

# University of Glasgow

## Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 22 May 2013 at 10:00 AM in the Melville Room

### Present:

Mrs Ann Allen, Mr Ian Black, Ms Mae Boyd, Dr Gordon Duckett, Mr James Gray, Ms Joanne Mcfadden, Mr David Mclean, Mr John F Malcolm, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Ms Julie Ommer, Mr Paul Phillips, Mr Deric Robinson, Mr David Somerville, Ms Aileen Stewart, Ms Selina Woolcott, Dr Robin Easton, Ms Jessica McGrellis

### In Attendance:

Miss Debbie Beales

### Apologies:

None

### HSWC/2012/40 Minutes of the Meeting held on Wednesday 13 March 2013

The Minute of the meeting of 13 March 2013 was approved.

### HSWC/2012/41 Matters arising

#### *HSWC/2012/41.1 Safety Auditing (verbal update DMcL)*

Mr McLean **informed** the Committee that there were 2 elements to the audit. For the Marsh audit, 10 of the 20 sections audited indicated that they had completed the majority of their actions. In the remaining areas, actions were either complete or on hold awaiting internal restructuring or operational change. Particular progress had been made within the School of Chemistry where there had been major work in clearing, cataloguing and preparing waste for disposal. The in-house audit was ongoing with future audits including the Library in June and the Project Section of Estates & Buildings in October. Five other University Services had already been completed and the School of Medicine and the College of Social Sciences would also be audited internally. This was deemed necessary as the College level audits conducted by Marsh had been at too high a level to be meaningful. The Committee **thanked** SEPS for all the work that had been done on this matter.

#### *HSWC/2012/41.2 Management of Stress in the Workplace draft Policy (Paper 1)*

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that all comments received via extensive consultations had now been incorporated into the draft Policy. The Committee agreed to **endorse** the Policy but noted that there might be a need to revisit the text of appendix 4, the guidance on general risk assessment for work related stress. Ms Woolcott **assured** the Committee that, as this was an appendix to the Policy rather than the Policy itself, this could be

amended at a later date without resubmitting the entire Policy for review. She also stated that she would be happy to provide support and training on this matter as required. The Committee **agreed** that Court's authority should be sought to broadcast the Policy. Ms Woolcott **thanked** everyone who contributed to the Policy.

#### *HSWC/2012/41.3 Health & Safety Risk Register (Paper 2)*

The Committee **noted** the Paper that was circulated. Ms Woolcott **highlighted** minor changes since the previous version. Mr McLean **informed** the Committee that although it was too soon to review the risk rating on fire safety at this time, risk assessments were taking place which could reduce the rating in the future. A new Fire Officer had been appointed, Mr Andy Kerr, who would assist in these. Ms Woolcott **informed** the Committee that she planned to revisit the risk register, inviting College/US reps to submit new items prior to the September meeting with changes agreed at the December meeting. This time scale was necessary in order to feed into the strategic review in January 2014.

#### **HSWC/2012/42 Draft Defibrillator Policy (Paper 3)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that she had been gathering information on the location of defibrillators and there were 9 or 10 on the University campus. The Committee **discussed** the need for appropriate maintenance/replacement regimes, suitable locations for defibrillators and liability issues. Once she had defined the locations of these defibrillators Ms Woolcott would forward that information, along with the Policy, to the College Management Groups and USMG.

#### **HSWC/2012/43 Accident Statistics (Paper 4)**

The Committee **noted** the paper that was circulated. Mr McLean **informed** the committee that there were no significant findings to report and that there were no trends emerging. He stated that total reportable incidents were falling as a result of changes in reporting (from 3 days to 7 days) as required by HSE.

#### **HSWC/2012/44 OH Report (Paper 5)**

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that the stats had recorded a rise in both management and self referrals in the College of Arts from previous quarters. University wide, the main reason for self referrals was mental health issues (both work related and other.) On the student front vaccinations had increased significantly due to mantoux and BCG clinics held for medical/dental/vet/nursing students. This would continue to rise as BCG's were no longer given to children at school. Ms Stewart also provided UCEA sickness absence comparisons in the form of a handout. She **informed** the Committee that OH had been working with HR to compare the stats with those of other universities. The report looked across 84 institutes and the average number of University of Glasgow days lost per category was lower than other institutes for academic staff and higher than other institutes for manual staff. Other categories were comparable. The main reason for absence was "anxiety/stress/depression/other psychiatric illness". Ms Stewart **informed** the Committee that she was working with HR to bring more detailed sick absence analysis to future committee meetings.

### **HSWC/2012/45 Employee Assistance Programme (EAP) Stats (Paper 6)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that this quarter marked the start of the second year of the EAP contract which meant that comparisons could be made with the same quarter last year. Uptake of the service had increased by 17%, with face to face counselling increasing by 23% and telephone counselling by 12%. Utilisation of on-line fact sheets was dramatically lower but this was to be expected as this period last year marked the launch of the service. Another publicity campaign had taken place with an article in e-campus bulletin and re-issued leaflets to Schools. The Committee **agreed** that customer feedback would be important in the review of the service which was due in September and Ms Woolcott would liaise with PPC to get this information.

### **HSWC/2012/46 Any Other Business**

There was no additional committee business.

### **HSWC/2012/47 Date of Next Meeting**

The next meeting of the HSWC will take place on Friday 20 September 2013 at 10am in the Senate Room.

*Created by: Miss Debbie Beales*