



## **HEALTH & SAFETY COMMITTEE – Wednesday 26<sup>th</sup> September 2018**

### **PRESENT:**

- (CF) Craig Ferguson, Head of Facilities  
(LB) Lisa Beresford, Head of HR  
(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:** Stewart McKillop (Principal), David Auchie (Lecturer)

### 2. **Minutes**

- Parking: The draft of the stickers that are to be put on illegally parked cars is done; they will be rolled out by January.
- 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.
- Fire evacuation dates: **CF** to email dates to group.
- The H&B department have updated their salon client guidelines and disclaimers; the question was raised to put these disclaimers up in frames. They are currently with the solicitors, further details to follow.
- Food labelling: **CF** to speak to Angus Allan for labelling of food sold in the College.
- A new smoking and a new vaping shelter are going up shortly.

### 1. **Accident Report**

There were no unusual or major injuries reported.

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

- a) Carried forward.

### 3. **Committee member updates**

- a) Lisa Beresford advised that the Clear Campus signage design will be ready by the end of the year.  
b) Lisa updated on further events; the recent Health & Wellbeing event and the well-attended Mental Health event. The recent Staff development day also incorporated a mental health

session that HR is looking into extending in the future. A survey will be going out to staff regarding Health & Wellbeing. Lisa mentioned there is the potential of yoga classes.

- c) Derek Brown mentioned the issues of maglocks not working throughout the College and suggested a system of access via thumb print. Craig advised that IT and contractors are working on the maglock issue and that with thumb print access the storing of biometrics and any data collection implications need to be considered.
- d) Derek Brown inquired if the cones that are bolted to the ground are temporary or permanent measures. Craig advised that these are permanent to improve road safety.
- e) Mandy Murray advised that on the 17<sup>th</sup> January a Stop Smoking class will commence; it is free for staff & students. There will also be a toilet door campaign regarding this subject.
- f) Mandy advised that Suicide Awareness Training has been completed for Construction; Care will follow in January.
- g) Mandy informed that there has been a large number of complaints about parking in disabled bays without a badge. This has improved slightly and should hopefully be alleviated with the aforementioned stickers.
- h) Mandy inquired regarding a rota for First Aiders due to poor availability; Margaret Campbell suggested creating a timetable in line with teaching timetables. **CF** to discuss with AP's.
- i) Margaret Campbell was inquiring about the possibility of getting a front wash basin for the double salons; potentially a more portable one. **MC** to send along details for consideration.
- j) Margaret mentioned the lack of plasters and wondered if it was possible to install more dispensers. More dispensers to be installed (**SP**) and department to report to Facilities when dispensers are empty.
- k) Rhona Anderson mentioned the issue with clients trying to find a parking space for half an hour, then having to leave when they cannot find one. It was suggested to utilise the College town centre shuttle service more; **MC** to highlight days when the service may be useful at different times of the day.

#### **4. Date & Time of Next Meeting**

14<sup>th</sup> February @ 2pm, Boardroom