

## University of Glasgow

### Health Safety and Wellbeing Committee

**Minute of Meeting held on Wednesday 16 March 2011 at 12:00 PM in the Carnegie Room**

**Present:**

Mr I Black, Ms N Donald, Dr G Duckett, Prof. A Elliott, Dr D Gilmore, Ms M Goodfellow, Mr J Gray, Mr J McConnell, Mr D McLean, Mr D Newall, Dr J O'Dowd, Ms J Ommer, Mr P Phillips, Mr A Ross, Ms S Woolcott, Dr R Easton, Mr F Sutherland

**In Attendance:**

Ms D Beales Clerk

**Apologies:**

Mr P Duffy, Dr C Martin, Mr D Somerville, Ms A Stewart

**HSWC/2010/1 Minutes of the Meeting held on Friday 21 January 2011**

The Minute of the meeting of 21 January 2011 was approved

**HSWC/2010/2 Convenor's Business**

The Convenor welcomed Ms Nancy Donald, Management Appointee, to the Committee

**HSWC/2010/3 Matters arising**

*HSWC/2010/3.1 Stress Management Action Plan (SMAP) - verbal update Mr D Newall*

Mr D Newall informed the Committee that he had briefed the Senior Management Group (SMG) on the SMAP.

*HSWC/2010/3.2 Workplace Transport Risk Assessment - verbal update Mr D Newall*

Mr D Newall informed the Committee that he had advised SMG about the Workplace Transport Risk Assessment. The Committee **agreed** that Ms S Woolcott, Mr J McConnell and Mr D Newall would liaise to progress the works identified as desirable.

**Action SW/JMcC/DN**

*HSWC/2010/3.3 Enforcement Agency Radiation Safety Audit - verbal update Mr J Gray*

Mr J Gray informed the Committee that a draft response had been sent to the Health & Safety Executive (HSE). This draft listed actions in response to recommendations made in the letter from HSE in November 2010 which was a result of a radiation inspection carried out in July 2010. HSE indicated that they were happy with the actions and, as a result, Mr J Gray would send out a final response. He stated that his Radiation Protection Office would visit the relevant sites to ensure that the actions were completed by mid April.

**Action JG/Clerk**

*HSWC/2010/3.4 Asbestos Management Compliance status check (Paper 1)*

The Committee **noted** the Paper that had been circulated. Mr J McConnell informed the Committee that an Asbestos Management Review Group had been set up to consider the University's compliance with asbestos management legislation. He stated that, whilst a Policy was indeed required, resources were needed to back it up. Estates & Buildings and Safety and Environment Protection Service were currently doing the job to the best of their ability but additional resources would be required to comply with the policy as drafted. This was especially relevant when appointing a suitable competent person to act in a co-ordination role to ensure the appropriate management of asbestos. Schools/Colleges may also require additional resources to comply with the Policy. He stated that SMG/Court recognised that priorities had been made in the interim. Current asbestos mapping was good but improvements were required.

The Committee **agreed** that the Policy was not ready for approval and that Ms S Woolcott, Mr J McConnell and Mr D Newall would meet before the next Committee meeting in May to discuss resources and address responsibility before the Committee reconsidered the Policy. The Committee agreed that the next version should include stronger wording in section 7.3 of the cover sheet.

**Action SW/JMcC/DN**

*HSWC/2010/3.5 Portable Appliance Testing (PAT) survey - verbal update Mr D Newall*

Mr D Newall informed the Committee that he had discussed the findings of the PAT survey feedback with SMG.

Mr D McLean updated the Committee on the PAT focus group set up to review available options. The group had met once and were looking at how to ensure better practice throughout the University. Mr D McLean would produce a report, based on the group's recommendations, for the next Committee meeting in May. The Committee **agreed** that an adequate and pragmatic approach was required.

**Action DMcL**

## **HSWC/2010/4 Overview of Sport and Wellbeing Week (Paper 2)**

The Committee **noted** the Paper that was circulated. Ms J Ommer updated the Committee on the Sport & Wellbeing week which had taken place in January 2011. The event was deemed to have been extremely successful in raising the profile of Sport & Recreation in relation to health and wellbeing (both physical and mental). The event was seen as a way to improve rather than simply maintain levels of health and wellbeing which was **welcomed** by the Committee. Highlights of the week included an inspirational talk by Mark Beaumont, former student at the University and world record holder in the field of cycling. Partnerships were developed with services internal and external to the University and included the University's Hospitality Services who provided healthy options meals and free fruit throughout the week and the Scottish Association for Mental Health (SAMH) who provided awareness raising information and mental health workshops. The Committee **agreed** that the involvement of positive wellbeing should be applauded and asked that Ms J Ommer keep the Committee informed of future events and for the Committee to be involved where appropriate.

## **HSWC/2010/5 Health Safety and Wellbeing Annual Report (Paper 3)**

The Committee **noted** the Paper that was circulated. Ms S Woolcott informed the Committee of the achievements of the 3 Services within Health, Safety & Wellbeing (Radiation Protection, Occupational Health and Safety & Environment Protection). The Services were required to consider how best to utilise their resources. The decision was made not to fill the vacant post of Health & Safety Inspector with the work being absorbed by current staff within SEPS, leading to a change in individual work priorities. A succession plan put in place to ensure that the new Fire Officer benefited from local knowledge and expertise is working extremely well as both recently retired Fire Officers have returned, on a part time basis, for the short term.

Ms S Woolcott informed the Committee that the University had participated in the national project "Improving Performance through Wellbeing & Engagement" as the lead Scottish Institute. The intervention implemented was a number of courses in resilience, delivered to 4 groups of senior managers across academic and service units, and were well received. This project was significant due to the commitment to measure the impact of all the various interventions being delivered across the partner institutions. At a time when resources were at a premium, this was considered particularly important.

Health, Safety & Wellbeing (HS&W) staff members continued to contribute to numerous internal and external collaborative partnerships which offered the University the opportunity to influence strategy at a local and national level. The re-shaping of the University had required a review of a wealth of policy and procedures and there was a need for increased guidance for new senior managers coming into post. The variety of operational activities carried out under the H,S&W banner was touched upon, along with the number and range of interactions with enforcement agencies. The Committee **thanked** the Service for achieving a considerable and varied amount of work which was carried out by a relatively small team. The Committee **commended** the report and its contents.

### **HSWC/2010/6 Contractors Code of Safe Working Practice (verbal report Mr D McLean)**

The Committee **noted** the Table of Contents of this draft code which was handed out at the meeting. Mr D McLean informed the Committee that the purpose of this document was to provide guidance primarily to contractors working at the University of Glasgow but also to Units who regularly engage external contractors. The table of contents was provided to the Committee to make them aware of what the document entailed. The full document would be published on the Safety & Environment Protection (SEPS) website and Committee members would be able to request edits, if required. The Committee **thanked** SEPS Construction Safety Adviser for preparing this document.

### **HSWC/2010/7 Accident Statistics (Paper 4)**

The Committee **noted** the Paper that was circulated and, as there were no unusual anomalies, no further comment was made.

### **HSWC/2010/8 Occupational Health Report (Paper 5)**

The Committee **noted** the paper that was circulated. Ms S Woolcott informed the Committee that the OH statistics would, in future, be broken down by College and, from September, attendance reason codes would also be included.

### **HSWC/2010/9 Introduction to Safety Management**

Mr D McLean informed the Committee that an introduction to safety management for Heads of Management Units document had been produced to provide a frame work that was relevant to the new university structure. He asked that the Committee read over the document and provide any amendments to him before the end of the month. The document would also be published, in draft form, on the SEPS web site and feedback from Colleges and Schools would be sought. The Clerk would email the document to the Committee members by the end of this week.

**Action Clerk/DmC**

### **HSWC/2010/10 Date of Next Meeting**

The next meeting of the Health, Safety & Wellbeing Committee will be held on Tuesday 31 May 2011 at 2pm in the Melville Room

*Created by: Miss Debbie Beales*