

JOHN WHEATLEY COLLEGE

Risk Management Group

Minutes of the Risk Management Group meeting held on Wednesday 5 September 2007 at 3.30pm in Room MF/15, East End Campus.

1. Sederunt

Ian Graham, Principal;
Alex Kirk, Depute Principal (Chair);
Alan Inglis, Assistant Principal;
James Gow, Financial Manager; and
Kevin Maguire, Health and Safety Officer.

In attendance:
Annette McKenna (for recording purposes only).

2. Apologies

Sheila Reddux, Marsh UK

3. Terms of Reference

The meeting was agreed to be quorate with 5 members present at commencement.

4. Minutes of the previous meeting held on 17 April, 2007

The minutes were taken as read. They were accepted as an accurate record of the meeting held on 17 April 2007.

5. Matters arising from the minutes of the previous meeting held on 17 April 2007

Item 3: Terms of Reference

A Inglis suggested that A Lockyer and S Smith should be included on the membership of this Committee. Members agreed.

Item 6: Health and Safety Committee Minutes

I Graham requested that the minutes of the College's Health and Safety Committee be brought to this Committee as a matter of routine.

Item 8: Avian Flu

A Kirk informed members that hand sanitizers have now arrived at the College. He further informed that a handout on the proper way to wash your hands will be disseminated to all staff.

I Graham requested that an update on the success of the FLU Vaccinations be brought to a future meeting of SMT.

6. Insurance Cover 2007/08

A Kirk informed members that the purpose of this report is to apprise members of the insurance cover that has been purchased for the College for the year from 1 August 2007. He further informed that the College's insurance company are Royal & Sun Alliance. He summarised the content of this report for members, highlighting the following points:

- the College has had an overall 31.6% decrease in premium;
- the Brokerage fee has also decreased by 8.7%;
- the cost of Combined Curriculum insurance is £25,089.04;
- the cost of Directors and Officers Liability insurance is, including tax, £1,680.00;
- the cost of Commercial Legal Protection is, including tax, £6,177.86; and
- the total cost of the College's insurance cover and broker fee for 2007/08 is £41,496.80. This is a decrease of about 26.9% on the previous year.

I Graham thanked A Kirk on behalf of the College for the cost saving negotiations he has made.

Members noted the contents of this report.

7. East End Campus Risk Assessment

a) Risk Assessment Form

A Kirk spoke to this item. He summarised the Risk Assessment Form for members. A discussion followed by members and the following was agreed:

- an addition to the 'Biological' section should be made to include the Avian Flu Policy and Flu Vaccinations for staff;
- an addition to the 'Slip, Trips, Falls' section should be made to include that staff need to be aware of the risks and should ensure that their students know about Health and Safety. It was agreed that a memo should be sent to staff in the Construction, Art, Hairdressing and Catering sections remind them that it is their responsibility to ensure students are aware of health and safety with regards to slips, trips and spills;
- an addition to the 'Accident/First Aid' section should be made to include that the College complies with regulation in the provision of first aiders;
- an addition to 'Young persons/Vulnerable Persons/Child Care' section should be made to include that all staff have had an Enhanced Disclosure Scotland check carried out and that this is carried out periodically.

I Graham highlighted the importance of contractual obligations being met by cleaning staff.

Members agreed that K Maguire should amend the Risk Assessment Form to include the points listed above and formally advise staff in the four areas mentioned about re. spills, trips and falls.

b) Fire Precautions in the Workplace – Risk Assessment

A Kirk spoke to this item. He summarised the report section by section for members indicating that the file copy of this assessment has a fire plan attached. A discussion followed by members and the following was agreed:

- change the word 'arson' to fire raising';
- 'subsidiary gas fire system' to be added to the Heating section; and
- three types of fire extinguishers in use – evaluation of risk is low to be added to section 5.

Members noted the contents of this report.

c) Fire Plan

A Kirk spoke to this item. He summarised the East End Campus Fire Plan for members. He informed members that fire warden training is being organised by Jean Wilson and that all staff will be trained over the next 2 years. He further informed that all College managers are to undergo a one day IOSH training course. Mr Graham added that it is imperative that all managers attend this course. A Kirk and A Inglis volunteered to complete a certificate course.

A Kirk informed members that the new Visitor Management System has a role call function that will be used to confirm who is in the building in the case of a fire.

Members noted the contents of the East End Campus Fire Plan.

8. College Risk Register

A Kirk spoke to this item. He summarised the contents of the College Risk Register. A lengthy discussion followed by members and the following was agreed:

Loss of Charitable Status

- this needs a section on its own and needs to include that the College are lobbying Parliament and have local support.

Financial Management Section

- the College would require ¼million pounds if we loose Charitable Status. College budget priorities would need to be reassessed. This would be a 5 'top risk'. This section should be brought to a 3 (Green);
- 'failure to manage Capital Investment at the College's East End Campus' has to be removed from this section;

- after final accounts 'rendered Capital Investment' has to be taken out; and
- 'failure to attract in-year allocation to meet the over-commitment on student bursary support' to be added;

Human Resource Management

- 'monitoring coaching procedures to be added.

A Kirk informed members that after all the changes listed above the 'reds' would increase by two.

Members noted the contents of the College Risk Register.

9. Levy and McRae Bulletins

a) July 2007

A Kirk summarised the contents of this Bulletin. I Graham informed members that he sent copies of CIPD on stress management to A Kirk and K Marshall.

Members noted the contents of this Bulletin.

b) August 2007

A Kirk summarised the contents of this Bulletin.

Members noted the contents of this Bulletin.

10. Risk Issues to be considered as a consequence of the consideration of the above agenda

All issues were considered while executing the above agenda.

11. Closure

The meeting closed at 4.30pm with A Kirk thanking members for their attendance and contribution.

12. Date of Next Meeting

11 December 2007.

AK/AMcK
John Wheatley College
November 2007