

John Wheatley College
Health and Safety Committee

Minutes of the meeting held on Thursday 30th March 2005 at 10am in Room T26, Easterhouse Building

1. Sederunt

The meeting commenced at 10am and was attended by:

A Kirk (Chair);
J Brown;
B Smith;
D Sneddon;
R McCaig;
K Marshall;
M McGrath; and
M Lang (for recording purposes only).

2. Apologies

Apologies were received from:
I Graham; and
J Barr.

3. Minutes of the Previous Meeting held on Thursday 9th February 2006

The minutes of the previous meeting were taken as read and accepted as an accurate account of the meeting held on Thursday 9th February 2006.

4. Matters Arising for the Minutes

Item 4 – Black Bag Days

A Kirk informed members that the 'Black Bag Days' will commence on Friday 31st March 2006 and he asked that representatives encourage staff to dispose of as much as possible.

Item 6 (ii) – Queenslie Learning Centre

K Marshall enquired as to the problems being experienced at Queenslie Learning Centre and whether these had been resolved. A Kirk explained that no further incidents had been reported and they will address issues that arise.

Item 6 (iv) – Queenslie Construction

J Brown informed members that he had emailed staff at Queenslie Construction in respect of appointing an EIS representative. He has not received any response to date. A Kirk highlighted that he will look into this issue.

5. Health & Safety Update March 2006

B Smith presented the 'Health & Safety Update' to members. He updated members on the reported incidents in the past month and highlighted that the numbers were relatively low.

B Smith outlined the progress of the smoking cessation group run by the NHS in the College, noting that one member of staff completed the whole course. D Sneddon updated members that the NHS are looking to run this group again in the College and will publicise it on posters and in the newsletter nearer the time. B Smith informed members that National No Smoking Day was advertised throughout the College and one member of staff has entered the 'Quit and Win' competition.

6. Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006: Report by Health & Safety Officer

B Smith attached the report on the new regulations and asked members to note its contents and conclusions. He highlighted the College's current policy complies with the guidelines, and noticeboards have been updated with the new signs.

A Kirk explained that the issue of smoking in the College grounds is still under consultation and will inform members of progress made on this. He highlighted that the arrangements at the Shettleston campus will remain the same due to its closure this year and that the New Building in Haghill will be completely 'smoke-free'.

7. SQMS Audit

B Smith presented the report on the recent SQMS Audit and its findings to the members. He highlighted the areas of good practice and development points that the audit uncovered. A Kirk informed that the development points were minimal and had been addressed. He asked members to note the contents and conclusions of the report.

8. Correspondence:

(i) Support Visits: Letter from Donald Blue: Chaste

A Kirk attached the letter for members' information, highlighting that Donald Blue had not exposed any improvements that were needed in the College's Health and Safety systems. He also explained that the review of the management structure may lead the College to re-assess its health and safety staffing arrangements. A Kirk will update members on any progress that is made in this respect.

9. Health & Safety News: Data Sound

A Kirk presented the paper to the Committee, drawing particular attention to the delay of the Fire Legislation. He indicated that the College's system is almost complete and in place, although discussions are still underway with the Bridge.

10. Closure

Having discussed all items on the agenda the Chair thanked members for their attendance. The meeting closed at 10.35am.

11. Date of Next Meeting

The next meeting is scheduled for 1 June 2006

AK/ML
John Wheatley College
11 April 2005