

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Wednesday 11 March 2015 at 10:00 AM in the Melville Room

**Present:**

Mrs Ann Allen, Mrs Christine Barr, Ms Mae Boyd, Mr James Gray, Mr David McLean, Mr John F Malcolm, Dr Catherine Martin, Mr Paul Phillips, Ms Aileen Stewart, Ms Selina Woolcott, Mr Liam King, Mr Oscar Schafer

**In Attendance:**

Ms Debbie Beales, Professor Richard Elliott, Dr Steve Johnson

**Apologies:**

Dr Gordon Duckett, Mr David Newall, Ms Julie Ommer, Mr Deric Robinson, Mr David Somerville, Ms Louise Bowden

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

In the absence of Mr Newall, Mrs Allen deputised as Convenor. The Convenor **welcomed** Dr Johnson and Prof Elliott to the meeting. The Convenor **informed** the Committee that, due to lack of attendance by Union reps, the meeting was inquorate. As a result the meeting would proceed as a minuted discussion with any decisions being deferred to the next quorate meeting.

#### **HSWC/2014/2 Minutes of the Meeting held on Wednesday 10 December 2014**

The Minute of the meeting held on Wednesday 10 December 2014 was approved.

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

##### *HSWC/2014/3.1 Review of US safety committees (verbal update SW)*

Ms Woolcott **informed** the Committee that most US had nominated reps for the new safety committees and that dates were currently being organised for the first set of meetings. These would take place by the end of April and she would report back to the Committee at the next meeting.

##### *HSWC/2014/3.2 Health & safety for students (verbal update SW)*

Ms Woolcott **informed** the Committee that she had met with the SRC and Ms Ommer to discuss a Lone Study Policy for students. She would be meeting with Deans of Graduate Studies in May for their input before drafting a Policy with guidance which she would bring to the Committee once completed.

##### *HSWC/2014/3.3 E-cigarettes (verbal update DN)*

This item is carried forward to the next meeting in Mr Newall's absence.

### **HSWC/2014/4 Current environmental set up (Paper 1)**

The Committee **noted** the Paper that was circulated. Dr Johnson **informed** the Committee that since he started his role as Environmental Adviser he had visited more than 20 Units to assess the current environmental performance of the University as well as to build key contacts. In most cases there were no specific environmental reps and so he met mainly with senior technicians, Unit administrative heads or facilities managers. Overall, the University was performing reasonable well but was not compliant in recycling across the board. Staff were keen to recycle batteries but were unsure where to take them. There seemed to be confusion as to who was responsible for recycling material, especially cardboard, and clarity was required on this matter. The Convenor **agreed** that as this was a potential fire hazard she would raise this issue at the next USLT meeting and would report back to the Committee. Dr Johnson **informed** the Committee that staff felt that current online waste guidance was too text heavy and he hoped to simplify the waste web pages to make them more user friendly.

### **HSWC/2014/5 Campus Security Annual Report (Paper 2)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that she would speak to the Paper in the absence of Campus Security. The good news was that the University had a very low serious crime level despite having a huge footfall on Campus. Cycle theft continued to be the most problematic crime and Police Scotland had apprehended 6 individuals so far. The University was continuing to conduct a cycle marking scheme which had so far marked over 200 cycles. Another issue of concern was the high number of incidents where buildings were being left insecure. This would be a key focus this year as previous efforts to highlight instances to Heads of School had little impact. Forward planning would include working with the SRC to ensure that students avoided falling victim to accommodation fraud which had increased significantly.

### **HSWC/2014/6 CVR safety arrangements for CL3 Lab (PowerPoint Richard Elliott)**

Prof Elliott **informed** the Committee that the new CL3 Lab was now complete and had been approved by HSE. It was hoped that staff would work on 14 viruses in total with access to the suite requiring swipe card access and a pin code. A management group had been created to oversee the lab and would report to CVR Safety Working Group and Ill's Safety Committee. Their remit would include staff training for safe usage of the lab and this had already commenced. The Committee **thanked** Prof Elliott for taking the time to show them the layout of the lab as well as explaining the many safety features in place.

### **HSWC/2014/7 OH Report (Paper 3)**

The Committee **noted** the Paper that was circulated. Ms Stewart **informed** the Committee that management referrals had remained steady throughout the year and did not appear to have increased as a result of the cessation of self-referrals in May. Comparing referrals for mental health (both work and non-work related) to the same quarter last year, there had been a decrease. Ms Stewart **informed** the Committee that a review had been undertaken for the administration of health surveillance (HS). On discussion with MVLS, it had been agreed that overall co-ordination needed to come from local safety committees who would ensure that line managers were aware that staff needing HS were notified to OHU. As a result OHU staff would no longer take the lead in chasing up HS lists, this being the responsibility of the LM. Ms Stewart would report back to the Committee in June to report on the progress of this matter.

#### **HSWC/2014/8 SEPS Report (Paper 4)**

The Committee **noted** the Paper that was circulated. Mr McLean **informed** the Committee that the incident stats had been altered separating RIDDOR reportable incidents from minor incidents (which would now include near misses). A new table had been added to show fire incidents that didn't involve human injury. Mr McLean **tabled** a Paper updating the Committee on the progress of the safety audit programme. The Committee asked that future audit reports be amended slightly to incorporate audit dates in to table 2.

#### **HSWC/2014/9 EAP Quarterly Report (Paper 5)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that overall uptake of counselling services had decreased by 7% compared to the same period last year with only 29 employees using the service during the previous quarter.

#### **HSWC/2014/10 EAP Annual Report (Paper 6)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that the numbers of employees using the service averaged 9 per month which was disappointing. The contract with Optum had been extended by 6 months and it was hoped that CAPS would have parallel in house services by May/June. The idea was to see which service staff preferred before making a final decision. Ms Woolcott **agreed** to keep the Committee up to date on results. So far only 5 people had used the CAPS drop in service.

#### **HSWC/2014/11 HSW Annual Report (Paper 7)**

The Committee **noted** the Paper that was circulated. Ms Woolcott **informed** the Committee that 2014 had been another busy year for HS&W with a lot of staff movement. SEPS worked closely with Estates & Buildings in matters regarding both operational and estates issues including various accommodation moves. The biological safety web pages had been improved and the in-house audit programme was now well established. 3641 employees received some sort of health & safety training during 2014 and the staff survey was conducted by an external provider which resulted in a substantial increase in employee participation. RPS were involved in 9 decommissioning projects and OH had a full review of service ensuring the continuing fitness for purpose of the service. The Committee **thanked** HS&W for their hard work over the past 12 months.

#### **HSWC/2014/12 Communication of updates to Policies (verbal report SW)**

Ms Woolcott **informed** the Committee that it had come to her attention, in the course of recent visits to management groups across the University, that there was a poor awareness of the work of this Committee. She emphasised the need for College and staff reps to share information for the Committee (unless identified as confidential and not for wider circulation) with their local safety committees/management groups, as appropriate.

#### **HSWC/2014/13 Any Other Business**

The Convenor **informed** the Committee that this would be Dr Martin's last HSWC meeting and **thanked** her for her input to the Committee.

### **HSWC/2014/14 Date of Next Meeting**

The next meeting of the HSWC will take place on Wednesday 3rd June at 10am in the Senate Room.

*Created by: Miss Debbie Beales*