

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 28 May 2019 at 10:00 AM in the Melville Room

Present: Ms Louise Stergar, Dr David Duncan, Mr Paul Fairie, Mr Peter Haggarty, Mr George Hepburn, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr Deric Robinson, Ms Aileen Stewart, Mr Dave Thom, Mr Graham Tobasnick, Ms Fatemeh Nokhbatolfoghahai

In Attendance: Ms Debbie Beales, Mr David Harty, Mrs Janice Thompson

Apologies: Mr James Gray, Mr William Howie, Ms Julie Summers, Ms Selina Woolcott, Mr Tom McFerran

HSWC/2018/1 Minutes of the Meeting held on Monday 4 March 2019

The Minute of the meeting held on Monday 4th March 2019 was approved.

HSWC/2018/2 Matters arising

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

Mr Harty informed the Committee that there continues to be collaborative working between the University and all main contractors. The Safety and Compliance team within E&CS have completed 80% of leadership inspections with 3 areas revisited due to issues raised. The Safety and Compliance Team work closely with contractors to resolve issues as they arise to ensure that all contractors are working safely.

HSWC/2018/2.2 Maiden Voyage travel safety services (verbal update SW)

The Committee noted the update paper that was tabled in the absence of Ms Woolcott. A sub group, consisting of members of the HSWC, had attended a demonstration of the materials provided and found them impressive. The group are happy to recommend this software and the Convenor agreed to discuss this further with Ms Woolcott.

HSWC/2018/3 OH Report (Paper 1)

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that Management referrals were up slightly on the same period last year as were student referrals/electives. Vaccinations and bloods were up substantially on the same period last year as the Hep B vaccine is again available. OH held extra vaccination clinics this year and all vaccinations are now up to date. Compliance in health surveillance continues to improve due to better ownership by managers as well as the use of the self-booking system for appointments. The level of compliance is now sitting at 84%, the highest yet, with no-one requiring referral to the OH Physician or notification to HSE.

HSWC/2018/4 SEPS Report (Paper 2)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there were no unusual anomalies to report.

HSWC/2018/5 Audit update (Paper 3)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there will be 7 audits this year (5 audits have already taken place with a 6th due this week). Final reports have been issued to Human Nutrition and SCENE and draft reports have been prepared for Transport Services and Cleaning Services. An audit of Hospitality Services has been provisionally agreed for early June. A draft report has also been prepared for the Queen Elizabeth University Hospital Teaching & Learning Centre which will be issued to relevant staff within CMVLS and the NHS safety team. Outstanding actions from previous audits continue to proceed well although a review of the IT Services action list may be appropriate following restructuring of the service. An external audit, involving the School of Life Sciences, will be undertaken by Royal Sun Alliance on 6th June 2019. The final report will be sent to the underwriters and not made available to SEPS.

HSWC/2018/6 EAP Report (Paper 4)

The Committee noted the Paper that was circulated for information only. The Committee noted the rise in counselling sessions provided and the fact that website queries were mainly for stress and anxiety.

HSWC/2018/7 Fire at Notre-Dame (Paper 5)

The Committee noted the Paper that was circulated. Mr Harty informed the Committee that this report was created to describe the status and actions in relation to fire safety in the Gilbert Scott Building. The Committee asked that deadlines be assigned to the actions listed in the next steps section of the report. The Committee also discussed the issue of asbestos dust in the roof of the Bute Hall. E&CS are tendering the process of removing this dust as well as compartmentalising the roof to increase fire safety and will feedback to the Committee at the next meeting.

HSWC/2018/8 Suspicious package, lessons learned (Paper 6)

The Committee noted the Paper that was circulated. Mr Harty informed the Committee that this was a note of the meeting held in March to discuss the outcome of incident involving a suspicious package at the mail room as well as lessons learned. The Committee discussed this issue in detail and additional lessons learned were:

- The mail room in the main library is not monitored by the central mail room and the Committee felt that mail room staff at the library should have been given the same information/instructions regarding the suspicious package as the staff at the central mail room.
- Whilst the Emergency Services dictated what communications were distributed to staff and students, perhaps the information given via social media and email could also be shared via mass texts to reach a wider audience.
- All entrances and exits to evacuated buildings should be secured to prevent people from going back into the building before it is safe to do so.

HSWC/2018/9 Any Other Business

Emergency planning exercise

E&CS hosted an emergency planning exercise on Friday 24th May 2019. The event, attended by over 60 staff, consisted of 2 scenarios - the evacuation of a building that houses animals

and the cancellation of graduations. The workshop event consisted of table top exercises designed to make staff think about how their areas would deal with these issues if they arose. The event was a success with it becoming clear which areas did or did not have a robust business continuity plan in place. This event will continue to be held annually.

Work related stress

The Committee discussed the fact that, in the latest HSE survey, 17% of all recorded work-related stress instances in the UK were within the education sector. As a result, HSE are looking for input from HEI's into the benchmarking for a management standard approach to managing stress at work proactively. The Convenor agreed that this request should be forwarded to the Director of Health, Safety & Wellbeing.

HSWC/2018/10 Date of Next Meeting

The next meeting of the HSWC will take place on Thursday 19th September 2019 at 10am in the Melville Room.

Created by: Miss Debbie Beales