

# University of Glasgow

## Health Safety and Wellbeing Committee

### Minute of Meeting held on Monday 4th of March 2024, 10am in the Melville Room.

**Present:** David Duncan, Paula McKerrow, Sharon Burns, Molly Corbett, Simon Ambrose, Jenna Millar, Cyril Pacot, Rosie Thompson, Steven Richardson, Selina Woolcott, David McLean, Gary Stephen, Mhairi Docherty, Hazel Bookham, David Harty

**In Attendance:** Debbie Beales

**Apologies:** Louise Stergar, Chris Kennedy, Tony Anderson, Gillian Shaw, Phil Whitfield, James Gray, Peter Haggarty

### 1. Minutes of the Meeting held on 4<sup>th</sup> of December 2023

The Minute of the meeting held on the 4<sup>th</sup> of December 2023 was approved.

### 2. Matters arising

#### 2.1 Estates Safety Report (Paper 1)

The Committee noted the paper that was circulated for information only. Highlights included:

- Donna Robertson has been appointed as Senior Compliance Adviser. Vacancies still to be filled include a Compliance Adviser and a Fire Safety Specialist Adviser (this is currently being carried out on a consultant basis).
- Contractor near miss reports will be used to see how contractors work together with any trends to form part of future reports.
- Technical Services have taken over fire and asbestos operational management, with the Compliance Team providing advisory support.
- RAAC. All surveys are complete, with the findings reported to the relevant areas. Moving forward, Estates will complete surveys on an annual basis.

### 3. Occupational Health and Wellbeing Report (Paper 2)

The Committee noted the paper that was circulated for information only. Highlights included:

- Seasonal Influenza vaccines. These were delivered to 178 staff by the end of 2023. Hazel Bookham discussed the possibility of extending this scheme to all staff who aren't entitled to the vaccine through the NHS and the Committee agreed that consideration should be given to providing funding for this. Hazel is currently conducting a costing exercise and will share the outcome with David Duncan for budget approval.
- The Access to Work Mental Health Support Service is a free service funded by the Department for Work and Pensions. They provide advice, information, support and tools to help support staff with mental health conditions. The Committee agreed that this is something that will benefit staff and asked Hazel Bookham to sign up for this service on the University's behalf.

#### **4. SEPS Report (Paper 3)**

The Committee noted the paper that was circulated for information only. This is David McLean's last HSWC meeting as he retires at the end of the month. The Committee thanked David for over 3 decades of service. David, with his good judgement and humour, will be sorely missed by the University and the Committee wished him a happy retirement.

#### **5. Audit update (Paper 4)**

The Committee noted the paper that was circulated. David McLean informed the Committee that some Colleges are not progressing with their actions as expected and asked HSWC College reps to liaise with the relevant areas to complete all outstanding actions.

#### **6. Sickness absence stats (Paper 5)**

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

#### **7. HSW Annual Report (Paper 6)**

The Committee noted the paper that was circulated. Highlights included:

- There were some staff movements, with Stella Matimba, Business Continuity Adviser, moving on to a new role outside the sector in May, being replaced by Liridona Jahdaut in August, and Alan Watson, Fire Officer, moving to a promoted role at the University of Strathclyde in December.
- Issues in gas manifold system statutory examinations led to an intensive piece of work by the Chemical Safety Adviser (CSA) and Head of SEPS to improve the accuracy of the University's records of these systems.
- The Biological Safety Advisers (BSA) role continued to expand for several reasons: HSE's enhanced inspection regime meant that the BSA had to provide considerable support to Schools engaging in research work with high-risk biological agents. HSE reviewed their Approved List of Biological Agents in 2023. This led to some agents being re-classified into higher-risk categories, leading to considerable input from the BSA.  
The marked increase in interdisciplinary collaborations between those in non-biological disciplines, such as chemistry and engineering, with colleagues in biosciences has increased the demand for biosafety support, advice and training.
- There were 80 reports of incidents, near-misses and dangerous occurrences involving chemicals and the Chemical Safety Adviser (CSA) responded to many of these in person.
- The work of the Fire Safety team was impacted significantly by the change of the University's property insurer, which resulted in the new insurer conducting extensive inspections and follow up meetings. A key success for fire safety this year was the continuing decrease in unwanted fire alarm activations from 311 the previous year to 238 and a resultant fall in the need for Scottish Fire and Rescue Service attendance from 29% to 23%.
- The Radiation Protection Service had input to several major projects. The RPA calculated and supplied detailed shielding requirements for a new proposed PET imaging facility at the Beatson Institute, worked with the Health Physicist to determine shielding weak spots around the new Linear Accelerator at the SAH and collaborated with the installer to provide shielding requirements for the proposed CT scanner for the Weipers Equine Centre. In addition, the radiation dosimetry service contract was reviewed, re-tendered and awarded.

Selina Woolcott thanked David McLean, Head of SEPS, and Jim Gray, Head of RPS, for their hard work and dedication. Both David and Jim retire at the end of this month and their knowledge and expertise will be missed

### **8. HSW Policy Review (Paper 7)**

The Committee noted the paper that was circulated. Selina Woolcott informed the Committee that the only change to the policy, is the change in her job title. This reflects the re-brand of Health, Safety & Wellbeing to University Safety & Resilience. The updated document will be published on the USR website.

### **9. Management of Stress in the Workplace review (verbal update SW)**

This item was not covered at the meeting. Selina Woolcott will provide an email update in the short term, and the item will be covered at the May meeting.

### **10. Business and Study Travel Policy review (Paper 8)**

The Committee noted the paper that was circulated. Selina Woolcott informed the Committee of the following changes to this document:

- Section 4.1 – added tax advice.
- Section 7.6 – link updated.
- Section 7.7 - link to Togetherall removed.
- Section 10.3 – additional detail on debriefing travellers added.

The updated Policy will be published on the USR website.

Selina informed the Committee that the Insurance Team have provided some travel risk data which will be presented for information at future Committees once a suitable format has been reached.

### **11. Any Other Business**

There was no AOB.

### **10. Date of Next Meeting**

The next meeting of the HSWC will take place at 10am on Friday the 31<sup>st</sup> of May 2024 in the Melville Room.