

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 12 December 2013 at 10:00 AM in the Senate Room

Present:

Ms Mae Boyd, Dr Gordon Duckett, Mr Robert Kilpatrick, Ms Joanne Mcfadden, Mr David Mclean, Mr John F Malcolm, Dr Catherine Martin, Mr David Newall, Dr John O'Dowd, Mr Deric Robinson, Mr David Somerville, Ms Selina Woolcott, Dr Robin Easton, Ms Nicky McComb (SRC), Ms Aileen Stewart, Mrs Christine Barr

In Attendance:

Ms Debbie Beales, Mrs Janice Thompson, Mrs Linda MacDonald, Mr Gordon Mackenzie

Apologies:

Mrs Ann Allen, Mr James Gray, Ms Julie Ommer, Mr Paul Phillips, Ms Louise Graham (SRC)

Convenors Business:

The Convenor **welcomed** Ms Nicky McComb, the new SRC rep, to the Committee. He also welcomed Mrs Janice Thompson from RPS who was attending in lieu of Mr James Gray and Mr Gordon Mackenzie, Head of Security and Central Services, who was attending to discuss Paper 1. The Convenor **informed** the Committee that, as Dr Robin Easton was retiring at the end of the year, this would be Robin's last meeting. The Committee **thanked** Robin for his support over the last 8 years where he had been a critical friend to the Committee.

HSWC/2013/1 Minutes of the Meeting held on Friday 20 September 2013

The Minute of the meeting of Friday 20 September 2013 was approved.

HSWC/2013/2 Matters arising

There were no matters arising.

HSWC/2013/3 Campus Security Annual Report & Student Road Safety (Paper 1)

The Committee **noted** the Paper that had been circulated. Mr Mackenzie **informed** the Committee that bikes were now being targeted by professional thieves and security staff were being especially vigilant. Housebreaking at student accommodation had also been an issue but this had been reduced with the simple act of security staff ensuring that any open ground floor windows were closed when patrolling. In the past 12 months there had been 2 serious crimes committed on campus (1 rape and 1 instance of wilful fire raising & malicious mischief). In both instances the individuals responsible had been apprehended by the Police with one convicted and sentenced and the other leaving the

country with a prosecution pending. As a result of discussions regarding changes that would be taking place due to the acquisition of the Western Infirmary, concerns had been raised about road safety at library hill and the main gate. As this land is owned by Glasgow City Council, the University had asked that traffic calming methods be put in place. The University were also looking to educate students on road safety. Mr Mackenzie **informed** the Committee that evacuation chairs were now in operation 24/7 on both campuses with security staff being trained. Security staff were also conducting initial investigations on reports of missing persons to assist the Police. He summarised by stating that the University was remarkably safe with very low crime levels considering it was such an open campus. The Committee **thanked** Mr Mackenzie for his help over the past 12 months.

HSWC/2013/4 Stress Management Training (verbal update SW)

Ms Woolcott **informed** the Committee that, with the help of HR and SDS, she was now delivering stress management training. The first course, which she had delivered twice, was a 1 hour stress risk assessment workshop. This training was a result of concerns shown at previous HSWC meetings where it was felt that managers would benefit from guidance on how to risk assess stress. The second course was i-resilience training which focused on individual resilience and so far she had received positive feedback. Ms Woolcott **agreed** to inform the Committee of any future training dates. The Committee **thanked** Ms Woolcott for her work on this issue.

HSWC/2013/5 Staff Survey Review (verbal update SW)

Ms Woolcott **informed** the Committee that she was working with Martin Boyle (Director of Planning), Christine Barr (Director of HR) and Dorothy Welch (Deputy Secretary to Court) to find the best way to deliver the next staff satisfaction survey. It had been decided that using an external provider would potentially increase the amount of staff completing the survey and the University could benchmark the results against other HEI's. Two out of three companies had provided portfolios, including costs and presentations, and these would be passed to the Principals Advisory Group in January. It was hoped that the survey would take place in spring 2014 and that it would still include the HSE stress indicator question set.

HSWC/2013/6 SEPS Report (Paper 2)

The Committee **noted** the Paper that had been circulated. Mr McLean **informed** the Committee on accidents reported to SEPS in the previous quarter and brought 2 specific items to the Committees attention:

1. HSE investigation of vibration issues in Estates & Buildings. Mr McLean **updated** the Committee on the investigation which had included interviews with staff. SEPS were working with E&B and HSE to ensure that exposure times were limited by rotating workers and tasks. E&B were looking at monitors for staff using relevant equipment and agreed that this had been a learning curve but were happy that this was manageable. So far there had been no fee for intervention and E&B were satisfied that the best equipment was used for each task and was well maintained. HSE had stated that they were happy with the health surveillance conducted by Occupational Health which was robust, with a good recall in place.

2. Fire Service visits to the St Andrews Building and Rowardennan. Mr McLean **informed** the Committee that the Fire Service now conducted post incident audits after all fires and had asked for an action plan from the University. A concern raised was the fact that Rowardennan was partly residential and should have a House in Multiple Occupation (HMO) license. In order to get this license PG staff would now act as senior residents and had received appropriate training. E&B were looking into delivering fire risk assessment works in critical buildings.

HSWC/2013/7 OH Report (Paper 3)

The Committee **noted** the Paper that had been circulated. Ms Stewart **introduced** Linda MacDonald, Deputy OH Manager, to the Committee. Mrs MacDonald was in attendance to see how the Committee worked. In the event of Ms Stewart being unable to attend future meeting Mrs MacDonald would deputise. Ms Stewart discussed the stats in the report and **informed** the Committee that the previous quarter's stats for sickness absence were not yet available but that she would bring them to the next meeting. The Clerk **asked** the Committee if they were happy with the current look of the report and, if not, to let her know by email.

HSWC/2013/8 Employee Assistance Programme (EAP) Statistics (Paper 4)

The Committee **noted** the Paper that had been circulated. Ms Woolcott **informed** the Committee that the overall uptake of counselling services had decreased by 48%. This was worrying as uptake had already been very low and various promotions such as poster drives and articles in Campus News appeared to have made little impact on awareness of the service. The Committee **discussed** whether the current service was the best way to provide staff support and were told that a working group had been formed to look at whether an in-house service would be better used. This had previously been discounted as it was felt that staff may be reluctant to use an in-house service but it had become clear that the present system wasn't reaching many staff and that other options should be considered. As the current service would be in use for at least another 18 months the Committee were asked to give any thoughts on improvements or publicity to Ms Woolcott via email.

HSWC/2013/9 Date of Next Meeting

The next meeting of the HSWC will take place on Wednesday 5 March 2014 at 10am in the Senate Room.

Created by: Miss Debbie Beales