

JOHN WHEATLEY COLLEGE  
HEALTH AND SAFETY COMMITTEE

MINUTES

Minutes of the meeting held on Thursday, 12 February 2004 at 10 am in Room T/26, 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
Stephen Smith	Doreen Sneddon
Celia Calder	Jack McCluskey
Ian Graham	Jeanette Walsh (Minutes)

**2 Apologies**

Jean Wilson	Allan Dalzell
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The Chair welcomed everyone to the meeting.

**3 Minutes of meeting held on 11 December 2003**

D Sneddon requested the following amendment for accuracy:

**4 Matters arising from the minutes**

**9 Cleaning Services at Shettleston**

2<sup>nd</sup> paragraph – “Following a second request....” – delete the word “second”.

With this amendment, 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 he anticipated delivery of appropriate signage week commencing 16 February 2004.

**5 Health & Safety Officer's Report - SHAW Award**

I Graham reported that, due to funding restrictions, the Fire Brigade talk and demonstration on Fire Safety at Home had been rescheduled to take place during the June Quality Week.

**7 Work-Related Violence**

M McGrath expressed concern that staff working alone in the FLU had no direct contact with Security staff. F Doyle was requested to scope the cost of an alarm linked to the phone system. It was also agreed that risk assessments should be undertaken in this area.

**5 EIS Health & Safety Representatives**

The memo from the EIS/FELA Branch Secretary denoting the names of the Health & Safety Representatives appointed to the committee was noted.

**6 Health & Safety Officer's Report**

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

**Accident Statistics**

- December to January 10 reported – none reportable to HSE. Total accidents for first half of College year - 24.

**Shaw Award**

- College's Bronze Award renewed and proceeding towards Silver;
- College SHAW representative, Verona Watson, will assist by attending College meetings; and
- Interest in reduced rate for fitness club membership still short of minimum requirement.

**First Aid**

- 9-10 volunteers identified – currently scoping suitable dates for course in-house; and
- Principal reported no objection response to request from East Area Suburb to possible siting of ready-use Ambulance at Easterhouse campus until completion of new Health Centre.

**Fire Evacuation**

**Easterhouse**

- F Doyle to progress installation of lower level signage in car park;
- 5 minute refresher session on Fire Evacuation procedures to be included in February Quality Day;
- Fire Evacuation Procedure to be displayed;
- Refuge instructions to be included in Fire Notices;
- Fire Notice on 2<sup>nd</sup> floor to be lowered for disabled access;
- Fire notices to be kept clearly visible; and
- Detailed instructions to be displayed at designated Fire Refuges.

### **Shettleston**

- General assembly area during evacuation to be reviewed.

### **D Sneddon entered the meeting at this point.**

At this point Jim Brown submitted a verbal request on behalf of the Sound Skool for a kettle or coffee machine. A Kirk declined reminding members that the use of such appliances was prohibited in all areas of the Easterhouse building with the exception of the third floor Staff Common Room. In this respect, F Doyle was requested to undertake a sweep of the building and to remove any unauthorised equipment.

### **7 Health & Safety Aspects of Work Placements**

J Brown reported that following consultation with the Advice Team and Disability Adviser it was recommended that a small group should be convened to formulate a relevant guidance procedure and thereafter referred back for committee consideration and approval.

Mr Brown undertook to bring forward a report on progress at a future meeting.

### **15 Learning + Skills Council: Supervising the safe learner**

A Kirk recommended that, as discussed in the previous item, this document should also be referred for discussion by the focus group and returned to the committee following the Spring break.

It was agreed that J Brown should chair the group and that any resultant information should be acknowledged as referring to the original document.

Members were also advised that the document would be applied to the Intranet for staff information.

### **8 Queenslie Campus: Health & Safety Issues**

With respect to the toilet refurbishment A Kirk advised that this was under way and that the pan mill was to be re-sited. He further reported that the design work was complete however implementation was to be delayed pending discussion with City Building.

J McCluskey raised the following concerns:

- Emergency exit signage out of date;
- Other signage blocked by materials or in poor condition;
- Some fire extinguishers identified as faulty or removed from fixings;
- Noise assessment required on machine shop air extraction system;
- Rain penetration in joinery workshop and paint area;
- Mice in staffroom;
- No sink; and
- Replacement of shutter style rear fire exit at paint workshop with proper fire exit doors.

It was agreed that the above concerns would be raised with City Building at the next meeting.

With respect to report documentation, it was agreed that Michael Lafferty and Ronnie Muir should state any concerns in writing by memo to City Building with a copy to S Smith.

In reply to a question, Bill Smith confirmed that monthly inspections of the Construction campus were conducted with Trades Union representatives.

The committee noted that a progress report on the Easterhouse building inspection would be brought to the next meeting.

## **9 Note of Meeting with Mitie Olscot**

Following discussion, it was agreed that any contractual adjustments should be made within existing costs.

**Jim Brown left the meeting at this point.**

## **10 Security and CCTV in Shettleston FLU**

M McGrath expressed concern with respect to responsibility for ensuring the daily changeover of video tapes related to the CCTV system. A Kirk requested that F Doyle ensure that arrangements were put in place for Estates to assume future responsibility for this aspect of the College's security procedures.

## **11 Communications from Classrooms in Shettleston**

As an added safety precaution, it was agreed that F Doyle should scope the cost of a personal alarm with room key link.

## **12 Marsh Ltd: Pre-Action Protocol for Disease and Illness Claims**

A Kirk advised that the document, related to the preparation of insurance claims, was included for members' information.

The committee noted the information from the College's insurers.

## **13 Stress in the Workplace: HSE issue enforcement notice on workplace stress**

A Kirk reported that the College was currently considering the HSE "Work Positive" system and that Bill Smith would undertake individual risk assessments on stress with 2 selected members of staff (details to be fed back to the committee anonymously).

D Sneddon advised that she and Elaine Mitchell would undergo training with Work Positive prior to commencing the short pilot.

In reply to a question from J McCluskey, D Sneddon reported that the College was currently drafting a "Wellbeing" Policy and that the Employee Counselling Service was the first point of referral for instances of stress. Ms Sneddon further advised that the Attendance at Work Policy had been amended to indicate that Personnel should be informed immediately of instances of stress.

The committee also heard that refresher courses would be organised for managers as appropriate.

**14 SE: Varicella Immunisation for Healthcare Workers**

Members noted the detail of the correspondence.

I Graham indicated that this information may be relevant should the College move towards Access to Nursing and HNC Healthcare.

**16 ACS Environmental Ltd – Health & Safety Seminar**

A Kirk reported that the company would make a presentation on the Management of Health and Safety at Work Regulations following the College's Senior/Operational Management Team meeting arranged for Friday 27 February. Interested committee members were invited to attend.

**17 DEFRA: The Justification of Practices Involving Ionising Radiation Regulations 2004: Consultation Document**

The committee noted the information contained in the document.

**18 Date of Next Meeting**

The next meeting was scheduled for Thursday, 1 April 2004 at 10 am.

All business having been discharged the meeting closed at 11 am.

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

AK/JW  
John Wheatley College  
August 2004