

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 12 December 2019 at 10:00 AM in the Melville Room

Present: Dr David Duncan, Mr James Gray, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr John Neil, Mr Deric Robinson, Ms Aileen Stewart, Mr Dave Thom, Ms Selina Woolcott, Mr Luke McBlain, Mr Tom McFerran, Mr Cyril Pacot

In Attendance: Ms Debbie Beales, Mr David Harty, Mr Barry Morton, Mr Craig Chapman Smith

Apologies: Ms Louise Stergar, Mr Paul Fairie, Mr Peter Haggarty, Mr Graham Tobasnick

Convenor's Business:

The Convenor welcomed Mr Cyril Pacot who will attend all HSWC meetings as an ex-officio member for the School of Engineering.

HSWC/2019/10 Minutes of the Meeting held on Thursday 19 September 2019

The Minute of the meeting held on Thursday 19th September 2019 was approved.

HSWC/2019/11 Matters arising

HSWC/2019/11.1 Contractor activity (verbal update DH)

Mr Harty informed the Committee that he had attended a quarterly contractor meeting last week where two near-miss incidents were discussed. There were no injuries on either occasion, and both have been investigated by the relevant contractors with reports generated showing lessons learned. Traffic management continues on University Avenue and has moved further down towards University Place, opposite the Boyd Orr Building. The crossing has been widened and planters removed to ease pedestrian congestion at traffic lights. The Committee welcomed the return of sounders at the traffic lights on University Avenue.

HSWC/2019/11.2 Centralisation of PAT (verbal update BM)

Mr Morton informed the Committee that PAT is currently completed at School/University Services level with different models being used within different areas. US currently use external agencies to perform testing and Schools use a combination of external agencies and internal technicians to undertake the testing. The Facilities Team within E&CS are currently looking at centralising the testing and Mr Morton is to meet with the Director of HSW and the CoSS Graduate Manager to test theories and discuss the practicalities required to centralise PAT. Mr Morton will update the Committee at the March meeting.

HSWC/2019/12 Strategic risk management (verbal update CC-S)

Mr Chapman-Smith informed the Committee that he recently took over the role of Risk Manager. He found that current Risk Registers varied from School to School in both format and risk rating and, as a result, he created a new Risk Register Policy with a reformatted Risk Register framework to be used by the entire University. Once these have been approved by

SMG in January 2020 and the Audit Committee in February 2020 they will be made available to Schools/Colleges/RI's/US. A Risk Management Group has been formed and will meet quarterly. Ms Woolcott will represent the HSWC at these meetings and will feedback to the Committee as appropriate.

HSWC/2019/13 OH Report (Paper 1)

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

HSWC/2019/14 SEPS Report (Paper 2)

The Committee noted the Paper that was circulated. The Committee discussed an incident involving a cyclist striking a partly unmarked speedbump on the roadway heading to Dumbarton Road. Mr Harty agreed to follow up on this to ensure that the speedbump is correctly marked.

HSWC/2019/15 Audit update (Paper 3)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there have been 3 audits within E&CS, with good progress being made towards the action points raised. There has also been good progress made with the action points raised within Biodiversity and CMVLS Operations & Facilities. IT Services are progressing but SEPS have planned a meeting with Service staff to discuss the remaining open actions.

HSWC/2019/16 EAP Report (Paper 4)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that a couple of complaints that had been raised regarding access to services via the call centre have been escalated to national head office. There is still a year of the remaining contract to run and a working group will meet to discuss the tendering process in Spring 2020.

HSWC/2019/17 Asbestos Policy (Paper 5)

The Committee noted the Paper that was circulated. The Committee approved the Policy but agreed that rewording of sections 4 and 5 within responsibilities of HoS/DoRI's and Heads of Service was required. It was also agreed that PGR's and GTA's would be included in the list of staff that may require training in part 4 of the responsibilities of the Safety & Compliance Team. Any additional comments should be emailed to Mr Harty who will amend the wording as requested and then circulate to the Committee via the Clerk. The Committee discussed the signage used to signify when an area contains asbestos and agreed that the current text was very small and difficult for building users with impaired vision to read. Mr Harty explained that the signs are there for the attention of those conducting work and maintenance in the building and agreed with the Committee that steps should be taken to introduce signs with a larger font.

HSWC/2019/18 Fire safety (Paper 6)

The Committee noted the Papers that were circulated. A recent fire in student accommodation at another University recently had brought the issue of fire safety back on to the agenda. Mr Morton informed the Committee that the report, which has been circulated to the Committee, Court and Senate, sets out relevant action updates as well as the current arrangements in relation to student residences. Following the Grenfell fire in 2017, E&CS commissioned a survey to review cladding on all relevant residential buildings. The only building with any potential risk identified was the Wolfson Hall residence where there are limited areas of PVC

cladding. A further fire risk assessment concluded that any risk of fire was compensated by the presence of fire doors, automatic detection systems and regular fire drills. The building is low rise and staffed 24 hours a day. All University-owned student accommodation has a Fire Risk Assessment (FRA) in place as well as a House of Multiple Occupation (HMO) license.

The Committee discussed the issue of student accommodation not owned or directly contracted by the University. The University has no authority to inspect these types of premises, but they are subject to building control and HMO licensing requirements which are issued by Glasgow City Council. The Committee asked about the safety of the cladding on the Main Library. Mr Morton assured the Committee that the new cladding, made of non-combustible aluminium, has been tested and there are no accelerants present.

HSWC/2019/19 Traffic management (Paper 7)

The Committee noted the Paper that was circulated containing 2 issues raised by UNITE as possible areas for concern:

1. The road on the South Front between the James Watt Building and the Flagpole has an area where there is no pavement studs marking the pedestrian route on the road where there is no pavement are now in place.
2. The road between the Isabella Elder Building and the Kelvin Building is narrower than usual due to scaffolding on the IE Building. This is an area that delivery vans use as a turning circle which can pose a risk to pedestrians. E&CS are aware of this issue and are looking at ways to address it.

HSWC/2019/20 Personal safety (verbal update DD)

Dr Duncan informed the Committee that, following four attacks on women, an arrest has been made. The University will hold a public safety campaign in the west end of Glasgow in 2020 and the SRC have been working closely with Police Scotland. Security has been raised on campus and there are safety initiatives in place including the student led 'Glasgow route buddy' which encourages students to find someone to walk home with at night. The Committee discussed the new App 'SafeZone' that will go live in 2020 and Dr Duncan agreed to arrange a demonstration of the App for the next HSWC meeting. The Committee discussed whether taster sessions in self-defence classes could be of benefit to staff and students and Dr Duncan agreed to consider this idea and feedback at the next HSWC meeting.

HSWC/2019/21 Any Other Business

- Staff safety communications. Mr Howie informed the Committee that there is a lack of knowledge amongst staff on how to escalate crisis situations or how to contact the Gatehouse from a mobile phone. Mr Morton agreed that he would work with Comms to circulate an all staff email with information on how to contact the Gatehouse in an emergency.
- Drones. Mr McLean informed the Committee that at the end of November this year the law changed and all drones over 250 grams must now be registered and online training completed.

HSWC/2019/22 Date of Next Meeting

The next meeting of the HSWC will take place on Thursday 5th March 2020 at 10am in the Melville Room.

Created by Debbie Beales