

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 8 March 2017 at 10:00 AM in the Melville Room

Present: Ms Louise Bowden, Mr Richard Claughton, Mr Peter Haggarty, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr David Newall, Mr Deric Robinson, Ms Gillian Shaw, Mrs Kathleen Simmonds, Ms Aileen Stewart, Ms Julie Summers, Mr Graham Tobasnick, Ms Selina Woolcott, Dr Jane Townson, Ms Jessica Brown

In Attendance: Ms Debbie Beales, Dr Alice Gallagher, Mr Colin Montgomery

Apologies: Mr James Gray, Dr Craig Daly, Ms Erin Ross, Mr David Somerville

HSWC/2016/1 Convenors Business

The Convenor welcomed Jane Townson, the new HSWC rep for MVLS, and Julie Summers, the new HSWC rep for UCUG, to the Committee.

HSWC/2016/2 Minutes of the Meeting held on Tuesday 13 December 2016

The Minute from the meeting on 13 December 2016 was approved.

HSWC/2016/3 Matters arising

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

Ms Woolcott informed the Committee that the current pilot for using CORE to register and authorise overseas travel is progressing well with issues being addressed as they arise such as IT, templates etc. Ms Woolcott agreed to update the Committee on the outcome of the pilot at the May meeting.

HSWC/2016/3.2 Business Continuity (verbal update CM)

Mr Montgomery informed the Committee that he is still gathering nominations for US/College business continuity management teams. Two training events have taken place so far within DAO and the Museum with others to follow. Colleges still have to finalise nominations but progress so far is good. Mr Montgomery agreed to update the Committee at the September meeting.

HSWC/2016/3.3 Audit programme (Paper 1)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that any outstanding action follow ups are in hand and a further 4 audits are planned for 2017 in the College of Arts, SUERC, SRS and Biological Services. Portia Lamb, Safety Adviser for SEPS, has been the lead auditor but is leaving the University and the Committee thanked her for all the work that she had done during her time in SEPS.

HSWC/2016/3.4 Stress survey action plan (verbal update SW)

Ms Woolcott informed the Committee that the draft Plan is still being amended with the two main areas of focus being the new Managing Attendance Policy (with improved integration

with the OH referral process and Managing Stress in the Workplace Policy) and a wellbeing initiative around mental health. The Plan will be emailed to the Committee as soon as it is finished. Ms Woolcott informed the Committee that she is part of a group looking at Healthy Working Lives (HWL). This is an award based initiative that would normally require a lengthy questionnaire for staff. The group have discussed whether the last staff survey will be sufficient together with input from focus groups.

HSWC/2016/4 OH Report (Paper 2)

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that management referrals were down by around 20% compared to the same period last year with referrals for mental health reasons almost halved. Health surveillance continued to increase by around 40% and vaccinations had increased by around 20% compared to the same period last year. Changes have been made to the way OH stats are collected in an attempt to capture the work involved for both clinical and administrative staff. Ms Stewart informed the Committee that the new Managing Attendance Policy was helping to reduce returned management referral request forms as they now came via HR.

HSWC/2016/5 SEPS Report (Paper 3)

The Committee noted the Paper that was circulated for information only. Mr McLean informed the Committee that there were no unusual anomalies or trends to report.

HSWC/2016/6 HSE inspection at CVR containment suite (verbal report AG)

Dr Gallagher informed the Committee that the CVR unit had received a two day visit from HSE in January. The primary reason for the visit was to consider whether the containment suite met the relevant legal requirements for renewal (and amendment if appropriate) of the SAPO, Specified Animal Pathogens Order, license. The inspector was extremely thorough and made verbal suggestions for improvement followed by a formal letter listing two more recommendations regarding maintenance arrangements and health & safety monitoring. However, he was happy that current arrangements were sufficient to renew the order. The University had until 17th March 2017 to reply to the formal letter showing suitable evidence that steps had been taken to ensure the required standards were met.

HSWC/2016/7 EAP Report (Paper 4)

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

HSWC/2016/8 EAP Annual Report (Paper 5)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that overall use of the service had increased by 42% compared to the previous year with the largest proportional increase being face to face counselling at 59%. The main employment related issue raised by staff using the service was work related stress (84%) and the biggest proportion of this was attributed to demands (27%). The current contract with the EAP provider Optum is due to end in June 2017 and the Committee agreed that a small working group should look at how the current provider compares to the APUC framework to see whether the University needs to go out to tender. The group, comprising of Ms Woolcott, Ms Stewart, Ms Bowden and an HR rep, will meet in the next few weeks. Ms Woolcott informed the Committee that the drop in service provided by CaPS will stop at the end of March as there has been very little uptake. Of the 37 staff members who used the drop in service last year, 27 of them were then referred to Optum. The drop in has been run parallel to the Optum service to see if staff would prefer an in house service but lack of uptake suggests that this is not the case.

HSWC/2016/9 HSW Annual Report (Paper 6)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that in 2016:

- HSW had lost the services of Phil Walsh and Andy MacKay and of David Harty who had moved to E&B. Alice Gallagher was appointed as the new Biological Safety Adviser, Billy Russell was promoted to Fire Safety Manager and Colin Montgomery was seconded to HSW for 18 months to the post of Business Continuity Officer.
- USHA, Universities Safety and Health Association, had published guidance for Leadership and Management of Health and Safety in HEI's. SEPS then carried out a desktop review to benchmark UoG governance processes against the documents recommendations and the findings were largely positive. The internal auditing process will continue to monitor this.
- Training and development delivered by HSW continued with 981 employees receiving face to face training through 72 courses across 18 subjects. 1937 completed on line training in fire safety awareness and H&S induction. External training included a H&S briefing for senior execs and an online display screen equipment safety training module for all staff was purchased and implemented.
- Fire safety activity was a key focus in 2016. This included increasing the frequency and accuracy of weekly alarm testing as well as working with all parts of the University to reduce unwanted fire activations.
- SEPS conducted 8 audits, 4 of which were in large and complex units. This would have been higher had it not been for staff vacancies within SEPS.
- Efforts to raise awareness of the Health Surveillance Policy led to a 40% increase in employees requiring Health Surveillance at OH.

The Committee agreed that an amended executive summary should go to Court with the next HSWC draft Minute and thanked the staff of HSW for their work over the last 12 months.

HSWC/2016/10 Any Other Business

The Convenor informed the Committee that Richard Cloughton is now formally the HSWC rep for University Services as well as Vice Chair in the Convenor's absence. He informed the Committee that this would be his last meeting as Convenor with the role passing to his successor Dr David Duncan. The Committee thanked Mr Newall for all his work over the years as Convenor stating that his help and support would be missed by all on the Committee.

HSWC/2016/11 Date of Next Meeting

The next meeting of the HSWC will take place on Tuesday 23 May 2017 at 10am in the Melville Room.

Created by: Miss Debbie Beales