

# University of Glasgow

## Health Safety and Wellbeing Committee

### Minute of Meeting held on Friday the 31<sup>st</sup> of May 2024 at 10am in the Melville Room.

**Present:** David Duncan, Sharon Burns, Christopher Kennedy, Mark Wildman, Phil Whitfield, Jenna Millar, Cyril Pacot, Steven Richardson, Selina Woolcott, Gary Stephen, Hazel Bookham, David Harty

**In Attendance:** Debbie Beales (Clerk), Alice Gallagher (SEPS), David Scott (SEPS), Lorraine Shaw (Facilities), Sam McCartney (CoAH), Lesley Cummings (P&OD)

**Apologies:** Paula McKerrow, Tony Anderson, Molly Corbett, Gillian Shaw, Simon Ambrose, Peter Haggarty, Mhairi Docherty

#### 1. Minutes of the Meeting held on 4<sup>th</sup> of March 2024

The Minutes of the meeting held on the 4<sup>th</sup> of March 2024 were approved.

#### 2. Matters arising

##### 2.1 Estates Safety Report (Paper 1)

*The Committee noted the paper that was circulated for information only. Highlights include:*

- *Recruitment is in progress for a Compliance Adviser and a Fire Safety Adviser.*
- *The Compliance Team are looking for volunteers to be Safety Champions for each Zone. A pilot scheme is underway in Zone 1, and it is hoped that additional safety champions will be in place within the other Zones soon.*

*The Committee asked that David Harty provide any links or policies regarding Asbestos, training, and SOPs so that they can be shared with colleagues.*

##### 2.2 Management of Stress in the Workplace review (verbal SW)

*Selina informed the Committee that she emailed the Committee looking for volunteers for a working group to assist with this review. So far, only Mark Wildman has volunteered, and she asked the Committee to nominate someone for their area by Friday the 7<sup>th</sup> of June.*

#### 3. Occupational Health and Wellbeing Report (Paper 2)

The Committee noted the paper that was circulated for information only. Highlights included:

- A seasonal influenza vaccine pilot has been approved for 2024/25 where the plan is to have both walk in and self-booked sessions.
- The digitisation programme remains on track for completion by year end.
- OH Advisers are working with areas to develop robust health surveillance programmes.
- MVLS UG student health screening clinics are in progress for 2023 cohorts.

The Committee discussed the benefits of the Wellbeing Programme within Sports and agreed to publicise this service where possible.

The Committee asked that future OH&W reports include Health Surveillance stats.

#### **4. SEPS Report (Paper 3)**

The Committee noted the paper that was circulated for information only.

Selina Woolcott informed the Committee of more staff movement within SEPS. Phil Rodgers (Chemical Safety Adviser) leaves for Edinburgh University in July and Alice Gallagher (Biological Safety Adviser) retires in August. The Committee thanked both Alice and Phil for their hard work and dedication over the years and wished them well in their future endeavours. Recruitment for both posts is in progress.

The Committee expressed concern at the loss of two specialised sets of skills in such a short space of time, especially after the recent retirement of David McLean, former Head of SEPS. Selina Woolcott informed the Committee that she is working with David Harty and Peter Haggarty to look at how best to use current skillsets across both SEPS and the Estates Compliance Team to ensure that service levels are maintained.

Chris Kennedy, on behalf of all the safety reps on the committee, asked that they be consulted on the work around structural/personnel/procedural changes in how safety/compliance is managed at the university, in line with their rights and employers' duties under Safety Representatives and Safety Committee Regulations and Management of Health and Safety at Work Regulations.

On a positive note, the Radiation Protection Adviser/Radiation Waste Adviser post has now been filled. Bruce Joliffe will join the University on the 22<sup>nd</sup> of July, with James Gray, the previous RPA/RWA, staying on 2 days a week until Bruce has completed his portfolio submission for registration for these roles.

The Committee also welcomed David Scott, the newly appointed SEPS Fire Officer, to the University and look forward to collaborating with him.

Regarding RIDDOR incidents, Trade Union reps asked that they receive information about future incidents quicker to enable them to investigate them more efficiently. Selina agreed that previous RIDDOR investigations where SEPS worked alongside TU reps worked extremely well and that this will continue for the more serious incidents.

#### **5. Audit update (Paper 4)**

The Committee noted the paper that was circulated for information only.

Alice Gallagher updated the Committee on the HSE containment level 3 inspection that took place at Garscube in April. There will not be any formal written communications or actions, but four verbal instructions will need to be remedied by management to ensure that the University do not incur enforcement at the next HSE visit in October. Alice informed the Committee that, while she will no longer be in post for this inspection, she will ensure that an appropriate handover takes place. Alice also advised that a Kerstin Voelz, the current HSE Specialist Inspector for this activity, has recently been promoted, her place will be taken by Holly Dove for subsequent visits.

HSE stated that they are happy with the proactive approach being taken by biosafety management but asked that they are not overly ambitious with projects to ensure that all areas of improvement are seen through to completion. The SAPO licence for the next year has now been issued.

## **6. Sickness absence stats (Paper 5)**

The Committee noted the paper that was circulated for information only.

## **7. Any Other Business**

- Protests on campus. Gary Stephen informed the Committee that there have not been any protest situations involving tented encampments at the University as experienced at other Universities. The University of Glasgow have agreed on a hands-off approach and ask that if staff are in a situation where a protest is taking place, they should not intervene but should press the red button on SafeZone App, should there be any cause for concern. Security will assess the situation and take whatever action is necessary.
- Free sanitary products. The Committee raised the issue that free period products are not always available in staff only toilets. Toilets used by students and staff are better equipped. David Duncan agreed to consult with Andrea Stachan to resolve this matter and update the current policy.
- Neurodivergent Conditions. The Committee discussed the matter of reasonable adjustments for staff with neurodivergent conditions. P&OD are recruiting for a new role that will advise on these types of issue.

## **8. Date of Next Meeting**

The next meeting of the HSWC will take place at 10am on Friday the 20<sup>th</sup> of September 2024, location TBC.