

HEALTH & SAFETY COMMITTEE – Wednesday 30th May 2018

PRESENT:

- (SMcK) Stewart McKillop, Principal
(CF) Craig Ferguson, Head of Facilities
(DN) Derek Newlands, Facilities & Safety Co-ordinator
(ST) Susan Thorburn, Faculty Administrator (Care)
(SP) Sydne Pruonto, Facilities Administrator
(DB) Derek Brown, (Lecturer Construction and EIS H&S Rep)

1. **APOLOGIES:** Aileen Berry (Admissions Advisor), Lisa Beresford (Head of HR), Joanne Warwick, Curriculum Manager Care)

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

- 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 **CF** to speak to LB to organise.

3. **ACCIDENT REPORT**

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

4. **AOCB**

- a) DB mentioned that during the Housekeeping inspections it was noticed that a lot of the exit doors are difficult to open. CF advised that they will be repaired and replaced during the summer.
- b) CF advised that due to cars being parked on the service road and deliveries and bin collections not being able to get in and complete their work, a barrier will be installed at the Low Carbon House that will only allow access to authorised personnel; contractors that need to be on the service road will be issued with a proximity card.
- c) SMcK enquired if it was possible to look into exchanging the current recyclable water cups with compostable cups. **CF**

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

TBC