

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Thursday 13 December 2012 at 10:00 AM in the Melville Room

Present:

Mrs Ann Allen, Mr Ian Black, Dr Gordon Duckett, Mr James Gray, Ms Joanne Mcfadden, Mr David Mclean, Mr John F Malcolm, Dr Catherine Martin, Mr David Newall, Ms Julie Ommer, Mr Paul Phillips, Mrs Elizabeth Richardson, Mr Deric Robinson, Mr David Somerville, Ms Aileen Stewart, Ms Selina Woolcott, Dr Robin Easton, Mr Robert Arthurs, Ms Jessica McGrellis

In Attendance:

Miss Debbie Beales, Ms Mhairi Taylor

Apologies:

Mr Robert Kilpatrick, Dr John O'Dowd, Ms Mae Boyd, Ms Frances Bell

HSWC/2012/15 Minutes of the Meeting held on Wednesday 19 September 2012

The Minute of the meeting of 19 September 2012 was approved.

HSWC/2012/16 Matters arising

HSWC/2012/16.1 Evacuation Chairs (verbal update Mr D Newall)

Mr D Newall informed the Committee that he was convening a working group which was in the process of developing an assisted evacuation Policy. This would cover operational aspects, including locations of refuge points and details of evacuation procedures. The draft Policy would be discussed by the working group next week and shared with Committee members thereafter, with a view to it being implemented in the next couple of months. He would update the Committee in March.

HSWC/2012/16.2 SEQOHS (verbal update Ms A Stewart)

Ms A Stewart informed the Committee that the SEQOHS audit on 9th October had gone well with 2 compliance issues raised being resolved. The University now had full SEQOHS accreditation, only the 2nd UK University to receive this status, and the first in Scotland. The University would now be audited every 5 years but would have to resubmit evidence annually. Ms Stewart agreed to liaise with Corporate Comms to publicise this achievement. The Committee **thanked** Ms Stewart for her hard work towards achieving SEQOHS accreditation on behalf of the University.

HSWC/2012/16.3 Stress Management Training (verbal update Ms S Woolcott)

Figures to accompany draft Minute.

HSWC/2012/17 Employee Assistance Programme (EAP) interim support (Paper 1)

The Committee **noted** the Paper that was circulated. Ms S Woolcott informed the Committee that use of the new service, provided by PPC, remained comparable with the old service provided by ECS. The most notable improvement from the previous quarter was that the

proportion of those seeking assistance that had received face-to-face counselling rather than telephone counselling had increased significantly. This was good news as this had been flagged as an issue during the previous quarter. Other positive outcomes were that the number of staff accessing online information had increased by 104% over the previous quarter, and that there had been no complaints received during the period. PPC had developed various publicity drives including drives on cardiac health, stress and staying well in winter. These had been displayed on the University's OH website and would, in future, feature in Campus News. In order to give staff a chance to offer anonymous feedback on the service, Ms Woolcott would speak to PPC about possible mechanisms for measuring customer satisfaction.

HSWC/2012/18 OH Report (Paper 2)

The Committee **noted** the Paper that was circulated. Ms A Stewart informed the Committee that the report now included stats for non attendees as well as student referrals, the latter being in relation to "fitness to practice" issues. Non attendance had a significant impact as a lot of follow up work was required to reschedule appointments. She also informed the Committee that it had been brought to her attention that there was an additional group of staff requiring health surveillance and that this would be followed up in the New Year. The Committee **noted** MVLS and US were OH's biggest clients, and **agreed** that, to provide context, it would be helpful if the stats showed the headcount staff population in each College/US. The Committee **thanked** Ms Stewart for the report in general and especially the analysis by College/US.

HSWC/2012/19 Accident Statistics (Paper 3)

The Committee **noted** the Paper that was circulated. Mr D McLean informed the Committee that the report now included >7 day (reportable) stats, in line with the recent changes to the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR). He also informed the Committee that he had sent the last 10 years accident stats to academic colleagues in Statistics and would report any significant findings back to the Committee.

HSWC/2012/20 Marsh Audit Update (Paper 4 - to be tabled on the day)

The Committee **noted** the Paper that was circulated. Mr D McLean informed the Committee that Marsh had carried out a safety audit between December 2011 and May 2012. This had resulted in 179 recommendations for improvement with 4 of those being high priority. The Paper included a table which broke down the recommendation actions into College/US level along with the % of completed actions, according to the response from several email contacts made by the General Safety Adviser, Portia Lamb. The Committee **agreed** that a lot of these actions may well be completed but not identified as such to SEPS. College reps would take the recommendations to CMG to ensure that all actions were not only completed but identified as such, in writing, to SEPS. Mr D Newall would do the same at USMG. Mr McLean would follow-up by discussion outstanding issues with the relevant School/Institute/Service. The Committee **agreed** that ongoing actions such as annual inspections be considered complete on the action log once the mechanisms for achieving them could be evidenced to be in place. The Committee **thanked** Mr McLean for his update.

HSWC/2012/21 Safety Auditing, moving forward (Paper 5)

The Committee **noted** the Paper that was circulated. Mr D McLean informed the Committee that SEPS had produced a guide to the audit process that included a health and safety management checklist. The plan was to initially focus on units not audited by Marsh, such as lower risk US units, as a training and support exercise. If this proved successful they would

then move to larger units and, in time, those already audited by Marsh. Mr McLean agreed to feedback to the Committee in March.

HSWC/2012/22 Fire Safety E-Learning (verbal update Mr D MacLean)

Mr D McLean informed the Committee that SEPS had purchased a 3 yr license for a fire safety e-learning package from Cylix, the supplier of the Equality & Diversity e-training software. This would be available as an alternative to face to face training for general staff but not fire wardens or fire officers. He hoped that over the 3 years 6,500 staff would complete the e-training and that the training would become mandatory. The Committee **advised** against seeking to make the training mandatory, but asked that it should be broadcast effectively, that staff should be strongly encouraged to participate, and that take-up should be monitored and reported back to the Committee. He agreed to liaise with SDS to interface with the CORE module for recording training. Committee members were asked that they complete the training and feedback to Mr McLean.

HSWC/2012/23 Free Health & Safety Training from Insurers (verbal report Mr D McLean)

Mr D McLean informed the Committee that the current 3 year contract with Zurich Municipal, the University's insurers, included up to £20,000 worth of health & safety training. SEPS had identified several courses including "management of safety for senior executives" and 5 x 1 day risk assessment courses which it was thought would be beneficial to the University. These would be available in 2013 and Mr McLean would be asking for nominees to attend these courses.

HSWC/2012/24 Management of Stress & Mental Wellbeing in the Workplace Policy (Paper 6)

The Committee **noted** the Paper that was circulated. Ms S Woolcott informed the Committee that there were 3 main changes to the Policy:

- The Title changing from "Policy on Management of Stress and Mental Wellbeing in the Workplace" to "Policy on Management of Stress in the Workplace".
- The focus would be on stress rather than mental health as mental health and wellbeing would have separate documentation.
- The roles and responsibilities had been amended to reflect HSE guidelines on best practice toward management and peer support. This was as a result of feedback from the staff survey.

The Committee **agreed** to feedback any comments or suggested changes to Ms Woolcott by the end of December 2012 and that the draft revised Policy would be passed for information and comment to all CMG's and USMG, with feedback required, in January 2013.

The Committee **welcomed** Ms Mhairi Taylor, Head of Equality & Diversity, and **thanked** her for attending the meeting. Ms Taylor discussed the University's strategy for wellbeing which would involve the revision of the current mental health guideline for staff support students and the creation of a mental health guideline for staff. These documents would tie in with the Management of Stress in the Workplace Policy that was currently being amended. The wellbeing vision was "to create a campus community where mental health is valued and encouraged through support mechanisms based on a holistic wellbeing perspective". When drafting the new wellbeing guidelines, the University would follow the Royal College of Psychiatrists model which stated that "to attain positive mental health an individual needs to be able to function well in four domains: biological, psychological, social and spiritual". Ms

Taylor felt that although the University already had a lot of support available to cover these domains, not all staff and students were aware of their existence. This was an issue that would be addressed over the coming months. The Committee **complimented** Ms Taylor on her work thus far and **asked** that she keep the Committee updated.

HSWC/2012/25 Any Other Business

There was no other Committee business.

HSWC/2012/26 Date of Next Meeting

The next meeting of the Health, Safety & Wellbeing Committee will take place on Wednesday 13th March 2013 at 10am in the Melville Room.

Created by: Miss Debbie Beales