

University of Glasgow

Health Safety and Wellbeing Committee

Minute of Meeting held on Friday the 19th of September 2025 at 10am in the Melville Room

Present: David Duncan, Mark Wildman, Mhairi Docherty, David Harty, Gary Stephen, Jenna Millar, Phil Whitfield, Sharon Burns, Cyril Pacot, Donna Robertson, Christopher Kennedy, Steven Richardson, Barbara Welsh, Simon Ambrose, Hazel Bookham, Paula McKerrow, Frank Chen

In Attendance: Debbie Beales (Clerk), Ross Slavin (USR)

Apologies: Peter Haggarty, Iain Brown, Somaria Maharaj

Convenors Business: The Convenor introduced Ross Slavin, Chemical Safety Adviser from USR, to the Committee.

1. Minutes of the Meeting held on 30th of May 2025

The Minutes of the meeting held on the 30th of May 2025 were approved.

2. Matters arising

2.1 Action log update

The Committee were informed that all outstanding actions have been completed and closed.

2.2 Transport and pedestrian safety on campus (verbal update DR)

There was no update for the Committee at this time.

2.3 Library security (verbal update GS/DR)

Gary Stephen informed the Committee that he reviewed the existing procedures with Donna Robertson from USR and agree they are still suitable and sufficient.

3. USR Directors Report (Paper 1)

The Committee noted the paper that was circulated. David Harty informed the Committee that the USR Director's Report replaces 4 traditional standing papers: Estates Safety Report, SEPS Report, Audit update and RPS Report. A high-level summary of this report will also be shared with SMG.

The report covers April – June 2025 and provides updates on people, accident/incident management, safety audits, USR team updates, safety partnerships and safety training delivery. Appendixes consist of RIDDOR/Non RIDDOR accidents/incidents, fire safety data and training delivery.

Highlights include:

- Bruce Jolliffe, Head of RPS, is now certified as a Radiation Protection Adviser. He will continue to be supported by James Gray, as RPA/RWA, until early next year. Zack Manson has been appointed as a Technician within RPS on a 6-month secondment from CoSE.
- Dashboard includes RIDDOR reportable incidents, accident data (lagging incidents), proactive safety interventions (leading indicators) and planned near actions/planned future actions.
- All current safety audits are on track with another 3 scheduled to take place by year end.
- Disability Services and the USR Fire Safety Team are reviewing the Personal Emergency Evacuation Plan (PEEPS) process to make it more efficient. Next steps are to agree on the new process which will use a platform, such as AVANTI, to administer the flow of information.
- Aude Aumeunier, Biological Safety Adviser, is working with MVLS to prepare for the renewal of the University Specified Animal Pathogens Order (SAPO) licence. HSE will perform a physical 3-day inspection of the relevant areas from the 7th of October 2025. Aude will update the Committee on the outcome of this inspection at the December meeting.

David Harty asked the Committee to notify the Clerk if they would like any additional information added to future reports.

David Harty shared a paper regarding 3 incidents where lath plaster came loose and fell from the ceiling. As a result, 26 rooms within University Gardens and 8 rooms at Dumfries were closed and surveys completed. Until the surveyors outline what remedial actions are required, it is not possible to confirm when these works will be completed. No-one was injured in any of the incidents. While communications were managed reasonably well at local level, there was early confusion on which rooms were closed. This will be addressed in future planning and inspections.

4. Occupational Health and Wellbeing Report (Paper 2)

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

- The recruitment for a qualified OH Specialist Adviser is complete.
- UG MVLS screening sessions for the new academic year is complete, with mop-up sessions arranged for non-attendees.
- There has been a notable increase in requests from new staff and students for health surveillance services. This is partly due to collaborative working between staff in OHU and USR.
- The tender process for Employee Assistance Programme is complete, and PAM Assist will be the new service provider from the 10th of October. Transitional arrangements will be put in place for anyone currently receiving support or counselling from Health Assured and communications will be issued shortly.

5. Sickness absence stats (Paper 3)

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

The Committee noted a high absence within operational staff in US, as well as a lack of stats for Cancer within CoSE and CoSS. Mhairi Docherty agreed to investigate these for possible trends and feedback to the Committee at the next meeting.

6. Terms of Reference review (Paper 4)

The Committee noted the paper that was circulated. The Committee agreed that the following changes (underlined) should be made to ensure that the ratio of trade union reps to management reps remains correct:

4. Committee Membership:

- Chief Operating Officer and University Secretary (Chair)
- 4 x management representatives from the 4 Colleges
- 8 x Trades Union appointed Safety Representatives
- 2 x Students Representative Council (SRC) representatives
- Executive Director of Estates (or representative)
- Executive Director of People & Organisation Development (or representative)

Ex Officio: (remove ex-officio)

- Director of USR (or representative) - move this to in attendance
- Other appropriate University Officers and Advisors (remove entirely, included in in attendance section)

The Committee agreed to revisit the ToRs again at the March meeting as part of self-evaluation.

7. Any Other Business

- Incidents involving violence or aggression. This item was previously covered under the now defunct SEPS Report and will be brought to the Committee as a standalone paper for future meetings. Gary Stephen shared a report stating that there were 9 reports of incidents involving violence or aggression on campus, over a 3-month period.
- Chris Kennedy informed the Committee that USHA are to release a document next week on joint working with TUs.

8. Date of Next Meeting

The next meeting of the HSWC will take place at 10am on Friday the 5th of December 2025 in the Melville Room.