



Glasgow Kelvin College
Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 11 June 2025 at 3:30pm on MS Teams

1. Sederunt

Geoff Lawson, Health and Safety Manager; (Chair);
 Amrit Bedi, Equality and Inclusion Lead;
 Lisa Brown, MIS/Timetabling Assistant, Student Records;
 Jeanette Evans, Vice Principal Operations;
 Paul Haslett, Senior Estates and Facilities Co-ordinator;
 Elaine MacDougall, Senior Science Technician;
 Claire Reid; Head of Facilities and Environmental Sustainability;
 Gary Sharp; Student Support Services Manager;
 Ryan Shearer, Lecturer, WDCS (EIS/FELA);
 Doreen Shiels, Director of People and Culture; and
 Arlene Sweeney, Learner Engagement Officer.

In attendance:

Steven Young, Lead Health and Safety Business Partner, SRUC
 (for introduction purposes); and
 Lynne Porter (for recording purposes).

2. Apologies

Apologies were received from the following members:
 Zyshan Ali, Lecturer, SEA;
 Robin Ashton, Vice Principal Curriculum and Quality Enhancement;
 Jim Brady, Lecturer (EIS);
 Aiden Byrne, WDCS;
 Carol Goodwin, Curriculum Manager; WDCS;
 Steven Donnelly, Senior Curriculum Manager;
 Iain Ferguson, Lecturer, SEA;
 Chantelle McCallum, Student Association President;
 Monica McKerlie, Head of Student Support Services and
 Maree Shepherd, Library & Flexible Learning Officer.

3. Declarations of Interest

There were no declarations of interest.

G Lawson introduced Steven Young, Lead Health and Safety Business Partner at SRUC who was due to commence employment at Glasgow Kelvin College in August 2025 following the former's retirement. Members introduced themselves to Steven Young and explained their roles within the College to him. Steven Young spoke briefly about his current role at SRUC.

Steven Young left the meeting.

4. Minutes of the Previous Meeting held on 30 April 2025

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 30 April 2025.

5. Matters Arising from the Minutes of the Previous Meeting

Item 6a – Health and Safety Manager’s Update

G Lawson confirmed that terminology in the breakdown on page 2 of the report has been amended to more appropriate terminology.

G Lawson confirmed that he had dealt with the issue with dust coming into a staff area raised by S Donnelly and that he had produced a list to pass to Steven Young to organise a survey to be undertaken once the latter takes up his post at the College.

G Lawson informed members that he had sent the Fire Risk Assessment reports to R Shearer.

Item 07 - Health and Safety Policy Review – Review Date June 2025

G Lawson noted that the Health and Safety Policy would be considered by the Board of Management at their meeting on 11 June 2025.

Item 08 - Health and Safety Themes – 2025/26

G Lawson confirmed he had shown S Donnelly where to find the Health and Safety Themes document on the College intranet.

Item 09 - Safety Representatives Update

P Haslett updated members on parking issues at Springburn Campus. He noted that any changes to the shared road outside Springburn Campus would have to be approved by United, the company who share the access to the road and pavement prior to undertaking any further action. P Haslett advised that fencing was available that could be used to assist in blocking off some of the turning points at the car park to deter double parking.

P Haslett advised members that a walk round of toilet facilities at Springburn Campus had taken place and the issue of malfunctioning toilets would be addressed during the summer break.

Item 10 - Health and Safety/WorkRite Training for Staff

Item 10b – Staff

G Lawson confirmed he has reminded those with COSHH courses outstanding to complete them.

There were no further matters arising from the minutes of the previous meeting held on 30 April 2025.

6. Health and Safety

a) Health and Safety Manager's Update

The Health and Safety Manager gave a verbal Health and Safety update in which he provided information on the progress of Health and Safety within the College.

G Lawson informed members that there were 162 reported accidents/incidents and noted that 4 further accidents/incidents had been received as at the date of the meeting. He advised that there had been no serious injury or RIDDOR related reports. G Lawson noted that the largest number of incident reports were at Springburn Campus and that there was a greater number of non-work related than work-related incidents. G Lawson informed members that there was a gentle decline in the number of reports per year and the number fell below average this year compared to that of the previous decade. He noted that reports largely related to students and discussed follow on actions and outcomes after reports were received. G Lawson reported there were 8 incidents involving physical abuse and 19 involving verbal abuse for the academic year 2024/25. He advised that the severity of the incidents was lower than in previous years.

R Shearer noted a general increase across the education sector in the number of incidents involving violence and aggression and advised that staff had approached representatives regarding incidents, reported and not reported, within the College environment. He informed members that a survey had been issued to staff in early June 2025 and that he would share the results of this once responses had been received.

Safety Inspections

G Lawson reported that 280 workplace health and safety inspections were conducted up to 2 June 2025 and this figure had risen to 286 to date. He advised that the projected number of safety inspections for the 2024-25 period would exceed 300, a significant improvement on the preceding year's total of 272.

G Lawson informed members that the safety inspection schedule for 2025-2026 had been agreed with the majority of departmental and faculty managers and was attached at Annex A.

Occupational Health Surveillance

a. (OHS) Clinics

G Lawson reported that OHS programme for 2024/25 had been completed on 29 May 2025. He noted that 114 staff had been eligible to undertake various checks with 4 unable to attend and 2 due to reviews in August 2025. G Lawson informed members that 108 staff completed the programme and had participated in 254 individual checks. He noted that the first four clinics for the year 2025/26 would take place between 18 September to 21 October 2025.

b. Digitisation

G Lawson reported that staff OHS records, some of which pre-dated the College merger, had been sent to the Hill Company for digitising. He noted that control of, and

exclusive access to these records, would be the responsibility of the OHS provider (Acura OH) using a College-supplied laptop and a College account.

c. Hand-Arm Vibration Survey

G Lawson reported that an occupational health survey (HAVs) was conducted at East End Campus on Tuesday, 3 June 2025. He noted that the survey followed a RIDDOR report (12C109AE16) which was made on Wednesday, 28 May 2025 which related to a member of staff who, following routine OHS, has been diagnosed with Stage 2 Early Vascular HAVs.

G Lawson reported that the HAVs survey provided accurate vibration readings for the tools used in this area, from which the College could better measure the ongoing exposure for the relevant staff member. He noted the following:

- the member of staff was 'fit for work';
- the College's routine annual OHS programme successfully identified this issue at an early stage; and
- this has been RIDDOR reported as an occupational disease in a timely fashion.

First Aid Training

G Lawson informed members that a number of staff training sessions had been booked for:

- First Aid at Work trainer re-qualifications (x1) on 22-24 July 2025
- First Aid at Work qualified (x2) on 23-25 June 2025

Occupational Hygiene Survey – East End Construction

G Lawson advised that the report resulting from an air-quality survey (occupational health hygiene) undertaken at the East End Construction area on 19 March 2025 had been received. He reported that there were 8 recommendations contained therein and an action plan had been drafted to address these. G Lawson added that in relation to dust all staff tested with the exception of one were well below workplace exposure limits. He noted that one staff member, in one area undertaking one particular task, who had been exposed to slightly above workplace exposure limits had been undertaking the task incorrectly and wearing his respiratory protective equipment incorrectly. G Lawson advised that he would be speaking with staff members concerned on 12 June 2025 regarding training, that he would issue the action plan shortly and inform the Occupational Health Nurse of this situation and the staff members involved.

Fire Risk Assessments

G Lawson noted that the annual campus fire risk assessment reviews were conducted by Bell Fire and Security and resulted in 142 recommendations as below:

Campus	Conducted	Action Recommendations
Springburn	Mon 14 Apr	52 – of which 7 are immediate
Easterhouse	Tue 15 Apr	42 – of which 3 are immediate
East End	Wed 16 Apr	48 – of which 6 are immediate

G Lawson advised that work had commenced to address the priority (immediate) actions and progress was being made.

WorkRite Progress Report

G Lawson reported that Ideagen, the owners of the WorkRite system, had now 'retired' the AssessRite module. He advised that it was unknown as yet if or how this would affect the College's DSE training, but the new Health & Safety Manager would liaise with the Ideagen account manager to determine the way forward for online training provision.

G Lawson reported that there had been some improvement to completion numbers since the last Committee meeting, with two courses still well below the level required (Legionella and Manual Handling). He noted that reminders for all modules below 90% have been sent out.

	Introduced	WorkRite Module	Training Cohort	Target %	30-Apr-25	11-Jun-25	Current %	Requirement	Trend			
1	2017	Anti-Bribery & Anti-Corruption	419	90%	358	358	85.4	CRR	=			
2	2023	Anti-Money Laundering	22	90%	18	18	81.8	CRR	=			
3	2015	AssessRite (DSE)	419	100%	364	392	93.6	LR	✓			
4	2017	Conflict Resolution	428	90%	397	396	92.5	CRR	✓			
5	2017	COSHH	154	100%	144	143	92.9	LR	✓			
6	2021	Cyber Security Awareness	489	90%	437	437	89.4	CRR	=			
7	2017	Equality & Diversity	419	90%	399	399	95.2	CRR	=			
8	2015	FireRite	419	100%	422	420	100.2	LR	✓			
9	2020	First Aid	43	90%	43	43	100.0	CRR	=			
10	2018	GDPR	419	90%	406	404	96.4	CRR	✓			
11	2017	Home Workers (DSE)	419	100%	356	360	85.9	LR	✓			
12	2020	Legionella	26	100%	20	20	76.9	LR	✓		05-Jun-25	
13	2022	Lone Working	104	100%	84	87	83.7	LR	✓		488	Glasgow Users
14	2023	Manual Handling Awareness v2.0	42	100%	28	28	66.7	LR	✓			
15	2017	New and Expectant Mothers	1	100%	1	1	100.0	LR	=		40	Faculty Students - short term access
16	2017	OHSA (Office Health and Safety Awareness)	367	90%	315	314	85.6	CRR	✓		22	Learning Network (GELN Centre Staff)
17	2017	OHSALM	85	90%	70	70	82.4	CRR	=		7	Workplacements
18	2020	Risk Assessment	348	90%	334	333	95.7	CRR	✓		69	Non Glasgow Users
19	2017	Safeguarding	419	90%	398	397	94.7	CRR	✓			
20	2017	Working at Height	32	100%	30	30	93.8	LR	=		419	

	Introduced	WorkRite Module	Training Cohort	Target %	30-Apr-25	11-Jun-25	Current %	Requirement	Trend			
21		Catering Food Safety Level 2	15		9	9						
22		Driver Awareness	146		129	129						
23		Emergency Spill Response and Spill Kits	21		11	11						
24		Energy Awareness	11		5	5						
25		Energy Reduction	11		19	18						
26		Environmental Awareness v2.0	28		31	31						
27		High Voltage	6		4	4						
28		Level 1 Food Safety	2		8	8						
29		Mental Health Awareness	34		141	143						
30		Mindfulness	22		114	113						
31		MobileRite (Peripatetic Training)	340		308	308						
32		Personal Travel Safety	253		255	255						
33		Retail Food Safety Level 2	15		8	8						
34		Slips, Trips and Falls	24		343	341						
35		Spill Prevention	19		9	9						
36		Working in Confined Spaces	6		4	4						
37		Workplace Stress	19		16	16						

b) Legal and Current Issues – May 2025

G Lawson discussed the contents of the Legal and Current Issues Review and members noted the content. He confirmed the bulletins had been circulated to the appropriate staff for information and that all previous LCIRs could be accessed on the Health and Safety section of the College intranet.

c) Health and Wellbeing Activities

A Bedi discussed details of a number of health and wellbeing activities taking place within the College.

A Bedi informed staff that a Cakes and Conversations workshop took place in May 2025 at Easterhouse Campus with hospitality students providing refreshments and cakes.

She advised members that there was a new Equality and Inclusion page on the College intranet and that she would send members a link to this. A Bedi noted that 12-18 May was Mental Health Awareness Week and that pop-ups had taken place around the College campuses. She advised that stallholders from SAMH and Men Matters took part and various wellbeing activities had been organised with signposting provided for participants. A Bedi reported that news stories were being circulated via the Equality and Inclusion and occasionally via the online staff newsletter. A Bedi reported that the Spring Step Count Challenge was coming to an end. She also noted that work was being undertaken on highlighting mental health and reasonable adjustments staff stories covering conditions such as IBD, deafness, etc. and that this would be built upon during awareness days going forward to highlight modifications that could be put in place at work and how staff could support colleagues.

A Bedi discussed activities which took place in June including Pride pop-ups organised at each campus. She noted that further training had taken place with a small group resulting in an action plan for the forthcoming academic year which should assist the College to achieve the ?? award by December 2025.

A Bedi informed members that she had updated the wellbeing page with G Sharp contributing some information on reasonable adjustments when supporting students and P Connolly contributed information on supporting staff for managers. She advised that this would be published in August 2025.

A Bedi advised that the College runs a Social Walking Club and that the club had its own Teams page. She noted that morning walks would take place weekly or fortnightly from Easterhouse and Springburn campuses and that this may be extended to include lunchtime walks in the future. A Bedi informed members that one of the Equality Outcomes for the College from the Public Sector Equality Duty was to enhance staff and student mental health and wellbeing and advised that there would be a lot of activities planned to enable this during the new academic year. She noted that there were still spaces available on the wellbeing trip to Largs organised by John Montgomery. A Bedi added that requests had been received for staff networks in wellbeing and neurodiversity to be developed going forward.

7. Nomination of New Chair for Academic Year 2025/26

S Donnelly was nominated and seconded to be the Chair of the Health and Safety Committee for academic year 2025/26.

J Evans formally noted her thanks to G Lawson for all his hard work and effort in supporting her and the College and for his continued effort to ensure a smooth transition for the College and its staff in advance of his retirement. She noted that a farewell lunch would take place for Geoff on 17 June open to all who wished to attend

and expressed gratitude to Geoff from the senior management and all his colleagues for everything he had achieved during his time at Glasgow Kelvin.

J Evans and D Shiels left the meeting.

8. Safety Representatives Updates

R Shearer reiterated the issuing of a survey to staff examining developments across the education sector and trends coming through management updates and members approaching representatives. He noted that having had sight of the Fire Risk Assessment reports issue which were intended to be raised seemed to be in hand. R Shearer highlighted the main issue of plug overload arising from insufficient or faulty plug infrastructure.

P Haslett noted that feedback from staff and students had been considered and issues raised would be addressed over the summer break. He added that Estates were looking at projects they would like to undertake and ensuring they have the budgets to do so.

G Lawson requested L Brown update her department's risk assessments to reflect their recent change of campus location.

Action: L Brown

G Lawson advised members that E MacDougall had agreed to cover the health and safety competent role during the interim period between his leaving and Steven Young commencing employment with the College. He advised that E MacDougall would cover risk assessments, walk rounds, etc. and act as first point of contact for health and safety related issues, supported by C Reid and J Evans as well as Steven Young via telephone. G Lawson thanked E MacDougall for taking on this role.

9. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Members

G Lawson requested that this item be retitled Health and Safety Committee Training as WorkRite and other staff training was covered elsewhere on the agenda.

Action: L Porter

G Lawson reported that 4 members of staff were required to complete the appropriate OHSA/OHSA for Line Managers courses and Mental Health Awareness courses. He noted that he had sent reminders to the relevant staff requesting them to do so.

b) Staff

Staff training was discussed previously under Item 5.

10. Estates Update

P Haslett provided a summary of progress to date within Facilities that included:

Springburn

- cladding inspection works started 9 June 2025;
- Social Hub changes ongoing – furniture due;
- toilet repairs – feedback from staff and students;
- portable appliance testing - moved to summer break – staff requested to leave equipment out for testing; and
- aircon to be installed in various classrooms.

East End

- roof leaks – ongoing repairs MF11;
- entrance roof to Sensory Garden damaged - work booked for summer; and
- swipe access only over summer.

Easterhouse Campus

- Support for Learning Garden – rainwater harvesting system to be procured;
- vandalism – security measures in place and working. New Security cover over summer;
- lower ground floor flooding - pump issues – replacement pumps due to arrive on 11 June; and
- swipe access only over summer.

General Information (all buildings)

- minibuses – looking into upgrade due to age – ongoing;
- summer works plans and requests to be finalised;
- new cleaning company appointed – Pristine; and
- please put any requests on the New Estates Helpdesk.

E MacDougall noted that the Science Department undertake their own PAT testing.

G Sharp advised that a tops delivery was due to arrive on 19 June. He advised that the tops may be better installed after delivery of the chairs and suggested that he send an email to the delivery company to deliver all items on that date.

Action: G Sharp

A Sweeney requested that P Haslett inform the cleaning company that some of the sanitary product dispensers were empty and request these to be filled.

Action: P Haslett

R Shearer advised that an email issued to staff to leave equipment out for PAT testing may cause some issues in off-site areas where expensive teaching equipment cannot be left out and access would usually be with staff accompanying contractors. P Haslett suggested keys to access high value items be left with Estates staff who could allow access to the company for PAT testing and lock away the equipment safely afterwards.

11. A.O.C.B.

G Lawson informed members that Health and Safety meetings for the new academic year would be recorded. L Porter advised that members were to be informed in advance of this in case anyone had objections to this.

G Lawson informed members that M McKerlie was leaving the Committee with G Sharp taking on the role. He noted that I Ferguson was also leaving the Committee. He expressed his personal appreciation and thanks on behalf of members to them for their service and welcomed G Sharp to the Committee.

12. Impact on Students –Student impact to be considered as a consequence of the consideration of the above agenda

Members agreed no new Student Impact issues had arisen as a consequence of the business conducted at the meeting held on 11 June 2025.

13. Equality Management - Equality issues to be considered as a consequence of the consideration of the above agenda

Members agreed no new Equality Management issues had arisen as a consequence of the business conducted at the meeting held on 11 June 2025.

14. Risk Management - Risk issues to be considered as a consequence of the consideration of the above agenda

Members agreed that no Risk Management issues had arisen as consequence of the business conducted at the meeting held on 11 June 2025.

15. Data Protection - Data Protection issues to be considered as a consequence of the consideration of the above agenda

Members agreed no new Data Protection issues had arisen as a consequence of the business conducted at the meeting held on 11 June 2025.

16. Impact on Sustainability – Sustainability issues to be considered as a consequence of the consideration of the above agenda

Members agreed no new Sustainability issues had arisen as a consequence of the business conducted at the meeting held on 11 June 2025.

17. Closure

The meeting closed at 4.32pm.

18. Date of Next Meeting

The date of the next meeting is to be scheduled.