



Health, Safety & Wellbeing Committee Minutes 28 February 2023

Attendees: Jane Hillston (Chair), Dave Hamilton, Dougie Howie, Patrick Hudson, Sam Inch, Janet Ball, Carol Dow, Eilidh Guild, Gillian Bell, Li-yao Xia, Carol Marini (Secretary)

Apologies: Joy Candlish

	Summary	ACTION
1.	<p>Approval of Previous Minutes and Matters Arising</p> <p>Previous minutes were approved.</p> <ul style="list-style-type: none"> <p>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.</p> <p>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.</p> <p>Update 19/4/22: carry forward.</p> <p>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.</p> <p>Action: Carry forward to next meeting</p> <p>Update 23/11/22: JB advised that since the new lab manager starts in January this has not been done yet. Carry forward.</p> <p>Update 28/2/23: Carry forward, now starting on 1 March.</p> <p>Commercial Kitchen</p> <p>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</p> <p>Update 19/7/22: conversations but no date organised. Carry forward.</p> <p>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</p> 	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. CLOSE</p> <ul style="list-style-type: none"> • <u>Recent Fire Drill findings</u> 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. Action: EG to look into advice on whether to lock doors, and to circulate this. Update 28/2/23: Doors need to be closed (but not locked). Action: EG to send email out reminding people of this fact. <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. Action: EG will send round emails.</p> <p>GB has new PS staff and would like some fire steward training for them too. Update 28/2/23: carry forward.</p>	<p>EG</p> <p>EG</p>
<p>2.</p>	<p>Accident and Near-Miss Incident Reports</p> <p>There were a couple of minimal reports, the issue of splinters from door of G.07 is a recurring issue. Action: Raise with Estates and report. Update 28/2/23: Done</p> <p>EG feels people may be underreporting. There is little we can do about this but should still encourage reporting JH suggested more signage in kitchens, or the First Aid posters. GB will put some up in AT and student labs too.</p> <p>Update 28/2/23: EG has replaced all posters with ones including the link to the form. Started doing training and emphasising this. DCH suggested a QR code to the form. – agreed.</p> <p>Only one accident reported (paper attached) re someone cutting their finger on the coffee machine display slot. DH filed down the parts in question on all Forum coffee machines. No further action required.</p>	

<p>3.</p>	<p>Health, Safety & Wellbeing issues or concerns</p> <ul style="list-style-type: none"> • Informatics Forum No issues or concerns were raised. • Appleton Tower No issues or concerns were raised. GB confirmed the stair edging has been completed. • Bayes Centre No issues or concerns were raised. • Wilkie Building No issues or concerns. 	
<p>4.</p>	<p>Staff Wellbeing Issues or Concerns</p> <p>EG raised the issue of ergonomic adjustments which may be required for desks. Occupational Health have told us we are not allowed to follow previous procedures, by asking for a doctor's note, as a pre-requisite, to providing a sit-stand desk. EG is therefore looking at amending our policy. Will use as many other assessments as possible prior to purchasing desks. However, this is likely to require a significant increase in the H&S budget. The Committee discussed various scenarios, eg, PGRs on staff contracts, part-time workers, dedicated v shared desks. The Library have some bookable sit-stand desks which can be trialled. EG will prepare a paper and circulate in due course.</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. 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>5.</p>	<p>Health and Safety training programme update</p> <p>EG informed the Committee that over 60 people have done the Introduction to H&S, although not as many Academics/PIs attended as she would like. It is apparent some people are unclear which ones they need to do. EG to reiterate this in an email. She has also given one session on Risk Assessments, all attendees were PS staff. Feedback has been good. EG will target academics and researchers going forward. JH suggested approaching the Institute meetings and asking for a slot at one of these to do Risk Assessment training. EG advised that numbers doing online training is encouraging too. PH asked about completing students having access revoked if they don't complete this. EG advised she is only focussing on new students just now. Interesting questions coming from attendees.</p>	
<p>6.</p>	<p>Health and safety Inspections: results</p> <ul style="list-style-type: none"> • Common themes: 	

	<p>EG has been visiting our lab spaces. Findings are that generally most things are okay. EG is hoping that our training programmes will address the few issues.</p> <ul style="list-style-type: none"> • There is a tendency, however, if something is not working, for people to assume someone else has reported it. • Also, there is a bit of a hands-off approach by managers of spaces or people. Hopefully most of these issues will be resolved once the IPAB lab manager arrives. • EG noticed there does not seem to be a uniform way of doing risk assessments across groups and no central holding of information. This led to a discussion of risk assessments in more detail. <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 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>EG raised the fact that a lot of use is made of PGR students as area "supervisors" – which is not wrong but makes her feel uncomfortable. EG feels it should be someone more permanent. JH asked for examples. EG referred to spaces where other people come in to work. EG's concern was that the PGR might not have the experience, knowledge, or confidence. JH is not concerned and sees this as part of their "apprenticeship" as they are taking on this responsibility – training on the job for future work as academics. DCH suggested a policy for perhaps only a 2nd or 3rd PGR to be in this role. PH said when a new student arrives their supervisor asks another PGR to take them under their wing. In terms of inductions, IGS give them the information electronically as no capacity to do this physically for all newcomers.</p>	DCH
7.	<p>First Aid Rooms</p> <p>EG pointed out that the Forum and AT First Aid rooms are generally kept locked. EG thinks they should be left open and wondered why this wasn't the case</p> <p>DCH pointed out that, historically, in AT, there have been occasions when people have been found using it for private purposes. It was decided then to keep it locked. There are multiple people with keys to it. DCH and GB felt it should remain locked.</p> <p>Action: EG to take to AT MOBUG for their thoughts</p> <p>It was suggested having a trial period of keeping the Forum FA room open (and asking the cleaners to remove their supplies currently being stored in it).</p>	EG
8.	<p>AOB</p> <ul style="list-style-type: none"> • Table-tennis table EG asked about the possibility of unlocking the table tennis tables for general use. CM explained this was done to ensure people made room bookings and tidied up behind them. DCH has already attached risk assessments to the tables which people 	

	<p>should read before using. Going forward, they can be unlocked, but we should continue requesting a booking with a reminder to re-set the room as they found it.</p> <ul style="list-style-type: none"> • Children 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>JH recorded thanks to Carol Dow who will retire before the next meeting. Next meeting will be Jane's last as chair.</p>	
9.	<p>Date of next meeting: 20th June at 10.00am</p> <p>For 2023 diaries:</p> <ul style="list-style-type: none"> • Wed 18th October 2023 at 10am 	