

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 5 March 2020 at 10:00 AM in the Melville Room

Present: Dr David Duncan, Mr Paul Fairie, Mrs Elise Gallagher, Mr Peter Haggarty, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr Cyril Pacot, Mr Deric Robinson, Ms Gillian Shaw, Ms Aileen Stewart, Mr Graham Tobasnick, Ms Selina Woolcott, Mr Luke McBlain, Mr Tom McFerran

In Attendance: Ms Debbie Beales, Mr Gary Stephen, Mrs Janice Thompson

Apologies: Mr James Gray, Mr John Neil

HSWC/2019/1 Minutes of the Meeting held on Thursday 12 December 2019

The Minute of the meeting held on Thursday 12th December 2019 was approved.

HSWC/2019/2 Matters arising

HSWC/2019/2.1 Contractor activity (verbal update D Harty)

Mr Harty informed the Committee that leadership inspections continue to take place regularly with plant and equipment audits also taking place. The next quarterly contractors forum will take place in April and current works on University Place continue, with travel management and pedestrian activity being a priority. The crossing at University Place is due for completion by the end of April.

HSWC/2019/2.2 Centralisation of PAT (Paper 1)

The Committee noted the Paper that was circulated. Mr Harty informed the Committee that a pilot will take place in the School of Social and Political Sciences this Spring to conduct audits and testing of PAT within the Adam Smith Building. On completion of the trial, recommendations will be presented back to the Committee.

HSWC/2019/2.3 Personal Safety, demonstration of SafeZone App (G Stephen)

Mr Stephen informed the Committee that the new safety app "SafeZone" is currently at the testing stage with a launch of the product due in April 2020. Prior to the launch of the app, communications will be sent out and dedicated staff will hold pop-up events to publicise the product. He explained that the app, which staff and students will download onto their mobile phones, will feature 4 modules. These will show up as 4 buttons which can be pressed as appropriate and are:

- Safety of an individual (red button). Once pressed, this sends an alarm to the Gatehouse along with the GPS co-ordinates of the person in distress. A member of security will then contact the person by phone to assess the situation whilst sending a member of the team to the location. Where appropriate, the Police will be involved. This option can also be used off campus and will be especially useful to foreign workers if there is an international emergency such as natural disasters and terrorist attacks.

- First aid button. Once pressed, the user will be able to see where all the first aiders are located on campus to contact the first aider closest to the emergency.
- Enquiry button. Once pressed, the user is connected to the Gatehouse where they can ask any questions that they have.
- Lone workers button which will enable lone workers to check in at set times to confirm that they are safe.

The Committee thanked Mr Stephen for his work on this project.

HSWC/2019/3 OH Report (Paper 2)

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

HSWC/2019/4 SEPS Report (Paper 3)

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

HSWC/2019/5 Audit update (Paper 4)

The Committee noted the Paper that was circulated for information only. Dr Duncan informed the Committee that a joint working group, consisting of Heads of Schools and Trade Unions, is working on a workload audit and an action plan from this will be brought to a future HSWC meeting.

HSWC/2019/6 EAP Report (Paper 5)

The Committee noted the Paper that was circulated and requested that, moving forward, an additional standing report be generated to show work related sickness absence statistics.

HSWC/2019/7 HSW Annual Report (Paper 6)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that the main points to note were:

- The partial demolition/refurbishment of the McGregor Building required major input from all specialist advisers within SEPS and RPS on the decommissioning and removal of research materials within the building.
- The OHU delivered a considerably higher volume of work due to additional Hep B clinics taking place for MVLS students both from last year's and this year's intake. This was due to a shortage of Hep B vaccines for last year's intake of MVLS students.
- The extensive Campus Development programme required significant input from the fire officers at SEPS who also spent a lot of time monitoring unwanted fire alarm activations within the internal response process being reviewed and revised.
- 5,080 staff and students received health and safety related training, with 139 courses being delivered alongside on-line courses. There were 43% more courses than the previous year, with 18% more attendees.
- Considerable work was carried out on reviewing and improving engagement with existing travel safety protocol and systems. The Director of HSW was involved in the tendering process for the University with Selective Travel now the provider of both domestic and international travel.
- There was a significant shortage of administrative staff within both RPS and OHU due to a void post and a long-term sickness absence. Remaining administrative staff worked exceptionally hard to ensure that service levels did not drop.

- Business Continuity desktop exercises were delivered in the College of Arts and the College of Social Sciences, with plans developed for similar exercises to take place in the remaining Colleges.

The Committee thanked the staff and HSW for all their hard work and agreed that the Report should be circulated to Court and published on the HSW website.

HSWC/2019/8 Fire Safety Policy, draft revision (Paper 7)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that the new document had been created to replace the previous Fire Safety Policy which is now outdated. The new document sets out an overall policy and explains current organisational structures and fire safety procedures. It does not present a change in approach but is primarily to record and define the existing working arrangements that are in place within the University. Mr McLean asked that the Committee consider the Policy and submit any comments or adjustments to him by the 5th April. Once finalised, the new Policy will be available on the SEPS website and will be reviewed again in 3 years' time.

HSWC/2019/9 Reasonable adjustments passport (Paper 8)

The Committee noted the Paper that was circulated. Mr Kennedy informed the Committee that the TUC, working with disabled workers, had produced this document to enable staff to capture any reasonable adjustments made in their workplace. This would mean that workers would not have to explain their requirements every time they changed role or line manager. The Committee agreed that the document was a helpful framework for conversation and that HR would look at how best to implement the initiative.

HSWC/2019/10 First aid provision (Paper 9)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that this Paper set out the current first aid provision that is in place across the University. This is in response to recent concerns about the availability of first aid support during lectures held in non-University managed premises on campus such as the GUU and QMU. SEPS visited both student unions in January 2020 - they will now display a Room Information Card that shows a clear emergency action plan to room users.

HSWC/2019/11 Coronavirus (verbal report S Woolcott)

Dr Duncan informed the Committee that a Covid-19 task group had been created. A communications group also met on a daily basis, and was sending regular communications out to staff and students in line with guidance from PHE and HPS. In the longer term, a group is looking at business continuity and a pandemic desktop exercise took place on Wednesday 4th March attended by representatives of all Schools and University Services. Human Resources will be issuing guidance on self-isolating in the near future.

HSWC/2019/12 Any Other Business

Assistance dogs in the workplace (Paper 10).

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that Disability Services were seeking guidance on assistance dogs within the workplace. The University currently has no policy or guidance documents on this issue and the Committee

agreed that Mr McLean would draft a Policy document and circulate it to the Committee for comment/approval.

HSWC/2019/13 Date of Next Meeting

The next meeting of the HSWC will take place on Thursday 28th May 2020 at 10am in the Kelvin Room, 11 The Square.

