

HEALTH & SAFETY COMMITTEE – Wednesday 26th September 2018

PRESENT:

- (SMcK) Stewart McKillop, Principal
 (LB) Lisa Beresford, Head of HR
 (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

1. **APOLOGIES:** None

2. **Minutes**

- Parking: Legal advice is being sought with regards to using stickers. **LB** to chase with the solicitors.
- Exchange of water cups with compostable ones: Samples to be supplied; **CF** to chase. A campaign to remove all cups long term is to be considered.

1. **Accident Report**

There were no unusual or major injuries reported. A significant number of incidents were related to dizziness/fainting.

2. **Changes to Health & Safety regulations**

- a) CF will give the group a note/email with updates.

3. **Committee member updates**

- Fire evacuation dates: **CF** to email dates to group
- a) First Aider availability: it was suggested to add reception staff to the First Aiders list. It would always be possible to do a handover to another First Aider if they were required to leave.
- b) The H&B department have updated their salon client guidelines and disclaimers; every client will have to complete the form and produce it in order to receive a treatment. An electronic copy will be kept by the College. The question was raised to put these disclaimers up in frames; **CF/DN** to liaise with Margaret Campbell/Joanne Warwick.
- c) The DSE assessments are changing to an electronic system. Until this is up and running, the current system can still be used.

- d) College wide Risk Assessments are currently being collated. They will be reviewed and displayed in high risk areas.
- e) Speeding in the car park: to liaise with Marketing for a leaflet regarding car park etiquette.
- f) MM advised the committee of the Bing Bang event the following Tuesday (2nd Oct) and the presence of a large number of school pupils in the College.
 - Food labelling: **CF** to speak to Angus Allan for labelling of food sold in the College.
 - MCI is currently in the process of a consultation on hair shampooing (front-facing sinks vs neck basins).
 - DA advised of the continuous presence of the cages in the kitchen corridor. **CF** to speak to them; if cages are present staff are to actively work on emptying these.
 - LB updated on the Clear Air Campus survey; both staff and students were looking for support on smoke cessation. Free sessions will be offered from November. A vaping shelter is to be installed shortly. Stewart McKillop asked if it was possible to increase the size of the smoking shelter; **CF** to look into. The question of how to deter smokers in the vaping shelter remains.
 - LB updated on further events; the World Mental Health Day will be taking place on the 10th October. Another Positivi-tea is to be scheduled. The Health & Wellbeing Event will take place on the 24th and 25th October.
 - MM advised of a high volume of deliveries being made to reception. CF advised that these should go to the delivery door; if already delivered staff is to ask the Building Supervisors to take to the bulk delivery.
 - MM reminded the committee of the new booking form for the Main Atrium that is to be used.
 - The question was raised when the door will be locked. This will take place after the October week. **Facilities** is to email out the details.
 - SMcK advised that the College is in the process of acquiring two electric bikes. This is thanks to a partial grant; the initial stage has been accepted, further details will be provided later in the year. A legal disclaimer will need to be produced.

4. Date & Time of Next Meeting

5th December @ 2pm, Boardroom