

Glasgow Kelvin College
Health & Safety Committee
Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 26 April 2023 at 2:30pm on MS Teams

1. Sederunt

Geoff Lawson, Health and Safety Manager; (Chair);
Lisa Brown, MIS/Timetabling Assistant, Student Records;
Steven Donnelly, Senior Curriculum Manager;
Jeanette Evans, Vice Principal Operations;
Elaine MacDougall, Senior Science Technician;
Monica McKerlie, Head of Services to Support Learners;
Maree Shepherd, Library & Flexible Learning Officer (Unison); and
Fiona Templeton, Community Learning and Development Manager.

In attendance:
Lynne Porter (for recording purposes).

2. Apologies

Apologies were received from the following members:

Jim Brady, Lecturer (EIS);
Martin Clark, (Unison); FE Health and Safety Branch Officer;
Iain Ferguson, Lecturer, ECS,
Iain Gordon, Head of Facilities and Environmental Sustainability;
Paul Haslett, Senior Estates & Facilities Co-Ordinator;
Kirsty Macleod, Wellbeing and Engagement Lead;
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 29 March 2023

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 29 March 2023.

5. Matters Arising from the Minutes of the Previous Meeting

Item 4 – Minutes of the Previous Meeting held on 29 March 2023

G Lawson confirmed that 15 members of staff would undergo audio testing during the next round of occupational health surveillance.

G Lawson reported that completion numbers for the Compulsory Manual Handling 2 and the Lone Workers courses had not changed. He informed members he would promote these two courses in particular over the next two weeks.

G Lawson informed members that he had spoken with the senior phase team to communicate the no vaping on College premises rule and that this message had been communicated to schools. He noted that further information had been issued to students via a number of social media communication channels.

There were no further matters arising from the minutes of the previous meeting held on 29 March 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 3 incidents in total since the previous meeting and estimated that end of academic year figures would be around the average for that time of year. He added that these incidents were reported via the new QR reporting format which was working very well.

G Lawson noted that the majority of incidents had occurred at Springburn and East End campuses and that majority of reports were non-work related.

J Evans requested that colour coded keys be added to three incidents graphs on page 2 of the report.

Action: G Lawson

Occupational Health Surveillance Clinics

G Lawson confirmed that 12 clinics had taken place between 6 October 2022 to 26 April 2023. He advised that a further clinic was scheduled for 15 May 2023 by which time every staff member on the list for the current year will have been seen at least once.

Internal H&S Audit (Henderson Loggie)

G Lawson informed members that Henderson Loggie has undertaken an internal health and safety audit at Springburn Campus on 6 April 2023. He drew members' attention to an email from Andrew Collins at Henderson Loggie which detailed key areas noted during their review. G Lawson noted that the email detailed a minor issue where two incidents within the sample audited were not submitted to the Health and Safety Manager until 5 or 6 days after the incidents occurred. He added that the auditors noted that First Aiders were aware that the incidents were not RIDDOR reportable and therefore did not have to be submitted to the HSE within required timeframe.

G Lawson noted that the College was awaiting a full report from the auditor and that he would bring this to the next Health and Safety Committee meeting.

Action: G Lawson

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	6	
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
Total	22	13	

G Lawson noted that the outstanding issues were not considered significant and required some joinery work to address. He added that this was the lowest number of recommendations ever received for fire risk assessments during his time with the College.

COSHH Incident Actions

G Lawson reported that the College had now completed 53 actions and that 16 were in progress and 4 outstanding. He noted that RPE face fit training had been conducted and additional COSHH Assessment training was booked for May 2023.

Glasgow Region Health and Safety

G Lawson reported that he attended a meeting with the two Health and Safety Managers for the Glasgow region on 13 April 2023. He informed members that new changes to the guidance around automatic fire alarm call outs were discussed.

G Lawson noted that, unlike the other two Glasgow colleges, Glasgow Kelvin College did not have a pre-alarm and therefore did not have a 3 minute window to investigate whether an alarm was a false alarm prior to the Fire Service appliance attending. He noted that one of the criteria in maintaining safety when using such a system was that should the activation be confirmed as due to a heat detector, a manual call point being pressed or via multiple alarms sounding within the same area then the main alarm should be activated without waiting on preliminary checks. G Lawson advised members that he was due to meet with Estates staff to discuss what was required from Chubb for the College's alarms and what is required for staff training to ensure staff are competent and confident to undertake preliminary checks within the 3 minute window.

WorkRite Progress Report

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

	Workrite Module	Cohort No.	Non staff	Target No	Target %	29-Mar-23	Current	Current %	Trend
Legally Mandated Safety Training									
		497 (494)							
1	Asbestos (1 Learning Network - LN)	24	1	23	100%	25	24	104.3	▲
2	AssessRite (DSE) (18 LN)	494	18	476	100%	446	445	93.5	▲
3	COSHH (5 LN)	167	5	162	100%	155	155	95.7	▲
4	FireRite (24 LN)	492	24	492	100%	472	470	95.5	▲
5	HandleRite (9 LN)	168	9	159	100%	154	153	96.2	▲
6	Home Workers (DSE) (23 LN)	464	23	441	100%	423	428	97.1	▲
7	Legionella (1 LN)	29	1	28	100%	28	27	96.4	▲
1	Lone Working	24		24	100%	17	17	70.8	▲
2	Manual Handling Awareness 2	168		168	100%	1	1	0.6	—
8	New and Expectant Mothers (1 LN)	1	0	1	100%	2	1	100.0	—
9	Working at Height (1 LN)	29		29	100%	29	28	96.6	▲
College Compulsory Safety Training									
10	Coronavirus & Homeworking Essentials	494		494	90%	451	452	91.5	▲
11	Coronavirus - Back to Work	494		494	100%	439	439	88.9	▲
12	Risk Assessment	494		494	100%	413	414	83.8	▼
Safety Awareness Training									
13	Conflict Resolution	494		494	100%	436	440	89.1	—
14	Driver Awareness	160		160	100%	188	146	91.3	▲
4	Emergency Spill Response and Spill Kits	494		1		1	1	100.0	—
15	FeelRite (Stress Training)	494		494	100%	418	416	84.2	▲
16	First Aid	37		37	100%	34	32	86.5	▲
17	Food Safety (Catering Level 2)	5		5	100%	5	5	100.0	▲
18	Food Safety (Level 1)	7		7	100%	7	7	100.0	—
19	Food Safety (Retail Level 2)	5		5	100%	5	5	100.0	▲
2	High Voltage	1		1		1	1	100.0	▲
20	MobileRite (Peripatetic Training)	472		472	100%	372	369	78.2	▼
21	OHSA (Office Health and Safety Awareness)	404		404	100%	345	342	84.7	▲
22	OHSALM	87		87	100%	72	72	82.8	—
23	Personal Travel Safety	400		400	100%	381	301	75.3	▲
24	Slips, Trips and Falls	492		492	100%	426	426	86.6	▲
7	Spill Prevention	1		1		0	0	0.0	—
Voluntary Safety Awareness Training									
5	Mental Health Awareness	492		492		99	109	22.2	▲
6	Mindfulness	492		492		82	92	18.7	▲
8	Workplace Stress	492		497		80	88	17.7	▲
Non-Health & Safety Training									
25	Anti-Bribery & Anti-Corruption	494		494	100%	433	436	88.3	▲
9	Anti-Money Laundering	494		494		1	1	0.2	▲
26	Cyber Security Awareness	492		492	100%	367	370	75.2	▲
10	Energy Awareness	494		492		1	1	0.2	▲
11	Energy Reduction	494		492		20	19	3.9	▲
27	Environmental Awareness	494		492	100%	24	24	4.9	—
12	Environmental Awareness 2	494		492		17	17	3.5	▲
28	Equality & Diversity	494		494	100%	433	435	88.1	▲
29	GDPR	494		494	100%	445	448	90.7	▲
30	Safeguarding	492		492	100%	428	430	87.4	▲

He highlighted that there had been only minor changes in completion figures since the last Health and Safety Committee meeting. G Lawson reported that only 1 person had completed the new Manual Handling 2 course and that the newly introduced (and voluntary) Mental Health Awareness, Mindfulness and Workplace Stress modules had been completed by approximately 15% of staff. G Lawson 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. Members agreed that the Coronavirus training modules should be retained, but moved into the voluntary safety courses section.

Action: G Lawson

G Lawson informed members that he had drafted a risk assessment for the West Campus exit covering all health and safety issues. He noted that a considerable number of staff would be undertaking a significant amount of manual handling tasks and that staff involved would undergo an externally credited higher level course of instruction and training to ensure their safety during the process. G Lawson confirmed that 42 people had been signed up to the course with 3 more to be added.

J Evans queried the low completion figure for the Manual Handling Awareness 2 course and requested that G Lawson communicate the necessity of completing this compulsory training to staff as soon as possible. She also asked that staff be encouraged to undertake Lone Workers training.

Action: G Lawson

In response to a query from E MacDougall, G Lawson agreed to check the WorkRite platform to ensure that Manual Handling 2 course was being listed site-wide or whether it required to be added to profiles individually. He noted that he had yet to add course elements on spillages to her profile and that he would action that following the meeting.

Action: G Lawson

Operational Plan

Members noted the contents of the Operational Plan which had been updated to March 2023. G Lawson noted he would update the plan again at the end of April 2023.

Action: G Lawson

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 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 Update

This item was deferred to the next meeting.

7. Review of Draft Health and Safety Policy

Members noted the draft policy and agreed to respond with any feedback by close of business on Thursday, 27 April 2023.

Action: All

G Lawson agreed to bring a paper copy of the policy to the next Health and Safety Committee for signature once it has been approved by the Board of Management.

Action: G Lawson

8. Safety Representatives Updates

No issues were raised under this item.

J Evans highlighted the various training opportunities available to staff within the College and suggested that arrangements could be made with individuals' line managers to enable attendance.

9. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Members

G Lawson reported that all 14 nominated Committee members were up to date with OHSA/OHSALM training. He noted that 12 members had undertaken the Mental Health Awareness course with 2 outstanding.

b) Staff

G Lawson reported that 42 staff members had been signed up IOSH Manual Handling course with 3 to be included shortly prior to the West Campus move.

He advised that staff had access to the new risk management system and showed members how to access this to view or complete risk assessments. G Lawson noted that the system was currently in draft form and required approval from trade union representatives in order to publish it.

10. AOCB

Estates Update

G Lawson 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 chased;
- ECP works ongoing – final snagging in toilets underway (x8) and will be completed w/e28 April 2023;
- The Hub refurbishment – completed;
- water pressure tests have been requested for toilet flushing; and
- West Campus relocation projects are being finalised and quotes requested.

West

- proposed closing of West Campus – agreed by Board of Management;
- discussions under way on relocations;

- looking at large LEV relocation or sale; and
- ongoing discussions related to printing presses being relocated – weight and purpose.

East End

- electric charger installation – underway;
- first floor carpet replacement – corridors - completed; and
- review of West Campus relocation works - completed.

Easterhouse

- painting of Room T17 and T19 – completed;
- replace carpeting in Room T17 and T19 – completed;
- ECP works – new changing facilities under construction – completed; and
- front area at ramp tidy – ongoing.

General Information (all buildings)

- consultations with staff on room changes – Summer 2023;
- Survey carried out for new water dispenser units for Springburn, East End and Easterhouse Campuses - Monica McKerlie to choose locations. 7 new units at Springburn, 2 new units at East End and Easterhouse;
- room surveys carried out over a week to gather information for Rooms – completed;
- ECP 22/23 works identified and almost completed. Springburn toilets to be snagged, cladding report solutions and costs to be delivered by Starfish Group;
- networking of CCTV systems to all buildings. ICT collaboration required. ICT update required;
- Easter and Summer requests – please give as much notice as possible; and
- any request for assistance to be submitted through the Estates Helpdesk.

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

Members noted that students would be impacted by the vacation of West Campus and various moves around campuses taking place during the summer.

No other student impact issues had arisen as a consequence of the business conducted at the meeting held on 26 April 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 26 April 2023.

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

Members agreed the change of guidance for fire alarm call outs as at 1 July 2023 was a risk issue and that provision of information on the new process and how it would be managed was essential.

No other Risk Management issues had arisen as consequence of the business conducted at the meeting held on 26 April 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 26 April 2023.

15. Closure

The meeting closed at 3.10pm.

16. Date of Next Meeting

The date of the next meeting is 7 June 2023.