



HEALTH & SAFETY COMMITTEE

Thursday 13 January 2011

Present: James Baggs, Jackie Doody, Billy Elliot, John Hunter, Ian McConnell, Chris McDougall, Carolyn Murray, Margaret Stevenson, Alan Williamson

Minutes: Anne Whiteside

Preamble: Alan Williamson, who had now taken over as Chair of the Committee, extended a welcome to all in attendance. Changes in membership were noted with Iain McConnell representing Technology Faculty and Paul McGhee representing the Club. David Wallace would no longer serve on the Committee as he was leaving the college.

1. Apologies

D Carter, Wendy MacAdie, Paul McGee

2. Any Other Competent Business

- Fire Strategy (CMcD)
- Accident Form (CMcD)
- Prescription Glasses Provision (IMcC)
- First Aid Provision (IMcC)

3. Minutes of Meeting held on 10 June 2010

Approved as an accurate record subject to the corrections on page 4 changing 'student present' to Student President.

4. Matters Arising:

4.1 Alarm Testing

JH advised that regulations state the CO2 alarm should be tested once per year, although it was within the College's discretion if it wished to conduct this on a more regular basis. After discussion, it was agreed to conduct CO2 testing more frequently and JH would arrange accordingly. In this connection it was also noted that the sound of the alarm relating to CO2 alerts had been changed to make this easily identifiable.

4.2 Risk Assessments for Pregnant Students

GH confirmed that assessments were being undertaken but the issue here was one of process as there were no standard forms or request mechanisms in place. CMcD agreed to prepare a form and load onto the Health & Safety JET page for Faculties to use. Completed forms would be retained by the Faculties. It was acknowledged that responsibility lay with the student to inform the College if pregnant.

4.3 Parking

A discussion was held on lighting concerns, mainly in the Overflow car park at Edinburgh Campus where it was agreed that low level lighting should be installed. JH to progress and consider approach of linking this with access to land beside car park by Springfield developers.

4.4 H&S JET Pages

CMcD advised that health and safety documentation had been amended and was now in an easier format to access. Work was ongoing in uploading revised documentation to JET page.

4.5 DSEAR – Dangerous Substances and Explosive Atmospheres Regulations 2001

JH tabled a drawing of Midlothian Campus showing the locations of evacuation points. It was agreed that CMcD should consult with the local fire authorities to agree optimum evacuation points.

4.6 Security

Following previous discussions, JH advised that 30 walkie-talkies would be required. He awaited pricing options and proposed to trial equipment to ensure sufficient range was provided. CMcD advised that the intention was to provide walkie-talkies to First Aiders on a rota cover basis.

It had been previously agreed to provide personal alarms to staff as required. JH to bring costs to the Committee for consideration.

It was suggested that a procedure should be introduced whereby staff working beyond 6.30 pm should alert Reception to that fact and be required to sign out on departure. CMcD agreed to consider how best to progress this and investigate various options with IT to automate the system.

4.7 Smoking

JH advised that an alternative smoking shelter was being installed. After discussion, it was agreed that the canopy located outside CR:8 should be removed, with the canopy outside the Halls being retained. It was considered that with the installation of the new smoking area, this might be an appropriate time to trigger a further 'Anti Smoking' campaign via emails to staff and students and posters in lifts (CM/MF). It was agreed that Heads of Faculty should instruct academic staff to remind students of the College's no smoking approach, areas where smoking was permitted, and the disciplinary policy for smoking outwith those areas. (AWh to prepare email to HoFs in consultation with JH).

5. Health and Safety Policy

CMcD confirmed that the Health & Safety Policy had been approved by and duly signed by the Board at its November 2010 meeting.

6. Provision of Inspection Certificates for Gas Supply Lines

IMcC confirmed that annual inspections were being undertaken and certificates were retained by Facilities. It was agreed that this item should remain on the agenda for the next meeting.

7. Relocation of Fire Assembly Point C at Midlothian Campus

Change in location noted.

8. Policy and Procedures for Attack Alarms

Possible options for procedures were discussed. Personal alarms would be provided to staff (for example, lone workers) as required, and would be available from Reception. It was not considered necessary to develop a specific policy, but guidance on the process for obtaining an alarm and its use would be posted on the intranet, backed up by leaflets. CMcD to progress.

9. Main Door Control at Midlothian Campus

JH advised that the door was now switched to exit only after a certain time in the evening. JH agreed to investigate options for door intercoms/swipe access for both campuses during evenings.

10. Intervention Guidelines for staff witnessing assaults and other incidents of gross misconduct

There was general discussion on certain situations in which staff might find themselves, and whether the College might be able to provide appropriate 'safe' intervention guidelines. CMcD suggested a possible approach might be to develop an online personal safety training course. CMcD agreed to liaise with the Director of HR/OD looking at the possibility of sharing cost/product with other colleges.

11. AOB

11.1 First Aid Provision

IMcC drew attention to difficulties sometimes encountered in locating a First Aider. This item was linked to item 4.6 above, however CMcD agreed to clarify procedures as appropriate.

11.2 Fire Strategy

CMcD advised that the draft Fire Strategy had been circulated to the Committee for feedback by 21 January, and thereafter this would be considered by the SMT.

11.3 Accident Form

CMcD tabled a revised accident form to serve as a replacement to the current incident form and requested feedback on the draft by 21 January. The Committee noted that since her appointment in July 2010, 17 incident forms had been received to date with 2 being RIDDOR reportable.

11.4 Prescription Safety Glasses

CMcD agreed to prepare a form for staff to use and to load on to the Health & Safety JET pages.

12. Date of next meeting

5 May 2011 @ 9.30 am, Boardroom 4-06E

HEALTH AND SAFETY COMMITTEE
Actions arising from 13 January 2011 meeting

Item No	Subject	Action by
4.2	Risk Assessments for Pregnant Students To prepare form for H&S JET page	CMcD
4.3	Overflow Parking Area – Lighting To progress proposals of low level lighting	JH
4.5	DSEAR – Evacuation Points To liaise with fire authorities to identify evacuation points	CMcD
4.6	Security To source and trial walkie talkies and obtain costs for personal attack alarms To develop procedure for late working	JH CMcD
4.7	Smoking To complete installation/removal of shelter canopies as agreed. To rollout a new Anti Smoking campaign HoFs to liaise with academic staff to reinforce College policy	JH CM/MF AWh/JH/HoFs
8	Attack Alarms To develop/roll out procedure	CMcD
9	Main Door Controls To investigate options for door access for evenings	JH
10	Intervention Guidance To investigate options for online safety training	CMcD/CM
11.1	First Aiders To clarify procedure for contacting First Aiders	CMcD
11.2	Fire Strategy To provide feedback to CMcD by 21/1/11	ALL
11.3	Accident Form To provide feedback to CMcD by 21/1/11	ALL
11.4	Prescription Safety Glasses Procedures To prepare a form for staff use	CMcD