

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 21 September 2017 at 10:00 AM, Melville Room

Present: Dr Dorothy Welch (for David Duncan) (Chair), Richard Cloughton, Dr Craig Daly, David McLean, Peter Haggarty, Gillian Shaw, Aileen Stewart, Julie Summers, Graham Tobasnick, Selina Woolcott, Lauren McDougall, Paul Dragsnes (for George Hepburn), Janice Thomson (for James Gray)

In Attendance: Karen Christoforou (Clerk)

Apologies: Dr David Duncan, Paula McKerrow, Christopher Kennedy, Louise Bowden, James Gray, Deric Robinson, Kathleen Simmonds, David Somerville, Dr Jane Townson, George Hepburn

HSWC/2017/1 Minutes of the Meeting held on Tuesday 23 May 2017

The Minutes of the meeting held on Tuesday 23 May 2017 were approved.

HSWC/2017/2 Matters arising

HSWC/2017/2.1 Safety for overseas workers (verbal update SW)

Selina Woolcott had received feedback from two of the Schools involved in the pilot of the new system on Core, relaying it awkward to use. A more integrated, robust system, especially from an insurance perspective, would be more user friendly. Currently Security colleagues have access to insurance databases, and can check these “out of normal office hours”, for colleagues locations abroad. Of the approved travel providers, Clarity authorised access to their database to the Head of Security, and Selective provide twice weekly updates to the University on who is travelling and to where. SW confirmed work was still ongoing, with a focus on better access and more integration.

A travel safety protocol had been drafted, outlining the required travel booking and insurance process and emphasizing the benefits that staff would gain from this. New software may improve the level of engagement but it was felt necessary to encourage colleagues to use approved suppliers prior to any expensive purchase of additional monitoring software.

HSWC/2017/2.2 Audit programme (Paper 1)

The Committee noted the circulated paper. David McLean summarised that all scheduled audit visits were now completed and draft reports prepared and issued for consultation. A new audit system, HASMAP, was due to be piloted this month, for the next round of internal safety audits. The intention was to trial this in a desktop exercise at University level for the auditing of the College of Social Sciences and subsequent audits next year. Over the autumn focus would turn to outstanding actions within CMVLS units. DMcL emphasised the need for College-level support to progress and prioritise these outstanding actions and a target for units to have all audit actions closed within 12 months of issue of final report.

HSWC/2017/2.3 Mental Health and Wellbeing Action Plan

Following the announcement of a new Mental Health Champion for the University, Dorothy Welch informed the Committee that a review had been completed in this area and a report outlining actions to be taken submitted to SMG. This would be consulted on further and DAW

agreed to circulate a copy to members of HSWC for information. Richard Claughton noted that this item would be included on the agenda for the next JCCN Meeting.

HSWC/2017/3 Introduction to new EAP provider PAM

The Committee noted Kevan Leckie would attend the Committee's next meeting in December.

Selina Woolcott lead discussion on the EAP Report, and highlighted that the last quarter included the final two months of provision by Optum and the first month of the new provider, PAM Assist. In this respect, it was difficult to compare like for like, but going forward PAM Assist would provide a new format, clearer report.

A key point to note was the large surge in uptake of services, as well as increased hits on the website, thought to be most likely due to the launch of the new service. One complaint had been received in this transitional period and had been dealt with at local level and now resolved. SW highlighted the benefits of this new service provider, with counselling provided at an easily accessible location in the local Glasgow area. Kevan Leckie had already attended some events and was happy to support not only subsequent events at Gilmorehill, but also roadshows at other University sites.

HSWC/2017/4 Business Continuity Report (written report)

In his absence, Colin Montgomery had prepared a written report advising members on the status of the Implementation Plan for the University's Business Continuity Management System. Schools and University Services were currently identifying local business continuity teams and working with CM on plans. CM was also working on an overarching University BC plan addressing high-level issues such as utilities and IT failures as well as the management of teaching and research space.

HSWC/2017/5 OH Report (Paper 2)

The Committee noted the circulated paper. Aileen Stewart informed the Committee that:

- Management referrals were up slightly on the same period last year, but the number of review appointments was lower by comparison.
- Health Surveillance appointments had increased threefold compared to the same period last year. This seemed to relate to the increase in numbers of people being screened through the Beatson contract. There had also been better compliance within MVLS of notifying OH as to who required HS.
- The Beatson contract took up a huge amount of time and resourcing in particular with health surveillance although it was noted that these would no longer be provided by the University and instead be moved to an external health care provider, allowing OH to focus on increasing in-house health surveillance demand.
- Vaccinations were up compared to the same quarter last year. There had been an increase in demand for the Hepatitis B vaccination from research staff however, this had been put on hold recently due to a national shortage of this vaccination. It was hoped that these would resume into early next year.
- Student fitness to practice referrals had continued to increase substantially reflecting the overall increase in OH work with the Schools of Medicine, Nursing and Dentistry.

AS explained that a higher number of management referrals in University Services and Social Sciences related to musculoskeletal issues, followed by prolonged illness and then mental health reasons.

OH was addressing the delay in managers receiving reports with the introduction of a

University file drop system, now in use. Following a successful pilot, the system has been rolled out across the University and has led to improved speed and turnaround of reports on management referrals, enabling a faster delivery and security.

HSWC/2017/6 SEPS Report (Paper 3)

The Committee noted this paper, which included the reportable incidents, welcoming the reduction in unwanted fire alarm activations.

HSWC/2017/7 Fire Safety Update (Paper 4)

Following recent events at Grenfell Tower, SEPS colleagues had taken steps to consider the cladding system used on University buildings, especially those of high-rise construction.

The focus was primarily on the Boyd Orr Building and the Library, although a survey of all University buildings, including Garscube Estate, was carried out. Few University buildings were of high-rise construction, and these did not involve sleeping risks. The review did identify some compartmentation issues for follow up action at both high-rise buildings: these were being addressed by Estates and Commercial Services and SEPS.

HSWC/2017/8 Posturite DSE software (Paper 5)

David McLean reported that SEPS had purchased an online training and assessment software package that would not only aid the ergonomic set-up and use of computers and assessment of computer workstations but also cover the University's legal requirement for training in this area. He now sought the Committee's support for promoting use of this system at local operational level. The system would be accessed through the University Business Systems webpage using staff GUID and password, and would benefit the whole University community. The Committee was very supportive of this system and Dorothy Welch suggested that an article be included in the next edition of MyGlasgow news. David McLean agreed to action this.

HSWC/2017/9 Managing Contractors (Paper 6)

Peter Haggarty reported that the 3rd annual contractor safety forum had taken place on Campus on 18 August. With an extremely busy period leading up to Fresher's Week, the forum had provided an opportunity to communicate to new contractors the traffic and security issues when on Campus as well as the Equality and Diversity policies that the University operates. PH went on to advise that, in addition to the annual conference, the Safety and Compliance Manager for Estates also chaired a quarterly safety meeting with the main contractors, as well as weekly contractor activity meetings.

PH advised the Committee that there had been two unannounced visits by HSE Inspectors recently, resulting in no issues needing addressed.

Janice Thompson raised a communication issue where colleagues in Radiation Protection Services were not always made aware in advance of scheduled work taking place involving Controlled Areas for radiation work, and suggested a need for earlier contact with staff to highlight the work. PH agreed to share a programme of activities with both herself and Jim Gray.

HSWC/2017/10 Any Other Business

- Aileen Stewart asked that the Committee join her in sending their best wishes following the retiral at the end of July of Steve Doherty, Occupational Health Physician.
- In relation to item 2.1 Paul Dragsnes conveyed to the Committee, the gratitude of

colleagues in London at the time of the recent Parsons Green incident, to both George Hepburn and Gerry Moore in Central Services, and at the reassurance of the University's concern on their wellbeing.

HSWC/2017/11 Date of Next Meeting

Tuesday 12 December 2017, 10am in the Melville Room.