Glasgow Kelvin College

Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 29 April 2026 at 3:30pm on MS Teams

1. Sederunt

Steven Donnelly, Senior Curriculum Manager, SEA; (Chair);
Amrit Bedi, Equality and Inclusion Lead (until 4.00pm);
Lisa Brown, MIS/Timetabling Assistant, Student Records;
Lisa Clark, Assistant Principal, Estates, Corporate Planning and Governance;
Jeanette Evans, Vice Principal Resources and Corporate Development;
Elaine MacDougall, Senior Science Technician;
Claire Reid; Head of Facilities and Environmental Sustainability;
Gary Sharp; Student Support Services Manager;
Arlene Sweeney, Learner Engagement Officer; and
Steven Young, Health and Safety Manager.

In attendance:
Lynne Porter (for recording purposes).

2. Apologies

Apologies were received from the following members:
Zyshan Ali, Lecturer, SEA;
Robin Ashton, Vice Principal Education, Skills and Student Success;
Jim Brady, Lecturer (EIS);
Aiden Byrne, Lecturer, WDCS;
Carol Goodwin, Curriculum Manager; WDCS;
Chantelle McCallum, Student Association President;
Ryan Shearer, Lecturer, WDCS (EIS/FELA);
Doreen Shiels, Assistant Principal People and Culture; and
Zak Stapley/Megan Doherty, UNISON.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting held on 1 April 2026

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 1 April 2026.

5. Matters Arising from the Minutes of the Previous Meeting

Item 5 – Matters Arising from the Minutes of the Previous Meeting

S Young advised that an issue with one of the self-assessment questions had been resolved and that this would be monitored going forward.

Item 8 – Aggression and Violence in the Workplace

S Young informed members that he would get in touch with D Shiels and R Shearer to organise a further meeting to progress the draft policy.

Item 10a – Aggression and Violence in the Workplace

S Young advised that members with outstanding mandatory to complete would receive an email to ask them to undertake the relevant modules.

6. Health and Safety

c) Health and Wellbeing Activities

A Bedie updated members on a number of recent health and wellbeing activities across the College.

She highlighted the following:

Students:
- Wellbeing Coordinator left so this to be advertised;
- Wellbeing referrals still being taken;
- Counselling – no guarantee for formal counselling. Those who come will still have an assessment and may be referred to third parties;
- Needs Assessments - over 1000 referrals - 500 assessments completed; and
- 170 hours of scribing/exam arrangement undertaken.

Staff:
- Staff Development Day – wellbeing events had good attendance;
- New Employee Assistance Programme is OPTIMA;
- Menopause Group commenced;
- LGBT+ Youth Scotland Bronze Award –to be signed off; and
- Disability Confident – College re-applied and achieved Level 1

Going forward:
- Staff Summer Get Together being organised;
- Wellbeing Day will take place during Staff Development Week;
- Mental Health Focus – Check Mate for male staff/students; and
- Accreditation: Menopause and Menstruation Friendly

a) Health and Safety Manager's Update

S Young reported that 133 accident/incident reports were made from August 2025 to the end of March 2026. He advised that 38 (29%) of all reports were 'work-related', that 110 accidents/incidents were student related and the majority of incidents occurred at Springburn Campus.

Safety Inspections

S Young noted that the review of the safety inspection checklist was ongoing in advance of the arrival of the new SmartLog system.

Occupation Health Surveillance (OHS)

S Young advised members that the OHS programme for 2025/26 was ongoing. He noted that records were being updated to remove those no longer working with the College from the staffing list. S Young reported that one of the two clinics due to take place in March 2026, i.e. on 23 March, was cancelled due to unavoidable circumstances. He added that there was only 38% attendance at the 30 March clinic. S Young advised that a clinic took place on 27 April and future clinics were organised for 5 and 18 May, and 3 June 2026.

Training

S Young confirmed that the following training modules had been designated as mandatory:

Mandatory for all staff			
Health and Safety			Corporate
AssessRite (DSE)	Conflict Resolution	FeelRite	Anti-Bribery & Anti-Corruption
FireRite	Manual Handling Awareness V2.0		Cyber Security and Awareness
OHSA	Risk Assessment	Safeguarding	Equality and Diversity
Slips, Trips and Falls			GDPR

He advised members that staff training would be amended to ensure all relevant necessary training was assigned to each staff member.

S Young informed members that a new Occupational Health and Training Requirements Form had been developed to capture occupational health and training requirements when new employees start and advised members that this form would be sent to the employee's line manager for completion.

Health and Safety Management System

S Young informed members that the implementation of SmartLog, the new health and safety management system, was underway and that a user list had been uploaded. He noted the next stage was to finalise an implementation plan and confirm access levels for staff members. S Young advised that communications would be sent out to staff prior to the end of the academic year to give staff an overview of the new system.

J Evans queried incident levels compared to the previous year. S Young noted that this was normally prepared for Finance and Resource Committee but agreed to add a year on year comparison to the Health and Safety Manager's Update going forward.

Action: S Young

b) Legal and Current Issues – April 2026

Members noted the contents of the Legal and Current Issues Review.

S Young discussed a number of issues detailed within the document. Members noted the contents therein.

7. Health and Safety Policy Review - Review Date June 2026

S Young shared a draft review of the Health and Safety Policy and invited members to comment on the proposed amendments. These included updates to job titles, deletion of additional signature boxes, an organisational chart update on Page 7 and the removal of the final sentence of paragraph 2 and the whole of paragraph 3 on Page 8 related to liabilities of individuals.

Members agreed to feedback on proposed amendments by w/e 8 May 2026.

8. Aggression and Violence in the Workplace - Update

S Young advised that a draft policy was being developed and differentiation between incidents of physical and verbal aggression would be achieved through the new SmartLog system.

9. Safety Representatives Updates

L Clark informed members that a sub-group meeting had taken place and discussed the various actions which had been undertaken to address recent issues with rodents at Springburn Campus. She noted that a pest control expert had placed additional bait traps and had caught some mice on the ground floor and had also provided advice on where the rodents may be accessing the premises. L Clark noted that estates staff had used wire wool to plug any gaps and sealed holes through which rodents may gain access with Mastic. She advised that deep cleaning had been undertaken over a weekend by an external cleaning company and additional cleaning had also been carried out by the College's cleaning contractor.

L Clark noted that communications had been sent out to staff to inform them of actions undertaken and also to request that they ensure they place all foodstuffs away from their desks and into cupboards and fridges to ensure it does not further attract rodents. She advised members that work on the adjacent train line and on the former North Glasgow College building could potentially be disturbing mice which then access the College building.

L Clark noted that Liz Breckenridge would send out a communication to encourage staff to report any sightings of rodents on the Estates Helpdesk and not just to managers. She added that posters would also be placed in staff areas to encourage this.

A Sweeney recorded thanks for the prompt provision of free food for students when the canteen had been closed to allow deep cleaning.

10. Health and Safety/WorkRite Training for Staff

a) Health and Safety Committee Training

S Young advised that if members of the Committee had outstanding training to complete once the resorting of courses had been finalised, he would contact those members direct to remind them to complete the relevant mandatory modules.

b) Staff

S Young noted that anyone following WorkRite course adjustments staff with outstanding mandatory modules to complete would be contacted requesting completion.

11. Estates Update

C Reid provided a summary of work being undertaken within Facilities that included:

- tender currently out for maintenance and upgrade repair of CCTV, fire and intruder alarms across the College – contract to commence 1 July 2026;
- grant funding from UMAL for additional works in relation to Martyn's Law - additional alarms within workshop areas to supplement existing provision;
- cladding currently at pre-application stage with Glasgow City Council and awaiting further feedback – newsletter now available online;
- creation of a new Maintenance Officer post – starts on Tuesday, 5 May 2026;
- two Estates staff members achieved NEBOSH Fire Safety Certificate;
- new Legionella Testing/Risk Assessment contractor now in place; and
- PAT Testing to be undertaken during Summer 2026 across all three campuses.

12. A.O.C.B.

No other business was raised at the meeting.

13. Impact on Students –Student impact to be considered as a consequence of the consideration of the above agenda

Members agreed no new Student Impact issues had arisen as a consequence of the business conducted at the meeting held on 29 April 2026.

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

Members agreed no new Equality Management issues had arisen as a consequence of the business conducted at the meeting held on 29 April 2026.

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

Members agreed that no Risk Management issues had arisen as consequence of the business conducted at the meeting held on 29 April 2026.

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

Members agreed no new Data Protection issues had arisen as a consequence of the business conducted at the meeting held on 29 April 2026.

17. Impact on Sustainability – Sustainability issues to be considered as a consequence of the consideration of the above agenda

Members agreed no new Sustainability issues had arisen as a consequence of the business conducted at the meeting held on 29 April 2026.

18. Closure

The meeting closed at 4.30pm.

19. Date of Next Meeting

The date of the next meeting is due to take place on 3 June 2026.

JE/SY/LP
Glasgow Kelvin College
29 April 2026