

# University of Glasgow

## Health Safety and Wellbeing Committee

### Minutes of Meeting held on Monday the 9<sup>th</sup> of March 2026 at 10am in the Melville Room

**Present:** David Duncan (Convenor), Barbara Welsh, Paula McKerrow, Christopher Kennedy, Alec Mungall, Frank Chen, Simon Ambrose, Jenna Millar, Cyril Pacot, Steven Richardson, Mhairi Docherty, David Harty, Gary Stephen, Hazel Bookham, Donna Robertson

**In Attendance:** Debbie Beales (Clerk), Chris Ferguson (USR)

**Apologies:** Sharon Burns, Iain Brown, Phil Whitfield, Peter Haggarty

**Committee Business:** The Committee welcomed the following guests to the meeting:

#### 1. Minutes of the Meeting held on 5<sup>th</sup> of December 2025

The minutes of the last meeting were approved.

#### 2. Matters arising

##### 2.1 Action log update.

*All outstanding actions are complete apart from items 4 and 10. These will be transferred to the March action log for monitoring.*

##### 2.2 Lone Activities Policy review (Paper 1)

*The Committee noted the paper that was circulated. Mr Harty informed the Committee that there are no changes to the policy and asked that any comments be emailed to him by the end of this week. The review date will be updated to March 2028, and the amended policy published on the SEPS website.*

##### 2.3 Travel Risk Assessment review (Paper 2)

*The Committee noted the paper that was circulated. The Committee approved the minor changes to the policy and to the generic risk assessment template which was amended to reflect the duty of care regs within the Equality Act. The amended policy will be published on the SEPS website. The University Stress Policy is due for review at the end of 2026 but will be reviewed by a small working group before the next HSWC meeting to ensure it is also covered by the Equality Act.*

##### 2.4 Pedestrian safety (verbal update DR)

*Donna Robertson informed the Committee that the pedestrian safety group have completed their audit of Gilmorehill and are now focusing on Garscube. They will also re-visit Kelvin Way and Science Way at Gilmorehill. The Committee raised the issue of contractors parking out with permitted parking areas. Estates are aware of this issue and are in discussion with CBRE to educate contractors.*

## 2.5 USHA guidance on joint working with TU's (CK)

*Chris Kennedy informed the Committee that this guidance is still to be finalised by USHA. He will share the guidance with the Committee as soon as it is published. In the meantime, he asked that the Clerk forward the latest USHA guidance on leadership and management of health and safety in HEI's to SMG for information.*

### 3. USR Directors Report (Paper 3)

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

- Zack Manson has been appointed as the new Radiation Protection Technician.
- The vacant Business Continuity post will be filled in the coming weeks.
- There were no RIDDOR reportable incidents in the previous quarter.
- Following 2 significant near misses, both contractors shared all lessons learned throughout their companies nationwide. Within the University, a SharePoint site has been created for lessons learned which contractors have access to. As a result of lessons learned from issues with baffles in the JMS and ARC, there will not be any baffles installed in the Keystone Building.
- The SEPS audits focused on CoSE in the previous quarter, with MVLS the focus in the coming months.
- The Office of the Nuclear Regulator (ONR) conducted 2 compliance audits last year. In response, RPS submitted the Nuclear Material Accountancy and Control Plan on the 23<sup>rd</sup> of January 2026.

### 4. USR Annual Report (Paper 4)

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

- 2025 saw the merger of Estates Compliance and University Safety & Resilience (comprising RPS, SEPS and Business Continuity) to form a larger USR team consisting of 20 staff.
- External and internal audits were conducted to confirm the university's compliance on how they store and use radioactive, chemical and biological materials.
- There was a 50% reduction in RIDDOR reportable incidents compared to the previous year.
- Engaging with Contractors on safety matters was maintained with leadership inspections, spot audits, the 'Don't Walk By' near miss reporting programme, and the annual contractors safety forum.
- A permit system for contractors accessing high risk areas was introduced and includes roof access, asbestos management and electrical safety.
- USR led a new safety initiative, appointing and mentoring 9 Safety Champions. This contributed to the Estates Directorate achieving their 6<sup>th</sup> consecutive gold safety award from the Royal Society for the Prevention of Accidents (RoSPA).
- The University were granted a 5-year Specified Animal Pathogens Order (SAPO) licence by HSE.
- The SEPS 2-day audit process was re-designed, and a new 1-day health check audit has been created to run alongside it.
- The Personal Emergency Evacuation Plan (PEEP) for students was improved and moved to the Avanti system.

## **5. Fire Safety (Paper 5)**

The Committee noted the paper that was tabled on the day. Highlights include:

- The combined fire safety team consists of Chris Ferguson (Senior Compliance Adviser), Billy Russell (Senior Fire Officer), and Jane Kennedy (Compliance Adviser, Fire and Safety). A new Fire Safety Officer, Graham McMillan, is now in post bringing the team to its full complement of 4. Graham worked with the Scottish Fire and Rescue Service for over 20 years and comes with experience of fire risk assessments.
- There are currently 194 live Fire Risk Assessment (FRA) reports in the university.
- On the 22<sup>nd</sup> of January 2026 Chris hosted a FRA workshop where the main discussion revolved around the question 'what improvements would you suggest for the FRA process'? Following this workshop, the Fire Team have gathered all feedback and will use this to produce a more user-friendly FRA template.

## **6. Occupational Health and Wellbeing Report (Paper 6)**

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

- OHU renewed their SEQOHS (Safe, Effective, Quality Occupational Health Services) accreditation from the Faculty of Occupational Medicine.
- 1,563 employees received the seasonal influenza vaccination between October and December 2025.
- The digitisation of patient records is complete.
- Health surveillance has begun, and updates will be included in future reports.
- Did Not Attend (DNA) rates are still high and a plan is in progress to reduce these. The Committee suggested that if employees confirm attendance when they receive an appointment letter, this could help reduce DNA's.
- The new EAP provider is PAM Assist, and the first in person meeting took place on the 10<sup>th</sup> of February 2026.

## **7. Sickness absence stats (Paper 7)**

The Committee noted the paper that was circulated for information only. The report includes absence trends by month, year and quarter. It also captures the top 5 absence reasons for each job family and, at university level, the top 10 absence reasons including days lost to cancer (as requested at a previous meeting).

## **8. Incidents involving violence/aggression (Paper 8)**

The Committee noted the paper that was circulated. Gary Stevens informed the Committee that there were 14 incidents involving violence or aggression in the previous quarter. The Committee raised a concern over a sharp increase in sexual assault incidents in the wider City of Glasgow and agreed that the Safeguarding Team should meet with the relevant TU safety rep to see how best to address this matter.

## **9. University Security Policy (Paper 9)**

The Committee noted the paper that was circulated. Gary Stephen informed the Committee that this policy covers the university's response to potential terrorist threats in line with the Terrorism (Protection of Premises) Act 2025.

## **10. Any Other Business**

1. HSW Policy. This is due for review by the end of March 2026. The Committee agreed to feedback any suggested changes to David Harty by the end of this week. Once updated and signed, it will be published on the USR website.
2. PEEPS process. The CoSS are looking for clarity on the new PEEPS process. Chris Ferguson agreed to meet with Steven Richardson to answer questions that the College have on the process.
3. Issue with pigeons at the JWNC. David Harty agreed to investigate further to see if anything else can be done to discourage them from the area.

## **11. Date of Next Meeting**

The next meeting of the HSWC will take place at 10am on Monday the 1<sup>st</sup> of June 2026 at 10am in the Melville Room.