

University of Glasgow

Health Safety and Wellbeing Committee

Minutes of Meeting held on Monday the 1st of June 2026 at 10am in the Melville Room

Present: David Duncan (Convenor), Katherine Allison, Christopher Kennedy, Alec Mungall, Simon Ambrose, Jenna Millar, Phil Whitfield, Cyril Pacot, Steven Richardson, Peter Haggarty, David Harty, Gary Stephen, Hazel Bookham

In Attendance: Debbie Beales (Clerk), Richard Claughton (P&OD), David Hall (Estates)

Apologies: Barbara Welsh, Paula McKerrow, Sharon Burns, Iain Brown, Frank Chen, Mhairi Docherty, Donna Robertson

1. Minutes of the Meeting held on 9th of March 2026

The minutes from the last meeting were approved.

2. Matters arising

2.1 Action log update:

- *Actions 1, 2 and 7 will carry on to the June action log for monitoring.*
- *Action 3. Complete. The approved Lone Activities Policy has been published on the SEPS webpages.*
- *Action 4. Complete. The approved Travel Policy has been published on the SEPS webpages.*
- *Action 5. Complete. Paula McKerrow is working with the Safeguarding Team to arrange next steps.*
- *Action 6. Complete. The approved HSW Policy has been published on the USR webpages.*
- *Action 8. Complete. The University has invested significant funding to address this issue which was more serious than first thought. Moving forward, David Harty and the local safety rep will ensure any future issues are addressed in a timeous manner.*
- *Action 9. Complete. Clerk emailed the HSE leadership guidance on stress to SMG.*

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

Chris Kennedy informed the Committee that this guidance is near completion, and he will bring it to the next meeting.

3. USR Directors Report (Paper 1)

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

- Steven Richardson joins the team as Business Continuity Manager on a 12-month secondment from CoSS.
- The Fire Safety Officer post remains vacant and will be re-advertised this month.
- A 2-day liability insurance audit concluded that the University maintains appropriate liability insurance arrangements and generally effective risk management controls

across the areas reviewed. Of the 4 minor recommendations, 3 have been closed, and the other is awaiting a survey and costing.

- Safety Champions, initially an Estates initiative, has been rolled out within MVLS with training provided.
- Following an HSE visit for a SAPO licence in October 2025, the inspector is satisfied that all actions in their enforcement letter have been undertaken and the action was closed on 27th of March 2026.
- Radiation Protection Service continue to work with various external agencies such as the Office of the Nuclear Regulator, HSE and SEPA. A gap in measuring radon gas levels has been identified, and a measuring regime will begin this month.
- A Mental Health First Aid forum will take place next semester to understand how best to support staff who aid those with mental health issues.

4. Occupational Health and Wellbeing Report (Paper 2)

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

- The OHU team delivered over 2,200 seasonal influenza vaccines to staff.
- The OHU team visited specialist workplace areas such as the Dental Hospital and Small Animal Hospital to enhance understanding of operational risks and staff support requirements.
- Administrative staffing reduced from 2.8FTE to 1 FTE due to a vacant post not being filled and maternity leave not covered. This has significantly impacted operational capacity and OHU are looking at how to better utilise the Orchid Live system to improve service functionality.
- Health surveillance DNA's have reduced from previous quarters with staff and managers becoming more engaged in the process.

5. Sickness absence stats (Paper 3)

The Committee noted the paper that was circulated for information only. Richard Claughton informed the Committee that P&OD will run a project looking at what advice should be given to managers with staff on long term sickness absence.

6. Incidents involving violence/aggression (Paper 4)

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

7. Any Other Business

There was no other committee business.

8. Date of Next Meeting

The next meeting of the HSWC will take place in October 2026. Date and location TBC.