

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 28 May 2020 at 10:00 AM via Zoom

Present: Dr David Duncan, Mrs Elise Gallagher, Mr James Gray, Mr Peter Haggarty, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr John Neil, Mr Cyril Pacot, Mr Deric Robinson, Ms Gillian Shaw, Ms Aileen Stewart, Mr Dave Thom, Mr Graham Tobasnick, Ms Selina Woolcott, Mr Luke McBlain, Mr Tom McFerran

In Attendance: Ms Debbie Beales, Mr David Harty

Apologies: Ms Louise Stergar, Mr Paul Fairie

HSWC/2019/1 Minutes of the Meeting held on Thursday 5 March 2020

The Minute of the meeting held on Thursday 5th March 2020 was approved.

HSWC/2019/2 Matters arising

HSWC/2019/2.1 Contractor activity (verbal update DH)

Mr Harty informed the Committee that, due to lockdown, there were very few contractors on campus. Chemtek continue to provide water management/servicing with Dante providing fire alarm management, Zurich performing lift checks and Servest maintaining mechanical and electrical equipment. E&CS teams continue to meet with Multiplex to finalise what measures need to be put in place for sites to re-open safely. The Committee were informed that sites should be re-opening on the 15th of June 2020.

HSWC/2019/2.2 Centralisation of PAT (verbal update BM)

Due to the Covid-19 lockdown, this trial has been postponed. The Committee will be updated once the trial has been completed.

HSWC/2019/2.3 Fire safety policy, final version (Paper 1)

The Committee noted the Paper that was circulated. The Committee approved the Fire Safety Policy and thanked Mr McLean for his work on the Policy.

HSWC/2019/2.4 Workload audit action plan (Paper 2)

The Committee noted the Paper that was circulated. Dr Duncan informed the Committee that the audit had taken place in the School of Life Sciences in response to the results of the School staff survey. School management, staff and TU's are working together to develop a workload model for academic staff to be piloted. If accepted, this will be applied to all academic staff within the School.

HSWC/2019/2.5 Implementation of reasonable adjustments passport (verbal update EG)

Mrs Gallagher informed the Committee that, due to the current lockdown, this item has not been fully addressed. Human Resources will be updating the Managing Attendance Policy and are looking at integrating the reasonable adjustments passport into that.

HSWC/2019/2.6 Staff safety communication (verbal update BM)

Mr Harty informed the Committee that a communication will be published on how staff should react in an emergency, along with emergency contact numbers, once the Campus has re-opened.

HSWC/2019/2.7 Pandemic desktop exercise, lessons learned (Paper 3)

The Committee noted the Paper that was circulated. Dr Duncan informed the Committee that these exercises were extremely helpful and that more will follow in the future. Once the current situation has been resolved, and the University has re-opened, a lessons learned exercise will take place.

HSWC/2019/2.8 Assistance dogs in the workplace, draft policy (Paper 4)

The Committee noted the Paper that was circulated. Human Resources support the measures within the Policy and the HR Policy Review Group will discuss the precise wording, whilst consulting the Vet School, prior to final approval. The Committee asked that the use of leashes on dogs being walked on the Gilmorehill campus be added to the Policy.

HSWC/2019/3 OH Report (Paper 5)

The Committee noted the Paper that was for information only.

HSWC/2019/4 SEPS Report (Paper 6)

The Committee noted the Paper that was for information only.

HSWC/2019/5 Audit update (Paper 7)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there had been an exceptionally low response due to the current lockdown.

HSWC/2019/6 EAP Report (Paper 8)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that figures have dropped, with very low uptake in the last quarter. These figures are similar to those across other institutions and might be due to staff not having a quiet space at home for a telephone consultation or simply not having time due to childcare issues. The Committee agreed that a communication should be sent to all staff reminding them that this service is still available, along with the Big White Wall.

HSWC/2019/7 Sickness absence stats (Paper 9)

The Committee noted the Paper that was circulated. Mrs Gallagher informed the Committee that annual absence is 2.5% which is consistent with other comparable institutions. Trends show that there is still significant under reporting of sickness absence within academic areas, especially short-term absence. There have been 36 Covid-19 related absences, which equates to 339 days, that have mainly been confirmed by testing. There have been 314 cases of self-isolating, 2,500 days, but HR are unsure whether these people were working from home or not.

HSWC/2019/8 Covid-19

HSWC/2019/8.1 Safety of staff on campus

The Committee discussed the safety of staff on campus. Dr Duncan informed the Committee that there is a University Recovery Planning Workstream Group, which meets regularly to progress plans across 4 streams: People and Staff, Research, Academic, Student Support and Facilities. Dr Duncan extended an invitation to the TU members on the Committee to nominate a representative to join the group and Mr Kennedy volunteered to consult with colleagues to agree a nominee. The final draft of the Campus Recovery Plan will be submitted to the RPWSG the following week.

HSWC/2019/8.2 Mental health and wellbeing

The Committee agreed that the mental health and wellbeing of staff is likely to be affected by the current pandemic and subsequent lockdown. As agreed in the discussion on the EAP Report, a communication will be sent out, reminding staff of all the support services that are available.

HSWC/2019/8.3 Gradual reopening of campus

Mr Harty informed the Committee that he is working on a Moodle induction which everyone will need to complete before being allowed back on campus. This will be live in the next week. Signage, markings and one-way systems will be set up to encourage social distancing.

HSWC/2019/8.4 Implementing social distancing

Mr Harty informed the Committee that E&CS are working on separate guides for staff, students, line managers and staff working from home. These will advise people on how to work safely and will be forwarded to the Committee for comment.

HSWC/2019/8.5 PPE and face coverings

Dr Duncan informed the Committee that the University will encourage people to wear face coverings, provided by the University, in busy areas. Temperature checks will also take place to monitor staff and students.

HSWC/2019/9 University engagement with staff safety reps (verbal discussion CK)

Mr Kennedy informed the Committee that the issue of management engaging with TU safety reps has been improving since the issue was highlighted. Mr Kennedy reiterated that TU safety reps want to be engaged and consulted on all safety related matters and that anyone wishing to contact their TU safety rep should do so using the generic email address.

HSWC/2019/10 Any Other Business

HSWC/2019/10.1 Return to campus - principles

The Committee noted the Paper that was circulated. Dr Duncan informed the Committee that a working group had developed a set of principles to be used for staff and students to return to campus safely. The Committee discussed the principles and asked that some principles be merged, to reduce the total amount of principles, and that supplies of hand sanitiser be added to the same principle as temperature checks and face masks.

HSWC/2019/10.2 Risk assessment for Covid -19

The Committee noted the Paper that was circulated. Mr McLean has created a generic risk assessment to demonstrate the high-level control measures the University has in place, with regard to Covid-19, to enable a gradual, safe re-opening of campus. The Committee agreed that the document should be updated on a regular basis and circulated to Committee members on a fortnightly basis. Mr Kennedy agreed to nominate a TU safety rep to join the Return to Work Covid Recovery Workstream.

HSWC/2019/11 Date of Next Meeting

The next meeting of the HSWC will take place on Thursday 1st October 2020 at 10am in the Melville Room.