

HEALTH & SAFETY COMMITTEE – Wednesday the 17th April 2019 at 2pm

PRESENT:

- (CF) Craig Ferguson, Head of Facilities
(DN) Derek Newlands, Facilities & Safety Co-ordinator
(RA) Rhona Anderson, Faculty Administrator Care
(SP) Sydne Pruonto, Facilities Administrator
(DB) Derek Brown, Lecturer Construction and EIS H&S Rep
(MM) Mandy Murray, Depute Student Services
(MC) Margaret Campbell, Curriculum Manager Care
(AC) Alison Chambers, Associate Principal Business

APOLOGIES: Stewart McKillop (Principal), Lisa Beresford (Head of HR)

1. Minutes

- Food labelling: Action carried forward. **CF** and **AA** to discuss.
- The change to the welding fume extraction regulations has been passed on to David McLaren and James Martin. **CF** to chase a response (none received yet).
- The suggested First Aiders rota has been relayed on to Rose.
- Advice has been sought regarding First Aiders administering any medication if instructed by a paramedic. This is ok as long as the advice comes from a medical professional. To be raised at the next First Aiders meeting.
- Mandy Murray advised that the suicide talk training mentioned in the last meeting was delivered to students, not staff.

2. Accident Report

There were no unusual, unexpected or major injuries reported. There were two RIDDORs processed during the reporting period.

3. Changes to Health & Safety regulations

Craig informed that here is one slight change to the online reporting system for RIDDORs.

4. Committee member updates

- a) Derek Brown advised that room G05 is stiflingly warm and the extraction system insufficient.
- b) DB raised the question if the new nursery fence is high enough. **CF** to check with Tracy
- c) Margaret Campbell advised that the new electronic system of client guidelines and disclaimers is now in place.

- d) MC inquired if it was possible to get a phone for 333. **DN** to look into
- e) DN advised that he is currently waiting for the quote for the installation of the front wash in the hairdressing department.
- f) Mandy Murray mentioned that the availability of First Aiders is low during lunchtime. CF advised to phone the Building Supervisors in such circumstances.
- g) MM inquired about the possibility of a pre-programmed mobile phone for reception in order to quickly dial First Aiders numbers. **CF** advised that there are changes ahead with the main switchboard, so will be holding off on this one just now.

5. Date & Time of Next Meeting

TBC (next term)