

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 12 December 2017 at 10:00 AM in the Melville Room

Present: Richard Cloughton, David Duncan (Chair), James Gray, Peter Haggarty, David McLean, Deric Robinson, David Somerville, Aileen Stewart, Julie Summers, Graham Tobasnick, Selina Woolcott, Christopher Kennedy, Jim Ford, Lauren McDougall, Paul Dragsnes (for George Hepburn)

In Attendance: Karen Christoforou (Clerk), Alan Smith (PAM)

Apologies: Louise Bowden, Craig Daly, George Hepburn, Paula McKerrow, Gillian Shaw, Kathleen Simmonds, Jane Townson, Sophia Garkov

HSWC/2017/12 Minutes of the Meeting held on Thursday 21 September 2017

The Minutes of the meeting held on Thursday 21 September 2017 were approved.

HSWC/2017/13 Matters arising

HSWC/2017/13.1 Safety for overseas workers (verbal update SW)

SW reported on the continued work on the draft travel safety protocol for safety for overseas workers. The document was circulated to SMG and feedback is currently being collated. The aim was to achieve a strong buy-in to using approved travel suppliers/risk assessments whilst balancing staff expectations. The challenge was one of emphasising to colleagues the benefits of booking all travel and insurance through University approved suppliers, and therefore gaining the support and services provided by University Security staff, and the ability to track colleagues overseas, in the event of any serious incident. SW would circulate the protocol to the Committee for further feedback prior to the final version going back to SMG, and ultimately publication in early 2018.

HSWC/2017/14 Introduction to new EAP provider PAM (presentation A Smith)

The Committee welcomed Alan Smith from PAM, the University's EAP provider to the meeting.

AS took the Committee through a Management Information report, detailing the services provided by PAM and the service usage summary over the last three months. The figures highlighted a volume of hits on the providers webpage (488 from August to October), compared to the slightly disappointing number of direct phone calls (55 in the same period); however he was encouraged by the number of staff using the counselling service. Although online data could not be tracked or split by gender, AS was hopeful that a more detailed breakdown would be available in the next report, as would the College breakdown for telephone contacts. There seemed an apparent gender split, with more female colleagues contacting the service, and this was an area that both SW and AS were keen to address.

SW hoped, with the help of the TU's, to run a publicity drive in early 2018, advertising how to access this completely confidential service.

DD thanked Alan Smith for his report.

HSWC/2017/15 Safety reps role and employer duties to consult (Paper 1)

A number of issues were raised by the Unite TU Safety Representative concerning the poor awareness of duty to consult with Safety Representatives on issues, with the potential to affect the health or safety of employees. The Trade Union Reps expressed a concern that the Sport and Recreation Service had failed to meet the statutory obligations in relation to the Safety Representative and Safety Committee (SRSC) Regulations 1977, with regard to the consultation and information rights of Trade Union Safety Reps. The Convenor responded that the University was committed to fulfilling the requirements of the regulations; that discussions regarding the proposed changes in Sport were still under discussion; and that full compliance would be achieved before any changes were finalised. Unite had also raised issues around poor awareness of the wider entitlements of Safety Representatives to carry out their other duties such as requesting information, carrying out workplace inspections and accident investigations. As a result the Committee were asked to share the proposals put forward in this paper, with the appropriate colleagues within Colleges/University services to support and inform management practice.

The Committee were advised on the failure at local management level to identify who the Safety Representatives were and the basic misunderstandings between them and management. Discussion focused on the need to emphasise and promote these relationships within areas and the need of a consistent approach on the format of local safety committees.

Guidance from the Health and Safety Executive set out the legal requirements for employee consultation, outlining the functions of both union and non-union employee safety representation, clarifying the duties of employers to engage with these representatives. Accompanying this guidance, the Committee agreed that a more detailed local guidance document detailing best practice for managing the relationship between TU safety representatives and managers should be developed. CK agreed to put together a draft for the Committee to consider. The HSE guidance would also be circulated to colleagues within Schools, Institutes and Services to raise awareness of consultation, particularly in relation to changes, which may affect health and safety to employees. A list of all local safety committees and a TU list of Safety Representatives would also be prepared.

The Convenor advised that there was a plan to hold a forum in Spring 2018, involving TU reps, University H&S officers and others to ensure a common understanding of the role of TU Safety representatives.

HSWC/2017/16 Unite Scotland education sector stress survey (Paper 2)

The survey had been carried out across Scotland, but CK provided the Committee with a dataset in relation to Glasgow only, including a spread of job families and gender. Although not as large a sample as that of the recent Staff Survey, this provided some insight into the impact of stresses experienced by staff and the volume of staff who were unaware of the stress policy.

Staff were asked to rate their experiences in the job on a scale of 1-5 (low-high). Issues scoring highest in the survey included poor management, workload allocation and perceived risk of violence. The open text field had provided some further insight to responses.

DD thanked CK for putting together this data.

HSWC/2017/17 Pedestrian and transport safety (Paper 3)

Following concerns around pedestrian safety, Estates & Commercial Services had undertaken a series of reviews and proposed a number of key actions. Involving colleagues from Estates Safety and Compliance, Security and Operational Support and SEPS, reviews and risk assessments were undertaken and a series of short (up to 3 months) and medium (up to 12 months) solutions put forward, which the Committee was asked to consider.

- Adherence to traffic signage
Short Term: review traffic signs, communication plan for all campus users
Medium Term: upgrade and replace signage following formal planning application
- Speeding vehicles
Short Term: introduce 5 mph speed limit throughout campus
Medium Term: consider other measures such as traffic calming, additional site rules
- South front flagpole to James Watt South
Short Term: suspend one side of parallel parking installing barriers footpath. Lose eleven car parking spaces
Medium Term: construct new footpath
- North front - Thomson building/junction at road to Pearce Lodge
Short Term: yellow hatching to roadway surface at Thomson building/junction
Medium Term: realign surfaces to delineate areas
- West Medical Building to Dumbarton Road
Short Term: suspend parallel parking, install barrier footpath, and remove bollards. Lose nine car parking spaces
Medium Term: construct new footpath
- Chemistry Gate/University Place
Short Term: install new 'no parking' signs on pedestrian barriers, apply yellow hatching to roadway, install mirrors allowing drivers to see pedestrians
Medium Term: consider barrier or automatic bollards at University Avenue junction
- Hillhead Street
Short Term: install manual bollards, develop traffic management plan with contractors
Medium Term: install automated rising bollards with CCTV overview

The Committee was generally supportive of the short-term solutions proposed, but agreed that there must be no loss of car parking spaces. Other possible unintended consequences of some of the proposals was also discussed.

HSWC/2017/18 OH Report (Paper 4)

AS reported that improved guidance to departments appeared to be partly responsible for the decrease in numbers of management referrals.

Working alongside Jane Townson, AS reported that work carried out on health surveillance, through HR Core, would target the correct employees for this type of check. The HepB vaccination was still unavailable on a UK scale, which had resulted in a reduced number of vaccinations recorded in 2017. However, it was noted that once available again, there would be a significant catch up of HepB vaccinations, in particular amongst MVLS students.

Following the exceptionally poor uptake of the flu vaccination in the two previous years, the decision had been made to no longer provide this service.

CK raised a query on health surveillance, following a request by the TU Safety Representative, for information from a department, only to be instructed to ask Occupational Health for such data. AS confirmed that it was up to each local manager to identify, via a robust risk assessment, who should be put forward for health surveillance. It was suggested that managers may need to be reminded of the correct protocol. DMcL agreed to circulate a paper before the next meeting.

HSWC/2017/19 SEPS Report (Paper 5)

DMcL reported on both RIDDOR and non-RIDDOR incidents reported to SEPS up to September 2017.

The Fire Risk Assessment Programme highlighted the number of residential/sleeping risk premises (given highest priority) being reviewed within the required timescale. However, DMcL pointed out that targeted reviews were also being undertaken in buildings where significant construction work was taking place. This had meant the redirection of staff resource to these areas. There was currently a significant number of Category 2 premises to review.

After a less than successful test period of the audit review system, HASMAP, it was decided to continue with the existing in-house system until USHA reviewed and revised the HASMAP question set.

Six units were currently scheduled over the 2017-18 period with audit dates, from November to March, agreed for five of them. Subject to staff resource, additional units may be added. SEPS continued to support units towards completion of outstanding audit actions. In respect of the College of Arts, actions were being addressed via a College-level safety policy document currently in preparation.

HSWC/2017/20 Any Other Business

A discrepancy was raised on the recommended number to dial when contacting emergency services, whilst on campus. Historically this number had always been 4444, but there seemed to be some confusion regarding when or if to use 999. It was highlighted that using a University telephone extension and dialling 999, the caller would automatically go through to the Security Gatehouse. The Head of Security was aware of the issue, and although colleagues would be encouraged to use the 4444 number, use of 999 on mobile phones could not be stopped. Clarification was needed on this and on occasions when the external number is used, staff or students should be encouraged to follow this up with notice to the Gatehouse, in order to co-ordinate any attendance by emergency services.

NB: Following the meeting, DMcL confirmed that dialling 9-999 on a desk phone would not connect the caller to emergency services, and instead would automatically connect to Security. Desk phones could not dial out to emergency services - 4444, 999 and 9-999 all go to Security.

LMcD raised an issue on the limited allergen advice indicated on food products from Hospitality Services. Although the Service had previously promised to look into this, there had seemed to be little progress. SW would look into this and report back.

HSWC/2017/21 Date of Next Meeting

Tuesday 6 March 2018, 10am in the Melville Room.