



Health, Safety & Wellbeing Committee Minutes 20 June 2023

Attendees: Jane Hillston (Chair), Joy Candlish, Dave Hamilton, Dougie Howie, Ria Murdoch, Janet Ball, Eilidh Guild, Cristina Alexandru, Carol Marini (Secretary)

Apologies: Patrick Hudson

Ria Murdoch was welcomed as a new member of the Committee, in her maternity cover role as HR Manager.

	Summary	ACTION
1.	<p>Approval of Previous Minutes and Matters Arising</p> <p>Previous minutes were approved.</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 29/11/21: 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&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. Update 19/7/22: 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. Update 23/11/22: JB advised that since the new lab manager starts in January this has not been done yet. Carry forward. Update 20/06/23: New lab manager has started, EG has met with him and he has completed his induction. Action: JB to take forward.Commercial Kitchen 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 Update 19/7/22: conversations but no date organised. Carry forward. Update 23/11/22: DCH confirmed the kitchen had been cleaned. The extractor fan is still broken and a new unit is on order. Once replaced the kitchen will require another clean. Meantime, DCH asked if we should allow entry to kitchen excluding	JB

<p>use of gas equipment (ie for use of water and fridges). We used to have a KP via Edinburgh First for cleaning after events. JH asked if we could organise this.</p> <p>Action: CM to speak to Emily about re-instating the KP and arrange for them to do another clean first at which point we can re-open the kitchen for minimal water, fridge etc, use.</p> <p>Update 28/2/23: CM, EM and DCH had meeting with Head of Catering. He provided contact details of temping agencies. Ongoing works make it impossible to start this. Once work is completed, ready to go.</p> <p>Update 21/6/23: DCH advised the Committee that everything in kitchen has been replaced but the sensor has not been wired back in. Other than that it is ready to go.</p> <p>Action: DCH to chase Estates for completion.</p> <ul style="list-style-type: none"> <p>Recent Fire Drill findings</p> <p>JH gave feedback on last week’s fire activation. She had been in the building but with reduced mobility and not had any support. There were people still in Level 5 offices when she passed. Fire Stewards had asked them to leave and then reported the floor was clear (but it wasn’t). There was a discussion on whether doors should be left open or closed.</p> <p>Action: EG to look into advice on whether to lock doors, and to circulate this.</p> <p>Update 28/2/23: Doors need to be closed (but not locked).</p> <p>Action: EG to send email out reminding people of this fact.</p> <p>Update 20/06/23: Done. Close.</p> <p>CD reported on previous alarm activation and was being asked by people if it was a real alarm.</p> <p>JC reported that as Assembly Controller she was not getting people reporting in to her, including Bayes centre not reporting to us. Natalia had set up a whatsapp group for the Fire Stewards. DCH is on it, but we should get others included. Neil Heatley (Fire Controller) leaves at the end of the week so needs replaced (EG will step in in the interim). EG would like the receptionist to take the clipboard out and give to the first Fire Steward if no AC available.</p> <p>CV had enquiries about becoming Fire Stewards. EG to arrange. He also asked if we could have an email sent round about the reason for the activation afterwards. This would help to minimise frustration and repetition of causes for activation.</p> <p>Action: EG will send round emails.</p> <p>GB has new PS staff and would like some fire steward training for them too.</p> <p>Update 28/2/23: carry forward.</p> <p>Update 20/06/23: Done. CLOSE</p> <p>Health and Safety Training Programme</p> <p>EG updated the Committee that 140 people had now completed training, including 30 academics. EG is still pushing academics but is happy with the progress. It was suggested this should be part of the PDR review but perhaps too late for this round. It was highlighted that nevertheless this would be a good point in the year to remind academics about the training</p> <p>Action: RM to look into adding to the PDR form; EG to mail academic staff.</p> <p>Health and Safety Inspection Results</p> <p>JH asked whether EG should hold all risk assessments. EG said she just needs to know they exist and how to find them. There’s an assumption that she needs to approve them which is wrong. The people who are the experts need to do them, and she just needs to make sure they are done. DCH said previously RAs were lodged</p> 	<p>DCH</p> <p>RM/EG</p>
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	<p>with him, but it was not always clear what has and hasn't been done. The suggestion was made to hold them electronically, possibly in SharePoint. JH agreed this way forward.</p> <p>ACTION: DCH to provide EG with his existing file of RAs.</p> <p>Update 20/6/23 – Done. EG said SharePoint is about to go live and is aiming to get them onto this.</p> <p>Action: Saied and EG to look at what is missing at a meeting next week. EG said other areas have some RAs but should become obvious when reviewing.</p> <p>Action: CM to invite Saied to be a Committee member.</p> <p>Is the original action perhaps now closed? If not, perhaps the action for Saied and EG should include reporting back at the next meeting.</p>	<p>EG/SS</p> <p>CM</p>
2.	<p>Accident and Near-Miss Incident Reports</p> <p>One report was received. This was in relation to an accident had when the Servitor dropped a table on his foot and broke his toe – he was not wearing safety shoes. He was attended to by a School First Aider and sent to minor injuries but is still off. As he works for Estates it is their responsibility to investigate and take any remedial action. He now has bought safety shoes.</p>	
3.	<p>Health, Safety & Wellbeing issues or concerns</p> <ul style="list-style-type: none"> • Informatics Forum JB raised an item that was passed at BC meeting (was agreed but perhaps shouldn't). It had been reported by some of the community that when MF2 is occupied they are unable to get out to the balcony. The solution of accessing via the Level 3 fire escape was suggested and signage was requested for MF2 door. JB now believes this was wrong as this excludes disabled access. The suggestion was made that organisers of an event in MF2 be made aware that it is a thoroughfare and people can access balcony through this area. Action: CM to change signage to say there is an alternative route but access can be made if necessary. • Appleton Tower No issues or concerns were raised. • Bayes Centre No issues or concerns were raised. • Wilkie Building JB informed the Committee that our Wilkie occupants will shortly be moved to Level 2 of AT. There is an issue and communication regarding water supply suggestions. Action: DCH to reply re water provision in AT and installing in cupboard instead of 2.03 	<p>CM</p> <p>DCH</p>
4.	<p>Staff Wellbeing Issues or Concerns</p> <p>DH has had quite a few meetings with Estates re disabled toilet facilities. AT toilet is being adjusted, and paid for by Estates, so it is a back-up for when the hoist in the Forum fails. DCH advised that the Forum disabled toilets are all being modified. They are also going to put in a ground floor hoist, similar to IF Level 4. This will affect the size of the G.07 storeroom. The works are likely to cause some disruption to events and be noisy.</p>	

	<p>DCH asked whether some events could be moved to accommodate the works, likely over the summer months. JH suggested moving some smaller events to G.03, or even Turing Room if necessary, whilst noisy work is ongoing.</p> <p>Update 20/06/23: JH asked DCH if work on the ground floor disabled toilet had been done. DCH updated the Committee on the work planned for disabled toilets throughout the forum. This will involve some work over a 6 week period (of our choosing). JH suggested looking at January/February.</p> <p>Action: DCH to check with Events for a suitable timeframe.</p> <ul style="list-style-type: none"> Update on Mental Health First Aiders, current membership RM reported that there are 12 trained MHFAs, 5 of which are PS staff, 5 Academics. Most recent training done in August 2022. She will contact MHFAs to confirm they are still available to act. It was suggested that a reminder should be sent out informing the School that these people exist. It was pointed out that Mental Health Awareness week is usually Oct or Nov and that the School is planning some events around this. Action: RM to email Mental Health First Aiders 	<p>DCH</p> <p>RM</p>
<p>5.</p>	<p>Fire</p> <ul style="list-style-type: none"> Risk assessments The Forum Fire Risk Assessment was done earlier this year, and sent to JH at the end of March. There were a number of things raised of which EG said some things were not correct and some are already in place. The majority have already been or are in process of being actioned. JH said she is required to formally respond within 3 months. Action: EG to prepare our actions and send to JH for response by end of June. In AT, a lot of things were assigned to us as major occupier and JH as Head of School. Estates have picked up the majority of issues and a lot have been dealt with or are under way. She has passed some actions to cleaning staff. Some issues are things spotted on the day rather than constantly an issue. EG thought things were fair enough and we have taken as much action as we can so far. She has started a weekly walk through of the buildings, introducing herself to people, etc. All issues need to be completed or planned date for the report that JH has to send back at end of month. Other EG advised there has been a change to the contract around servicing fire extinguishers. This is no longer done by the Fire Safety Unit but by an outside firm. EG also advised of the changes to the Fire Services response in case of a fire alarm. From 1st July the Fire Service will not attend unless you can confirm there is evidence of a fire. If an alarm is activated, we need to send people to check. In the Central Area security will investigate, and they will make the contact with the Fire Service. EG will update the fire procedures etc with this information but has chosen not to share widely since people may be less inclined to evacuate. Security will be our first point of contact and will allow us back into the building. JC suggested we should let Fire Steward/Fire Controllers know of the new process (but not the school widely). Action: EG to notify the relevant people. Staff moving offices. With people leaving, and moving offices, JH suggested we revisit the Fire Steward membership. Action: EG to do a recruitment drive in September to ensure we have enough on different levels and plug any gaps. 	<p>EG</p> <p>EG</p> <p>EG</p>

6.	<p>Children and Young People Policy</p> <p>EG has prepared a paper on a new policy re children in Informatics spaces. Our current policies vary (UoE v Informatics) and the interpretations vary too. EG would like us to re-word our policy with more specific rules and exceptional circumstances. EG to write some text and share with Committee. GB asked if the same rule applied to pets. No pets allowed unless assistance animals.</p> <p>Update 20/06/23: EG prepared a draft policy and shared with the Committee. It has become clear that some colleagues were using the Forum on weekends with their children. EG as noticed an increased number of children in the building and it does look as though this is being used as an alternative to childcare options. The Forum is not particularly safe for children, eg glass balconies. EG hopes this policy will discourage people from bringing children in for long periods. JH thinks exceptions will need to be made and this policy, as drafted, is likely to be broken. JH would like wording changed to “in exceptional circumstances” eg 10 minutes, accompanied at all times. The University policy is vague but suggests only exceptional circumstances too. It was then suggested we use the University policy instead and define what is acceptable (eg coming in to collect something).</p> <p>Action: EG to amend policy to align with the Uni (less draconian) incorporating some examples, and to agree with JB before uploading to Sharepoint.</p>	EG
7	<p>AOB</p> <ul style="list-style-type: none"> • Audit. EG advised that on occasion the University have arranged contractors to carry out audits. There will be an auditor here in September, meeting with EG, HoS, DoPS. This will be followed up with a tour of our spaces. EG trying to put something in diary beforehand. • PGR desk equipment, eg monitor riser, laptop stand, footstool. There was a request from PH for various items of standard equipment, as a way to make shared offices more flexible. PH had approached JC for funding. Shared offices will now be set up with this equipment as standard. Sit-stand desks platforms have also been purchased, one per shared office for those who need them. JH asked if monitoring will be done to see assess the suitability and usage of the equipment. <p>Action: EG to set date for monitoring in February, before financial year end.</p> <p>Thanks were given to Jane for chairing the H&S Committee for 5 years as this was her last meeting as HoS.</p>	EG
7.	<p>Date of next meeting: 18 October 2023, 10.00am.</p>	