



Conference workshop notes and feedback

Workshop notes

The following document summarises workshop notes which were gathered during the conference, and reviewed subsequently by the Health and Safety Department.

As expected, many differing opinions came though during the workshops. However, 8 clear themes have been identified from the workshop discussions.

1. Desire for topic based pages/HSE Approved Codes of Practice (ACOP) layout style
2. Desire for summary of key points, supported by further information if more depth is required
3. Clear details on responsibilities of staff/students
4. More guidance on risk assessments - both how to complete and generic completed ones
5. Clear indication of the status of a particular document
6. Easily searchable www site
7. Cross linking between documents as appropriate
8. Desire for visually appealing presentation

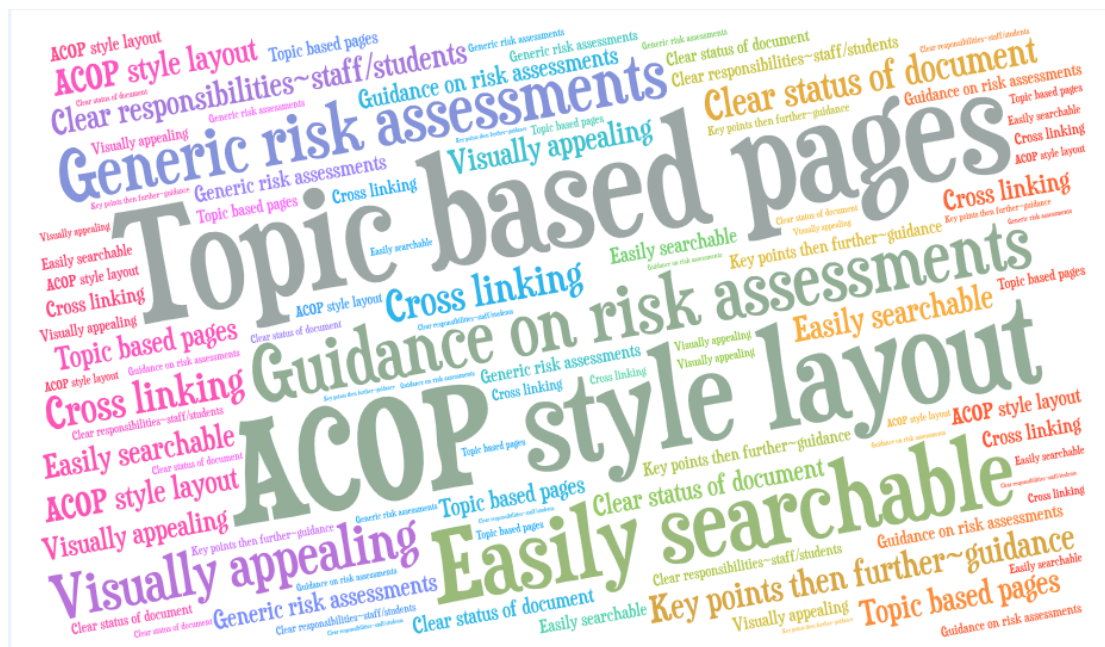
We will use some of the above themes to improve our website layout and publish the codes of practice and rearrange our guidance notes as much as we can.

However, a few of the themes that came up are already included on our website, or have already been considered and implemented or discarded, as follows:

1. Key points supported by further information more depth is required;
 - a. We have previously looked at using this layout but the difficulty arises when deciding what is 'key' information – what may be key to one type of staff member may not be key to another. However, we will try and incorporate this theme when writing guidance.
2. Clear details on responsibilities of staff/students;
 - a. There is already a section on our website detailing some assistance available for certain safety roles and responsibilities within the University – this is available at <http://www.ed.ac.uk/health-safety/safety-responsibilities>
 - b. This was formerly entitled Safety Roles but has now been renamed as Safety Responsibilities.
 - c. We will add more useful information to these pages – any suggestions gratefully accepted - and try and give the

information a higher profile.

3. More guidance on risk assessments - both how to complete and generic completed ones;
 - a. Most risk assessment templates have a guidance document accompanying them with clear details on how to complete the risk assessment form. Hopefully with our improved structure, these will be more obvious in future.
 - b. We have some generic risk assessments online. As part of the improvements suggested during the workshops, we will be looking at developing a wiki for School Safety Advisers and completed risk assessment forms can then be uploaded by School Safety Advisers to be used as generic ones (or as template ones) by other Schools/Departments.
4. Easily searchable www site;
 - a. As already circulated, we have been assured by IS that each site should be searchable by using the 'This site only' tab.
 - b. However, you need to ensure that you do not leave the site to continue searching or the tab disappears.
5. Desire for visually appealing presentation;
 - a. As part of making our information more visually appealing, we have put together the workshop feedback in a Word Cloud (see image below and image on webpage)
 - b. More images are also being added and we shall look to try to improve the visual aspects of the website wherever possible.



Post Conference feedback

Thank you for all attendees who sent back valuable feedback using our online survey.

Out of the 47 School/Departmental attendees, 16 sent us feedback which is a 34% return.

The majority of staff indicated that the conference was enjoyable and worthwhile, whereas some staff did indicate that they did not enjoy it and/or it was not worthwhile. We have taken on board the issues with sound and will endeavour to use the body microphones in future.

Some particular issues were raised. As the survey was anonymous we cannot go back to the staff in question directly, but we will endeavour to address those below:

- “There seems to be great camaraderie between the "chums" which did make a number of us there slightly uncomfortable.”
 - This was certainly not intentional - some staff members more involved in safety, for example full time Health and Safety Advisers/Managers, will, of course, know each other better and this may have come across during discussions. The Conference is an attempt to be inclusive to School etc. H&S people with whom we don't interact on such a regular basis.

- Stress and Occupational Mental Health, Reasonable adjustments and Presenteeism (combined with HR and Occupational Health)
 - This topic has already been covered in the conference in 2014 and all presentations can be found online at <http://www.ed.ac.uk/unpublished/health-safety/safety-roles/safety-conference-2014>

- Best Practices shared with other schools/support groups following accident/incidents.
 - The School Safety Advisers wiki (see Workshop notes - 3b above) could be utilised for this type of sharing.