

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Monday 10 December 2018 at 10:00 AM in the Melville Room

Present:

Dr David Duncan, Mr Paul Fairie, Mr James Gray, Mr William Howie, Mr Christopher Kennedy, Mr David McLean, Mr John Neil, Mr Deric Robinson, Ms Aileen Stewart, Ms Julie Summers, Mr Graham Tobasnick, Ms Selina Woolcott, Ms Fatemeh Nokhbatolfoghahai

In Attendance:

Ms Debbie Beales, Mr David Harty, Mr Gary Stephen

Apologies:

Ms Paula McKerrow, Ms Karen Morton, Mr Peter Haggarty, Mr Richard Claughton, Ms Gillian Shaw, Mr Thomas McFerran

HSWC/2018/12 Minutes of the Meeting held on Thursday 20 September 2018

The Minutes of the meeting held on Thursday 20 September 2018 were approved.

HSWC/2018/13 Matters arising

HSWC/2018/13.1 Overseas workers (verbal update SW)

Ms Woolcott informed the Committee that she and the University's Insurance and Risk Manager recently met with Selective Travel to discuss combining travel and insurance bookings for overseas workers. Once in place this will mean that anyone booking overseas travel will automatically book travel insurance at the same time. This insurance will not cover countries flagged by the Foreign and Commonwealth Office as a danger zone but this will be clearly explained in the insurance cover note.

HSWC/2018/13.2 Contractor activity (verbal update DH)

Mr Harty informed the Committee that, due to construction of the new L&T hub, there will be traffic changes on University Avenue/University Place until at least March 2019. Initial teething problems with safe crossing points for pedestrians have now been resolved as have issues with the loading and unloading of commercial vehicles. Contractors working in the Joseph Black and James Watt buildings were praised for reporting near misses which then generate alert notices to promote positive learning.

HSWC/2018/14 Safe Zone (verbal report GS)

Mr Stephen informed the Committee that the University is in the process of identifying funding to purchase Safe Zone software which includes functions such as sending mass notifications to selected groups, a help/alert button linked to the main gatehouse and a section for lone/remote staff and students. The app is installed on staff/student pc's and mobile phones

and they can use the red button if they require help. Activating the alarm will allow Security to track the user's location, both at home and abroad, which is especially useful for staff/students involved in an incident overseas or whilst working alone at any of the University's locations. There are currently 25 UK University's using this software and the Committee supports this initiative.

HSWC/2018/15 OH Report (Paper 1)

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that management referrals were down slightly from the same period last year and Health Surveillance (HS) was much lower than for the same period last year as most of the HS was completed in the previous quarter. Vaccinations increased substantially due to vaccine that was unavailable last year being available again. OH ran additional vaccination and blood sample clinics for over 600 MVLS students from both 2017 and 2018 intakes.

HSWC/2018/16 SEPS Report (Paper 2)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there were no significant trends to report. Slips, trips and falls continue to be the biggest cause of significant injuries with glass/sharps the biggest cause of minor injuries.

HSWC/2018/17 Audit update (Paper 3)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that within the College of Arts Portable Appliance Testing (PAT) remains an open action due to funding issues. The Committee agreed that the current method of PAT delivery isn't working (Schools/US currently pay for testing in their own areas which can be problematic in shared buildings). The Convenor agreed to take steps to centralise PAT.

SEPS are about to embark on the 2018-19 audit programme with remote areas such as Glasgow Royal Infirmary and the Queen Elizabeth University Hospital currently being scoped to determine the best way to structure the audits. The BAHCM's SCENE field station at Rowerdennan will also be audited once current staff changes at the unit are complete. SEPS have also agreed 3 audits with Estates & Commercial Services which will involve Cleaning Services, Transport Services and Hospitality Services.

The Committee raised the issue of how to provide safety support to the many GUSA clubs and the Convenor agreed to raise this with GUSA at their next meeting.

Mr McLean informed the Committee that SEPS had recently visited the Human Nutrition Unit at Glasgow Royal Infirmary for a detailed laboratory inspection. The Unit had not been notified in advance. Staff engagement at the Unit was very good. There were 50-60 issues raised, the majority of which were minor housekeeping issues, and SEPS will return on 13th December 2018 to undertake a scheduled safety management audit. Follow up on this will include looking at how the Unit has actioned the inspection issues.

HSWC/2018/18 EAP Report (Paper 4)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that there were no significant trends to report. Ms Woolcott will meet with the EAP provider in January 2019 to discuss speedier reporting from them, how feedback is collected and how to address the current gender bias of service usage. The Committee discussed the current method for PAM Assist to request additional counselling sessions for our employees (staff are

automatically entitled to 6 sessions) and agreed that a centralised budget should be made available for this to ensure that staff are able to access this without line manager approval. The Convenor agreed to discuss this with Court.

HSWC/2018/19 HSW Policy statement review (Paper 5)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that there had been no major changes to the Policy other than to make the document more concise. The Committee agreed that other than an addition documenting collaborative working with the SRC and TU's the document should be signed and published on the HSW web pages.

HSWC/2018/20 Adverse weather conditions (Paper 6)

The Committee noted the Papers that were circulated. Mr Kennedy provided a Paper from UNITE requesting updates on the outcome of the reviews of lessons learned from last year and Mr Harty provided a Paper summarising issues identified, actions required and progress to date. Many of the actions are now completed and the Convenor will share a summary on lessons learned once it has been shared with the trade unions.

HSWC/2018/21 Stress Policy review (verbal update SW)

Ms Woolcott informed the Committee that HR have linked their Organisational Change Policy to the Managing Stress Policy. The current Managing Stress Policy is being reformatted to make it more web friendly and it is hoped that this will be completed in the next few months.

HSWC/2018/22 Any Other Business

Parking permits: The Committee discussed the criteria used to award parking permits which included location, caring responsibilities, blue badge holders and travel times. Short term disabilities will be assessed by OHU. The Committee were concerned that staff with long term disabilities, who don't meet the criteria for holding a blue badge, are being disregarded and that the appeal process will not take this issue into consideration.

HSWC/2018/23 Date of Next Meeting

The next meeting of the HSWC will take place on Monday 4 March 2019 at 10am in the Melville Room.

Created by: Miss Debbie Beales