

JOHN WHEATLEY COLLEGE

Health and Safety Committee

Minutes

Minutes of the Meeting held on Tuesday 24 November, 2009 at 10.00am in Room S09 Easterhouse Campus.

1. Sederunt

Alex Kirk – Depute Principal (Chair);
Ian Graham – Principal;
Doreen Sneddon – Human Resources Manager;
Annette Adams – Lecturer (EIS/FELA representative);
Alan Inglis – Assistant Principal;
Angela Cowie – Administration Manager;
Karen Marshall – Senior Lecturer (Hair and Beauty);
Jan Barr – Lecturer (EIS/FELA representative);
Stephen Smith – Associate Principal Vocational (ACM representative);
Paul Haslett – Building Coordinator (Easterhouse Campus).
Henry Preston – Building Coordinator (East End Campus);
Jim Brown – Senior Lecturer (Health and Safety Coordinator);
Catriona McCue – Senior Lecturer (Health and Safety Coordinator);
Kevin Maguire – Health and Safety Officer;
Jean Wilson – Associate Principal (Quality); and
Annette McKenna – (for recording purposes only).

2. Apologies

Alan Sherry – Assistant Principal;
Geoff Lawson – ACS Representative;
Brian McQuillan – UNISON Representative;
Russell Boyd – Associate Principal (ICT); and
Margaret McGrath – EIS Representative.

3. Minutes of Previous Meeting held on 14 September, 2009

The minutes were taken as read. They were accepted as an accurate record of the meeting held on 14 September, 2009.

4. Matters Arising from Minute of Previous Meeting held on 14 September, 2009

Item 8viii: Health and Safety Officer Report

C McCue reminded members that at the last meeting of the Health and Safety Committee it had been proposed that an alert/pager system to alert staff trained in the use of defibrillators, that their assistance was required urgently, be looked in to.

Members discussed the use of pagers/alert systems for alerting trained defibrillator staff to contact reception urgently.

The Chair confirmed that to date no training in respect of pagers/alert systems had been undertaken by defibrillator staff. He further confirmed that this would be treated as a priority.

The Principal reminded members of the short time 'window' in the effective use of defibrillators and requested that K Maguire follow up the use of pagers/alert system for defibrillator trained staff.

5 Swine Flu – Government Updates

i) The Scottish Government Situation Report – No. 57: 30 October, 2009

A Kirk spoke to the contents of the Situation Report.

He reminded members that the Scottish Government disseminated a weekly update report that provided key information and statistics on the Influenza H1N1v situation across Scotland, including the latest data provided by Health Protection Scotland (HPS).

He took members through the contents of the Situation Report.

The Principal added that the College also received regular updates from the East Glasgow Health and Care Partnership on the H1N1v situation and that they had informed that:

- children under the age of 4 were at particular risk;
- the East End level of infection appeared to be declining; and
- the spread of infection still had 1½ 'waves', of the anticipated 3 'waves', to go.

He added that the College could not be prioritised for the vaccination, when available, over vulnerable areas of the population.

A Adams informed members that student absence from College was more of an issue for students who had children who were ill.

ii) The Scottish Government Situation Report – No. 56: 23 October, 2009

This item was considered when discharging Item 5i of the agenda.

6 Swine Flu Contingency Plan

The Principal spoke to the contents of his report.

He informed members that his report would be presented, for endorsement, to the next Board of Management Meeting scheduled to be held on 3 December, 2009.

He reminded members that at an earlier meeting of the Committee they had considered the College's Swine Flu Contingency Plan.

In addition he reminded members that:

- the H1N1 Swine Flu variant virus had proved to be considerably more benign than was at first considered;
- a mass vaccination programme had now commenced which would, in time, 'cover' the entire population;
- anti-viral drugs proved to be relatively effective in mitigating the symptoms of the virus;
- it was expected that at least two (2) more 'waves' of the Pandemic would affect the UK over the next two (2) years; and
- it was possible that the existing H1N1 virus could develop and evolve into a more sinister infection during forthcoming years.

The Principal informed that his report recommended that the College's existing Contingency Plan was left in place to address possible 'worst case' scenarios and that he be given, for the period of the next two years, the delegated authority to make operational decisions within the Plan's broad strategy to meet any circumstances which might subsequently emerge.

He informed members that in the exercise of this delegated authority the College would:

- continue to participate fully in Glasgow East's Community Health and Care Partnership (CHCP) Planning processes to ensure that its approach was consistent with current advice to Public Bodies;
- continue to discuss regularly the H1N1 virus' impact in both its Senior Management Team and in its Health and Safety Committee; and
- consult, as appropriate, with its insurance brokers to ensure that necessary steps continued to be taken to mitigate (as far as is possible) the impact of the virus on students, staff and its teaching and learning activities.

He proposed that for the period 1 January 2010 to 31 December 2012 he be granted delegated authority to:

- take operational decisions within the College's Swine Flu Contingency Plan to respond, as appropriate, to local circumstances (having taken advice from the local CHCP and other relevant sources) in respect of the development of the H1N1 Swine Flu Pandemic and, if necessary, modify the Board's Plan to meet new circumstances which might arise.

Members of the Health and Safety Committee agreed to:

- i) note the contents of the Principal's report; and
- ii) to the proposed delegation outlined in the report to enable the Principal to respond, within the College's Swine Flu Contingency Plan, to emerging local circumstances in the H1N1 Flu Pandemic (between 1 January 2010 and 31 December 2012).

7 Health and Safety Officer Report

i) Matrix of Accidents / Incidents 2009/10

K Maguire spoke to the contents of his report.

The Health and Safety Officer informed members that the Accident Matrix covered all entries in the updated accident form which now covered accidents, incidents, violent incidents, hazards and near misses.

He further informed that since the last meeting of the Committee in September, 2009 there had been 6 injury accidents, none of which were reportable to the Health and Safety Executive.

The Principal outlined that a high proportion of the injury's continued to be as a consequence of slips, trips or falls.

He requested that K Maguire make use of the electronic screens at reception areas, with immediate effect, to highlight the risks of slips, trips and falls.

ii) Inspection Report – Cambuslang

K Maguire took members through the listed 'observations' of the Health and Safety Inspection carried out at the Cambuslang site on 28 October, 2009.

S Smith informed members that the majority of the 'actions to be taken' noted in the Report had been either been actioned or were underway.

iii) Inspection Report – Swanson Street

K Maguire took members through the observations of the Health and Safety Inspection carried out at the storage facility in Swanson Street on 6 October, 2009.

The Health and Safety Officer further informed members that he had also carried out a Health and Safety Inspection on the East End Campus Car Park that had highlighted the following:

- smokers standing at the entrance to the building;
- lack of car park spaces; and
- uneven stones.

He further informed that an Inspection of the Easterhouse Campus car park had still to be undertaken.

iv) First Aid Training

K Maguire informed members that there had been volunteers from staff members to become First Aiders and undergo the Health and Safety training.

Members discussed and agreed that there was a need for more staff to be trained as First Aiders.

J Wilson confirmed that if there were enough volunteers then the training could be organised in-house.

v) Risk Assessment Form – Estates

K Maguire took members through the 'required actions' listed on the Risk Assessment Form that had been carried out in Swanson Street in November, 2009.

The Principal apprised that the Swanson Street building may be located on land upon which Clyde Gateway developments might take place. He suggested that it would be beneficial to get clarification, from Clyde Gateway, on the situation of the land before making any modifications to the inside of the building.

vi) Healthy Working Lives Bronze Award

K Maguire informed members that he had attended a Healthy Working Lives (HWL) meeting last month that outlined the bronze award criteria.

The Health and Safety Officer further informed members that the first requirement of the criteria was the need to set up A HWL core group of the personnel identified for taking the award forward. To this end:

- duties were to be designated within this working group;
- responsibilities would be spread for awards and tasks;
- commitment and support from management;
- appropriate managers in group configuration;
- TU involvement; and
- group would be expected to consist of about 12 - 15 persons.

Significant aspects of the HWL bronze award criteria included:

- Healthy Needs Assessment to be undertaken;
- Occupational Health and Safety Action Plan to be developed;
- activities and campaigns (2 of each, 4 different health topics);
- Health and Safety Checklist;
- structured Training Plan; and
- On Line Survey.

J Brown intimated that he would be happy to Chair the group.

Members agreed that J Brown and D Sneddon would meet to discuss ways of recruiting staff volunteers to join the group.

A Cowie requested clarification and guidance on what situation the panic buttons at reception areas should be activated.

The Principal intimated that staff should use their own judgement, if they felt in any danger, they should activate such systems.

Ms Cowie added that since the new reception desk at the Easterhouse Campus had been put in place, there was not a panic button located at that front desk.

P Haslett confirmed that Seacom had already been contacted to fit a panic button at the Easterhouse reception desk.

A Cowie apprised members that currently the panic button at the East End Campus was situated in the back security room and not at the front desk and that reception staff, if in a dangerous situation, did not have access to the button.

The Principal suggested that the panic button be relocated, or the addition of another panic button, be considered.

8 Health and Safety Coordinators Reports

i) Jim Brown

J Brown took members through the contents of his Health and Safety Inspection report that had been carried out on the third floor of the Easterhouse building on 13 November, 2009.

He highlighted the observations and comments, and highlighted that the majority of these were regarding storage issues.

He proposed that cupboards be built, for storage purposed, at the east end of the corridor on the third floor (next to room T01) and around the pillar on that floor.

The Principal intimated that building another cupboard was not the answer, there would be a danger of materials being placed in the cupboard and never reclaimed.

He informed that appropriate migration of materials to long term storage was the answer and that the scheduled 'black bag' days should be re-introduced again to help alleviate the storage of unwanted materials.

Members discussed the issues regarding storage and agreed that 'black bag' days would be of benefit and should be re-introduced.

J Brown highlighted the observation that there appeared to be a shortage of work space in the staff workroom (T17/19) that was now causing problems with storage under desk pedestals and that some of the pedestal drawers were broken.

He proposed that in order to alleviate this situation a double row of desks and chairs could be added to the room.

The Principal intimated that this would be considered in terms of the space layout in the workroom.

ii) Catriona McCue

C McCue took members through the contents of her Health and Safety Inspection report that had been carried out on the generality of the East End building on 17 November, 2009.

She highlighted the observations and comments listed on the Inspection Report. The recommendations made were:

- a notice be placed in the locker room/changing room to state that disabled students should be given priority to the lockers;
- the roof unit ventilation system in the photocopy room was designed to work with the access doors to the room closed. A Cowie agreed to try this out;
- notices in workrooms to be checked by K Maguire with regards to DSE and laptop use; and
- smoking shelter to be installed to prevent staff/students smoking at the front access to the building.

C McCue took members through the contents of her Health and Safety Inspection report that had been carried out on the Construction area of the East End Campus on 17 November, 2009.

She highlighted the observations and comments listed on the Inspection Report. The following recommendations were made:

- a notice to be placed (as had previously been the case), at the bottom of the ladder to the area above workshops, to indicate that no unauthorised personnel should go beyond that point; and
- S Smith to follow up, as a matter of urgency, the use of untested electrical equipment in the painting store, in amongst flammable materials.

iii) **PEEPS Update** **Jim Brown and Catriona McCue**

J Brown and C McCue provided members with an update on the Personal Egress Evacuation Procedures (PEEPs) that had been introduced at the College.

J Brown informed members that the PEEPs appeared to be working well.

C McCue proposed that a sign be composed to catch students, who had slipped through the net, who were still unaware of the PEEPs.

It was agreed that C McCue and J Brown would meet to compose a sign, to bring PEEPs to students and carers attention, and placed in all classrooms and noticeboards.

C McCue reported that there had been a situation recently where the question was asked if Health and Safety or Equalities issues were of greater priority to the College.

D Sneddon reminded members that the dignity of the individual had to be observed by the College.

Members discussed the situation at considerable length and A Kirk confirmed that the Health and Safety of both staff and students at the College was a statutory duty, therefore took priority.

9 HMIe Aspect Report for SFC – Completed Survey Questionnaire: Safeguarding Arrangements and Practice in Scotland’s Colleges

A Kirk spoke to this item and reported that he had submitted the completed questionnaire to the Scottish Funding Council (SFC), on behalf of the College, by the required date of 13 November, 2009.

He informed members that the task provided by the SFC was to evaluate safeguarding arrangements and practices in Scotland’s colleges considering how both colleges met their legal obligations with regard to under-16s and to adults at risk and how they discharged the more general duty of care to all learners.

He provided members with a summary of the completed questionnaire contents.

Members of the Health and Safety Committee noted the contents of the completed questionnaire.

10 College Risk Register

A Kirk spoke to this item and reminded members that the College Risk Register was considered by the Board of Management at all their meetings.

The Principal confirmed that the ‘red’ risks had risen since the start of the session, out with the College’s control, due to the current financial situation in the United Kingdom.

A Kirk took members through the contents of the College Risk Register and requested members to comment on the contents before it was considered at the next meeting of the Board to be held on 3 December, 2009.

Members of the Health and Safety Committee discussed and noted the contents of the College Risk Register and the rise of ‘red’ risks this session due to circumstances out with the College’s control.

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

This item was discharged when considering Item 10 of the agenda.

12 Closure

All business on the agenda having been discharged, the meeting closed at 11.15pm. A Kirk (Chair) thanked members for their contribution and attendance.

13 Date of Next Meeting

The next meeting of the Health and Safety Committee is scheduled to be held on 1 March, 2010.

AK/AMcK
John Wheatley College
November, 2009