

Glasgow Kelvin College
Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 4 October at 3:30pm on MS Teams

1. Sederunt

Lisa Brown, MIS/Timetabling Assistant, Student Records; (Chair)
Geoff Lawson, Health and Safety Manager;
Steven Donnelly, Senior Curriculum Manager;
Jeanette Evans, Vice Principal Operations;
Iain Gordon, Head of Facilities and Environmental Sustainability;
Paul Haslett, Senior Estates and Facilities Co-ordinator;
Elaine MacDougall, Senior Science Technician;
Monica McKerlie, Head of Services to Support Learners;
Ryan Shearer, Lecturer, HCCLD (EIS/FELA) and
Doreen Shiels, Director of Human Resources.

In attendance:
Lynne Porter (for recording purposes).

2. Apologies

Apologies were received from the following members:

Jim Brady, Lecturer (EIS);
Martin Clark, (Unison); FE Health and Safety Branch Officer;
Iain Ferguson, Lecturer, ECS,
Carol Goodwin, Curriculum Manager; HCCLD
Maree Shepherd, Library & Flexible Learning Officer (Unison);
Arlene Sweeney, Learner Engagement Officer; and
Fiona Templeton, Community Learning and Development Manager

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting held on 7 June 2023

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 7 June 2023.

5. Matters Arising from the Minutes of the Previous Meeting

There were no matters arising from the minutes of the previous meeting held on 7 June 2023.

6. Health and Safety

a) Health and Safety Manager's Update – NOT IN THE PUBLIC DOMAIN

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 reported that there were 35 incidents in total since the previous meeting and that the annual reporting rate was slightly below the expected level pre-Covid.

He noted that there were 2 RIDDOR reports over academic year 2022-23, one relating to a physical altercation and one related to a slip and fall, both involving a loss of consciousness.

G Lawson reported that there were no concerns relating to incidents to date during the current academic year.

Internal H&S Audit

G Lawson informed members that following the earlier Henderson Loggie audit, he had undertaken an internal health and safety audit during May and June 2023 to ascertain the level of knowledge, awareness and understanding of the health and safety management system (HSMS), processes and procedures amongst staff. He noted that the resultant feedback, from 38 separate sub-departments across College, was as follows:

- 11 from Support departments
- 7 from sub-departments within Business and Creative Industries (BCI)
- 7 from sub-departments within Engineering, Construction and Science (ECS), and
- 13 from sub-departments within Health Studies, Care and Learner Development (HCCLD)

G Lawson noted that these numbers were fairly average across most colleges and industries. He informed members that over the next few months he would send out emails, carry out training and raise awareness in the areas that had been highlighted to ensure that staff and managers understand the relevant procedures and know where to access health and safety information.

G Lawson noted that an external full health and safety management audit would be undertaken in late 2023/early 2024.

Safety Inspections

G Lawson informed members that the College's health and safety inspection programme was based on quarterly inspections by Support functions and three inspections per academic year by the three Faculties. He reported that during the previous academic year there were 166 individual safety inspection reports and that a couple of points arose which were longer term issues requiring investment, some of which had now been resolved.

Occupational Health Surveillance Clinics

G Lawson reported that 13 clinics covering 112 staff took place during 2022/23 and included the following number of checks:

- 49 x Audio
- 19 x Hand-Arm Vibration
- 94 x Respiratory (Lung Function)
- 107 x Skin (Dermatitis)
- 4 x Blood tests (Lead-work), and
- 15 x Eyesight (driving)

He noted that a further 17 audio checks were due to take place for an additional 17 members of staff in Sound Production.

G Lawson advised that the first scheduled clinics for 2023/24 took place on 21 and 26 September and that a further clinic would take place on 5 October 2023. He added that there were approximately 12 further clinics to be held following these.

Scottish Fire & Rescue Service (SFRS) – Reducing Unwanted Fire Alarm Signals

G Lawson informed members that the SFRS had stopped attending automatic fire alarm (AFA) call outs to commercial business and workplace premises such as factories, offices, shops and leisure facilities (the College falls under this category) unless a fire has been confirmed. He advised that the College had adapted its processes to ensure that staff with responsibility for workplace premises would safely investigate a fire alarm before calling 999. G Lawson advised that staff would check the fire panel for indications of multisensory/heat alarms, push calls or gas suppression system activation and if found would immediately call 999. He added that if only a single fire alarm was activated, staff would safely look for confirmation of an actual fire, or signs of fire to confirm whether SFRS resources were required.

Fire Risk Assessment Reviews

G Lawson informed members that there was one outstanding issue from the previous set of Campus Fire Risk Assessment Reviews which was sourcing a contractor to undertake electrical safety inspections at Springburn Campus. He advised members that he would speak with I Gordon to ascertain if this issue had been resolved.

Action: G Lawson

Figures for the latest Fire Risk Assessment Reviews were as follows:

Campus	Issues Identified	Issues Remaining	Remarks
East End	4	0	All issues resolved
Easterhouse	4	0	All issues resolved
Springburn	8	1	Contractor to carry out electrical installation inspection
West End	6	0	All issues resolved
Total	22	1	

COSHH Incident Actions

G Lawson reported that the College had now completed 82.2% of the actions identified, 12.3% were in progress and 5.5% were outstanding. He advised that outstanding actions would be progressed in due course as the College undertook reviews of the COSHH Assessments as they arise on the system.

Figures detailing the COSHH incident actions were reported as follows:

Date	Complete	In Progress	Outstanding	Not Required	Remarks
21 Sep 22	24	43	7	3	
2 Nov 22	41	26	7	3	
25 Jan 23	48	20	5	4	RPE/PPE visit from Arco and Mabbett training proposals have been received and will drive completion figures even higher in due course.
29 Mar 23	48	20	5	4	No change. RPE training scheduled
26 Apr 23	53	16	4	4	RPE face fit training conducted and additional COSHH Assessment training booked for May 23
7 Jun 23	60	9	4	4	Only long term actions remaining

WorkRite Progress Report

G Lawson informed member that a number of staff had left the College in the summer of 2023 and their completion figures had dropped off the current matrix. He advised that completion levels were predominantly above 90% with some discrepancies in Anti-Money Laundering, Lone Working and MHv2 courses.

G Lawson noted that Cyber Security Awareness figures were approximate as the system currently would not allow registrations/completions from more than a year previously to be reported. He added that this issue was under investigation by WorkRite.

Completion rates for WorkRite training were outlined as follows:

	Workrite Module	H&S / Other	Cohort No.	Target No.	Target %	07-Jun-23	Current	Current %	Trend
Legally Mandated Training			474						
1	Asbestos (1 Learning Network - LN)	H&S	25	25	100%	23	24	96.0	▲
2	AssessRite (DSE) (18 LN)	H&S	442	442	100%	447	429	97.1	▼
3	COSHH (5 LN)	H&S	163	163	100%	155	151	92.6	▼
4	FireRite (24 LN)	H&S	474	474	100%	470	446	94.1	▼
5	HandleRite (9 LN)	H&S	188	188	100%	153	151	80.3	▼
6	Home Workers (DSE) (23 LN)	H&S	409	409	100%	420	396	96.8	▼
7	Legionella Essentials (1 LN)	H&S	28	28	100%	26	27	96.4	▲
8	Lone Working	H&S	27	27	100%	18	21	77.8	▲
9	Manual Handling Awareness 2	H&S	29	29	100%	6	10	34.5	▲
10	Working at Height (1 LN)	H&S	30	30	100%	27	28	93.3	▲
11	Anti-Bribery & Anti-Corruption	Other	474	474	100%	438	415	87.6	▼
12	Anti-Money Laundering	Other	474	474	100%	1	3	0.6	▲
13	Cyber Security Awareness	Other	474	474	100%	371	376	79.3	▲
14	Equality & Diversity	Other	442	442	100%	435	413	93.4	▼
15	GDPR	Other	474	474	100%	447	424	89.5	▼
16	Safeguarding	Other	474	474	100%	430	407	85.9	▼
17	Pregnancy	Other	0	0	100%	0	0		
College Required									
18	Conflict Resolution	H&S	474	474	90%	441	415	87.6	▼
19	First Aid	H&S	39	35	90%	34	34	96.9	▲
20	MobileRite (Peripatetic Training)	H&S	415	374	90%	369	342	91.6	▼
21	OHSA (Office Health and Safety Awareness)	H&S	379	341	90%	342	320	93.8	▼
22	OHSA/ALM	H&S	80	72	90%	71	69	95.8	▼
23	Personal Travel Safety	H&S	332	299	90%	301	279	93.4	▼
24	Risk Assessment	H&S	414	373	90%	408	381	92.0	▼
25	Slips, Trips and Falls	H&S	474	427	90%	425	399	93.5	▼

Awareness Training (Voluntary)									
26	Driver Awareness		474	474		146	141		▼
27	FeelRite (Stress Training)		474	474		417	395		▼
28	Coronavirus & Homeworking Essentials		474	474		451	423		▼
29	Coronavirus - Back to Work		474	474		439	413		▼
30	Emergency Spill Response and Spill Kits		6	6		4	7		▲
31	Food Safety (Catering Level 2)		5	5		5	7		▲
32	Food Safety (Level 1)		7	7		7	7		—
33	Food Safety (Retail Level 2)		5	5		5	7		▲
34	High Voltage		2	2		1	3		▲
35	Mental Health Awareness		474	473		119	131		▲
36	Mindfulness		474	474		93	111		▲
37	Spill Prevention		5	5		3	7		▲
38	Workplace Stress		474	474		98	102		▲
39	Energy Awareness		474	474		1	4		▲
40	Energy Reduction		474	474		19	20		▲
41	Environmental Awareness		29	29		23	25		▲
42	Environmental Awareness 2		474	474		17	19		▲

Draft Annual Health and Safety Report for Board of Management Operational Plan

G Lawson invited members' questions on the draft document. He advised members that he had drafted a summarised version for the Finance and Resource Committee.

Road Safety

G Lawson advised that an EIS/FELA member had raised an issue about road safety at Easterhouse Campus. He also informed members that a student had been injured in a road traffic accident at the pedestrian crossing at East End Campus.

G Lawson reported that, following contact with Glasgow City Council, works were scheduled to mitigate the issues at both campuses. He advised that works would include road marking and signage improvement works scheduled to be undertaken within the vicinity of the zebra crossing on Carntyne Road at East End as well as upgrading of the existing 'Belisha' beacon columns to improve the lighting aspects of the crossing.

G Lawson informed members that Glasgow City Council (Traffic and Road Safety Department) had begun work to install traffic signals on Westerhouse Road, Easterhouse in order to provide a pedestrian facility. He added that these would be installed at a location slightly up from the College's main entrance as no suitable location for a crossing was available directly outside the College entrance due to the two bus stops and numerous access points in that area.

Further discussion took place about the risks at East End campus due to there being no right turn into the campus approaching eastward along Duke Street.

I Gordon informed members that the Estates staff were looking to obtain quotes to improve road markings and directional arrows in the areas of the car park and entrance at Easterhouse Campus owned by the College.

Tabled – First Aid Incidents Involving Safeguarding Issues

G Lawson informed members that he had sent an email to all First Aiders who were reporting incidents involving an element of safeguarding issues to clarify the procedure when reporting first aid incidents involving an element of safeguarding issues to ensure these are properly reported to the duty safe guarder on the Safeguarding Team.

Tabled – Disabled Parking

G Lawson informed members that the College was increasing the number disabled parking bays at Springburn Campus car park above the legally mandated number to six spaces. He added that use of these spaces would be monitored to ascertain if this was a sufficient number for requirements. G Lawson noted that consideration would also be given to this at other campuses, although there appeared to be no current issues at Easterhouse or East End.

b) Legal and Current Issues Review: June, July, August and September 2023

G Lawson spoke to the contents of the Legal and Current Issues Reviews and requested members to note 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.

Members of the Health and Safety Committee agreed to:

- note the contents of the Health and Safety Manager's update;
- note the action taken to address health and safety issues raised and action points for the future; and
- request that the Health and Safety Manager to bring progress reports to all future meetings of the Committee.

c) Health and Wellbeing Update

D Shiels informed members that meetings of the Health and Wellbeing Working Group were to be organised and that she and M McKerlie would work on this.

D Shiels confirmed that the WRAW report had been sent to trade unions and that it would be brought to a future Health and Safety meeting. She advised that the recommendations contained within the report would be progressed. D Shiels advised that she would bring an example of a health and wellbeing strategy designed by Simply Health to a future meeting and that it was the intention to create a health and wellbeing strategy for the College.

7. Review of Health and Safety Committee Terms of Reference

G Lawson noted a change of membership in the Committee since the Terms of Reference were reviewed in March 2023. He advised that this document was included on the agenda to refresh members' knowledge of the remit of the Health and Safety Committee.

Members noted the contents of the document.

8. Safety Representatives Updates

R Shearer reported that some of the CO2 monitors within the College were showing a 'no battery' warning and queried whether this automatically alerted a central device. G Lawson noted that the monitors functioned on an individual basis and that he had batteries on order to replace them.

9. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Members

G Lawson reported that all Committee members were up to date with health and safety training.

b) Staff

G Lawson reported that he was currently identifying staff who required ladder safety training and that he has organised an e-learning training package to be undertaken by the relevant staff within the next month. He added that following the training he would reinvigorate the ladder safety inspection regime within the College.

10. Estates Update

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

Springburn

- cladding – investigation works have been instructed - investigation completed – report with possible solutions and costing being reviewed;
- ongoing snagging with West Campus moves works; and
- Estates Capital Fund ECP23 starting - ongoing projects must be completed before 31 March 2024.

West

- proposed closing of West Campus – ongoing – date to be confirmed;
- almost all materials have been relocated from West Campus to various campuses;
- looking at large LEV - sale or disposal – confirmation that we cannot use the unit at East End Campus;
- ongoing discussions related to printing press being relocated – not moving to East End Campus - possible donation to museum to be confirmed by Faculty;
- relocation of archive storage - APUC consultation process under way; and
- campus opening times are 7.00am to 2.00pm - notice required from Faculties for access.

East End

- electric charger fitting and turning circle installation – completed;

- Art area snagging works are ongoing; and
- new foyer floor to be installed over the October week - work commencing 14 October until 22 October 2023. Building will be closed during these dates.

Easterhouse

- front area at ramp tidy – completed;
- Support for Learning area to be created at back of building - ongoing works;
- canopy clean – investigate; and
- re-marking of car park directional arrows for one way system.

General Information (all buildings)

- survey carried out for new water dispenser units for Springburn, East End and Easterhouse campuses - 11 in total (2 styles) – awaiting delivery;
- networking of CCTV systems to all buildings. ICT collaboration required. ICT update required. Link in with Security reviews - Estates and ICT to discuss; and
- any request for assistance should be logged through the Estates Helpdesk.

P Haslett agreed to check on 2 unassigned Estates Helpdesk jobs from August 2023 for R Shearer.

Action: P Haslett

M McKerlie noted that Skills Development Scotland (SDS) had raised a query about RAAC in College buildings. I Gordon advised that the College had undertaken an investigation within the College and had been designated as safe in this respect. M McKerlie requested that I Gordon send her an email confirming this so that she could respond to SDS.

Action: I Gordon/M McKerlie

11. AOCB

There were no issues raised under this item.

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

Members agreed that no student impact issues had arisen as a consequence of the business conducted at the meeting held on 4 October 2023.

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 4 October 2023.

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 4 October 2023.

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 4 October 2023.

16. Closure

The meeting closed at 4.20pm.

17. Date of Next Meeting

The date of the next meeting is 1 November 2023.

JE/GL/JG
Glasgow Kelvin College
4 October 2023