



HEALTH & SAFETY COMMITTEE

Tuesday 10 June 2010

Present: Carolyn Murray, Jackie Doody, Gordon Hodgson, Margaret Stevenson,
Derek Landells, Billy Elliot, John Hunter, Ian McConnell, Ruth Hendery, Dave Carter,
David Wallace

Minutes: Linda Curtin

1. Apologies

M Stevenson, Wendy Macadie

2. Minutes of Meeting held on 1 March 2010

Approved as an accurate record

3. Any Other Competent Business

- Midlothian Security
- Smoking

4. Matters Arising:

4.1 Evac Chair training

CM reported that training was on going with almost all the SMT now trained.

4.2 Fire Evacuation

CM reported that lesson learned had been circulated

4.3 Gas Alarm Testing

DL advised that this had been worthwhile and following discussion it was agreed that JH should investigate the insurance position with regard to JEC testing the system in house

Action : JH to investigate

4.4 Risk Assessments for pregnant students

Occupational Health to complete.

Action : GH to investigate if appropriate college staff could provide this service

4.5 Parking

JH continuing to investigate parking management with various providers

4.6 Midlothian Lifts

RH reported improvement in lift service following recent work on the lifts

JH reported that installation of CCTV is planned for the Midlothian lifts in 2010/1

5. Health & Safety JET pages

David Wallace presented the amendments he had made to the H&S pages on JET

He asked that members revert to him with any comments or suggestions on the pages.

He will also meet with the new H&S Manager to review and discuss her ideas once she is in post.

CM thanked David for his work to date.

6. New H&S Manager

CM confirmed that Christine McDougall would start work with JEC on 21 June and would attend the next meeting of the H&S Committee. Christine to be based in room 3-18 at Midlothian Campus

7. DSEAR – Dangerous Substances and Explosive Atmospheres Regulations 2002.

DL advised that during a recent Fire Brigade Audit it was noted that some chemicals/gases at Midlothian campus were stored inappropriately in contravention of the Dangerous Substances and Explosive Atmospheres Regulations 2002. IMcC has subsequently reviewed the regulations and outlined the following recommendations which would be reviewed by the new H&S Manager on her arrival.

Recommendation / Actions:

A procedure should be written on how to deal with each hazardous chemical/gas and this should be stored in a register along with the relevant COSH sheet and this register held at reception. The register would then be available to the Fire Brigade if required. Procedures should be standard across the College including the club. Staff will require training on these procedures.

7.1 Actions :

The Fire assembly points at Midlothian to be moved to a more suitable location (JH)

Members agreed with the proposed recommendations, but asked that the new H&S Manager review them on her arrival

8. Security Midlothian

DL requested that following safety concerns raised by members of staff that the following measure be implemented to ensure that those working alone in parts of both buildings could request assistance should the need arise

Recommendations

- Walkie/Talkies to be purchased for reception to allow evening receptionists to contact the janitorial staff if required
- Personal Alarms to be available to teaching staff out of hours.

Members agreed with the recommendations

Actions

JH to source the equipment required.

9. Smoking

Following discussion it was agreed that a fresh no smoking campaign should be launched during freshers week. Encouraging students to observe the smoking areas and to avoid smoking elsewhere in the campus.

Action :

CM to raise at SMT and liaise with Student President in this regard.

Date of Next Meeting

It was noted that H&S would be the remit of the Director of Finance going forward and he would arrange the next meeting in conjunction with the new H&S Manager.

Action Grid

Item No	Subject	Action by
4.3	Alarm Testing should investigate the insurance position with regard to JEC testing the system in house	John Hunter
4.4	Risk Assessments for pregnant students to investigate if appropriate college staff could provide this service	Gordon Hodgson
4.5	Parking H continuing to investigate parking management with various providers	John Hunter
5.0	H&S JET Pages – Review	Christine McDougall/David Wallace
7.0	DSEAR – Dangerous Substances and Explosive Atmospheres Regulations 2002. The Fire assembly points at Midlothian to be moved to a more suitable location (JH) Members agreed with the proposed recommendations, but asked that the new H&S Manager review them on her arrival	John Hunter Christine McDougall
8.0	Security Walkie/Talkies to be purchased for reception to allow evening receptionists to contact the janitorial staff if required Personal Alarms to be available to teaching staff out of hours.	John Hunter
9.0	Smoking CM to raise at SMT and liaise with Student President in this regard	Carolyn Murray