

UNIVERSITY OF STIRLING

SAFETY, HEALTH AND ENVIRONMENT COMMITTEE

Minutes of the meeting held on Friday 28th April 2017

PRESENT: Professor M MacLeod (Chair)
Mr J Galsworthy (Secretary)
Professor R O'Carroll
Mr J McDonald
Mrs A Burns
Mr L McCabe
Mr M McCrindle
Mr A Tweedie
Mr D Hodge
Mr B Ward
Mr M McDonald
Mr G MacLeod
Mr G Millar

APOLOGIES: University Secretary
Deputy Secretary
Dr D Penman
Mrs F Robb
Dr C Johnstone
Mr B Struthers
Ms E Fuller
Mr J Fraser
Mrs S Jennings

ABSENT: Union President

1. Apologies.

The Committee **noted** the apologies for absence.

2. Minutes of the previous meeting. SHE (11/16) Minutes 1

The minutes of the meeting held on Wednesday 23rd November 2016 were **approved** as an accurate record.

3. Matters arising.

There were no matters arising from the previous minutes

**4. Safety, Environment and Continuity Annual Report 2015/16 SHE (04/17) No 1
Head of SEC**

The Head of SEC provided the committee with an overview of the report relating to the University's Safety, Environmental and Business Continuity performance during the reporting period.

It was noted that the performance scores for the core HASMAP indicators have reduced in every category with the exception of Cooperation which has remained static. The greatest drop was in Competence and Communication both having fallen by 17%

A possible reason for this drop in performance scores may be due to the recent restructuring of Faculties. The head of SEC will liaise with Deans of Faculties and Faculty Safety Officers on the best way forward.

[Action: Head of SEC]

The Chair commented on the increase in sports related accidents and several possible reasons for the increase were explored e.g. more people participating in sporting activities, level of expertise / competence of participants fallen etc. The Head of SEC will liaise with the Sports Union President to attempt to find a reason for the increase.

[Action: Head of SEC]

The Head of SEC informed the committee that the use of the core HASMAP indicators as a reporting tool for Faculty / Service area annual returns had not been well received. It was agreed that SEC would revert back to a reviewed question set for the reporting period 2016/17. And HASMAP will be used as an audit tool by SEC.

[Action: Head of SEC]

The Director of Finance enquired as to why the annual report is presented to the SHE Committee in April rather than at the end of the year in keeping with other annual reports. It was explained that this was due to the SHE Committee moving from meeting in April and November to only meeting in April.

The committee has reverted back to meeting twice a year and the Head of SEC will discuss with planning when the best time to present the report would be.

The committee **endorsed** the report

[Action: Head of SEC]

5. Health and Safety Training: Now and the Future

**SHE (04/17) No2
Head of SEC**

The Head of SEC introduced the paper which the Committee then discussed.

It was agreed that there was a compelling need to revitalise the on-line training program. To aid in this revitalisation, the automatic email reminders will be re-activated. The practical manual handling training will be extended to include Faculty based staff who work in laboratories or carry out fieldwork.

The committee **noted** the training proposals

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6. Revised Health and Safety Objectives 2016-2021 Progress Report

**SHE (04/17) No3
Head of SEC**

The Head of SEC provided the committee with an overview of the progress to date.

The committee agreed that the objectives were reasonable and moving in the right direction.

7. Reviewed Health and Safety Policy

**SHE (04/17) No 4
Head of SEC**

The Head of SEC gave the committee an overview of the amendments to the policy. The committee then went on to discuss various elements of the policy.

The committee **endorsed** the Health and Safety Policy.

8. AOB

The Chair thanked the Interim Head of SEC for his excellent work.

9. Next Meeting

22nd November 2017