

JOHN WHEATLEY COLLEGE

Risk Management Group

Minutes

Minutes of the Risk Management Group meeting held on Thursday 1 October, 2009 at 3pm in Room T26, Easterhouse Campus.

1. Sederunt

Alex Kirk, Depute Principal (Chair);
Ian Graham, Principal;
Doreen Sneddon, Human Resources Manager;
Stephen Smith, Associate Principal;
James Gow, Chief Finance Officer; and
Kevin Maguire, Health and Safety Officer.

In attendance:

Annette McKenna (for recording purposes only).

2. Apologies

Alan Inglis, Assistant Principal;
Sheila Reddix, Marsh UK; and
Anne Lockyer.

3. Terms of Reference

A Kirk welcomed members to the Risk Management Group meeting. The meeting was agreed to be quorate with 4 members present.

4. Minutes of Previous Meeting held on 29 April, 2009

The minutes were taken as read. They were accepted and an accurate record of the meeting held on 29 April, 2009.

5. Matters Arising from Minutes of Previous Meeting held on 29 April, 2009

Members agreed that any matters arising from the minutes of the previous meeting held on 29 April, 2009 would be discussed when discharging the agenda of this meeting.

6. Approved Minutes of the Health and Safety Committee

i) 25 February, 2009

The Depute Principal spoke to the contents of the minutes of the Health and Safety Committee meeting held on 25 February, 2009.

He provided members with a summary of the minutes and highlighted the item on PEEPs.

He informed members that the last report he had seen sight of with regards to PEEPs had indicated that the system was working well and that only one member of College staff required a PEEP in the event of a College evacuation.

In addition, he added that it was intended to undertake fire drill tests after the October week break, on days when known PEEPs were timetabled to be in the buildings.

A Kirk informed members that twelve (12) members of staff had been trained in the use of defibrillators and that a defibrillator had now been housed at both College campus reception areas.

Members of the Risk Management Group noted the contents of the minutes.

ii) 4 June, 2009

The Depute Principal spoke to the content of the minutes of the Health and Safety Committee meeting held on 4 June, 2009.

He provided members with a summary of the main points noted in the minutes.

The Principal requested that K Maguire provide a schedule of Health and Safety Inspections (including inspections with union representatives) and fire drills for both buildings, for the first scheduled meeting of the SMT after the October holiday.

He further requested that K Maguire make use of the electronic notice boards placed at both College Reception areas to highlight health and safety issues, for example trips and falls.

D Sneddon suggested that he could also use the electronic boards to highlight awareness of current theme related issues, for example alcohol awareness week.

It was agreed that K Maguire would contact A Cowie, Administration Manager, with regards the use of the electronic notice boards.

Members of the Risk Management Group noted the contents of the minutes.

7. Scottish Government – Influenza H1N1v – SGoRR Situation Report No. 52: Issued Friday 25 September, 2009

The Principal provided members with an update on the current situation regarding Influenza H1N1v.

He informed members that according to the most recent updates from the Scottish Government the H1N1 Swine Flu variant virus had proved to be considerably more benign than was at first considered.

He further informed that the College's Flu Contingency Plan required to be reviewed to allow for him to be given the delegated authority to make operational decisions within the Plan's broad strategy to meet any circumstances which might subsequently emerge.

It was agreed that the Principal, A Kirk and K Maguire would meet to review the contents of the College Flu Contingency Plan.

A Kirk added that the College would again be providing members of staff with flu vaccinations this year. He reported that 80 members of staff had requested the vaccination so far.

He reminded members that the flu vaccination being provided was not a vaccination for the H1NI virus as a vaccination for that virus was not yet available.

Members of the Risk Management Group noted the contents of the update report.

8. College Risk Register

The Depute Principal reminded members that the College maintained a register of risks applicable to its operation as part of its overall risk management strategy.

He provided members with a summary of the current Risk Register and took members through the previous modifications made to the Risk Register.

Members discussed the contents of the Risk Register at considerable length and agreed on proposed changes/additions.

It was further agreed that the recommended changes by the Risk Management Group would be submitted to the Board of Management for their approval.

9. Board and Standing Committee Meeting Schedule – Session 2009/10

The Depute Principal spoke to the contents of the Meeting Schedule.

He informed members that the Schedule listed the dates and times for all the Board and Standing Committee Meetings for session 2009/10.

Members of the Risk Management Group noted the contents of the Meeting Schedule.

10. MARSH – Note of Pre-Renewal Meeting held on 9 June, 2009

The Depute Principal spoke to the contents of the meeting note.

He took members through the contents of the meeting note and highlighted that the insurance premium was down.

Members of the Risk Management Group noted the contents of the meeting note.

11. Risk Issues to be considered as a consequence of the consideration of the above agenda

There were recommended risks noted when discharging item 8 of the agenda. These risks would be formally submitted to the Board of Management.

12. Closure

The meeting closed at 3.45pm with the Chair thanking members for their attendance and their contribution.

11. Date of Next Meeting

The next meeting of the Risk Management Group would be 14 January, 2009.

AK/AMcK
John Wheatley College
October, 2009