

## University of Glasgow

### Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 16 September 2014 at 10:00 AM in the Senate Room

#### Present:

Mrs Ann Allen, Mrs Christine Barr, Ms Mae Boyd, Dr Gordon Duckett, Mr David McLean, Mr John F Malcolm, Dr Catherine Martin, Dr John O'Dowd, Mr Paul Phillips, Mr Deric Robinson, Ms Aileen Stewart, Ms Selina Woolcott, Ms Louise Bowden, Mr Liam King

#### In Attendance:

Ms Debbie Beales, Dr Dorothy Welch

#### Apologies:

Mr James Gray, Mr David Newall, Ms Julie Ommer

#### HSWC/2014/1 Convenors Business

The Committee were informed that in the absence of David Newall (due to illness) Dr Dorothy Welch would convene the meeting. Dr Welch welcomed the new SRC rep, Liam King, to the Committee.

#### HSWC/2014/2 Minutes of the Meeting held on Wednesday 28 May 2014

The Minute of the meeting held on Wednesday 28 May 2014 was approved.

#### HSWC/2014/3 Matters arising

##### *HSWC/2014/3.1 Staff Survey (verbal update Ms S Woolcott)*

Ms Woolcott updated the Committee on the results of the stress indicator section of the staff survey using a PowerPoint presentation. This survey had taken place in March and April of this year and included a slightly modified version of the question set from the Health & Safety Executive (HSE) stress survey indicator tool. Ms Woolcott informed the Committee that the results were currently only available at College level which she shared with the Committee along with a breakdown by job family. Once all Colleges had received their breakdowns the results would then be filtered to School level and released to Schools (University Services had already received their breakdown by Unit). The survey results would be helpful in prioritising and drawing up action plans to address issues flagged in the survey. The management teams at local level, with support from HR would put these action plans into place.

#### HSWC/2014/4 OH Report (Paper 1)

The Committee **noted** the Paper that was circulated. Ms Stewart informed the Committee that overall activity had continued to increase, especially for the MVLS College, creating significant additional workload for the Unit. The main reasons for this were fitness to practice appointments and elective immunisation paperwork for medical students which

would only continue to rise as well as health surveillance for staff. On the matter of management referrals, the most common reason was musculoskeletal which was unusual as the most common reason was usually mental health issues. Due to the cessation of self-referral appointments these statistics would no longer be included and it was too early to say whether this would have a knock on effect on the number of management referrals. UCU raised concerns that some information concerning stress levels, bullying/harassment and management issues could be lost in the absence of a self-referral mechanism. Ms Stewart informed the Committee that management-referrals would still be monitored to see if figures suggested that these cases were now being captured through that route. The Committee **discussed** the change from self-referrals at OH to drop in sessions at the Counselling & Psychological Service (CAPS). The Committee **agreed** that the number of drop ins should be recorded as well as the reason.

### **HSWC/2014/5 SEPS Report (Paper 2)**

The Committee **noted** the Paper that was circulated. Mr McLean informed the Committee that Dr Steve Johnson had joined SEPS as the new full time Environmental Adviser, replacing the previous part time post. Dr Johnson had agreed to produce a document listing his first impressions of the University's current environmental set up which would be ready for the HSWC meeting in March 2015.

Mr McLean also updated the Committee on the audit programme being conducted by SEPS. 19 Units had been audited so far with various actions required from each. All 19 Units had been written to by SEPS, listing the required actions, with 13 replies so far. Any non-responses would be revisited before the December HSWC meeting to ensure that all replies were received. SEPS would collate the responses and decide when an action was considered closed. 10 more audits were due before the end of the year and the Committee would be updated on these at future HSWC meetings.

Mr McLean informed the Committee that there would be a change in explosives regulations on 1 October 2014. SEPS had circulated this information to all relevant Units asking for them to list what explosives were held in the University and where they were located.

Finally Mr McLean presented the accident stats for the last quarter and these contained no unusual anomalies.

### **HSWC/2014/6 EAP Report (Paper 3)**

The Committee **noted** the Paper that was circulated. Ms Woolcott informed the Committee that whilst uptake was down on the same period last year, it was up from the previous quarter. It was possible that this was due to the cessation of the self-referral service at OH. As well as the launch of the drop in service for staff at CAPS which had replaced self-referrals, proposals had been drafted for a wider range of in-house mental health support for staff. Other proposals would progress once the new head of service for CAPS came into post in October.

### **HSWC/2014/7 Review of HSWC (Paper 4)**

The Committee **noted** the Paper that was circulated. Ms Woolcott informed the Committee that she had sent out a short survey to the Committee and that 9 members (out of 20) had responded. She asked that the Committee provide feedback on the proposals in the Paper that had been circulated by 30 September 2014. The Committee **agreed** that a sub group be formed to take forward any changes to the workings of the Committee and that they should meet as soon as possible.

### **HSWC/2014/8 Review of local safety groups within US (Paper 5)**

The Committee **noted** the Paper that was circulated. Ms Woolcott informed the Committee that, following concerns raised by UCU Safety Reps about the clarity of routes available for staff to raise H&S issues, she had sent a short survey to Directors of professional services. She had received 12 out of 13 responses and would discuss the matter further with USMG in September. Ms Woolcott would keep the Committee updated on any progress made.

### **HSWC/2014/9 Employee Liability Activity Report (Paper 6)**

The Committee **noted** the Paper that was circulated. Ms Woolcott informed the Committee that, as it was impossible to completely anonymize this report, it was not for circulation out with the Committee.

### **HSWC/2014/10 Any Other Business**

There was no AOB.

### **HSWC/2014/11 Date of Next Meeting**

The next meeting of the HSWC will be held on Wednesday 10th December 2014 at 10am in the Melville Room

*Created by: Miss Debbie Beales*