

Glasgow Kelvin College
Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 21 February 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;
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:

Robin Ashton, Vice Principal Curriculum and Quality Enhancement
Jim Brady, Lecturer (EIS);
Martin Clark, (Unison); FE Health and Safety Branch Officer;
Iain Ferguson, Lecturer, ECS,
Carol Goodwin, Curriculum Manager; HCCLD;
Iain Gordon, Head of Facilities and Environmental Sustainability;
Paul Haslett, Senior Estates and Facilities Co-ordinator;
Maree Shepherd, Library & Flexible Learning Officer (Unison); and
Arlene Sweeney, Learner Engagement Officer.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting held on 1 November 2023

On page 2 under Item 6a, G Lawson requested the number of individual safety inspections undertaken the previous academic year be amended from 166 to 138.

Action: L Porter

The remaining minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 1 November 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 1 November 2023.

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 reported that there were 63 accidents/incidents in total since the previous meeting and that the majority of incidents had occurred at Springburn Campus.

G Lawson advised that of the overall incidents dealt with since the beginning of the academic year, 35 were work-related and 94 were non work-related. He also gave a breakdown of the numbers of staff, students, contractors or member of the public involved in the incidents and outcomes.

G Lawson informed members that there were 2 RIDDOR reports submitted this academic year, one relating to a student with burns to the forehead and fingers and one related to a student who had a double fracture of their wrist. He noted there had been 11 incidents reported under the Abuse/Violence category, 3 of which were reported to Police Scotland.

Safety Inspections

G Lawson reported that 142 workplace health and safety inspections had taken place during the past 6 months and that the projected number of safety inspections for the 2023-24 period would be in the region of 270-290. He noted that SMT members would participate in some of these inspections.

Occupational Health Surveillance (OHS) Clinics

G Lawson reported that 10 clinics took place during September 2023 – February 2024 and that a further 2 clinics would take place on 29 February and 28 March 2024. He noted that a further 2 clinics were due to take place in May and June 2024. G Lawson confirmed that 90 members of staff had attended their OHS appointment and been assessed 'fit for work', 26 members of staff were still to attend an appointment and 11 had been scheduled with a follow-up appointment.

First Aid Training

G Lawson reported that two emergency first aid training courses had been booked, one had taken place on 24 January 2024 with another due to take place on 23 February 2024. He advised that a 3 day First Aid at Work course was due to take place on 4-6 March 2024.

Disabled Parking Bays – Springburn Campus

G Lawson reported that following a review of parking bays for people with disabilities, an additional space had been added bringing the total available to 6.

Flu Clinic

G Lawson reported that 67 members of staff had noted an interest in attending the flu clinic at Springburn Campus on Wednesday, 22 November 2023. He noted that he was awaiting feedback from the company involved regarding how many staff members took up the offer of a vaccination.

Road Safety

G Lawson informed members that the new pedestrian crossing on Westerhouse Road (adjacent to Easterhouse campus) had been completed. He advised that works at East End Campus to improve road markings, lighting and signage at the zebra (pedestrian) crossing were due to commence on Monday, 26 February.

WorkRite Progress Report

G Lawson informed members that the numbers had decreased following an ongoing review of the module content for both managers and individuals to achieve more of a focus on training requirements for each role.

He highlighted that the Lone Working module had not been well published and advised that following review meetings this module had been added to a number of staff profiles.

G Lawson informed members that both Coronavirus modules had been taken off staff profiles, but had been retained offline and that the original Environmental Awareness module had been replaced by a second version. He also noted that the original HandleRite had been replaced by a Manual Handling Awareness 2 module.

Completion rates for WorkRite training were outlined as follows:

Legally Mandated Training				457	26 GELN - 3 Admin accounts				updated 30 Jan 24	
1	Asbestos	Annual	H&S	24	24	100%	24	24	100.0	✓
2	AccessRite (DSE)	2 Years	H&S	428	481	89%	423	358	81.2	✓
3	CDSEH	2 Years	H&S	83	83	100%	83	84	92.2	✓
4	F&E	Annual	H&S	435	435	100%	428	381	74.8	✓
5	Home Working (DSE)	2 Years	H&S	382	382	100%	386	285	74.6	✓
6	Legionella Awareness	Annual	H&S	27	27	100%	27	23	85.2	✓
7	Lone Working	2 Years	H&S	62	62	100%	21	33	53.2	✓
8	Manual Handling Awareness 2	2 Years	H&S	37	37	100%	13	28	64.1	✓
9	Working at Height	Annual	H&S	28	28	100%	28	23	82.1	✓
10	NEV (Fragrance)	As Required	H&S	1	0	0%	0	0	100.0	✓
College Required										
11	Anti-Gripping & Anti-Corruption	2 Years	Other	20	20	100%	432	16	36.6	✓
12	Anti-Money Laundering	2 Years	Other	22	22	100%	2	15	68.2	✓
13	Conflict Resolution	2 Years	H&S	450	450	100%	485	312	64.6	✓
14	Cyber Security Awareness	2 Years	Other	440	440	100%	428	282	65.9	✓
15	Equality & Diversity	2 Years	Other	435	435	100%	421	334	73.4	✓
16	F&E	Annual	H&S	28	24	85%	31	27	73.1	✓
17	GDPR	2 Years	Other	440	440	100%	442	342	74.3	✓
18	Mobile PHS (Personal Training)	2 Years	H&S	398	392	98%	333	283	72.4	✓
19	OSHA (Office Health and Safety Awareness)	2 Years	H&S	385	325	84%	318	275	71.3	✓
20	OSHA (OSHA for Line Managers)	2 Years	H&S	83	75	90%	68	68	72.3	✓
21	Personal Travel Safety	2 Years	H&S	287	287	100%	274	210	76.7	✓
22	Risk Assessment	2 Years	H&S	388	340	88%	371	273	71.1	✓
23	Signposting	2 Years	Other	435	435	100%	388	368	87.2	✓
24	Slips, Trips and Falls	2 Years	H&S	17	15	88%	258	14	5.4	✓

Awareness Training (Voluntary)									
25	Catering Food Safety Level 2			10	13		7	6	▼
26	Driver Awareness	3 Years		70	79		136	51	▼
27	FeelRite (Stress Training)	3 Years		447	447		387	333	▼
28	Emergency Spill Response and Spill Kits			20	29		8	10	▲
29	Energy Awareness			8	8		4	5	▲
30	Energy Reduction			8	8		20	5	▼
31	Environmental Awareness 2			29	29		19	14	▼
32	Food Safety (Retail Level 2)			10	13		7	6	▼
34	High Voltage			4	4		3	4	▲
32	Level 1 Food Safety			14	14		7	6	▼
35	Mental Health Awareness			2	0		132	143	▲
36	Mindfulness			2	2		111	125	▲
37	Spill Prevention			18	19		7	7	—
38	Workplace Stress (Agile Style Training)			1	1		102	118	▲
39	Working in Confined Spaces			3	3		3	3	
	Coronavirus & Homeworking Essentials			0	0		416	394	
	Coronavirus - Back to Work			0	0		493	370	
	Environmental Awareness			0	0		25	24	
	HandleRite	2 Years	H&S	151	151	100%	149	121	

IOSH Risk Assessment Training

G Lawson advised that 45 members of staff had been enrolled in an online IOSH Risk Assessment course (9 x support staff in June and 36 x academic staff in August) to enhance departmental and faculty risk assessment competence by providing certificated training. He noted that this broadening of competence underpinned the move of the College risk assessments onto the WorkRite risk management System (RMS).

G Lawson reported that to date 25 staff members had completed the training, 3 had left the College with their logons being reallocated to additional volunteers. He advised that the remaining staff members had until 6 March 2024 to complete and newer volunteers until 1 May 2024.

Online Safety Training

G Lawson informed members that of the 88 staff members who signed up, 80 had completed the online safety training. He added that 4 others were on long term absences and the remaining 4 had still to engage with the training. G Lawson noted a reminder had been sent to the latter and line managers.

b) Legal and Current Issues Review: November and December 2023, January and February 2024

G Lawson discussed the contents of the Legal and Current Issues Reviews 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.

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 Workgroup Update

D Shiels informed members that meetings of the Health and Wellbeing Working Group were still to be organised.

D Shiels confirmed that a number of health and wellbeing events for staff and managers would be held on the Staff Development Day on 6 March 2024 as well as various sessions throughout the academic year including themed months. She advised that there would also be further My Kelvin sessions taking place aimed at teambuilding as well as wellbeing and that a Wellbeing Day would be organised in June 2024.

7. Road Safety Update

This item was discussed under Item 6a.

8. Safety Representatives Updates

R Shearer reported that staff members had appreciated the effectiveness of the inclement weather notification procedure.

In response to an email request from J Brady, G Lawson confirmed that Estates were aware of the requirement to ensure the area outside the back yard garage at Springburn Campus was included in gritting procedures.

9. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Members

G Lawson reported that all Committee members except 1 were up to date with health and safety training.

b) Staff

G Lawson noted that this would be addressed following the updates to each staff members' individual WorkRite profiles to ensure a fair representation of completion numbers was reported.

10. Estates Update

J Evans informed members that the Estates Department were trying to close off a number of capital projects within the College prior to 31 March 2024. She noted that there would also be funding for a number of specific small areas of work requested by Faculty and other departments.

J Evans advised that due to staff absences within Estates, the College had approached another College for some assistance in this regard and in the interim had also been working with Project Managers who might have availability to assist the College with ongoing works.

11. AOCB

R Shearer raised a concern regarding a recent fire alarm activation which had resulted in the Scottish Fire and Rescue Service (SFRS) attending Springburn Campus when it was unnecessary to do so. He noted that this had caused some tension between the SFRS and College staff. L Brown reported that a similar instance had occurred at East End campus recently. G Lawson noted that the issue lay with the SFRS not following their own (SFRS') new procedure and confirmed that he would liaise with the SFRS to rectify the matter.

Action: G Lawson

There were no further 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 the road safety works due to be undertaken at East End Campus would reduce the risk of accidents occurring at the road crossing outside the campus.

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

Members agreed that the additional disabled parking bays being introduced at Springburn Campus would provide improved parking availability for people with disabilities and mobility issues.

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 21 February 2024.

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 21 February 2024.

16. Closure

The meeting closed at 3.59pm.

17. Date of Next Meeting

The date of the next meeting is 13 March 2024.