

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 1 October 2020 at 10:00 AM via Zoom

Present: Dr David Duncan, Mrs Elise Gallagher, Mr James Gray, Mr Peter Haggarty, Mr William Howie, Mr Christopher Kennedy, Mr David McLean, Mr John Neil, Ms Gillian Shaw, Mr Dave Thom, Mr Graham Tobasnick, Ms Selina Woolcott, Ms Ella McCabe, Mr Luke McBlain

In Attendance: Ms Debbie Beales, Mr Ian Campbell, Mr Barry Morton, Mr David Harty

Apologies: Mr Paul Fairie, Ms Aileen Stewart, Mr Cyril Pacot, Ms Paula McKerrow

Convenor's business

The Convenor welcomed Ian Campbell, Director of E&CS and Ella McCabe, SRC rep.

HSWC/2020/1 Minutes of the Meeting held on Thursday 28 May 2020

The Minute of the meeting held on Thursday 28th May 2020 was approved.

HSWC/2020/2 Matters arising

HSWC/2020/2.1 Contractor activity, verbal update DH

Mr Harty informed the Committee that E&CS are holding 3 types of meetings with contractors:

1. Weekly contractor activity meetings which are minuted and focus on safety issues, Covid related communications, risk assessments and method statements.
2. Daily operational meetings relating to deliveries and the access of buildings
3. Weekly meetings, specifically for the Boyd Orr Building, which are used for tracking arrangements for the handover of the building such as housekeeping, fire safety etc.

There has been one safety incident, in the Boyd Orr Building, where the University issued a safety alert to Multiplex. A contractor has tested positive for Covid but was only on site for one day and is now self-isolating for 2 weeks, as are his co-workers.

HSWC/2020/2.2 Implementation of reasonable adjustments passport, verbal update EG

Mrs Gallagher informed the Committee that the Policy Review Group is working in partnership with the TU's to decide on how best to implement this document and it is hoped that the passport will be live within the next 3 months.

HSWC/2020/2.3 Staff safety communication, verbal update BM

Mr Morton informed the Committee that with the launch of the SafeZone app the staff communication on how to contact the Gatehouse in an emergency is no longer required. The SafeZone app allows users to contact the Gatehouse/Security directly and is now fully operational with over 1,200 users downloading the app during fresher's week alone. The Committee discussed the app and agreed that the app has many functions, which include loan

working and help buttons, are extremely useful. The Committee agreed that it would be useful if Selective Travel could promote the app in their confirmation emails. The option of an open text function where users can list that they have a disability will be investigated.

HSWC/2020/2.4 Centralisation of PAT, verbal update BM

Mr Morton informed the Committee that, due to the current pandemic, this item is currently on hold.

HSWC/2020/2.5 Assistance dogs in the workplace policy, Paper 1

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that, following discussions with the Disability & Equality Group and several Schools, it was agreed that a guidance document would be more helpful than a Policy and has worded the circulated document accordingly. The Committee agreed that the document should now be uploaded to the SEPS website.

HSWC/2020/3 OH Report, Paper 2

The Committee noted the Paper that was circulated. Mrs Gallagher informed the Committee that OHU are now onsite and fully operational. There are some operational issues as the Service is predominantly face to face with patients which can be challenging in the current pandemic situation. Standard health surveillance is behind schedule as a result and Mrs Gallagher is working with the Manager of OHU to resolve this. OHU have just undertaken the huge task of screening all new medical, dental, nursing and veterinary students prior to the start of the semester and the staff have all worked extremely hard during this process.

HSWC/2020/4 SEPS Report, Paper 3

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there was only 1 reportable incident in the April to June period as Campus was on lockdown due to Covid for most of this period. The incident in question took place off campus, with a field worker contracting Lyme disease as a result of a tick bite. SEPS are on campus again, fire safety officers were on campus throughout lockdown, and the Biological and Chemical Safety Officers are conducting site visits and also working from home. The internal safety audit process is currently on hold.

HSWC/2020/5 EAP Report, Paper 4

The Committee noted the Paper that was circulated. Mrs Gallagher informed the Committee that there was a downturn in service use during lockdown, but this is increasing as staff return to work. The current EAP contract is due for renewal and will be reviewed in the next 3-6 months. Mrs Gallagher agreed to update the Committee on this at the December meeting. The Committee discussed the lack of awareness of mental health services that are available for both staff and students and agreed that World Mental Health day would be an appropriate time to publicise Togetherall, CaPS and PAM Assist.

HSWC/2020/6 Sickness absence stats, Paper 5

The Committee noted the Paper that was circulated. Mrs Gallagher informed the Committee that the stats are consistent year on year as well as being comparable with other sectors and within the Russell Group. Around a quarter of reported sickness absences are due to mental

health issues. HR are aware that there is an issue with under reporting, especially in the academic sector, which means that the stats for operational/technical staff is much higher.

HSWC/2020/7 Travel Safety Policy, Paper 6

The Committee noted the Paper that was circulated. Ms Woolcott thanked the Committee for all the comments that had been provided and informed the Committee that the Policy has now gone through a consultation process. The Committee agreed that the Policy should be published on the University website with the following addition:

- A roles and responsibility table within the executive summary

It was also agreed that a specific section on deep vein thrombosis be added to the Travel Safety Risk Assessment.

HSWC/2020/8 Lone Worker Procedure, Paper 7

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that the Lone Worker Procedure is now live on the SEPS webpage, with the accompanying risk assessments currently being updated. There were no major changes to the procedure with the new SafeZone app being the preferred tool for lone workers. The Lone Study procedure will be updated next.

HSWC/2020/9 Covid-19 update

Dr Duncan informed the Committee that following a huge amount of work on risk assessments, the Campus is fit for use with assurance audits taking place across the University. There are currently no on-campus transmissions with Covid cases being limited to student residences. There are currently no hospital cases, with students showing mild or no symptoms. There are over 1,000 students currently self-isolating within student residences and the University is providing supplies and hot meals with the help of volunteers. The TU's raised the issue of safety within the main library. Library staff have raised concerns over visitors to the library not using face masks or gathering in groups of more than six people. In this situation they feel unable to challenge people for fear of abuse. The Committee agreed that aggression will not be tolerated with conduct charges being used where appropriate. Mr Campbell informed the Committee that there has been guidance issued to teaching staff which can be adapted for general staff to give clarity in these situations. Mr McLean agreed to speak to the TU's after the meeting to provide further guidance and support.

HSWC/2020/10 Any Other Business

- Mr Haggarty informed the Committee that E&CS have again achieved the RoSPA Gold award and thanked Mr Harty for his hard work in attaining the award.

HSWC/2020/11 Date of Next Meeting

The next meeting of the Health, Safety & Wellbeing Committee will take place on Wednesday 9th December 2020 at 10am via Zoom.

Created by: Ms Debbie Beales