

**John Wheatley College**  
**Health and Safety Committee**

**Minutes of the meeting held on Thursday 7<sup>th</sup> June 2007 at 10am in Room T26, Easterhouse Building**

**1. Sederunt**

B McQuillan (Chair),  
A Kirk,  
K Maguire,  
J Brown,  
J Miller,  
K Moloney,  
J Barr,  
M McGrath,  
S Smith,  
C McCue,  
A Sherry; and  
M Lang (For Recording Purposes only)

**2. Apologies**

I Graham,  
K Marshall; and  
A Inglis

**3. Minutes of the Previous Meeting held on Thursday 1<sup>st</sup> March 2007**

B McQuillan asked that the minutes are forwarded to the next meeting to be checked for accuracy.

**4. Matters Arising for the Minutes**

**Item 4: Donald Blue (Chaste)**

A Kirk updated that Donald Blue had presented his opinions of the College's Health and Safety systems to the Board of Management and these conclusions were favourable towards the College.

**Item 4: Health & Safety Inspection**

C McCue informed that the staff toilet on the 3<sup>rd</sup> floor (Easterhouse) has now been fixed, although noted her concerns over the length of time it had taken for the job to be completed.

**5. Health and Safety Inspection**

C McCue presented her findings from the Health and Safety inspections to the members. She highlighted concerns over the smell and condition of the lower ground floor in the Easterhouse building. A Kirk informed that the toilets and pumps are being looked at in this area and should be fixed before the new session.

C McCue discussed a number of other concerns over the clutter in some rooms and a small fridge being used the administration office at the Easterhouse Campus.

C McCue updated members on the Health and Safety inspection undertaken at the East End Campus and highlighted concerns over the buzzer at the back door that it is not at a suitable height for wheelchair users.

A Kirk asked those responsible for each area to address the issues and remove these from the list.

#### **6. East End Campus: Initial Health and Safety Inspection**

J Miller and M McGrath outlined their findings of the initial health and safety inspection of the East End Campus. Members discussed the various points on the list. A Kirk concluded that all issues are currently being addressed or will be taken up in the next few months.

#### **7. Policy Statement on Health & Safety at Work**

A Kirk presented the Policy Statement to members. He noted that the policy will be updated with staff names and workplace for recent changes and the list of first-aiders will be looked at.

Members discussed the current reporting and monitoring process for accidents and how this can be improved. C McCue suggested an information session to be held for staff over the Quality Days.

#### **8. Fire Evacuation – Tuesday 29 May 2007**

A Kirk and K Maguire discussed the fire evacuation that took place at the East End Campus on the 29<sup>th</sup> May. They outlined the requirement for staff to have fresh training as fire marshals and an attempt to recruit others to these roles.

A Kirk drew member's attention to the assembly points in the building and the issues that need to be resolved. He noted that the procedures will be reviewed in time for the new session.

#### **9. Fire Training UK: Fire Marshal/Warden Training**

A Kirk asked members to note the information, as the College will be looking to carry out similar course for Fire Marshals and Wardens.

**10. Fire (SCOTLAND) Act 2005: Draft Fire Safety Guide: Educational and Day Care for Children Premises**

A Kirk presented the Scottish Executives Fire Safety Guide to members. He informed that the College currently meets the criteria outlined in the Guide.

A Sherry updated that the student induction is currently being reviewed to take into account the Executive's health and safety regulations and the need for Curriculum Leaders to take more responsibility for health and safety.

B McQuillan enquired as to whether the College Internet can be used to inform and update staff on new health and safety regulations.

C McCue suggested a Health and Safety Awareness Day to be held over the Colleges Quality Days. B McQuillan suggested a working group to look at this. The group will consist of K Maguire, J Brown, C McCue and K Moloney.

**11. Health & Safety Circular: 23 February 2007**

A Kirk presented the Circular to members and asked them to note the contents.

**12. Working in Bad Weather**

A Kirk presented the document from Croner to members. He informed that Design Management regulations have changed and as a result the College will be assessing all its contractors to ensure they are suitably qualified.

A Kirk outlined the number of tasks that the Estates team are currently working their way through and asked for staff's cooperation and assistance while these are being undertaken.

M McGrath enquired about Glasgow City Council using the East End Campus over the Summer. A Sherry informed that the Council will use the building to carry out tests for apprenticeship applications and the appropriate health and safety induction will be given to their staff.

**13. (i) Adviser: Avian Flu – Latest Insurance and Risk Update  
(ii) Avian Flu Contingency Plan**

A Kirk outlined the College's draft contingency plan for Avian Flu. He discussed the College's desire to have a stock of materials in place prior to any outbreak of Avian Flu and staff will be continually updated on the process.

The members supported the move by the College to supply seasonal flu vaccines and look into stocking 'Tammy Flu' in a bid to combat the any possible attack of Avian Flu

A Kirk informed that he will be writing to staff, requesting their consent to keep confidential records of their contact details.

Members discussed possible salary arrangements and the best system for communications.

**14. Wi-Fi: A Warning Signal**

M McGrath enquired about the WiFi Network at East End Campus, asking what levels of radiation are emitted and the possible affect on staff's health.

A Kirk informed that the power is very small throughout the College and there is three times more radiation being emitted from mobile phones than the College's WiFi. He informed that the College is monitoring the system and will report back to the committee when substantial information is available to analyse its performance.

**15. ICT in Schools: Advice for EIS Members**

A Kirk asked members to note the contents of the report.

**16. Staff Workrooms : Easterhouse & East End Campus**

J Brown tabled the lecturer's complaints about the staff workrooms at the Easterhouse Campus. He noted that staff were concerned over the lack of space and organisation in the two rooms.

A Kirk informed that the rooms were designed as asked for by the lecturing staff and that there are 23 sets of drawers for their use in these rooms. He will put the desk dividers back in if staff would prefer this. Time will be available over the June Quality Days for any tidying-up work to be carried out and staff can use the long term storage facility at Swanson Street if required.

M McGrath noted that more space is required by staff particularly for marking assessments. A Sherry informed that the IT room LG06 is available to staff looking for more space. He will speak to Estates to ensure the room is clear of any clutter.

A Kirk asks that staff self-manage the tidying up of the rooms and make more use of the drawers and cabinets available.

**17. Closure**

With all items on the agenda discussed, the Chair thanked members for their attendance and closed the meeting at 11.10.

**18. Date of Next Meeting**

The date of the next meeting will be arranged in the new session.