

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Tuesday 15 September 2015 at 10:00 AM in the Melville Room

**Present:**

Mrs Ann Allen, Ms Louise Bowden, Mr James Gray, Mr David McLean, Mr John F Malcolm, Mr David Newall, Ms Julie Ommer, Mr Paul Phillips, Mr Deric Robinson, Ms Aileen Stewart, Ms Selina Woolcott, Ms Una Marie Daragh, Ms Gillian Shaw

**In Attendance:**

Ms Debbie Beales, Mr David Harty

**Apologies:**

Mrs Christine Barr, Dr Gordon Duckett, Mr David Somerville, Dr Louise Doyle

**Convenors Business:**

The Convenor welcomed Ms Una Marie Daragh (SRC rep) and David Harty (Chemical Safety Adviser at SEPS) to the Committee.

**HSWC/2015/1 Minutes of the Meeting held on Wednesday 3 June 2015**

The Minute from the previous meeting was approved.

**HSWC/2015/2 Matters arising**

*HSWC/2015/2.1 E-cigs (verbal update DN)*

The Committee discussed whether Glasgow should follow the lead of most other UK universities in banning the smoking of e-cigarettes within university premises. It was noted that e-cigarettes were not covered by legislation banning smoking in public places. Scientific evidence suggested that they were less harmful to smokers than conventional cigarettes, and indeed might be useful in helping people stop smoking.

The Committee discussed the possible concerns of staff and students who might find a colleague's e-cigarette vapours unpleasant and who might have anxieties about the consequences of inhaling them. The Committee agreed that in order to maintain an enjoyable and comfortable working environment for staff and students, the Committee would recommend to Court that it prohibit the smoking of e-cigarettes within University buildings.

*HSWC/2015/2.2 Staff counselling, in house (verbal update SW)*

Ms Woolcott **informed** the Committee that, due to lack of resources, the pilot for in house counselling had not yet started. She agreed to update the Committee at the December meeting.

*HSWC/2015/2.3 Fire alarm weekly testing (verbal update SW)*

Ms Woolcott informed the Committee that there was currently nothing to report on this item and agreed to update the Committee at the December meeting.

#### *HSWC/2015/2.4 Safety for overseas workers (verbal update SW/DN)*

Mr Newall informed the Committee that the working group had met and recommended to SMG a more robust process for risk assessing and authorising overseas travel. Further work was being done on this with a view to introducing an efficient on-line process. In the meantime SMG had agreed to put the following support in place:

- A system for advising/supporting staff and students working in high risk overseas locations. The facility chosen for this task was AON WorldAware.
- Insurance cover for UG students who were based overseas as part of their university studies.

#### **HSWC/2015/3 OH Report (Paper 1)**

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that, due to the reorganisation of the administration of respiratory health surveillance, compliance had improved. Although it had taken time to reinforce communication through the safety co-ordinator structure, it was now working well with only 26 out of 422 people not returning their forms (10 of these were unable to due to maternity leave or long term absence). The Committee thanked OH and colleagues from MVLS for working to ensure that respiratory health surveillance was provided for all staff that required it.

#### **HSWC/2015/4 SEPS Report (Paper 2)**

The Committee noted the Paper that was circulated. Mr McLean agreed to reword the fire categories within the accident stats and reported that there were no unusual anomalies within the stats. Mr McLean distributed copies of the latest audit programme update, which provided an overview of the progress being made by Schools and Services in implementing recommendations arising from the audits of H&S management. There had been satisfactory progress in most units and it was agreed that SEPS would chase up the Schools and Services who had been slow to implement their actions, copying in the relevant College/US rep on the Committee. These included Forensic Medicine, Vet Medicine, Learning & Teaching, IT Services and Hospitality Services.

Mr McLean introduced Mr Harty (Chemical Safety Adviser for SEPS) to the Committee. Mr Harty explained that he was currently spending 2 1/2 days per week in the role of H&S Manager for E&B to assist them in moving forward with their audit actions. This would continue until more permanent H&S support arrangements were in place within E&B.

#### **HSWC/2015/5 Employee liability activity Report (Paper 3)**

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that this report was generated annually to show how much the University paid out per year through insurance pay-outs due to accidents.

#### **HSWC/2015/6 EAP Report (Paper 4)**

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that utilisation of the Employee Assistance Programme had remained static year on year with a slight reduction from the previous quarter. This was to be expected during the summer period as many staff were on annual leave. The current contract was due to expire in December 2015 and Ms Woolcott would be working to ensure that this service continued, whether by extending the contract with the current provider or through a re-tender. The drop

in service at CaPS was continuing with its current operation of 2 'drop in' days per week but it was hoped that this would be expanded over time to include additional mental health support.

#### **HSWC/2015/7 Lone study draft Policy (Paper 5)**

The Committee noted the Paper that was circulated. This draft policy had been developed in response to a request from Graduate Schools, and borrowed from the Lone Worker Policy that had been developed by the Committee in 2014. Ms Woolcott thanked the Committee for comments received on the draft and asked that additional comments be emailed to her by Friday 25 September. The Student Support & Development Committee and Deans of Graduate Schools would also be invited to provide feedback before the policy was published.

#### **HSWC/2015/8 Draft Minute from US H&S Committee admin/office (Paper 6)**

The Committee noted the Paper that was circulated.

#### **HSWC/2015/9 Any Other Business**

The Convenor thanked Ms Woolcott and the Barclay Practice for organising free flu jabs being offered to staff in November.

#### **HSWC/2015/10 Date of Next Meeting**

The next meeting of the HSWC will take place on Wednesday 9th December at 10am in the Melville Room.

*Created by: Miss Debbie Beales*