

JOHN WHEATLEY COLLEGE
RISK MANAGEMENT COMMITTEE

Minutes of Meeting held on Tuesday 17 April 2007 at 2.00 pm in Room T26, Easterhouse Building.

1 Sederunt

The meeting commenced at 2.00 pm and was attended by:

A Kirk (Chair);
K Maguire;
J Gow;
A Inglis;
I Graham; and
I Miller (for recording purposes only).

A Kirk welcomed K Maguire Health & Safety Officer to the meeting.

2 Apologies

Apologies had been received from S. Reddux – Marsh UK.

3 Terms of Reference

Members noted the terms of reference for the Risk Management Committee. The meeting was quorate with five members present.

It was noted that there were members of the committee who had missed several meetings. This was to be reviewed by Alan Inglis.

4 Minutes of the Previous Meeting held on 29 January 2007

Item 2 should read 'Reddux'
Page 4 delete The 1st

5 Matters Arising from the Minutes of the Meeting held on 14 June 2006

Avian Flu

This was an item on the agenda and an update on the Avian Flu would be given later in the meeting.

Risk Register

A risk assessment on the new building was on the Agenda and risk registers would be discussed

6 Minutes of the Health & Safety Committee Meeting – 01 June 2006

I Graham advised members that B McQuillan was taking over the chair of the Health & Safety Committee. J Wilson was organising training dates for Health and Safety. The reports by the Safety Coordinators were well received but there were some minor issues

still to be cleared. N Quinn was visiting the College in the next week with the purpose of a re-survey in relation to the College's Wellbeing Policy. It was intimated that D Blue of CHASTE may have recommended the College to the Health and Safety Executive for a review in relation to stress. A review of the existing policy is in progress and posters alerting staff to the dangers of stress are to be displayed in the East End Campus.

7 Correspondence

a) Marsh- Avian Flu – latest Insurance and Risk Update

The information indicated that there should be an assumption that in the event of an Avian flu outbreak the College could be closed for up to 6 weeks. Consideration needs to be given to the effect on the College's funding if this were the case. It was suggested that a copy of the College's contingency plan should be sent to Scottish Funding Council (SFC) along with a letter asking for clarification of the position that the SFC would take in the event of the College having to close.

b) Scottish Executive

i) Guidance for Planning for Pandemic Influenza

A College contingency plan is in the process of being devised using Cabinet Office advice. Vaccines may be considered but can only be issued by prescription. Current advice is that face masks may be beneficial. These must be 'fitting' masks and there must be appropriate disposal instructions. A TV campaign advising the public on the best way to wash their hands is to begin soon. A Kirk advised members that bulk containers of hand wash could be a source of spreading germs and that the College would try to utilise individual containers of anti-viral hand cleaner.

It was proposed that the internet would be the best way to maintain contact and provide update information staff and students. Discussions would take place with Trade Unions representative about a command and control system. This would involve the College seeking permission from staff to hold personal contact details for this purpose. The government expected that mobile phones would fail fairly quickly in the event of a pandemic.

Discussion took place as to what advice could be given to staff. For example if staff are entitled to flu jab to get it done also whether staff should seek their own medical advice. Any proposals should be discussed with Marsh and Workmedical Direct.

It is proposed that salary payments to staff would be based on the previous pay run and any amendments made on return to full working. Information would be cascaded to staff and students. Staff would be kept up to date with the level of alert. The Avian Flu contingency policy is near complete. Staff will be trained on how to use the hand cleanser effectively.

ii) Government RESPONSE TO Better Regulation Commission Report 'Risk, Responsibility, Regulation: Whose Risk Is It Anyway?'

This document was noted.

c) KPMG – Risk Management

The report is aimed at government departments that have not as yet put systems in place and may be more radical than first thought. Categories of risks are set out in a readable format it is impossible to be risk free. The Principal would be meeting with I Kerera on 08 May 2007.

8 ***Avian Influenza Pandemic Summit***

A Kirk reported to members highlights of the visit to the Avian Influenza Summit in London. Professor H Pennington and a Senior Department of Health official were the main speakers. More research was being done on the H5N1 bird flu and there were still concerns about the virus mutating to infect humans. Base vaccinations were ready and it was expected that a vaccine for particular strains would be ready within a week although production will take a much longer time.

9 ***Scottish Executive***

a) A Process Review of the Child Protection Reform Programme

A Kirk advised members that a review of the College's procedures had been started and that some of the support mechanisms have been put in place.

The College would liaise with the Social Work or Education Department when a child was at risk.

b) Fire (Scotland) Act 2005: Draft Fire Safety Guide: Educational and Day Care for Children Premises

A Kirk advised members that at the start of each academic year the College would provide a restatement of the fire duties requirement of staff. The College's Fire Risk Assessments comply with the legislation but are in a slightly different format. That will require change. Both College buildings comply with standards set out. No mention has been made regarding fire wardens or marshals. All staff will be given basic fire fighting training. A Kirk would speak with the Fire and Rescue Service. This could be done in the first week of the College year. Discussion took place regarding the size of voids within the building and legislation surrounding this. Legislation was not retrospective and both the cleaner's cupboard and the training kitchens had detectors.

10 ***Instep: Education Law Magazine – Spring 2007***

A Kirk advised members that there were important changes taking place in the construction industry that would have to be adhered to. The Construction Design and Management regulations required that the client must be satisfied as to the competency of all involved including designers and contractors. Construction projects are defined as either 'notifiable' – last more than 30 days or involve 500 person days of construction or 'non-notifiable' – less than 30 days or involve less than 500 person days. Clients also have responsibilities to ensure that Co-ordinators comply with the requirements of the regulations.

A discussion took place regarding the College's Entertainment Rights Association licence and whether it covered the use of material for distance learning and whether the licence allowed copying of video format to DVD. A review currently being undertaken recommends that where materials are deteriorating in their present format they could be transferred to a more stable medium.

11 ***Disability Rights Commission – FOI Report***

The Principal spoke to this letter.

A Kirk advised members that a six month review of the Disability Action Plan would be undertaken.

12 Risk Management

a) East End Campus

K Maguire highlighted the main hazards observed at the new East End campus and made comment on the level of risk. A few issues would have to be dealt with promptly in particular noise levels in the construction area which may pose a risk to students and staff. A notice restricting access to the ladder in the construction area was also required. The insurance certificate was displayed. Display notices for the construction area were on order. R Muir would be responsible for compiling and updating a list of staff trained on the use of the equipment some of which was still to be installed.

b) Risk issues to be considered as a consequence of the above agenda

Equipment for measuring noise levels in construction area and training kitchen should be purchased. All staff would have to be trained on safe levels of noise and how to avoid damaging their hearing. Hard hats would not be required in the construction but ear defenders must be worn where the noise level is above 80 decibels. Notice displayed on entry to area with ear plugs available for people walking through area.

Temperature probes for the training restaurant and notices advising of fridge and freezer regulations will be prominently displayed.

Refuge signs meet requirements. There is a predicted increase in the number of disabled students and 2 more evacuation chairs were on order. Fire extinguishers would be checked on a regular basis and the issue of fire doors being propped open would have to be addressed. Open windows in the concourse automatically close in the event of a fire.

Door into the hairdressing should have a notice informing staff and students that it is not an access door. Some extra signage was still required and should be in place by the end of the month. The number and availability of staff trained in first aid needs to be reviewed. Notice board required for staff room. Vinyl transfers for the hairdressing have now been applied. The doors to the library should be opened from first thing in the morning until the close of day. The door into construction has no lock and the plinth is broken. This must be attended to urgently. A clear pathway must be in place through the construction area. Speed humps need to be put into the car parking area.

13 Closure

Having discussed all the items on the agenda the chair thanked members for their attendance and the meeting closed at 3.45 p.m.

14 Date of next meeting

The date of the next meeting is scheduled to be after consultation with S Reddux.