

## University of Glasgow

### Health Safety and Wellbeing Committee

**Minute of Meeting held on Wednesday 3 June 2015 at 10:00 AM in the Senate Room**

**Present:**

Mrs Ann Allen, Mr David McLean, Mr John F Malcolm, Mr David Newall, Mr Paul Phillips, Mr Deric Robinson, Mr David Somerville, Ms Aileen Stewart, Ms Selina Woolcott, Ms Louise Bowden, Mr Liam King, Mr Oscar Schafer, Ms Gillian Shaw

**In Attendance:**

Ms Debbie Beales, Mr Richard Cloughton

**Apologies:**

Ms Mae Boyd, Mr James Gray, Mrs Christine Barr

#### **HSWC/2014/1 Convenors Business**

The Convenor welcomed Gillian Shaw, Head of HR in Arts, who was now representing the College of Arts. He also welcomed Richard Cloughton who was deputising for Christine Barr.

#### **HSWC/2014/2 Minutes of the Meeting held on Wednesday 11 March 2015**

The Minute from the previous meeting was approved.

#### **HSWC/2014/3 Matters arising**

*HSWC/2014/3.1 E-cigarettes (verbal update DN)*

This item will be carried to next HSWC meeting.

*HSWC/2014/3.2 Environmental set up, recycling of cardboard & batteries (verbal update AA)*

Mrs Allen **informed** the Committee that recycling information could be found at <http://www.gla.ac.uk/services/estates/sustainability/recycling/> and asked that anyone who knew that a large amount of cardboard would need recycling to complete an E&B request form to that effect. Viridor, the company responsible for uplifting recycling, could then organise more bins or additional uplift to accommodate this.

*HSWC/2014/3.3 Staff counselling, in house (verbal update SW)*

Ms Woolcott **informed** the Committee that the Director of CAPS and his team had produced a draft pilot of in-house mental health support for staff which was hoped would run over the summer. Discussions around resource issues were due to take place and Ms Woolcott would update the Committee in September.

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

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that the structure change in administering respiratory health surveillance (RHS) was now in

place. It had taken several months to obtain new risk assessments and lists of staff requiring RHS from co-ordinators and certain areas were still to respond. OH were to meet with SEPS biological safety adviser to see what could be done to reinforce the new structure through safety co-ordinators and Ms Stewart would report back to the Committee in September. The Committee **agreed** that line managers needed to take responsibility for nominating staff requiring RHS and **thanked** Ms Stewart for the report which now included a cover sheet summarising the data.

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

The Committee **noted** the standard paper on reported accidents. Mr McLean **informed** the Committee that there were no unusual anomalies within the report and **tabled** an additional paper regarding the progress of the safety audit programme being conducted by SEPS. The Committee **agreed** that Mr McLean should email the HoS for all Schools that were currently sitting at red or amber on his report, cc'ing in the relevant HSWC rep. The Committee was **concerned** that that several actions remained to be addressed and asked that progress be made before the next meeting of the HSWC in September. The Committee **agreed** that the relevant College/US reps would take action to follow up this email with the relevant School/Service managers.

#### **HSWC/2014/6 Hazardous areas survey (Paper 3)**

The Committee **noted** the Paper that was circulated. Mr McLean **informed** the Committee that this information had been requested as a result of an emergency planning exercise that had taken place the previous year. During this exercise, which had been attended by all emergency services, it had been noted that the University did not have a definitive and up-to-date list of hazardous areas and their contents. In the event of a fire it would be vital for the fire service to access this information quickly. A hazardous area survey form had been sent out to all relevant Schools, RI's and Services with the responses being collated into an excel spreadsheet summarising what materials were located in each building, along with links to the completed forms. This data had been shown to Central Services and would be made available to them in finished form once IT Services had agreed how best to share this information. The Committee **thanked** SEPS for the level of work that had gone into producing this list.

#### **HSWC/2014/7 Fire alarm weekly testing rates (verbal report SW/DMcL)**

Ms Woolcott **informed** the Committee that action was required to put in place robust arrangements for weekly testing in all buildings. A working group had been formed to review the current position and to make proposals for effecting improvements. Ms Woolcott would report back to the Committee in September with the working groups' findings.

#### **HSWC/2014/8 EAP quarterly report (Paper 4)**

The Committee **noted** the Paper that was circulated. Ms Woolcott informed the Committee that utilisation had increased substantially year on year which was encouraging. The contract with Optum was due for renewal in December and Ms Woolcott would bring this item to the Committee in September.

#### **HSWC/2014/9 University of Glasgow Organisational Level Stress Risk Assessment (Paper 5)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that since the last survey in 2012 there had been a reduction in the total numbers of days

lost attributed to poor mental health as well as a decrease in the duration of absences due to poor mental health. Scores for support (both from peers and managers) had improved considerably since the last survey, following a variety of local and University wide initiatives around leadership development. Control had a high priority rating which would be addressed in the Action Plan associated with the University's Strategic Plan. Ms Woolcott stated that she had met with 32 Schools/RI's and management groups to discuss the stress survey findings. Common issues included a lack of financial authority, frequently working excessive hours and feeling undervalued with research being valued above teaching and Services feeling undervalued by internal customers. It was clear that the term 'harassment' had been interpreted in ways other than that intended and that consideration would be given to the wording and explanation of questions in the next survey. Richard Cloughton then spoke to the Committee about the University's Empowering People Action Plan noting that within this area of work there was a direct link to the health and wellbeing agenda. Areas of focus would be:

- Cultural transformation
- Structures and team based approach
- Leadership capability and visibility
- Engagement and involvement
- Internal communication

This is one of three key themes coming out of the strategy development work which are each being led by members of the senior management team.

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

The Convenor **informed** the Committee that an internal Audit Report of H&S management compliance had been completed and the Report received at the Audit Committee. A high priority was the safety of staff and students working overseas. A working group had been formed to address this matter and the findings would be reported back to the Committee in September.

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

The next meeting of the HSWC will take place on Tuesday 15th September 2015 at 10am in the Melville Room

*Created by: Miss Debbie Beales*