

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 15 September 2011 at 10:00 AM in the Melville Room

Present:

Mr Ian Black, Ms Nancy Donald, Professor Alex Elliott, Mr Jim McConnell, Mr David McLean, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Ms Julie Ommer, Mr Paul Phillips, Mr Alex Ross, Mr David Somerville, Ms Aileen Stewart, Ms Selina Woolcott, Dr Robin Easton

In Attendance:

Ms Debbie Beales

Apologies:

Dr Gordon Duckett, Dr Desmond Gilmore, Ms Margaret Goodfellow, Mr James Gray, SRC

HSWC/2011/1 Convenor's Business

Due to the absence of a representative of the SRC this meeting was not quorate. As the meeting was not deemed contentious, the Committee agreed to proceed with the understanding that the Convenor would brief the SRC representative on what had taken place at the meeting.

HSWC/2011/2 Minutes of the Meeting held on Tuesday 31 May 2011

The Minute of the meeting of 31 May 2011 was approved with the following amendment to AOB, Competent Safety Advice: "College of Science & Engineering" to be amended to "School of Engineering".

HSWC/2011/3 Matters arising

HSWC/2011/3.1 Asbestos Management Compliance (verbal update Mr J McConnell)

Mr J McConnell informed the Committee that the Asbestos Manager post was now advertised and he was confident that someone would be appointed soon. 50% of the management survey was now completed with the remainder to be finished by December. This information was now available on a live electronic database. IOM Asbestos Services were completing the management surveys with their contract also enabling them to be engaged to do demolition surveys.

HSWC/2011/3.2 PAT Working Party Report (verbal update Mr D Newall)

Mr D Newall informed the Committee that he had informed SMG about possible resource implications regarding the PAT working party report.

HSWC/2011/3.3 PAT Working Party Recommendations (Paper 1)

The Committee **noted** the Paper that was circulated. Mr D McLean informed the Committee that, apart from an issue with one of the links, the Paper was now ready to be published on the SEPS website. The Committee **agreed** that Mr D Newall would present the Paper to Court on 12 October, and seek Court's authority to issue the guidelines to School/Institute/Department managers, asking them to take appropriate action by December. It was agreed that it would be useful if the Paper could also be raised at meetings of College Management Groups and USMG. The Committee **thanked** Mr D McLean for making the Paper so user friendly and easy to understand.

HSWC/2011/3.4 H&S Risk Register, Top 10 Risks (Paper 2)

The Committee **noted** the Paper that was circulated. Ms S Woolcott informed the Committee that only the College of Arts had rated their risks. The Committee **agreed** that rating the risks might not be productive and instead the aim should be to compile a list of significant risks, and to consider what measures were currently being taken in mitigation and whether these were sufficient. Ms S Woolcott agreed to bring a further Paper, in those terms, to the next meeting of the Committee.

HSWC/2011/3.5 Health Surveillance (verbal update from College Reps)

The Convenor asked the College representatives, where appropriate, to advise Ms A Stewart of any areas where it was perceived there was insufficient provision for health surveillance.

HSWC/2011/3.6 Fire Safety at CDMR (verbal update Mr D Newall)

Mr D Newall informed the Committee that, after extensive unproductive discussions with Majestic Wines, the University had put in place a portable fire safety system at the offices it rented from Majestic, and that the University had now decided to terminate the lease at the end of September.

HSWC/2011/3.7 Competent Safety Advice (verbal update Dr G Duckett)

The Committee **agreed** that as Mr G Duckett was unable to attend this meeting he would be asked to email his comments to the Clerk of the Committee to then be distributed to the Committee via email.

HSWC/2011/3.8 Terms of Reference (Paper 3)

The Committee **noted** the Paper that was circulated. There was some discussion around the wording of section 1.3 with the word "routine" causing concern when relating to staff travelling between their home and place of work. Ms S Woolcott agreed to revisit this wording, in discussion with Mr I Black. Once the new wording had been agreed by the Committee, the updated ToR would be presented to Court for approval for the next 12 months.

HSWC/2011/3.9 Lone Working Procedure (verbal update Ms S Woolcott)

Ms S Woolcott informed the Committee that the Lone Working Procedure was due its review. With only a few grammatical changes, one spelling mistake corrected and appendix 5 reformatted the Policy was essentially unchanged. The Committee **agreed** that the changes be made and that the updated Policy should be published online and reviewed again in September 2013.

HSWC/2011/4 Health Surveillance draft Policy (Paper 4)

The Committee **noted** the draft Policy that was circulated. Ms A Stewart had prepared the document to formalise health surveillance procedures as well as to comply with Health & Safety Executive (HSE) guidelines. The Committee **welcomed** the draft Policy and **thanked** Ms A Stewart for a clear document with a useful appendix. The Committee **discussed** the document and **agreed** that a summary of what types of health surveillance are available be included in the appendix as well as information regarding radiation workers. The Committee **discussed** how the University would retain records for "at least 40 years after the date of last entry". Ms A Stewart informed the Committee that current records were held securely within Occupational Health (OH) and consisted of a paper record and an electronic record (from January 2011). The files of ex-employees were held within Archives as a paper copy only and were easily recalled when necessary. The Clerk agreed to contact Archives to find out what the procedures were in the event of fire. The Committee **agreed** that the draft Policy, once the appendix had been amended, would go to Court for approval and then publicised at an appropriate time. The Committee **agreed** that this would be an opportunity to broadcast the improvements that the University had recently delivered in health surveillance.

HSWC/2011/5 Occupational Health Report (Paper 5)

The Committee **noted** the Paper that was circulated. The Committee **agreed** that the new style of report was extremely helpful but asked that future reports include the previous quarter's statistics as well as the same quarter from the previous year. This would enable the Committee to spot any trends. Ms A Stewart agreed to do this for future reports but pointed out that the new software had only been in place since January 2011 which meant that previous year's statistics could only run from then.

HSWC/2011/6 Accident Statistics (Paper 6)

The Committee **noted** the Paper that was circulated. Mr D McLean informed the Committee that there had not been many cases that had to be reported to HSE. In one case of an electric shock to an employee, the university provided HSE with a report that included photographs. HSE were satisfied that the University had resolved the issue to their satisfaction and no further action was required. HSE had received a complaint about asbestos in the Kelvin Building. The University provided all required information and HSE decided that no further action was required.

HSWC/2011/7 Employers Liability Activity Report (Paper 7)

The Committee **noted** the Paper that was circulated. This report had been produced for the Committee by the Risk & Insurance Manager to see what health and safety was actually costing in insurance claims. The Committee was advised that, compared to other public sector organisations, the amount of claims was low. The

Paper gave rise to some discussion on the maintenance of gas cylinders. The Committee **asked** that this be discussed in more detail at the next Executive meeting in November with feedback given at the next HSWC meeting in December.

HSWC/2011/8 Any Other Business

HSWC/2011/8.1 Launch of E-Induction

Ms S Woolcott informed the Committee that the University had launched an E-Induction for new staff members which included a Moodle Quiz. Ms S Woolcott had emailed HOS's, DRI's, College Secretaries, Heads of University Services and HOC's. An article had also appeared in Campus News. The E-Induction was now mandatory for anyone starting a new post after 11 August 2011. Whilst this was an ideal way to deliver a health and safety induction to the majority of staff, there were pockets of staff within the University that would require an alternative delivery method. Cleaning Services was one such staff group and Ms S Woolcott and Mr D McLean would liaise with the Head of Cleaning Services to assist on delivery of a sit down session. The Committee **thanked** Ms S Woolcott for her work on this project and were encouraged to view the literature and feedback to her as necessary.

HSWC/2011/8.2 Management of Stress & Wellbeing Policy

Ms S Woolcott informed the Committee that this Policy was due for review in September 2011. However, as the staff survey had not been completed yet the Committee agreed that this be postponed until the staff survey had taken place and the results analysed.

HSWC/2011/8.3 New Committee Member

Mr A Ross informed the Committee that he would like to recommend a member of staff as a new H&S representative to the Committee. The Committee welcomed this recommendation and agreed that Mrs Elizabeth Richardson should attend the next Executive Group meeting in November as an introduction to the full Committee meeting in December. The Clerk would contact Mrs Richardson on this matter.

HSWC/2011/8.4 Universities Health & Safety Association (USHA)

Mr D McLean informed the Committee that the USHA Fieldwork Policy, which was approved by the Universities & Colleges Employers Association (UCEA) was now available to download free of charge. Mr D McLean would email the relevant Schools to ensure that they were aware of this.

HSWC/2011/9 Date of Next Meeting

The date of the next Health, Safety & Wellbeing Committee meeting will be held on Tuesday 6 December 2011 at 10am in the Melville Room

Created by: Miss Debbie Beales

