

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 30 May 2012 at 10:00 AM in the Melville Room

Present:

Mr Ian Black, Dr Gordon Duckett, Dr Desmond Gilmore, Ms Margaret Goodfellow, Mr James Gray, Mr David McLean, Mr John F Malcolm, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Ms Julie Ommer, Mr Paul Phillips, Mr Deric Robinson, Mr Alex Ross, Ms Aileen Stewart, Ms Selina Woolcott, Mrs Ann Allen, Dr Robin Easton, Ms Ellen Doherty, Ms Amy Johnson

In Attendance:

Ms Debbie Beales, Dr Nick Elliott, Dr Phil Walsh, Mr Robert Kilpatrick

Apologies:

Mr David Somerville

Convenors business:

The Convenor welcomed Mrs Ann Allen (the new Director of Estates & Buildings) to the Committee. He informed the Committee that this would be the last Committee meeting for Mr Alex Ross and thanked Mr Ross for his role in the HS&W Committee. His performance in his role as a Trade Union H&S representative had been exemplary and the Committee was grateful for all of his input over the years.

HSWC/2011/1 Minutes of the Meeting held on Tuesday 13 March 2012

The Minute of the meeting of the 13th March 2012 was approved.

HSWC/2011/2 Matters arising

HSWC/2011/2.1 Progress with programme of audits (verbal update Ms S Woolcott)

Ms Selina Woolcott **informed** the Committee that she had received 10 audit reports so far with a further 9 to follow from Marsh Ltd by 8 June 2012. Issues highlighted so far included:

- Review of safety documents, especially in areas that had been involved in the recent restructure
- Risk assessments development, review and communication
- Accident reporting procedures to be formalised
- H&S training, formal local inductions required, management training and training needs analysis for wider H&S subjects
- Science & Engineering to formalise inspection maintenance in labs
- Geographical & Earth Sciences to have fixed installation testing and a review of security and CCTV usage

Ms Woolcott **congratulated** Biological Services on their audit. The auditor was looking to provide a top 10 of issues for each audit, but could only find 4 in this area. Ms Woolcott **agreed** to report back to the Committee in September with a final report.

HSWC/2011/2.2 Evacuation chairs - practice and policy (verbal update Mr D Newall)

Mr David Newall **informed** the Committee that this was an ongoing matter. He had met with various staff that were relevant to this issue and would set up another meeting with Mr David

MacLean (and others) to take this matter forward. Mr Newall **agreed** to feed back to the Committee at the September meeting.

HSWC/2011/2.3 Student safety, Kelvin Way (verbal update Mr D Newall)

Mr David Newall **informed** the Committee that he had met with the Head of Security & Central Services to discuss this matter. However, the issue had been overshadowed by the recent serious assault of a University student in Lilybank Gardens. Following this event, a review of safety on campus had been undertaken on 29 May, involving staff, students, Police officers and a local councillor. Areas of concern arising from that exercise included the secluded nature of various pathways in the vicinity of University Gardens and poor lighting in Kelvin Way. On the first matter, the SRC would encourage students not to use the pathways out of hours and consideration would be given to the possibility of installing gates at the lane ends which could be locked at night. The Committee **agreed** that any such matters must not conflict with existing fire escape requirements in the area. On the second matter, there had been a walkthrough of Kelvin Way, lead by Councillor Martha Wardrop, involving the Head of Security & Central Services, representatives from the SRC and Hillhead Community Council (with 2 community police officers). Members of the group reported that 8 of the lights were currently not working. The Committee agreed that whilst Kelvin Way was not the responsibility of the University, reporting broken lights should be. The SRC **agreed** to provide a link to the council's webpage for reporting broken lights. Mr Newall **agreed** to discuss the issue of gates, improved lighting and CCTV with relevant colleagues and would report progress at the next HSWC meeting in September.

HSWC/2011/2.4 SEQOHS accreditation (verbal update Ms A Stewart)

Ms Aileen Stewart **informed** the Committee that the self assessment section had been completed and supporting documentation uploaded to SEQOHS. Once SEQOHS were happy with the submission, they would arrange an audit to take place in the next 6-12 weeks. If OH received SEQOHS accreditation, the University of Glasgow would be the first University in Scotland to receive this accreditation. Ms Stewart **agreed** to update the Committee at the next HSWC meeting in September.

HSWC/2011/3 OH Report (Paper 1)

The Committee **noted** the paper that was circulated. Ms Aileen Stewart **informed** the Committee that vaccinations had increased significantly since the previous report. This was due to BCG vaccinations being added to the screening process and a recent 3rd Hep B clinic. Research passports had been added to the stats as these were becoming more numerous and were time consuming for all OH staff involved. Ms Stewart **informed** the Committee that self referrals had increased in both MVLS and Arts. Referrals for work related mental health problems were especially high in Arts and HR had been alerted to this. The Committee **discussed** breaking down self referral stats to School level but noted that this must not be allowed to compromise staff confidentiality. The Committee **agreed** however that College Management needed to be kept informed of management referrals. Ms Stewart **informed** the Committee that health surveillance had risen significantly from April to June. Small groups of staff had been identified, working in hospitals, who had not previously been included in surveillance. The Committee **thanked** Ms Stewart and **agreed** that the Executive Committee would explore any trends developing from this and previous OH reports at their next meeting in order to report back to the Committee.

HSWC/2011/4 Managing staff back to work after long term sickness absence (verbal report Dr J O'Dowd)

Dr John O'Dowd **informed** the Committee that having implemented the Stress Management Policy himself, he found this to be a first class working document which provided a map to navigate the process. He also commended OH on the work that they did with staff referred for stress (both management and self referrals). He did, however, feel that there should be more training as well as guidance for managers on how to deal with staff suffering from work related stress. As this matter would be partly covered in item 10 the Committee **agreed** to discuss this further under item 10. An online document for managers entitled "rehabilitation and phased return to work guidance" was available on the HR website.

HSWC/2011/5 Health & Safety E-Induction completion rates (Paper 2)

The Committee **noted** the Paper that was circulated. Ms Selina Woolcott **informed** the Committee that this document had been produced to give an indication of how many new staff had completed the mandatory induction between September and December 2011. Completion had initially been slow but this was steadily improving over time. In some instances line managers had to be involved when staff ignored requests to complete the e-induction quiz. The Committee **agreed** that any staff that had not completed, even with line manager intervention, would be referred higher up the chain of command. Committee members were **encouraged** to complete the quiz for themselves.

HSWC/2011/6 Employee Counselling update (Paper 3)

The Committee **noted** the Paper that was circulated. Ms Selina Woolcott **informed** the Committee that the employee assistance programme service (EAPS) was now provided by PPC. The Paper showed that initially high figures were inflated by employees accessing on-line information. Usage had now dropped to a level similar to that of the previous service provider (ECS). Personal counselling averaged 10 per month with 57% receiving telephone counselling and 43% attending face to face counselling. Of the 23 employees using the counselling service 5 had been assessed as work related and 18 non work related. Of all the 249 online information sourcing activities 44% related to work/life balance, 27% to coping with change at work and 24% to working with relationship difficulties. The remainder were managers visiting the management advice section. The Committee **discussed** the confusing service utilisation percentage figures supplied by PPC and Ms Woolcott agreed to raise this with PPC and provide more helpful figures in future. The Committee **agreed** that there was a need to continuously publicise this service.

HSWC/2011/7 Accident Statistics (Paper 4)

The Committee **noted** the Paper that was circulated. Mr David McLean **informed** the Committee that there were no unusual anomalies in the stats with the exception of an increase in minor injuries from 50 to 73 when comparing the previous quarter to the same period last year. The Committee **requested** further analysis of the data at its next meeting to identify any developing trends.

HSWC/2011/8 HSE involvement (verbal report Mr D McLean)

Mr David Maclean **informed** the Committee that there had been 2 separate visits from Health & Safety Executive (HSE). The first was in regard to a scalding on campus which produced feedback but no follow-up at this time. The second had taken place at SUERC in East Kilbride and, whilst the inspector was apparently satisfied with his inspection, he had decided to return with a specialist electrical inspector at a later date to review an activity involving specialist equipment that utilised high voltage electricity.

HSWC/2011/9 Staff survey, stress management, results (verbal report Ms S Woolcott)

Ms Selina Woolcott **informed** the Committee that analysis of the survey results was in a preliminary stage. Her intention was to collate data from sickness absence stats, OH data, EAP reports and the staff survey to produce a more detailed assessment of workplace stress. This would take place over the next 3 months and would incorporate looking at the HS&W Policy, with a view to reporting back to the Committee at the next HSWC meeting in September. The Committee members were informed that 33% of staff had taken part in the survey with 200 paper returns from staff without easy access to a pc. The Committee **thanked** Mr Ian Black and Mr Bob Marshall for their work on this project.

HSWC/2011/10 Stress management training (verbal report Ms S Woolcott)

Ms Selina Woolcott **informed** the Committee that the University had delivered resilience training to 51 senior managers in session 2010/11 with 25 completing follow up leadership training. In session 2011/12, 13 Heads of Administration in the Colleges of Arts and Science & Engineering had received resilience training, leadership training and promoting positive management behaviour training as part of a joint management development initiative. Ms Woolcott and SDS were now comparing feedback on the RT/LT with promoting positive management behaviour training to see which was found most useful by both attendees and management. The Committee **discussed** how this tied in with item 4 on the Agenda and **agreed** that although there was no specific section regarding managing staff back to work, this training was useful as it showed managers how their behaviour affected other people in the workplace. Ms Aileen Stewart **informed** the Committee that OH had contributed to the delivery of absence management training in the past with colleagues from HR and SDS and found this valuable in influencing management behaviour. Mr Ian Black **informed** the Committee that delivering this training to the high numbers of staff involved was currently not resourceable and that perhaps the focus on the management development courses already discussed was a more practical approach. Ms Selina Woolcott **informed** the Committee that the delivery of management training on this scale would also pose significant resource challenges. The Committee **agreed** that this should be discussed further at the next Executive Group meeting who would report to the next HSWC meeting in September.

HSWC/2011/11 Asbestos management update (verbal report Dr N Elliott)

Dr Nick Elliott (asbestos manager) informed the Committee that the first round of management surveys were complete with a follow-up taking place which included both the annual re-inspection and also a risk based priority assessment. This programme was now in week 7 and was on schedule. By the end of the current week 101 out of 219 buildings would have been completed. Once completed, draft reports would be circulated to the relevant staff. Dr Elliott **thanked** the Committee for their help in recruiting department liaisons. The Committee **thanked** Dr Elliott for his work on the project thus far and asked that he update the Committee at the next HSWC meeting in September.

HSWC/2011/12 Any Other Business

The Committee were **introduced** to the new Biological Safety Adviser, Dr Phil Walsh. The Committee **welcomed** his appointment and wished him success in his role.

HSWC/2011/13 Date of Next Meeting

Dates for session 2012/13 TBC

Created by: Miss Debbie Beales