

John Wheatley College
Health and Safety Committee

Minutes of the meeting to be held on Thursday 23rd June 2005 at 10am in Room T26, Easterhouse Building

1. Sederunt

The meeting commenced at 10am and was attended by:

J Brown (Chair)

M McGrath

B Smith

A Kirk

F Doyle

D Sneddon

K Marshall

S Smith

B McQuillan

J Barr

A Sherry

2. Apologies

Apologies were received from

I Graham

A Inglis

J McCluskey

J Kennedy (B McQuillan attended in his absence)

J Wilson (A Sherry attended in her absence)

3. Minutes of the previous meeting held on Thursday 31st March 2005

The minutes of the previous meeting were taken as read and were accepted as an accurate account of the meeting held on 31st March 2005.

4. Matters arising from the Minutes

Item 6 – ‘Black Bag days’

J Brown reported that dates have been set aside for this process to commence and staff have been made aware of this.

Item 7 – EnviroDerm Services

K Marshall highlighted that there had been a report submitted in the hairdressing department of an allergy to the barrier cream being used. A Kirk will look into the issue.

J Brown also reported that yoga classes had commenced in the College and a further Wednesday class would be added to suit the demand.

5. Health & Safety Update June 2005

B Smith presented the report to the Committee. He outlined that there had been only a small number of incidents to report and there was no significant cause for concern.

He also highlighted that the College were submitting an application for a SHAW award and the information would be drawn together in the coming weeks. The other conclusions were providing as information for members.

B Smith then outlined the findings from the Health and Safety inspection of the Shettleston campus. Most issues that had arisen from the inspection had been suitably addressed. M McGrath highlighted that the biggest problem in Shettleston is the broken glass. F Doyle explained that H Preston was looking into the problem and trying to find a solution. A Sherry reported that the broken chairs are an ongoing problem which estates are dealing with on a rolling basis. The inspection of the Easterhouse campus report is yet to be drawn up; this will follow at a later meeting.

K Marshall questioned whether any progress had been made to address the heating in the beauty room to allow the staff and students a more comfortable working environment. S Smith suggested turning on the heating on a Sunday, through use of a timer switch. A Kirk will look into the issue and report back as soon as possible.

Trade Union/Management Health & Safety Inspection

B Smith outlined the main conclusions and outstanding issues presented in the report. He discussed the ongoing problem on the lower ground floor in Easterhouse. K Marshall and J Brown stated that it is not fair to allow students to be taught under these conditions. A Sherry and F Doyle will investigate the issue further and report back to the Committee.

B Smith also raised the issue of shredded paper being stored within the Easterhouse campus for collection. A Kirk concluded that this is not to be stored and instead disposed off on a regular basis.

B Smith drew the Committee's attention to the appointment of George McLaughlin as the new facilities manager at Queenslie Construction.

6. RoSPA Occupational Health and Safety Awards 2005

B Smith explained that the College had submitted their portfolio to the national award scheme and had been awarded the Gold level

- 7. (i) SMT Audit of Existing Health & Safety Management System**
- (ii) Minutes of Management Group – Health & Safety Audit**
- (iii) Action Report on ACS Health and Safety Audit**

Items 7 (i), (ii) and (iii) were taken together

A Kirk presented the external audit carried out on the College's Health and Safety Management systems. It was found that there were 34 non-compliances of which 22 were for operational issues. A management group was set-up to address these issues and their minutes and action plans are attached for the committee's information.

8. HSE Work at Height: What the regulations mean for construction

B Smith presented the 'Work at Height' document to the Committee. Copies of this document have been passed to Queenslie Construction. He explained that the regulations have changed to remove the 'two metre' rule and it is no longer exclusive to the building trade.

A Kirk discussed that as a result risk assessments are due on kick-steps used within the College to establish issues such as liability.

9. CHASTE

- (i) Occupational Safety and Health Provision questionnaire**
- (ii) Team Advert (Email circulation)**
- (iii) CHASTE Steering Group Nominations**

Items 9 (i), (ii) and (iii) were discussed together.

A Kirk attached these documents for information and asked the Committee to note their contents and conclusions.

10. SHAW Update Correspondence 30 March 2005

B Smith explained that the College is working towards the SHAW silver award. The relevant documents have been written and they will be revised before submission. He also highlighted that a visit from Verona Watson is imminent and the outcome will be reported back to the Committee in due course.

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

A Kirk presented the document to the Committee for consideration. He explained that slight changes had been made to the document and asked members to note these.

12. Policy Statement on Health and Safety at Work

A Kirk highlighted that this document was discussed at a previous meeting, although slight changes were made in light of the audit carried out. The main change was the title. He explained that the document would be updated on an annual basis and copies will be stored on the intranet and with B Smith.

13. Asbestos Register

A Kirk presented the register to the Committee for information, as this is now a legal requirement.

14. Closure

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

15. Date of next meeting

The next meeting is scheduled for ___