

# University of Glasgow

## Health Safety and Wellbeing Committee

### Minute of Meeting held on Monday the 4th of December 2023 at 10am in the PMR.

**Present:** David Duncan, Sharon Burns, Rosie Thompson, Selina Woolcott, James Gray, Gary Stephen, Peter Haggarty, David McLean, Hazel Bookham, Louise Stergar, Chris Kennedy, Mhairi Docherty, Tony Anderson, Molly Corbett, Phil Whitfield, Jenna Millar, Simon Ambrose

**In Attendance:** Debbie Beales,

**Apologies:** Mark Wildman, Cyril Pacot, David Harty, Gillian Shaw, David Harty, Paula McKerrow

### 1. Minutes of the Meeting held on 22<sup>nd</sup> of September 2023

The Minute of the meeting held on the 22<sup>nd</sup> of September 2023 was approved.

### 2. Matters arising

#### 2.1 Estates Safety Report (Paper 1)

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

- Carol McMaster, Senior Compliance Adviser, will retire at the end of this year. The Committee thanked Carol for her help in developing the Estates Compliance Strategy as well as her excellent leadership within the University.
- There were 25 general safety, and 11 asbestos, spot audits in August to October. These audits highlighted some issues of non-compliance, but none presented as high risk. All issues were addressed at the October Contractor Safety Forum.
- Fire safety. The Dante contract has been extended to December 2024 to allow CBRE more time to deliver this service as part of their contract.

#### 2.2 OH Rebrand (verbal update HB)

Hazel Bookham informed the Committee that the OH rebrand is currently on hold while key stakeholders discuss it further.

The Committee discussed the proposed rebrand of Health, Safety & Wellbeing to University Safety & Resilience. This was recently denied by Court over concerns on the loss of “wellbeing” from the title. Ms Woolcott explained the rationale for the change, to reflect the inclusion of Wellbeing within the current Occupational Health service, to recognise the portfolio for Business Continuity and to minimise confusion with OH, the School of Health and Wellbeing, and the Estates Safety and Compliance function.

As Convenor of HSWC, a Court subcommittee, David Duncan agreed to put forward a recommendation for Court approval at the next meeting of Court.

#### 2.3 Flu vaccine and first aiders allowances (verbal update DD)

Hazel Bookham informed the Committee that OH administered 173 flu vaccines to staff this winter. The Committee agreed that any staff member who paid for the vaccine elsewhere can claim this back through expenses. Next winter there will be early comms on flu vaccines to

ensure that everyone is aware of the service. There are also plans to provide vaccines at Garscube as well as at Gilmorehill.

David Duncan informed the Committee that the increase in the first aider's allowance has been approved and he will progress this with the Finance Office.

### **3. Occupational Health and Wellbeing Report (Paper 2)**

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

- A new Occupational Health Adviser has recently been appointed (Norma Dalgleish) to support the development of a multidisciplinary OH Team. The OH administrator (Lisa Johnston) is now training as a phlebotomist to allow enhanced support for student health screening clinics.
- Staff have been highlighting OH and the wellbeing function at various Team Townhalls and away days. This has led to an increase in usage of the University's Health & Wellbeing Hub and the Health Assured "My Healthy Advantage" App.

### **4. SEPS Report (Paper 3)**

The Committee noted the paper that was circulated for information only. David McLean informed the Committee that there were no unusual anomalies to report.

### **5. Audit update (Paper 4)**

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

- All audits are progressing well, with 3 Units achieving full completion of their remaining actions.
- HSE biological safety visit. The HSE improvement notice final requirements were submitted on time and accepted as fully meeting the requirements of the enforcement notice and Inspector's letter.
- The CVR received a half day inspection visit from the Department of Transport in relation to security for the transport of high-consequence dangerous goods. This visit went well, and CVR were deemed compliant with only minor recommendations for improvement.

### **6. Sickness absence stats (Paper 5)**

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

### **7. UCEA safe working on campus (Paper 6)**

The Committee noted the paper that was circulated. Selina Woolcott informed the Committee that Universities & Colleges Employers Association (UCEA) and Universities Safety and Health Association (USHA) have updated the 'joint principals for safe working on campus' to recognise that Covid 19 should no longer be treated differently from other respiratory illnesses such as 'flu. There will be a 'joint statement on ventilation' to follow and Selina agreed to circulate this statement once agreed.

### **8. Covid (verbal update SW)**

Selina Woolcott informed the Committee that there will be no further guidance on Covid unless circumstances change.

## **9. Any Other Business**

- The Committee agreed to review the current Lone Activities Policy and risk assessment as HSE have recently decided that home working when alone is now considered lone working.
- The Committee discussed the possibility of digitising fire testing risk assessment action tracking to allow accessibility across campus. The Committee agreed that SharePoint could be a suitable platform and Peter Haggerty agreed to take this forward with SEPS and report on progress at the next meeting of the HSWC.
- CoSS rep concerned that accessibility across campus is not progressing in a satisfactory manner. Peter Haggerty informed the Committee that there is a post within Estates dedicated to this role and agreed to meet with Rosie to discuss further.

## **10. Date of Next Meeting**

The next meeting of the HSWC will take place at 10am on Monday the 4<sup>th</sup> of March 2024 in the Melville Room.