



South
Lanarkshire
College

East Kilbride

Appendix O

HEALTH & SAFETY COMMITTEE

MEETING

Tuesday the 11th October 2016

Boardroom

Present: Derek Newlands, Sydne Pruonto, Craig Ferguson, Aileen Berry, Susan Thorburn, David Auchie

1. **Apologies:** Joanne Warwick, Derek Brown, Rhona Keys

2. **Minutes**

- a) CF advised that the College is still waiting for feedback from the BREEAM data loggers in relation to room temps.
- b) CF mentioned that 3 pairs of cut proof gloves have been given to Cathy Purcell for the trial use in the kitchens. DA advised he hasn't aware of them. **CF** to follow up with Cathie. DA is using an own set in his classes. **CF** to obtain a pair from DA for comparison.
- c) CF advised that new First Aiders have been trained and assessed in the last week.
- d) E-cigarettes: CF advised that quotes have been requested and the existing no smoking signs will be replaced with new signs that include e-cigarettes.
- e) Fire drills: CF mentioned that, as support staff are currently not performing Fire Warden duties due to union action, no drills will be carried out and that a live one took place last week.

3. **Accident Report**

- a) There were a few wasps stings recently. CF advised that wasp pots are in place, have been refilled and an additional pot put up (Nursery).
- b) There have been a few incidents where students got foreign bodies into their eyes. CF advised that the relevant faculty has been formally informed about these incidents.

4. **AOCB**

- a) Relaying students' medical information to First Aiders: CF suggested creating a business card with all relevant information that can be kept in each First Aider's pouch. DA suggested keeping this in the back of the swipe card holder; but it was mentioned that confidential information might be more easily lost that way. CF will rethink.
- b) It was asked when the corridors will be locked down; this will happen after the October week. ST asked if the H&B reception should let people who have forgotten their cards through the double doors. CF advised not to do so. ST will relay.
- c) AB asked if it was possible to remind all staff where the defibrillators are in the College. CF approved.
- d) The question was posed if First Aid and Fire Safety is covered at the moment with the ongoing support staff union action; CF confirmed that there is sufficient cover; FEW are mostly lecturers and First Aid is being covered as well.
- e) The question was posed if there was a First Aid kit in 205. CF advised that there are no kits in work rooms, but that all First Aiders have a kit.
- f) AB brought up the issue that students are sitting on the floor in the P&D corridor, making it difficult for people to pass. **CF** to relay to Construction faculty.

g) **Date & Time of Next Meeting**

30th November @ 2:30pm (Boardroom)