

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Thursday 22 September 2022 at 2:00 PM in the Melville Room

**Present:** Sharon Burns, David Duncan, Paul Fairie, James Gray, Peter Haggarty, William Howie, Paula McKerrow, David McLean, Cyril Pacot, Gary Stephen, Selina Woolcott, Hailie Pentleton, Hazel Bookham

**In Attendance:** Debbie Beales, Stella Matimba, David Harty

**Apologies:** Ian Campbell, Elise Gallagher, Louise Stergar, Gillian Shaw, Graham Tobasnick

#### HSWC/2022/1 Minutes of the Meeting held on Wednesday 1 June 2022

The Minute of the previous meeting was approved.

#### HSWC/2022/2 Matters arising

##### *HSWC/2022/2.1 Estates Safety Report (Paper 1)*

The Committee noted the Paper that was circulated. Highlights of the report are:

- Estates safety team were awarded the ROSPA Gold award for the 4th year in a row.
- The 'Don't Walk By' app for reporting near misses is now well established.
- Safety audits have been taking place, including 6 asbestos audits which are complete and closed off with any issues passed on to the appropriate persons.
- The pilot for PAT has been completed with no significant gaps in areas being tested. Estates are in the process of appointing a new 'one stop shop' contractor who could have portable appliance testing as part of their remit. The Committee discussed how best to administer PAT in future and agreed that using a single contractor will provide continuity when producing reports. David Duncan agreed to discuss the funding of PAT with relevant areas.

##### *HSWC/2022/2.2 Wellbeing strategy (verbal update EG)*

Hazel Bookham informed the Committee that, following extensive testing and positive feedback from users, the Wellbeing Portal will be launched next week.

##### *HSWC/2022/2.3 Training records (verbal update DD)*

David McLean informed the Committee that, as there continues to be data quality issues between Moodle and COREHR, HoPS and US equivalents will be given access to run training record reports for their areas.

#### HSWC/2022/3 Introduction to Business Continuity Officer

The Committee welcomed Stella Matimba, the new Business Continuity Officer for the University. Stella Matimba informed the Committee that her current key objective is to develop a robust business continuity and resilience management framework. A short life working group

is being created to assist with this, and workshops will take place to help people identify items relevant to their specific area and what the maximum tolerable period of disruption will be for each critical activity. Stella agreed to provide feedback to the committee at a future meeting.

### **HSWC/2022/4 OH Report (Paper 2)**

The Committee noted the Paper that was circulated. The Committee welcomed Hazel Bookham to the Committee as the new Head of Occupational Health and Wellbeing. Highlights of the report are:

- OH received SEQOHS accreditation for the 4th year running and are now preparing for the SEQOHS onsite inspection that is required every 5 years.
- Recruitment for the department continues to be a challenge, due to a shortage of qualified OH professionals throughout the sector, and Hazel is reviewing the current service delivery to try to assist with this.
- The number of staff not attending review appointments continues to increase. A possible reason for this may be staff not receiving appointment letters by mail in time. Electronic appointment letters might help this issue.
- Management referrals have increased significantly from the previous quarter, with the main reasons for referral being mental health (both perceived work related and non-work related) followed by musculo-skeletal.

### **HSWC/2022/5 SEPS Report (Paper 3)**

The Committee noted the Paper that was circulated for information only. David McLean thanked Neeraj Bhardwaj, Digital Education Unit Manager, and Gareth Peevers, Learning Technology Specialist, for helping to create the new DSE course on Moodle. David also thanked Kenny Whyte from IS for his assistance in setting up incident reporting within Ivanti, which is already used as a work request system within the main Estates helpdesk.

### **HSWC/2022/6 Audit update (Paper 4)**

The Committee noted the Paper that was circulated for information only. David McLean informed the Committee that HSE will be visiting the University on 3 occasions:

- A biosafety specialist will visit in December to look at biosafety oversight, all containment labs at Gilmorehill and various other GMO activities.
- HSE will audit the University in the next 6 months on health surveillance and the Stress Policy.
- A HSE visit in March 2023 will focus on the maintenance of high containment labs.

Mr McLean agreed to update the Committee on the outcome of each visit at future meetings.

### **HSWC/2022/7 EAP Report (Paper 5)**

The Committee noted the Paper that was circulated. Hazel Bookham informed the Committee that Health Assured will replace PAM Assist, as the EAP provider to the University, on the 1st of October. Communications on this have been circulated via the internal comms news briefing, with further comms being circulated with posters etc next week. The Committee noted that the Togetherall service for students will be replaced in the next 12 months and further information will be shared with the Committee as it becomes available. The increase in red flag issues is still to be addressed by PAM Assist and Elise Gallagher will update the Committee if she receives further details from PAM Assist before they cease to be the EAP for the University.

### **HSWC/2022/8 Sickness absence stats (Paper 6)**

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

### **HSWC/2022/9 Any Other Business**

David Duncan informed the Committee of the following matters:

- Fire at Garscube Estate. On the 9th of August a high voltage substation caught fire at the Garscube Estate. Thanks to a swift response from Scottish Fire and Rescue and Scottish Power, as well as significant input from both the Estates and Security Teams, full power was restored to the campus the following week. This was after temporary power had been put in place following the incident. Fortunately, there were no injuries caused and the Committee thanked both Teams for their hard work.
- Accident involving PG student wheelchair user. A student, using a ramp meant for deliveries at the south entrance to the Gilbert Scott Building, fell backwards on her wheelchair and fractured her skull. As a result, all delivery ramps are being inspected and will be removed from Campus if deemed unsuitable for wheelchair users.
- Graffiti featuring racist and antimonarchy slogans was found at the Southfront flagpole, the QMU and within Kelvingrove Park. The graffiti, which is being treated as a hate crime by Police, was created by the same individual and CCTV is being reviewed. The University quickly met with the Chinese Community and Consulate to discuss the impact of this on Chinese students and counselling has been offered to anyone who was affected by the graffiti.

### **HSWC/2022/10 Date of Next Meeting**

The next meeting of the HSWC will take place on Wednesday the 7th of December 2022 at 10am in the Melville Room.

