

HEALTH & SAFETY COMMITTEE MEETING - Wednesday the 29th March 2017

Present: Derek Newlands, Sydne Pruonto, Joanne Warwick, Susan Thorburn, Derek Brown, David Auchie

1. Apologies: Aileen Berry, Craig Ferguson

2. Minutes

- a) Hire bus companies are to be given access route info for when they visit the College. **CF** in the process of supplying these.
- b) Training for Fire Wardens regarding their car park duties is currently being organised.
- c) Regarding the temperature in the Annexe; DN advised that on every occasion the temperature was being taken it was within the correct range.

3. Accident Report

- a) Reviewed Accident Report log from February to 28th March 2017 for trends. Noted that: -
 - NB914; Care Faculty - jammed finger in the door: DB suggested equipping doors with finger protectors. DN advised that the key areas (Nursery, First Floor Assisted Learning) are equipped with these. **DN** to check NB914 for exact description.
 - JW was looking for a clarification on the process of accompanying an injured person when calling an ambulance/taxi in a First Aid case. DN advised that with a taxi the hierarchy is 1. First Aider, 2. Person known to them. With an ambulance it is 1. Lecturer 2. Person known to them 3. First Aider.
 - Noted increase in accidents reported in the care Faculty but no trends highlighted.

4. AOCB

- a) ST inquired about the possibility of ASSIST trained staff using the First Aid rooms in the case of an incident. DN advised that each ASSIST member will get a key to the rooms shortly.
- b) DB asked if the AED's in the College are maintained. DN advised that he is testing these on a monthly basis.

5. Date & Time of Next Meeting

TBC (next term)