

John Wheatley College

Health and Safety Committee

Minutes of the Health and Safety Committee held on Thursday 28th October 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;
M McGrath;
B Smith;
J McCluskey;
A Inglis;
S Smith;
K Marshall;
D Sneddon;
R McCaig; and
S Wilkie (for recording purposes only)

2. Apologies

I Graham;
C Calder;
J Barr;
F Doyle; and
J Wilson

The Chair introduced Mr McCaig, President of the Student Association and advised members that Mr McCaig would be present as an observer only.

3. Minutes of Previous Meetings

(a) Minutes of meeting held on 26 August 2004

The minutes of the meeting held on 26th August were taken as read. There were no corrections for accuracy. They were accepted as an accurate record of the meeting held on the 26 August 2004.

(b) Minutes of meeting held on 12 February 2004

The minutes of the meeting held on 12th February were taken as read. There were no corrections for accuracy. They were accepted as an accurate record of the meeting held on the 12th February 2004.

Mr Kirk reported that Jean Wilson was the new ASC representative and therefore should receive a copy of the Committee Papers. Members noted this.

4. Matters Arising from the Minutes

Mr Kirk referred to the minute of the meeting held on the 26 August 2004, item 7 - Easterhouse Campus. He advised that the construction work at the Easterhouse campus is not complete and work is running 12 weeks behind schedule.

Mr McCluskey referred to the minute of the meeting held on 12 February 2004, Item 8 Queenslie Campus: Health & Safety Issues. He reported that the following have not yet been dealt with:

1. signage blocked by materials or in poor condition;
2. noise assessment to be carried out ; and
3. replacement of shutter style rear fire exit at paint workshop with proper fire exit door.

Mr Smith agreed to review these items.

Item 7 – Health & Safety Aspects of Work Placement

Mr Brown advised that he had met with the Advice Team and members agreed that they were happy with the health and safety aspects of work placements attending the College.

Item 10 – Security and CCTV in Shettleston FLU

Ms McGrath reported that the video camera in the FLU had not been repaired. Mr B Smith advised that he had made a visit to the FLU and it appears that a new one has been installed and operational. A member of the Estates staff changes the tape daily.

After the meeting it was confirmed that the new system had been operational from 25 October 2004.

5. Health & Safety Update – October 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 September to October there had been 3 injury incidents occurred, none of the accidents were reportable to the Health and Safety Executive. The total number of accidents for the year 2004/05 is 3.

Ms McGrath asked why aggressive behaviour was not included within these statistics. Mr Kirk replied that statistics are accident based, but advised that a section could be built into the report. It was agreed that a section would be inserted.

Mr S Smith advised that it would be helpful to see a comparison to last years accidents figures. Mr B Smith reported that he would include comparison figures for the next committee.

Health Promotion Group

Mr B Smith reported that the standards for maintaining the bronze award are being met and progress is being made towards the College receiving the silver award.

Mr Smith confirmed that he and Mr Brown attended two SHAW seminars which dealt with prostate cancer and AIDS.

Ms Sneddon reported that she was in the process of setting up a meeting with Neil Quinn who undertook a well being questionnaire for the College.

Ms Sneddon advised members that she is awaiting a response from Rebecca Lancaster, she was the consultant who undertook risk assessment training for senior managers.

Inspection

Mr B Smith advised that the inspection of the Easterhouse Campus is ongoing and was hoping it would be complete next week.

Ms Sneddon reported that senior lecturers are storing boxes underneath their desks. Mr Smith advised that this had previously been reported and that he would initiate action to ensure the boxes are cleared.

Ms McGrath advised that the fire controller board is empty most times at Shettleston. Mr B Smith advised that he would investigate this.

Mr McCluskey reported that it was extremely muddy at the entrance of the Easterhouse Campus and asked that this should be cleaned on a regular basis. Mr Kirk confirmed that this area regularly gets cleaned.

Ms Sneddon asked whether the smoke bins could be removed and placed in a more suitable location. It was agreed that the bins would be moved. Mr Doyle to action.

Fire Wardens

Mr B Smith reported that the additional fire-wardens have been appointed to assist during fire evacuations

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. Fire Precautions

Mr Kirk advised that the hand written note was not intended to alongside the letter from the Fire Brigade and asked members to disregard it.

Mr Smith reported that he had received a letter from Strathclyde Fire Brigade informing the College that the Fire brigade would accept the College's proposal to change the smoke detectors to heat within the kitchen area of the flat.

Mr Smith advised that the sounding of the fire alarm within a refuge area would not be a requirement and that alarm sounders are only provided to raise the alarm within the building and not within each means of escape. He advised that since this letter he has spoke to the Fire Brigade again and they would provide another written response to the College.

Mr Kirk reported that the College has two options:

- a) replace the head with a light head; or
- b) disable the sound

Members agreed that disabling the fire alarm sounder would be more beneficial, the College agreed to this action. Mr Kirk noted that the College has a large number of alarm points so there was no danger of the alarm not being heard.

7. First Aiders

Mr B Smith reported that recently there has been a serious problem in locating a first aider and agreed that pagers would be helpful in tracking down first aiders.

Mr Kirk reconfirmed that during tea breaks the Care Assistant assists the students and are not responsible for them.

Mr Inglis advised that pager could either be given to staff on a daily basis or given to them permanently. It was agreed that Mr B Smith would pursue this issue.

Mr Kirk asked the Health & Safety Officer to send another e-mail to staff requesting nominations for first aiders.

Members agreed to note this correspondence.

8. Room Key Availability

Ms McGrath advised that there is no spare key for Shettleston restaurant and asked whether one could be cut as more often she is unable to get the masters. Mr S Smith advised that he would ensure one is cut.

Mr Kirk reported that if students are being taught in the kitchen then it is imperative that the doors are kept unlocked due to the threat of fire etc.

9. HSE: Five steps to Risk Assessment

Mr Kirk spoke to this paper and advised that staff members are concerned about carrying out risk assessment. Mr Kirk reported that the 5 steps are fairly simple and self-explanatory.

The Depute Principal noted that the College has purchased a training disc on how to undertake risk assessments.

Mr Brown asked whether additional copies of the report could be purchased. Mr Kirk advised that an additional could be purchased.

Members noted this correspondence.

10. ASC: Health and Safety Executive : Awareness Days

Mr Kirk reported that the Health & safety Executive are holding a series of awareness days in Glasgow or Edinburgh in October 2004. The sessions will cover the risks of working with spray paints containing isocyanates.

The Depute Principal advised that the College does not use isocyanates however spray paints will be used in the art room in the new building at Haghill/South Carttyne.

11. Date of Next Meeting

The next meeting will be held on Thursday 9th December 2004 at 10am in the Easterhouse Campus.

The meeting closed at 11am.

SW/31 October 2004