

**ITEM 9 NCL HEALTH AND SAFETY UPDATE**



<b>FOR DISCUSSION/INFORMATION</b>			
Meeting:	Resources and General Purposes Committee		
Presented by	<b>Brian Gilchrist</b>		
Author/Contact	<b>As above</b>	Department / Unit	<b>Executive Board</b>
Date Created	<b>18 May 2020</b>	Telephone	<b>01698 232391</b>
Appendices Attached	<b>None</b>		
Disclosable under FOISA	<b>Yes</b>		

**1. PURPOSE**

To update the committee on Health and Safety activities, as evidenced through the minutes of the most recent Corporate Health and Safety Committee.

**2. BACKGROUND**

See above

**3. DETAIL**

See paper attached

**4. BENEFITS AND OPPORTUNITIES**

Not applicable

**5. STRATEGIC IMPLICATIONS**

None

**6. RISK**

None.

**7. FINANCIAL IMPLICATIONS**

None.

**8. LEGAL IMPLICATIONS**

None

**9. WORKFORCE IMPLICATIONS**

None.

**10 REPUTATIONAL IMPLICATIONS**

None.

**11. EQUALITIES IMPLICATIONS**

None

**CONCLUSIONS/RECOMMENDATIONS**

Members are asked to note the contents of the update.

**Minutes of the meeting of the Corporate Health and Safety Committee  
held on Tuesday 18 February 2020 at 2.00 pm in the Drummond Suite (Cumbernauld Campus)**

**Present: B Gilchrist (Chair)**

K Fulton, F McGrory, W Tait, M Loy, R Curran, J Quinn, B Skea

**1. Apologies**

J Dempster, M Jarvie, S Matson

**2. Membership**

No changes to membership were reported.

**3. Minutes of the Corporate Health and Safety Committee**

The minutes of the previous meeting held on Tuesday 29 October 2019 were approved.

**Matters Arising from previous minutes of Corporate Health and Safety Committee held on 13 May 2019**

4 (16) It was hoped a more formalised 'Severe Weather Policy' for all categories of staff would be issued to the relevant JNCs by March.

4 (a) M Loy updated the Committee on the external cladding system at Motherwell Campus. Further inspections had been carried out and these had not highlighted any new findings or issues and the College had been advised that at present it poses no danger to staff, students or the public. As well as raising this defect with Morrison Construction (the liability sits with them), this issue had been reported to the relevant College committees as well as the Lanarkshire Strategic Risk Register. This defect would continue to be inspected, all parties regularly updated and it was hoped that following a meeting in March, remedial actions would be agreed. M Loy agreed to provide a written summary for the R&GP Committee and Board of Management. **(Action: M Loy)**

**Matters Arising from previous minutes of Corporate Health and Safety Committee held on 29 October 2019**

6. W Tait reported that as yet no progress had been made in tailoring a Health and Safety self-inspection tool.

Minutes of the NCL Health and Safety Action Group (April)

4 (10) B Gilchrist confirmed that MIDAS training would be authorised for those staff who required it. Other alternatives currently being considered involved training a member of College staff to 'Train the Trainer' who could then provide the required training across the college to staff as required. **(Action: B Gilchrist)**

Minutes of the NCL Health and Safety Action Group (October 2019)

7. W Tait and B Gilchrist had discussed the issue of responses to first aid requests being distributed in a more balanced way. The current system would continue to be monitored to see if a solution could be found. It was agreed that the lists of designated First Aiders should be displayed on notice boards as this might help in directing first aid requests. In addition, the WorkRite first aid module could be made available to First Aiders as supplementary training to the mandatory First Aid Refresher training that had to be completed every three years.

Matters Arising from the Minutes of the NCL Health and Safety Action Group (October 2019)

B Gilchrist updated the Committee on actions that had taken place since the incidents of threatening behaviour from a student. A poster had been prepared and displayed in specific areas, to remind students that aggression and behaviour would not be tolerated and, if necessary addressed via the Learner Behaviour Policy. Panic alarms had also been installed in certain key areas and Personal Attack Alarms have been issued to specific staff. An external company would be providing training in February on managing conflict/dealing with difficult behaviour to the Student Funding team. This training could be offered to other staff if considered valuable and B Gilchrist would circulate the bullet points from this training. **(Action: B Gilchrist)**

B Skea confirmed a system was in place in the Faculty of Engineering and Automotive for flagging up issues in workshops that required reporting to Staff/Line Managers/Estates/ICT.

**4. Minutes of the NCL Health and Safety Action Group (held on 16 January 2020)**

9. It had been noted that there had been no emergency evacuations at Coatbridge or Cumbernauld this session. B Gilchrist confirmed the Executive Board would be asked to set dates for future planned evacuations. **(Action: B Gilchrist)**

**The Committee noted the nursery statistics were as follows during the period 23.09.2019 – 20.12.2019**

Classification	Coatbridge	Cumbernauld	Motherwell (Firtrees)	Total	Other AMCOL Nurseries		
					Fullwood	Meiklewood	Bellwood
Head Injuries	14	1	29	44	10	7	26
Slip/Trip/Fall	19	2	49	70	19	0	16
Cuts/Scratches	5	4	88	97	7	25	38
Bumps/Bruises	8	17	163	188	35	48	55
Bites	2	0	14	16	3	12	12
Other	0	0	19	19	6	0	0
<b>Total</b>	48	24	362	434	80	92	147
Number of children in nursery	62	57	449		72	109	209

**Matters Arising from Minutes of the NCL Health and Safety Action Group (held on 16 January 2020)**

8. M Loy advised the Committee that due to inclement weather conditions it had not yet been possible to carry out a structural survey of the full roof at Cumbernauld. He would update the Committee on progress/findings at the next meeting. **(Action: M Loy)**

**5. Air Quality Testing – Engineering and Automotive Building**

B Gilchrist updated the Committee on the decision to temporarily close the Engineering and Automotive building following the results of air quality tests. Once it became clear that these tests had erroneously been benchmarked against a clean room environment, the building had been reopened with further tests and a deep clean carried out. These test results confirmed that the air quality within the rooms was satisfactory. Further testing had been carried out in February by another company and these tests also confirmed the results were significantly below limits. As this testing highlighted particles were being generated internally, some window sills/desks would need to be cleared and Estates would issue guidance notes on how to operate the ventilation system. Estates would also carry out remedial work to improve the air flow through rooms. Staff were being given opportunities to tidy up their areas on a weekly

basis and there was a drive to undertake a clear out across the whole College. B Gilchrist to provide an update at the next Corporate meeting in May. **(Action: B Gilchrist)**

**6. Welding Fume Update**

B Gilchrist informed the Committee that following the HSE weld fume alert, the Faculty of Engineering and Automotive had purchased 30 air-fed respirators for staff and students. All LEVs had been checked and were working well and disposable respirators and masks would still be purchased for short-term welding activities, visitors use etc.

**7. AOCB**

**7.1 Smartlog software**

W Tait briefed the Committee on Smartlog which is a cloud based fire and health and safety compliance management software package. This software encompasses both Health and Safety and Estates based activities. The key features of this software include: Risk Assessment tool; accident reporting; asset management; e-learning/online training; automated checks and tests and a digital logbook. It was agreed that temporary log- ins would be created for B Skea, J Quinn and M Loy. W Tait, M Loy and B Gilchrist to discuss further once staff had an opportunity to consider this package.

**(Action: W Tait/M Loy/B Gilchrist)**

**7.2 Health and Safety Audit**

W Tait informed the Committee that the Health and Safety Audit is on to the second phase where all documents stored on the Clan are being reviewed. He would issue managers with their individual audit survey response, audit summary sheet (highlighting issues that are not being done/where indications of proof are required) and the collective audit survey results. Managers would be contacted in due course once this phase had been completed.

**7.3 Coronavirus**

B Gilchrist informed the Committee that the College had been using the Clan and its social media feeds to keep staff updated on the latest advice and information regarding coronavirus. As appropriate and frequent handwashing is recommended, hand sanitisers would be installed at the main entrances to each campus with signage to encourage their use.

The College had a number of trips planned under our Erasmus+ programme that are due to go to a number of European countries between March and June. The Executive Board will be discussing the College's approach to these trips and further updates and discussions will take place with relevant staff and student groups as necessary.

**7.4 WorkRite**

W Tait informed the Committee that to date 84% of staff had completed the GDPR training and 67% had completed the AssessRite training and DSE assessment. It was hoped to begin rolling out the WorkRite e-learning modules to staff as soon as possible.

**8. Date of next meeting**

The next meeting will be held on Tuesday 12 May 2020.