

JOHN WHEATLEY COLLEGE

Risk Management Group

Minutes

Minutes of the Risk Management Group meeting held on Wednesday 29 April, 2009 at 2pm in Room T26, Easterhouse Campus.

1. Sederunt

Alex Kirk, Depute Principal (Chair);
Ian Graham, Principal;
Alan Inglis, Assistant Principal;
Sheila Reddix, Marsh UK;
James Gow, Chief Finance Officer; and
Kevin Maguire, Health and Safety Officer.

In attendance:

Annette McKenna (for recording purposes only).

2. Apologies

Doreen Sneddon, Human Resources Manager; and
Anne Lockyer, Associate Principal.

3. Terms of Reference

A Kirk welcomed members to the Risk Management Group meeting. The meeting was agreed to be quorate with 6 members present.

4. Minutes of Previous Meeting held on 9 December, 2008

The minutes were taken as read. They were accepted and an accurate record of the meeting held on 9 December, 2008.

5. Matters Arising from Minutes of Previous Meeting held on 9 December, 2008

Item 5: Avian Flu

The Principal indicated that Avian Flu would be discussed at the meeting when discharging the tabled items.

Tabled Items

- i) **Scottish Government - Swine Flu: Information and Advice for Higher and Further Education Institutions – 20 April, 2009**
- ii) **Pandemic Flu: Planning Checklist for Colleges**

iii) Memorandum re. Swine Flu – Reasonable Precautions sent to all staff

iv) Swine Flu – Advice to Students provided to all students

The Principal spoke to the contents of the Swine Flu tabled items.

He provided members with an overview of the advice provided by the Scottish Government and reminded members of the Contingency Plans the College had put in place with regards to Swine Flu.

He added that the Planning Checklist for Colleges confirmed that the College had, even before the outbreak was announced, taken all the necessary steps to ensure the welfare of both its staff and students with regards to Swine Flu.

In addition he apprised that all staff had been issued with a memorandum providing them with guidance and reasonable precautions to take with regards to Swine Flu. It also confirmed the advice staff should provide to learners who were showing symptoms of the flu virus and the relevant medical helpline number.

The Principal further apprised members that students were provided with advice on the symptoms of Swine Flu, the telephone number of the medical helpline and simple rules to follow to minimise the risk of infection. They were also advised that if non-attendance caused them financial problems they should contact Michael Buchanan, Bursary Officer, by telephone (his number was provided).

He further apprised members that he had written to M Batho, Chief Executive of the Scottish Funding Council. He had requested confirmation that funding would still be provided if activity targets were not met due to the implications of a Swine Flu Pandemic. To date a response had not been received.

S Reddix confirmed that both the staff and student advice was reasonable and that the College were way ahead of most organisations with regards to policies and procedures in place for a Swine Flu Pandemic.

Members discussed at length the impact that a pandemic would have on the College.

The following was agreed by members:

- K Maguire to organise for 'catch it, bin it, kill it' campaign posters to be displayed in classrooms and staff workrooms;
- K Maguire to organise 'hand washing' posters for all toilets;
- Estates staff to check the supply of antiseptic hand gels in both staff and student toilets on a daily basis;
- Swine Flu to be placed on the agenda of future SMT meetings as a standing item; and

- L Lang to arrange for both staff and student advice on Swine Flu to be placed on the College website.

Members of the Risk Management Group noted the contents of the Swine Flu tabled items.

6. Minutes of the Health and Safety Committee

i) 22 September, 2008

Members of the Risk Management Group agreed to note the contents of the Health and Safety Committee Minutes of 22 September, 2009.

ii) 28 October, 2008

Item 5: PEEPs Update

The Chair informed members that the newly developed Personal Egress Evacuation Procedures system (PEEPS) appeared to be working well.

He informed members that a classroom had now been identified on the ground floor at the Easterhouse Campus for the use of learners in wheelchairs. This ensured that wheelchair users did not require to use the lower ground floor, alleviating fire evacuation problems and access problems when the lift was out of service.

Item 10: College Fun Day

The Chair confirmed that the College Fun Day would be held outwith the College grounds and organised at an appropriate commercial organisation venue.

7. College Risk Register – 7 October, 2008

The Principal took members through, in detail, the changes that he proposed be made to the College Risk Register.

Members discussed at the length the proposed changes and agreed that these should be incorporated into the College Risk Register.

S Reddix confirmed that the College had the most comprehensive Risk Register she had been given sight of.

Members of the Risk Management Group noted the contents of the College's Risk Register and the proposed changes agreed at the meeting should now be made.

8. MARSH

i) Advisor: Claims Update – Legal Changes that may Affect you

S Reddix spoke to the contents of the Marsh Advisor Newsletter.

She provided members with an overview of the contents and highlighted the article on 'Landmark Judgement on Stress Claims'.

She informed members that the Court of Appeal had upheld the original decision in *Dickins v O2 plc* (2008) EWCA Civ 1144 which may enable more stress claims to succeed.

She provided a summary of the claim for members' information.

The Principal confirmed that the College Workforce Plan showed that the College provide appropriate support to its current staff.

Members of the Risk Management Group agreed to note the contents of the Marsh Advisor Newsletter.

ii) Commercial Outlook – April 2009

S Reddix spoke to the contents of the Marsh Commercial Outlook Newsletter.

She provided members with an overview of the contents and highlighted the article on 'How managing claims could reduce costs for your business'.

She added that it made sense, especially in the current climate, to try to reduce the cost to your business by taking action to prevent, control and respond effectively to claims.

In addition, S Reddix informed members that the cost of rates were rising due to the lack of current competition.

Members discussed the implications for the College, if they did not deliver activity targets, due to a Swine Flu Pandemic.

Members of the Risk Management Group agreed to note the contents of the Commercial Outlook Newsletter.

9. Risk Issues to be considered as a consequence of the consideration of the above agenda

There were no risks identified as a consequence of the consideration of the above agenda.

10. Closure

The meeting closed at 3.10pm with the Chair thanking members for their attendance and their contribution.

11. Date of Next Meeting

The next meeting of the Risk Management Group would be scheduled for the next academic session. Members to be advised.

AK/AMcK
John Wheatley College
April, 2009