

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 10 December 2014 at 12:00 AM in the Melville Room

Present:

Mr James Gray, Mr David McLean, Mr John F Malcolm, Dr Catherine Martin, Mr David Newall, Ms Julie Ommer, Mr Paul Phillips, Mr Deric Robinson, Mr David Somerville, Ms Aileen Stewart, Ms Selina Woolcott, Ms Louise Bowden, Mr Liam King, Mr Oscar Schafer

In Attendance:

Ms Debbie Beales, Mr Richard Claughton

Apologies:

Mrs Ann Allen, Ms Christine Barr, Ms Mae Boyd

HSWC/2014/1 Convenors Business

The Convenor welcomed Oscar Schafer, the second SRC member, to the group. He also welcomed Mr Richard Claughton, Deputy Director HR, who was deputising for Christine Barr.

HSWC/2014/2 Minutes of the Meeting held on Tuesday 16 September 2014

The Minute of the meeting held on Tuesday 16 September 2014 was approved.

HSWC/2014/3 Matters arising

HSWC/2014/3.1 OH Report (Paper 1)

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that activities for external clients had continued to decrease. This had been expected as ex MRC staff were now incorporated into the University figures within the report. Activities for MVLS students and some staff had increased, such as fitness to practice. Contrary to expectation, there had not been a rise in management referrals for mental health following the cessation of self-referral appointments. Ms Stewart **informed** the Committee that due to increasing demand admin and clinical staffing resources had been reviewed. As a result, additional resources had been approved for a part time receptionist and for a second OH physician to work one half day session per fortnight. The vacant deputy manager post was currently being advertised and it was hoped that it would be filled in the New Year.

HSWC/2014/3.2 SEPS Report (Paper 2)

The Committee **noted** the Paper that was circulated. Mr McLean **informed** the Committee that there were no major anomalies within the report. The Committee **requested** that future reports should also record near misses.

HSWC/2014/3.3 EAP Report (Paper 3)

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that utilisation had increased dramatically both year on year and since the previous quarter. It was possible that this was due to the cessation of the self-referral service within OH. The new drop-in service for staff had been launched within CAPS and was currently running 2 days per week. There had been low usage of this service so far with only 5 staff using the service in the last quarter. Ms Woolcott would continue to bring the drop-in stats to the Committee. Ms Woolcott **informed** the Committee that a new head of CAPS had recently been appointed. He was currently reviewing what additional resources could be made available to staff and it was hoped that a pilot of wider in-house mental health support for staff would commence in Spring 2015.

HSWC/2014/3.4 Review of US safety committees (Paper 4)

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that a review had taken place responding to a concern from UCU reps over routes where staff could raise health and safety issues. Some areas already had a safety committee in place, and it was proposed that they continue. In addition it was proposed that two new safety committees should be created within US, one for administrative activities and one for technical/operational activities. This proposal had been presented to USMG who were supportive of the idea. Services without a safety committee had been asked to nominate reps for these new committees, which would meet quarterly, by 9 January 2015. Ms Woolcott **agreed** to update the Committee at the next meeting in March.

HSWC/2014/4 SEPS Audit Programme report (DMcL) (Paper 5)

The Committee **noted** the Paper that was circulated. Mr McLean **informed** the Committee that he had monitored the pattern of completion rates and was satisfied that there was no need for the Committee to chase up non respondents this time round. Awareness that response levels were being monitored by this committee was already having a motivational effect. The University's insurers Sun Alliance were satisfied that the reports produced by SEPS were of a quality consistent with their own template. Mr McLean **agreed** to add a completion date column to future reports, and a flag indicating where priority recommendations had not been addressed.

HSWC/2014/5 Stress survey analysis feedback to local areas update (verbal report SW)

Ms Woolcott **informed** the Committee that she had been visiting Schools, RI's and University Services to help them interpret results and address issues that had been raised by the stress section of the staff survey. She had visited 33 so far with further meetings set up for January. Red areas had improved from the last staff survey and it was hoped that this was as a result of interventions that had taken place after the last survey. Common themes included the volume of demands/prioritising demands and the ability to take regular breaks. In order to investigate this further, a suggestion would be that future staff survey questions in this section would drill down further to find out why this was the case. Another issue was that there were too many approvals required within processes i.e. expenses/Agresso/post management process. SMG were keen to address this and the next strategic planning process has this as a key strand. In the matter of bullying, it was clear that staff interpreted bullying in a variety of ways. Future staff survey questions relating to this issue would be reviewed to see if there was a way to drill down further into this issue.

HSWC/2014/6 Review of strategic role of HSWC (Paper 6)

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that a short life working group, which included reps from E&B, UNISON, MVLS and CoSS, had met to discuss the role of the HSWC. The working group felt that the Committee approved and revised Policies without considering fully the financial impact on Schools, RI's and Professional Services. There was also a need to clarify the status of staff taking on the role of safety co-ordinator/fire warden to ensure that these roles were not seen as voluntary and therefore of lower priority than their substantive post duties. The Committee **agreed** that when working on Policies in the future that they would look at the resource implications before making final decisions. The Committee **discussed** the role of HSWC in resourcing health and safety and **agreed** that this fell under the remit of SMG. Once resourcing implications of new policies were identified, those which were substantial would be referred to SMG for consideration.

HSWC/2014/7 E-cigarettes (verbal report SW/DMcL)

Mr McLean **informed** the Committee that the University of Glasgow appeared to be among the minority of universities that did not yet have a policy on e-cigarettes. He stated that banning e-cigs on a safety basis did not seem appropriate as the risk was hard to justify. The Committee **agreed** that the University had a decision to make and that Mr McLean should forward all documentation on this matter to the Convenor who would raise the issue at a future SMG meeting.

HSWC/2014/8 Health & safety for students (verbal report JO)

Ms Ommer **informed** the Committee that she and the SRC reps had taken the issue of students working alone and/or without adequate training to the Student Support Committee (SSC). The SSC were concerned that although there was a Lone Working Policy for staff there wasn't one for students. The Committee **agreed** that the Executive Group would discuss the matter further and feedback to the Committee in March.

HSWC/2014/9 Any Other Business

There was no AOB.

HSWC/2014/10 Date of Next Meeting

The next meeting of the HWSO will be held on Wednesday 11 March 2015 at 10am in the Melville Room.

Created by: Miss Debbie Beales