Glasgow Kelvin College

Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 16 March 2022 at 2:00pm on MS Teams

1. Sederunt

Jeanette Evans, Vice Principal Operations (Chair);
Geoff Lawson, Health and Safety Manager;
Lisa Brown, MIS/Timetabling Assistant, Student Records;
Steven Donnelly, Senior Curriculum Manager;
Paul Haslett, Senior Estates and Faculties Coordinator;
Elaine MacDougall, Senior Science Technician;
Kirsty Macleod, Wellbeing and Engagement Lead;
Monica McKerlie, Head of Services to Support Learners;
Maree Shepherd, Library & Flexible Learning Officer (Unison) and
Arlene Sweeney, Learner Engagement Officer.

In attendance:
Lynne Porter (for recording purposes).

2. Apologies

Apologies were received from the following members:

Mark Boyle, Lecturer, ECS (EIS);
Jim Brady, Lecturer (EIS);
Iain Ferguson, Lecturer, ECS;
Iain Gordon, Head of Facilities and Environmental Sustainability; and
Doreen Shiels, Director of Human Resources.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting held on 19 January 2022

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 19 January 2022.

5. Matters Arising from the Minutes of the Previous Meeting

It was noted that all other actions contained within the minutes of the previous meeting had been completed and that two standing items had been added to the agenda going forward: Health and Wellbeing Lead's Update and AOCB.

There were no further matters arising from the minutes of the previous meeting held on 19 January 2022.

6. Health and Safety

a) Health and Safety Manager's Update

The Health and Safety Manager gave a verbal Health and Safety update in which he provided information on the progress of Health and Safety within the College.

G Lawson reported that there were 15 incidents bringing the total to 23 incidents to date. He highlighted that there was one incident of note to be discussed later in the meeting.

Online Training and Tabled Paper – WorkRite

G Lawson discussed the completion rates for WorkRite training outlined below and contained within a tabled paper.

He informed members that completion rates for the College-designed Cyber Security Awareness course had increased and noted that individuals could contact him by email to confirm their training record and completion of this particular course. He advised that the cohort had risen to 543 individuals which affected the completion percentages.

	Workrite Module	Cohort No.	Target No.	Target %	14-Jan-22	16-Mar-22	Previous %	Current %	Trend		at 14 Jan	at 16 Mar	
	Legally Mandated Safety Training												
1	Asbestos	25	25	100%	23	25	91.7	100.0	^	8.3	^	^	
2	AssessRite (DSE)	514	463	90%	465	472	90.1	91.8	^	1.7	^	^	
3	COSHH	117	105	90%	87	95	87.0	81.2	v	0.58	^	v	Cohort increased
4	FireRite	542	488	90%	498	503	90.1	92.8	^	2.7	^	^	
5	HandleRite	169	152	90%	106	135	64.6	79.9	^	15.3	^	^	
6	Home Workers (DSE)	515	464	90%	382	412	71.0	80.0	^	9	^	^	
7	Legionella	29	29	90%	24	28	85.2	96.6	^	11.4	^	^	
8	New and Expectant Mothers	3	3	100%	2	3	100	100	=	=	=	=	
9	Working at Height	30	29	95%	21	28	66.7	93.3	^	26.6	^	^	
	College Compulsory Safety Training												
10	Coronavirus & Homeworking Essentials	542	464	90%	413	437	76.4	80.6	^	4.2	^	^	
11	Coronavirus - Back to Work	538	484	90%	347	411	64.1	76.4	^	12.3	^	^	
12	Risk Assessment	522	470	90%	299	379	55.6	72.6	^	18	^	^	
	Safety Awareness Training												
13	Catering Food Safety Level 2	3	3	100%	2	3	100.0	100.0	=	=	=	=	Cohort increased
14	Conflict Resolution	542	488	90%	352	408	65.4	75.3	^	9.9	^	^	
15	Driver Awareness	153	138	90%	126	145	92.6	94.8	^	2.2	=	^	
16	FeelRite (Stress Training)	542	488	90%	317	374	58.7	69.0	^	10.3	^	^	
17	First Aid	38	34	90%	20	31	57.1	81.6	^	24.5	=	^	Cohort increased
18	Food Safety Level 1	4	4	90%	2	4	100.0	100.0	=	=	^	=	
19	MobileRite (Peripatetic Training)	536	482	90%	243	320	63.0	59.7	v	-3.3	^	v	Cohort increased
20	OHSA (Office Health and Safety Awareness)	437	393	90%	240	303	55.4	69.3	^	13.9	^	^	
21	OHSALM	93	84	90%	57	66	62.0	71.0	^	9	^	^	
22	Personal Travel Safety	413	372	90%	205	262	49.0	63.4	^	14.4	v	^	
23	Retail Food Safety Level 2	2	2	90%	1	2	100.0	100.0	=	=	=	=	Cohort increased
24	Slips, Trips and Falls	542	488	90%	294	374	54.6	69.0	^	14.4	^	^	
	Non-Health & Safety Training												
25	Anti-Bribery & Anti-Corruption	542	488	90%	327	386	60.8	71.2	^	10.4	^	^	
26	Cyber Security Awareness	538	484	90%	125	244	23.2	45.4	^	22.2	^	^	307 engaged
27	Environmental Awareness	25	23	92%	17	21	70.8	84.0	^	13.2	^	^	
28	Equality & Diversity	542	488	90%	340	395	63.2	72.9	^	9.7	^	^	
29	GDPR	542	488	90%	431	442	79.9	81.5	^	1.6	^	^	
30	Safeguarding	542	488	90%	392	417	72.9	76.9	^	4	^	^	

At or above required percentage

Within 10% of required percentage

More than 10% below required percentage

G Lawson noted that there were 30 courses available, 9 of which staff were legally mandated to complete. He continued that the courses required to be completed would be included on each staff member's WorkRite profile.

G Lawson highlighted a drop in completion rate for COSHH, but added that this was due to rise in the cohort for this course from 106 to 117 individuals. He also noted a welcome rise in completion of key legal courses and a doubling of the completion rate for the College Cyber Security course.

J Evans advised that the senior management had circulated an email initially asking for all legally mandated courses to be completed by staff by the end of February 2022 a deadline which was subsequently extended to the end of March 2022. However,

following a serious RIDDOR reportable incident at the College a further mail had been sent to all staff which required them to complete all legally mandated courses within 5 working days.

J Evans observed that the legally mandated courses were nowhere near completion and that this presented a risk for both staff and the College. She advised that this would be followed up and action undertaken taken to address non-compliance.

Staff Training

G Lawson reported that:

- 82 members of staff had completed and received the IOSH Managing Safely (MS) certificate last year; and
- of the staff who had signed up for the IOSH Occupational Health and Wellbeing course, 39 had completed, 1 had withdrawn and the remaining 19 were progressing. G Lawson stated that if a sufficient number of individuals indicated they wished to sign up for this course another tranche may be able to participate.

b) Legal and Current Issues Review: February 2022

G Lawson spoke to the contents of the Legal and Current Issues Reviews and requested members to note the content. He confirmed the bulletins had been circulated to the appropriate staff for information.

G Lawson discussed a recent incident which took place at the College involving a reaction between a COSHH and another product which caused fumes and resulted in the alarm being activated, staff evacuation and the attendance of police and a hazmat team. He informed members that the two materials were removed from the building, a full in depth investigation was instigated and a consecutive timeline prepared which detailed the root cause of the incident. G Lawson noted that immediate actions required were identified one of which was the identification of a member of staff who required COSHH training and procedural errors highlighted. He also advised that, overall, the College had particularly good COSHH management processes in place within the Science department from which good practice could be used as a template for other areas across the College and on which recommendations were based.

G Lawson informed members that an Evacuation Control Report was completed within 30 minutes of the incident and the welfare of all individuals involved was fully checked and ensured. He advised that 22 recommendations had been made and discussed with Peter Brown and Elaine MacDougall, a COSHH specialist with a view to addressing the issues. G Lawson added that recommendations would be submitted to the SMT and trade unions would be informed of progress. He added that an update would also be provided to members at the next Health and Safety Committee.

S Donnelly reminded members of the need to be cognisant that E MacDougall was undertaking additional duties assisting with the COSHH incident in addition to her usual duties and to bear her increased workload in mind.

K Macleod queried if there was any follow on support required for individuals involved in the COSHH incident. G Lawson noted that after incident in depth support was provided immediately.

J Evans informed members that changes would be put in place following the incident, that Peter Brown would oversee the investigation on behalf of the SMT and that the College would revisit its Health and Safety Policy if it was required to be updated.

Members of the Health and Safety Committee agreed to:

- note the contents of the Health and Safety Manager's update;
- note the action taken to address health and safety issues raised and action points for the future; and
- request that the Health and Safety Manager to bring progress reports to all future meetings of the Committee.

c) Health and Wellbeing Lead's Update

K Macleod discussed the Staff Development Day/Week and noted that there were a number of workshops delivered by external partners. She highlighted that delivery of a workshop on stress management for educators had resulted in positive feedback and informed members that further workshops would take place at the end of April/ beginning of May 2022.

K Macleod noted that work was progressing on the Staff Survey to gauge staff wellbeing and that College communications now included a specific focus on wellbeing in the fortnightly Staff Communication, by email and on the staff Teams channel.

K Macleod noted that recent communications had centred around the return to campus and expected behaviours. She added that this had presented an opportunity to remind staff of working practices and to be mindful that some staff members would not be acclimatised to being back on campus. K Macleod noted the that a hybrid working guide would be produced to provide support and assist with reducing stress levels for staff returning to campus.

K Macleod informed members that Daniel Mitchell, the recently appointed Organisational Development Lead was focusing on Mental Health First Aid Training, but noted some difficulty in obtaining enough facilitators and that the College would work in collaboration with Clyde College and City of Glasgow College. She also noted that the Togetherall contract would close in July 2022, that staff had not fully engaged with this digital platform and an alternative provider was being sought.

K Macleod informed members that the Health and Wellbeing Working Group would continue to look at building capacity in staff and student wellbeing.

S Donnelly reported that positive feedback had been received in regard to the Stress Management training delivered on the Staff Development Day and opined that it would be beneficial to run further sessions. J Evans suggested that K Macleod could discuss further session with Doreen and that running them at 4.00pm might result in greater availability for staff to attend.

Action: KM

7. Safety Representatives Updates

Members provided updates on an individual basis. Updates included:

- the relocation of the Students' Association to the offices previously occupied by AGLS on the first floor at Springburn Campus;
- the need to promote good hygiene and the wearing of face coverings in communal areas by staff and students;
- no legal requirement to wear face coverings from 21 March 2022, but encouragement to be given to do so;
- production and promotion of guidance on expected behaviour for students would be useful to circulate;*
- MIS staff continued to work on a rota basis;
- one staff member immunocompromised and therefore wary of returning to campus – meeting with G Lawson and HR to discuss further; and
- UNISON still looking to appoint a Health and Safety representative.

***Action: JE/AS/KL**

8. Training for Health and Safety Committee Members

G Lawson reported that training for Health and Safety Committee members was up to date.

9. Health and Safety/WorkRite Training for Staff

G Lawson advised members that if they wished to undertake any other health and safety training he would organise and pay for it.

10. Estates Update

P Haslet provided a brief summary of progress to date within Facilities that included:

Springburn

- new chiller unit installation started - scheduled completion w/c 21 March 2022;
- ventilation works ongoing;
- project works – Library and Common Room; and
- chemical spillage – updated training.

West

- area identified for visitor cycle shelter – postponed, possible works for Easter break;
- new fire exit door replacement for portacabin; and
- roof leak reported.

East End

- temp CCTV system removed;

- 3 new CCTV cameras now in place;
- rodent report on first floor; and
- roof leak reported.

Easterhouse Campus

- P Haslett based at Easterhouse for project works;
- new vandal proof cycle shelter installed – lock to be changed to a keycode – ongoing;
- Tony Devlin – back at work; and
- project works – workshops, gym & new student zone.

General Information (all buildings)

- new risk assessments to be created for roof works;
- new fire risk report submitted;
- networking of CCTV systems to all buildings. ICT collaboration required – ongoing;
- Covid 19 – ongoing works with staff and G Lawson (Health & Safety Manager) to ensure all requests, setups are in place/completed;
- asset software - accessories – barcode reader to be ordered by ICT; and
- any requests should be through the Estates Helpdesk.

G Lawson noted that the chiller and ventilation works would considerably improve ventilation at Springburn campus. He agreed to meet with P Haslett to discuss requirements for West Campus.

Action: GL/PH

It was noted that PAT testing for desktop computers was required on a 3-yearly basis, but that the College aimed to undertake all PAT testing at the same time annually.

11. AOCB

No other competent business was discussed.

12. Equality Management - Equality issues to be considered as a consequence of the consideration of the above agenda

There were no new Equality Management issues that arose as a consequence of the meeting held on 16 March 2022.

13. Risk Management - Risk issues to be considered as a consequence of the consideration of the above agenda

There were no new Risk Management issues that arose as a consequence of the meeting held on 16 March 2022.

14. Data Protection - Data Protection issues to be considered as a consequence of the consideration of the above agenda

There were no new Data Protection issues that arose as a consequence of the meeting held on 16 March 2022.

15. Closure

The meeting closed at 2.55pm.

16. Date of Next Meeting

The date of the next meeting is 20 April 2022.

JE/GL/LP
Glasgow Kelvin College
16 March 2022