



Glasgow Kelvin College
Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 24 April 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;
 Paul Haslett, Senior Estates and Facilities Co-ordinator;
 Elaine MacDougall, Senior Science Technician; 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);
 Calum Campbell, Student Association President;
 Martin Clark, (Unison); FE Health and Safety Branch Officer;
 Jeanette Evans, Vice Principal Operations;
 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;
 Sonique Noreiga, Student Association President;
 Ryan Shearer, Lecturer, HCCLD (EIS/FELA);
 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 13 March 2024

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 13 March 2024.

5. Matters Arising from the Minutes of the Previous Meeting

P Haslett reported that an electrician had removed the main floor boxes which had been causing a trip hazard and was working to change the remaining boxes.

There were no further matters arising from the minutes of the previous meeting held on 13 March 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 151 accidents/incidents in total since the previous meeting and that the majority of incidents had occurred at Springburn Campus. He advised that there had been 13 violent/abuse incidents, generally verbal between students, since the beginning of the academic year, 3 of which were reported to Police Scotland.

G Lawson gave a breakdown of the numbers of staff, students, contractors or members of the public involved in the incidents and outcomes. He 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 218 workplace health and safety inspections had taken place to date during the current academic year and that the projected number of safety inspections for the 2023-24 period would be in excess of 300 by the end of term.

Occupational Health Surveillance (OHS) Clinics

G Lawson reported that 12 clinics took place during September 2023 – March 2024 and that a further clinic would take place on 30 May 2024. He noted that 13 staff had yet to attend, some of whom were registered on long term sickness leave. He confirmed that those members of staff who had attended their OHS appointment had been assessed 'fit for work'.

First Aid Training

G Lawson informed members that an emergency first aid at work course was scheduled to take place at Easterhouse Campus on 3 June 2024. He noted that a full three day first aid at work training course would take place in August 2024 which would re-qualify three existing first aiders, provide CPD for relevant Academic staff with the remaining places to be offered to staff volunteers. In addition, G Lawson reported that a new member of staff in Estates would undertake a three day first aid at work training course which would be arranged separately.

WorkRite Progress Report

G Lawson informed members that during a recent discussion with a WorkRite account manager, it had become apparent that following the change of ownership (Posturite to Ideagen) there had been a number of changes to the modules currently available to the College, the most significant change being the removal of support by WorkRite for the AssessRite module. He explained that the changes were driven by the evolution

in WorkRite's display screen equipment (DSE) training provision which was . previously predicated on either office or home working. G Lawson noted that the new methodology (Hybrid) covered both, but now also included the agile workspace (tablets, smartphones, etc.) and that the College would need to consider the options outlined in the table below:

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|---|---------------|------------------|-----------|
| a. Status Quo, continue with our current Q-Pulse WorkRite Renewal (Enterprise) package until end of the existing contract | Year 1 | Dec 22 to Dec 23 | £5,796.45 |
| | Year 2 | Dec 23 to Dec 24 | £6,260.17 |
| | Year 3 | Dec 24 to Dec 25 | £6,260.17 |
| | Year 4 | Dec 25 to Dec 26 | £6,635.78 |
| | Year 5 | Dec 26 to Dec 27 | £6,635.78 |
- b. A revised provision, which includes taking up new Hybrid DSE training + 10 other modules (see table below) and a reduction in the number of WorkRite licences from 650 to 500 (450 staff plus 50 for students). Projected costs for this are between £10,000 and £13,000 (depending on loyalty discounts etc.) and would include a reduced training offering (from 42 to 11 modules)
- c. Replacement online health and safety training platform (bearing in mind our WorkRite platform also provides the 'Risk Management System' where all college risk assessments are produced and stored). This would entail a mini-tender process and early indications are we would not be able to find a package which include both online health and safety training & the risk management system (RMS). Option c is more likely to be two separate platforms, one for training and the second a health and safety management portal for risk assessments.

In response to a query G Lawson confirmed that should the College choose to stay with WorkRite the RMS assessments would be retained, however if not potentially the College could lose the platform. S Donnelly stated that he did not find the current RMS easy to use when searching for specific risk assessments and would welcome any option for an alternative.

G Lawson reported that he had met with staff to assess whether the modules on each individual's profile met the requirements for their role. He noted that a key change was that those who undertook the Home Workers module should also be undertaking the Lone Working module, that the latter group had increased from 28 to 95 members and completion rates had risen from 53% to 81%.

G Lawson reported some improvements in completion rates and that he was still undertaking a review of staff profiles to ensure the correct modules were present.

Completion rates for WorkRite training were outlined as follows:

Workrite Module	Retrain Schedule	H&S / Other	Active Users	Target %	21-Feb-24	Current	Current %	Trend
Legally Mandated Training			460	20 GELN + 3 Admin accounts	updated 19 Apr 24			
Asbestos	Annual	H&S	22	100%	87.5	19	86.4	▼
AssessRite (DSE)	2 Years	H&S	415	100%	81.2	344	82.9	▲
COSHH	2 Years	H&S	153	100%	92.2	120	78.4	▼
FireRite	Annual	H&S	440	100%	74.8	356	80.9	▲
Home Workers (DSE)	2 Years	H&S	361	100%	74.6	205	56.8	▼
Legionella Essentials	Annual	H&S	25	100%	92.6	22	88.0	▼
Lone Working	2 Years	H&S	95	100%	53.2	77	81.1	▲
Manual Handling Awareness 2	2 Years	H&S	35	100%	54.1	21	60.0	▲
Working at Height	Annual	H&S	27	100%	89.3	24	88.9	▲
NEM (Pregnancy)	As Required	H&S	6	100%	100.0	6	100.0	=

Workrite Module	Retrain Schedule	H&S / Other	Active Users	Target %	21-Feb-24	Current	Current %	Trend
College Required								
Anti-Bribery & Anti-Corruption	3 Years	Other	22	90%	80.0	19	86.4	^
Anti-Money Laundering	3 Years	Other	22	90%	68.2	19	86.4	^
Conflict Resolution	2 Years	H&S	435	90%	69.6	268	61.6	v
Cyber Security Awareness	2 Years	Other	442	90%	87.5	407	92.1	^
Equality & Diversity	2 Years	Other	458	90%	73.4	291	63.5	v
First Aid	Annual	H&S	42	90%	71.1	31	73.8	^
GDPR	3 Years	Other	457	90%	74.3	355	77.7	^
MobileRite (Peripatetic Training)	3 Years	H&S	371	90%	72.4	266	71.7	v
OHSA (Office Health and Safety Awareness)	3 Years	H&S	371	90%	75.3	289	77.9	^
OHSALM (OHSA for Line Managers)	3 Years	H&S	84	90%	72.3	64	76.2	^
Personal Travel Safety	3 Years	H&S	275	90%	70.7	189	68.7	v
Risk Assessment	2 Years	H&S	376	90%	71.1	188	50.0	v
Safeguarding	2 Years	Other	437	90%	67.7	280	64.1	v
Slips, Trips and Falls	3 Years	H&S	28	90%	82.4	26	92.9	^

G Lawson noted that should the College move to the Hybrid system (option b) 10 additional modules would become available to College staff which could be chosen from the list below. He also discussed a cost benefit analysis which compared costs for remaining with the current system against changing to the new model.

	Courses	
Hybrid working (DSE)	- Ergonomics - Hospitals - Hybrid working	- Laboratories - Travel - Universities
Health and safety	- Confined spaces - COMAH - COSHH (Control of substances hazardous to health) - Covid back to work - Electric Vehicle safety - Fire awareness - Fire warden awareness - First aid awareness	- Legionella essentials - Lone working - Manual handling - OHSA (Office Health and Safety Awareness) - Personal travel safety - Risk assessment - Slips, trips and falls - Working at height
People and wellbeing	- Bullying and harassment - Bullying and harassment for managers - Conflict management - Driver awareness - Mental health awareness at work	- Mindfulness - New and expectant mothers - Safeguarding children and vulnerable adults - Workplace stress awareness
ESG – Environmental	- Asbestos - CSR - Emergency spill response - Energy awareness - Energy reduction	- Environmental awareness - High voltage - Net Zero and sustainability - Spill prevention

	Courses	
Business compliance	• Anti-bribery • Anti-money laundering • Business compliance essentials • Combating market abuse • Compliance with the Criminal Finance Act • Countering terrorist financing • Customer due diligence • Cybercrime	• Equality, diversity and inclusion • Financial crime awareness • GDPR UK (General Data Protection Regulation) • Information security • Managing financial risk • Modern slavery awareness • Three lines model • Unconscious bias • Whistleblowing
Soft skills	• Communicating with impact • Effective business writing • Problem solving and creativity • Influencing and persuading • Time management	• Presenting skills and public speaking • Negotiating skills • Decision-making • Giving and receiving feedback

b) Legal and Current Issues – March and April 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.

In response to a query from D Shiels, G Lawson informed members that a trial of the Little Green Button system would be undertaken in one campus with a fixed number of licences in areas to be agreed with trade union representatives and SMT involving both teaching and support staff.

c) Health and Wellbeing Workgroup Update

D Shiels informed members that she had contacted the Active Campus Co-ordinator, Grant Sutherland who was undertaking activities with staff and students to meet and discuss how to reduce duplication between that work and the work of the Health and Wellbeing Workgroup.

She noted that there would be no formal Wellbeing Week during June 2024, but that there would some ad hoc wellbeing activities arranged. D Shiels informed members that there would also be some Kelvin Team sessions run and that she would liaise with Liz Breckenridge to help promote these. She also noted that there would also be a focus on running various generic programmes for staff as well as more specific

sessions for particular groups. D Shiels added that there was also work being undertaken on the Organisational Risk Assessment with the trade unions.

7. Health and Safety Policy Review 2024-25

G Lawson summarised the main tracked changes which had been made to the document which included an added statement which stated that the Health and Safety Policy would be reviewed annually by the Finance and Resources Committee, some spelling and formatting amendments and an updated statement by HSE regarding prosecutions.

8. Revised College First Aid Risk Assessment

G Lawson informed members that this was a Risk Assessment which the College had to undertake annually to determine the amount of first aid cover required. He noted that the College currently had more first aiders than legally required.

Members noted the contents of the paper.

9. Safety Representatives Updates

There were no updates under this item.

10. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Members

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

b) Staff

G Lawson reported that he had been in touch with Departments and Faculties to ensure that the module content of each staff members' individual WorkRite profiles were fully relevant to their roles.

11. 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 and sourcing of materials;
- ECP23 – changing areas/toilet upgrades, 98% completed; and
- commissioning of new boiler – commissioning complete.

West

- closure of West ongoing - access to be booked in advance;
- looking at large LEV - sale or disposal – TBC;
- ongoing discussions related to printing press being relocated – donation to museum. Update from Faculty required;

- relocation of archive storage - APUC consultation process under way; and
- auction of furniture – first auction completed, stage 2 to follow.

East End

- sensory garden – new gate, wall repairs and ventilation covering – completed;
- painting of sensory garden wall has commenced;
- new staff area roof works – survey completed, awaiting report – further investigation required.
- new barrier for East End car park fitted – IT to be completed;
- ground paintwork and one way system to be changed – date TBC; and
- broken slabs at main entrance stairs - work completed.

Easterhouse Campus

- Support for Learning area to be created at rear of building - awaiting pricing from contractors - scheduled for summer works;
- canopy clean, investigated and hoses on order – booked for summer;
- re-marking of car park directional arrows for one way system – contractor has visited campus and plans to follow with recommendations;
- changing room vandalism - area locked off until works completed. Project for Construction Department; and
- Bistro changes – Project for Construction Department.

General Information (all buildings)

- changes to security at East End and Easterhouse campuses - commencing 29th April 2024;
- meeting scheduled re CCTV systems to all building networks - to meet with IT and Contractor; and
- please submit requests for assistance on the Estates Helpdesk.

12. AOCB

a) Fire Risk Assessment – Fire Fighting Equipment Survey

G Lawson reported that following a survey of firefighting equipment at the College, it was noted there was an excess of such equipment within the campuses. He advised that fire points in the College would be re-set and any excess extinguishers would be removed and used for training purposes. G Lawson informed members that foam fire extinguishers would also be removed due to environmental concerns around the contents of these.

b) Road Safety

G Lawson informed members that a pedestrian crossing and traffic lights had been successfully installed at Easterhouse Campus and that a zebra crossing

and road markings had been upgraded at East End Campus. He added that he had submitted a request to Glasgow City Council regarding pothole repairs on Flemington Street at Springburn Campus.

There were no further issues raised under this item.

13. 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 24 April 2024.

14. 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 24 April 2024.

15. 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 24 April 2024.

16. 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 24 April 2024.

17. Closure

The meeting closed at 4.06pm.

18. Date of Next Meeting

The date of the next meeting is 12 June 2024.