

**JOHN WHEATLEY COLLEGE**  
**HEALTH AND SAFETY COMMITTEE**  
**AGENDA**

**Agenda of the Meeting to be held on Tuesday 24 November, 2009 at 10.00am in Room S09, Easterhouse Campus.**

- 1 Sederunt**
- 2 Apologies**
- 3 Minutes of the Previous Meeting held on 14 September, 2009**  
(copy attached)
- 4 Matters Arising from Minutes of Previous Meeting held on 14 September, 2009**
- 5 Swine Flu – Government Updates**
  - i) The Scottish Government Situation Report – No. 57: 30 October, 2009**
  - ii) The Scottish Government Situation Report – No. 56: 23 October, 2009**(copies attached)
- 6 Swine Flu Contingency Plan Report by Principal**  
(copy attached)
- 7 Health and Safety Officer Report**
  - i) Matrix of Accidents / Incidents 2009/10**
  - ii) Inspection Report – Cambuslang**
  - iii) Inspection Report – Swanson Street**
  - iv) First Aid Training**
  - v) Risk Assessment Form – Estates**
  - vi) Healthy Working Lives Bronze Award – (for information)****Kevin Maguire**  
(copies attached)
- 8 Health and Safety Coordinators Reports**
  - i) Jim Brown**  
(copy to follow)
  - ii) Catriona McCue**  
(copy to follow)
  - iii) PEEPS Update**  
**Jim Brown and Catriona McCue**  
(Verbal Report)

- 9 **HMle Aspect Report for SFC – Completed Survey Questionnaire: Safeguarding Arrangements and Practice in Scotland’s Colleges**  
Depute Principal  
(copy attached)
- 10 **College Risk Register**  
Depute Principal  
(copy attached)
- 11 **Risk Management - Risk Issues to be considered as a consequence of the consideration of the above agenda**  
(discussion)
- 12 **Closure**
- 13 **Date of Next Meeting**  
Monday 1 March, 2010 (*papers for the agenda should be submitted to the Secretariat office no later than Friday 19 February, 2010*)

***Freedom of Information***

***Members will recall that the College will be making publicly available the agenda, papers and minutes of this meeting. Should members wish to retain their papers they are free to do so otherwise the College will collect the papers for destruction.***

***Members who have made manuscript annotations to their agenda, minutes or papers and intend to keep them must register the annotations with the individual minuting the meeting using the pro forma issued with the papers.***

AK/AMcK  
John Wheatley College  
November 2009