

John Wheatley College
Health and Safety Committee

Minutes of the meeting held on Thursday 3rd November 2005 at 10am in Room T26, Easterhouse Building.

1. Sederunt

The meeting commenced at 10am and was attended by:

A Kirk (Chair);
J Brown;
M McGrath;
B Smith;
D Sneddon;
J Kennedy;
J Barr;
A Sherry; and
M Lang (for recording purposes only).

2. Apologies

Apologies were received from:

I Graham;
T Leavy; and
J Wilson.

3. Minutes of the previous meeting held on Thursday 1st September 2005

The minutes of the previous meeting were taken as read and were accepted as an accurate account of the meeting held on Thursday 1st September 2005.

4. Matters Arising from the Minutes

Item 4 – ‘Black bag days’

J Brown pointed out that he felt the days had been successful and should be continued and not as otherwise stated in the previous minute.

Item 9 – Wellbeing Policy

A Kirk highlighted that the survey had been approved by the Board and is currently being implemented by the College.

Item 10 – New Access Ramp

A Kirk informed members that the handrail outside the Easterhouse building had been adapted over the October break. He also confirmed that the winter maintenance of the ramp would be undertaken by Mitie, with the Estates team providing support if required.

M McGrath enquired as to the how wheelchair users have coped with the new ramp so far. B Smith explained that although most wheelchair users enter at the bottom of the ramp, he has not received any complaints in respect of the ramps.

Item 11- Eye Tests

D Sneddon updated members that the eye tests will take place at the Boots store at the Fort and leaflets will be produced to this effect as soon as possible.

5. Health & Safety Update: November 2005

B Smith presented the paper and its conclusions to the Committee. He informed members of the accident statistics for November 2005. A Kirk discussed the outcomes of each incident and updated the Committee on the relevant action that was taken.

B Smith discussed the issues raised at the last Health Promotion Group meeting. He announced that Verona Watson would be attending a forthcoming meeting at the end of the month and that the College are still pursuing companies to provide a Health Eating stall within its campuses. B Smith will speak to E Mitchell in this regard.

A Sherry enquired as to what the College's approach would be to World's Aid Day in December. J Brown will speak to D Thomson and B Smith will contact SHAW for promotional materials.

B Smith discussed with the Committee the fire alarms drills which had taken place over the previous few months. He explained that in future when the alarm sounds it will not be tuned off until everyone has vacated the building. J Brown asked if a drill could be arranged to give practice with the 'evacuation chairs'. B Smith replied that staff are to be retrained on the procedure but these will only be used in an emergency, so no drill will take place.

B Smith also highlighted that student visits would be subject to risk assessments and the approval form will be altered to suit this.

6. Management Group: Health & Safety Audit

B Smith attached the minutes for information and asked members to note their contents. He noted that the majority of issues have been dealt with, and this is likely to be the last meeting of the group unless urgently required.

7. HSE: Custodial Sentence for Company Director - Amended Version

A Kirk presented the paper to the Committee and asked members to note its conclusions. He advised that the paper had been presented to the Board and Management representatives, who have the onus to ensure the systems are in place to meet the requirements.

M McGrath explained the biggest problems with the current system are a breakdown in communication and the correct staff members are not getting the information. A Kirk asked that B Smith and M McGrath get together to establish a better way of achieving and to present a paper to the next meeting.

8. University of Edinburgh: CHASTE Project – Support Visits to Colleges

A Kirk explained that Donald Blue from CHASTE had visited the College but was unable give any recommendations to improve the College's current procedures. Mr Blue had said he would write to the College and visit the Board of Management to inform them of this result. A Kirk stated he wants to continue to make improvements in all areas.

9. Closure

Having discussed all items on the agenda the Chair thanked members for their attendance. The meeting closed at 10.45am.

10. Date of next meeting

The next meeting is scheduled for Thursday 8th December 2005.