

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Thursday 20 September 2018 at 10:00 AM in the Melville Room

**Present:** Ms Louise Stergar, Mr Richard Claughton, Dr David Duncan, Mr Paul Fairie, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr Deric Robinson, Ms Aileen Stewart, Ms Julie Summers, Mr Graham Tobasnick, Ms Selina Woolcott, Ms Fatemeh Nokhbatolfoghahai

**In Attendance:** Ms Debbie Beales (Clerk), Mrs Janice Thompson (RPS), Mr David Harty (Safety & Compliance Manager), Mr Dave Thom (UCUG)

**Apologies:** Ms Gillian Shaw, Mr Peter Haggarty, Mr James Gray, Dr Craig Daly, Mr John Neil

#### HSWC/2018/1 Minutes of the Meeting held on Tuesday 29 May 2018

The Minutes of the meeting held on Tuesday 29th May 2018 were approved.

#### HSWC/2018/2 Matters arising

##### *HSWC/2018/2.1 Overseas workers (verbal update SW)*

Ms Woolcott informed the Committee that she is working, alongside the University's Insurance and Risk Manager, with Selective Travel (the University's international travel provider) regarding the feasibility of merging the booking of insurance and travel together. The hope is to reduce the number of systems staff have to access when arranging travel. A meeting has been set up with Selective Travel for the 26th October 2018 and she will update the Committee at the December meeting.

##### *HSWC/2018/2.2 Road safety guidance (verbal update SW)*

Ms Woolcott informed the Committee that University Avenue has had all road markings refreshed and new signage put in place. This includes bollard covers and banners with directional instructions for looking when crossing the road. Future plans (currently at detailed planning stage) include widening the pavements, introducing a 20mph speed limit and alterations to the current junction at the main gatehouse.

##### *HSWC/2018/2.3 Stress management policy review (verbal update SW)*

Ms Woolcott informed the Committee that a working group was formed to look at improving the current Managing Stress at Work Policy. Taking into account the feedback, the amended Policy will be made live on the HSW web page by the end of October. Ms Woolcott will also be working with HR to form stronger links between this Policy and the Managing Attendance and Managing Organisational Change Policies.

##### *HSWC/2018/2.4 HSE visit (verbal update DMcL)*

Mr McLean informed the Committee that the University had received a letter from HSE listing seven issues raised from their two-day visit in May. The University has replied addressing these issues and whilst HSE has acknowledged receipt of this, no formal reply has yet been

received. Mr McLean informed the Committee that he does not anticipate any issues coming back from HSE.

#### *HSWC/2018/2.5 Contractor activity (verbal update DH)*

Mr Harty informed the Committee that E&CS meet with main contractors on a weekly basis. The purpose of these meetings is to co-ordinate vehicle movements, deliveries and planned works ensuring that affected areas are aware of the arrangements in place. Quarterly meetings focus on incident reporting and reviewing lessons learned with contractors providing safety performance data on works carried out on campus. At the annual contractor forum in August, E&CS launched a new Health & Safety Charter setting out five pillars of safety. These cover leadership & behaviour, the University's code of practice, communication & co-operation, risk management and lessons learned. This Charter has been endorsed by the University's eight main contractors.

#### **HSWC/2018/3 OH Report (Paper 1)**

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that OH had completed all health surveillance (HS) by the end of June with an attendance level of 92%. This is the first time this high level of attendance has been achieved and Ms Stewart informed the Committee that this is down to two things: 1. MVLS now has a single point of contact, Paul Fairie, who co-ordinates all the different units and projects and 2. There is now a self-booking system in place, which has undoubtedly increased attendance. OH vaccinations for the previous quarter have increased substantially due to the Hep B vaccine being available again. Additional Hep B clinics will take place in October where 600-700 vaccinations are expected. Moving forward OH will be focusing on skin HS involving wet workers with MVLS already tracking this and SEPS running roadshows in washroom areas to raise awareness of the need for skin HS.

#### **HSWC/2018/4 SEPS Report (Paper 2)**

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that a fatal accident within the University swimming pool in July is currently under investigation by HSE who requested the submission of an F2508 report. Internal investigations held by the University suggest that the incident was not work related and if HSE is in agreement, at the conclusion of their investigation, it is recommended that the University pursue the possibility of having the incident removed from HSE's database of work related fatalities. The Committee asked whether the University had been advised on the cause of death. Mr McLean indicated that no formal information on this has been provided to the University and noted that we do not expect the content of a post mortem report to be made available to us, although the enforcing authorities will have access to this information. Such a report will only provide a medical cause of death and the ongoing HSE investigation will assess whether any deficiencies in practice led to the occurrence.

#### **HSWC/2018/5 Audit Update (Paper 3)**

The Committee noted the Paper that was tabled on the day. Mr McLean informed the Committee that last year's audits have been completed with reports sent to all Units. For next year's audits SEPS are looking to audit one external site (perhaps Rowardennan), two NHS/UoG shared sites and three University Services. Schools with outstanding actions from last year's audit include the Business School, Interdisciplinary Studies, Education and Law but Mr McLean is confident that outstanding actions will be completed within the twelve month period.

#### **HSWC/2018/6 EAP Report (Paper 4)**

The Committee noted the Paper that was circulated and commented on the fact that there is a significant gender bias with women using the service much more than men. The Committee discussed ways to address this issue and Ms Woolcott welcomed ideas for future campaigns, we will liaise with the EAP provider to see if they have experience of running targeted campaigns to increase the uptake of the service by men.

#### **HSWC/2018/7 HSW Policy renewal (Paper 5)**

The Committee noted the Paper that was circulated. This Policy is due for renewal and Ms Woolcott will draft an amended Policy and email to Committee members for comment. A final draft will be brought to the Committee at the December meeting.

#### **HSWC/2018/8 Mental Health First Aiders (verbal update SW)**

Ms Woolcott informed the Committee that almost 200 staff have now been trained in Mental Health First Aid (MHFA). Training courses have been organised by SEPS, UNITE and various Research Institutes with training well received by attendees. Additional courses will continue to run for the rest of this year and more are planned for 2019. A meeting of all MHFA's will take place in October to see what uptake they have experienced as well as what further training/support is required. Information on MHFA as well as contact information for MHFA's is available on the HSW web site and this has been publicised in MyGlasgow News.

#### **HSWC/2018/9 Business Continuity (verbal update SW)**

Ms Woolcott informed the Committee that she met with the Senior Management Director of Professional Services (CoSE) as Schools within this area had been slow to engage with the process. He is now working with local Business Continuity Officers to progress their Business Continuity Plans (BCP). Ms Woolcott is also meeting with the Director of SUERC to discuss BCP's there and offer guidance and support.

#### **HSWC/2018/10 Any Other Business**

- Risk assessments for night workers. The Committee discussed the issue of who is responsible for implementing risk assessments for night workers with the Library used as an example. It was agreed that all involved parties, in this case IS and Security, had responsibilities and needed to collaborate on the risk assessment. SEPS would investigate this further and feedback to the relevant Committee members.
- Applications for parking permits. The Convenor informed the Committee that staff and students will be able to apply for next year's parking permits from the 1st October 2018. The new application system has been put in place to make the process fair for everyone.
- Issues with rodents. The Convenor asked the Committee if their areas were experiencing an increase in issues with rodents since the Western Infirmary was demolished. Many members are finding this an issue and Mr Harty agreed to take this issue forward within E&CS.
- Membership request from Student & Academic Services. The Clerk informed the Committee that there has been a request from the Director of Student & Academic Services to include Karen Morton (Head of Student Support and Wellbeing) in the HSWC membership. This request has been made in relation to Ms Morton's specific role, rather than as a representative for Student & Academic Services.

### **HSWC/2018/11 Date of Next Meeting**

The next meeting of the HSWC will take place on Monday 10th December 2018 at 10am in the Melville Room.

*Created by: Miss Debbie Beales*