

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 31 May 2011 at 2:00 PM in the Melville Room

Present:

Mr Ian Black, Ms Nancy Donald, Dr Gordon Duckett, Professor Alex Elliott, Ms Margaret Goodfellow, Mr James Gray, Mr Jim McConnell, Mr David McLean, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Ms Julie Ommer, Mr Paul Phillips, Mr Alexander Ross, Mr David Somerville, Ms Aileen Stewart, Ms Selina Woolcott, Dr Robin Easton, Mr Fraser Sutherland

In Attendance:

Ms Debbie Beales, Mr Alex Gordon

Apologies:

Dr Desmond Gilmore

HSWC/2010/11 Convenor's Business

The Convenor welcomed Mr Alex Gordon (Senior Fire Safety Officer) to the meeting.

HSWC/2010/12 Minutes of the Meeting held on Wednesday 16 March 2011

The Minute of the meeting of 16 March 2011 was approved.

HSWC/2010/13 Matters Arising

HSWC/2010/13.1 Work Transport Risk Assessment, verbal update Ms S Woolcott

Ms S Woolcott informed the Committee that funds had been approved for the work identified as desirable and would be released August 1st 2011. The work would take place over 12 months.

HSWC/2010/13.2 Asbestos Management Compliance draft Policy (Paper 1)

The Committee **noted** the Paper that was circulated and **welcomed** the draft Policy.

HSWC/2010/13.3 Asbestos Management Compliance, resources and responsibility, verbal update Mr D Newall

Mr D Newall informed the Committee that, following a meeting with Ms S Woolcott and Mr J McConnell, it had been agreed that a post be created and advertised to manage asbestos within the University.

HSWC/2010/13.4 PAT Working Party Report (Paper 2)

The Committee **noted** the Paper that was circulated and **thanked** the group responsible for compiling the Report. The Committee **agreed** that the Paper should be shared with SMG due to resource issues. Mr D McLean and Mr P Phillips would work with the Executive Group for the Committee to take forward the recommendations made in the Report. The Committee **agreed** that a robust system of monitoring would be required to ensure that management units carried out appropriate testing. Clear guidance would be important in relation to Portable Appliance Testing (PAT) for computers.

HSWC/2010/13.5 Risk Assessment Training, verbal report Mr D McLean

Mr D McLean informed the Committee that SEPS were now licensed to deliver two Institution of Occupational Safety & Health (IOSH) accredited courses. Working Safely (a one day course) and Managing Safely (a four day course) would hopefully be delivered in August and October.

HSWC/2010/14 Contractors Asbestos Booklet (Paper 3)

The Committee **noted** the Paper that was circulated and thanked Mr C Williams for his work on the document. The Committee **recognised** the document, which would be broadcast via the SEPS website. As 90% of contractors were employed by Estates & Buildings, they would issue contractors with the booklet. The Committee **agreed** that they would ask the new Asbestos Manager, once appointed, to liaise with Schools, Institutes and service departments (other than Estates & Buildings) that might be commissioning works that could involve asbestos risk.

HSWC/2010/15 Health and Safety Risk Register (Paper 4)

The Committee **noted** the Paper that was circulated. Ms S Woolcott informed the Committee that the purpose of this Paper was to propose a mechanism for the development and maintenance of a University Health & Safety Risk Register. The Committee **agreed** to identify the top ten key risks within their Service/College and forward the information to the Director of Health, Safety & Wellbeing by the end of June. This information would be used to produce a draft Report which would be produced for discussion at the next Committee meeting.

HSWC/2010/16 Accident Statistics (Paper 5)

The Committee **noted** the Paper that was circulated and **agreed** that there were no unusual anomalies within the statistics.

HSWC/2010/17 Occupational Health Report (Paper 6)

The Committee **noted** the Paper that was circulated and **thanked** Ms A Stewart for the improved statistics which were now broken down to Colleges and University Services. Ms A Stewart discussed the statistics with the Committee noting that University Services had the highest level of activity. The Committee **agreed** that this was to be expected due to the high volume of staff and the level of risk requiring health surveillance. Ms A Stewart informed the Committee that health surveillance was almost completed for year 2 within Estates & Buildings with very few significant differences between year 1 and year 2 results. Health surveillance was also

completed, for the first time, in Science & Engineering. The Committee **thanked** Occupational Health for a successful health surveillance programme. Ms A Stewart informed the Committee that she was still concerned that there were pockets of staff within the University that required inclusion in the health surveillance programme, but of which Occupational Health were currently unaware. An email sent out 3 months ago to HOS, HOC, College Deans, Directors of Research and Heads of University Services had received a limited response. College representatives agreed to discuss locally at College level.

HSWC/2010/18 Any Other Business

HSWC/2010/18.1 Fire safety at CDMR, 89 Dumbarton Rd

Dr J O'Dowd informed the Committee that staff from the Centre for Drug Misuse Research (CDMR) had raised concerns about fire safety within their office. The University leased part of the building from Majestic Wine who also had offices within the building. As a result of a refurbishment within the offices of Majestic Wine, their fire system was no longer operational, possibly as a result of a lack of compatibility with the new system in Majestic's refurbished offices. The Committee **agreed** that staff safety was paramount and that the University Senior Fire Safety Officer would liaise with Mr D Newall to engage with Majestic Wine and find a resolution.

HSWC/2010/18.2 Competent Safety Advice

Mr A Ross informed the Committee that there had been a recent appointment, within the School of Engineering, of a Health & Safety Director. Whilst happy that Colleges were making appointments to safety roles, he was concerned that there may be a lack of co-ordination of these posts and wondered if there was guidance on the appointment of these roles. The Committee **noted** that there was guidance on the appointment of competent persons within the "Guidance on safety management for heads of management units" on the SEPS website. Dr G Duckett, College Secretary for Science & Engineering, would explore the role of the post in question within CSE and report back to the Committee.

HSWC/2010/18.3 Radiation Safety Committee Minutes

The Committee **noted** the Minutes that had been circulated. Prof A Elliott updated the Committee about the linear accelerator at the Small Animal Hospital. Due to the initial design being to US, rather than UK, standards there had been significant modification to the shielding costing around £85K. He felt that if the Radiation Protection Adviser had been consulted at the time (which they were legally obliged to do) this could have been avoided. Mr J Gray informed the Committee about an issue with the "soddy box". This box, owned by Chemistry, was considered a "historical artefact" as it had been used by Lord Soddy. Chemistry wished to dispose of the contents of the box and Radiation Protection Services were investigating the costs involved including outright disposal of the box. The Committee **agreed** that safety was paramount in this matter and that the priority was to make the box safe. Mr J Gray informed the Committee about the Cobalt 60 Source and the fact that it was becoming increasingly difficult to source spare parts. Despite this it was agreed that there was sufficient demand to justify maintaining it. Funding was in place for maintaining the unit for 5 years. Final disposal costs were estimated at £100K. Mr J Gray informed the Committee that the University was obliged to appoint a Radioactive Waste Adviser (RWA) with training and recertification required every 5

years. The Committee **agreed** that Mr J Gray, the University's Radiation Protection Adviser, should apply for RWA status in June to be in place for the end of the year.

HSWC/2010/19 Date of Next Meeting

The date of the next Health, Safety & Wellbeing Committee meeting will be held on Thursday 15th September 2011 at 10am in the Melville Room

Created by: Miss Debbie Beales