

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 1 June 2016 at 10:00 AM in the Senate Room

Present: Mrs Christine Barr, Ms Louise Bowden, Mr David McLean, Mr John F Malcolm, Mr David Newall, Ms Aileen Stewart, Mr Graham Tobasnick, Ms Selina Woolcott

In Attendance: Ms Debbie Beales

Apologies: Mr James Gray, Ms Gillian Shaw, Mr Paul Phillips, Mr Oscar Schafer, Mr Deric Robinson, Ms Una Marie Daragh, Mr David Somerville

HSWC/2015/1 Minutes of the Meeting held on Wednesday 9 March 2016

The Minute of the meeting of Wednesday 9th March 2016 was approved.

HSWC/2015/2 Matters arising

HSWC/2015/2.1 Safety for overseas workers (verbal update DN)

Mr Newall informed the Committee that international travel insurance for UG students had been approved and was now available online. The Committee **discussed** the fact that COREHR had an option for international travel in the drop down leave menu which could be a possible mechanism for the authorisation of international travel for staff. The system also allowed uploading of documents which could be a method for recording risk assessments for international travel. Mrs Barr and Ms Woolcott agreed to investigate this further and feedback to the Committee in September.

HSWC/2015/2.2 Lighting on campus (verbal update DN)

Mr Newall informed the Committee that E&B had now implemented a more robust inspection regime that would be monitored over the coming months.

HSWC/2015/3 OH Report (Paper 1)

The Committee **noted** the Paper that was circulated. Ms Stewart informed the Committee that the volume of OH activities continued to rise and that health surveillance compliance was improving overall, with the exception of Biodiversity. A Chief Technical Officer for this area had recently been appointed who could be approached to progress the issue. Management referrals from the College of Arts had almost doubled in comparison to the previous 3 quarters, CoSE/CoSS remained steady and MVLS numbers had dropped slightly. The Committee **thanked** the OH team for their continued hard work.

HSWC/2015/4 SEPS Report (Paper 2)

The Committee **noted** the Paper that was circulated. Mr McLean informed the Committee that there were no significant trends to report.

HSWC/2015/5 Audit Report (Paper 3)

The Committee **noted** the Paper that was circulated. Mr McLean informed the Committee that a communication from the Secretary of Court to Units with outstanding actions had led to a significant improvement in the amount of completed actions. New audits had been hindered due to staff vacancies within SEPS but this would be eased with the Biological Safety Adviser post being filled by Alice Gallagher from the Centre of Virus Research on 6th June 2016.

HSWC/2015/6 EAP Report (Paper 4)

The Committee **noted** the Paper that was circulated. Ms Woolcott informed the Committee that overall uptake of the service had increased by 66% compared to the same period last year. This was mainly due to telephone counselling which had increased by 100%. Face to face counselling remained constant. There were no complaints raised during this period. The current provider of this service, Optum, would continue until June 2017. A tendering process for the next supplier would be run using the APUC framework.

HSWC/2015/7 Safety Risk Register (Paper 5)

The Committee **noted** the Paper that was circulated. Ms Woolcott informed the Committee that this had last been updated in 2013 and was now due for review. After receiving comments from members of the Committee and service heads she had amended the register. It now listed all current outstanding risks along with 2 new ones (campus lighting and international travel). The Committee split into groups to decide which items should be prioritised and monitored over the next few months. Ms Woolcott agreed to use this input to identify the top risks, grouped as appropriate, into a revised register which could then be used by the Committee to identify key actions and monitor progress.

HSWC/2015/8 Draft Minute US H&S Committee admin/office (Paper 6)

The Committee **noted** the Paper that was circulated and **considered** the concerns that had been raised. Mr McLean informed the Committee that he was due to meet with the Chair of the Committee to discuss issues on fire risks which he would feedback to the HSWC at the next meeting. The issue on building maintenance was already being addressed by E&B. On the matter of mental health, Ms Woolcott agreed that once the staff survey results were available she would look, with the Health and Wellbeing working group, at what options might be available for training and supporting staff. These could include mental health first aid, mindfulness, resilience or other measures.

HSWC/2015/9 Business Continuity Management (Paper 7)

The Committee **noted** the Paper that was circulated. Mr Newall informed the Committee that an internal audit on BCM had been very critical and various recommendations had been made. As a result the following key actions would be put in place:

- A short term working group to be set up to review BC documentation, establish a rolling programme to implement/review plans and find resources to support this programme. It was anticipated that this group would include the Secretary of Court and College Secretaries.
- The creation of a cross-University BC governance group to oversee and monitor BC management across the University which will report to the HSWC.
- A temporary post to be created to assist School, Institute and Service Heads in establishing business continuity plans - a job description was currently in draft form.

HSWC/2015/10 Any Other Business

- Mr McLean informed the Committee that an incident potentially involving a highly toxic material had occurred in the Joseph Black Building. A PG student had been conducting an experiment without using gloves and felt several drops of liquid on his hand. Unsure what the liquid was, an ambulance was called. The nature of the material involved led to a full emergency response including Police, Paramedics, Fire and Special Hazards Unit. After assessment from the emergency services he was released from the ambulance without further medical treatment. As the person wasn't actually injured this incident was not reportable to HSE.
- Decommissioning of controlled radiation area labs in the Joseph Black Building would be taking place over the next 4 weeks.
- The Chemical Safety Adviser post will be advertised shortly as the current post holder is leaving to work with E&B. However, he will continue to provide Chemical Safety support for University until the post is filled.

HSWC/2015/11 Date of Next Meeting

The next meeting of the HSWC will take place on Tuesday 20th September 2016 at 10am in the Senate Room, Main Building.