New College Lanarkshire
Skillset for life

Minutes of the meeting of the Corporate Health and Safety Committee
held on Tuesday 29 October 2019 at 2.00 pm in the Board Room (Cumbernauld Campus)

Present: **B Gilchrist (Chair)**
R Smith, K Fulton, J Close, F McGrory, W Tait, A Murray, M Loy, R Curran, M Jarvie

1. Apologies
J Morrison, J Dempster, S Matson, J Quinn, B Skea

2. Membership
It was noted that John Quinn would now be attending this Committee as the EIS H&S representative. B Gilchrist welcomed Ronnie Smith (new Chair, Board of Management) and thanked him for attending this meeting today.

3. Minutes of the Corporate Health and Safety Committee
The minutes of the previous meeting held on Monday 13 May 2019 were approved.

Matters Arising from previous minutes of Corporate Health and Safety Committee

4 (16) B Gilchrist reassured the Committee that the College is currently following the Scottish Government's updated 'Severe Weather Policy' guidance. A more formalised policy for all categories of staff was still to be discussed with the relevant JNCs. **(Action: B Gilchrist)**

4 (a) M Loy advised that following an inspection of the cladding at Motherwell some timber degradation had been noted. Elements of remedial work had been carried out on the timber frame with a further inspection undertaken and he was currently awaiting the results of this survey. Remedial work had also been carried out in the Residence following the discovery of wet rot in some windows in an emergency exit stairwell.

M Loy confirmed the College had received an email from Gardiner & Theobald/Morrison Construction confirming the safe condition of the current cladding. M Loy to push for further written reassurance from Gardiner & Theobald/Morrison Construction. The Board would be updated once the outcome of the most recent survey was available.
(Action: B Gilchrist/I Clark)

5. B Gilchrist confirmed the College was now in a position to publish its Business Continuity Plan (BCP) and this would take place over the next month or so.

7. B Gilchrist confirmed the Health and Safety Audit survey had been re-opened for those areas who had failed to respond to the initial survey release period. W Tait had compiled a report on the results of this survey and would be arranging with the Trade Union H&S Representatives to conduct physical checks of work areas (workshops, labs, kitchens etc.) before meeting with individual HoFs/Managers to discuss future actions.

<u>Minutes of the NCL Health and Safety Action Group (April)</u>

4 (10) It had been agreed that guidance for staff driving the mini bus should be reviewed. W Tait had forwarded MIDAS training costs to B Gilchrist for consideration. Appropriate training

for each group of staff would need to be identified and B Gilchrist confirmed a few members of staff had already been authorised to receive the full MIDAS training.

(Action: B Gilchrist)

4 (12) M Loy informed the Committee that N M Electrical Contracts Ltd had carried out a survey of floor boxes in Motherwell and had identified 109 damaged boxes. Remedial work would begin in the next few weeks and it was noted that in the majority of boxes the lugs had been broken due to the constant lifting by staff/students to charge up mobile devices.

Matters Arising from minutes of NCL Health and Safety Action Group

It was noted that following the HSE weld fume alert and the testing that had been carried out in March 2019, additional weld fume assessments had recently been carried out in the welding workshops at Motherwell. Air quality testing had also been undertaken in a number of rooms/workshops in the Workshop Block. The results of this testing should be available within the next few weeks. As no further guidance on the resetting of Workplace Exposure Limits (WELs) has been issued by the HSE, current control measures utilising respirators and the LEV system are still in place. B Gilchrist, W Tait and Faculty staff to review once the testing results are available.

(Action: B Gilchrist/W Tait/Estates/Faculty of Engineering and Automotive staff)

4. Minutes of the NCL Health and Safety Action Group/Matters Arising (October)

5. B Gilchrist informed the Committee the WorkRite e-learning training modules would shortly be rolled out to staff with a few compulsory modules for all staff. It was noted that to date, 820 members of staff had completed the GDPR training and 411 had completed the AssessRite training and DSE assessment.

7. It was noted that although the College has a sufficient number of First Aiders it would appear that staff from Estates, ISS and Facilities are called upon most as these staff can be contacted by radio and therefore respond immediately. B Gilchrist and W Tait to discuss this issue to see if responses to first aid requests can be distributed in a more balanced way. W Tait informed that First Aiders are identified to cover each floor of each campus building and the intention is that the First Aider closest to the incident is contacted to attend but due to communication issues this is not always practical. W Tait also requested the introduction of in-house refresher courses for all first aiders. These courses would be offered every 3/6 months and would be supplementary to the mandatory First Aid Refresher Training that had to be completed every two years. These courses would help all first aiders practice their skills and ensure they are confident to deal with any first aid requests. **(Action: B Gilchrist/W Tait)**

The Committee noted the nursery statistics were as follows during the period 01.04.2019 to 20.09.2019

Classification	**Coatbridge**	**Cumbernauld**	**Motherwell (Firtrees)**	**Total**	**Other AMCOL Nurseries**		
					Fullwood	**Meiklewood**	**Bellwood**
Head Injuries	15	0	100	**115**	3	6	35
Slip/Trip/Fall	20	1	73	**94**	17	17	39
Cuts/Scratches	8	10	153	**171**	24	21	76
Bumps/Bruises	21	8	254	**283**	70	21	70
Bites	0	0	37	**37**	5	19	10
Other	0	0	48	**48**	13	0	0
Total	64	19	665	**739**	132	84	230
Number of children in nursery	64	55	468		70	106	215

Matters Arising from Minutes of the NCL Health and Safety Action Group

A discussion was held on various issues concerning the accident and incident statistics such as the type of accidents and incidents recorded under the Other/Ill health categories and if comparator statistics are available for other Colleges. It was noted that following the AQFM submission the College's statistics for the previous four sessions have been fairly stable. The need for communication with staff about completing the accident/incident/ill health forms correctly was discussed and it was noted that information concerning staff could only be shared with the H&S Representatives if the employee had signed the consent section of the form.

The issue of staff dealing with incidents of violence and aggression (from both students and members of staff) and the need for staff to report incidents of this type through the proper processes was discussed. B Gilchrist to meet with the Learner Engagement Team and Students Association to discuss further and he would report back at the next meeting of any progress. **(Action: B Gilchrist)**

K Fulton commented on the importance of the Health and Safety training for Board Members. Jason Quinn, Assistant Principal is currently working on enabling Board Members to access material online.

A Murray enquired if there is a stipulation that a member of staff accompanying students on an overseas trip should be trained as a first aider. B Gilchrist to confirm this with the International team and act on if required and feedback before the next meeting. **(Action: B Gilchrist)**

A Murray apprised the Committee of the system the Faculty of Engineering and Automotive had in place before merger of 'hazard spotting exercise' inspection forms in all workshops. These forms would be used to flag up any issues that required reporting to Staff/Line Managers/Estates/ICT. W Tait favoured a more formalised system such as a monthly inspections but agreed that a weekly paper based system could be introduced. **(Action: A Murray/W Tait)**

5. Health Surveillance

Occupational Health follow the Higher Educational Occupational Physicians/Practitioners Guidance (HEOPS) for Health Surveillance in FE institutions. It is essential institutions have robust policies in place to ensure: identification of individuals requiring health surveillance; procedures for recall and attendance; procedures for failure to attend; and information available and managerial support to ensure Senior Staff, Line Managers, Individual staff and, OH are aware of, and comply with their responsibilities as per HEOPS guidance. It was noted that while the current health surveillance programme is working well, there are some concerns which need to be addressed. The guidance issued to managers regarding the procedures for health surveillance is in the process of being updated and B Gilchrist/SMT will reinforce to managers the importance of this programme. To assist mangers, compulsory training sessions on the Risk Assessment process and health surveillance will be held in the coming months.

A need for more management training was noted and B Gilchrist would raise this issue with the new Principal. It was noted that teaching and support staff have been able to attend the two levels of management training offered by CDN (College Development Network). **(Action: B Gilchrist)**

6. Inspections

It was noted that H&S Advisors carry out informal inspections on a regular basis and raise any issues identified with the appropriate area. Members of Unison had carried out a sample inspection of Motherwell earlier in the year and this had highlighted a few areas of concern which were currently being dealt with by SMT. The importance of all areas being self-inspected by Faculties/Departments was highlighted. M Loy and W Tait to investigate if the company tasked with creating the Estates helpdesk facility could tailor a self-inspection tool. **(Action: W Tait/M Loy)**

7. AOCB

In response to a query from M Jarvie regarding the stress impact assessments, B Gilchrist informed the Committee it was hoped the report would be available by the end of November.

8. Date of next meeting

The next meeting will be held on Tuesday 18 February 2020.

DRAFT