



## HEALTH & SAFETY COMMITTEE – Wednesday 27<sup>th</sup> February 2019

### PRESENT:

- (CF) Craig Ferguson, Head of Facilities  
(AA) Angus Allan, Depute Principal  
(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), Lisa Beresford (Head of HR)

2. **Minutes**

- Parking: Stickers have arrived and will be put into use shortly
- Fire Evacuations: **CF** provided report on the evacuations of this academic year. All evacuations carried out in less than 6 minutes, with two in less than 3 minutes.
- Food Labelling: Action carried forward from last meeting regarding labelling of food. **CF** and **AA** to take forward.
- “Clear Air Campus” signage is being installed.

1. **Accident Report**

There were no unusual or major injuries reported. There was one RIDDOR occurrence processed during the reporting period.

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

There was one change to the Welding Fume Extraction Regulations. David McLaren with James Martin are reviewing regarding whether or not the College procedures required to be updated. **CF** to follow up with **JM** and **DM**

3. **Committee member updates**

- a) Craig Ferguson to liaise with APs regarding First Aid rota/priority list.
- b) Question in relation to First Aid respondents and administering specific medication (not normally the practice) if instructed to by paramedics. **CF** to seek advice on the issue.
- c) Suicide awareness training has been delivered to various staff in all faculties
- d) Smoking Cessation classes are ongoing.

**4. AOCB**

Issue aired regarding vehicles parking on footpaths and blocking pedestrian access. Stainless steel bollards are to be installed.

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

17<sup>th</sup> April @ 2pm, Room 140A