

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Friday the 22nd of September 2023 at 10am in the Melville Room

Present: David Duncan, Sharon Burns, Mark Wildman, Cyril Pacot, Rosie Thompson, Selina Woolcott, James Gray, Gary Stephen, David Harty

In Attendance: Debbie Beales, Simon Ambrose, Liridona Jahdaut

Apologies: Peter Haggarty, David McLean, Hazel Bookham, Louise Stergar, Chris Kennedy, Gillian Shaw, Paula McKerrow, Tony Anderson, Phil Whitfield, Jenna Millar

1. Minutes of the Meeting held on the 2nd of June 2023

The Minute of the previous meeting was approved.

2. Matters arising

2.1 Estates Safety Report (Paper 1)

The Committee noted the Paper that was circulated for information only. This report contains a summary of Estates Health, Safety and Compliance activities from April to July 2023. David Harty informed the Committee that Estates recently received their 5th consecutive Royal Society for the Prevention of Accidents (ROSPA) Gold award and gold medal which is testimony to all the staff across Estates.

2.2 Gas inspection protocol (verbal update SW)

Selina Woolcott informed the Committee that SEPS have updated and published their guidance on pressure systems on the SEPS website and are working with Zurich to develop their asset register to enable more granular information to inform Colleges and Services on their specific assets.

3. Introduction to Business Continuity Adviser

Selina Woolcott introduced Liridona Jahdaut, the University's new Business Continuity Adviser, to the Committee. Liridona has been in post for one month and recently attended a BC event hosted by CoAH. The event consisted of a simulation game where an AI tool has gone rogue. Liridona felt that this was an extremely useful way of engaging staff to work together to resolve any BC issues created by the exercise and hopes to incorporate similar styles of game into future UofG exercises.

4. HSW/OH Rebrand (verbal update SW)

Selina Woolcott informed the Committee that Health, Safety & Wellbeing will now be known as University Safety & Resilience. The change in name will better reflect the inclusion of Business Continuity within the service and the inclusion of University in the new title will help reduce any confusion between this service and that of embedded teams with local safety roles, such as the Safety & Compliance team within Estates.

This change in name will not impact on the name or remit of the University Health, Safety & Wellbeing policy statement or Committee, which will continue to reflect all aspects of the University's duty of care for employees. The statutory aspects of work-related mental health will continue to be overseen by University Safety & Resilience.

Occupational Health are also proposing a change in their name and will be known as Health & Wellbeing. Hazel Bookham will give further details on this at the next meeting as she was not in attendance today.

5. Occupational Health and Wellbeing Report (Paper 2)

The Committee noted the Paper that was circulated for information only. The Committee discussed the possibility of the University reimbursing staff who pay to receive a flu jab. David Duncan agreed to discuss this with P&OD.

6. SEPS Report (Paper 3)

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

Selina Woolcott updated the Committee on the following actions from previous meetings:

- The use of e-scooters on campus. SEPS have published the University's policy on this, which also highlights the fire risks associated with e-scooters.
- HSE issued a letter of requirements and enforcement notice in relation to the management of biosafety which reflected a need to have defined biosafety management structures, systems and arrangements in place. Alice Gallagher, the University's Biological Safety Adviser, has drafted a report, addressing the issues raised in these letters. A main requirement was that there should be a Biological Safety Manager at Gilmorehill for MVLS (there is already one based at Garscube) and this post has now been filled by Angela Elliott.

Gary Stephen informed the Committee that, following promotion of the app during Freshers Week, over 350 new students have registered with the Safezone app.

7. Audit update (Paper 4)

The Committee noted the Paper that was circulated for information only. Selina Woolcott informed the Committee that of the 7 audits that took place in 2022-23, 3 Units have completed all their actions and the other 4 Units are completing their actions satisfactorily.

SEPS have identified 10 units to audit over the course of the 2023-24 academic session. This is an ambitious target but, with the audit team now back to 4 staff, SEPS are confident that they can deliver this total. Although this is a planned programme, it remains subject to change if reactive work such as incident investigation or enforcing authority actions results in changed priorities during the year. The first audit will take place next week, at the Small Animal Hospital and Weipers Equine unit.

8. Clinical waste uplifts (verbal update SW)

Selina Woolcott informed the Committee that the University's contract with SSCL, the current clinical waste uplift provider, is a complex one with many individual user accounts. When one department doesn't pay an invoice on time, this has previously resulted in complete withdrawal of the service from the entire University until payment was made. As delayed payments have once more become an issue, SEPS are working with SSCL and the University Finance Team to help resolve all outstanding invoices.

Selina asked the Committee to highlight this issue to all staff using SSCL to ensure that up to date purchase order numbers are in place prior to waste uplifts and that they are GRN'd as soon as the service has been delivered. Failure to do so could mean that SSCL again refuse to uplift clinical waste from part or the whole of the University, leading to significant non-compliance issues.

9. Sickness absence stats (Paper 5)

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

10. Covid (verbal update SW)

Selina Woolcott informed the Committee that there is no new Government advice at this time.

11. Evac Chair and First Aid Allowance (verbal update DD)

The Committee agreed that the monthly payment for first aiders should increase from £9 per month to £20 per month for all first aiders under grade 7. David Duncan agreed to progress this with Finance.

12. HSWC Terms of Reference (Paper 6)

The Committee noted the Paper that was circulated. To maintain the accuracy of the UofG Corporate Governance webpages, the Court Office asked the HSWC to review their current ToR. The Committee agreed that they endorse the ToR as it currently stands.

13. Any Other Business

- **Reinforced autoclaved aerated concrete (RAAC).** David Harty informed the Committee that Estates have assessed all 367 buildings within the University to identify which buildings have RAAC and then categorise them from 1-4 (1 being most likely to contain RAAC). To date, 4 locations have been found to contain RAAC, all of which have been declared low risk. Despite the low risk, all 4 locations have had measures put in place to ensure that there is no danger to life and an official communication on this will be sent out to all staff and students shortly. The Committee thanked everyone involved in this huge project for their hard work.
- **Portable Appliance Testing (PAT).** The Trade Unions brought to the Committees attention that a member of staff who currently completes PAT for their areas is concerned that they may lose their job now that CBRE are in place for PAT. The Committee assured the TU's that areas can opt out of CBRE completing PAT for specialised areas such as labs.
- **Accessible toilets on campus.** Rosie Thompson, from CoSS, brought to the Committees attention a potential shortage of functioning, accessible toilets within the University. The Committee agreed that the TU's should liaise with Clarke Elsbey, Facilities Management Building Surveyor, in the first instance to resolve this matter.
- **Health and Safety rep for Davidson Building and Joseph Black Building.** The Trade Unions brought to the Committees attention that there didn't appear to be a H&S rep for these buildings. The Committee discussed that when Paul Phillips, the original H&S rep left, he was replaced by Paul Fairie. Now that Paul Fairie has left, Phil Whitfield, MVLS Head of Facilities will take on this role.
- **Personal Emergency Evacuation Plan (PEEP).** Rosie Thompson, from CoSS, brought to the Committees attention an issue during a fire drill. Prior to the drill, everyone in the building with a PEEP was told that this was a drill and that there was no need to evacuate. One person did not have a PEEP for this building and thought it

was a real drill causing them panic and distress. The Committee discussed the fact that all PEEPs should be on the SafeZone app as this makes the PEEP person driven, rather than building driven.

14. Date of Next Meeting

The next meeting of the HSWC will take place at 10am on Monday the 4th of December 2023 in the Melville Room.