

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 20 September 2016 at 10:00 AM in the Senate Room

Present:

Mrs Ann Allen, Mrs Christine Barr, Mr James Gray, Mr David McLean, Mr David Somerville, Ms Aileen Stewart, Mr Graham Tobasnick, Ms Selina Woolcott, Mr John F Malcolm

In Attendance:

Ms Debbie Beales, Mrs Kathleen Simmonds, Dr Alice Gallagher

Apologies:

Mr David Newall, Mr Deric Robinson, Ms Gillian Shaw

HSWC/2016/1 Minutes of the Meeting held on Wednesday 1 June 2016

The Minute from the previous meeting was approved.

HSWC/2016/2 Convenors Business

Mrs Allen **informed** the Committee that she would convene the meeting in the absence of Mr Newall. This would be her last HSWC meeting as an ex-officio member with Peter Haggarty attending future meetings for E&B. She **informed** the Committee that Paul Phillips had retired from the University over the summer and the Committee were awaiting a replacement rep from the College of MVLS. John Malcolm was also due to retire from the University and the Committee **thanked** him for all his hard work on the Committee over the years and **welcomed** Kathleen Simmonds as the new rep for the College of Social Sciences. Mrs Barr **informed** the Committee that this would be her last meeting as an ex-officio member with Richard Cloughton attending future meetings for HR. The Committee **welcomed** Dr Alice Gallagher who was observing as the new Biological Safety Adviser for SEPS.

HSWC/2016/3 Matters arising

HSWC/2016/3.1 Safety for overseas workers (verbal update SW/CB)

Ms Woolcott **informed** the Committee that she and Mrs Barr had met with the University's Insurance and Risk Manager and discussed the recording of overseas travel risk assessments and insurance forms on CORE. It was still early days and they were currently scoping the suitability of this. Mrs Barr **informed** the Committee that CORE certainly had the functionality but that the challenge would be engaging management units to implement and enforce the process. She **asked** the Committee to publicise the fact that all overseas travel should be recorded on CORE. The Committee would be kept updated on the progression of this item.

HSWC/2016/3.2 Safety risk register (Paper 1)

The Committee **noted** the Paper that was circulated and were happy with the documented proposals. Ms Woolcott **agreed** to add biosecurity to the bio hazards section as well as adding a column listing ownership details for each item.

HSWC/2016/3.3 Fire risks (verbal update DMcL)

Mr McLean **informed** the Committee that Billy Russell was the new Senior Fire Officer. Mr Russell had recently attended a meeting of the Health and Safety Committee for US admin/office staff to discuss fire alarm testing. An audit of records kept by Central Services on alarm testing showed that more buildings than previously thought were doing weekly alarm testing and Mr Russell was working with AFO's to ensure that this continued.

HSWC/2016/4 Health and Safety Policy Statement (Paper 2)

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that they had until the end of this week to provide any comments on the document. The Policy would be published at the end of September and publicised in the Campus News.

HSWC/2016/5 Business Continuity (verbal update SW)

Ms Woolcott **informed** the Committee that interviews for the post of Business Continuity Officer (BCO) were taking place on 28 September 2016 and she hoped to have someone in post by the New Year. The post, which was for 18 months, was created to help Schools and RI's review existing BC plans, implement new BC plans and to organise BC governance. A meeting of HoC, HoRI's and the new BCO would take place once the appointment was made and Ms Woolcott would update the Committee once the BCO was in post.

HSWC/2016/6 Staff survey overview (verbal update SW/CB)

Mrs Barr **informed** the Committee that she had been delighted with the 68% response rate (up 8% from the previous survey). The purpose of the survey had been to measure levels of employee satisfaction and to identify areas of best practice and areas for improvement. The following information came from the survey:

- The respondent profile showed that 53% of respondents were female, 41% male and 6% other/not stated. This was in line with the male/female balance across the staff population.
- Within job family respondents were 42% R&T, 34% MPA, 8% technical and 3% Clinical. 3% did not state their job family.
- 91% of employees felt that the University was a good place to work (compared to 88% in other HEI's using the Capita Survey).
- Areas of good practice included University Leadership/Line Management, Equality & Diversity/Dignity at Work and Pay and Conditions.
- Areas for improvement included Meaningful P&DR, Workload demands/Conflicting Priorities and Harassment and bullying. 4% of respondents still felt bullied or harassed (the same as the previous survey) despite various campaigns on Campus such as the Full Stop campaign.
- An SMG subgroup had picked 15 benchmark questions and compared them to the previous survey. Of these - 11 had shown an improvement, 2 had remained the same and 2 were flagged as red which denoted deterioration.

- Going forward local meetings/roadshows would take place to share the outcome of the staff survey at SMG and local levels. Mrs Barr **asked** the Committee to encourage staff to attend and engage in these meetings.

Ms Woolcott **informed** the Committee that a subset of questions from the staff survey had been fed through the Health & Safety Executive (HSE) stress indicator tool to show the results from the perspective of HSE management standards. Stress issues flagged up by the survey would be fed back to Schools, RI's and Services, with Ms Woolcott attending management and staff groups as required. The Committee **agreed** that Ms Woolcott and Mrs Barr should meet to review the support available for managers to assist them on implementing the Stress at Work Policy. Although there were already training courses in place within the University this would be an opportunity to review the provision and profile of the training. The following key issues came from the survey:

- High priority –
 1. Relationships - feeling bullied remained at 4% overall with the poorest score within operational staff. Most respondents identified the source of bullying as someone senior to them with 59% not reporting the bullying due to a belief that nothing would happen or that they would be identified as a troublemaker.
 2. Control - Respondents unanimously agreed that bureaucracy was still a major problem with excessive approvals required for routine decisions.
- Medium Priority -
 1. Demands - workload remained problematic with 28% of staff still struggling to take regular breaks.
 2. Relationships - 25% of Clinical and 37% Operational staff reported strained relationships at work and the Committee discussed the possibility of a drop down box for this question in the next staff survey to seek clarification.
- Ms Woolcott informed the Committee that she had made the following recommendations:
 1. Increase awareness of relevant policies
 2. Review data to identify ill health and adverse behaviour trends
 3. Identify opportunities to reduce 'red tape'
 4. Make optimum use of P&DR
 5. Encourage openness

HSWC/2016/7 OH Report (Paper 3)

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that the volume of activities continued to grow year on year. OH were seeing a significant increase in requests from medical/dental/nursing students for completion of paperwork for electives as well as working for the NHS. As this was directly related to tighter governance within the NHS the requests would only continue to grow.

HSWC/2016/8 SEPS Report (Paper 4)

The Committee **noted** the Paper that was circulated. Mr McLean **informed** the Committee that as always slips and trips were the biggest cause of reportable incidents on Campus. Injuries with sharps/needles were typically minor but it was hoped that numbers could be reduced and the new Biological Safety Adviser at SEPS had been tasked with exploring all such incidents this year with a view to identifying trends and potential improvement opportunities. Mr McLean **tabled** a Paper on the audit programme which showed that of the 40 actions from pre 2016 only 11 were outstanding. The majority of these were at least partially closed and Mr McLean would update the Committee on these at the next HSWC meeting.

HSWC/2016/9 EAP Report (Paper 5)

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that utilisation of the service had increased by 46% compared to the same period last year with telephone counselling up by 13% and face to face counselling up by 33%. The recent staff survey showed that 65% of respondents were now aware of the service, 7% had used the service and 83% would recommend the service to others. Ms Woolcott **informed** the Committee that the new APUC framework for Counselling Services had been awarded to People Asset Management and she would compare their buyers guide and pricing structure with that of the current provider.

HSWC/2016/10 Draft Minute H&S Committee admin/office (Paper 6)

The Committee **noted** the Paper that was circulated and **agreed** that there were sufficient defibrillators on Campus with the possible exception of the St Andrews Building. This could be discussed further at a H&S meeting that had been set up for users of the St Andrews Building on 26 September 2016.

HSWC/2016/11 Any Other Business

Mr McLean **informed** the Committee that an online DSE assessment package was being piloted and he would update the Committee at the next meeting

HSWC/2016/12 Date of Next Meeting

The next meeting of the HSWC will take place on Tuesday 13 December 2016 at 10am in the Melville Room.