

## University of Glasgow

### Health Safety and Wellbeing Committee

**Minute of Meeting held on Wednesday 9 December 2015 at 10:00 AM in the Melville Room**

**Present:**

Mrs Ann Allen, Ms Louise Bowden, Mr James Gray, Mr David McLean, Mr John F Malcolm, Mr David Newall, Mr Paul Phillips, Mr Deric Robinson, Mr David Somerville, Ms Aileen Stewart, Mr Graham Tobasnick, Ms Selina Woolcott,

**In Attendance:**

Ms Debbie Beales, Mr Richard Cloughton, Mr Chris Harrop, Mr William Russell

**Apologies:**

Mrs Christine Barr, Dr Lesley Doyle, Ms Julie Ommer, Mr Oscar Schafer, Ms Una Marie Daragh

**Convenors Business:**

The Convenor welcomed Graham Tobasnick to the Committee as the new rep for CoSE. He also welcomed William Russell (SEPS new fire officer) and Chris Harrop (to speak to item 3). The Convenor advised the Committee that the e-cigs policy had been approved by Court and was now published on the University website.

**HSWC/2015/11 Minutes of the Meeting held on Tuesday 15 September 2015**

The Minute from the meeting of 15th September 2015 was approved.

**HSWC/2015/12 Matters arising**

*HSWC/2015/12.1 Staff counselling, in house (verbal update SW)*

Ms Woolcott **informed** the Committee that, due to resourcing issues, this had not progressed since the last meeting. It was hoped that a 3 month in house pilot would start in the New Year to run alongside the external provider (contract extended to June 2016) and she would update the Committee at the next meeting.

*HSWC/2015/12.2 Fire alarm weekly testing (verbal update SW)*

Ms Woolcott **informed** the Committee that the working group met last week and Estates & Buildings were looking to include additional FTE's in their budget bid to address compliance issues which would include assisting with weekly fire alarm testing. As this wouldn't take effect until 2016/17 current arrangements should continue for now. SEPS would work with areas currently not testing weekly to offer support.

*HSWC/2015/12.3 Safety for overseas workers (verbal update SW)*

Ms Woolcott **informed** the Committee that the University was working with the insurers to add risk assessments to current insurance procedures, preferably using an electronic method.

#### *HSWC/2015/12.4 Lone study draft Policy (Paper 1)*

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that this document was now complete and would be published on the HSW website to go live in the New Year. She asked that members draw it to the attention of relevant members of staff and students. The Committee **approved** the document.

#### **HSWC/2015/13 Overseas travel risk, Olive tree project (verbal report Chris Harrop)**

Mr Harrop **briefed** the Committee on the Olive Tree project, in which the University had recently participated for the first time. The initiative was supported financially by the Pears Foundation and was run in partnership with the University of California. This involved Glasgow sending 10 students and 3 academic staff on a field trip in summer 2015 to the Middle East (the first European university to do so). Mr Harrop felt that the procedures and risk assessments that the University now had in place for overseas travel were clear and structured, in fact much more so than the American partner university. One issue that he felt needed to be addressed was the lack of insurance for UG students studying overseas. The Committee **agreed** that this issue should be addressed and noted that it had been raised with SMG, which supported the introduction of insurance cover where undergraduates were studying abroad as part of their programme of study. The Committee **thanked** Mr Harrop for his informative briefing.

#### **HSWC/2015/14 USHA leadership management guidance (Paper 2)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that this document had been developed by the Universities Safety and Health Association (USHA) to replace the Health and Safety Management Code of Practice. It explained the legal responsibilities and duties of leadership and management in higher education and would help HEI managers to demonstrate good H&S management. Within the University of Glasgow this guidance was to be used in conjunction with the SEPS document 'Safety Management for Heads of Management Units'. Ms Woolcott asked that members share this document with colleagues and senior management groups with questions relating to the guidance being raised with her in the first instance. The Chair noted that it would be helpful to prepare an introductory note for senior managers to accompany the document.

#### **HSWC/2015/15 OH Report (Paper 3)**

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that most planned health surveillance had been completed with the exception of Cochno Farm where there had been significant staff changes. Mr Phillips agreed to liaise with management to ensure that staff requiring health surveillance were referred to OH. Ms Stewart **informed** the Committee that the number of management referrals was up on the previous year but there didn't seem to be any emerging trends so far. It was becoming clear, however that managers needed training on the referral process and OH were working with HR to produce online training to address this. Ms Stewart would update the Committee at the next meeting. The Committee **thanked** OH staff for their continuing work.

#### **HSWC/2015/16 SEPS Report (Paper 4)**

The Committee **noted** the Paper that was circulated. Mr McLean **informed** the Committee that within the accident stats there were no anomalies to report. He was aware that 4 of the slips/trips were seemingly related to maintenance issues such as broken lights and was working with E&B to resolve this issue. Mr McLean tabled the latest audit update which showed good progress being made with the exception of Medicine, Humanities and

Mathematics. The Committee **thanked** SEPS for their continuing work on the audit programme.

#### **HSWC/2015/17 EAP Report (Paper 5)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that overall uptake of the service had increased by more than a quarter, with 43 employees using the service. This was due to a substantial increase in telephone business - face to face counselling had fallen by 50%. The employee 'drop in' service at CaPS continued to operate 2 days a week with 7 staff members using the service in the previous quarter. Ms Woolcott **informed** the Committee of a complaint raised concerning a lack of disabled access to counselling services. She had been in contact with Optum to resolve the issue but had not been given assurance that the matter would be satisfactorily addressed in the near future. As a result the issue had been raised with APUC who would be preparing the specification for the tendering process for the new framework agreement.

#### **HSWC/2015/18 Draft Minute from US H&S Committee admin/office (paper 6)**

The Committee **noted** the Paper that was circulated. Mr Cloughton, chair to the Committee, **informed** the Committee that work was being done with SEPS to help new and existing managers understand their responsibilities within health and safety and how to access appropriate training. Once completed this would be published on the SEPS website.

#### **HSWC/2015/19 Any Other Business**

Revised health and safety management agreement between NHS GGC and UoG - replacing former memorandum of understanding. This document can be found at the following web page <http://www.gla.ac.uk/seps/policies/>

#### **HSWC/2015/20 Date of Next Meeting**

The next meeting of the HSWC will take place on Wednesday 9th March 2016 at 10am in the Melville Room.