

## University of Glasgow

### Health Safety and Wellbeing Committee

#### Minute of Meeting held on Wednesday 10 March 2021 at 10:00 AM via Zoom

**Present:** Mr Ian Campbell (Convenor), Mr Paul Fairie, Mrs Elise Gallagher, Mr Peter Haggarty, Mr William Howie, Mr Christopher Kennedy, Ms Paula McKerrow, Mr David McLean, Ms Gillian Shaw, Mr Dave Thom, Mr Graham Tobasnick, Ms Selina Woolcott, Ms Ella McCabe, Ms Emma Lindquist, Mr David Harty

**In Attendance:** Ms Debbie Beales

**Apologies:** Dr David Duncan, Mr James Gray, Mr John Neil, Mr Cyril Pacot, Ms Aileen Stewart

#### **HSWC/2020/24 Minutes of the Meeting held on Wednesday 9 December 2020**

The Minute of the meeting held on Wednesday 9th December 2020 was approved.

#### **HSWC/2020/25 Matters arising**

##### *HSWC/2020/25.1 Contractor activity, verbal update DH*

David Harty agreed to produce a report on contractor activity, to be shared with the Committee via the Clerk.

##### *HSWC/2020/25.2 Centralisation of PAT, verbal update BM*

David Harty informed the Committee that Estates are in the process of purchasing the necessary equipment for Portable Appliance Testing (PAT). The pilot, previously on hold due to Covid-19, will take place in the College of Social Sciences over the next few months. David agreed to bring a report on the findings to the next meeting.

##### *HSWC/2020/25.3 EAP contract renewal, verbal update EG*

Elise Gallagher informed the Committee that the University has a rolling contract with PAM Assist. Prior to starting the re-tendering process, Human Resources will collect feedback from service users to look at any service requirements not met under the current contract. One possibility would be to open the service up to staff and their family members, rather than just staff. Elise will keep the Committee updated at the May HSWC meeting.

##### *HSWC/2020/25.4 HSWC ToR renewal, verbal update SW*

Selina Woolcott informed the Committee that, until the new Governance structure has been approved by Court this autumn, the Terms of Reference renewal will be put on hold. Selina agreed to update the Committee at the September meeting. Selina informed the Committee that the HSW Policy is now ready to publish, with the Committee endorsing the publication of this Policy.

#### **HSWC/2020/26 OH Report, Paper 1**

The Committee noted the Paper that was circulated. Elise Gallagher informed the Committee that this report covers October - December 2020, prior to the second lockdown, when the

service was able to carry out bloods and vaccinations both on campus and at the Louisa Jordan Hospital. Mental Health (other) continues to be the main reason for referral, with consultations taking place via telephone or Zoom. Additional vaccination clinics are taking place this week, again at the Louisa Jordan Hospital. As Occupational Health is an essential service, it is hoped that the service will return to normal operations as the campus re-opens.

### **HSWC/2020/27 SEPS Report, Paper 2**

The Committee noted the Paper that was circulated. David McLean informed the Committee that incidents reportable under RIDDOR were down from 15, in the same period last year, to 3. This is most likely because there are fewer people on campus due to furlough and working from home.

The Committee discussed the recording of incidents, noting that there is more than one way to record them. One way is via the SEPS reporting form, the other via Security. Violent incidents tend to be reported through the Security reporting process. The Committee agreed it would be helpful if future reports could include all reported incidents, and not just those reported directly to SEPS. The Convenor asked David McLean to liaise with Gary Stephen, Head of Security, to decide the best method of collating all data into one report for future meetings. The Committee also agreed that Gary should be added to the HSWC membership.

Ian Campbell informed the Committee that a Fire Prevention Report has recently been shared with the Estates Committee. Ian will bring this document to the May HSWC meeting.

### **HSWC/2020/28 EAP Report, Paper 3**

The Committee noted the Paper that was circulated. Elise Gallagher informed the Committee that service usage is still low, despite the University being extremely pro-active when it comes to advertising the service. This re-iterates the fact that the service requirements may need to be amended for the re-tendering process.

### **HSWC/2020/29 Sickness absence stats, Paper 4**

The Committee noted the Paper that was circulated. Elise Gallagher informed the Committee that absence is currently sitting at 1.8%, down on the same period last year. The Committee discussed the fact that Ops and US have the highest sickness absence. Elise stated that this is most likely due to under reporting in other areas and David Harty agreed to look at the data to ensure that there are no issues that need to be addressed within Estates operational areas.

### **HSWC/2020/30 HSW Annual Report, Paper 5**

The Committee noted the Paper that was circulated. Selina Woolcott informed the Committee that although new work was created by the Covid outbreak, a lot of routine work continued, albeit in a less traditional format. There have been staff on campus throughout lockdown to undertake work such as fire/chemical/biological safety and radiation work. Training figures were naturally down, but only by 21%, and approaching 4,000 staff/students took part in some form of training in 2020. Mental Health First Aid training did not take place in 2020 as Public Health (who have ownership of this training) made the decision to stop all face-to-face training and have not yet developed an online alternative. Selina agreed to discuss future training requirements with the MHFA network within the University.

Selina informed the Committee that she is extremely proud of everyone within HSW, who have all worked under difficult circumstances to continue to deliver exceptional service levels. Selina

also informed the Committee that this has only been possible due to the co-operation and collaboration from colleagues across the Institution. Another point to note is the change of place of HSW within the University structure. HSW (including SEPS and RPS) now report to E&CS, with OHU reporting to HR.

The Committee thanked the staff of HSW for their professionalism and perseverance over the last 12 months.

### **HSWC/2020/31 Covid-19 update**

Ms Woolcott informed the Committee that two changes will take effect at the end of this week:

1. Non-contact, outdoor sport for groups of up to 15 people can re-commence.
2. Places of worship can re-open. The University Chapel will be able to start operating again, providing social distancing can take place.

### **HSWC/2020/32 Study spaces for vulnerable students in library, verbal update PM**

Paula McKerrow informed the Committee of concerns about the current open-door policy adopted by the University Library. Currently there isn't a specific area for vulnerable students to study and Paula received a complaint from a vulnerable student about non-compliance of social distancing within the Library. Paula presented to the committee the capacity app which indicated the library was full to capacity.

The Committee discussed the open-door policy and agreed that, to remove this option would be detrimental to those students who are vulnerable but haven't disclosed this to the University. The Committee agreed that rather than exclude non vulnerable students from the Library, the unacceptable non-compliance of Covid regulations should be addressed. Ian Campbell agreed to raise this matter with the Executive Director of Student and Academic Services, who is best placed to address this matter. Post meeting note; Matter now closed.

### **HSWC/2020/33 Any Other Business**

#### Colleague Wellbeing Strategy

Elise Gallagher informed the Committee that over the last year, the topic of wellbeing has become increasingly important. As a result, the University is to create a Colleague Wellbeing Strategy. A small working group with reps from throughout the University such as Sport, OHU and HSW will consult through the Engagement Leads Network with a view to producing a strategy ready to launch in the Summer. This will cover the next 5-year period. Elise agreed to provide an update Paper on this at the May HSWC meeting.

Elise Gallagher informed the Committee that mental fitness webinars took place at the start of the year and there are plans for further webinars which will cover personal resilience and managing transition.

The Committee agreed that it would be beneficial to have a standing item on Wellbeing at future HSWC meetings to add a further dimension to the Committee. This item will address all wellbeing issues as well as incorporating the Employee Assistance Programme Report.

**HSWC/2020/34 Date of Next Meeting**

The next meeting of the HSWC will take place on Wednesday 26th May 2021 at 10am via Zoom.