



Health, Safety & Wellbeing Committee Minutes 29 November 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: Vlad Ivan

Summary	ACTION
<p>1. Approval of Previous Minutes and Matters Arising</p> <p>Previous minutes were approved.</p> <p>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. 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. Action: 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] • 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. Action: DCH to provide a reminder regarding using the app instead of phoning security. 29/11 Done - CLOSE Action: DCH/CM to update guidance on intranet and induction. Done – CLOSE. • 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. Action: DCH to provide an overview of changes to website to future meeting 	<p></p> <p style="text-align: right;">DDoPS/H&S Mgr</p> <p style="text-align: right;">DCH</p>

	<ul style="list-style-type: none"> • 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. Action: JC to follow up with Estates and ISG to clarify status now that staff are beginning to return to campus. Update 29/11/21: JC spoke to Kyle Clark-Hay and has another meeting early in the New Year to see what can be implemented. Action: Carry forward. 	JC
2.	<p>Accident Reports</p> <p>DCH provided three minor accident/incident reports in advance of the meeting:</p> <p>JH questioned why the reports submitted were not specifically work-related. DCH explained that he is sent anything related to Informatics, whether work-related or not:</p> <ul style="list-style-type: none"> • One could possibly be related to Firbush Outdoor Centre. PH confirmed that two PGR trips have been run recently. • Trap in automatic door: DCH contacted the person who had been to a doctor and were being treated with painkillers. DCH also reported it immediately to Estates. Action has been taken to stop this happening again (a stopper on the wall to stop the door slamming against the wall). • Splinter in G.07: This was on the door into G.07 from Atrium and this has now been fixed. 	
3.	<p>Fire Stewards and First Aid Cover</p> <p>Proposal for expanding Fire Steward Cover: JC prepared a paper on potential Fire Steward cover and this was circulated in advance. JC/DCH/CM met to try to find a solution to the currently reduced number of Fire Stewards present in the building. It is difficult to ascertain which FS will be in a building on any given day. Professional Services staff are more likely to be in the building due to rotas during hybrid working. The proposal is to ask PS teams on each floor to be Fire Stewards. More detail is still to be worked through, eg holidays etc. We already have multiple teams on various floors but have still to decide on how to handle the basement. Wilkie: we will need a call-out for PGRs to volunteer, but we may need to negotiate with level 1 of Wilkie if there are no volunteers. AT: is covered on our levels from 8 down. Level 9 to be looked at. ND-F confirmed that she would be happy to have her team cover. Some of them have done the online training. BF asked what would happen to the academics who already are Fire Stewards so as to avoid confusion and multiple checks of an area. He said that Bayes is not working well – lots of the Bayes support team are not there and he was the only trained person recently. DCH confirmed we have an obligation to provide Fire Stewards in Bayes for our staff-occupied areas but this will be discussed with Bayes. Action: DCH to discuss with Bayes. CD confirmed that her team are happy to take part in this and suspects all would like to do the training. ND-F raised an issue with students from 2.33 not knowing what to do in the event of a fire, with some trying to use the lifts and the main stairs whilst the fire curtains were in</p>	DCH

	<p>place. She asked how this info is passed to students as they don't seem to know. Institute Admin provide this information to new staff members on their induction tours. PH suspects people haven't read the info clearly. IGS don't have the ability to do a tour due to the high numbers of new starts at a time.</p> <p>IGS/CDT would probably be happy to do the training and act as Fire Stewards.</p> <p>DCH offered to do an in-person tour for groups/individuals who have done the online training.</p> <p>Action: JC/DCH/CM to discuss at another meeting and finesse plans. We can look at training etc at that time.</p> <p>Action: DCH/PH to meet and discuss further with respect to getting the Info to PGRs. JH suggested perhaps the Institutes could take this forward at their welcome/induction sessions.</p> <p>Mental Health First Aiders</p> <p>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 promoting 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.</p> <p>JC to liaise with InfHR to confirm academic representative has been trained and to ensure the network is regularly publicised in newsletter.</p> <p>Update 29/11/21: Peggy Series has been trained.</p> <p>Action: JC to ask InfHR to put out a call for more academics to be trained.</p>	<p>JC/DCH/CM</p> <p>DCH/PH</p> <p>JC</p>
<p>4.</p>	<p>Covid – Return to campus</p> <ul style="list-style-type: none"> <p>• Current Beyond Level 0 measures – update</p> <p>JC reminded the Committee that buildings were set up a few months ago. Occupation of buildings still not high, some people are not following all rules but this is being picked up where we can. Inductions are still required in order to have cards activated. DCH advised the Committee that there is still a local Uni dispensation which allows staff and pgrs to remove masks when sitting 1+ metres apart. This doesn't cover visitors and UG students. When they are present then everyone needs to wear a face covering. DCH is concerned that people are using this dispensation for everyone.</p> <p>Action: to update the FAQs</p> <p>• Risk assessment responsibilities – update</p> <p>DCH said that there is still some confusion with Risk Assessments. Our default RAs cover meeting rooms etc. These allow for masks to be removed when staff and PGR students are the only people present in a meeting and are more than 1 metre apart. Where this is changed organisers should produce their own RA along with a seating plan. This is not happening generally and puts us in a difficult position. JH asked for clarification on: when does a meeting become an event or it becomes necessary to do an RA. DCH advised that if you are changing the position of the chairs and/or increasing the numbers of capacity you need to do a Risk Assessment.</p> <p>There was a suggestion we a default checkbox to the Room Booking System along the lines of: "I confirm that I have passed the default RA to the Event/Meeting organiser". ND-F agreed this would be good to have something like this.</p> <p>Action: CM to organise/discuss with Eddie Wilkinson.</p> 	<p>DCH</p>

	<ul style="list-style-type: none"> Issues and concerns There were no general issues or concerns raised. 	CM
5.	<p>Health, Safety & Wellbeing issues or concerns</p> <p>Informatics Forum</p> <ul style="list-style-type: none"> 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 is paying additional charges for cleaning and he will therefore raise with Estates. Action: CM/DCH to discuss the standard of cleaning with Peter Thomson. – move to matters arising?: Update 29/11/21 – done, cleaning team quick to respond. CLOSE. DCH asked whether the one-way system should be removed and whether we can remove tape from cupboards. JH said we could probably remove the tape but leave the one-way system in place. <p>Appleton Tower CD said that students still not wearing face coverings. She has been in a situation where students were entering the lift and refusing to put masks on so she refused them entry. Action: CM to get more posters for AT.</p> <p>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. Update 29/11/21: DCH followed up on both Bayes labs. Estates confirmed that ventilation there is adequate for those in it. Estates will check any room we ask to be checked and give us info against the expected occupancy. BF says 1.15 lab only has a small number using it and 1.26 has no one in it. BF added that people are following the signage in general and wearing masks to walk about. He wasn't sure about when they are in the open plan area. DCH confirmed that if they are PGR students and can maintain the 1m+ separation they are okay without face masks.</p> <p>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. Update 29/11/21: There was a request to find a PGR student for a MOBUG. PH advised that there were no volunteers so far. JH said we may need to ask the Directors of the CDT to push on this. DCH notified the Committee that someone in Wilkie reported unauthorised access to their office. They asked for security cameras which we have refused. We have advised them to keep their rooms locked when not in room.</p> <p>General No issues or concerns were raised.</p>	CM
6.	Laser Supervisor	

	<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> <p>Action: BF to discuss with IPAB to identify a successor.</p> <p>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.</p> <p>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.</p> <p>Action: DCH to collate list of staff who should undertake training, and date of training.</p>	DCH
7.	<p>Committee Remit and Membership</p> <p>JC had provided a link to the current membership in advance: https://web.inf.ed.ac.uk/infweb/admin/committees/health-safety-wellbeing-committee</p> <p>She also circulated a Revised Remit paper in advance, for approval/comment. There were no comments or objections and therefore JC will make a call-out for representatives and the membership will be refreshed before the next meeting.</p> <p>Action: JC to make a call-out for Committee representatives. Action: CM to arrange for remit and membership to be updated on the school intranet.</p>	JC CM
8.	<p>AOB</p> <p>Nothing raised.</p>	
9.	<p>Date of next meeting: tbc (3 times a year as per remit)</p>	