

## University of Glasgow

### Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 6 December 2011 at 10:00 AM in the Melville Room

#### Present:

Mr Ian Black, Dr Gordon Duckett, Prof Alex Elliott, Mr James Gray, Mr Jim McConnell, Mr David McLean, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Ms Julie Ommer, Mr Paul Phillips, Mrs Elizabeth Richardson, Mr Alex Ross, Ms Selina Woolcott, Ms Ellen Docherty, Dr Robin Easton, Ms Amy Johnson, Mr John Malcolm

#### In Attendance:

Ms Debbie Beales

#### Apologies:

Dr Desmond Gilmore, Ms Aileen Stewart

#### HSWC/2011/10 Minutes of the Meeting held on Thursday 15 September 2011

The Minute of the meeting of 15th September 2011 was approved.

#### HSWC/2011/11 Convenors Business

The Convenor welcomed new members to the Committee: Mr J Malcolm (replacing Nancy Donald from College of Social Sciences), Mrs E Richardson (JULC rep) and Ms E Docherty & Ms A Johnson (both SRC reps).

#### HSWC/2011/12 Matters arising

*HSWC/2011/12.1 Asbestos Management Compliance (verbal update Mr J McConnell)*

Mr J McConnell **informed** the Committee that an offer had been made, and accepted, for the post of Asbestos Manager. The successful candidate was a Dr Nick Elliott, coming from South Lanarkshire Council. His expected start date would be Monday 9th January 2012. Mr J McConnell also **informed** the Committee that 95% of the asbestos management surveys were now complete with the remainder to be completed by the end of January 2012, well ahead of schedule. The Committee **thanked** Mr J McConnell for all of his hard work on this matter. As this was to be Mr J McConnell's last Committee meeting before leaving the University the Committee also **thanked** him for his active involvement in the Committee.

*HSWC/2011/12.2 PAT Working Party recommendations (verbal update Mr D Newall)*

The Committee **agreed** that the guidelines should be circulated to School/Institute/Unit managers in January as well as being raised at meetings of College management and USMG.

*HSWC/2011/12.3 Health & Safety Risk Register (Paper 1)*

The Committee **discussed** the various risks listed in the Paper and came to the agreement that the following be identified as the top 8 risks: Asbestos, building maintenance, electrical safety, fieldwork, fire, manual handling, stress and work equipment. Ms S Woolcott agreed to work with the College and University Service reps to develop action plans to address these risks as they relate to their operational areas.

*HSWC/2011/12.4 Health Surveillance Policy (verbal update Ms A Stewart)*

In Ms A Stewart's absence, Ms S Woolcott **informed** the Committee that Court had approved the Policy in October 2011 and, as a result, a letter had been circulated to HoS, Directors of Research Institutes, Heads of University Services and College Deans. This had generated a number of enquiries and it was felt that operational areas were now much more aware and were responding positively to the Policy.

*HSWC/2011/12.5 Gas cylinder maintenance (verbal update Mr D McLean)*

Mr D McLean **informed** the Committee that the gas supplies contract with Advanced Procurement for Universities & Colleges (APUC) was due for renewal in September 2012. This would be a good opportunity to add the maintenance of gas manifold systems to the renewed contract. He also **informed** the Committee that, after discussions with an APUC contact at Edinburgh, this contact would raise the matter with the manager of the APUC contract for consideration at renewal. The Committee **suggested** that it would also be worthwhile exploring the NHS GGC contract for medical gas cylinder maintenance to compare costs and effectiveness.

*HSWC/2011/12.6 ToR (Paper 2)*

The Convenor **informed** the Committee that Court had approved the ToR subject to the inclusion of a reference to the Committee's regular liaison with SMG on matters requiring its attention. The Committee agreed that this information was already included in the ToR as follows:

2.12 Accountability:

- The University of Glasgow Health, Safety & Wellbeing Committee is accountable to the University of Glasgow Court and, as such, will inform, report and make recommendations to Court.
- The Committee will also provide assurance through the Senior Management Group in the form of regular topical reports.

4.10 Items requiring urgent attention of the Senior Management Group or Court will be raised by University Services management representative or Lay Court member respectively.

#### *HSWC/2011/12.7 Launch of E-Induction (verbal update Ms S Woolcott)*

Ms S Woolcott **informed** the Committee that E-Induction was now live. New employees would now be contacted when they first joined the University with a reminder after 2 months. Anyone not completing the e-induction within 3 months would have their names passed to their line manager. Ms S Woolcott was entering into discussions with areas where online induction was not an ideal fit. Cleaning Services, after discussions with Ms S Woolcott and Mr D McLean, had decided to add H&S induction to their existing induction training.

#### **HSWC/2011/13 OH Report (Paper 3)**

Ms S Woolcott informed the Committee that, due to the system being relatively new, there was no way to compare the last quarters stats with last years stats until the beginning of next year. The report did, however, compare the previous 2 quarters and showed that referrals for work-related mental health issues had reduced significantly since the last quarter. Ms J Ommer asked how occupational health were capturing disability issues and **agreed** to meet with Ms S Woolcott to discuss further.

#### **HSWC/2011/14 Accident statistics (Paper 4)**

The Committee **noted** the Paper that was circulated. The stats now included a breakdown of minor injuries by causation and Mr D McLean was now able to provide some detail on each. Similar detail would be available for dangerous occurrences in future reports. Mr D McLean **informed** the Committee that USHA now required the stats in academic year format. This would require a change in reporting practice as the stats had historically been presented as January - December. Preparation of statistics for both time intervals would be administratively wasteful. However, a change of the reporting basis within the Health, Safety & Wellbeing Annual Report to mirror the USHA academic year format would solve this. He also **informed** the Committee that the stats were starting to be classified by College/Schools which would prove useful for College reps. The Committee **asked** if he felt that the reporting of accidents was satisfactory. In response he answered that reporting from the School of Medicine seemed low and in some cases was very late. Few reports came from hospital sites and it was suspected that they may be reporting incidents to the NHS through their in-house system. He felt that dual reporting may be required in the future to ensure that both the University and the NHS received the required reports and had discussed this with the School of Medicine.

#### **HSWC/2011/15 Employers liability activity report (Paper 5)**

The Committee **noted** the Paper that was circulated and **agreed** that the content had not materially changed since the last report. As a result the Committee **agreed** that this report need only be produced annually rather than quarterly.

#### **HSWC/2011/16 Approval of programme of Audits (verbal update Ms S Woolcott)**

Ms S Woolcott **informed** the Committee that 1 College and 2 Schools would have health & safety management audits before Christmas with a third School being audited in January. The rest would be audited in the next 6 months. The insurers had originally pushed for all audits to be completed before Christmas but the auditors agreed that this was not feasible. Ms S Woolcott **thanked** the 4 areas being audited in Dec/Jan for being so co-operative at such short notice. The audits would be a

mixture of document assessment and walk rounds (with the opportunity to speak to staff) followed by a wash up session. Each audit was expected to last between 1/2 and a full day. Ms S Woolcott **agreed** to provide the Committee with feedback from the initial four audits at the next meeting in March.

### **HSWC/2011/17 HSE fee charging proposal (verbal update Mr D McLean)**

Mr D McLean **informed** the Committee that the Health & Safety Executive (HSE) were implementing Government plans to charge Universities for inspections that required a letter or intervention in relation to a "material" breach of legislation. Although examples were given in the consultative document as to what might constitute a "material" breach, it was not clearly defined and there was, therefore, a concern over whether a relatively low risk breach would result in fees being levied. He asked that the Clerk forward the consultative document to the Committee for further information. Fees could be issued for inspector and administrative time associated with the visit and any follow-up documentation and action and, for very major incidents, could potentially cost the University tens of thousands of pounds. The Committee **agreed** that the University would have to create a budget for this once the practice was established.

### **HSWC/2011/18 Any Other Business**

#### *HSWC/2011/18.1 Workplace transport action plan (verbal update Ms S Woolcott)*

Ms S Woolcott **informed** the Committee that, due to a transport risk assessment 18 months ago, 4 main pieces of work were to be carried out as part of this years capital plan. These would be: the review of signage at the Main Gate, review of overall campus signage, an extended footpath running from the south flagpole to the James Watt building and the installation of a mirror to aid drivers at Pearce Lodge.

#### *HSWC/2011/18.2 Soddy Box at Kelvin Building*

Dr G Duckett informed the Committee that the issue of the Soddy box had not been resolved. A quote was required for the disposal of the contents but, as the box was locked, the contents were unknown. Dr G Duckett would work with the Radiation Protection Service to hopefully resolve this issue.

#### *HSWC/2011/18.3 Singapore Institute of Technology*

Dr G Duckett **informed** the Committee that he had, with input from the Head of SEPS, developed a health and safety booklet for students studying at the Singapore Institute of Technology. He provided the Committee with copies of the paperwork that was to be provided to the students. This was welcomed as a valuable reference document given that other similar trans-national partnerships were likely to be considered by the University. Ms S Woolcott **informed** the Committee that the poor suitability of the current e-induction material for staff at SIT had been raised with her. The Committee **agreed** that this would require further consideration.

#### *HSWC/2011/18.4 Sport & Recreation Wellbeing Week*

Ms J Ommer informed the Committee of an upcoming event to be held over a week from 30 January - 5 February. The focus on mental health and wellbeing would include an inspirational talk by Jamie Andrew and a trade show. More information

would be published shortly on the S&R website. The Committee **agreed** that this would contribute positively to the wellbeing agenda.

*HSWC/2011/18.5 Change in membership for HSWC*

Mr A Ross **informed** the Committee that there was to be a change in JULC appointed membership within the Committee. As Philip Duffy had stepped down, there were to be 2 new reps named Deric Robinson and Robert Arthurs, both from Estates & Buildings.

**HSWC/2011/19 Date of Next Meeting**

The next meeting of the Health, Safety & Wellbeing Committee will take place on Tuesday 13 March 2012 at 10am (Senate Room).

*Created by: Miss Debbie Beales*