

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Friday the 6th of December 2024 at 10am in Committee Room 251

Present: David Duncan, Louise Stergar, Richard Reeve, Barbara Welsh, Sharon Burns, Christopher Kennedy, Mark Wildman, Iris Duane, Somaria Maharaj, Simon Ambrose, Phil Whitfield, Jenna Millar, Mhairi Docherty, David Harty, Bruce Jolliffe, Selina Woolcott

In Attendance: Debbie Beales (Clerk), Alex Shearer (SEPS), Rosie Thompson (CoSS), Jethro Barclay (Security), Ross Slavin (SEPS)

Apologies: Paula McKerrow, Steven Richardson, Peter Haggarty, Gary Stephen, Hazel Bookham, Cyril Pacot

1. Minutes of the Meeting held on 20th of September 2024

The Minutes were approved.

2. Matters arising

2.1 HSWC Terms of Reference (Paper 1)

The Committee noted the paper that was circulated and approved the following amendments:

- *The Director of University Safety and Resilience is an Ex-Officio member alongside other appropriate University Officers and Advisers.*
- *The following bullet point was removed: Review Minutes and reports submitted by local health and safety committees within the Colleges and non-academic services*

The ToR is reviewed on an annual basis and membership consists of The COO/University Secretary as Chair, 8 TU appointed safety reps, 4 College management reps and 2 SRC reps. Membership also includes the Executive Director of Estates and the Executive Director of People & Organisational Development.

2.2 Workplace Stress Policy (verbal update SW)

Selina Woolcott informed the Committee that the Workplace Stress Policy working group met and agreed a revised activity-based stress risk assessment, now an excel document. The associated policy and guidance documentation will be amended accordingly, with a plan to relaunch in January 2025.

3. Estates Safety Report (Paper 2)

The Committee noted the paper that was circulated. Highlights include:

- Staff from the Estates Compliance Team and University Safety and Resilience (USR) recently attended an away day to analyse any potential gaps between the services.
- During the refurbishment of level 2 in the Isabella Elder Building, the Compliance Team, along with USR, will move to level 1.
- An incident involving the failure of the fire safety management system within the James Watt Building led to a full investigation. A lessons learned exercise took place in

October and David Harty agreed to share the paper from this exercise with the Committee.

- Safety Champions roll out trial is being piloted in different zones and will be coached by the Compliance Team. IOSH training will be provided as a development opportunity.
- Estates were awarded their 6th consecutive Royal Society for the Prevention of Accidents (ROSPA) Gold award.

4. Occupational Health and Wellbeing Report (Paper 3)

The Committee noted the paper that was circulated for information only. The Committee asked about the possibility of receiving the Covid vaccine through OH. Selina Woolcott agreed to liaise with OH to see if this is possible.

5. SEPS Report (Paper 4)

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

Chris Kennedy, on behalf of all safety reps on the committee, again asked that they be consulted on any work around structural/personnel/procedural changes in how safety/compliance is managed at the University. The Committee agreed that a meeting including TU safety reps should take place in the New Year to discuss this further.

The Committee discussed the ongoing issue of discarded needles in the loading bay of the Molema Building. It was agreed that Jethro Barclay would meet with Gary Stephen, SEPS and Compliance to try to resolve this issue.

The Committee discussed ongoing security issues within the Main Library. A recent incident involved the Police who were called to remove someone causing a disturbance. Security agreed to produce a lesson learned report for the next HSWC meeting in March.

RPS update: Bruce Jolliffe informed the Committee that the University had recently received a visit from the National Counter Terrorism Security Office. A report, with further details, will be produced and shared at the next meeting of the HSWC in March. Bruce advised that he will be liaising with Colleges who work with radioactive materials to ensure that the framework for how we manage security is being followed correctly. RPS updates will now be a standing item at every meeting of HSWC.

6. Audit update (Paper 5)

The Committee noted the paper that was circulated for information only. Selina Woolcott informed the Committee that following the HSE biological safety visit in October, there were no formal recommendations, just a few verbal suggestions. The next planned visit will be in Autumn next year, for the SAPO licence renewal. HSE had planned to visit the University in the next 12 months to audit health surveillance and the University's Stress Policy, but it is looking unlikely that this will take place.

7. Sickness absence stats (Paper 6)

The Committee noted the paper that was circulated for information only. Mhairi Docherty informed the Committee that she will work with the incoming Head of P&OD for CoAH to produce a report on the College's absence stats in the context of the Colleague Engagement Survey.

8. SafeZone registration for first aiders (SW)

Selina Woolcott informed the Committee that many first aiders are refusing to check in on SafeZone when they are on campus. As first aiders are paid by the University, the Committee agreed to make this mandatory. Selina agreed to update the information for first aiders and course attendees to clarify this point.

9. Transport and pedestrian safety on campus (SW)

Selina Woolcott informed the Committee that a focus group hosted their first meeting to look at improvements to pedestrian safety on the campus roads. There will be an update at the next meeting of the HSWC in March and David Harty agreed to share slides from the meeting with the Committee.

10. Any Other Business

- Fire wardens. The Committee discussed the difficulty in finding sufficient staff to nominate for the additional duty of fire warden. Selina Woolcott reminded the Committee that roles such as Fire Wardens are not voluntary positions but, rather, roles that employers are required to appoint under legislation. Employees have a duty under Section 7 of the Health and Safety at Work Act to cooperate with employers in order that they might meet their duties. Hybrid working has resulted in a lower campus presence and the need for larger numbers of staff to be trained in Fire Warden/ Fire Safety Coordinator roles to provide cover. The importance of taking all an employee's role into account, including safety roles, when agreeing flexible working arrangements was emphasised.
- Incident reporting. The Committee discussed the possibility of incident reports being shared with Colleges. Rosie Thompson and Jethro Barclay agreed to meet to discuss this further.
- Pigeon guano. Selina Woolcott informed the Committee that the University are aware that this is an issue, and she is working with the Assistant Director of Facilities Services to find a solution/deterrent.

11. Date of Next Meeting

The next meeting of the HSWC will take place at 10am on Thursday the 13th of March 2025 in the Melville Room.