

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 9 March 2016 at 10:00 AM in the Melville Room

Present:

Mrs Christine Barr, Ms Louise Bowden, Mr James Gray, Mr David McLean, Mr John F Malcolm, Mr David Newall, Ms Julie Ommer, Mr Paul Phillips, Mr Deric Robinson, Ms Aileen Stewart, Mr Graham Tobasnick, Ms Gillian Shaw, Mr Oscar Schafer

In Attendance:

Ms Debbie Beales, Mrs Susan Cartwright, Dr Nick Elliott,

Apologies:

Mrs Ann Allen, Mr David Somerville, Ms Selina Woolcott, Ms Una Marie Daragh

HSWC/2015/21 Convenors Business

The Convenor **welcomed** Dr Nick Elliott to speak to items 3 and 4. He also welcomed Mrs Susan Cartwright, deputy manager for OH, who was observing only.

HSWC/2015/22 Minutes of the Meeting held on Wednesday 9 December 2015

The Minute from the meeting of 9th December 2015 was approved.

HSWC/2015/23 Matters arising

HSWC/2015/23.1 Safety for overseas workers (verbal update DN)

Mr Newall **informed** the Committee that insurance for UG students studying abroad had been approved by SMG and would be put in place by the insurance section of the finance office within the next few weeks. Mr Newall would update the Committee at the next meeting.

HSWC/2015/23.2 Staff counselling, in-house (verbal update SW)

Ms Stewart **informed** the Committee that at a recent meeting it had become apparent that due to staff/space issues this pilot could not currently move forward. The Committee **asked** that they be kept updated as appropriate.

HSWC/2015/24 Asbestos Policy (Paper 1)

The Committee **noted** the Paper that was circulated and **agreed** that they supported the Policy.

HSWC/2015/25 Asbestos update (verbal update NE)

Dr Elliott **informed** the Committee on the steps that had been taken in recent years to improve the University's management of asbestos. There was now an asbestos register and staff were asked to report all asbestos related work through the E&B helpdesk to ensure that the register was up to date. The involvement of building users was vital in maintaining the register and Asbestos awareness training was now provided for relevant staff such as

building or cleaning supervisors. Re inspections would take place annually with remedial work being done as appropriate and the priority moving forward was the launch of the asbestos database for staff and contractors to access. The Committee **thanked** Dr Elliott for his work thus far.

HSWC/2015/26 EAP Quarterly Report (Paper 2)

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that overall use of the service continued to increase. Statistics showed that users of the service preferred telephone over face to face counselling with face to face decreasing and telephone counselling increasing. There had been one complaint from an individual who felt that they had been inappropriately denied bereavement counselling. Optum's investigation showed that they felt that the short term counselling provided by them wasn't sufficient and that the individual would be better supported through their GP. The complaint from the previous report about accessibility had now been addressed with Optum introducing a question to all those seeking face to face counselling about any special requirements they might have. The employee drop in service at CaPS was still in operation 2 days a week and usage of the service had doubled since the previous quarter.

HSWC/2015/27 EAP Annual Report (Paper 3)

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that overall use of the service had increased by 21% compared to the previous year. The current contract expired at the end of June 2016 but the APUC strategy for the procurement of EAP services was currently behind schedule which could mean extending this slightly to maintain service between contracts.

HSWC/2015/28 HSW Annual Report (Paper 4)

The Committee **noted** the Paper that was circulated.

Mr McLean **informed** the Committee that SEPS had moved location in May last year to the Isabella Elder Building. Once more there had been changes in staffing both in SEPS and OH. SEPS highlights from the last 12 months included:

- The launch of the USHA document 'Leadership and management of health & safety in higher education' was a key feature and would influence the University's own policy in future.
- In house policies developed included 'responsibility and training needs for line managers', the Hot Work Policy and templates for work placement and DSE risk assessments.
- Working arrangements were revised with external partners such as NHS GCC and GCC/Glasgow life for the newly developed Kelvin Hall.
- The chemical safety adviser had been seconded half time to E&B to assist with safety management including the district heating scheme.

Ms Stewart **informed** the Committee that health surveillance (HS) within Occupational Health (OH) had been substantially overhauled in early 2015 to ensure that the correct staff were receiving HS. Local safety co-ordinators within the Schools were now responsible for notifying OH about staff requiring HS. This had resulted in a substantial increase in those receiving HS as well as an increase in return rates. Ms Stewart **thanked** MVLS for their help in this matter. Ms Stewart **informed** the Committee that within OH referrals had increased by 30% from the previous year and reviews by 22%. Student work had also increased with electives rising by 70% and fitness to practice consultations by 33%. The appointment of an

additional OHP one morning per fortnight was helping with the rise in student work and this was appreciated by affected Schools.

Mr Gray **informed** the Committee that the University had received 2 SEPA visits (one at each campus) with excellent results at each location. Mr Gray had recently conducted a walk round the Western site with the NHS Radiation Protection Adviser regarding areas of potential concern and a radiation decommissioning report would be generated. The NHS had conducted all sampling so far and the University had received a verbal report. Mr Gray was confident that there was no risk to people but that there might be a cost implication involved.

The Committee **thanked** the team for their work over the last 12 months and **agreed** that the executive summary and annex should be presented at the next Court meeting.

HSWC/2015/29 OH Report (Paper 5)

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that compared to the previous year most activities had increased, some significantly. These included management referrals, review appointments and research passports. Research passports were proving problematic when it came to ownership of the process within the NHS and this was something that other universities were also finding an issue. In the matter of management referrals, incomplete forms were being received from line managers resulting in them being returned for further information. Local HR were working with LM's to ensure that more robust applications were in place. Ms Stewart **tabled** a Paper comparing the University's absence stats against other HEI institutions. Under reporting for sickness absence within academic staff was recognised as an ongoing issue.

HSWC/2015/30 SEPS Report (Paper 6)

The Committee **noted** the Paper that was circulated. Mr McLean **informed** the Committee that on the matter of slips and trips, lighting or poor surface areas were a regular contributory factor, particularly in the winter months. The Committee **agreed** that an active regime was required to ensure regular proactive inspections and maintenance of lighting and paved areas and that a meeting should take place to discuss this further with E&B. Mr McLean tabled the latest audit report and informed the Committee that as SEPS were currently without a Biological Safety Adviser some audits had been postponed. The post had now been filled by Dr Alice Gallagher who worked at the Garscube Campus and would commence her new role in June 2016. The Committee **agreed** that letters should be sent to all Units with less than 100% completion rate cc'ing in the relevant HSWC rep.

HSWC/2015/31 Commentary and gap analysis on USHA leadership guidance (Paper 7)

The Committee **noted** the Paper that was circulated and the following possible action points:

- Safety risk register. The Committee **agreed** that this be revisited annually by the Committee to ensure that it remained current and relevant.
- Significant partnerships and collaborations. Overseas Collaborations was an area where further consideration of H&S arrangements could prove valuable. Student Unions were areas where the University had limited authority to directly regulate activities meaning that currently they did not fall within the University's health & safety regime. The Committee **agreed** that a solution to this could be to make them part of the University's internal audit process as a condition of the grant process. The

Committee **thanked** Mr McLean for drafting the document and the Convenor **agreed** to forward the guidance with commentary to Court/SMG and relevant Heads.

HSWC/2015/32 Draft Minute from US H&S Committee admin/office (Paper 8)

The Committee **noted** the Paper that was circulated.

HSWC/2015/33 Any Other Business

Christine Barr informed the Committee that the sickness absence policy was being redefined to change how we support staff on sickness absence. The Bradford score would be replaced with a series of formal review points that would be triggered by one of the following:

- 3 occasions of absence within 3 months
- 5 occasions of absence within 12 months
- 12 or more days of sickness absence, from more than one period of absence, within the last 12 months.

The Convenor **informed** the Committee that this was Ms Ommers final HSWC and **thanked** her for her contributions over the years as well wishing her success in her future endeavours.

HSWC/2015/34 Date of Next Meeting

The next meeting of the HSWC will take place on Wednesday 1st June 2016 at 10am in the Senate Room