

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Wednesday 7 December 2022 at 10:00 AM in PMR

Present: Hazel Bookham, Sharon Burns, David Duncan, Elise Gallagher, Peter Haggarty, David Harty, William Howie, Christopher Kennedy, David McLean, Cyril Pacot, Gary Stephen, Mark Wildman, Selina Woolcott, Hailie Pentleton

In Attendance: Debbie Beales, Simon Ambrose, Jenna Millar

Apologies: James Gray, Gillian Shaw, Ian Campbell, Paula McKerrow, Louise Stergar, Paul Fairie

HSWC/2022/11 Minutes of the Meeting held on Thursday 22 September 2022

The Minute of the meeting held on Thursday the 22nd of September 2022 was approved.

HSWC/2022/12 Matters arising

HSWC/2022/12.1 Estates Safety Report (Paper 1)

The Committee noted the Paper that was circulated. Highlights from the Paper include:

- Estates continue to monitor and identify areas that require improvements in ventilation. A draft paper has been circulated regarding the current policy on full fresh air intake into ventilation systems. David Harty agreed to share this with the TU safety reps on the Committee.
- The new maintenance contractor, CBRE, will commence their new contract in April 2023.
- Fire safety. The Fire Policy is to be updated, in consultation with SEPS, and will include a review of the Fire Safety Co-ordinator role for each area and whether it falls within the relevant School/College or Estates.
- Portable Appliance Testing. CBRE will provide PAT from April 2023 with current procedures in place until then. The Committee agreed that this should be an opt-out service (rather than opt-in) for any area that completes its own testing. David Duncan agreed to raise this as part of the strategic planning round and David Harty agreed to ensure that CBRE provide PAT as a CORE service.

HSWC/2022/12.2 Wellbeing strategy (verbal update EG)

Elise Gallagher informed the Committee that the new wellbeing portal is currently receiving approximately 200 hits per week. Mags Thomson has been appointed as a Health and Wellbeing Adviser and part of this role will include publicising the portal.

HSWC/2022/13 OH Report (Paper 2)

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

- Mental health related management referrals for staff and students are up 80% from the same period last year. Only Dental/Nursing/Medical students are referred to OH, for fitness to practice reasons.

- Frequent short term absence referrals are up 85% from the same period last year.

Hazel Bookham informed the Committee that the main reason for these figures are staff and students coming back onto campus for the new academic year and that she has no major concerns at this time.

HSWC/2022/14 SEPS Report (Paper 3)

The Committee noted the Paper that was circulated for information only. David McLean informed the Committee that the HSE biological safety audit takes place next week and he will update the Committee on the outcome at the March HSWC meeting. The Committee discussed the following matters:

- Following an incident between a member of staff and a dog walker at the Garscube Estate the Committee agreed that dogs should be on the lead at all times, at least on the Gilmorehill Campus. Signage will be posted to make this clear to members of public walking their dogs on campus.
- Due to hybrid working, staff with first aider responsibilities are not always on campus. The Committee suggested that first aiders should check-in to the SafeZone app when they are on campus so that users of the app can locate the nearest first aider when required. Future first aid training could include this new requirement to ensure that staff know to do so. The School of Chemistry are currently struggling to recruit new first aiders and the Committee discussed the possibility that the monetary amount given to staff with first aider responsibilities should be increased to encourage volunteers.

HSWC/2022/15 Audit update (Paper 4)

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

HSWC/2022/16 EAP Report (Paper 5)

The Committee noted the Paper that was circulated for information only. Hazel Bookham informed the Committee that, as the EAP provider has recently changed, the stats are for one month only. The previous provider, PAM Assist, did not provide stats for the final 2 months of their contract.

HSWC/2022/17 Sickness absence stats (Paper 6)

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

HSWC/2022/18 HSW Policy (Paper 7)

The Committee noted the Paper that was circulated. Selina Woolcott informed the Committee that the document remains the same and if anyone has suggested changes to the Policy, they should email her before the University closes for the winter break. The final version will be signed off and published in the New Year.

HSWC/2022/19 Any Other Business

- Change to membership. Cyril Pacot formally replaces Graham Tobasnick as the representative from CoSE.
- A report on gender-based violence has been circulated to Court and, once the recommendations have been discussed at Senate, will be made publicly available.

HSWC/2022/20 Date of Next Meeting

The next meeting of the HSWC will take place on Tuesday the 7th of March 2023 at 10am in the Melville Room.

Created by: Debbie Beales