

**UNIVERSITY OF GLASGOW**

**Health and Safety & Environment Committee**

**Minute of Meeting held on Tuesday 8 June 2010 in Melville Room**

**Present:**

Mr D Newall Convenor, Mr I Black Ex-Officio, Prof. A Elliott Convenor Radiation Safety Committee, Prof. R Galbraith Court Appointee, Dr D Gilmore JULC Appointee, Ms M Goodfellow JULC Appointee, Mr J Gray Ex-Officio, Ms S Hall SRC Appointee, Dr D MacGregor Court Appointee, Mr J McConnell Ex-Officio, Dr J O'Dowd JULC Appointee, Mr A Ross JULC Appointee, Ms S Woolcott Ex-Officio.

**In attendance:**

Ms D Beales Clerk, Dr A Galbraith

**Apologies:**

Dr R Easton Lay Member of Court.

**HSEC/2009/1.1 [Minutes](#) of the meeting held on Wednesday 24 March 2010**

The minute of the meeting of 24 March 2010 was approved.

**HSEC/2009/1.2. Convenor's Business**

The Committee **noted** the change of Clerk and thanked Dr A Galbraith for the excellent support she had provided to the Committee over the years.

The Committee **noted** that this was the last meeting involving Ms S Hall (SRC) and wished her well for the future.

**HSEC/2009/2. Matters Arising**

*HSEC/2009/2.1 Management of Stress & Development of Action Plan (Paper 1)*

The Committee **noted** the circulated questionnaire and discussed its effectiveness. The Committee also noted that a systematic approach was required to avoid the risk of staff being led to specific answers. There were concerns about the balance between anonymity and the need to identify smaller areas where issues might be concentrated, and also the desire to get appropriate diversity information. The findings of the questionnaire had led to various focus groups taking place to discuss the effects of stress in the workplace. The external facilitator was currently working on a report, which was hoped to be ready for the September meeting. Mr Newall was addressing the issue of staff access to PCs, as this was the method used for staff to complete staff surveys.

**Action SW/DN**

*HSEC/2009/2.2 Mental Wellbeing in the Workplace (Paper 2)*

The Committee **noted** this revised paper on which it had previously commented. Dr O'Dowd stated that he was required to share subsequent drafts with his UCU colleagues. On discussion the TU reps confirmed that they were happy with the changes regarding roles and responsibility and the Committee **agreed** that they supported the draft document with the following changes:

- The addition of a section regarding stress caused by staff and colleagues. This was due to the fact that stress can be multi directional within organisational layers, and could also be caused by peers. Mr Black agreed to draft an appropriate addition.

**Action: IB**

- Contact details for the Employee Counselling Service would be added into Section 6.1.6

**Action SW**

*HSEC/2009/2.3 University Guidance on Lone Working (Paper3)*

The Committee **noted** the latest draft of the Policy that had been circulated and **approved** it subject to the following changes:

- Amend "Directors" in Section 5.1 to "Directors of Research Institutes"
- Remove "subject managers" from Section 5.2
- Reword the medical fitness part of Section 6.3 (page 9)
- Amend the appendix from "on call" to "call out"

**Action SW**

*HSEC/2009/2.4 Review of Remit and Membership of Committee. Terms of Reference and Transition to New Format (Paper 4)*

The Committee **discussed** its membership and terms of reference, which required to be revised due to the restructure of the University. The Committee **agreed** that it must operate effectively with the aim of progress being achieved by consensus. It also noted that the committee must meet the legislative requirement to consult with staff on H&S issues. The Committee **agreed** that the following amendments should be made with the amended document being reviewed at the next committee meeting:

- Section 3.2 would note that Ex-officio members were there in an advisory capacity only and would not be entitled to vote.
- Section 5.2 suggested reference to negotiation machinery would not be inserted but it would be recorded that, where agreement could not be reached, the Committee should report conflicting views to Court for a final decision.
- The Committee agreed that TU committee members did not require formal qualifications.
- Section 6.1 would be amended to reflect that the quorum of 8 should include 3 management reps and 3 staff reps.

**Action SW**

- The Committee **noted** that this was the final meeting of the current committee group, which will be repopulated in September following the university restructure. The Convenor thanked all current members for their past contributions.

*HSEC/2009/2.5 Health, Safety & Wellbeing Policy Statement (Paper 5)*

The Committee **approved** the draft policy that had been circulated. Ms Woolcott confirmed that all changes submitted by the Committee had been added to the document. The Committee **recommends** that Court adopt the Policy and that the Principal be asked to sign it.

**Action Court**

**HSEC/2009/3. Workplace Transport Risk Assessment (Paper 6)**

The Committee **noted** the draft Transport Risk Assessment that had been circulated. This followed the HSE visit of September 2009, when they requested that a risk assessment of traffic management on the Garscube Campus be carried out. This had highlighted some opportunities for improvement as detailed in the draft action plan. Progress was ongoing and would be reported back at subsequent committee meetings.

**Action SW**

**HSEC/2009/4. Annual Report of Radiation Safety Committee (Paper 7)**

The Committee **noted** the minute of the Radiation Safety Committee held on 19 April 2010 that had been circulated and, in particular, the following highlights relating to the activities of the Radiation Protection Service (RPS) during 2009:

- A revision of the University Radiation Safety Policy would be undertaken. The document would amalgamate all information into a single policy. This was precipitated by the commencement of work involving a linear accelerator.
- SEPA made 5 inspections of the University and had found fault with the record keeping of 2 departments. RPS had carried out an audit of these departments which, when re-inspected, had a positive outcome.
- HSE plans inspections at both the Gilmorehill and Garscube campuses. RPS continues to provide support in preparation for this.
- The Vet Faculty was still to nominate a member of staff to serve on the Committee. It was agreed that, once the College was set up, it would be approached regarding this matter.
- The Optical Standards Directive (OSD) entered into force in April 2010. RPS stated that the optical side was well covered and they would focus on the more hazardous sources. Laser surveys were carried out in departments where Class 3B 4, and above, lasers existed. This was to address the requirements of the OSD.
- RPS highlighted to the Committee that there was no longer a requirement of transport of isotopes between Glasgow and Strathclyde Universities. A member of University of Glasgow staff working with X ray equipment at Strathclyde University had now been registered with the University of Glasgow.
- The X-ray machine at the Dental Hospital, previously under NHS control was now to be covered by RPS staff.

- Concern over monitoring the health of staff working at the European Council for Nuclear Research (CERN) proved to be unfounded as the staff would not be entering controlled radiation areas.
- The University was required to carry out risk assessments on neutron sources within the Physics department. These would be carried out by RPS staff using controlled procedures.
- Prof Elliot and Mr Gray would visit the Magnetic Resonance Facility at the Small Animal Hospital. The legislative requirement of additional barrier doors has now been completed.
- With the Radiation Protection Officer now on maternity leave RPS were under pressure. The Departmental Technician was currently undergoing training to assist with the added workload created by her absence. Whilst not yet a legal requirement it was hoped that the RPO would be trained as a Laser Safety Adviser. Due to the current maternity leave this training may now be undertaken by the Radiation Protection Adviser.
- Training courses were now taking place bi-annually to cover the PG intake in January.
- RPS raised concerns that there may be staff, of which they were unaware, working with radioactive materials out with university sites. Steps would be taken to highlight this requirement to Heads of Schools and Colleges.

**Action DN/SW/JG**

- There was concern that the shielding on the linear accelerator was not adequate for Ionising Radiation Regulations guidelines although this would not pose any health risks. Prof Elliott had raised concerns to the architect along with a list of queries and a reply was being awaited. HSE would visit at the end of July to inspect the shield.
- Garscube had been granted a single site license. The document set a requirement for a “qualified expert”. Mr Gray was awaiting further guidance from SEPA.
- HSE had commenced the charging of £10 per classified worker. The University has around 55 such people at any given time.
- RPS had been in discussion with SEPA regarding the standardisation of the time cats are kept in hospital after thyroid treatment.
- The Committee **noted** the professionalism of RPS and thanked the staff for their hard work.

**HSEC/2009/5. Any Other Business**

There was no other business.

**HSEC/2009/6. Date of Next Meeting**

The next meeting of the Health and Safety & Environment Committee will be held on Wednesday 15 September 2010 at 10.00 am in the Melville Room. Additional dates will be confirmed in due course.

*Prepared by: Debbie Beales Clerk to Committee d.beales@admin.gla.ac.uk*

*Last modified on: Monday 26 July 2010*

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