

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Tuesday 29 May 2018 at 10:00 AM in the Melville Room

Present: Ms Louise Stergar, Mr Richard Claughton, Dr Craig Daly, Dr David Duncan, Mr James Gray, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr John Neil, Mr Deric Robinson, Ms Gillian Shaw, Mrs Kathleen Simmonds, Ms Aileen Stewart, Ms Julie Summers, Mr Graham Tobasnick, Ms Selina Woolcott, Ms Sophia Garkov, Mr Peter Haggarty

In Attendance: Ms Debbie Beales, Mr David Harty, Mr Billy Howie

Apologies: Ms Lauren McDougall

HSWC/2017/22 Minutes of the Meeting held on Tuesday 12 December 2017

The Minutes of the meeting were approved.

HSWC/2017/23 Convenors business

The Convenor informed the Committee that this is the last meeting for Kathleen Simmonds and introduced Mr Billy Howie as the possible replacement HSWC rep for CoSS. This is the first meeting of the HSWC since December 2017 as the March 2018 meeting was cancelled due to industrial action.

HSWC/2017/24 Matters arising

HSWC/2017/24.1 Food allergen guidelines (verbal update DMcL)

Mr McLean informed the Committee that Hospitality have now updated their food allergen guidelines, which are available on their website.

HSWC/2017/24.2 Overseas workers (verbal update SW)

Ms Woolcott informed the Committee that the travel safety protocol is now live and was publicised in Campus News in March. Ms Woolcott and the University's insurance and risk manager have a telephone call with Selective Travel this week to see if it is possible for staff to book travel insurance automatically when booking travel and will update the Committee in September.

HSWC/2017/24.3 TU Safety Reps within Sports (verbal update CK)

Mr Kennedy informed the Committee that things have moved forward substantially since the last HSWC meeting in December. There has been an overhaul of the local Safety Management Group and the risk assessment process has been updated. He stated that there is now constructive engagement and consultation with both the trade unions and staff. Mr Kennedy and Ms Woolcott have met with PSG to present on the roles and rights of TU safety reps and a similar presentation will be given to HoSRIA in June.

HSWC/2017/25 Electromagnetic Field regulations (PowerPoint JG)

Mr Gray gave a PowerPoint presentation on the new EMF regulations 'The Control of Electromagnetic Fields at Work Regulations 2016'.

These regulations were created to cover low frequency areas from 300GHz to 3 Hz. EMF's are static electric, static magnetic and time varying electric, magnetic and electromagnetic fields with frequencies up to 300GHz. Direct effects include nausea and vertigo (static frequency) sensory, nerve and muscle stimulation (low frequency) and with increasing frequency can lead to the heating of the body or localised tissues and surface tissues.

As an employer, the University must assess the levels of EMF's to which employees may be exposed and ensure that exposure is below specified limit values. When appropriate an action plan should be in place to ensure compliance with the exposure limits. Employees at particular risk such as expectant mothers and people with implanted or body worn medical devices should be taken into account. If any employees are exposed to EMF's in excess of the ELV's action must be taken and health surveillance/medical examinations provided as appropriate.

Mr Gray informed the Committee that for most areas within the University a simple assessment is all that is required and templates will be published on the RPS web pages and publicised in Campus News along with guidance from EU <http://ec.europa.eu/social/publications> and HSE <http://www.hse.gov.uk/pubns/books/hsg281.htm>

The Committee agreed that Colleges, Schools and University Services will be responsible for ensuring that all areas are compliant with records kept locally. The Committee agreed that a generic risk assessment should be produced for lower risk equipment and Ms Woolcott agreed to take this forward with Mr Gray. In the event of a visit from HSE they will most likely contact RPS initially and then undertake random checks throughout the University.

HSWC/2017/26 OH Report (Paper 1)

The Committee noted the Paper that was circulated. Ms Stewart informed the Committee that:

- Musculoskeletal problems, mental health non-work related and prolonged illness are again the three most common reasons for referral during the first quarter of the year.
- Health surveillance continues to increase with a self booking system now in place to encourage better attendance. However, a large number of staff have failed to respond to an email inviting them to book an appointment and OH are in the process of sending out reminders. SEPS staff have been running roadshows on the revised policy and guidance on HS in relevant Units.
- Hepatitis B vaccine is finally back in stock after a manufacturing issue and OH are in the process of vaccinating all outstanding staff on the waiting list as well as scheduling clinics to catch up with students still awaiting the vaccine. This will mean that September clinics are especially busy with medical students from both first and second year requiring the vaccine.
- OH now have two OH physicians in post. One post is one day per week and the other a half day per fortnight.
- OH are currently undertaking the five-yearly review required to retain SEQOHS (Safe, Effective, Quality Occupational Health Service) accreditation.

HSWC/2017/27 SEPS Report (Paper 2)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that all RIDDOR incidents in the previous quarter involved slips, trips and falls. There were no unusual anomalies to report within the non-RIDDOR incidents but the Committee asked for more information on the incidents regarding violence to be shared via email. Mr McLean welcomed the fact that there had been a reduction in unwanted fire activations and that, of the 42 activations, only 15 resulted in the Fire Service being called out. The Committee agreed that the table regarding contractor incidents could be removed as E&B met with contractors on a quarterly basis to discuss incidents and near misses. Mr Harty agreed to submit reports on these meetings to the HSWC from now on.

HSWC/2017/28 Audit Update (Paper 3)

The Committee noted the Paper that was circulated. Mr McLean informed the Committee that SEPS are not using the University Health & Safety Association (USHA) HASMAP question set for internal audits as they are very repetitive. In addition, the yes/no options mean that answers are purely quantitative and not qualitative, which can be unhelpful. Ms Woolcott informed the Committee that USHA are currently looking to revisit the HASMAP question set to make improvements. Mr McLean agreed that future audit reports will be shared with the Trade Union Safety Reps.

HSWC/2017/29 EAP Report (Paper 4)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that telephone counselling is up 55-60% and face-to-face counselling is up 80-85% compared to the previous quarter. The Committee welcomed the fact that service usage by College/US is finally being included in the report. Ms Woolcott informed the Committee that she is working with the provider to resolve one query and one complaint and will report to the Committee in September. The Committee noted that the majority of counselling sessions consisted of only one session and asked if this was comparable with other users. Ms Woolcott agreed to find out and report to the Committee in September as well as finding out if PAM Assist has a customer feedback process. Ms Woolcott will also investigate a situation raised by another Committee member. The University is currently looking at a similar service for students and it is hoped this will be live by autumn.

HSWC/2017/30 Stress Management Policy Review (verbal report SW)

Ms Woolcott informed the Committee that there had been one meeting of the review group with another due at the end of June. The main areas of focus are to make the Policy more user friendly and look into online training for both managers and staff. Ms Woolcott thanked all those who had taken part so far and asked the Committee that anyone who wishes to be involved moving forward to contact her. The aim of the group is that an updated draft Policy will be provided at the next HSWC meeting in September.

HSWC/2017/31 Adverse weather issues (Paper 5)

The Committee noted the Papers that were circulated by Dr Duncan and Mr Kennedy. The Committee agreed that the main lesson learned for future adverse weather events are that the speed and means of communication need to be improved and that staff need greater clarity on what buildings and services must be maintained in such events. The Committee discussed various methods of communication such as mass text alerts and external telephone apps that are currently used at other Universities.

HSWC/2017/32 HSE Inspection, Biological Safety (verbal report DMcL)

Mr McLean informed the Committee that the University had received a two-day, preplanned visit from a biological specialist at HSE. There were no significant findings at the time and Mr McLean agreed to share the HSE report with the Committee as soon as it arrives.

HSWC/2017/33 Healthy Workplaces: Manage Dangerous Substances 18/19 (Paper 6)

The Committee noted the Paper that was circulated for information only. Mr Kennedy informed the Committee that this document provides useful information such as links to chemical safety and literature for printing such as posters.

HSWC/2017/34 Any Other Business

HSWC/2017/34.1 Road safety in University Avenue

Sadly, there had been a fatal road traffic accident in April 2018 involving a student. As the event occurred on a public road, the University of Glasgow, Police Scotland and Glasgow City Council had all investigated this event independently. The University of Glasgow is engaging in dialogue with GCC and requested both a 20mph speed limit on University Avenue along with signage reminding pedestrians to look in the appropriate direction before crossing. Unfortunately, GCC have declined both requests and the University Court is now looking to take this matter further. There is currently a private members' bill before the Scottish Parliament for a 20mph speed limit to be enforced in all urban areas which the University will support. The University has also asked GCC for safety material that can be made available to students via the SRC and Ms Woolcott will meet with the Director of Student Services to draft a guidance document for students.

HSWC/2017/34.2 Fire safety issues

The Convenor raised a query from Court concerning the QMU building, asking how the University prioritised fire safety work. The Committee were informed that this work is prioritised on both a project and a risk basis. E&CS have implemented a Fire Safety Compliance Group with the SEPS Fire Safety Officers which meets every two months. The role of this group is to monitor and prioritise fire safety issues, including those arising from risk assessments, incidents and individually raised concerns.

HSWC/2017/34.3 Business Continuity

The Convenor asked how BC will be reported to the HSWC in future now that there is no longer a BC Officer in post. The current Business Continuity Governance Board will continue to meet quarterly and Ms Woolcott will report to the HSWC every six months. There is to be another Emergency Response Exercise later this year and the Committee agreed that it would be helpful for the Emergency Response Group to meet in the near future. Ms Woolcott will report further to the Committee at a future meeting.

HSWC/2017/35 Date of Next Meeting

The next meeting of the HSWC will take place on Thursday 20th September 2018 at 10am in the Melville Room.

Created by: Miss Debbie Beales