

**John Wheatley College**

**Health and Safety Committee**

**Minutes of the Health and Safety Committee held on Thursday 9th December 2004 at 10.00am in Room T/26, Easterhouse Campus.**

**1. Sederunt**

The meeting commenced at 10am and was attended by:

J Brown(Chair);  
A Kirk;  
I Graham;  
M McGrath;  
B Smith;  
J McCluskey;  
A Inglis;  
F Doyle;  
C Calder; and  
S Wilkie & Lisa Laoud (for recording purposes only)

**2. Apologies**

J Wilson;  
J Barr; and  
S Smith

**3. Minutes of meeting held on 28 October 20004**

The minutes of the meeting held on 28<sup>th</sup> October were taken as read. There were no corrections for accuracy. They were accepted as an accurate record of the meeting held on the 28<sup>th</sup> October 2004

**4. Matters Arising from the Minutes**

There were no matters arising from the meeting held on 28<sup>th</sup> October 2004.

**5. Health & Safety Update – December 2004**

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 October to November there had been 1 injury incident occurred, this accident was not reportable to the Health and

Safety Executive. The total number of accidents for the period August to November 2004 is 4 compared to 14 for the same period last year.

#### Health Promotion Group

Mr B Smith reported that the group has not been able to meet since the last Committee meeting.

He confirmed that Verona Watson from SHAW would attend the next Health Promotions Group.

Mr Smith advised that he hoped to convene a meeting before Christmas.

Mr Brown confirmed that he attended the AIDS seminar which was run by SHAW. He noted that the College had received the video about the AIDS virus, a copy of the video is located in the library, and to date 3 people have booked the video out. The College can hold the video until 13 December, if required the College could seek an extension.

#### Fire Evacuation

Mr B Smith advised that a fire evacuation occurred in the Easterhouse Campus as a result of smoke from an oven in the Training Kitchen. He reported that the evacuation highlighted the problems of staff/students not assembling on the identified grass and creating an obstruction on the stairway of the car park and some staff not reporting to the Fire Warden to uplift their identity cards.

The Health and Safety Officer confirmed that a fire drill was held in the Shettleston Campus and Queenslie Learning Centre.

#### Carntyne Construction

Mr Smith advised that this workshop has been provided with fire extinguishers, first-aid items and various notices/posters. Gas cylinders by the previous occupants should be uplifted. He noted that illuminated signs for the fire door and the normal access door are required.

Mr Kirk advised that a skin specialist from Enviroderm Services made a scheduled visit to the College this week to undertake a skin survey. He confirmed that a report would be brought back to the next meeting of the Committee. The report would highlight possible areas of training for staff.

The Depute Principal confirmed that ACS would carry a health and safety audit out next week; he noted that the College had not had an audit carried out in 4 years. He confirmed that ACS would look at the College's systems in relation to Construction, Hairdressing and Catering. It is likely that the College would receive ACS's report in January.

Mr Kirk confirmed that this report would be placed in the public domain.

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 & Safety Inspection- Easterhouse Campus**

Mr Smith reported that himself and Jim Brown, EIS/FELA carried out a joint trade union/management health and safety inspection during November 2004.

The Health and Safety Officer proceeded to go through the main issues identified in this inspection. He noted that there was a lack of floor space for staff and students within the Hairdressing Salon.

Mr Smith advised that the temperature is cold in the FLU and other areas. Mr Kirk reported that he has asked Mr Doyle to look at the building management system in order for temperatures to be controlled.

Mr Graham reported that Boro Happold have advised the College that the building management system is not been correctly used.

Mr Smith confirmed that the clay bins would be regularly emptied in the drawing and ceramics studio.

The Health and Safety Officer noted that the light in passageway between studio and darkrooms is not used in order to prevent light from entering darkrooms. This means that staff/students are using this passageway are doing so in darkness. Mr Kirk advised that a fluorescent red light would be installed.

He also noted that in the Training Restaurant two handles were missing from gas controls and the ventilation system at present when switched on is so strong that it opens the fire doors. On the third floor the main problem was lack of storage space. The store on the ground floor is particularly short of space.

Mr Graham advised that staff members should start to clear out papers that they think would not be required.

Mr Graham noted that Mr Smith should bring forward the following items to regular committees;

- (i) details of outstanding items which have now been dealt with;
- (ii) produce 3 monthly reports on outstanding health and safety issues;  
and
- (iii) anything that is ongoing and outstanding should be placed on a register

Members agreed to note this report.

## **7. Cleaning Procedures**

Mr Brown advised that he is in receipt of an e-mail from staff at the Queenslie Learning Centre detailing their concerns as to the cleanliness of the sink area etc as the cleaner is using one cloth for cleaning all surfaces. Mr Kirk advised that Mr Doyle would look into this.

Mr Brown reported that he had received an e-mail from Marion Westwood concerning spillage of body fluids. Mr Kirk advised that the College has a written procedure on this issue.

Mr Brown asked about injections for Hepatitis C. Mr Kirk advised that a small number of staff members (5) took up the offer of inoculations for this virus. It was noted that this injection is only for Hepatitis C not other strains of the virus.

Members agreed to note this correspondence.

## **8. Date of Next Meeting**

The next meeting will be held on Thursday 11th February 2005 at 10am in the Easterhouse Campus.

The meeting closed at 10.35am.