

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Wednesday 9 December 2020 at 10:00 AM in the Senate Room

**Present:** Louise Bowden, David Duncan, Paul Fairie, Elise Gallagher, James Gray, Peter Haggarty, William Howie, Christopher Kennedy, David McLean, John Neil, Cyril Pacot, Gillian Shaw, Aileen Stewart, Graham Tobasnick, Selina Woolcott, Ella McCabe, Emma Lindquist

**In Attendance:** Debbie Beales (Clerk), Liz Turner (UNISON)

**Apologies:** Ian Campbell, Paula McKerrow, Michelle Jamieson, David Thom, Deric Robinson

#### HSWC/2020/12 Minutes of the Meeting held on Thursday 1 October 2020

The Minute of the meeting held on Thursday 1st October 2020 was approved.

#### HSWC/2020/13 Matters arising

##### *HSWC/2020/13.1 Contractor activity, verbal update DH*

Mr Harty informed the Committee that there were no major accidents to report. An electrical incident involving a cable strike had taken place at the Western site, leading to a loss of power, but no-one was injured. E&CS are looking to appoint an authorised engineer for electrical safety and are in discussion with Multiplex to agree what isolation should be used on electrical works moving forward. Mr Harty informed the Committee that the Botany Gate entrance is closed with all traffic exiting the Campus via Dumbarton Road. Work on the JMS Building will be completed by 18th December 2020 ready to open in the New Year with the works on University Place to be completed by Easter 2021.

##### *HSWC/2020/13.2 Implementation of reasonable adjustments passport, verbal update EG*

Mrs Gallagher informed the Committee that HR are working with IS to produce a process and form for this item, which will be ready for release in the New Year.

##### *HSWC/2020/13.3 Centralisation of PAT, verbal update BM*

Mr Harty informed the Committee that, due to the current pandemic, this item will be carried forward to the next HSWC meeting.

#### HSWC/2020/14 OH Report, Paper 1

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that screening for new MVLS students had been moved to the Louisa Jordan Hospital to accommodate Covid social distancing rules. This had been extremely successful. OHU have had major staffing issues, mainly due to illness, and it has been a credit to the OHU team that they have also managed to clear most of the backlog of last year's outstanding students. Management referrals have been lower over the previous quarter but are starting to increase again. Ms Stewart informed the Committee that a new electronic referral system on Avanti has been implemented and is working reasonably well. The Committee discussed the possibility of a spike in mental health issues. The Committee agreed that while there isn't one now, this

could change once staff return to campus. The University are sending out regular communications advertising the various mental health support that is available to staff.

### **HSWC/2020/15 SEPS Report, Paper 2**

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that, for the first time since the stats were created, there were no incidents on Campus reportable to RIDDOR. This was likely because there has been significantly less footfall on Campus due to Covid. Mr McLean informed the Committee that, based on operational requirements and customer demand, SEPS have provided training throughout lockdown. Through a mixture of face to face training and webinars there have been courses delivered on first aid, fire safety and chemical safety.

Mr McLean updated the Committee on 4 key areas of work that have taken place in the previous quarter:

- Permissions and licences. The composting license and Specified Animal Pathogens (SAPO) license were both renewed. The annual chemical weapons return of holdings of materials was submitted. Support was provided for the registration of new Brexit import procedures for animals and animal materials.
- Contract renewals. SEPS were involved in the tendering of the chemical waste renewal contract as well as the re-award of clinical waste and WEEE contracts.
- Inspection and audit. SEPS provided support to the Lighthouse Lab during an HSE visit; this monitored working processes and set up arrangements in both the Lighthouse Lab and the Hunter Halls test centre. SEPS also conducted 4 formal audits of level 3 biological containment facilities for HSE.
- Campus development. SEPS provided support and guidance on the handover of the JMS Building. They are also involved in an ongoing fire risk assessment programme.

The Committee discussed an incident where an autoclave was left switched on during lockdown. There were no adverse effects, but the Committee agreed that there should be a procedure in place to ensure that all equipment is closed down when a researcher leaves the University. The Committee thanked SEPS for their hard work.

### **HSWC/2020/16 EAP Report, Paper 3**

The Committee noted the Paper that was circulated. Mrs Gallagher informed the Committee that face-to-face counselling is available again and that there have been more hits on the website. This is hopefully due to the numerous communications that the University has sent out during lockdown to publicise PAM Assist, the staff counselling provider. The EAP contract is now up for renewal and Mrs Gallagher will contact HSWC members in the New Year for input on this.

### **HSWC/2020/17 Sickness absence stats, Paper 4**

The Committee noted the Paper that was circulated. Mrs Gallagher informed the Committee that sickness absence is slightly lower than usual, possibly due to staff mainly working from home. There were 30 instances of Covid reported and 130 days absence was recorded due to Covid.

### **HSWC/2020/18 HSWC ToR, Paper 5**

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that the University is performing a review of all ToRs and suggested that the Committee wait

until this has been completed and then re-visit this Agenda item. Ms Woolcott asked the Committee to email the Clerk with any suggestions of changes to the current ToRs by the end of December 2020.

#### **HSWC/2020/19 HSW Policy, Paper 6**

The Committee noted the Paper that was circulated. The Committee agreed that the current document is still relevant and should be re-published with a new review date of December 2022. Any feedback should be emailed to the Clerk by the end of December 2020 with the amended Policy published in early January 2021.

#### **HSWC/2020/20 Travel insurance website, verbal report SW/DMcL**

Ms Woolcott informed the Committee that the travel insurance website has been re-developed to allow the uploading of risk assessments. Testing is about to begin with the system being rolled out in the New Year.

#### **HSWC/2020/21 Covid-19 update**

The Committee discussed the testing facility at the Hunter Halls which is now testing 700 students per day. Preparation is underway for students going home for Christmas, and returning in the New Year, with communications going out this week.

#### **HSWC/2020/22 Any Other Business**

- Draft Stress in the Workplace Policy. The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that the draft revised Policy is aligned with the newly published USHA Guidance on Stress Management, which is in turn aligned with the UUK Whole University approach to mental health and wellbeing. The amended risk assessment template for assessment of activities is more streamlined and simpler to use. The Committee agreed that the new Policy is much more proactive than the previous Policy and agreed to email Ms Woolcott with any comments on the draft Policy by the end of December 2020 with the final Policy being published in the New Year.

#### **HSWC/2020/23 Date of Next Meeting**

The next meeting of the Health, Safety & Wellbeing Committee will take place at 10am on Wednesday 10th March 2021 via Zoom.

*Created by: Debbie Beales*