

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Wednesday 8 December 2021 at 10:00 AM via Zoom

**Present:** Mr Ian Campbell, Dr David Duncan, Mrs Elise Gallagher, Mr Peter Haggarty, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr Cyril Pacot, Ms Gillian Shaw, Ms Aileen Stewart, Mr Dave Thom, Mr Graham Tobasnick, Ms Selina Woolcott, Mr David Harty, Ms Eva Simmons, Ms Temisan Atsegoh, Mr Gary Stephen

**In Attendance:** Ms Debbie Beales, Mr Euan Smith

**Apologies:** Mr James Gray, Ms Michelle Jamieson, Mr John Neil, Mr Paul Fairie

#### HSWC/2021/11 Minutes of the Meeting held on Wednesday 22 September 2021

The Minute of the meeting held on Wednesday the 22nd of September 2021 was approved.

#### HSWC/2021/12 Matters arising

##### *HSWC/2021/12.1 Contractor activity (verbal update DH)*

Mr Harty informed the Committee that the University continues to hold quarterly meetings with contractors to address any safety issues. Workshops are also taking place, the most recent on managing change safely, from which Mr Harty will share the presentation with the Committee. The 'Don't Walk By' programme is to be relaunched in January, encouraging staff/students to report any safety issues that they encounter on campus.

##### *HSWC/2021/12.2 Centralisation of PAT (Paper 1)*

The Committee noted the Paper that was circulated. Mr Harty informed the Committee that, starting in January, Facilities will begin a PAT pilot in the Adam Smith Building, the JMS Building, and the St Andrews Building. This pilot will test the feasibility of centralising PAT throughout the University. Additional equipment has been purchased and training provided to Facilities Assistants.

##### *HSWC/2021/12.3 Terms of reference (Paper 2)*

The Committee approved the Paper that was circulated and agreed that, with the addition of reference to student accommodation in bullet point 5, this document is ready to publish.

##### *HSWC/2021/12.4 Wellbeing strategy (Paper 3)*

The Committee noted the Paper that was circulated. The Committee viewed a PowerPoint presentation which included interactive sections for them to provide feedback on the rebranding of the University Wellbeing Strategy. Mrs Gallagher informed the Committee that the proposals will be taken to various management groups over the coming weeks, and she will provide an update at the next HSWC meeting in March. The Committee thanked Mrs Gallagher for the presentation and opportunity to comment and provide feedback.

#### **HSWC/2021/13 OH Report (Paper 4)**

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that the previous quarter had been the busiest period the service has ever had. An increase in management referrals, review appointments and work involving new students meant that the reduced workforce within OHU was stretched to capacity. The Committee recognised the exceptional work that the existing team have produced and thanked them for their hard work and dedication.

#### **HSWC/2021/14 SEPS Report (Paper 5)**

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that there were no unusual anomalies to report. Accident reporting is moving to Avanti next year meaning that data will be more readily available. Fire Safety Officers completed 30 fire risk assessments, up 14 on the same quarter in the previous year. 3940 students and 1953 staff have now downloaded the SafeZone App. SEPS are providing mainly online training, with fire safety training taking place face-to-face, albeit in reduced numbers for social distancing purposes. The Committee discussed safety issues within the Adam Smith Building. There have been reports of falling cladding and safety issues with windows. As a result, safety fencing has been erected and Estates will begin a programme of rectification in April/May with the intention of resolving any issues as quickly as possible.

#### **HSWC/2021/15 Audit update (Paper 6)**

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that SEPS have resumed safety audits. These were suspended in March 2020 due to Covid. An audit at Humanities had been completed, with a report outlining any required actions being generated. Additional audits have been arranged for 5 other Schools/Institutes, with more to follow. Mr McLean will continue to provide an audit update report at each HSWC meeting to show the progress and outcomes of each audit.

#### **HSWC/2021/16 EAP Report (Paper 7)**

The Committee noted the Paper that was circulated. Mrs Gallagher informed the Committee that there were no unusual anomalies to report. PAM Assist, who provide the EAP for the University, are currently experiencing glitches for some users and Mrs Gallagher asked that any issues be reported to her for investigation and resolution. The University is due to tender the EAP contract in January, and Mrs Gallagher will keep the Committee updated on its progress and outcome.

#### **HSWC/2021/17 Sickness absence stats (Paper 8)**

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

#### **HSWC/2021/18 Changes to TU membership within HSWC (verbal update CK)**

Mr Kennedy informed the Committee that the number of TU safety reps on the HSWC is low and that he has met with all Trade Unions to remedy this. UNISON is happy with their representation on the Committee, UCU are looking to recruit one more rep and UNITE will hold re-elections in January. All changes in membership will be circulated to the Committee via the Clerk.

### **HSWC/2021/19 Any Other Business**

- Covid - Dr Duncan informed the Committee that, while the University recognises the potential threat posed by the new Omicron variant, no new actions have been proposed at this time. Staff continue to be encouraged to work from home where possible and to take lateral flow tests prior to any face-to-face meetings. Existing events will still take place, with additional restrictions if required. The University will continue to follow Government guidelines and communications will be sent out as appropriate. The Committee discussed the lack of compliance in students wearing face masks in the main library. This is a known issue and management and staff at the library are working on how best to engage library users on the wearing of masks.
- Lone Study Procedure - Ms Woolcott informed the Committee that this document has now been merged with the Lone Working Policy. The new draft guidance includes reference to SafeZone and contains a short guide to out of hours working. Ms Woolcott agreed to email the final version to the Committee with a view to receiving any comments before the Christmas break.
- Area Fire Officers - Mr Howie informed the Committee that, due to a gap in the restructure of Facilities Service, it is not clear who the AFO is for each area. The Committee agreed that this should be resolved as soon as possible.

### **HSWC/2021/20 Date of Next Meeting**

The next meeting of the HSWC will take place on Wednesday the 9th of March 2022 via Zoom.

*Created by: Ms Debbie Beales*