



REPORT OF THE MEETING OF THE HEALTH & SAFETY COMMITTEE HELD AT 11.45AM ON 27TH JUNE 2014 IN THE CFEE CONFERENCE ROOM, THURSO MAIN CAMPUS

Present: Ann Dods, Acting Chair
Francois Muller
Jackie Manderson
David Shaw
Alistair Simpson
Margaret Train

1. Preliminaries

The Chairman welcomed members to the meeting.

1.1 Apologies

Apologies for absence had been received from Alan Ogg 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 Jackie Manderson and seconded by Alistair Simpson.

1.3 Actions Arising

Members discussed each of the actions:

Action 1 – No action to date, carry forward to the next meeting.

Actions 2-7 had been completed or overtaken by events.

2. Committee Business

2.1 Quarterly Accidents/Incidents/Hazards

Members discussed the 8 minor accidents which had been reported in the last quarter. It was felt that H&S refresher training, to be re-introduced, should be used to highlight the need for reporting accidents and incidents. H&S Committee also believed that members could be more proactive when highlighting the need to report accidents and hazards. Members noted the request by F&GP Committee that H&S Committee try to raise more awareness of the need to report incidents/hazards as well as accidents so that mitigating actions might be put in place.

Quarterly Fire evacuations/drills

Members discussed the fire alarm tests and drills in some detail and it was noted that these had been carried out as required. In the coming session, all sites will undertake fire evacuations on the same day; dates for these have been set and communicated to relevant staff.

2.2 H&S Workplace Inspections

Members were advised that Tern House, BHH and Ross House had now all been inspected. 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 pilot electronic risk assessment database being undertaken within ETEC. It was noted that the system had been uploaded to sharepoint, with a number of generic risk assessments therein. Members discussed the need to keep risk assessments 'live' and in the place where the risk is located. It was felt that a

master database was of use but people must remember that risk assessments must be reviewed at any point where there is a change and not only on a planned annual basis.

3. Estates & Facilities

3.1 E&F Manager H&S Report

The E&F Manager briefly took members through the planned works and advised that restricted works would be across all campuses over the Summer. It was noted that a significant budget had been allocated for session 2013/14 works. An option appraisal for the Engineering Wing would be undertaken over the Summer recess. Members were advised that the Learning for Life students may be re-located into the area being vacated by the vet nurse students and a domestic kitchen made available to them rather than the training kitchen in the Morven Building which had been risk assessed and found to be unsuitable. Anne Frew to advise on the suitability of this area.

4 Policies & Procedures

4.1 Update on the review of H&S policies & procedures: DSE Policy

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 Margaret was going on a DSE Assessor course in August so that she would be able to assist staff in the completion of the assessments, once they had received suitable induction training.

Members approved the revised DSE policy.

5 Date of next meeting: 2nd September 2014

The Chairman thanked members for their attendance and closed the meeting at 12.45pm