

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 13 December 2016 at 10:00 AM in the Melville Room

Present: Ms Louise Bowden, Mr Richard Cloughton, Mr James Gray, Mr Peter Haggarty, Mr Christopher Kennedy, Mr David McLean, Mr David Newall, Mr Deric Robinson, Mrs Kathleen Simmonds, Ms Aileen Stewart, Mr Graham Tobasnick, Ms Selina Woolcott, Ms Erin Ross, Ms Jessica Brown, Dr Craig Daly

In Attendance: Ms Debbie Beales, Mr Colin Montgomery

Apologies: Ms Gillian Shaw, Mr David Somerville, Dr Jane Townson

HSWC/2016/1 Minutes of the Meeting held on Tuesday 20 September 2016

The Minutes of the meeting held on Tuesday 20 September 2016 were approved.

HSWC/2016/2 Matters arising

HSWC/2016/2.1 Safety for overseas workers (verbal update SW)

Ms Woolcott informed the Committee that a 3 month pilot was due to be launched in February 2017 involving the School of Medicine, The Business School and MaRIO. Overseas travel would be recorded on CORE within the annual leave section and included an authorisation process via the line manager and a link to the risk assessment template. There would be a follow up email reminding the individual to take out University travel insurance and a link to the insurance website. Ms Woolcott agreed to update the Committee at the March meeting.

HSWC/2016/2.2 Business Continuity Officer (introductions)

The Committee welcomed the University's new Business Continuity Officer, Mr Colin Montgomery to the meeting. Mr Montgomery informed the Committee that he had commenced his new role in October and was currently working with Schools/RI's and University Services to assist in implementing bespoke business continuity plans for their areas. His aim was to have these in place with training and support by the end of his 18 month post.

HSWC/2016/2.3 Audit programme (Paper 1)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that the current audit actions were progressing well. Although Biodiversity and Psychology were still showing as 0% complete, he was happy that these would show significant progress by the next Committee meeting in March. Actions showing as 100% complete were for information only and would be removed for the next report. Four new audits were planned for 2017 with The College of Arts and Biological Services being audited first. The Committee would continue to be updated at each meeting.

HSWC/2016/2.4 DSE software (verbal update DMcL)

Mr McLean informed the Committee that the University had recently purchased 2,000 DSE (Display Screen Equipment) training and assessment licenses from Posturite. These would

be delivered as a self- service product with staff using their GUID and password to access the course (currently via the University's business systems page). This could be accessed via a link on the SEPS web pages. The course would be advertised via Campus E-News.

HSWC/2016/3 E&B Update

Mr Haggarty informed the Committee that the Estates & Buildings Health & Safety Committee continued to meet quarterly. He also met with the Director of Health, Safety and Wellbeing on a monthly basis to discuss health and safety issues.

E&B Initiatives over the past 12 months included:

- Stop/Challenge/Suggest a safer way initiative. This encouraged people to help the University to improve safety on University sites.
- It was now mandatory for the Senior Management Team to inspect all sites on a monthly basis.
- A Contractor's Forum took place every August to encourage engagement between the University and all contractors on Campus.
- A new controlled roof access policy was now in place which meant that those requiring access to roof areas would now have to seek access to these areas from one of four designated key holders.

E&B Initiatives within the next 12 months would include:

- The demolition of buildings on the former Western Infirmary site.
- Preparation for the construction of the new Mathematics and Statistics Building.
- A poster campaign entitled 'Don't Walk By' to encourage the reporting of health and safety issues.
- Contractor Management. E&B would now be conducting random quality assurance on external contractors

The Committee thanked E&B for their hard work over the past year and recognised that health and safety management within E&B had improved significantly.

HSWC/2016/4 Stress risk assessment review (Paper 2)

The Committee noted the Paper that was circulated and expressed concern about the rising number of days lost through sickness absence, particularly in relation to operational staff and to University Services as a whole. Ms Woolcott informed the Committee that she had looked at a variety of data from the staff survey to provide a snapshot of stress within the workplace. The survey used classifications derived from the HSE survey of 136 UK organisations and used a traffic light scoring system for each question. Survey findings included:

- No significant change since the previous survey in 2014. Control and overall work demands had the poorest scores followed by demand, relationships, role, change and support.
- Scores for support from peers and managers had sustained the improvement seen at the previous survey.
- There had been a 10% increase in total number of days lost due to poor mental health. This however was not reflected in OH activity where numbers referred on account of poor mental health had decreased by 12%. This could be a result of the loss of self-referrals to OH or perhaps a lack of management intervention in absence due to mental health.

- 27% of staff (down by 4%) felt unduly stressed at work with the most common reason being individual workload (72%).

Ms Woolcott informed the Committee that she had so far attended 20 School, RI and Service Management/Executive Groups to present the stress survey findings. The predominant themes that had emerged from these meetings were:

- Bullying. A number of groups felt that it would be helpful to identify whether this was coming from within the Unit, wider College/Service, from another part of the University or out with the University. Ms Woolcott would look at this for the next staff survey with perhaps an additional question at this section.
- Control. Issues included a 'bureaucratic' and non-user friendly P&DR process, an unhelpful University website that lacked an intuitive search engine and unwieldy management and financial processes.
- Demands. Most groups discussed staff working excessive hours and dealing with an increased workload with the same amount of staff. There was a feeling that this was widespread and an unspoken expectation.

Ms Woolcott informed the Committee that moving forward the University had produced a stress management action plan which was currently in draft form. The Committee would be kept updated on the progress of this plan. Initiatives that had been implemented after the last staff survey in 2014 would continue. Initiatives being considered for the future included mental health first aid, healthy working lives and mindfulness.

The Committee agreed that the action plan would be extremely important as mental health illness was on the increase throughout the world and the University of Glasgow needed to be able to provide support to those who needed it.

HSWC/2016/5 Risk Register (Paper 3)

The Committee noted the Paper that was circulated for information only.

HSWC/2016/6 OH Report (Paper 4)

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that management referrals had increased slightly compared to the same quarter last year with referral review appointments up by around 20%. This quarter was always the busiest time at OH for student work which included bloodwork, health screening and vaccinations for MVL3 students. The Committee thanked the OHU for what had been an extremely busy quarter.

HSWC/2016/7 SEPS Report (Paper 5)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there were no unusual anomalies to report. A new category had been created within the report to show the number of injuries that were not work related.

HSWC/2016/8 EAP Report (Paper 6)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that utilisation of the service continued to increase with no complaints being received. Compared to the same period last year telephone counselling had increased by 21% and face to face counselling by 71%. 66 employees had used the service during this quarter which was

21 more than the same period last year. 86% of employment issues were attributed to work related stress, the highest proportion of which was due to demands at work (42%).

HSWC/2016/9 Draft Minute US H&S Committee (Paper 7)

The Committee noted the Paper that was circulated. Mr Cloughton informed the Committee that the draft Minute was for information only but that the US H&S Committee had asked that two issues be brought to this Committee. These were:

- Responsibility for H&S management within shared occupancy buildings. The Committee agreed that this could prove problematic for buildings without a building superintendent and recommended that users of these buildings should hold building user group meetings to discuss H&S issues such as maintenance of communal areas and fire alarm testing.
- Siting and payment of Defibrillators. The Committee agreed that there was no legal requirement for defibrillators on Campus apart from areas where a risk assessment had shown a need for one such as a sports complex. The risk in an office based environment was extremely low and SEPS had no statistics that showed a need for more defibrillators on Campus.

HSWC/2016/10 Any Other Business

HSWC/2016/10.1 Building ownership/management

This was discussed and recorded under Paper 7.

HSWC/2016/10.2 Street lighting on University Place

The Committee were informed that though this was mainly under the remit of Glasgow City Council, E&B were already aware of this issue and were working to ensure that this was rectified within a fortnight.

HSWC/2016/10.3 Asbestos Register

The UNISON H&S rep raised some concerns regarding the Asbestos Risk Register. The Committee noted that the register is a set of ongoing documents, kept up to date as and when new information becomes available. This information is made available to contractors who may be working in areas with known asbestos. UNISON wished to understand to whom concerns should be raised if it was felt that information was not being utilised appropriately. The Committee agreed that concerns should be raised with local management or E&B in the first instance with regard to specific works. If concerns became broader and more about the systems in place, then these issues could be brought back to the HSWC.

HSWC/2016/11 Date of Next Meeting

The next meeting on the HSWC will take place at 10am on Wednesday 8 March 2017 in the Senate Room.

Created by: Miss Debbie Beales