

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Wednesday 13 March 2013 at 10:00 in the Melville Room

**Present:**

Mrs Ann Allen, Mr Robert Arthurs, Mr Ian Black, Ms Mae Boyd, Mr James Gray, Mr David Mclean, Dr Robin Easton, Mr John F Malcolm, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Mr Paul Phillips, Mrs Elizabeth Richardson, Mr Deric Robinson, Mr David Somerville, Ms Aileen Stewart, Ms Selina Woolcott, Dr Gordon Duckett, Ms Jessica McGrellis, Ms Frances Bell

**In Attendance:**

Ms Debbie Beales (Minute Taker), Dr Nick Elliott, Dr Phil Walsh, Mr Gordon Mackenzie

**Apologies:**

Ms Joanne Mcfadden, Ms Julie Ommer

**HSWC/2012/27 Minutes of the Meeting held on Thursday 13 December 2012**

The Minute of the meeting of 13 December 2012 was approved.

**HSWC/2012/28 Matters arising**

*HSWC/2012/28.1 Assisted Evacuation (verbal update DN)*

David Newall **informed** the Committee that there was now a Policy in place that would be launched in April. Many people had been involved in this process, but he wanted to thank three in particular: Gordon Mackenzie for creating an emergency response team, Andy Mackay who was tasked with identifying refuge points which would be badged during the forthcoming weeks, and David Mclean for preparing the Policy itself.

*HSWC/2012/28.2 Safety Auditing (verbal update DMcL)*

David McLean **informed** the Committee that there were 6-8 internal safety audits planned within areas of University Services not previously audited by Marsh. The audit in Transport Services was complete and a draft report had been prepared and would be sent to the Head of Service. Initial reports were that the audit went very well. Cleaning Services were due to be audited next week and Hospitality Services shortly thereafter. The Convenor asked that Mr McLean continue to advise the Committee of progress.

*HSWC/2012/28.3 Fire Safety E-Learning (verbal update DMcL)*

David McLean **informed** the Committee that an email had been sent to HoS, DirRI, HoC and HoUS about the fire safety e-learning and had received good feedback especially from SRS.

*HSWC/2012/28.4 Fire Safety Policy - Amendment to Section 3 Training (Paper extract)*

The Committee **noted** the Paper extract that was circulated. David Newall **informed** the Committee that, along with the known amendments, the Policy had been changed informing staff that they were required to complete the fire safety e-learning course every 3 years. The Committee **approved** these changes.

### *HSWC/2012/28.5 Gas Cylinder Maintenance (verbal update DMcL)*

David McLean **informed** the Committee that unfortunately no company had tendered for a national contract that included a maintenance contract. There was an alternative option to approach the suppliers of cylinders but this would be costly. Contractors normally wished to supply a full maintenance contract rather than just statutory inspection.

### *HSWC/2012/28.6 Management of Stress in the Workplace draft Policy (Paper 1)*

Selina Woolcott **informed** the Committee that, due to the high volume of constructive comments on the draft Policy, she had decided the best way forward was to consider all comments and carry this item to the next HSWC meeting in May. An amended draft would be circulated to members in April. She thanked members for their input as well as that from their operational areas.

### **HSWC/2012/29 Student Safety on and around Campus (Paper 2)**

The Committee **noted** that an update email had been sent to the Committee via the Clerk in lieu of a Paper. Gordon Mackenzie **informed** the Committee that the University of Glasgow Campus had very little crime compared to other universities, with the Garscube Campus making up 10% of those figures. The sex of a student was a factor, with females most likely to be the victim of theft and men most likely to be victims of assault. Outwith campus however students made up 50% of crime victims in the Hillhead area. The Personal Safety Co-ordination Group had identified that assaults on students and bike thefts were the most common crimes and small working groups had been formed to find ways to increase safety and reduce crime. Mr Mackenzie **thanked** the SRC for their help in getting important information on crime to students. The "shut it" campaign pilot, delivered in conjunction with Strathclyde Police to improve security awareness, had resulted in a 50% reduction in break-ins at student residences. However, these had started to increase again so another campaign would run after the start of the next semester. He also **informed** the Committee that only 3% of stolen items (mainly laptops and small electrical items) were recovered and it was felt that using tracking systems such as security markers could help assist in the recovery of stolen property. Another current focus was pedestrian safety around the Garscube Campus where there was increased construction traffic due to ongoing development work. The Committee **thanked** Mr Mackenzie for taking time to update them.

### **HSWC/2012/30 OH Report (Paper 3)**

The Committee **noted** the Paper that was circulated. Aileen Stewart **informed** the Committee that external clients had risen from previous quarters. However this would fall once the MRC merged with the University as they were currently considered external clients. Management and self referrals were down slightly from the same quarter last year. She stated that she would like future OH reports to include absence stats and was working with HR on this to ensure that absence categories matched those of UCEA. This would enable the stats to be benchmarked against other universities. During this discussion the Committee **noted** that there was still under reporting of staff absence in academic areas which was problematic. The Committee **agreed** that the inclusion of % in the stats was useful and **thanked** Ms Stewart for the report.

### **HSWC/2012/31 Accident Statistics (Paper 4)**

The Committee **noted** the Paper that was circulated. David McLean **informed** the Committee that the stats were consistent year to year with no trends emerging. Future reports would include electricity as a cause of injury. He also **informed** the Committee that

an angler had drowned on the stretch of the River Kelvin that ran through the Garscube Campus. This incident was not work related and would therefore not feature in the accident stats. Although the river ran through the Campus it was not in the ownership of the University. That aside he felt that the Committee should be made aware of the event. The local Angling Club had stated that they would like to erect warning signs detailing the specific conditions prevalent at this section of the river. Although the University did not have ownership of the river it felt that it was right to allow the Angling Club access to the river bank to erect signs which would be on University land at Garscube.

### **HSWC/2012/32 Employee Assistance Programme statistics (Paper 5)**

The Committee **noted** the Paper that was circulated. Selina Woolcott **informed** the Committee that the first year had now passed with 1 year to go and an optional 3rd year. Uptake of the service had remained comparable with that of the previous provider with employees receiving personal counselling at an average of 9 per month. The Committee **agreed** that uptake of the service was still disappointingly low and more publicity was required, especially for the management information services that were available. Ms Woolcott **agreed** to liaise with the new Internal Communications Manager at Corporate Communications to find the best way to do so. Of the 64 on-line activities approx 16% related to work issues, 48% to health/wellbeing and 34% to personal issues. Over the 12 month period the breakdown was: 24% related to work life, 38% to wellbeing, 34% to personal life issues and 3% accessed information on people management. Ms Woolcott was to meet with PPC in the coming weeks and would discuss the possibility of getting customer feedback. There were forms available but she felt, with such a low uptake, the value of this information may be limited. Ms Woolcott **agreed** to begin a review of the contract in September.

### **HSWC/2012/33 Estates & Buildings H&S Committee (verbal report AA)**

Ann Allen **informed** the Committee that Estates and Buildings had set up their own Health & Safety Committee 6 months ago. This included 2 members of the HSWC and a member of SEPS as well as reps for each of the Colleges and US. Standing items were Policy, asbestos management, accident statistics and PPE. All the members had recently completed the 4 day IOSH Managing Safely course and knowledge gained from this would be shared with Schools etc. The Committee were looking to embed health & safety within Estates & Buildings as well as providing best practise for external contractors. The Committee **thanked** Mrs Allen for her update.

### **HSWC/2012/34 Asbestos Management (verbal update NE)**

Nick Elliott **informed** the Committee that he had 3 items that he wanted to bring to the Committee's attention:

- Waiver requests to HSE. There was a requirement where high risk work involving asbestos was planned to provide a 14 day notification to HSE. There was the option of a waiver in extreme circumstances however the University of Glasgow had applied for 9 waivers in the last 3 years, much more than any other University. This now meant that HSE were monitoring the University closely. Dr Elliott and Robert Kilpatrick from E&B were working with HSE on this and a report had been submitted. One of the main reasons for the waiver requests was the steam main which heated the Main Building. This was made in the 1950's and broke down frequently. Waiver requests were being made so that heating could be restored quickly rather than having to wait 14 days. E&B had applied to the Scottish Funding Council for £10M to help fund a replacement Combine Heat & Power (CHP) heating system and hoped to

hear back within a month. Dr Elliott stated that all future waiver requests must go through him initially for appraisal. Contractors had been advised that the University would not support waivers for planned work.

- Asbestos Compliance Officers - 2 FTE posts were being recruited and interviews would take place next week. Duties would include in-house re-inspections which would provide more control and achieve considerable cost savings. They would also do internal auditing and monitoring of asbestos.
- Colleagues were asked to remember that there was a strict requirement to submit an E&B Helpdesk works request for any work, no matter how minor, that caused any disturbance to the fabric of the University Estate. Examples of this would be cable routing for communication systems and the fitting of window features, such as blinds, that required drilling into walls etc.

Current work included the ongoing maintenance of risers in various buildings which involved the removal of some asbestos as well as work scheduled in the Boyd Orr. The Committee **thanked** Dr Elliott for his update and recognised that asbestos management was in a much better place than it had been prior to his appointment last year.

### **HSWC/2012/35 Health, Safety & Wellbeing Annual Report (Paper 6)**

The Committee **noted** the Paper that was circulated. Selina Woolcott **informed** the Committee that the past year had been an extremely challenging one due to the departure, particularly in SEPS, of some long serving and extremely experienced staff. New staff in place were: Portia Lamb, General Safety Adviser; Phil Walsh, Biological Safety Adviser; Andy Mackay, Fire Safety Manager and Morag Marshall, OH admin assistant. In the interim period between the departures of staff and the arrival of new staff SEPS was down by 1.5FTE (nearly 23% of the professional team). This had placed tremendous demands on the remaining team members who still managed to deliver training to over 1,500 employees, an increase of more than 25% on the previous year. This excluded the online health & safety e-induction training. Occupational Health achieved Safe Effective Quality Occupational Health Service (SEQOHS) accreditation this year, only the 2nd university in the UK (and the 1st in Scotland) to achieve this. The University's Radiation Protection Adviser co-authored a paper entitled "Measurement of the radioactivity in the excreta of cats treated with iodine-131 for hyperthyroidism". This paper demonstrated that the radiation levels were sufficiently low to be disposed of through household waste streams within 2 weeks of treatment ceasing. In the coming year the Service planned to conduct an in-house audit programme and the launch of various policies such as the Fire Safety Policy and guidance on biological safety. The Committee **thanked** the 3 teams within HSW for their hard work and **acknowledged** the fact that the past 12 months had been especially trying due to staffing issues. E&B gave special thanks to the hard work and support provided by SEPS.

### **HSWC/2012/36 Health & Safety Risk Register Progress Report Review (Paper 7)**

The Committee **noted** the Paper that was circulated. Selina Woolcott **informed** the Committee that the main changes to the risk register were:

- The addition of stress management to CoSE risks - risk rating moderate
- Rewording within the Arts section to reflect common issues
- Genetic modification (MVLS) went from a 3 (low) to a 6 (moderate)

In the final table Ms Woolcott had amended the risk rating for asbestos management (from 12 high to 8 moderate) and electrical safety (from 15 high to 10 high) to reflect the implementation of actions proposed previously. She apologised to E&B for omitting them from previous communications on the report and advised that she was happy to amend any

risk rating that E&B felt was incorrect. Updates from University Services were still to be added to the report and Ms Woolcott would bring the amended register to the next meeting in May. The Committee **noted** that a lot of work had gone into reducing the risks for electrical safety and asbestos. It was hoped that the fire safety rating would come down in the future due to the new e-learning system that had just gone live and the Committee would revisit this in September.

### **HSWC/2012/37 Registration of Pathogens & Toxins (Paper 8)**

The Committee **noted** the Paper that was circulated. Phil Walsh **informed** the Committee that following a visit from the Police regarding counter terrorism and a requirement for a "permissioning regime", a form had been created to help log pathogens and toxins. Due to the restructure SEPS were unsure where all high hazard materials were kept. The form, along with guidance notes, would allow SEPS to create and maintain a list of all high hazard materials within the University. The form would be completed by whoever had the pathogen/toxin, passed to the School Safety Co-ordinator with a copy going to SEPS. Dr Walsh confirmed that he had liaised with the Police, HSE and relevant Schools who were all happy with the proposed system. He would discuss the new procedure with School Safety Co-ordinators who would in turn educate the relevant Units. The Committee **thanked** Dr Walsh for his work in producing the document and **agreed** that they were happy for him to proceed.

### **HSWC/2012/38 Any Other Business**

#### *HSWC/2012/38.1 Management Training*

Selina Woolcott **informed** the Committee that she and 4-5 others had attended a training for trainers course held by Robertson Cooper on Personal Resilience and Leadership Impact. They were now looking at ways to incorporate stress management into existing leadership development courses as well as delivering resilience training to managers. Bespoke training could also be delivered on request. She stated that the Stress Management Policy needed to be finalised first to give managers clear guidance on stress in the workplace. The Committee **agreed** it was a good policy and needed to be widely broadcast once completed and approved.

#### *HSWC/2012/38.2 Zurich Municipal (ZM) Insurers*

David McLean **informed** the Committee that ZM insurers had offered additional courses which would be free to attend. These were: 5x1 day courses on risk assessment, 4x1/2 day courses on investigation and 4x1/2 day courses on inspection. These would be held between May and November and details would be emailed to Schools, RI's and Services on a targeted basis. The Committee **discussed** the fact that there wasn't much training for HoS level and above. Mr McLean stated that there was a one day session on 22 October that would last 6 hours. This was an IOSH course entitled "Safety for Senior Executives" and there were 15 places which could potentially be 2-3 places per College/US. The Committee **agreed** that the College reps would take this information to CMG (Selina Woolcott to SMG for information) to nominate attendees for the course. Mr McLean would send an email about this after the next SMG meeting.

### **HSWC/2012/39 Date of Next Meeting**

The next meeting of the Health, Safety & Wellbeing Committee will be held on Wednesday 22 May 2013 at 10am in the Senate Room.