

HEALTH & SAFETY COMMITTEE MEETING - Tuesday the 19th September 2017

PRESENT:

CF Ferguson, Head of Facilities

Derek Newlands, Facilities & Safety Co-ordinator

AB Berry, Admissions Advisor

Karen McLean, HR & Training Administrator

Joanne Warwick, Curriculum Manager

DB, Lecturer (EIS H&S Rep)

DA Auchie, Lecturer

Susan Thorburn, Faculty Administrator

Sydne Pruonto, Facilities Administrator

1. APOLOGIES - None

2. MINUTES FROM PREVIOUS MEETINGS & ACTIONS CARRIED FORWARD (C/F)

- Training for Fire Wardens regarding their car park duties is currently being organised by HR.
- JW followed up on the question of accompanying an injured person to hospital and inquired if a taxi is to be called rather than transporting a student in the lecturers' car. CF advised to assess each situation on its own merits and to use common sense in these situations, but general process is a taxi should be called.
- The question was raised if all ASIST trained staff have been equipped with First Aid room keys. **DN** to double check and supply if not.

3. ACCIDENT REPORT

- The group reviewed the accident statistics from 29th March 2017 – 19th September 2017 and no patterns, unusual or major injuries reported.

4. AOCB

- JW enquired if it was possible to take First Aid kits off site when classes are regularly outside the College. CF agreed that Michelle Saleh is to be equipped with a second bag. **SP** to organise.

- CF advised that the new H&S policy is currently being worked on and will be released next month. It will contain all the same recognisable forms and documents, but the policy will be more in depth and conform to current legislation.
- CF informed the panel that the Risk Assessments for the individual rooms are currently being collected and will be processed shortly.
- CF notified the panel that planned fire evacuations will be happening shortly. This includes an afternoon, a 5pm and one 7pm evacuation, over three weeks. CMT will be made aware on 21/09/17.
- CF advised that H&S certified LEV testing is booked to take place this week. The LOLER inspection for the lift and lifting equipment as well as insurance inspections have been completed over the summer.
- CF informed that he is looking to have one person from each department take part in H&S meetings in the future. He encouraged existing attendants to bring up any concerns they experience and actively apply an H&S aware mind set.
- AB raised the concern that it has been difficult to get hold of a First Aider at times. A rota was suggested whereby First Aiders would be on duty during their prep time/NTC. Everyone to think about ideas until the next meeting. **CF** to bring up at CMT.
- Karen McLean suggested that staff are to receive, beside their initial induction when starting their job, a regular H&S refresher, potentially as part of staff development. **CF** to look into.
- DB spoke about a seminar he participated in recently on Health and Wellbeing with EIS. He advised that in his role as H&S rep he should also be the first point of contact for providing guidance to staff who are feeling stressed or impaired in their health and well-being. CF advised that the H&S rep should be one of several routes available to staff in dealing with said issues. JW mentioned a pilot project she is currently running, whereby staff have an allocated 15 minute admin slot each week during which they can complete any outstanding admin tasks rather than using their lunch break. She also mentioned the possibility of advertising treatments like the sauna or massages more to staff. **CF** to bring up at CMT. DB asked if an agenda item for Health & Wellbeing could be added to the meeting agenda. Agreed unanimously; to be added.
- DA advised that painting was taking place on the kitchen corridor on the second floor today, while all kitchens were in use. **DN** to speak to Cheryl. The point was raised that the painters are unsupervised a lot of the time and therefore standards are dropping. **CF** to speak to James Martin and Stewart McKillop.
- Susan raised a point made by the Environment agency that speedbumps lead to more pollution and double emission. The suggestion to this would be removing the speedbumps

and replacing these with other calming measurements. **CF** to investigate, respond and if appropriate seek alternatives.

- ST advised that the Hair and Beauty reception are complaining about the noise levels during break times. **DN** to contact Quantum Telecom regarding a solution (headsets).
- ST raised the issue of the lights in the toilet 205A going off while someone is in the room. CF advised that the issue will be addressed and a process of upgrade is ongoing.
- Susan advised that clients to the College have complained about the parking situation in the College. CF advised that different options are being looked into (shuttle bus, car sharing). He also mentioned that a mandatory field for the car registration could be included in the enrolment form (MIS).
- ST inquired where incident report forms are available from as some members of staff were not aware where to get them. CF advised that these are kept at reception.

5. Date & Time of Next Meeting

6th December 2017 @ 2pm (Boardroom)