

HEALTH & SAFETY COMMITTEE – Tuesday 21st March 2018

PRESENT:

- (SMcK) Stewart McKillop, Principal
(CF) Craig Ferguson, Head of Facilities
(LB) Lisa Beresford, Head of HR
(DN) Derek Newlands, Facilities & Safety Co-ordinator
(AB) Aileen Berry, Admissions Advisor
(JW) Joanne Warwick, Curriculum Manager (Care)
(ST) Susan Thorburn, Faculty Administrator (Care)
(SP) Sydne Pruonto, Facilities Administrator
(DB) Derek Brown, (Lecturer Construction and EIS H&S Rep)

1. **APOLOGIES:** David Auchie, Lecturer (Business)

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

- Fire Wardens: car park duties are to be delegated to the most senior members of staff.
- Hair and Beauty reception: the addition of a glass baffle board at the handrail area will not go ahead.
- Parking: the option of using stickers to deter parking on double yellow lines and block deliveries/other vehicles is to be looked into. Legal advice is to be sought **LB**
- Project Griffin: the question was raised if there is a place to go if an evacuation was to take place, now that the James Watt Centre is not available anymore. SMcK advised that there will not be a designated indoor space available that could accommodate similar to previously the James Watt Centre but that this would be covered within the College Business Continuity Plan.

3. **ACCIDENT REPORT**

- There were no patterns, unusual or major injuries reported. Most are general injuries such as cuts, falls, burns, feeling ill and allergies. DB noted that the introduction of gloves to the workshops will have helped. There were less cases of students feeling faint/unwell as a result of not eating.

4. **AOCB**

- LB advised of the Clear Air Campus questionnaire is currently open; she will share any outcomes with the committee. SMcK asked for further no smoking signage to be put up on the path leading up to the smoking shelter and back. **CF** to organise. To investigate signage for giving up smoking.
- Stewart requested for a table lamp to be added to the breastfeeding room. **DN** to organise.

5. **Date & Time of Next Meeting**

Wednesday 9th May at 2pm