

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Wednesday 1 June 2022 at 10:00 AM via Zoom

**Present:** Dr David Duncan, Mrs Elise Gallagher, Mr Peter Haggarty, Mr William Howie, Mr David McLean, Ms Aileen Stewart, Ms Selina Woolcott, Ms Louise Stergar, Mrs Sharon Burns, Mr Mark Wildman, Mr David Harty

**In Attendance:** Ms Debbie Beales, Mr Simon Ambrose, Mr Gerry Moore, Mrs Janice Thompson

**Apologies:** Ms Gillian Shaw, Mr James Gray, Mr Graham Tobasnick, Mr Gary Stephen, Mr Ian Campbell, Mr Paul Fairie, Mr Cyril Pacot, Ms Paula McKerrow

#### HSWC/2021/1 Minutes of the Meeting held on Wednesday 9 March 2022

The Minute of the meeting held on Wednesday 9th of March 2022 was approved.

#### HSWC/2021/2 Matters arising

##### *HSWC/2021/2.1 Estates Safety Report (Paper 1)*

The Committee noted the Paper that was circulated for information only. Mr Harty informed the Committee of the following highlights:

- 'Don't Walk By' was recently relaunched, with the Compliance Team delivering training to over 640 Estates staff.
- The landmark asbestos removal project within the Bute Hall attic is now complete. The Estates Safety Report contains a link to a short video documenting the work involved in this on page 4.
- The outcome of the PAT trial proposes that multi-occupancy buildings be tested by Estates. Non communal areas would be tested by a single, external provider to be arranged, and paid for, by the relevant College.

The Committee agreed that, when this trial was first discussed a few years ago, the suggested model was for all areas, including those used by University Services, to be tested together. This would ensure that no areas were missed or duplicated. The testing would be completed by Estates, or a single, external contractor, with payment coming from a centralised budget. The Committee agreed that the trial should re-visit this option to see how viable it would be to action.

##### *HSWC/2021/2.2 Wellbeing strategy (verbal update EG)*

Mrs Gallagher informed the Committee that the Wellbeing Portal will be launched this month and will be publicised locally, rather than centrally, as deemed appropriate by each area. Mrs Gallagher will update the Committee on the outcome at the next meeting.

##### *HSWC/2021/2.3 Area Fire Officer responsibilities (verbal update DH)*

Mr Harty informed the Committee that the responsibilities have been agreed in principle but that he will continue to work with the AFO working group to finalise them.

### **HSWC/2021/3 OH Report (Paper 2)**

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

Ms Stewart informed the Committee that she is to retire this summer alongside the existing Occupational Health Advisers, Linda MacDonald and Val Wright. Two new OHA's have been appointed - Hazel Brookham joined the team in April and a second OHA will start later this month.

The Committee acknowledged the outstanding work that Aileen Stewart, Linda MacDonald and Val Wright have provided to OHU over many years, especially during the pandemic, and wished them a happy retirement. Mrs Gallagher informed the Committee that there will be an event to mark the occasion, with further details to follow.

### **HSWC/2021/4 SEPS Report (Paper 3)**

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

Mr McLean informed the Committee that 45 fire risk assessments had been completed in the first quarter of 2022. The premises reviewed included small, terraced houses hence the high assessment numbers. The Committee agreed that there should be a single storage point for risk assessments to ensure that actions completed by Estates and the relevant College are visible to both parties.

Ms Woolcott informed the Committee that she recently met with the Weipers Equine Centre to review their risk assessments. The wearing of PPE, especially head protection when handling horses, was deemed critical and the Units Director has agreed to implement a programme of prioritised implementation.

### **HSWC/2021/5 Audit update (Paper 4)**

The Committee noted the Paper that was circulated for information only. Mr McLean informed the Committee that the document is over 3 weeks old and therefore certain actions, such as Physics and Accommodation, are now 100% complete.

### **HSWC/2021/6 EAP Report (Paper 5)**

The Committee noted the Paper that was circulated for information only. Mrs Gallagher informed the Committee that the tendering process for a possible new EAP provider has begun and she will update the Committee at the next meeting.

### **HSWC/2021/7 Sickness absence stats (Paper 6)**

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

### **HSWC/2021/8 Lone Activity Procedure (Paper 7)**

The Committee noted the Paper that was circulated for information only. Ms Woolcott agreed to add additional wording to the SEPS webpage to clarify expectations with regard to risk assessments for general lone activity situations and lone working whilst at home.

### **HSWC/2021/9 Any Other Business**

- Business Continuity Adviser. Ms Woolcott informed the Committee that Stella Matimba, the new BC Adviser, is now in post and will be meeting with relevant colleagues in the coming weeks.
- SharePoint site. Ms Beales informed the Committee that there is a new HSWC SharePoint site. Papers will be shared with the Committee via this site, rather than by email.
- Training records. The Committee discussed the difficulty faced when trying to compile accurate training statistics/reports. A lot of training takes place via Moodle which does not always migrate data to CORE accurately. The Committee agreed that Dr Duncan, Mr McLean and Mr Howie should look at how best to resolve this issue.

### **HSWC/2021/10 Date of Next Meeting**

The next meeting of the HSWC will take place on Thursday the 22nd of September 2022 at 2pm in the Melville Room.

*Created by: Ms Debbie Beales*