

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 13 March 2012 at 10:00 AM in the Senate Room

Present:

Mr Ian Black, Dr Gordon Duckett, Dr Desmond Gilmore, Mr James Gray, Mr David McLean, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Mr Paul Phillips, Mr Alex Ross, Ms Aileen Stewart, Ms Selina Woolcott, Dr Robin Easton, Mr Deric Robinson, Ms Ellen Docherty, Mr John Malcolm, Mr Robert Kilpatrick

In Attendance:

Ms Debbie Beales, Dr Nick Elliott

Apologies:

Ms Margaret Goodfellow, Ms Julie Ommer, Ms Amy Johnson

HSWC/2011/1 Convenors Business

The Convenor welcomed Mr D Robinson as a new Committee member representing JULC. He also welcomed Dr N Elliott who, as the new Asbestos Manager, would be introducing himself to the Committee via a PowerPoint presentation. The Convenor also informed the Committee that Prof A.T Elliott had recently retired and thanked him for his input to the Committee over the years, especially on matters relating to radiation.

HSWC/2011/2 Minutes of the Meeting held on Tuesday 6 December 2011

The Minute of the meeting of 6th December 2011 was approved with the following amendments: Item 16 - "3 Schools" would be replaced by "1 College and 2 Schools" and the word "fourth" would be replaced with "third School"

HSWC/2011/3 Matters arising

HSWC/2011/3.1 Progress with programme of audits (verbal update Ms S Woolcott)

Ms S Woolcott **informed** the Committee that she had received the H&S audit reports for the College of Arts, the School of Medicine & the School of Chemistry. Using their top 10 recommendations she had established the following common themes:

- Review/produce H&S manuals. Due to the recent restructure some areas did not have relevant safety manuals
- Develop/review workplace inspection regimes
- Formalise local induction
- Identify persons required to attend IOSH Managing Safety Course
- Establish general risk assessment formats
- Review incident reporting/recording/investigation protocols

- Develop safe systems of works in response to audit and risk assessment findings

The College of Arts was asked to review the security at University Gardens. This was complex as the buildings were interconnected. They were also asked to review Portable Appliance Testing (PAT) regimes. The School of Chemistry was asked to make Control of Substances Hazardous to Health (COSHH) training mandatory and the School of Medicine was asked to review COSHH overall. Both Schools were asked to review their housekeeping monitoring. Using a traffic light rating system for the audit, only one item was identified as red (high priority). This was for improved housekeeping in Chemistry. Ms S Woolcott **informed** the Committee that she would receive reports from the other audits over the summer and would feed back to the Committee in September.

HSWC/2011/3.2 Soddy Box (verbal update Mr J Gray)

Mr J Gray **informed** the Committee that the Soddy Box had now been opened and its contents removed. The box and glass jars, had been declared free of contamination and could now be displayed as a historical artefact if required. The sources were now in a high level secure store awaiting disposal along with a Uranium Hexafluoride (UF6) source. The School of Chemistry now had no sources on-site and thanked Mr Gray for his help in this matter.

HSWC/2011/3.3 Singapore Institute of Technology (verbal update Dr G Duckett)

Dr G Duckett informed the Committee that he had met with Ms S Woolcott and a representative from SIT to discuss how staff based in Singapore could receive H&S induction. It had already been agreed that the e-induction used by staff at Glasgow University was unsuitable. It was agreed that, as new SIT staff came into post, they would be directed to the representative at SIT who would ensure that they received H&S induction at local level.

HSWC/2011/3.4 Management of Stress & Wellbeing Policy (verbal update Ms S Woolcott)

Ms S Woolcott **informed** the Committee that, as the staff attitude survey would be taking place over the next month, she hoped to review the Policy in time for the September Committee meeting. Mr I Black **informed** the Committee that HR were publicising the survey to ensure that as many applicants as possible took part and that the 35 question set from the HSE (Stress) Management Standards would be included in the survey for the third time.

HSWC/2011/4 Presentation by new Asbestos Manager (Dr Nick Elliott)

Dr N Elliott **introduced** himself to the Committee and, using a PowerPoint presentation, **informed** the Committee on asbestos legislation, external agencies involved in asbestos management and the risks involved. He went on to focus on the University asbestos legacy and priorities for the near future. His main message to the Committee was that communication was the key and that, as custodian of the asbestos register, he needed to be notified of the local arrangements in place in all management units for managing asbestos. He emphasised the importance of training in asbestos awareness for any staff involved in carrying out or authorising work that could involve damage to materials containing asbestos (ACM's). Mr R Kilpatrick added that asbestos could also be found within equipment, and that any work that

involved disturbing the building fabric should only be carried out through Estates & Buildings. Dr N Elliott **informed** the Committee that management units needed to identify staff requiring asbestos related training and the level of training required. He also **informed** the Committee that, as the Institute of Occupational Medicine (the appointed contractor) had already completed the first round of asbestos management surveys, the second round priority surveys would start in April. Liaison officers would be required from each School to inform him about building/room usage for this audit. The Committee **agreed** that Mr D Newall would write to Heads of Schools, Directors of Research Institutes and Heads of University Services for nominated liaison officers. The Committee **suggested** that the assessments be completed by Unit rather than by building and that the involvement of existing building user groups could be useful in establishing usage.

HSWC/2011/5 SEQOHS accreditation (verbal report Ms A Stewart)

Ms A Stewart **informed** the Committee that Occupational Health were seeking SEQOHS (Safe Effective Quality Occupational Health Service) accreditation. These were a set of 6 standards designed to raise the standard of service and care delivered through OH services. These standards related to business probity, information governance, people, facilities and equipment, relationships with purchasers and relationships with workers. Although currently voluntary, there was strong governmental support for accreditation and it was thought that this would eventually become mandatory. The OH unit had now submitted all required documentation and awaited feedback and an audit on the standards later this year. Ms A Stewart **agreed** to update the Committee on this matter at the May meeting.

HSWC/2011/6 Annual Report (Paper 1)

The Committee **noted** the Paper that was circulated. Ms S Woolcott **informed** the Committee that due to the VSER programme, retirements and resignations, HS&W now had a smaller professional team. However, she felt that this had provided an opportunity to reshape the team in such a way that the service would continue to meet its key objectives. Mr D McLean **agreed** to provide the Committee with a chart listing the new staff within SEPS for information purposes. The total number of staff trained by SEPS and RPS had been 1,372, an increase from the previous year. The national "Improving Performance through Wellbeing and Engagement" project had reached the end of phase 2 (the implementation of wellbeing/engagement interventions with participating HEI's). This culminated in a conference that saw the publication of the final report as well as a poster presentation of work which the University of Glasgow contributed to. The Universities & Colleges Employers Association (UCEA) now had custodianship of the project and were responsible for phase 3 (ensuring that the knowledge and experience gained from earlier phases were put to good use for the benefit of other employers looking to implement their own interventions in future). Other major achievements by HS&W last year included:

- Introduction to H&S for Heads of Management Units which received positive feedback from throughout the University
- Review of Portable Appliance Testing which resulted in a review of existing guidance and information on access to external contract for PAT services
- Launch of E-induction which, after some initial communication problems, was now working well. Ms S Woolcott **agreed** to produce a report on completion rates for e-induction for the next Committee meeting.

The Committee **thanked** the HS&W team for maintaining a high level of service during the reshaping of the service.

HSWC/2011/7 OH Report (Paper 2)

The Committee **noted** the Paper that was circulated. Ms A Stewart **informed** the Committee that an issue over the last 12 months had been a failure to attend appointments by both staff and students. OH were exploring the possibility of texting students to remind them of appointments to address this matter. She also **informed** the Committee that she felt that there were still pockets of staff being missed for health surveillance and that she would contact the relevant Schools again to chase up. The Committee **suggested** that she contact the relevant College reps on the Committee to chase up. Work in reference to research passports was also something that was increasing in volume. This was put in place for non clinical researchers, with no contractual arrangements with the NHS, who carry out research in the NHS affecting patient care.

HSWC/2011/8 Accident Statistics (Paper 3)

The Committee **noted** the Paper that was circulated. Mr D McLean **informed** the Committee that there were no unusual anomalies to report and that the amount of incidents reported to HSE in the previous quarter was actually very low (only 3). As requested by the Committee, his report now provided an extra table which broke down minor injuries into causal type for further information.

HSWC/2011/9 Radiation Safety Committee (verbal report Mr J Gray)

Mr J Gray **informed** the Committee that the Convenor of the Radiation Safety Committee (RSC) Prof AT Elliott had now left. His feeling was that, as Prof Elliott's knowledge on radiation matters was so specialised, it would be difficult to find a replacement. Mr Gray **proposed** that the University disband the RSC. This was based on the fact that the RSC only met annually and that he, as the University's Radiation Safety Adviser, was now a member of the HS&W Committee. The Committee **agreed** that, as Mr Gray brought any issues regarding radiation to them on a regular basis, the RSC was no longer required.

HSWC/2011/10 Anti-terrorism, Crime & Security Act - 2001 and responses to recent inspection (Paper 4)

The Committee **noted** the Paper that was circulated. Mr D McLean **informed** the Committee that legislation existed which imposed duties on institutions sponsoring studies using certain controlled agents known as Schedule 5 agents. As a result the University was inspected by the Local Counter Terrorism Security Adviser who made a number of recommendations regarding Schedule 5 and other harmful agents. These included a requirement for a regime for registration of these agents. This resulted in the production of a proposed Procedure and a registration form, both of which were prepared by the now retired University Biological Safety Adviser (Mr Bob Osborne). The Committee **welcomed** the Paper and its content.

HSWC/2011/11 Student safety, Kelvin Way (verbal report SRC)

Ms E Docherty **informed** the Committee that there had been a spate of attacks on Kelvin Way. This issue wasn't helped by poor lighting and infrequent replacement of spent bulbs on Kelvin Way. The Committee agreed that this was indeed a serious

matter and Mr D Newall **agreed** to meet with the Head of Security & Central Services to liaise with Kelvingrove Museum and the local primary school (who were also affected by this) to approach Glasgow City Council on this matter.

HSWC/2011/12 Any Other Business

HSWC/2011/12.1 Evacuation chairs - practice & policy (verbal report Mr A Ross)

Mr A Ross informed the Committee that he had concerns about the current Policy for assisted emergency evacuation and had discussed this matter with relevant staff members. As a result the following actions had been passed from the Equality & Diversity Strategy Committee to the Health, Safety & Wellbeing Committee:

- Current Emergency Egress policy to be revised in light of current legislation to ensure it is fit for purpose.
- Clear ownership of the policy and all supporting processes surrounding the production of PEEPS and documentation to be established.
- The Assisted Evacuation Working Group to be reconvened to fully examine the suggested solutions and provide effective, robust procedures.

As the Committee did not have a copy of the Minute detailing these actions for the meeting the Committee **agreed** to revisit this matter at the next Committee meeting. In the interim Mr D McLean **agreed** to include a link from the SEPS web pages to the current Assisted Emergency Evacuation Policy. The Committee **agreed** that a working group be set up to address issues related to this matter externally to the Committee. Mr D McLean **agreed** to contact relevant staff with the intention of getting the working group up and running.

HSWC/2011/12.2 RIDDOR, forthcoming changes (verbal report Mr D McLean)

Mr D McLean **informed** the Committee about forthcoming changes from RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) effective from 6 April 2012. These changes would be:

- The current requirement to report all injuries resulting in over 3 days absence to HSE would change to reporting all injuries resulting in over 7 days absence
- Employers now had 15 days to report these injuries rather than the original 10 day limit

Mr D McLean **emphasised** to the Committee that there was still a requirement for staff to report 3 day injuries to SEPS who would establish whether they then exceeded the 7 days of absence.

HSWC/2011/13 Date of Next Meeting

The next meeting of the Health, Safety & Wellbeing Committee will take place on Wednesday 30 May 2012 at 10am (Melville Room).

Created by: Miss Debbie Beales