

HEALTH & SAFETY COMMITTEE - Tuesday the 23rd January 2018

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

David Auchie, Lecturer

Susan Thorburn, Faculty Administrator

Sydne Pruonto, Facilities Administrator

1. **APOLOGIES:** Stewart McKillop, Derek Brown (Lecturer and EIS H&S Rep)

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.
- Further ASIST training has been completed; newly trained staff are to be supplied with keys. **DN** to organise.
- The concern of getting hold of a First Aider quickly at times is still ongoing. Susan suggested that First Aiders check in at reception in the morning to advise them when they are free/ on prep time. Agreed that this is to be relayed to all First Aiders. **CF** to do.
- Lisa advised that making H&S training available for staff online would be a good option. The next Staff Development Day is currently being organised; if not on this one, the option for H&S training will be looked into for the next CPD day after that.
- Craig advised that the working hours of the Painters have been changed to one late night/week to make sure busy areas are not being painted during College hours.
- Susan advised that the Hair and Beauty reception still have issues with the noise levels and that the new headsets are not helping enough. The suggestion was made to add a glass baffle board at the handrail area. **DN** to look into.

3. **ACCIDENT REPORT**

- There were no patterns, unusual or major injuries reported. Some of the cuts were only minor injuries when feedback was sought. Craig clarified that illnesses are not followed up, but injuries will be.

4. **AOCB**

- Parking: Susan raised the issue that a member of staff was using a cone to reserve a parking space during lunchtime. Craig advised that removing that cone would have been ok; if anyone but the Building Supervisors moves a cone this can be done. Alternatively, let Craig know if a member of staff needs to go somewhere urgently and Facilities can try and accommodate parking elsewhere.

- Toilet seat: A toilet seat was reported to have been missing in the Annexe. Derek advised that this had been checked and no seats are currently missing. A broken one was replaced and spare seats are available for further repairs.
- First Aiders during fire alarm: Susan raised the question where to turn to get a First Aider during a fire evacuation. Craig advised to approach the Building Supervisors at the front of the building or First Aiders in the car park.
- PEEP: Susan raised the question if guidance notes were available to complete a PEEP. Craig responded that the document is fairly straight forward to fill in, but that he would be available for any questions if required.
- Fire Alarm: Susan raised the question if some recent raised alarms were due to smoking in toilets. Craig advised that the issue is being addressed and cameras are currently being installed in front of toilets to monitor the situation.
- Fire Engines: Susan raised the question if engines should not be the first to leave before staff and students are allowed to move back into the building. Craig advised that the Fire brigade is in control of the environment and will decide who is to move first.
- Fire evacuation/ Baby in pram: Susan mentioned that during a recent evacuation a pram was carried down the stairs as they were advised they could not use the lift. Craig clarified that a lift should be used and the pram should not be carried down the stairs.
- Fire evacuation/ Outside temperatures: Susan reported that during one of the previous evacuations attendants had to remain in the cold and wet weather outside. Craig advised that if an evacuation is prolonged shelter can be sought in the Annexe building.
- Door entry button 2nd floor reception: Susan advised that reception staff are constantly asked to open the double doors. Craig advised that for security reasons this should not be done under any circumstances. Reception staff are happy for the button to be taken away; Joanne will convene with Myra, Margaret and reception staff to decide on a way forward.
- Health & Safety policy: Craig advised that the policy is now available on the Portal. The policy is searchable for certain duties. Questions can be directed to Craig.
- Risk Assessment training: Craig advised that the OM/CM group received training on Risk Assessments.
- Rural Academy Lanark: Craig advised that there is an Annexe building in Lanark where shortly College courses will be offered. Fire Risk Assessment and General Risk Assessments have been carried out and completed. The Fire evacuation procedure is yet to be completed.
- Risk Assessments: Room RA's have been completed; high risk areas have the RA's put up in rooms.
- Wellbeing: Lisa reiterated the routes available to staff when dealing with mental health wellbeing issues. Further ASIST training has been completed and three more members have been trained. There will be a Safe Talk training on the next Staff Development Day; a three hour session open to more members of staff. There is a mental health working group within the College. The staff survey will be sent out shortly; regarding benefits Lisa asked if anybody could think of anything, to get in touch with HR. Joanne wondered if a staff discount on Twilight classes offering massages and similar could be put on the staff benefits list.
- Sterilising unit: One sterilising unit has been moved to 162. **SP** to move item to new location on the asset database.
- Cages Canteen: David advised there is a large number of cages obstructing the kitchen corridor. Craig advised that the responsible heads have been informed last week; if the cages are still there right now to phone him and he will come and deal with it.
- Project Griffin: the question was raised if there is a place where to go if an evacuation was to take place, now that the James Watt Centre is not available anymore. Craig advised that information will be provided shortly (within the next 6-8 weeks); a business continuity plan is currently being worked on.

- Main reception floor: During a recent incident a member of staff slipped on a puddle behind main reception. Craig advised to treat it as a spill/puddle and contact Facilities/ the Building Supervisors to clear it up.

5. Date & Time of Next Meeting

1st March 2pm Boardroom