

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Monday 4 March 2019 at 10:00 AM in the Melville Room

**Present:** Ms Louise Stergar, Dr David Duncan, Mr Paul Fairie, Mr James Gray, Mr Peter Haggarty, Mr George Hepburn, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Ms Karen Morton, Mr Deric Robinson, Ms Gillian Shaw, Ms Aileen Stewart, Ms Julie Summers, Mr Dave Thom, Mr Graham Tobasnick, Ms Selina Woolcott, Ms Fatemeh Nokhbatolfoghahai, Mr Tom McFerran

**In Attendance:** Ms Debbie Beales, Mr David Harty

**Apologies:** Mr John Neil

#### HSWC/2018/1 Minutes of the Meeting held on Monday 10 December 2018

The Minute from the last meeting held on Monday 10 December 2018 was approved.

#### HSWC/2018/2 Matters arising

##### *HSWC/2018/2.1 Contractor Activity (verbal update DH)*

Mr Harty informed the Committee that E&CS continued to meet with the main contractors on a weekly, monthly and 6 weekly basis. The purpose of these meetings was to plan and co-ordinate building works as well as ensuring all safety measures are in place. E&CS were also working closely with GCC to ensure that their strict, and sometimes conflicting, procedures were followed. Noise was an issue at present and, whilst unavoidable, E&CS were working to resolve any noise issues that are raised. Mr Harty agreed to follow up on a complaint from College of Arts staff regarding noise caused by pneumatic drills at the Data Hub development.

The University will begin construction of a wider, safer crossing opposite the Main Gate on 18 March 2019. The Main Gate will be closed to vehicles while the works are progressed and, for a six-month period, vehicle access to the Gilmorehill campus will be via the Dumbarton Road gate (two-way) and Pearce Lodge gate (entrance only). To avoid congestion, there will be a one-way traffic system around the Main Building.

##### *HSWC/2018/2.2 Centralisation of PAT (verbal update D Duncan)*

Dr Duncan informed the Committee that starting in the next financial year there would be a centralised budget created to pay for Portable Appliance Testing (PAT).

##### *HSWC/2018/2.3 Central funding for additional counselling sessions (verbal update D Duncan)*

Dr Duncan informed the Committee that additional counselling sessions would be paid for from a centralised budget rather than by Service/School/RI. This will give staff access to additional sessions without having to inform their line manager.

#### *HSWC/2018/2.4 Parking Permits*

JULC again raised the issue of staff with long term disabilities not being eligible for a parking permit unless they hold a blue badge. The Convenor explained that the University of Glasgow had made the decision to follow the local authority standard for disabled parking. All staff members who hold a blue badge will be eligible for a permit with those currently applying for a blue badge eligible to apply for a temporary parking permit.

#### *HSWC/2018/2.5 Adverse weather*

JULC asked for an update on lessons learned from last year's adverse weather including risk assessments, analysis and a list of critical buildings. Mr Harty agreed to circulate this to the Committee.

#### **HSWC/2018/3 OH Report (Paper 1)**

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that management referrals had increased by around 8% on the same period from last year. The most common reason for referral by some way was mental health other followed by musculoskeletal and prolonged illness. Health surveillance appointments during this quarter were down substantially on the previous year as they were largely completed before the summer. Vaccinations and bloods were up substantially on the same quarter last year as the Hep B vaccine is once again available.

Ms Stewart informed the Committee that due to the scarcity of Hep B vaccine, OHU had trialled a new schedule for international students who were vaccinated at birth. In previous years titre levels for these students have been very low leading to a full course of Hep B (3 vaccines) being administered. This year OHU decided to provide a booster vaccination and then check the titre levels 2 months later this had proved extremely successful in obtaining good levels whilst requiring only 1 vaccination instead of 3. This has reduced cost as well as time demands on students. Home students are not vaccinated at birth meaning that these students require the full course of 3 vaccinations.

Ms Stewart informed the Committee that there is now an online resource available to help managers with skin health surveillance and provide information about dermatitis. This can be accessed through both the OHU and SEPS websites via the following link:

<https://www.gla.ac.uk/myglasgow/seps/az/healthsurveillance/>

#### **HSWC/2018/4 SEPS Report (Paper 2)**

The Committee noted the Paper that was circulated. Mr McLean also included a summary of sharps incidents from October - December 2018 to give the Committee a more detailed breakdown of the 35 incidents listed. The Committee discussed the issue of needles being found in public toilets despite the University providing sharps bins in both sports buildings and accommodation blocks. This appears to be due to an increase in steroid use and the SRC agreed to look at running a campaign highlighting the dangers of steroid abuse.

The Committee discussed the following:

- The potential issue of obtaining health and safety equipment after Brexit and whether the University should be raising extra PO's. Whilst Public Health do not allow stockpiling of drugs the Committee agreed that there might be other items that could be and asked Mr McLean to email safety co-ordinators to see if this would be required.

- Under reporting of near misses is still an issue. However, the 'Don't Walk By' campaign by E&CS generates on average 30 near misses per month. Mr Harty agreed to forward a report on these to the May meeting.
- Swimming pool fatality. HSE have submitted a report to the Procurator Fiscal recommending no further action required and the University will be asking that HSE remove the incident from RIDDOR as a work-related fatality.

### **HSWC/2018/5 Audit update (Paper 3)**

Mr McLean informed the Committee that the Paper was not available for the meeting but would be circulated to the Committee in the next few days. Site audit visits have taken place at the Human Nutrition Unit at the Glasgow Royal Infirmary and at SCENE at Rowardennan. The Human Nutrition report has been agreed in draft form and will shortly be issued as a final report. The SCENE draft report is currently being prepared. An external audit is scheduled by Royal Sun Alliance for 14 March 2019. This one-day visit, which involves the School of Life Sciences, is carried out primarily to allow our liability insurers to look at University risk management processes. Although SEPS are not provided with a copy of the auditor's report they will be advised of any recommendations for improvements that arise. Mr McLean informed the Committee that SEPS are happy with how actions from previous audits are progressing but will let the Committee know if they are required to chase up any areas within the University.

### **HSWC/2018/6 EAP Report (Paper 4)**

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that she had recently met with PAM Assist to address the questions raised by the Committee at previous meetings. The responses were as follows:

- Page numbers are not available on the reports generated by PAM Assist.
- PAM Assist do provide feedback forms to clients but have not received any back from our staff thus far.
- Whilst PAM Assist have not been involved in any publicity drives to raise awareness of the service to males they would be happy to assist the University with any planned publicity drives.

Ms Woolcott informed the Committee that she is working with Equality & Diversity who are working on a male health drive. Raising awareness of the employee counselling service could be incorporated into this.

### **HSWC/2018/7 HSW Annual Report (Paper 5)**

The Committee noted the Paper that was circulated. Ms Woolcott apologised for the late circulation of this Paper and asked for any feedback to be emailed to her by Monday 18 March 2019. Key points to note include:

- SEPS now have a new on-line incident reporting/recording system which provides them with user-friendly formats for users, and successful extraction of all the necessary monitoring/reporting data. They also have a new SEPS newsletter which is targeted at the local safety co-ordinating staff across the University.
- Numbers of employees undertaking training delivered or facilitated through HSW continued to rise from just under 4,000 in 2017 to 4,312 in 2018.
- Mental Health First Aid training courses were rolled out in 2018 as part of the Mental Health Action Plan to provide initial support and sign-posting for staff and students. 11

2-day courses were delivered to 161 attendees, including 15 delegates from student representative bodies.

- Biological Safety Adviser support included implementing a Containment Level 3 laboratory inspection programme and supporting CL3 facilities involved in an HSE review of Specified Animal Pathogens Order licence activities.
- Chemical Safety Adviser support included monitoring and investigating, as appropriate, and advising on chemical storage and management systems for the Research Hub plans.
- The Biological and Chemical Safety Advisers also worked together with the Environmental Adviser on a number of building clearances involving chemical and biological materials to ensure compliance with safety and environmental legislation.
- The Environmental Adviser supported E&CS again this year with the EU Emission Trading Scheme submissions, also working with the Energy Manager to prepare them for making future submissions.
- The specialist posts in SEPS had been developed to include aspects of wider general safety advice. To this end, the Biological Safety Advisor and Chemical Safety Advisor had been trained to take part in the in-house safety management audit programme, and the Environmental Adviser was attending a programme of Food Hygiene training.
- On the Fire Safety Front, a growing area of work is support and advice to the Soft Landings aspect of the Campus Development Programme. Input is considerable but would help to ensure safe design and prevent the need for costly corrective work at a later stage.
- Radiation Protection Services carried out a number of decommissioning activities involving the Wolfson Wohl and McGregor Buildings.
- Occupational Health delivered some extremely large clinics for Hepatitis B vaccination this year, as a result of the lack of vaccine availability in 2017.
- The 5-yearly resubmission for SEQOHS (Safe Effective Occupational Health Services) accreditation was successful.
- Health Surveillance work saw the highest compliance ever, with 92% of employees identified as requiring HS attending clinics. Ms Woolcott thanked Mr Fairie for his help in making this possible as the single point of contact for MVLS.
- Prior his departure, the BCO planned and delivered an extremely successful Emergency Planning Exercise in March, which was attended by over 100 employees and emergency services personnel. Progress with BC activity in the Schools, Institutes and Services was pursued and BC documentation was revised in line with feedback from the management units.
- Ms Woolcott thanked all the staff within HSW, as well as all colleagues and collaborators, including E&CS, IT, local safety coordinators, Procurement, and all those other colleagues who had made the HSW role easier.

#### **HSWC/2018/8 Planned video clip on mental health support (verbal report SW)**

Ms Woolcott informed the Committee that she had met with the University's Chaplain, Director of Facilities & Technical Services and the Safety & Compliance Manager. The purpose of the meeting was to discuss the possibility of developing a short video, with a prominent figure opening the video and a series of "talking heads" from within the University to promote the various mental health support services available to staff and students.

#### **HSWC/2018/9 Maiden Voyage travel safety services (verbal report SW)**

Ms Woolcott informed the Committee that this service offers a package of training materials and information for LBTBQ and female travellers to help them to travel safely in countries that can be inhospitable for this demographic. The Committee discussed how this could be of benefit to students who are always looking for guidance on safe travel, but felt it was important

that there was a wider offering for all staff and agreed that a sub group should convene to investigate this service further.

#### **HSWC/2018/10 Any Other Business**

- A drowning prevention charity offered training to the University. The Committee discussed the fact that this thankfully had not been an issue at the University of Glasgow and felt that the training was unnecessary at this time.
- Cleaners sign in/out sheets visible to non-cleaning staff could be a possible GDPR issue. Mr Harty agreed to investigate further and feedback to JULC.

#### **HSWC/2018/11 Date of Next Meeting**

The next meeting of the HSWC will take place on Tuesday 28 May 2019 at 10am in the Melville Room.