

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 23 May 2017 at 10:00 AM in the Melville Room

Present: Dr David Duncan, Mr Richard Cloughton, Dr Craig Daly, Ms Paula McKerrow, Mr David McLean, Mr Deric Robinson, Ms Gillian Shaw, Mrs Kathleen Simmonds, Mr David Somerville, Ms Aileen Stewart, Ms Julie Summers, Mr Graham Tobasnick, Dr Jane Townson, Ms Selina Woolcott

In Attendance: Ms Debbie Beales, Mr David Harty, Dr Philip Rodger

Apologies: Mr Peter Haggarty, Mr Christopher Kennedy, Ms Erin Ross, Ms Jessica Brown, Ms Louise Bowden, Mr James Gray

HSWC/2016/1 Convenors Business

The Committee welcomed Dr David Duncan as the new Convenor for the Committee.

HSWC/2016/2 Minutes of the Meeting held on Wednesday 8 March 2017

The Minutes of the meeting held on Wednesday 8th March 2017 were approved.

HSWC/2016/3 Matters arising

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

Ms Woolcott informed the Committee that the pilot for using CORE to request and authorise travel was now complete. The data will be analysed along with feedback received from staff who used the system during the pilot. 164 applications for travel insurance had been made during the 3-month pilot with only around 20% of applicants completing the full request/authorisation process. Ms Woolcott agreed to update the Committee at the September meeting.

HSWC/2016/3.2 Audit programme (Paper 1)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that the final four audits had taken place, completing this year's audit cycle across the University. Several areas within MVLS still have actions outstanding and Dr Townson agreed to work with SEPS to help move this forward. Mr McLean hopes that all Units will have completed their outstanding actions, with the assistance of SEPS, within 12 months of audit reports being issued to Schools.

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 slightly on the same period last year. This could be due to the introduction of the new Managing Attendance Policy and the revised accompanying paperwork. OH will continue to monitor any changes associated with this.

- Health surveillance continued to increase, mainly due to better reporting of staff requiring HS especially within research labs. Ms Stewart tabled a paper showing the stats for respiratory health surveillance in 2017. Respiratory screening forms were sent to 530 staff with 370 completed forms returned. Following the questionnaire reviews, 87 staff required lung function tests resulting in 369 staff being declared fit for work and one new case of occupational asthma resulting in the staff member being declared unfit for certain work.
- Vaccinations were down substantially on the same period last year due to a national guidance change from Public Health on mantoux and BCG vaccinations. This change is due to an international shortage of the vaccine. As a result, only medical/dental/nursing students with a history of living in high risk Countries now require screening for TB. This meant the number of students who required testing dropped from 250 to 30.

The Committee discussed the fact that the new Managing Attendance Policy is being perceived by some as too regimented and the stress referral form itself as intrusive. In reality, these documents are intended as tools to help line managers begin a dialogue with staff experiencing stress or on sick leave.

HSWC/2016/5 SEPS Report (Paper 3)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there were no trends or anomalies to report and that there is now a category in the stats for non-work related injuries (including sport). Mr McLean informed the Committee that, due to the high number of false alarms, the Scottish Fire and Rescue Service had informed the University that they had decided to reduce the number of appliances being mobilised to future call outs to the Gilbert Scott and St Andrews Buildings. Moving forward, a single fire appliance will be dispatched initially with additional units to follow only if a fire is confirmed. Mr Harty informed the Committee that a 'Don't Walk By' campaign is encouraging E&B staff and contractors to report unsafe working practises to E&B. Mr Harty agreed to provide the Committee with a report on how the University is managing contractors for the next HSWC meeting in September.

HSWC/2016/6 EAP Report (Paper 4)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that a working group had met to review the current provision of employee counselling against the new APUC framework agreement. Following discussions between members of the working group, the Head of Procurement and PAM (the sole APUC framework contractor), the University will begin a contract with PAM on 1st July 2017. Employees taking up counselling services with current provider Optum before 30th June will still be able to complete their counselling package, consisting of up to six sessions, at no additional cost to the University. Benefits of the new service will include counselling at a central location in Port Dundas (near a subway station), locally delivered call centre services and greater input to events. Ms Woolcott agreed to keep the Committee updated on this.

HSWC/2016/7 Any Other Business

- Dr Daly raised an issue with asbestos in level 6 of the Business School but was happy to discuss this matter with Mr Harty out with the Committee
- Mr Cloughton raised an issue with disabled toilets on Campus but was happy to discuss this issue with E&B out with the Committee
- Dr Duncan informed the Committee that following a recent meeting of Senate he had agreed to be the Mental Health Champion for the University. The University have

employed Peter Quinn as a consultant to look at mental health issues for staff and students and devise an action plan.

HSWC/2016/8 Date of Next Meeting

The next meeting of the HSWC will take place on Thursday 21st September 2017 at 10am in the Melville Room.

Created by: Miss Debbie Beales