

JOHN WHEATLEY COLLEGE  
HEALTH AND SAFETY COMMITTEE

MINUTES

Minutes of the meeting held on Thursday, 11 December 2003 at 10 am in Room F/04, Easterhouse Campus.

**1 Sederunt**

The meeting commenced at 10.15 am and was attended by:

Alex Kirk (Chair)	Jim Brown
Frank Doyle	Bill Smith
Margaret McGrath	Karen Marshall
Allan Dalzell	Doreen Sneddon
Celia Calder	Jack McCluskey
Ian Graham	Jeanette Walsh (Minutes)

**2 Apologies**

Stephen Smith	Jean Wilson
Jan Barr	Brian McQuillan

The Chair welcomed everyone to the meeting.

**3 Minutes of meeting held on 23 October 2003**

The following amendments for accuracy were requested:

**7 Scotland's Health at Work**

J Brown clarified that the paperwork for achievement of the Bronze award would be submitted for assessment within the next week.

**11 Providing Work Placements for Disabled Students**

F Doyle clarified that he had received confirmation that the landlord would be reviewing access facilities at the Queenslie Learning Centre over the course of 2004 as required by the Disability Discrimination Act.

With these amendments, the minutes were accepted as an accurate record of the proceedings.

#### 4 Matters arising from the minutes

##### 4 **Use of Lift (Easterhouse campus)**

F Doyle reported that the non-graphic text and signage had been agreed with delivery and fitting anticipated within the next week. It was agreed that criteria for restricted use should be enforced thereafter.

##### 6 **Progress Against Construction Section Health and Safety Action Plan**

A Kirk anticipated early receipt of the Building Warrant for the toilet refurbishment. Thereafter a suitable date for commencement would be agreed with the Contractor.

##### 7 **SHAW Stress Survey**

Subject to SMT approval of relative questionnaire content, D Sneddon and E Mitchell to scope possibility of undergoing training to carry out College stress assessment.

##### 9 **Cleaning Services at Shettleston**

Following M McGrath's report that the standard of cleanliness at Shettleston had not improved, F Doyle was instructed to raise a default notice with the contractor.

Following a second request from D Sneddon, F Doyle confirmed that the necessary soap dispensers had been ordered.

##### 11 **Providing Work Placements for Disabled Students**

J Brown agreed to defer his report to the agenda of the next meeting.

##### **AOB – Accident Statistics**

Following a reminder from M McGrath, it was agreed that a fire drill at the Shettleston campus should be organised as reasonably practicable.

#### 5 Health & Safety Officer's Report

Having heard B Smith's review of his report, the committee agreed the following:

##### **Accident Statistics**

- I Graham undertook to contact Superintendent Campbell to ascertain progress on a recent assault on a member of staff;
- Personal alarms to be purchased and linked to ground floor room keys; and
- Persistent presence of school pupils on College premises to be reported to the Head Teacher or Police.

##### **Shaw Award**

- Fire Brigade talk and demonstration on Fire Safety at Home to be scheduled as Quality Day event for staff in potential risk areas;

- Additional volunteers to be sought for first-aid training;
- B Smith to draft letter to Linda Connelly, Social Work Department to reiterate one way system of traffic management at Easterhouse; and
- J Brown to advise staff by email of availability of fire training video from Library.

The committee noted the detail of the Health & Safety Officer's report.

## **6 Accidents/Incidents/Hazards and Violence to Staff Reporting Procedures**

Having heard B Smith's proposals for review of the current reporting procedures, the committee agreed that Union representatives should seek members' agreement to the College's proposals to merge the current first-aid/violence/accident forms. A deadline of mid-January was set for feedback in this respect.

A Kirk advised that any necessary staff training would be initiated prior to implementation of any revised format.

The committee noted the proposed revisions to existing reporting procedures.

## **7 Work-Related Violence**

The committee noted the HSE's definition of a lone worker and A Kirk's advice that the College would seek to ensure that no member of staff was left alone in any of its buildings.

The committee also noted the arrangements instigated by the contractor to protect the security guard alone on duty overnight.

## **8 A Strategy for Workplace Health and Safety in Great Britain to 2010 and beyond**

The committee discussed and noted the proposed new strategy for the future health and safety system.

## **9 Posi+ively Employed: An employer's guide to HIV and other blood borne viruses (BBVs)**

A Kirk confirmed that the College's existing policy was sufficient to meet the publication's recommendations.

As a refresher in the light of the guidance being reissued, it was agreed that a Quality Day event should be scheduled for related staff.

**10 Date of Next Meeting**

The next meeting was scheduled for Thursday, 12 February 2004 at 10 am.

All business having been discharged the meeting closed at 11.15 am.

The Chair thanked everyone for their attendance and participation at the meeting.

AK/JW  
John Wheatley College  
February 2004