

**Glasgow Kelvin College
Health & Safety Committee**

Minutes

**Minutes of the Health and Safety Meeting held on Wednesday, 29 March 2023 at 2:30pm
on MS Teams**

1. Sederunt

Mark Boyle, Lecturer, ECS (EIS) (Chair);
Jim Brady, Lecturer (EIS);
Lisa Brown, MIS/Timetabling Assistant, Student Records;
Geoff Lawson, Health and Safety Manager;
Jeanette Evans, Vice Principal Operations;
Iain Gordon, Head of Facilities and Environmental Sustainability;
Maree Shepherd, Library & Flexible Learning Officer (Unison); and
Doreen Shiels, Director of Human Resources.

In attendance:
Joan Grassie (for recording purposes).

2. Apologies

Apologies were received from the following members:

Martin Clark, (Unison); FE Health and Safety Branch Officer;
Steven Donnelly, Senior Curriculum Manager;
Iain Ferguson, Lecturer, ECS,
Elaine MacDougall, Senior Science Technician;
Kirsty Macleod, Wellbeing and Engagement Lead;
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 25 January 2023

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 25 January 2023.

5. Matters Arising from the Minutes of the Previous Meeting

Members gave a brief update on action points.

There were no matters arising from the minutes of the previous meeting held on 25 January 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 141 incidents in total and noted that 13 of these incidents had affected staff, the remaining incidents had affected learners, members of the public or contractors.

G Lawson reported that the majority of incidents occurred at Springburn and East End campuses and that majority of reports were non-work related. He also reported the new QR/link system was working well.

Covid Guidance

G Lawson reminded members that there were links on the Health and Safety section of the College intranet where access to Scottish NHS Covid Guidance and Public Health (NHS Scotland) Guidance could be found.

Occupational Health Surveillance Clinics

G Lawson confirmed that 10 clinics had taken place between 6 October 2022 to 9 March 2023 involving 112 staff. He reported that 96 staff had participated, 22 of whom required follow up checks, and 16 staff were still to be seen. G Lawson advised that further clinics were scheduled for the following dates:

- 30 March 2023; and
- 26 April 2023.

The Circuit (National Defibrillator Network)

G Lawson informed members that 8 defibrillators had been installed in the College, 2 per campus. He added that one was recently used by a member of the public in response to a medical emergency as instructed by the ambulance service.

Fire Risk Assessment Reviews

G Lawson informed members that Campus Fire Risk Assessment Reviews were conducted on 6 and 7 February 2023 which identified the following issues:

Campus	Issues Identified	Issues Remaining	Remarks
East End	4	0	All issues resolved
Easterhouse	4	2	
Springburn	8	1	
West End	6	5	A number of documents were not available on the day of the review but have now been confirmed as available and up-to-date

COSHH Incident Actions

G Lawson reported that the College had now completed 48 actions and that 20 were in progress and 5 outstanding. He noted that, following an RPE/PPE visit from Arco and Mabbett, training is scheduled which will drive completion figures higher in due course.

WorkRite Progress Report

G Lawson discussed the completion rates for WorkRite training outlined below:

Workrite Module	Cohort No.	Non staff	Target No.	Target %	02-Nov-22	Current	Previous %	Current %	Trend
Legality Mandated Safety Training	492(497)								
Asbestos (1 Learning Network - LN)	25	1	25	100%	25	25	96.2	100.0	▲
AssessRite (DSE) (18 LN)	468	18	450	100%	444	446	94.9	99.1	▲
COSHH (5 LN)	167	5	162	100%	154	155	92.2	95.7	▲
FireRite (24 LN)	492	24	468	100%	472	472	95.9	100.0	▲
HandleRite (9 LN)	168	9	159	100%	154	154	91.7	96.9	▲
Home Workers (DSE) (23 LN)	464	23	441	100%	427	423	92.0	95.9	▲
Legionella (1 LN)	29	1	28	100%	28	28	96.6	100.0	▲
Lone Working	24		24	100%	10	17	41.7	70.8	▲
Manual Handling Awareness 2	168		168	100%	1	1	0.6	0.6	—
New and Expectant Mothers (1 LN)	2		2	100%	2	2	100.0	100.0	—
Working at Height (1 LN)	29		29	100%	29	29	100.0	100.0	▲
College Compulsory Safety Training									
Coronavirus & Homeworking Essentials	494		494	90%	451	451	91.3	91.3	▲
Coronavirus - Back to Work	494		494	100%	440	439	89.1	88.9	▲
Risk Assessment	469		469	100%	415	413	88.5	88.1	▼
Safety Awareness Training									
Conflict Resolution	492		492	100%	436	436	88.6	88.6	—
Driver Awareness	200		200	100%	186	188	93.0	94.0	▲
Emergency Spill Response and Spill Kits	1		1		1	1	100.0	100.0	—
FeelRite (Stress Training)	492		492	100%	415	418	84.3	85.0	▲
First Aid	37		37	100%	32	34	86.5	91.9	▲
Food Safety (Catering Level 2)	5		5	100%	4	5	80.0	100.0	▲
Food Safety (Level 1)	7		7	100%	7	7	100.0	100.0	—
Food Safety (Retail Level 2)	5		5	100%	4	5	80.0	100.0	▲
High Voltage	1		1		0	1	0.0	100.0	▲
MobileRite (Peripatetic Training)	472		472	100%	373	372	79.0	78.8	▼
OHSA (Office Health and Safety Awareness)	404		404	100%	344	345	85.1	85.4	▲
OHSA/AM	87		87	100%	72	72	82.8	82.8	—
Personal Travel Safety	400		400	100%	380	381	95.0	95.3	▲
Slips, Trips and Falls	492		492	100%	425	426	86.4	86.6	▲
Spill Prevention	1		1		0	0	0.0	0.0	—
Voluntary Safety Awareness Training									
Mental Health Awareness	492		492		36	99	7.3	20.1	▲
Mindfulness	492		492		33	82	6.7	16.7	▲
Workplace Stress	492		492		31	80	6.3	16.3	▲

Workrite Module	Cohort No.	Non staff	Target No.	Target %	02-Nov-22	Current	Previous %	Current %	Trend
Non-Health & Safety Training									
Anti-Bribery & Anti-Corruption	492		492	100%	431	433	87.6	88.0	▲
Anti-Money Laundering	1		492%		0	1	0.0	20.3	▲
Cyber Security Awareness	492		492	100%	353	367	71.7	74.6	▲
Energy Awareness	1		492		0	1	0.0	0.2	▲
Energy Reduction	20		492		19	20		4.1	▲
Environmental Awareness	26		492	100%	23	24	88.5	4.9	—
Environmental Awareness 2	17		492		16	17		3.5	▲
Equality & Diversity	492		492	100%	430	433	87.4	88.0	▲
GDPR	492		492	100%	441	445	89.6	90.4	▲
Safeguarding	492		492	100%	425	428	86.4	87.0	▲

He highlighted that there had been very little change in completion figures since the last Health and Safety Committee meeting. G Lawson reported that the newly introduced (and voluntary) Mental Health Awareness, Mindfulness and Workplace Stress modules had been completed by approximately 15% of staff. He added that consideration should now be given to the relevance of the Coronavirus training modules and whether these should now be removed as a 'compulsory' course.

G Lawson reported that only 1 member of staff out of 168 had completed the Compulsory Manual Handling 2 course. He noted that as this was a new course, a communication would be sent out to all staff, not just those for whom it was compulsory as there may be further staff who felt they need the training. G Lawson advised that this communication would also highlight the Lone Workers course.

Action: G Lawson

Operational Plan

Members noted the contents of the Operational Plan which had been updated to March 2023.

b) Legal and Current Issues Review: February and March 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.

Members discussed PAT testing and asbestos management at West Campus.

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 provided a brief summary of progress to date on various health and wellbeing activities including:

Wellbeing Events and Training

- Skills Scotland Level 2 Mental health training: two staff have signed up, one teaching and one support. Looking to provide 'In House' Mental Health training for interested staff;
- Pop up stand by Cancer research UK and ScotWest went well with staff engaging;
- BRIT Challenge activities still underway; and
- Mindfulness Monday Pilot has received mixed feedback after low engagement.

Staff Survey

- A further survey will be issued in May/June 2023 and a report will go to SMT before being shared with staff.

Plans for Remainder of Mental Health and Wellbeing Budget

- Staff Space at Springburn Campus and an outdoor space at Easterhouse Campus is being planned. If there is any budget remaining, an outdoor space at Springburn Campus will also be created.

- New water fountains to be installed across campuses.
- Team Kelvin Sessions/Wellbeing days and other Health linked activities.

Menopause Action Plan

- There has been a slight update to the policy which will be reviewed by trade unions.

Mental Health and Wellbeing Strategy

- Funding expires at the end of session;
- There was a discussion around the provision of Mental Health First Aid and the difficulties in creating a rota; and
- Mental Health and Wellbeing Strategy is being reviewed and will be fed back to the committee.

7. Review of Health and Safety Terms of Reference

Members reviewed the document and agreed upon the Terms of Reference.

8. Vaping on College Premises

Members discussed students vaping inside Campus buildings. They noted that all staff had a responsibility to remind students vaping on campus and within the College grounds was not allowed. It was noted that this seemed to be a problem particularly with the Schools groups. G Lawson agreed to speak with the Senior Phase Team.

Action: G Lawson

It was agreed that communication would be sent out and noted on social media on this issue and that lecturers would be asked to reinforce the message in classes. It was also agreed that posters would be displayed highlighting the health problems associated with vaping as well as the environmental impact. G Lawson agree to liaise with L Lang and the Marketing Team. He added that a communication would also be sent to schools.

Action: G Lawson

9. Safety Representatives Updates

Members provided updates on an individual basis. Updates included:

- concerns around removal of materials from West campus to other locations;
- M Boyle informed members that he was stepping down as Chair and would no longer be representing the EIS. He advised members that Ryan Shearer would now take up the position of Chair; and
- no update from Unison.

10. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Members

G Lawson reported that all Committee member training is up to date.

b) Staff

This was reported under item 6a.

11. Estates Update

I Gordon provided a brief summary of progress to date within Facilities that included:

Springburn

- water ingress on roof repaired;
- awaiting prices on cladding investigation report;
- toilet refurbishments unsatisfactory – regrouting scheduled for Easter break;
- hub refurbishment almost complete - room use still to be decided;
- taxi drop off now in place and exit barrier in car park repaired;
- new cycle shelter now in use;
- electric charge point relocated; and
- continuously looking at areas in preparation of West relocation.

West

- relocation project underway.

East End

- staff relocation preparation underway;
- Shred-It bags available to staff prior to clear up during Easter break;
- painting and decoration completed;
- new entrance installed;
- 1st floor carpeting planned for Easter break; and
- ICT/Estates moving to make space available for a Faith room during break.

Easterhouse

- T17 and T19 painted with carpets being replaced during Easter break;
- Estates Capital Project – changing facilities almost complete; and
- cladding panels almost complete - this is weather dependent.

General Information (all buildings)

- survey to be completed to decide new water dispenser locations;
- survey for classroom use;
- CCTV to be upgraded; and
- reminder to use Estates Helpdesk;
- Springburn, 4th floor fire alarms checked and now working; and
- risk assessments for West relocation to go to managers.

12. AOCB

G Lawson thanked M Boyle on behalf of the committee for all his hard work as Chair of the Committee.

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

Members agreed that students would be impacted by the discussion and subsequent actions planned on vaping as a consequence of the business conducted at the meeting held on 29 March 2023.

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 29 March 2023.

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

Members agreed compulsory WorkRite training not being completed was a risk issue as consequence of the business conducted at the meeting held on 29 March 2023.

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 29 March 2023.

17. Closure

The meeting closed at 4.14pm.

18. Date of Next Meeting

The date of the next meeting is 26 April 2023.