

## **John Wheatley College**

### **Health and Safety Committee**

**Minutes of the Health and Safety Committee held on Thursday 26th August 2004 at 10.00am in Room SO4, Easterhouse Campus.**

#### **1. Sederunt**

The meeting commenced at 10am and was attended by:

A Kirk;  
M McGrath;  
B Smith;  
J Brown;  
J McCluskey;  
F Doyle;  
C Calder;  
J Barr;  
S Smith;  
I Graham(Principal);  
S Wilkie (for recording purposes only); and  
Richard Atterbury (for recording purposes only)

#### **2. Apologies**

A Sherry  
D Sneddon

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

The minutes of the previous meeting were taken as read. There were no corrections for accuracy. They were accepted as an accurate record of the meeting held on the 3 June 2004.

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

There were no matters arising from the meeting held on 3 June 2004.

#### **5. Nominations for Committee Representation**

Mr Kirk advised that the Unison representative on this Committee would be Forbes Ross instead of Alan Dalziel. He also requested formal nominations from the EIS/FELA and ASC.

## **6. Election of Chair**

Mr Kirk advised that the Chair of the Committee for this year should be a staff member. Mr Kirk asked for nominations. Following discussions it was agreed that the Jim Brown take over as Chair of this Committee. Mr Brown welcomed everyone to the first Health and Safety Committee meeting of this session.

## **7. Health and Safety Update - August 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 June to July there had been 2 injury incidents occurred, none of the accidents were reportable to the Health and Safety Executive. The total number of accidents for the year is 38 by the way of comparison of the figure for 2003 was also 38 and 52 for 2002.

### Health Promotion Group

Mr Smith advised that the Fire Brigade visited the College on Tuesday 22<sup>nd</sup> June, was part of the Quality Days and spoke to the staff regarding the fire safety in the home. The talk followed by a demonstration on extinguishing a chip pan fire. Mr Smith reported that the Fire Brigade would be happy to come back to the College if any member of staff missed out from the previous visit. Ms McGrath asked whether the Fire Brigade would come back to talk to students. Mr Smith advised that he would contact the Fire Brigade.

### First - Aid

Mr Smith reported that all 6 members of staff who volunteered to be trained as first-aiders were successful in gaining a first-aid certificate.

### Inspection

### Easterhouse Campus

Mr Kirk reported that the construction work was due to be completed by 19 August.

Ms McGrath asked whether notification should be sent to Support for Learn Lecturers asking them to advise students who required taxi support to enter and leave the building by Aberdalgie Road

Mr Kirk advised that he anticipated that the car park would be disrupted for another 2 months.

Mr Smith reported that the Easterhouse Campus was recently evacuated as the result of dust activating a detector in the FLU. He was advised by the Fire Wardens that a number of staff, who had left the building, had not uplifted their identity cards from the Fire Wardens, this meant that they were, in theory, still in the building. The Firefighters did not search the building as they knew there was not a fire. Mr Smith advised that the members of staff concerned have been contacted and reminded that they must uplift their identity cards when they leave the building.

The Chair asked Mr Smith whether it would be beneficial that another e-mail was sent to staff advising them again of the procedure.

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.

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

Mr Smith spoke to this report and advised members that a memo had been sent out to staff asking to volunteers as fire wardens. Four members of staff have responded.

Mr Smith advised that following the inspection which was carried out by Margaret McGrath and himself during May/June of this year, the main issues highlighted have now been completed.

Mr Smith reported the areas of action are:

- (a) lack of storage space; and
- (b) difficulty for staff to reach and open some windows because of height of handles. Staff advised not to stand on chairs to open windows. Staff were advised not to stand on chairs to open windows.

Mr Graham advised that if staff members require to have a window opened then they should contact a member of the Estates Team.

The Principal reiterated that the College could not put modern windows into the building as the building is listed. The College did attempt to put in Vinyl windows however planning consent required timber. The College's insurance company advised on installation of locking systems as a security measure.

Mr Graham confirmed that storage space within the building is limited and advised staff that a clear out maybe the way forward.

**9. Accidents Comparisons 2002/2003/2004**

Mr Smith advised that this was discussed alongside item 7.

**10. Shettleston Fire Precautions**

Mr Kirk spoke to this paper and reminded members that the College engaged a specialist consultant to review the fire precautions of the College's Shettleston building in light of recent changes in building regulations.

Mr Kirk reported that nearly all of the suggested work has been completed. The compartmentalisation of the roof space will be done next year and Mr Graham advised that the College would require modifications to the Shettleston building. The College's proposed option is to box off corridors for more protection to staff in light of potential spread of fires in the building.

Ms McGrath asked whether this would make the corridors narrower. The Principal replied that this would lower the ceiling,. He informed the Committee carrying out this work would add a few minutes to the time available for staff to evacuate the building.

Members agreed to note the contents of the Depute Principal's report and its appendices.

**11. Asbestos Report**

Mr Doyle spoke to his and advised members of the new Asbestos Regulations that are now in force and noted the action taken by the College in order to comply with the regulations.

The Estates Manager advised that there was no requirement for a survey of Easterhouse building as asbestos materials were banned prior to the construction of this building.

Shettleston building

No asbestos was found within this building.

Queenslie Learning Centre

Mr Doyle advised he contacted the building's landlord Messrs Colliers CRE, they advised that the building was constructed in the early to mid 1980's and as such no asbestos should be present.

Mr Doyle indicated that he had checked high-risk areas such as the ceiling void and service entries and found no evidence if this material. The floor is currently carpeted and it was not possible to establish if the main areas were

fitted with floor tiles that contain asbestos. the kitchen and staff areas do have vinyl type floor tiles and as the use of asbestos in tiles were continued until the later 1990's it was recommended that these be classed as asbestos type until such times as the make up of these tiles are known.

Queenslie Construction

Mr Doyle reminded members that this building is owned by Glasgow City Council.

Mr McCluskey asked whether the College should advise Glasgow City Council of this. Mr Kirk replied that contact has already been made with Glasgow City Council.

Members agreed to note the contents of the Estates Manager's report.

12. **Meetings Schedule 2004/05**

Members agreed the meetings schedule for Session 2004/05.

13. **Date of Next Meeting**

The next meeting will be held on the 26th August 2004 at 10am in the Easterhouse Campus.

The meeting closed at 10.45am.

SW 28 August 2004