

JOHN WHEATLEY COLLEGE

Health and Safety Committee

Draft Minutes

Minutes of the Meeting held on Thursday 1 March at 10am in Room T26, Easterhouse Campus.

1. Sederunt

Margaret McGrath – (EIS representative) Chair;
Alex Kirk – Depute Principal;
Alan Sherry – Assistant Principal;
Stephen Smith – Associate Principal (Vocational);
Catriona McCue – Senior Lecturer (Health and Safety);
Karen Marshall – Senior Lecturer (Hair and Beauty);
Jim Brown – Senior Lecturer (Health and Safety); and
Jane Millar – Lecturer (Creative Industries).

2. Apologies

Jean Wilson – Associate Principal (Quality);
Ian Graham – Principal;
Brian McQuillan – UNISON Representative;
Karen Maloney – UNISON Representative; and
Jan Barr – Lecturer.

3. Minutes of Previous Meeting held on Tuesday 24 October 2006

The minutes of the previous meeting were accepted as read and an accurate record of the business conducted on that date.

4. Matters Arising from Minute of Previous Meeting held on Tuesday 24 October 2006

Item 4: Donald Blue - Chaste

Members gave congratulations to Jim Brown and Catriona McCue for completing the Health and Safety training course, they both received their results in February. Jim Brown emphasised to members that the course was most enjoyable.

It was agreed that both J Brown and C McCue would feedback to members the course contents at a future Quality Day session.

Mr Kirk added that Mr Blue, CHASTE, will be delivering a presentation at the College on Monday 14 May at 5pm in the Eaterhouse Campus as part of the Board of Management development events. All staff wishing to attend are welcome.

Item 6: Health and Safety Update

Mr Kirk advised members that a Health and Safety Report is not available this month as the previous Health and Safety Officer has now left the employment of the College. His replacement, Kevin Maguire, is due to start next week. Mr Maguire previously worked for the Ministry of Defence at RAF Buchan.

Item 7: Continuity and Contingency Planning for Possible Influenza Pandemic

Mr Kirk advised members that the internal Influenza Pandemic Work Group have now met to devise a contingency plan for a possible pandemic. He further advised members that he will be attending a Summit on a possible pandemic on 30 March 2007 and will feedback on this event to the next meeting of this Committee. He added that the proposed hand wash and face masks have now been ordered.

Item 8: Health and Safety Inspection – Easterhouse

Ms McCue informed members that the staff toilet on the 3rd floor still has a broken toilet seat and is not flushing. Mr Sherry to take this up with John McKay, Estates Team Leader.

Item 10: Procedure for Dealing with Students who have Skin Conditions

Ms Marshall apprised members that she is currently finding it difficult to find relevant information from other colleges and the Scottish Executive on how they deal with students who have skin conditions. Mr Kirk indicated to members that this is due to the fact that the College is far ahead in the rest of the sector with regards to risk management in general, especially in hairdressing. Ms Marshall will produce a draft information sheet for students on health and safety and how to address skin conditions to the next meeting of this Committee.

5. ASC Circular: Update on the Co-ordinating Health and Safety in Tertiary Education (CHASTE) Initiative – 7 December 2006

Mr Kirk spoke to this item. He apprised members that this circular is to update colleges on the activities of CHASTE and the development of the Further Education Health and Safety Forum (FESH). Members were invited to note the presentation by Mr Donald Blue (CHASTE) and Mr Alistair Reid (CHASTE) attached to this circular. Members noted the contents of the circular and the attached presentations.

6. Health & Safety Executive (HSE) Circular: Asbestos – Potential for Exposure in ‘Clasp’ Buildings

Mr Kirk spoke to this item. He reported to members that Mr Graham, Principal, had placed this item on the agenda. He further advised members that the prefab houses in the Springboig area of the East End are potential ‘Clasp’ buildings. Members noted the contents of this circular.

7. Health & Safety Executive (HSE) Circular: Health and Safety Matters for Special Educational needs – Legal Issues Including Risk Assessment

Mr Kirk spoke to this item. He outlined to members that at present the College carries out a risk assessment on students with special educational needs travel

arrangements to the College. The College does not presently carry out a risk assessment on their activities outside the College. When students are participating in outside College activities such as theatre visits it is assumed that the theatre have carried out their own risk assessments. He further advised members that this is a point that the new Health and Safety Officer should look at after taking up his new appointment. Members noted the contents of this circular.

8. Health and Safety Executive (HSE) Letter; Healthy Workplace Solutions – 19 December 2006

Mr Kirk spoke to this item. He apprised members that seven (7) colleges will receive a visit from the Scottish Executive this year with the emphasis on stress related work ill-health. Sickness absence in the UK public sector costs the economy around £4 billion per year, approximately £400 million of which is attributed to the public sector in Scotland. Stress is the single largest cause of work related ill-health. Members noted the contents of this report.

9. EIS Reps – 26 January 2007

Mr Kirk reported that the following had been elected as EIS representatives:-

EIS representative – Peter Gallagher;
EIS representative – Patricia Currie;
Jim Brown and Jan Barr – Health and Safety representatives for Easterhouse Campus;
Margaret McGrath and Jane Miller – Health and Safety representatives for East End Campus;
Lynn Grainger – Equal Opportunities representative; and
David Thomson – learning representative.

Members noted the elected representatives.

10. University of Edinburgh: Health Safety CHASTE – CHASTE Project Report to Scottish Funding Councils

Mr Kirk spoke to this report. He outlined to members that the Scottish Funding Council had launched a new Project to support health and safety in further and higher education with the title Co-ordinating Health and Safety in Tertiary Education (CHASTE).

He reminded members that CHASTE had visited the College a year ago and following their recommendations, senior lecturers posts in health safety had been created for both schools within the College, Jim Brown and Catriona McCue were appointed.

Mr Kirk summarised the report carried out by CHASTE for the Scottish Funding Council. Mr Kirk highlighted to members the section on 'Accident/Incident Management and Reporting'. He informed that accident and incident reporting procedures are poor throughout the Sector.

Ms McGrath emphasised that she is not confident that the current method of reporting accidents and incidents in the College, by means of carbon copy pads, is

working and that the carbon copy paperwork is not arriving with the appropriate person. Mr Kirk assured Ms McGrath that the paperwork does reach the relevant staff members and that the accidents and incidents are being recorded appropriately.

Mr Kirk informed members that the College had received a positive report from CHASTE when they visited the College and reiterated that the College cannot become complacent with regards to health and safety and required to keep moving forward. He further informed that the risk assessment procedures within the College are being looked at.

11. Scottish Further Education Unit (SFEU): Influencing Senior Managers – Raising the Profile of Health and Safety Programme: SFEU Argyle Court, Stirling, Tuesday 18 January 2007

Mr Kirk spoke to this item. He advised members that Bill Smith, previous Health and Safety Officer had attended this event. Members noted the contents of this item.

12. Colleges and Universities: Guidance for Planning for Pandemic Influenza

Mr Kirk spoke to this item in Mr Graham, Principal's absence. He informed members that the Scottish Executive have requested that colleges devise a contingency plan to plan and prepare for a flu pandemic. He further informed that the two key issues identified for colleges and universities are:

- Whether it will be necessary/advisable to close colleges and universities during a pandemic; and
- How to operate during a pandemic with potentially high rates of absence among staff members.

A lengthy discussion followed by members. Mr Kirk advised members that he will be attending, on behalf of the College, a Summit on this subject on 30 March 2007. He will feedback to members at the next meeting of this Committee were more time can be spent discussing this issue.

**13. CHASTE Project
STUC: Martin Fairbairn**

Mr Kirk spoke to this item in Mr Graham, Principal's absence. He apprised members that both the Association of Scotland's Colleges (ASC) and STUC have agreed to write jointly to the Scottish Funding Council (SFC) for the CHASTE Project to continue. The work of the CHASTE Project was recognised by both organisations as making a valuable contribution to the college sector.

Catriona McCue tabled the following item at this point:-

Health and Safety Inspection – Easterhouse Campus

Ms McCue summarised this tabled report. After a lengthy discussion by members the following hazards/observations were noted:-

Photocopy / Register Room

- Registers are stored up high making access difficult – Sarah Wilkie, Administration Manager and John McKay, Estates Team Leader to look into reorganising this;
- Poor ventilation – window in photocopying room needs to be opened more often; and
- Large amounts of paper at shredder (fire risk) – Sarah to action this.

Administration Office

- Clutter in Office – Sarah Wilkie and Administration staff to action this;
- Materials on high cupboard – remove materials or provide proper access steps; and
- Cable across heater – heater to be mounted on wall.

Finance Office

- Photocopier too close to Karen Maloney's desk – Alex Kirk to look into this;
- General Clutter – Finance Team to look into this; and
- Items not PAT tested – Estates Team to action this.

Beauty Room (S15)

- Coats and bags at door – Lockers now in place for student use;
- Inappropriate shower heads – now cleaned; and
- No paper towel dispenser – has been ordered.

Beauty Room (S11)

- Items stored on top of cupboards – hazard when bringing down;
- Limited space, equipment stored at window making access difficult;
- Basing leaking, wet towels on floor underneath – Karen Marshall noted that she had repeatedly reported this fault to the Estates Team. Mr Sherry will follow this up with John McKay, Estates Team Leader; and
- No paper towel dispenser – dispenser to be ordered.

Records/Timetable Room

- Internet cable at Mae Smillie's desk looks loose – Technicians to action this; and
- Items not PAT tested – Estates Team to action this.

Art Room (G04)

- Too many chairs in the room – at least 8 chairs to be removed by Estates Team; and
- Very stuffy room, ventilation does not appear to work – can't reach windows without standing on a chair.

Vocational (F07)

- Chairs have not stoppers on legs and are stained and dirty. One chair has a screw missing on the seat – chairs have to be lifted as they don't slide over carpet and are quite heavy.

Photography (F17)

- Trolley causing obstruction – no obvious place to store this;
- Items on top of cupboards; and
- Door to dark room from F17 is being wedged open with a bin.

Jim Brown to produce a Health and Safety Inspection Report on the East End Campus for the next meeting of this Committee.

Ms McGrath raised the issue of security for the new building. Mr Kirk explained that staff would be provided with access passes to provide them with access to the staff workroom and restroom areas, these are the only areas throughout the building that require this access. He further explained that staff did not want proximity locks in the new Campus. Mr Sherry stressed the importance of staff carrying identification badges for security purposes and the commitment required by all staff with regards to all health and safety issues.

14. Date of next meeting

The next meeting of the Health and Safety Committee is scheduled to be held on Friday 7 June 2007.

15. Closure

The meeting closed at 11.20am with all the business of agenda being discharged. Ms McGrath, Chair, thanked all members in attendance for their contribution.

AI/AMcK
John Wheatley College
April 2007