

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Friday the 2<sup>nd</sup> of June 2023 at 10am in the Melville Room

**Present:** David Duncan, Ian Campbell, James Gray, Peter Haggarty, David McLean, Gary Stephen, Selina Woolcott, Hazel Bookham, David Harty, Louise Stergar, Mhairi Docherty, Gordon McKellar, Sharon Burns, Chris Kennedy, Mark Wildman, Jenna Millar

**In Attendance:** Debbie Beales

**Apologies:** Cyril Pacot, Hailie Pentleton, Gillian Shaw, Paula McKerrow, Rosie Thompson

#### Convenor's Business

The Committee welcomed new members to the HSWC:

- Mhairi Docherty, People and Organisational Development, who replaces Elise Gallagher.
- Gordon McKellar, UNISON.
- Rosie Thompson, not in attendance today, will replace Billy Howie as the CoSS rep.

#### Minutes of the Meeting held on Tuesday 7<sup>th</sup> of March 2023

The Minute of the previous meeting was approved.

#### Matters arising

##### Estates Safety Report (Paper 1)

The Committee noted the Paper which was circulated for information only. The report includes details on near miss reporting, safety performances, incidents, accidents, audits and inspections. A new Compliance Advisor, John O'Donnell is now in post, bringing a wealth of health and safety experience to the role.

##### E-scooters fire risk (verbal update)

The Committee discussed the issue of e-scooter batteries catching fire due to a potential design fault. The fire is caused by chemical reactions within the lithium-ion battery which causes a runaway reaction, making it impossible to extinguish using traditional methods. The Committee agreed that University guidance will state that e-scooters are not allowed within University buildings, including University-owned student accommodation. This will be reviewed as other relevant guidance, such as that of the Scottish Fire & Rescue Service, is amended. It is currently illegal for private E-scooters to be used in public places, including on public roads and footpaths, but this could change.

##### Gas inspection protocol (Paper 2)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that the purpose of the paper was to explain what a manifold system is and what the legal requirements are for maintenance and statutory examinations. Within the University the Unit/School in control of the system is currently responsible for their maintenance. The Committee agreed that a sub-group should meet to discuss whether this should be at College

level. Maintenance is typically arranged via a specialist gas systems company and statutory examinations by surveyors employed by Zurich Engineering.

Following an issue with manifold pipework within Nanotechnology, it was found that maintenance was not happening at all sites. Some systems are not being recorded and there is currently no centralised asset register. A survey is underway to identify all manifold systems across campus. Relevant Units/Schools will work with SEPS to ensure that all systems are recorded. Once completed, Zurich Engineering will add this list to their schedule to check that maintenance is taking place at all locations. SEPS will revise and expand their existing guidance and issue it to the relevant Units, as well as publishing it on their webpages.

### **Occupational Health and Wellbeing Report (Paper 3)**

The Committee noted the Paper that was circulated. Hazel Bookham informed the Committee that there were no significant findings to report. Usage of the EAP is still low, and Hazel asked the Committee to try and think of ways to publicise the service to staff.

### **SEPS Report (Paper 4)**

The Committee noted the Paper that was circulated for information only. David Mclean informed the Committee that, from the 1<sup>st</sup> of July 2023, the Scottish Fire and Rescue Service (SFRS) will stop attending automatic fire alarm (AFA) call outs to commercial business and workplace premises, such as factories, offices, shops and leisure facilities - unless a fire has been confirmed. This will not affect student accommodation where the automatic turnout will still apply. The impact of this policy change on the University is expected be minimal as it implemented the practice of investigating alarm activations prior to calling SFRS a number of years ago.

### **Audit update (Paper 5)**

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

### **Sickness absence stats (Paper 6)**

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

### **Stress Risk Assessment (Paper 7)**

The Committee noted the Paper that was circulated. Selina Woolcott informed the Committee that this paper was created to provide an organisational level risk assessment for work-related stress following the results of the 2022 staff survey. Selina asked the Committee that if they felt that any of the risk ratings were incorrect or had any other initiatives to include in the control measures, to email her directly.

### **Covid (verbal update)**

Selina Woolcott informed the Committee that moving forward the Scottish Covid Enquiry will, in the first instance, be liaising with Universities Scotland rather than with individual Universities, although institutions are likely to be approached for finer detail if required. Selina has volunteered to work, in consultation with David Duncan, with a newly appointed Public Health Scotland led pandemic preparedness group.

### **Any Other Business**

There was no other business.

**Date of Next Meeting**

The next meeting of the HSWC will take place at 10am on Friday the 22nd of September 2023,  
Location TBC.

Created by Debbie Beales