



Glasgow Kelvin College
Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 13 March 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;
 Paul Haslett, Senior Estates and Facilities Co-ordinator;
 Elaine MacDougall, Senior Science Technician;
 Ryan Shearer, Lecturer, HCCLD (EIS/FELA);
 Maree Shepherd, Library & Flexible Learning Officer (Unison);
 Doreen Shiels, Director of Human Resources;
 Calum Campbell, Student Association President; and
 Sonique Noreiga, Student Association President

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;
 Monica McKerlie, Head of Services to Support Learners; and
 Arlene Sweeney, Learner Engagement Officer.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting held on 21 February 2024

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 21 February 2024.

5. Matters Arising from the Minutes of the Previous Meeting

There were no matters arising from the minutes of the previous meeting held on 21 February 2024.

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 140 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 105 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 2 RIDDOR reports had been 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 also discussed incidents reported to date under the Abuse/Violence category during the current academic year.

Safety Inspections

G Lawson reported that 181 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 excess of 330.

Occupational Health Surveillance (OHS) Clinics

G Lawson reported that 11 clinics took place during September 2023 – February 2024 and that a further 2 clinics would take place on 28 March and 30 May 2024. He noted that a further 2 or clinics would be required to complete the annual OHS schedule. G Lawson confirmed that 91 members of staff had attended their OHS appointment and been assessed 'fit for work', 25 members of staff were still to attend an appointment and 12 had been scheduled with a follow-up appointment.

First Aid Training

G Lawson reported that a three day first aid at work training course had taken place at East End Campus in early March 2024. He advised that an emergency first aid at work course had taken place at Easterhouse Campus on 24 January 2024 which qualified five members of the SMT and two others as Emergency First Aiders. G Lawson informed members that a further emergency first aid at work course was scheduled to take place at Easterhouse Campus on 25 April 2024.

Road Safety

G Lawson informed members that works at East End Campus to improve road markings, lighting and signage at the zebra (pedestrian) crossing had been completed.

R Shearer joined the meeting.

WorkRite Progress Report

G Lawson informed members that there had been some improvements in completion numbers in some areas with decreases in others 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 noted that an average of 3 modules per person had been removed from profiles.

He highlighted that the Lone Working module applied to all staff working from home and advised that this module had been added to a number of staff profiles.

Completion rates for WorkRite training were outlined as follows:

	Workrite Module	Retrain Schedule	H&S / Other	Active Users	Target No.	Target %	21-Feb-24	Current	Current %	Trend
Legally Mandated Training				460	20 GEIN + 3 Admin accounts		updated 4 Mar 24			
1	Asbestos	Annual	H&S	23	23	100%	24	17	73.9	▼
2	AssessRite (DBE)	2 Years	H&S	431	411	100%	423	350	81.2	—
3	COSHH	2 Years	H&S	154	134	100%	149	135	87.7	▼
4	FireRite	Annual	H&S	455	435	100%	439	350	76.9	▲
5	Home Workers (DSE)	2 Years	H&S	383	383	100%	386	278	72.6	▼
6	Legionella Essentials	Annual	H&S	26	26	100%	27	21	80.8	▼
7	Lone Working	2 Years	H&S	70	70	100%	21	54	77.1	▲
8	Manual Handling Awareness 2	2 Years	H&S	36	36	100%	10	22	61.1	▲
9	Working at Height	Annual	H&S	28	28	100%	28	22	78.6	▼
10	NEM (Pregnancy)	As Required	H&S	6	0	100%	0	6	100.0	—

College Required										
11	Anti-Bribery & Anti-Corruption	3 Years	Other	22	22	100%	432	16	72.7	▼
12	Anti-Money Laundering	3 Years	Other	22	22	100%	3	15	68.2	—
13	Conflict Resolution	2 Years	H&S	450	450	90%	415	277	61.6	▼
14	Cyber Security Awareness	2 Years	Other	448	448	100%	424	392	87.5	—
15	Equality & Diversity	2 Years	Other	454	434	96%	431	293	64.5	▼
16	First Aid	Annual	H&S	43	39	90%	30	28	65.1	▼
17	GDPR	3 Years	Other	460	440	96%	442	346	75.2	▲
18	MobileRite (Penpatetic Training)	3 Years	H&S	392	353	90%	333	285	72.7	▲
19	OHSA (Office Health and Safety Awareness)	3 Years	H&S	369	332	90%	314	280	75.9	▲
20	OHSA/M (OHSA for Line Managers)	3 Years	H&S	82	74	90%	68	63	76.8	▲
21	Personal Travel Safety	3 Years	H&S	288	259	90%	274	205	71.2	▲
22	Risk Assessment	2 Years	H&S	376	338	90%	371	233	62.0	▼
23	Safeguarding	2 Years	Other	453	433	96%	389	285	62.9	▼
24	Slips, Trips and Falls	3 Years	H&S	28	25	90%	392	25	69.3	▲

J Evans queried why completion numbers appeared to be declining. G Lawson noted that in December 2023 the figure noted for course completion at that date was inaccurate and had been corrected. He also noted that the original manual handling module HandleRite had been replaced by Manual Handling 2 and that completion figures for all staff who had completed the original course had been removed.

b) Health and Wellbeing Workgroup Update

D Shiels informed members that there was no further update in regard to this item since the previous meeting.

S Donnelly joined the meeting.

7. Safety Representatives Updates

The Chair welcomed C Campbell and S Noreiga to the Committee and explained that they could raise any safety issues of concern under this item.

G Lawson noted that C Campbell had been in touch earlier in the week regarding an issue at Easterhouse Campus. He noted that this issue had been addressed and signage had been updated to reflect the change in the use of doors through to The Bridge. G Lawson explained that the doors were locked temporarily and that Estates staff had been instructed to ensure that these doors were opened first should a fire alarm be activated.

8. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Members

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

b) Staff

G Lawson previously 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.

9. Estates Update

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

Springburn

- cladding – investigation works have been instructed. Report with possible solutions and costing being reviewed & materials being sourced;
- ECP23 – changing areas/toilet upgrades - 90% completed;
- commissioning of new boiler is scheduled for the 19 March 2024;
- exit barrier working again; and
- water ingress in the Games Hall ceiling - valve issue - now replaced.

West

- closing of West Campus ongoing – access to be booked in advance;
- looking at large LEV - sale or disposal to be confirmed;
- ongoing discussions related to printing press being relocated – potential donation to museum - update from Faculty required;
- relocation of archive storage - APUC consultation process under way; and
- auction of furniture from West Campus – first auction completed. Stage 2 to follow.

East End

- sensory garden – new gate, wall repairs and ventilation covering – 95% complete;
- new staff area roof works – survey complete, awaiting report;
- new barrier for East End Campus car park - estimated start - postponed until 8th April 2024;
- changes to the one way system to be confirmed; and
- broken slabs at main entrance stairs cordoned off. Materials on site and will be completed by the 18 March 2024.

Easterhouse

- removal of wind turbine – contractor quotes to be obtained;
- Support for Learning area to be created at the rear of the building - awaiting pricing from contractors - scheduled for summer works;
- canopy clean - investigate – hoses on order;
- re-marking of car park directional arrows for one way system - contractor requested to come on site for recommendations; and
- changing room vandalism – this area has been locked off until works are completed.

General Information (all buildings)

- changes to security at East End and Easterhouse Campuses;
- meeting scheduled - CCTV systems to all building networks; and
- Any requests for assistance should be logged through the Estates Helpdesk.

J Evans thanked P Haslett for his work and effort to maintain service standards during staff absences within the Estates Department.

M Shepherd raised issues around eating within the library area and noted that the addition of bins in that area had not improved the situation. She also noted that floor sockets causing a trip hazard which had been covered up had been uncovered again and that an urgent Helpdesk request to deal with this had not yet been actioned. P Haslett responded that he would investigate this and noted that some of the floor boxes in this area were the only available power sources for students to access and there may have been a further request to uncover them for this reason. He agreed to check this and feedback to M Shepherd. He offered to meet M Shepherd for a walk round the area to look at potential alternative options for power supply in the library.

Action: P Haslett

R Shearer queried whether the car park barrier at Springburn Campus was for purpose. P Haslett noted that adjustments to the length of the arms on the barrier had been made which should reduce strain on the motors and improve its operation.

R Shearer queried whether there would be sufficient time given for staff to complete required training following the WorkRite review. G Lawson responded that should most staff be up to date in their training, one or two current modules would be removed and not required to be completed again in the future. He opined that there should not be a large amount of catch up training to be undertaken should staff currently have their training up to date.

10. AOCB

a) Smoking/Vaping on College Premises

G Lawson reported that there had been an increase in people vaping on College premises despite the College's policy of no smoking or vaping inside premises being permitted. He noted that signage informing people of this policy would be displayed all around the College. G Lawson noted that the no smoking/ no vaping message should be reinforced. He highlighted the safety risks around vaping and the danger of vapes being discarded in the same bins as smoking materials which presented a fire or explosion hazard. P Haslett informed members that vape bins were being ordered and would be situated at the main entrance to all campuses. He also noted that smoking shelters would also be ordered for Springburn and East End Campuses and repairs would be carried out on the shelter at Easterhouse Campus.

In response to a query from R Shearer G Lawson confirmed that vapes can set off smoke alarms.

b) Fire Risk Assessments – All Campuses

G Lawson informed members that all risk assessments were populated to an online system. He highlighted 3 low risk and 6 medium items and noted that staff could access actions required and enter updates and completion dates on this system. G Lawson noted that the system also contained all fire door checks, extinguisher and fire alarm checks. He advised that the asbestos survey for West End Campus had also been received and shown no issues and that ten years of these reports would be available to any new buyer for the premises.

G Lawson noted that inspections by the Fire Risk Assessor had resulted in plans to incrementally remove some fire safety equipment from some areas of the College due to over provision.

There were no further issues raised under this item.

11. 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 13 March 2024.

12. 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 13 March 2024.

13. 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 13 March 2024.

14. 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 13 March 2024.

15. Closure

The meeting closed at 4.18pm.

16. Date of Next Meeting

The date of the next meeting is 24 April 2024.