

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 19 September 2019 at 10:00 AM in the Melville Room

Present: Dr David Duncan, Mr Paul Fairie, Mr James Gray, Mr William Howie, Mr David McLean, Mr John Neil, Mr Deric Robinson, Ms Gillian Shaw, Ms Aileen Stewart, Mr Dave Thom, Mr Graham Tobasnick, Ms Selina Woolcott, Mr Tom McFerran

In Attendance: Ms Debbie Beales, Mr David Harty

Apologies: Mr Peter Haggarty, Ms Louise Stergar, Ms Paula McKerrow, Mr Christopher Kennedy, Ms Karen Morton

HSWC/2019/1 Minutes of the Meeting held on Tuesday 28 May 2019

The Minute of the meeting held on Tuesday 28th May 2019 was approved.

HSWC/2019/2 Matters arising

HSWC/2019/2.1 Contractor activity (verbal update DH)

David Harty updated the Committee on the following:

- Estates & Commercial Services recently received a RoSPA Gold Health & Safety Award. This prestigious award recognises the seriousness with which E&CS takes its health and safety responsibilities.
- The University recently held its annual contractor forum which encourages the sharing of good practice between University staff and the main contractors.
- Fire safety improvements in the Boyd Orr Building are now nearing completion.
- Within the Main Building, new proposals on how to safely remove asbestos from the roof of the Bute Hall are under consideration, which should facilitate installation of fire suppression measures.
- There is an annual programme of E&CS leadership inspections which further aids the identification, monitoring and management of issues in buildings.

The Committee discussed the new super crossing at the Main Gate. The new signalling system (owned and managed by GCC) has changed from a pelican to a puffin crossing which is causing some confusion. The University is working with GCC to address any issues raised by staff and students but ultimately control of the system lies with GCC. Mr Fairie informed the Committee that he is in regular contact with Multiplex over evacuation concerns for BHF and the Sir Graham Davis Buildings caused by ongoing works for the super crossing outside the Boyd Orr Building.

HSWC/2019/2.2 Maiden Voyage travel safety (verbal update SW)

Ms Woolcott informed the Committee that, following a meeting with David Duncan, a decision was made not to acquire this software at this time. The University is currently introducing a system called Critical Arc Safe Zone as well as retendering for a new travel provider so it was felt that this additional system may not be required. The Committee agreed that this could be revisited at a later date if appropriate.

HSWC/2019/2.3 Removal of asbestos in roof of Bute Hall (verbal update DH)

Mr Harty informed the Committee that the asbestos in the roof of the Bute Hall consisted of historical debris only. This area is sealed and poses no current risk to users of the building. The main electrical panels, which are the main risk of fire, have been checked and deemed safe. The current lantern lights require access to the affected area for pulley maintenance and E&CS are now looking at possibly replacing these for lighting that does not require access to the void.

HSWC/2019/3 OH Report (Paper 1)

Ms Stewart apologised to the Committee for the lateness of the paper, this was due to staff illness and student vaccination clinics taking place at this time. The circulated Paper was in a different format to the usual one and the Committee agreed that this new format should be used moving forward. Ms Stewart informed the Committee that management referrals continue to increase and were up slightly on the same period last year. Health surveillance appointments were up substantially on the same quarter last year meaning that most of HS for the year has now been captured. OHU continue to work closely with Mr Fairie to ensure that all MVLS staff requiring HS are seen and hope to do the same with ECS moving forward.

The most common reason for management referral throughout this quarter was for prolonged illness followed equally by post-operative and musculoskeletal reasons. The College of Arts had the highest number of referrals for post-op reasons followed by US which had the highest numbers for musculoskeletal reasons. US had the highest referral rate by number but Arts the highest number by percentage headcount.

HSWC/2019/4 SEPS Report (Paper 2)

Mr McLean informed the Committee that slips and trips continued to be an issue and asked that staff report any loose slabs by submitting a works request to E&CS. The Committee discussed personal safety for students with the SRC stating that this does not appear to be an issue but that they continue to publicise the dangers of drink, drugs and traffic safety. The SRC raised concerns about security staff employed by Student Unions and were working with University security staff and the Unions themselves to resolve this. The Committee also discussed whether there was any reason for concern regarding legionella. Water at the University is checked every month by ECS staff and pipelines and showerheads are checked and maintained by an external company on an annual and six monthly basis.

HSWC/2019/5 Audit update (Paper 3)

Mr McLean informed the Committee that SEPS are now receiving requests for audits from areas such as Cochno Farm which is encouraging. All site visits for 2018-19 have been completed with reports to be finalised for audits of MVLS operations and the ECS catering team. Final reports have been issued to Cleaning Services, Transport Services and the Queen Elizabeth University Hospital Teaching and Learning Centre. Units targeted for audit in 2019-20 will be contacted shortly to agree audit dates over the coming session and the HSWC will be kept updated on the progress of these at future meetings.

HSWC/2019/6 EAP Report (Paper 4)

Ms Woolcott informed the Committee of the following points:

- There has been a significant drop in website usage and she is seeking clarification from the provider as to whether the stats on this are correct.
- Usage of other services was similar to the same period last year.
- There has been an increase in the amount of users receiving the full 6 sessions.
- Staff seeking advice or support for mental health issues has increased.

The Committee discussed a complaint raised by a member of staff who reported that they were being expected to travel out-with Glasgow to receive counselling. Ms Woolcott was unaware of this issue and requested that all details be forwarded to her for investigation. All counselling sessions should take place at the provider's offices in Glasgow so she was unsure as to why conflicting advice had been given.

HSWC/2019/7 Business Continuity (update SW)

Ms Woolcott informed the Committee that the following business continuity exercises were due to take place with the College of Arts exercise having already taken place:

- MVLS will hold a BC exercise by the end of October 2019
- CoSS will hold a BC exercise on 22nd November 2019
- Ms Woolcott will meet with CoSE in the near future to plan an exercise for early in the New Year.

HSWC/2019/8 Any Other Business

There was no AOB.

HSWC/2019/9 Date of Next Meeting

The next meeting of the HSWC will take place on Thursday 12th December 2019 at 10am in the Melville Room.