

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 22 September 2021 at 10:00 AM via Zoom

Present: Mr Ian Campbell, Dr David Duncan, Mr Paul Fairie, Mrs Elise Gallagher, Mr Peter Haggarty, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Mr John Neil, Mr Cyril Pacot, Ms Aileen Stewart, Ms Selina Woolcott, Ms Emma Lindquist, Mr Gary Stephen

In Attendance: Ms Debbie Beales (Clerk), Mr Alex Shearer (SEPS), Mrs Janice Thompson (RPS), Mr Simon Ambrose (HR)

Apologies: Mr James Gray, Mr Graham Tobasnick, Ms Michelle Jamieson, Ms Gillian Shaw

HSWC/2021/1 Minutes of the Meeting held on Wednesday 26 May 2021

The Minute of the meeting held on Wednesday the 26th of May 2021 was approved.

Convenor's Business

The Convenor welcomed Alex Shearer, the recently appointed Safety and Environmental Protection Adviser (SEPS) to the Committee.

HSWC/2021/2 Matters arising

HSWC/2021/2.1 Contractor activity (Paper 1)

The Committee noted the Paper that was circulated. Mr Harty informed the Committee that the University commissioned an external review to ensure compliance with the Health and Safety at Work Act and the Construction Design and Management Regulations. The review was conducted by Mr Neil Jamieson, a former HSE inspector, and this paper is a summary of his findings. The results of the review were very positive, with the main area for improvement being that a root cause analysis of accident and incidents is required to prevent the recurrence of incidents. The findings have been discussed with Multiplex, the main contractor, and an action plan will be implemented and completed by the end of this year. Mr Harty agreed to share the outcome with the Committee at the December meeting.

The Committee discussed recent safety incidents. One incident in the JMS building involved a piece of material falling from height. All similar items have now had robust safety checks and been signed off. The second incident involved a sandstone block falling on to the pavement in Byres Road in the early hours of Saturday morning. Estates were quickly on site and the area was cordoned off. The building has now been structurally inspected and deemed safe. A weekly check takes place on all the retained sandstone buildings in this area to ensure that it remains safe.

HSWC/2021/2.2 Centralisation of PAT (verbal update DH)

Mr Harty informed the Committee that Estates are looking at the option of performing PAT in-house. A new facilities services model is about to be released, and PAT could form part of the duties of the facilities assistants. Testing equipment has been purchased and training will be provided by the end of this year. Zone 4 (comprising of the JMS, Main Library, St Andrews

Building, Fraser Building and Boyd Orr Building) has been chosen for sample testing to see how in-house testing, data management and the recording of results compare to the service currently provided by external contractors. Mr Harty agreed to update the Committee on this at the December meeting.

HSWC/2021/2.3 Terms of Reference (Paper 2)

The Committee noted the Paper that was circulated. Ms Woolcott informed the Committee that all University ToRs were recently amended to ensure that they follow the same standardised format. The Committee agreed that the membership structure could be clearer in the HSWC version and were invited to email any feedback or suggested changes to Selina Woolcott or Ian Campbell by the end of October. A final version will be brought to the Committee in December for approval.

HSWC/2021/2.4 Wellbeing Strategy (verbal update EG)

Mrs Gallagher informed the Committee that the wellbeing strategy working group has completed initial consultation engagement sessions looking at ways to create an acceptable balance between work and wellbeing. A further meeting, to take place next month, will decide on brand and positioning and Mrs Gallagher will update the Committee at the next HSWC meeting in December.

HSWC/2021/3 OH Report (Paper 3)

The Committee noted the paper that was circulated. Ms Stewart informed the Committee that OHU returned to full-service delivery in April and have been catching up with the accumulated face to face activities. Staff referrals increased during the quarter, with staff and students returning to campus after lockdown. Mental health (non-work related) was the most common reason for referral, followed by prolonged illness. MVLS referred the highest number of employees, in particular from the Lighthouse Lab.

Health surveillance, mainly completed in the previous quarter, is now finished for the year with no areas of concern identified. OHU, whilst down 2 clinicians, managed to complete vaccinations and blood tests for incoming 2020 students. They also completed those missed from the 2019 intake, prior to the arrival of the new 2021 students in September.

The Committee recognised and thanked the staff of OHU for their hard work during difficult circumstances.

HSWC/2021/4 SEPS Report (Paper 4)

The Committee noted the paper that was circulated for information only. Mr McLean informed the Committee that, at the request of the Committee, the report now contains incident benchmarking. Mr McLean informed the Committee that HSE will be conducting a detailed biological safety inspection in November to ensure that the specified animal pathogen order regulations are being followed. He agreed to bring the findings to the Committee at the December meeting. SEPS have been busy with covid related matters, work at the ARC and updating the Travel Policy. There is now an online travel portal and SEPS have published supporting documents and guidance for this on their webpage. Safety courses have continued over the restricted periods, predominately via Zoom, with fire training being delivered via one-to-one or in small groups.

HSWC/2021/5 EAP Report (Paper 5)

The Committee noted the Paper that was circulated for information only. Mrs Gallagher informed the Committee that this report runs from August 2020 to July 2021. The EAP contract has been extended until summer 2022 and the contract will be re-tendered at that point.

HSWC/2021/6 Sickness absence stats (Paper 6)

The Committee noted the Paper that was circulated for information only. Mrs Gallagher informed the Committee that this report covers the 20/21 academic year and shows a decrease in sickness absence of 0.4% compared to the 2019/20 academic year. This is most likely due staff working from home when unwell rather than taking sickness absence.

The Committee asked that future reports separate Estate's sickness absence from those of University Services.

HSWC/2021/7 Safety & compliance report (Paper 7)

The Committee noted the Paper that was circulated. This report was initially created for the Estates Committee and brought to the HSWC for information only. Mr Harty informed the Committee that the Estates Team have been awarded a 3rd consecutive Gold ROSPA Safety Award for the year 2020/21. The 'Don't Walk By' initiative is due to be relaunched, with an app/QR code for reporting near misses.

The Committee discussed a fire safety issue concerning fire doors being left open for ventilation purposes. The Committee agreed that internal fire doors, which are there to contain smoke and flames, should never be left open for extended periods and that a staff comms should be released accordingly. The Committee also discussed potential changes in fire officer responsibilities, with the addition of facilities assistants on campus. A new operations model has been created and will go live in the next few weeks. Mr Harty agreed to share this with the Committee and Estates' new Head of Operations will be re-visiting Schools to explain the new model in more detail.

The Committee discussed whether other local health and safety committees should also be invited to present to the Committee and agreed that this would be appropriate where it concerns matters of interest to the wider University.

HSWC/2021/8 Smoking on campus (verbal update DD)

The Committee discussed the issue of smoking outdoors on campus and agreed that banning this will be extremely difficult to enforce, especially as the campus is open to the public. Smoking at building entrances is the biggest issue and the Committee agreed that removing ashtrays from building entrances and reminding staff and students of the wording of the University's smoking policy will help with this. The smoking policy, on the HR website, states that 'individuals should not smoke near doorways, open windows, air intakes and high pedestrian traffic areas/thoroughfares'.

HSWC/2021/9 Any Other Business

- **Covid**

Covid cases are relatively low, especially as there is a much larger footfall on campus. There were 20 reported cases last week and 30 reported cases so far this week. The

University has ceased tracing the physical movements of an individual who tests positive. This is no longer practical now that all physical distancing restrictions have been lifted off campus. Public Health Scotland are aware of this as and are supportive of this approach. If there are more than one case of covid within a building or activity, the relevant College is notified, and processes/risk assessments are re-visited accordingly.

- **Ambulance call outs**

The Committee discussed concerns about recent ambulance call out times to campus. One gentleman waited 7 hours for an ambulance and, as he had a neck injury, the University felt it inappropriate to provide alternative transport to the nearest hospital. Moving forward, the University will only intervene in exceptional circumstances where the ambulance wait time will endanger the life of the person in distress and moving them won't add to their injuries.

HSWC/2021/10 Date of Next Meeting

The next meeting of the HSWC will take place on Wednesday the 8th of December 2021 at 10am via Zoom.

Created by: Ms Debbie Beales