

John Wheatley College

Health and Safety Committee

Minutes of the meeting held on Tuesday 24th October 2006 at 10am in Room T26, Easterhouse Building

1. Sederunt

The meeting commenced at 10am and was attended by:

A Kirk;
J Brown;
B Smith;
D Sneddon;
K Marshall;
M Flynn;
C McCue;
J Barr;
B McQuillan; and
M Lang (for recording purposes).

2. Apologies

Apologies were received from:
I Graham; and
S Smith.

3. Minutes of the Previous Meeting held on Thursday 1st June 2006

A Kirk noted a typing error in Item 3; the date should be changed to 1st June 2006.

The minutes of the previous meeting were taken as read and accepted as an accurate account of the meeting held on Thursday 1st June 2006.

4. Matters Arising for the Minutes

Item 4 – Donald Blue, Chaste

A Kirk informed members that C McCue and J Brown are now in place as Health and Safety Co-ordinator's for each Curriculum School. He also welcomed M Flynn as President of the Student's Union to the meeting.

Item 6 – Policy Statement on Health & Safety at Work

A Kirk updated members that the Statement had been signed by the Board of Management in June and is now in place.

5. Chair Nominations

Mr Kirk advised that the Chair of the Committee for this year should be a Union Representative. Mr Kirk asked for nominations. Following discussions it was agreed that the Brian McQuillan take over as Chair of this Committee. Mr McQuillan welcomed everyone to the first Health and Safety Committee meeting of this session.

6. Health & Safety Update

(i) September 2006

B Smith spoke to his report and informed members of some health and safety issues which had arisen since the last update. He advised that during the period June to July 2006 there had been 3 injury accidents, but none resulted in lost time. This took the end of year total to 19 accidents, which had dropped from 36 from session 2004/05.

B Smith discussed with members the fire evacuation that took place on 24th August 2006. He informed that the alarm was set-off by use of an aerosol in the toilet, and the evacuation went well, although discussions are still ongoing regarding the procedure for the Bridge.

C McCue enquired if the personal alarms in Shettleston classrooms are tested. B Smith advised that the Estates team take responsibility for this, and he will investigate the current position of these tests.

(ii) October 2006

B Smith presented his report to the committee. He informed that 6 incidents were reported in the period of August to October, noting that the training kitchen injuries were from new students.

Members discussed security and the fire alarm system in the Bridge. B Smith explained the current arrangements in this respect, highlighting that steps are being taken to tighten the security between the two buildings. C McCue asked if staff could have access to personal alarms on the third floor. A Kirk noted this request and will look into making these available to staff.

A Kirk updated members that Legionella had been found in the Easterhouse water system, however, this issue has now been resolved and the system retested. He also informed that a risk assessment will be undertaken by an outside agency and a final report will be forwarded to the College.

Mr Kirk informed members that the College is working towards attaining IOS18001. This should be achieved by the end of session 2007/08. He asked that the progress of this bid becomes a standing item on the agenda. A Kirk also asked B Smith to look at the Health and Safety Manual and report back at the next meeting.

7. Continuity and Contingency Planning for Possible Influenza Pandemic

A Kirk presented the ASC Circular to the committee. He informed that the College would not be classed in category 1 or 2, although the Scottish Executive is issuing guidance for Colleges in the near future. As a result of this the College will require to produce a contingency plan to address the possibility of an influenza pandemic. He asked B Smith to lead a working group to create this plan and report back to the committee and the SMT. The group will consist of B Smith, D Sneddon, A Macdougall, M Flynn, C McCue, A Lockyer, S Smith and B McQuillan.

8. Health & Safety Inspection: Easterhouse

C McCue and J Brown presented their findings on the inspection they had carried out. C McCue informed that the form would be changed to include columns for 'Recommendations' and 'Smart Targets'.

C McCue discussed the issues that had arisen following the inspections, highlighting the store cupboard on the ground floor at Easterhouse of particular concern. K Marshall also raised her concerns in respect of this room.

A Kirk explained that the room is being used as storage for packages that are delivered to the College and the room is not big enough to cope with this and the storage of materials. He noted that the opening of Haghill should rectify this problem, allowing more space to be available across both campuses for storage.

C McCue outlined the various other concerns she had in relation to the Easterhouse building. A Kirk asked that all matters are reported to himself, B Smith and the relevant Head of School, and meetings should be held on a regular basis to ensure these issues are being addressed. B McQuillan asked that a column for 'Person Responsible' is added to the form. Members agreed with this.

J Brown presented his inspection results to the committee. He informed members that he had discussed with John Kennedy, the possibility of moving Queenslie Learning Centre classes to Shettleston campus. A Kirk agreed that if alternative arrangements can be agreed with John Kennedy and Jennifer Miller, the classes can be moved to Shettleston until it closes.

J Brown outlined other issues that had been raised in his inspections. A Kirk noted these should be addressed by the responsible Heads of School and B Smith will report back on the progress being made.

A Kirk asked J Brown and C McCue to arrange inspections of support staff areas between themselves.

9. Draft Risk Assessment: Easterhouse Campus

B Smith presented the draft risk assessment to the committee. He outlined the main changes that would be made to the policy to adapt for the opening of the Bridge.

K Marshall enquired about the arrangements for electrical equipment testing. A Kirk informed that the Estates team are covering this role in the absence of Mick Regan and K Marshall should contact them if she has any items she wants to be tested urgently.

10. Procedure for Dealing with Students who have Skin Conditions

K Marshall outlined the current procedures she follows for informing students of health and safety and particularly skin conditions and asked for ideas to improve the system. Members discussed the best way to address the issue, with K Marshall noting that she would contact the Royal Infirmary, Glasgow for information on their policies. A Kirk asked K Marshall and B Smith to work

on an Information Sheet for students and a Health and Safety form to address skin conditions.

11. Closure

Having discussed all items on the agenda the Chair thanked members for their attendance. The meeting closed at 11.20am.

12. Date of Next Meeting

The next meeting is scheduled for 1 March 2007.

*BMcQ/ML
John Wheatley College
14 November 2006*