

## John Wheatley College

### Health and Safety Committee

**Minutes of the Health and Safety Committee held on Thursday 3rd June 2004 at 10.00am in Room SO9, Alex Viola Suite, Easterhouse Campus.**

#### **1. Sederunt**

The meeting commenced at 10am and was attended by:

A Kirk(Chair)  
M McGrath;  
B Smith;  
J Brown;  
J McCluskey;  
F Doyle;  
A Dalziel;  
K Marshall;  
C Calder;  
J Barr;  
B McQuillan;  
S Smith;and  
I Graham(Principal)  
S Wilkie (for recording purposes only)

#### **2. Apologies**

None

#### **3. Minutes of Previous Meeting**

The Minutes were not available. Mr Kirk advised that the minutes would be issued at the next meeting.

#### **4. Matters Arising from the Minutes**

As above.

#### **5. Health and Safety Update**

Mr Bill Smith spoke to his report and informed members of some of the health and safety issues which have arisen since the previous meeting of the Health and Safety Committee.

Mr Smith advised that during the period February to May there had been 11 injury incidents occurred, none of the accidents were reportable to the Health and Safety Executive. The total number of accidents for the year is 36.

## Health Promotion Group

Mr Smith reported that the Health Promotion Group had recently supported the national "No Smoking Day" by displaying posters. Four members of staff entered the associated "Quit and Win" competition.

Ms Smith advised that the Fire Brigade have agreed to visit the College on Tuesday 22<sup>nd</sup> June to talk to staff regarding fire safety in the home and would stage a demonstration on extinguishing a chip pan fire.

## First - Aid

Mr Smith reported that 5 staff are currently undertaken the first - aid course.

## Inspection

Mr Smith indicated that the Shettleston Campus is currently being inspected by himself and M McGrath. The Easterhouse Campus and the Bricklayers/plasterers workshop has been inspected by himself and Jim Brown.

## Fire Evacuation

Mr Smith reported that recently the Easterhouse Campus was evacuated as a result of smoke from a toaster in the Training flat, the Fire Brigade have agreed that the smoke detectors should be changed to heat detectors.

Mr Smith reiterated that additional fire wardens are required and the need for a Fire Evacuation Controller to take up that role in the event of a fire alarm operating.

This matter would be dealt with at a forthcoming Management meeting..

## Personal Audible Alarms

The Health and Safety Officer advised that the personal alarms have been attached to room keys.

Mr Smith reported that the alarms operate independently and are not connected to a central system.

Mr Smith asked members whether they had any questions.

Ms McGrath asked whether the College should plan ahead for additional first – aiders. Bill smith advised that an appeal for further volunteers for training would be made at the start of the new term.

Mr Stephen Smith asked that the College should have a trigger on the staff whose certificates are about to expire. Bill Smith advised that that a system is in place for this purpose.

members agreed to:

- (a) note the contents of the Health and Safety Officer's report;
- (b) note the action taken to address health and safety issues raised and action points for the future; and
- (c) request the Health and Safety Officer to bring forward progress reports to all future meetings of the Committee.

## **6. Trade Union/Management Health and Safety Inspection – Easterhouse Campus**

Mr Smith spoke to this report and advised members that the main concern on the inspection was due to the lack of storage space which in turn leads to congested work areas.

Mr Smith advised that staff should assess the need to keep on hand the existing files/paperwork etc. lying around. Unwanted documents etc to be disposed of appropriately. Arrangements to be made for archiving appropriate documents which are necessary to keep but do not require regular reference

Mr Kirk reported that due to the Freedom of Information Act staff should be destroying unwanted goods.

Mr Kirk advised that the document retention schedule has been updated.

Ms McGrath asked whether the lift at Easterhouse had been sorted Mr Doyle yes.

## **7. Trade Union/Management Health and Safety Inspection Bricklayers/Plasters**

Mr Smith spoke to this report and advised members of the main issues identified at this inspection.

Mr Smith reported that much of the remedial necessary has been completed. One of the outstanding issues is that there are only two 240v sockets available. This means that long cables are required along with a transformer(s). Consideration to be given to providing additional sockets preferably 110v.

MrJ McCluskey indicated that item no.9 in the report should include reference to the possible provision of a designated walkway to separate students/staff from traffic

The foregoing and other issues in the report would require to be discussed between College management and City Building management to determine the necessary action

**8. Future of the Higher and Further Education Advisory Committee and the Schools Education Advisory Committee**

Mr Kirk advised that this paper was being presented to this Committee for information.

Mr Kirk noted that he is a member of the HIFEAC.

Mr Kirk confirmed that the Commission has passed control to the Scottish Executive and the Executive have decided to wind up this group.

Mr Kirk reiterated that Scottish FE & HE are not happy with this and have appealed this decision however the English FE & HE are happy with this disbandment.

Mr Kirk advised that he has invited by ASC to represent Scotland.

**9. Policy Statement on Health and Safety at Work**

Mr Kirk spoke to his report informing members of the Policy Statement on Health and Safety at Work.

Members went through the document and decided that the following changes should be made.

Functional and Specialist Personnel

Financial Controller should be amended to read Chief Accountant.

Management Organisation Chart

Will be amended next session when the new Assistant Principal is appointed.

Safety Representatives

Marion Westwood be removed

The following staff to be added to the list

Jack McCluskey

Brian McQuillan

Jean Wilson

Celia Calder

Jan Barr

Accidents First Aid and Work-related ill Health

Book is kept at 'the main office of Queensland Women's Technology Centre' this should read Queensland Learning Centre.

Reference to be included for noise assessment

Ms Marshall indicated that health surveillance checks are only carried out on students and not on staff. Mr Kirk replied that checks will be done on staff at the beginning of next session.

List of Appointed First Aid Personnel

Easterhouse

Shettleston

K Chikosi to be added

Sandra Robertson to be removed

G Thompson

Nicola Grabiec; and

Bridget Carsen to be removed

Queenslie Learning Centre

Nan Smith to be removed

Mr Kirk confirmed that the new schedule of meeting will be agreed by the Board on the 25 June.

Mr Graham came into the meeting at this point 10.45am.

**10. Consider the Purchase of Defibrillator(s) for College campuses.**

Mr Smith advised that this item has been referred to the Committee at the request of D Thompson.

Mr Smith reported that having a defibrillator in the College Campus(es) was not a legal requirement.

Mr Smith confirmed that the likely cost of a defibrillator would be around £2,000. The College would have to ensure that there was enough staff trained and available in using this machine.

The number defibrillators necessary would require to be decided if it is agreed to proceed.

Mr Graham advised that he is in discussion with the Ambulance Service regarding the College being used as a site for paramedics within the Easterhouse area. Mr Graham reiterated that the College has the support of local people.

Mr Graham confirmed that a decision had been made for these paramedic mobile units to be sited somewhere Easterhouse in the autumn and mobile units are likely to be placed in Shettleston as well.

Mr Graham advised that he could speak to Janice Scouller to ascertain what the up to date position was.

**11. Date of Next Meeting**

The date of the next meeting will be confirmed following the Board of Management meeting scheduled for 24 June 2004.

The meeting closed at 10.55am.