



**REPORT OF THE MEETING OF THE HEALTH & SAFETY COMMITTEE HELD AT 9.30AM ON
20TH FEBRUARY 2014 AT THE ERI, CASTLE STREET, THURSO**

Present: Alan Ogg, Chair
David Bertram
Ann Dods
Francois Muller
Gordon Jenkins
Jackie Manderson
Russell Rekhy
Alistair Simpson
Margaret Train

1. Preliminaries

The Chairman welcomed members to the meeting.

1.1 Apologies

Apologies for absence had been received from Richard MacNicol, David Shaw and Helen Campbell.

1.2 Minute of the previous meeting

The minute of the previous meeting was approved as an accurate record being proposed by Ann Dods and seconded by Francois Muller.

1.3 Actions Arising

Members discussed each of the actions:

Action 1 – Members were advised that there was a lack of consistency in tracking H&S training and it was felt that a central system was required. A training company had been in touch with the E&F Manager and had confirmed that they offer a management system for training which was approved by HSE and which was updated by the company whenever changes to legislation of regulations occurred, therefore the training being provided would always be compliant. The company has offered to come up to the College and present a demo so that the College can decide how it wants to proceed. **It was agreed that a short life working group would be set up to consider proposals and report back to H&S Committee in the first instance.**

Action 2 – Members were advised that admissions had introduced a new system whereby any application giving information about additional requirements was put on hold until further investigation and decision could be made. Jackie Manderson advised that the system appeared to be working well

Action 3 – Members had been circulated 2 leaflets which are currently available at reception on for visitors and one designated for evening safety procedures. After discussion members agreed that it would be ideal if the 2 leaflets could be combined into 1 with all necessary info, including the map of the Thurso campus. **The E&F Manager and Compliance Officer will follow this up with Marketing and report back to Committee.**

Action 4 – This action is now part of the plans for the car park and is complete.

Action 5 – The revised DSE policy is under review and will be presented to the next H&S Committee meeting.

2. Committee Business

2.1 H&S Committee Terms of Reference for Review

Members briefly discussed the revised Terms of Reference and approved these subject to a comment regarding co-option as required being inserted into the document.

2.2 H&S Report

2.2.1 Quarterly Accidents/Incidents/Hazards

Members were advised that there appeared to be a lack of understanding at all levels of the requirements to report all accidents, incidents and near misses. Members discussed the minor accidents which had been reported and returned to the discussion about reporting. Members agreed that basic training including staff responsibilities needed to be re-introduced with all sections heads attending in the first instance. **The Principal advised the H&S Compliance Officer that she should contact Lindsay Henderson and the Vice Principal as a matter of urgency to get a slot within the staff development calendar for this training.**

A short discussion took place regarding a particular incident in the ETEC building where a student had got something in their eye. However on investigation it was noted that the student had not followed the Risk Assessment; neither had the tutor pointed this point to the student and in discussion it became clear that the student was not aware that they should have read the Risk Assessment before undertaking the activity. It was felt that this was not acceptable and raised a further question in relation to Risk Assessment training for all staff.

2.2.2 Quarterly Fire evacuations/drills

Members discussed the fire alarm tests and drills in some detail and the following was agreed:

Fire Drill reports from all sites to be forwarded to the H&S Compliance Officer for retention and reporting to H&S Committee.

The E&F Manager and Director of Finance and Estates will continue discussions with APUC regarding replacing the contract for alarm systems, currently with ADT.

2.2.3 H&S Workplace Inspections

Members were advised that Thurso campus inspections were complete except for the Tower Block. Inspections at Dornoch and Alness will take place after the Easter break. Members discussed the follow up on any actions identified and agreed that it would be useful if managers concerned could attend H&S Committee after the inspection to discuss any issues or areas of concern.

Members discussed the introduction of a database for all risk assessments and noted that a pilot was being undertaken in the ETEC building.

Members were advised that new H&S Law posters were being purchased for each College site as the law had changed. The new posters must be in place by April 2014.

3. Estates & Facilities

3.1 E&F Manager H&S Report

The E&F Manager had provided a table containing information relating to works being undertaken across the College sites which relate to H&S. She advised that she would continue to provide information in a similar format to future meetings. She briefly took members through the paper advising that currently the heating in the Tower could only be switched on and off, however a survey had been undertaken to ascertain what

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works and costs would be required to link the Tower heating with the new system. The final report was awaited and if affordable the works would be undertaken in the Summer. Works in Alness and Dornoch were either on-going or complete. A survey of the boundary walls at both the BHH and ERI was to be undertaken along with a survey of the Wick building.

The E&F Manager advised that she had commissioned an independent survey of the drainage system in the ETEC building which had found that the installation was incorrect. The project manager had been in touch with Morrisons who did the works and they will be returning to remedy the problems. The College has been told verbally that any costs incurred by the College will be reimbursed.

4 **Policies & Procedures**

4.1 Update on the review of H&S policies & procedures

Members were advised that the H&S Compliance Officer was continuing to review H&S policies and procedures. Once complete they are being circulated to members for consideration outwith the Committee cycle, however ratification would be made at the H&S Committee meeting following circulation. Once approved the policies and procedures will be uploaded to the H&S area of sharepoint.

Members were advised that the H&S Compliance Officer and E&F Manager were currently reviewing the 1st aid policy and procedure. Once complete these will be circulated to members for comment before being uploaded to sharepoint. Thereafter it was intended to hold a short briefing session for all 1st aiders to explain their roles and responsibilities. Once this is complete, the E&F Manager will stand down as the responsible person for 1st aid as previously intimated.

Members discussed the re-introduction of the H&S Newsletter **and it was agreed that the H&S Compliance Officer would discuss this with Marketing in the first instance.**

It was also agreed that Marketing would be asked if it was possible to have a continuous banner relating to H&S on each of the screens round the College.

5 **Date of next meeting: 1st May 2014**

The Chairman thanked members for their attendance and closed the meeting at 11.50am