

John Wheatley College

Health and Safety Committee

Minutes of the Health and Safety Committee held on Thursday 1st September 2005 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 (Chair);
R McCaig;
B Smith;
J Barr;
J Kennedy;
A Inglis;
M McGrath;
D Sneddon;
A Sherry (from 10.10am); and
S Wilkie (for recording purposes only).

2. Apologies

I Graham;
J Wilson;
S Smith; and
K Marshall.

3. Minutes of the Previous Meeting held on Thursday 23rd June 2005

The minutes of the previous meeting held on 23rd June were taken as read. There were no corrections for accuracy. They were accepted as an accurate record of the meeting held on the 23rd June 2005.

4. Matters Arising from the Minutes

Item 4 – Black Bag Days

Mr Kirk asked whether this campaign was successful. Mr Brown replied no. Mr Smith reported that a number of black bags were placed in each room however a number of the bags were unused.

The Chair advised that future campaigns would be set aside for a major clearout of old documentation.

Item 10 – SHAW Update Correspondence 30 March 2005

Mr Smith reported that a visit from Verona Watson (SHAW) is imminent and the outcome will be reported back to the Committee in due course.

The Chair advised members that a recruitment of members to the SHAW group would be sought due to members either leaving the College or members not attending the meetings.

Item 11 – HSC’s Review of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) – Discussion Document

Mr Kirk advised members that this report was approved by the Board of Management at its last meeting.

5. Nominations for Chair

The Chair asked for nominations for chair of this Committee. Mr Kirk accepted chairmanship for this session. Mr Brown passed the remaining business of this Committee to the new Chair.

6. Health and Safety Officers Report

Mr Smith presented the report to the Committee. He outlined that during the period June to July zero (0) injury accidents occurred.

Mr Smith confirmed that the total accidents for the year (Aug – July) was 18. Compared to 36 in 2003 -2004 for the same period.

Mr Kirk asked whether this low number was due to staff not reporting accidents. Mr Smith replied that this is a possibility.

The Chair asked that a campaign be set up to encourage staff/students to report accidents.

Ms McGrath asked whether reporting of accidents could be done on-line. Mr Smith replied no as these accidents have to be inserted into the accident book.

Heath Promotion Group

The Health and Safety Officer advised that the Health Promotion Group will not meet on Monday 5th September due to insufficient members being able to attend.

Pagers for First Aiders

Mr Smith reported that the College has purchased 12 pagers for first-aiders.

Mr McCaig asked that these pagers are only used for first aid only not for any other reason. Mr Smith replied that the purpose for the pagers is for first-aid only.

Accident/Incident Investigation Report Form

Mr Smith issued copies of the new Accident/Incident Investigation report form to members for discussion. He reported that this form should be

completed by the manager or supervisor. He noted that a written procedure would be given to each manager/supervisor. A copy of the completed form should be passed to the Health & Safety Officer, Personnel and the Depute Principal.

Mr Sherry arrived at the meeting at this point (10.10am)

Mr Kirk asked on the likelihood of when this would be issued to staff. Mr Smith replied within the next 2 weeks.

Induction Health and Safety

The Health and Safety Officer issued copies of the draft employee health and safety induction to members for comments.

D Sneddon advised members that this form could be built into personnel procedures and a copy could be sent to managers when a new member of staff commenced their employment with the College.

A discussion took place about the induction booklet. D Sneddon noted that a copy of the health & safety policy should be sent to new staff members with their letter of employment. She noted that completed employee health and safety induction form should be sent to Personnel.

Ms Sneddon asked that this induction should be carried out within 2 days of start date for a new employee,

Members agreed the content of the induction process and made no further comment.

Members of the Health and Safety Committee agreed to:

- I) note the contents of the Health and Safety Officer's report;
- II) note the action taken to address health and safety issues raised and action points for the future; and
- III) for the Health and Safety Officer to bring further progress reports to all future meetings of the Committee.

7. Trade Union/Management Health & Safety Inspection – Easterhouse

Mr Smith spoke to his report and advised members that an inspection of the Easterhouse Campus had been undertaken by Jim Brown, EIS, Jake Kennedy, Unison and himself during June 2005.

He outlined the main conclusions and outstanding issues presented in this report.

Mr Smith confirmed that the bags of shredding are no longer being stored.

Mr Smith discussed the ongoing problem in the photocopying room. He noted that the conditions in the room become uncomfortable due to the heat generated by the presence of the large photocopiers. Mr Kirk replied that this issue has been highlighted and dealt with in the new building.

Mr Kirk stated that the heating and ventilation system at the Easterhouse Campus would be reviewed.

Members agreed to note the contents of the Health & Safety Officers Report.

8. ASC Circular – Coordinating Health and Safety in Tertiary Education (CHASTE) Initiative: Update

Mr Kirk advised members that Mr D Blue had been invited to come into the College for a visit.

He noted that in Scotland Principals do not meet to discuss health and safety. Mr Kirk hoped that this correspondence would have some impact.

Members noted this correspondence.

9. Wellbeing Survey

Ms Sneddon spoke to this report and advised members that this paper was presented to the Joint Consultative Committee on 9 August 2005.

She confirmed that a short-life working group be formed to develop an action plan for the introduction and implementation of the Policy. An e-mail to staff will be sent requesting nominations on this group.

She advised that the Policy will then be passed to the College's Solicitor for comment before being presented to a future meeting of the Personnel and Staffing Committee.

Members of the Health and Safety Committee supported this policy.

10. New Access Ramp at the Easterhouse Campus

Mr Brown advised members that the issue of the handrail was brought to his attention by members of staff who were concerned that the handrail could catch someone who was in a wheelchair.

Mr Kirk replied that the handrail does not comply with legislation and it would be re-done. Ms Sneddon asked whether the ramp was complete. Mr Kirk replied that a finish coat will be applied on the ramp.

Mr Kirk advised members that temporary bollards have been erected however they have been located in the wrong areas.

Mr Kennedy asked for the slabs to be levelled out at the entrance at Easterhouse Campus as a large puddle appears when it rains. Mr Kirk advised that this would be sorted.

11. Eye Tests

Ms Sneddon advised members that the College would be using Boots for the service. She noted that eye tests could be done on site. She confirmed that staff could claim up to £50 towards lenses. Ms Sneddon advised that she is meeting with a representative from Boots next Tuesday to finalise the agreement.

She confirmed that she would send information to staff once procedure have been implemented.

12. Closure

Having discussed all items on the agenda the Chair of the Committee thanked members for their attendance. The meeting closed at 10.50am.

13. Date of Next Meeting

The next meeting will be held on Thursday 3 November 2005 at 10am in the Easterhouse Campus.