

Glasgow Kelvin College
Health & Safety Committee

Minutes

**Minutes of the Health and Safety Meeting held on
Wednesday, 1 November 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 Coordinator;
Elaine MacDougall, Senior Science Technician;
Monica McKerlie, Head of Services to Support Learners;
Ryan Shearer, Lecturer, HCCLD (EIS/FELA); and
Maree Shepherd, Library & Flexible Learning Officer (Unison).

In attendance:
Lynn Blackshaw (for recording purposes).

2. Apologies

Apologies were received from the following members:

Doreen Shiels, Director of Human Resources; and
Arlene Sweeney, Learner Engagement Officer.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting held on 4 October 2023

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 4 October 2023.

5. Matters Arising from the Minutes of the Previous Meeting

Item 6a – Health and Safety Manager's Update

Routine Electrical Safety Tests (due every 5-years) highlighted in the last Fire Risk Assessment Review is now due for Springburn with the other two campuses in date.

Item 10 – Estates Update

Monica McKerlie informed members that a response has been made to SDS regarding RAAC – all GKC Campuses designated safe in this respect.

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 20 accidents, 34 incidents and 6 instances of Abuse (Violence) in the first three months of session 2023/24.

He noted that there were no concerns relating to incidents to date during the current academic year.

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 138 individual safety inspections were conducted and reported. It should be noted that this was the first full year of safety inspections post-pandemic, and some programmed checks were missed.

In the first three months of this year 56 safety inspections have been carried out and reported (35 last year over the same period). If this level is maintained the College is on course to complete and report 224 during the year.

Occupational Health Surveillance Clinics

G Lawson reported that 5 clinics have been conducted so far during September and October 2023 with a further 2 clinics to be held in November and December 2023.

Legionella Risk Assessments

G Lawson reported that Legionella Risk Assessments were conducted in September 2023 for all Campuses (including West) and that Certificates were now available.

Fire Risk Assessment Reviews

G Lawson informed members that a contractor was now in place to undertake Electrical Safety Inspections at Springburn Campus. The remaining two campuses were currently in date.

WorkRite Progress Report

G Lawson informed members that the number of staff registered onto the WorkRite system increased from 474 to 492 – which included the Learning Network (20 users) and a group of Foundation Apprentices (25 users – until 30 November 23).

Workrite Module	H&S / Other	Active Users	Target No.	Target %	20-Sep-23	Current	Current %	Trend
Legally Mandated Training		492						
Asbestos (1 Learning Network - LN)	H&S	25	25	100%	24	24	96.0	=
AssessRite (DSE) (18 LN)	H&S	437	437	100%	429	423	96.8	▼
COSHH (5 LN)	H&S	161	161	100%	151	149	92.5	▼
FireRite (24 LN)	H&S	492	492	100%	446	439	89.2	▼
HandleRite (9 LN)	H&S	179	179	100%	151	149	83.2	▼
Home Workers (DSE) (23 LN)	H&S	400	400	100%	396	386	96.5	▼
Legionella Essentials (1 LN)	H&S	28	28	100%	27	27	96.4	=
Lone Working	H&S	30	30	100%	21	21	70.0	=
Manual Handling Awareness 2	H&S	29	29	100%	10	10	34.5	=
Working at Height (1 LN)	H&S	29	29	100%	28	28	96.6	=
Anti-Bribery & Anti-Corruption	Other	492	492	100%	415	432	87.8	▲
Anti-Money Laundering	Other	492	492	100%	3	3	0.6	=
Cyber Security Awareness	Other	492	492	100%	376	424	86.2	▲
Equality & Diversity	Other	437	437	100%	413	431	98.6	▲
GDPR	Other	492	492	100%	424	442	89.8	▲
Safeguarding	Other	492	492	100%	407	399	81.1	▼
Pregnancy	H&S	0	0	100%	0	0		
College Required								
Conflict Resolution	H&S	492	492	90%	415	415	84.3	=
First Aid	H&S	37	33	90%	34	30	90.1	▼
MobileRite (Peripatetic Training)	H&S	415	374	90%	342	333	89.2	▼
OHSa (Office Health and Safety Awareness)	H&S	379	341	90%	320	314	92.1	▼
OHSALM	H&S	80	72	90%	69	68	94.4	▼
Personal Travel Safety	H&S	332	299	90%	279	274	91.7	▼
Risk Assessment	H&S	414	373	90%	381	371	89.6	▼
Slips, Trips and Falls	H&S	492	443	90%	399	392	88.5	▼
Awareness Training (Voluntary)								
Driver Awareness		492	492		141	136		▼
FeelRite (Stress Training)		492	492		395	387		▼
Coronavirus & Homeworking Essentials		492	492		423	416		▼
Coronavirus - Back to Work		492	492		413	403		▼
Emergency Spill Response and Spill Kits		6	6		7	8		▲
Food Safety (Catering Level 2)		5	5		7	7		=
Food Safety (Level 1)		7	7		7	7		=
Food Safety (Retail Level 2)		5	5		7	7		=
High Voltage		2	2		3	3		=
Mental Health Awareness		492	473		131	132		▲
Mindfulness		492	492		111	111		=
Spill Prevention		5	5		7	7		=
Workplace Stress		492	492		102	102		=
Energy Awareness		474	474		4	4		=
Energy Reduction		492	492		20	20		=
Environmental Awareness		29	29		25	25		=
Environmental Awareness 2		492	492		19	19		=

He noted that reminders to complete the following modules: Asbestos, COSHH, FireRite, HandleRite (manual handling), Manual Handling v2 and First Aid were issued to staff in October 2023 with a resultant small improvement.

G Lawson reported that Cyber Security Awareness figures at the last meeting were approximate as the system currently would not allow registrations/completions from more than a year previously to be reported. He noted that this was investigated by WorkRite, the issue has been resolved and the completion figure was now close to 90%.

b) Legal and Current Issues Review: October 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.

c) Health and Wellbeing Update

It was reported that Human Resources and Student Services managers had met to consider how the Wellbeing Workgroup might operate going forward. It was identified that there may be some overlap with the Active Campus Workgroup and that this should be discussed with John Montgomery. Members noted that D Shiels would take this forward. Members also noted that Management had agreed to continue to offer the Team Kelvin Sessions in June 2024 and that this would be funded by the College. The themed months offered by the College would continue to offer an element of wellbeing for staff to access.

Action: D Shiels

7. Safety Representatives Updates

M McKerlie informed the members that F Templeton (Community Learning and Development Manager, HCCLD) had left her role yesterday. She noted that F Templeton had been providing cover for Arlene Sweeney and suggested that a replacement be sought from the Student Association.

G Lawson indicated that an invitation to join the Health and Safety Committee should be sent to Emma Leslie (F/T) and Sonique Noreiga (P/T) Student Association Presidents.

Action: L Porter

8. Health and Safety/WorkRite Training for Staff

G Lawson outlined the following:

Ladder Safety Training

Following consultation with Support and Academic Managers, 82 members of staff were identified as 'potential ladder users' and were enrolled on the iHasco online Ladder Safety course. The aim of this training is to ensure that anyone likely to use a ladder or stepladder as part of their role had received the requisite safety training. Of those enrolled, 29 have completed the course, 3 are progressing and the remaining 50 have been sent reminders. There are still 15 spaces available for Ladder Safety Training.

IOSH Manual Handling Training

Prior to the summer works and West End campus withdrawal, 45 members of staff were identified as likely to be exposed to additional manual handling risks. To mitigate this enhanced risk, all were enrolled on an online IOSH manual handling course.

To date, 37 of those have completed the training, 2 have left the college and the remaining 5 did not complete (2 were long-term absentees)

IOSH Risk Assessment Training

45 members of staff were enrolled in an online IOSH Risk assessment course (9 x support staff in June and 36 x academic staff in August). The aim for this course was to enhance departmental and faculty risk assessment competence by providing certificated training. This broadening of competence underpins the move of the college risk assessments onto the WorkRite risk management system (RMS).

To date, 10 have completed the training, 2 have left the college and the remainder have until January (support) or March (academic) to complete.

9. 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.
- ECP23 started, ongoing projects must be completed before 31st March 2024.

West

- Proposed Closing of West – Ongoing – Date to be confirmed.
- Looking at large LEV - sale or disposal.
- Ongoing discussions related to printing press being relocated – donation to museum TBC by Faculty.
- Relocation of Archive storage - APUC consultation process under way.
- Campus opening times are 7am til 2pm, notice required from faculties for access
- Auction of furniture from West – Prep stage.

East End

- Painting of the exterior buildings – ongoing.
- New foyer Floor installed over the October week. Some snagging to be competed.
- Carpark potholes / drain – contractor appointed for the works.

Easterhouse

- Front area at ramp, slab repairs ongoing.
- Support For Learning Area to be created at back of building, Awaiting pricing from Contractors.
- Canopy Clean, investigate – ongoing.
- Re-marking of carpark directional arrows for one way system. - Ongoing

General Information (all buildings)

- Survey carried out for new water dispenser units for SB, EEC & Easterhouse, 11 in total (2 x styles) – Delivered, awaiting installation.
- Networking of CCTV systems to all buildings. Meeting to be arranged with ICT, Estates & CCTV provider.
- Any request for assistance should be logged through the Estates Helpdesk.

10. AOCB

There were no 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 4 October 2023.

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 4 October 2023.

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 4 October 2023.

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 4 October 2023.

15. Closure

The meeting closed at 3.57pm.

16. Date of Next Meeting

The date of the next meeting is 31 January 2024.

DS/GL/LB
Glasgow Kelvin College
November 2023