

**UNIVERSITY OF GLASGOW**

**Health, Safety & Wellbeing Committee**

**Minute of Meeting held on Friday 21 January 2011 postponed from  
Wednesday 8 December 2010 in Melville Room**

**Present:**

Dr R Easton Lay Member of Court, Prof. A Elliott Convenor Radiation Safety Committee, Ms M Goodfellow JULC Appointee, Mr J Gray Ex Officio, Dr C Martin Management Appointee, Mr J McConnell Ex Officio, Mr D McLean Ex Officio, Mr D Newall Convenor, Dr J O'Dowd JULC Appointee, Mr P Phillips Management Appointee, Ms A Stewart Ex Officio, Mr F Sutherland SRC Appointee, Ms S Woolcott Ex Officio, Ms J Ommer Management Appointee, Mr P Duffy JULC Appointee, Mr I Black Ex Officio

**In attendance:**

Ms D Beales Clerk, Mrs T Galabova Vice for Dr G Duckett

**Apologies:**

Mr A Ross JULC Appointee, Dr D P Gilmore JULC Appointee, Mr D Somerville JULC Appointee.

**HSWC/2010/1. [Minutes](#) of the meeting held on Wednesday 15 September 2010**

The minute of the meeting of 15 September 2010 was approved.

**HSWC/2010/2. Matters Arising**

*HSEC/2010/2.1 Stress Management Action Plan (SMAP) update (Paper 1)*

The Committee **noted** the paper that had been circulated. Ms S Woolcott advised the Committee of the progress being made on implementing the SMAP which was developed following the Health and Safety Executive (HSE) audit in 2009. The HSE recommended that the University should implement staff focus groups to address areas of concern flagged by the Staff Attitude Survey. These focus groups were held over the summer by an external consultancy which produced the following findings:

- 900 staff members were invited to participate with only 57 actually attending (6.3%). This was in contrast to the 19% response to the interim survey conducted as a pre-cursor to the groups.
- The focus group invitations targeted those job families that had indicated the highest stress levels in the original staff survey - Research and Teaching and MPA.

- Despite the small sample size, there were some interesting correlations between the findings of the focus groups and the interim survey. Focus group comments included some concerning a lack of understanding of the University's mission and vision and the interim survey respondents indicated a lack of clarity about role and how this fit with departmental objectives; both groups of respondents commented on poor communications at a variety of levels; both sets of respondents included suggestions that whilst employees felt they got on well with their line managers, they often found them ineffective as managers, particularly in relation to poor performance.
- Remedial suggestions from focus groups included: reaffirmation of the GU mission/vision re the new structure, continued management development/training, workload management initiatives and a need for (local) improved accommodation and resource provision.

The Committee **discussed** the findings of the focus groups and shared concerns over the very poor response, corresponding small sample size and potential lack of representation. It was agreed that, whilst the number of participants was extremely low, some of the issues raised seemed valid, having already been identified through other routes such as the 2009 staff attitude survey. There was some surprise expressed that other problems highlighted in 2009, for example poor inter-colleague relationships, had not featured in the more recent survey and focus groups.

Ms S Woolcott informed the Committee that Stress Management had been raised at the SMG meeting on 16 December and submitted, with two other issues, for consideration at the Strategic Risk Register review which would take place in February. The Committee **agreed** that the details of this paper and concerns raised above would be raised at SMG.

#### **Action DN**

#### *HSWC/2010/2.2 Lone Working Procedure, verbal report Ms S Woolcott*

Ms S Woolcott informed the Committee that the Lone Working Policy had been approved by Court, circulated with a covering letter to College Secretaries, Heads of Schools and Directors of Research Institutes and published on the University website. The Policy would be reviewed again by the Committee at the start of the 2011/12 session to assess the impact of the Policy.

#### *HSWC/2010/2.3 Policy for Managing Stress & Mental Wellbeing in the Workplace, verbal report Ms S Woolcott*

Ms S Woolcott informed the Committee that the Policy for Managing Stress & Mental Wellbeing in the Workplace had been approved by Court, circulated with a covering letter to College Secretaries, Heads of Schools and Directors of Research Institutes and published on the University website. The Policy would be reviewed again by the Committee at the start of the 2011/12 session to assess the impact of the Policy.

#### *HSWC/2010/2.4 Terms of Reference - issue of finalised version (Paper 2)*

The Committee **noted** the finalised version of the Terms of Reference. Ms S Woolcott informed the Committee that the Terms of Reference had been approved by Court for session 2010/11.

*HSWC/2010/2.5 Workplace Transport Risk Assessment update (Paper 3)*

The Committee **noted** the draft action plan that had been produced for Workplace Transport Risk Assessment of the Gilmorehill Campus, in response to the recommendations made by HSE during their visit in September 2009. Ms S Woolcott informed the Committee that, alongside the Assistant Director (Project Services) Estates & Buildings, she had undertaken a risk based prioritisation exercise on the actions in the plan. The latter had then undertaken a costings exercise on the prioritised actions. The actions deemed high priority were costed at approximately £38K before VAT with all actions being costed at £55K before VAT. Actions deemed high priority were:

- South Front footway to Pearce Lodge
- Pearce Lodge blind corner
- Improved signage required on the Pearce Lodge slip road
- Obstructions & hazards
- Roadway surface markings
- Standard campus signage to align with the Highway Code

The Committee **agreed** that the costings would be referred to SMG with a request that financial resources be identified so that the plan could be actioned. Estates & Buildings confirmed that they were happy with the practicalities.

**Action DN**

*HSWC/2010/2.6 Enforcement Agency Radiation Safety Audit update, verbal report Mr J Gray*

Mr J Gray updated the Committee on the final report that had been received from the Health and Safety Executive. The Radiation Safety Audit had taken place in July 2010. The Committee were informed that the written report was very similar to the verbal report that he had received in July and reported to the Committee in September 2010. Two exceptions were:

- In the verbal report the inspector had discussed with Professor A Elliott problems relating to the shielding of the LINAC that had been recently installed in the Small Animal Hospital. Professor A Elliott had detailed a contingency plan to overcome the areas where the shielding was deemed to be inadequate. The inspector had agreed to this verbally but did not mention it in the written report.
- In the written report the inspector had mentioned issues with controlled area handover, offering two options that the University could choose from. This was not mentioned in the verbal report.

Mr J Gray informed the Committee that he had produced a draft response to the Report and agreed to send electronic copies of both the Report and his reply to the Committee via the Clerk. These would be sent out with the draft minutes.

Professor A Elliott informed the Committee that a tender had been sent out for remedial work on the shielding of the LINAC and that he would be attending a meeting in two weeks time to take this forward.

**Action JG/Clerk**

*HSWC/2010/2.7 Personal safety concerns, verbal report Mr D Newall*

The Convenor informed the Committee that he had met with the SRC and the Director of Residential Services on this matter. The SRC were now in ongoing communication with Residential Services and had contacted the Police about areas that should be avoided in journeys between campus and residences.

**HSWC/2010/3. Asbestos Management Compliance status check (Paper 4)**

The Committee **noted** the paper that had been circulated. Mr J McConnell informed the Committee that a group, chaired by him, had been set up to consider the University's compliance with asbestos management legislation. He would keep the Committee updated on the progress of the Asbestos Management Review Group. He would also continue to work closely with Ms S Woolcott on policy and procedural review. He brought to the Committee's attention that, although many of the status priorities were amber, this did not mean that there was no control, but that there was a need for improvement nonetheless to improve compliance. The current work involved conducting asbestos management surveys in order to determine the requirement for removal and control. A draft policy would be ready for the next meeting of the Committee in March.

**Actions SW/JMcC**

**HSWC/2010/4. Portable Appliance Testing (PAT) survey feedback (Paper 5)**

Ms S Woolcott discussed the findings of a recent survey of arrangements for Portable Appliance Testing (PAT). The Committee **agreed** that the current situation was unsatisfactory: while there were areas of good practice, there could be no confidence that there were robust PAT arrangements throughout the University. It was agreed that the University must establish and implement a corporate policy on PAT, which might involve in-house testing, the engagement of external contractors, or a mixture of both. Mr D McLean would chair a working group to review the options available and produce a cost analysis. This group would include representatives from Estates & Buildings, the Colleges of Science and Engineering and MVLS. Mrs T Galabova agreed to organise a rep from the Colleges of Science and Engineering. Mr D Newall would make the SMG aware of the findings of the PAT survey.

**Actions TG/JMcC/DMcL/DN**

**HSWC/2010/5. Accident Statistics (Paper 6)**

The Committee **noted** the paper that was circulated. Mr D McLean informed the Committee that he thought that, due to the relatively small number of incidents in a typical quarter, the annual report, which contains a more detailed analysis and breakdown of incidents, would be more informative and that this report would be submitted to the next Committee meeting in March. The Committee **discussed** the report. On the subject of slips, trips and falls, Estates & Buildings were thanked for their excellent job in keeping the roads and pathways gritted during the extreme weather in December 2010. One area of concern was the footpath leading from the steps across from James Watt South down to Kelvin Way. Whilst this is Council owned, it was agreed that it would be appropriate for the University to grit it in future. It was noted that the University did grit some areas outwith the campus boundaries, but that resources were addressed primarily at roadways and pathways on Campus.

**Action DMcL**

### **HSWC/2010/6. Occupational Health Report (Paper 7)**

The Committee **noted** the report that was circulated. Ms A Stewart discussed the statistics for Occupational Health as well as providing information for the Committee members on the services provided throughout the Occupational Health Unit. Management referrals were low over the summer break and self-referrals were highest, for the year to date, in August, which might relate to concerns and uncertainties associated with the organisational restructure. September was a busy month for bloods and vaccinations with roughly 450 students requiring screening before they could register. Health surveillance had been completed in Estates & Buildings for the year and had started in Science and Engineering. Ms A Stewart felt that certain pockets of staff, who may require health surveillance, were being missed due to managers not identifying a need for it. To rectify this Ms S Woolcott would be sending a letter to managers providing guidance on how to identify staff who require health surveillance. Ms A Stewart felt frustrated as, despite repeated requests, some managers were not responding to the need to identify staff requiring health surveillance, especially in areas of research. The Committee **discussed** the need for risk assessment training for those carrying out risk assessments. It was felt that, since the restructure, many schools were unsure who amongst their staff had been trained in risk assessment. The benefits of different styles of training were discussed and Ms S Woolcott suggested that perhaps a combination of risk assessment principles, followed up with workshop style training would be helpful. Mr D McLean and Ms S Woolcott agreed to enter discussions with College/University Services Safety Officers/Co-ordinators to take this forward, subject to available resource.

**Action SW/DMcL**

### **HSWC/2010/7. Any Other Business**

#### **HSWC/2010/7.1 University Grit Supplies**

This was discussed during Paper 6 (Accident Statistics).

#### **HSWC/2010/7.2 Improving Performance through Wellbeing and Staff Engagement, Scottish Regional Consultation Day**

Ms S Woolcott informed the Committee of a consultation day on 24 November 2010. This was one of a number of regional events, whose findings were then submitted to a National Definitions Debate on 3 December 2010 in London. The purpose of the consultation was to consider the variety of terms used in reference to wellbeing related interventions, the barriers that some of these terms created with regard to their interpretation as "soft and fluffy" as opposed to productive and performance enhancing, as well as the most suitable terms and definitions to use in future in order to enhance the sector's understanding of "wellbeing"

#### **HSWC/2010/7.3 Security Issues**

Dr C Martin raised concerns about the lack of feedback to reports of break-ins. She wondered whether representation from Central (Security) Services on the Committee would be of benefit. The Convenor suggested that in the first instance these concerns should be taken up with the Head of Security. If Dr C Martin felt that the issue was not resolved to her satisfaction the Convenor would look into the matter further.

#### **HSWC/2010/7.4 Update on HSE visit to Rowardennan**

Mr D McLean informed the Committee that there had been an inspection by HSE at Rowardennan. This had generated an unusually robust HSE enforcement action Improvement Notice containing two items. These were:

- Improve fencing around the tank, the fence being half wood and half metal.
- Clear vegetation 3M around the tank.

These have both now been completed and the petrol storage has been moved to the other side of the tank (which is owned by Flogas). 2x 9Kg fire extinguishers have also been installed. The inspector has been informed and the University is awaiting a response.

#### HSWC/2010/7.5 Appointment of new Senior Fire Officer

The Convenor informed the Committee of the appointment of the new Senior Fire Officer, Mr Alexander Gordon. The Committee thanked the other Fire Officers, each of whom had agreed to a final year of part time work in order to overlap with the new Senior Fire Officer

#### **HSWC/2010/8. Date of Next Meeting**

The next meeting of the Health and Safety & Wellbeing Committee will be held on Wednesday 16 March 2011, 2pm (Carnegie Room)

*Prepared by: Ms Debbie Beales Clerk to Committee Debbie.Beales@glasgow.ac.uk*

*Last modified on: Monday 7 February 2011*

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