>	<p><b>Health, Safety &amp; Wellbeing issues or concerns</b></p> <ul style="list-style-type: none"> <li>• <b>Informatics Forum</b> No issues or concerns were raised.</li> <li>• <b>Appleton Tower</b> No issues or concerns were raised.</li> <li>• <b>Bayes Centre</b> EG advised the Committee that the Robotics lab are in process of clearing things out so techs can remove scaffolding. They found a petrol generator in the lab containing a small amount of fuel (underneath the scaffolding) but no paperwork for this. It had been used in relation to some outdoor robotics work and it does not appear a risk assessment was undertaken (or there is no record of this having been done). DHowie reported that the generator has been moved to the mechanical workshop in AT and will be stored in a cage set-up external to the workshop within the next 24 hours while Estates look for somewhere more permanent. <b>Action:</b> EG to follow up since this is a worry and there is need to ensure these situations are correctly handled.</li> <li>• <b>Wilkie Building</b> No issues or concerns.</li> <li>• <b>General</b></li> </ul>	<p>EG</p>

	No issues or concerns were raised.	
5.	<p><b>Staff Wellbeing Issues or Concerns</b></p> <p>JH asked if there were any suggestions for wellbeing and ideas to bring people together. It was suggested we look at restarting yoga. CM: to look into this.  <b>Update 19/7/22:</b> Yoga started on 18<sup>th</sup>. JH will advertise in her weekly email.</p> <p>Cristina suggested we have more informal coffee events. JH said there are plans to have a summer party for all staff. We may perhaps have smaller targeted events introducing particular teams. JC asked SI and CM to liaise with a view to look at this. SI to liaise with CM to have events and introduce PS staff. SI advised that HR are going to be updating their induction materials so would be useful to have each Head /Dol preparing something saying what they do. JC said she would like to raise the profile of teams, perhaps tie this with meet and greets, and understanding the new structure.  <b>Update: 19/7/22:</b> SI and CM have met to discuss. It is proposed to start these informal sessions at the end of September. InfHR will start, perhaps have incentives such as lunch, and will arrange a piece in the newsletter. It was thought to focus more on sub-teams (ie come meet the team), and maybe two-way sessions with academics also giving short basic talks.</p> <p>DCH asked if we should unlock and re-instate the table-tennis table. This was agreed, and that it should be kept in MF2. DCH to reinstate table tennis table in MF2 and advise InfPeople  <b>Update 19/7/22:</b> done, close</p> <p>JH asked for other suggestions/ideas. EG would be keen to set up a working group for wellbeing initiatives, organising and running them, but separate from this group. SI said she was happy to be involved. JH offered assistance although limited in time, but able to promote via weekly emails and will try to recruit some academics. She was keen for us to do something for Mental Health week in November. Anyone else interested in being on the working group should contact EG.  <b>Action:</b> EG to go ahead with this.</p> <p>SI reported she is starting a project to have photos along with names in the telephone list, starting with Professional Services.  <b>Action:</b> SI to provide update at next meeting.</p>	<p>EG</p> <p>SI</p>
6.	<p><b>Health and Safety Manager update</b></p> <p>EG reported that she has found Informatics' H&amp;S in a good state. There are no particular stresses and we are a relatively low risk school with some areas of higher risk, such as robotics, workshop etc. EG shared a document outlining her plans for various projects and in order of priority. Most important: fire, first aid, compliance register, safety signage, events, labs, amongst others.  EG observed that there appears to be a lot of support provided within Informatics which may have led to expectations that anything administrative or of a compliance nature being done for academics. This has the potential to lead to academics not seeing H&amp;S as something they need to worry about, so she would like to do some interactive sessions explaining what she is doing and why. The ultimate goal is to get to people to take the initiative and come to her to ask for help.</p>	

	<p>She has met with a few of the PIs to see if there were any needs. They have been very receptive so far.</p> <p>JC expressed her gratitude for the work EG has put in so far.</p> <p>Then there was a discussion about the Committee and who should be on it. We should include some PG students and more academics. Cristina offered to approach academics. JC said we have a call-out already for volunteers.</p> <p><b>Action:</b> JC will review and do a reminder.</p>	JC
7.	<p><b>AOB</b></p> <p>EG brought up H&amp;S training and offered to do some training on main legal concepts, specifically for Committee members. JH said the course she had to take as HoS was very useful and perhaps some of the material could be used. Course is open to anyone via Learn. The Committee were interested in participating.</p> <p><b>Action:</b> EG to develop some training for Committee members.</p>	EG
8.	<p><b>Date of next meeting: 19 October at 10.00am</b></p> <p><b>For 2023 diaries:</b></p> <ul style="list-style-type: none"> <li>• Wed 22<sup>nd</sup> February at 10am</li> <li>• Tue 20<sup>th</sup> June at 10am</li> <li>• Wed 18<sup>th</sup> October 2023 at 10am</li> </ul>	