

HEALTH & SAFETY COMMITTEE – Wednesday the 4th December 2019 at 2pm

PRESENT:

- (CF) Craig Ferguson, Head of Facilities
(LB) Lisa Beresford, Head of Human Resources
(DN) Derek Newlands, Facilities & Safety Co-ordinator
(RA) Rhona Anderson, Faculty Administrator Care
(SP) Sydne Pruonto, Facilities Administrator
(DB) Derek Brown, Lecturer Construction and EIS H&S Rep
(MM) Mandy Murray, Depute Student Services
(MC) Margaret Campbell, Curriculum Manager Care
(AC) Alison Chambers, Associate Principal Business

APOLOGIES: Stewart McKillop (Principal), David Auchie (Lecturer Business)

1. Minutes

- a) Food labelling: Action carried forward. **CF** and **AA** to discuss.
- b) DB advised that room G05 is stiflingly warm and the extraction system insufficient. The window needs fixed. **DN** to organise
- c) DB raised the question if the new nursery fence is high enough. CF checked with Tracy (Nursery Manager) and she is ok with it
- d) MC advised that the phone installed in 333 is still not working. DN advised it had just been checked. **MC** to double check and get back if the issue persists.
- e) MM inquired about the possibility of a pre-programmed mobile phone for reception in order to quickly dial First Aiders numbers. **SP** to organise

2. Accident Report

There were quite a lot of incidents in the Joinery department. **DB** will raise in the next departmental meeting.

3. Changes to Health & Safety regulations

No changes

4. Committee member updates

- a) LB advised about the ongoing training of new First Aiders: 12 in December, 4-5 in January and a few more thereafter. This should give the College 16-17 more First Aiders from January. A medical register is now down at reception.
- b) It was mentioned that the ladies' toilets 208 and 348 may require more regular checks.

- c) LB inquired if there was a sanitary machine in room 348; and if not, could one be put in. The question was also raised if sanitary products could come in individual packs rather than two items per pack.
- d) LB provided an updated on new EAP provider and Health and Safety training being launched on next SD day by email.

5. Date & Time of Next Meeting

13th Feb, 2pm, Boardroom