

# University of Glasgow

## Health Safety and Wellbeing Committee

**Minute of Meeting held on Wednesday 28 May 2014 at 10:00 AM in the Senate Room**

### **Present:**

Mr Robert Arthurs, Mrs Christine Barr, Ms Mae Boyd, Mr John F Malcolm, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Ms Julie Ommer, Mr Paul Phillips, Mr Deric Robinson, Ms Aileen Stewart, Ms Selina Woolcott, Ms Louise Bowden, Ms Louise Graham

### **In Attendance:**

Ms Debbie Beales, Dr Phil Walsh

### **Apologies:**

Mrs Ann Allen, Mr James Gray

### **HSWC/2013/1 Minutes of the Meeting held on Wednesday 5 March 2014**

The Minute of the meeting held on Wednesday 5 March 2014 was approved.

### **HSWC/2013/2 Convenors Business**

The Convenor **welcomed** Ms L Bowden to the Committee as the new union rep for UNISON. The Committee **thanked** her for also volunteering for the vacant union rep role within the HSWC executive group. The Convenor **reminded** the Committee that there were still 2 outstanding actions from the last meeting, one of which he would action over the summer. The other action was to be completed by Ms J Ommer/SRC and Dr G Duckett.

### **HSWC/2013/3 Matters arising**

#### *HSWC/2013/3.1 Staff Survey (verbal update Ms S Woolcott)*

Mrs C Barr **informed** the Committee that the staff survey, conducted by external provider CAPITA, had seen over 60% of staff participate, almost double the participation rate of previous staff surveys. The initial reports from CAPITA showed that 90% of staff were happy to work at the University of Glasgow with general results comparing favourably with other HEI's. The survey had been ambitious with a question set that was both quantitative and qualitative and the high level feedback showed high levels of job satisfaction with staff confident with their job role and level of responsibility. Mrs C Barr added that she expected a more detailed breakdown of results within the new few weeks and, based on these, a draft action plan and timetable would be developed. The Committee **discussed** the fact that staff had only been given the option to complete a paper survey or an online survey. It was felt that staff only being given the paper option could feel the University was assuming that they were not capable of using a computer. In fact the reasons for this had been to enable participation by staff who did not have easy access to a computer, as well as to prevent staff from potentially completing the survey twice. However, it was appreciated that this should be looked into for future surveys. The Committee **agreed** that all issues relating to the survey should be logged by HR to ensure that they were addressed in advance of future surveys.

Ms S Woolcott **informed** the Committee that the stress indicator report was not available yet, and that she would update the Committee on this in due course.

#### *HSWC/2013/3.2 Vibration Management (verbal update D McL)*

Mr D McLean **informed** the Committee that the University was currently using a paper based logging system to monitor staff using equipment included in vibration management. E&B were currently purchasing an electronic system which would produce reports listing staff usage of such equipment to ensure that no-one exceeded the daily dose limit of 4 hours. This system would be activated by the staff member using their staff card to swipe in/out equipment. No further action was expected from HSE who seemed satisfied with the action taken by the University. The Committee **thanked** Mr D McLean for his work on this issue.

#### **HSWC/2013/4 OH Report (Paper 1)**

The Committee **noted** the Paper that was circulated. Ms A Stewart **informed** the Committee that there was nothing dramatic to report from this quarter's OH stats, when comparing them to previous quarters. Health surveillance was on the increase again as OH were now working with staff who were located in remote locations such as hospitals. Ms C Barr **informed** the Committee that OH had become oversubscribed for self referrals with 30% of staff self referring before even visiting their own GP. This was not the purpose of the self referral, which was for emergencies only, and OH and HR had consulted with the trade unions to find an alternative. From 1st May 2014 OH had stopped offering self referrals and instead the university counselling service was offering drop in sessions for staff. As this had only been in place for a few weeks it was too early to report on how successful this would prove. Dr J O'Dowd expressed concerns that although the TU's had been consulted, union safety reps had not. In this type of situation it was to be expected that, in compliance with H&S legislation, the safety reps should be specifically consulted. Noting this concern, the Convenor asked that union safety reps be invited to attend a meeting with the Director of HR to discuss the changes.

#### **HSWC/2013/5 SEPS Report (Paper 2)**

The Committee **noted** the Paper that was circulated. Mr D MacLean **informed** the Committee that the accident stats consisted of the usual slips and trips with no unusual anomalies to report. Mr D MacLean **tabled** a paper that summarised the current status of the internal safety audits being carried out by SEPS. All units visited had some level of safety management systems in place and the aim of SEPS was to provide each audited unit with a final report within 8 weeks of the audit. Units would then be asked for an update on completion of the recommendations made within the report. The plan for next year was to audit MVLS and Science & Engineering at School level. The Committee **agreed** that SEPS should report any problems with implementation to the relevant College/US member of the HSWC, as well as providing them with copies of the reports for their College/US. Mr D MacLean **updated** the Committee on the latest visit from HSE. The University had received a visit from an HSE Biological Specialist who voiced concerns about the storage of biological samples and liquid nitrogen within the Joseph Black Building. This led to another visit on 9th April 2014 in which HSE interviewed staff and took written statements with an Improvement Notice being served on the 23rd April 2014. According to HSE there were communication failings within the University but ultimately the storage issues had been resolved. Dr P Walsh was working on a reply to the improvement notice with the Institute's help and steps had been taken to remind colleagues across the wider University of the requirements associated with the use and storage of liquid nitrogen.

### **HSWC/2013/6 EAP Report (Paper 3)**

The Committee **noted** the Paper that was circulated. Ms S Woolcott **informed** the Committee that there had been a 40% drop in uptake of the service compared to the same period last year. Telephone counselling had decreased by 37% and face to face by 44%. Only 21 staff had used the service during the period, 10 lower than the previous quarter despite yet another article in the campus e-news. Similar institutions were also reporting a low uptake of the service. According to results from the staff survey, 58% of staff surveyed were aware of the service. Of the 6% who had used the service, 83% would recommend it to others. The idea of a pilot in-house service had been placed on hold for the moment as the University was currently recruiting a new Director of Counselling & Psychological Services. This would be revisited when the post was filled and the new Director had been given time to prioritise work requirements. In the meantime the service would provide the drop in service mentioned in item 4.

### **HSWC/2013/7 Lone Workers Policy Review (Paper 4)**

The Committee **noted** the Paper that was circulated. Ms S Woolcott thanked those who had offered comments thus far and informed the Committee that the main difference to the Policy was a better reflection of roles and responsibilities of the University. The Committee **agreed** to email additional comments to her by Friday 6th June 2014. Ms S Woolcott would then share the amended document (with track changes) with the Committee.

### **HSWC/2013/8 HSW Policy Review (Paper 5)**

The Committee **noted** the Paper that was circulated. Ms S Woolcott informed the Committee that the only amendment was to clarify the overall responsibility of the Court. The Committee **approved** the changes and the new version would be posted on the HSW website.

### **HSWC/2013/9 Any Other Business**

The Convenor **stated** that it was time to conduct a review of the HSWC to ensure that members' needs were being met. Ms S Woolcott **agreed** to conduct a survey with all Committee members and would present the findings at the next meeting in September.

### **HSWC/2013/10 Date of Next Meeting**

The next meeting of the HSWC will take place on Tuesday 16th September at 10am in the Senate Room.

*Created by: Miss Debbie Beales*