

**John Wheatley College**  
**Health and Safety Committee**

**Minutes of the Health and Safety Committee held on Thursday 31 March 2005 at 10am in Room T26, Easterhouse Building**

**1. Sederunt**

The meeting commenced at 10am and was attended by:

J Brown (Chair)  
I Graham  
S Smith  
A Kirk  
B Smith  
F Doyle  
K Marshall  
C Calder  
M McGrath  
B McQuillan  
J McCluskey  
J Barr

In attendance  
M Lang (for recording purposes only)

**2. Apologies**

Apologies were received from:  
D Sneddon

**3. Minutes of the Previous meeting held on Thursday 9<sup>th</sup> December 2004**

The minutes of the previous meeting were taken as read and were accepted as an accurate record of the meeting held on 9<sup>th</sup> December 2004.

**4. Matters arising from the Minutes**

A Kirk highlighted that both the ACS Health and Safety Audit report and the Funding Council report would be presented and the next meeting

**5. Health & Safety Update:**

**(a) February 2005**

B Smith presented the College's Health and Safety Report for February 2005. He outlined that the accident statistics were fairly low in comparison to the previous report and that the biggest factor had been the cold weather causing accidents in the car park. He also discussed the possibility of promoting 'Allan Carr Easyway' as a means to stop people from smoking. B Smith explained how the arrangement works with the employer paying a fee for employees up front then claiming the money back through their monthly wage.

I Graham backed the idea being put in place so long as there was no interruption to the running of the College, in terms of classes being postponed or cancelled. He also stated that the scheme should be promoted in the newsletter but also to highlight that the more traditional NHS approaches were still available.

### **(b) March 2005**

B Smith discussed the College's Health and Safety Report for March 2005. He highlighted an injury that occurred at the Queenslie construction campus from students throwing snowballs. I Graham stated that he would prefer the report to clarify which injuries are caused in or out of the College.

B Smith and J Brown discussed the possibility of a Healthy Eating promotion, by inviting supermarkets and an Italian delicatessen to set up a stall every day within the College. I Graham was happy to support the scheme so long as companies came in on their own risk and it would not be the College's responsibility.

B Smith ran through other items on the report namely the Non-smoking 'Quit and Win' campaign and the inspection which had started at Shettleston. He then discussed the Fire Evacuation on Thursday 17<sup>th</sup> March, caused by a flambé being prepared in the restaurant rather than the kitchen. A Kirk, S Smith and I Graham debated the relevance of the exercise and whether it could have been done in the kitchen. S Smith explained that it was part of the course and helped recreate the actual environment.

I Graham advised the Committee of a letter that the College had received from a local school's Head Teacher complaining about the arrangements during this fire evacuation not being suitable to her pupil's needs. He explained that the College's current procedures are more than appropriate and unless told differently or funding is received from the local Council or another body these will remain in place. The letter and any correspondence will be forwarded to the next meeting.

## **6. Trade Union/Management Health & Safety Inspection**

B Smith ran through a number of issues which had arisen from the Trade Union/Management inspection, such as, the lack of space in the 'Advice' office and broken chairs throughout the campuses. However, A Kirk and I Graham felt that the report requires dates and action taken by managers to accommodate these problems as most haven't been included in the College's own health and safety reports.

J Brown discussed the having some 'black bag days' in the College to clear up a number of the staff rooms before each holiday. A Kirk explained that John McKay had placed posters throughout the College to this effect and that managers are required to take on more responsibility. This issue is to be raised at a future meeting.

## **7. EnviroDerm Services Technical Services No10**

A Kirk informed the committee of the findings of the bulletin relating to barrier creams for skin. The College is undergoing trials of barrier creams in hairdressing and construction. Currently, the Health and Safety Commission are debating the issue and the College is awaiting any outcome before it will act on a more permanent basis.

K Marshall informed the committee of a video she had seen previously which would have been useful on this subject and J Brown explained that demonstrations were

continually undertaken at the construction campus. I Graham concluded that this issue needs to be constantly reinforced until the commission makes a final decision.

**8. MARSH Meeting Note East Campus & Other Issues**

A Kirk included the meeting note and members noted the conclusions that had been made.

**9. Fire (Scotland) Bill Part 3 Fire Safety**

A Kirk outlined that part 3 of the Fire (Scotland) Bill now included new duties on employers and employees and the type of assessment that would have to be made. Although the majority of issues have been undertaken by the College, the committee plan to re-assess the situation in May.

**10. Safety Representatives Charter**

J Brown presented the Safety Representative Charter to the committee to be included within the College's policy, however, A Kirk explained this has already been approved in the policy.

**11. Time allowed for safety representatives to carry out HS duties**

J McCluskey discussed the issue of making time for health and safety duties and questioned the committee as to what 'reasonable time' would incorporate. A Kirk and I Graham explained that these duties should be carried out in reasonable non-contact time as agreed with line managers. S Smith would try to resolve this issue with J McCluskey, and would come back to the committee if no agreement had been reached.

**12. E-Newsletter Issued 1<sup>st</sup> January 2005**

A Kirk discussed that most issued within the newsletter had previously been covered by the committee and that 'Home/work risk management' was not a concern for the College at present.

**13. Greater Glasgow NHS Board Consultation on the proposal to relocate the Glasgow Emergency Service (GEMS) Base from Lightburn to Easterhouse**

A Kirk explained that the relocation would be beneficial in giving reassurance to staff and students due to the closeness of paramedics throughout the day.

**14. MARSH Developing a quality action plan on stress**

A Kirk informed the committee that the delay had been caused by a change in the guidelines on work posture and that training would be repeated with a different occupational health organisation. The full details of this should follow to the next meeting.

**15. ASC Circular 0503  
Highlight Universities guidelines on Meningitis**

I Graham presented the circular received from ASC regarding meningitis. He stated that although the College's notice boards are constantly refreshed with information; the subject still needs to be taken seriously, due to recent outbreaks at Langside and Dundee Colleges. There is also a heavy reliance on the NHS Glasgow to react to any

incidents in a prompt and professional manner. A revised contingency plan will be forwarded to the next meeting.

J Brown enquired as to the setting up of a yoga class within the College. I Graham explained that arrangements should be made with J Kennedy for a classroom.

**16. Closure**

Having discussed all items on the agenda the Chair of the Committee thanked members for their attendance. The meeting closed at 11am.

**17. Date of Next Meeting**

The next meeting is scheduled for Tuesday 2 June 2005 at 10am.