

West Dunbartonshire Council

Department of Educational Services

MINUTES OF HEALTH & SAFETY COMMITTEE MEETING

Held on Monday 21 November 2011, 1.00pm

Education Meeting Room at Garshake Road, Dumbarton

PRESENT:

Management Representatives:

Mary Berrill, Quality Improvement Manager

Karen Goodwin, Health and Safety Officer

Siveen Tiernan, Depute Head Teacher, Knoxland Primary School

Catriona Robertson, Head Teacher, Vale of Leven Academy

Frank Kelly, Pupil Support, Educational Services Department

Trades Union Representatives:

Stewart Paterson, EIS

Jackie McMonagle, Unite

Christine Forsyth, UNISON

APOLOGIES:

Management Representatives:

Trade Union Representatives:

Alex McEwan, SSTA

1.	Minutes of Previous Meeting
1.1	Minutes of meeting held on Wednesday 1 st June 2011 were agreed to be an accurate record.
2	Matters Arising
2.1	<p>Cleaning of Milk Fridges in Primary Schools</p> <p>Jackie McMonagle informed the group that she had received a response from John Duffy who confirmed that Lynda McLaughlin from HEEDS would be responsible for this. Jackie will forward the response to Frank Kelly, who will in turn, as secretary for the group, write to Lynda for clarification on this.</p> <p>Action: Jackie McMonagle/Frank Kelly</p>

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2.2	<p>Membership of Committee</p> <p>The group welcomed Christine Forsyth from the Vale of Leven Academy who will represent UNISON at the Departmental Health and Safety Committee. Stewart Paterson also provided feedback after he asked Alex McEwan, SSTA, if he still wished to be part of the committee. Alex stated that he didn't officially join the committee, and while he would like to be part of it, time constraints mean that he couldn't fully commit. It was accepted that Alex would be emailed a copy of the minutes following a meeting, and any issues would be raised through SP.</p>
2.3	<p>Risk Assessments</p> <p>Mary confirmed that these full day courses are now scheduled later than anticipated for early 2012. It was decided that the in-service day in May would be a suitable time for these courses (Thursday 24 May 2012). Karen will liaise with Dave Fulton, QIO in Susan Gray's absence.</p> <p style="text-align: right;">Action: Karen Goodwin</p>
2.4	<p>DSE (Display Screen Equipment) Assessments</p> <p>Karen confirmed that in the absence of a DSE Assessor in the workplace, a self assessment (contained with the policy) should be completed by all employees deemed to be a DSE User. Office staff within schools would be the highest priority, but some teachers and support staff would also be eligible for an assessment.</p> <p>Karen will issue this to all Heads of Establishments, enclosing the actual Policy,, advising that all completed questionnaires are returned to herself..Karen will provide feedback on this at the next meeting.</p> <p style="text-align: right;">Action: Karen Goodwin</p>
2.5	<p>HSE Report on Stress</p> <p>Stewart confirmed that the Policy is still out for consultation and he will provide feedback at the next meeting . He reminded members that the old Policy should continue to be used in the meantime.</p> <p style="text-align: right;">Action: Stewart Paterson</p>
2.6	<p>Draft Violence at Work Policy</p> <p>Karen confirmed that this had been reissued to all establishments and will do so again as there are schools still not consistently using the new</p>

	<p>forms. Catriona Robertson queried whether the violence against staff form could also be used for parents, and it was confirmed that this was the case. Catriona also asked if a copy of the form should be sent to the Union Rep, but it was confirmed that this was not necessary. Stewart asked where the statistics were recorded. Mary said that she collates the information once per term. The stats are sent in from the school and are shared at the Directorate.</p> <p style="text-align: right;">Action: Karen Goodwin</p>
2.7	<p>Security in Our Lady & St Patrick's High School</p> <p>Mr Rooney, Head Teacher, Our Lady & St Patrick's High School requested a sign to direct visitors to the school to the front door. This request has been agreed. Stewart Paterson to take back to JCC.</p> <p style="text-align: right;">Action: Stewart Paterson</p>
2.8	<p>BAM Schools</p> <p>Stewart stated that he had spoken to Stephen Ross, PPP Co-ordinator, over the Helpdesk Reporting System within the BAM Schools. All issues and repairs must be reported through the BAM Helpdesk in line with procedures. Stephen Ross can access the BAM helpdesk database to check this has been done. Catriona highlighted a previous issue in VOLA where there was a problem with the temperature and the janitor definitely reported this through the BAM helpdesk, however, it did not appear on their database.. Jackie advised everyone to continue to log any concerns through the proper channels.</p>
3	Departmental Issues
3.1	<p>Heating Temperature in all Establishments</p> <p>Mary distributed a list of schools who had requested that their heating be turned on in September and the temperature that was recorded in school at the time of their request. She advised that any school where the temperature was below 16 degrees, the heating was turned on. However, it was felt that 16 degrees (17 degrees for BAM Schools) could still be quite cold, and it was questioned whether the minimum temperatures should be increased. Stewart will source the relevant Policy and Procedure and the issue will be discussed at the next Health and Safety Committee. It was also said that the sensors are in the wrong place in school. I</p> <p style="text-align: right;">NEXT AGENDA</p> <p style="text-align: center;">Action: Stewart Paterson</p>
3.2	<p>Gritting of School access roads and playgrounds</p> <p>The impact of the severe weather last year was discussed, in particular</p>

	<p>school car parks when the cold weather struck and the same problem is expected again this year. Normally the Janitor would be responsible for clearing a pathway in and out of the school and ensuring that they have a stock of salt in the school. The car parks and surrounding roads would be the responsibility of the Grounds Maintenance Section or Roads Department and the school would phone in on a morning if the weather was bad to report this to Karen Docherty who would in turn report it to either section. BAM Schools are independent of this as they have their own contractor who would grit the area. Stewart raised the issue of possible signage alerting visitors to the fact that the car park is not gritted. Karen Goodwin will discuss this issue with John Duffy, Section Head, Risk Management..</p> <p style="text-align: right;">Action: Karen Goodwin</p>
3.3	<p>Lack of Ventilation in St Peter the Apostle High School</p> <p>Stewart stated that as the windows are sealed in the music department of St Peter the Apostle High, and they cannot be opened. The reasoning behind this is unclear. Stephen Ross contacted Karen Goodwin to record humidity and temperature. Karen informed the group of these recordings and described them as tolerable, but would keep an eye on the situation. She did say that the room is very dry, and people in the room have been suffering from headaches, sore throats and dry eyes and suggested that she may have to take some air quality samples. She also suggested that air conditioning could be a solution to this issue. Stewart will provide feedback to the rep who reported this issue to him and it may be discussed at the next Health and Safety Committee.</p> <p style="text-align: right;">POSSIBLE NEXT AGENDA Action: Karen Goodwin</p>
3.4	<p>Update on Fire Doors at Vale of Leven Academy</p> <p>This issue was raised at Joint Consultative Forum (JCF) by Alex McEwan, and was also raised at Council meeting in October. Councillor Jonathon McColl asked for a report on this issue as he was unhappy with the risk to young people; he said that an independent risk assessment was to take place. The issue is that the doors do not stay held back on the magnetic lock, but these are currently being strengthened. The group will await further information on this. It was pointed out that only one accident has been reported involving the doors.</p>
3.5	<p>Evacuation Chairs at Vale of Leven Academy</p> <p>The evacuation chairs at Vale of Leven Academy were not gripping on the nose of the stairs (yellow strip) as it was too soft, and the chairs could not be controlled because of this. It was thought that this had been rectified, and the belts in all the chairs had been sorted. Catriona Robertson will</p>

	<p>check this upon her return to school.</p> <p style="text-align: right;">Action: Catriona Robertson</p>
3.6	<p>Arrangements for School Closure due to Weather</p> <p>Catriona asked if something should be sent out to all establishments clarifying the protocol, but there is already a Policy and Procedures for emergency closures. Catriona also raised the issue of communication with parents, as last year the system simply couldn't cope with the volume. Jackie said that each school seemed to have their own way of contacting parents. Last year, during the bad weather, some Council's took the decision to shut all schools; these decisions need to be made early to allow alternative arrangements to be put in place. It was also felt that sharing of good practice would be beneficial. The group will divide up to contact establishments to get information on their arrangements :</p> <ul style="list-style-type: none"> • Siveen Tiernan will contact a few primary schools/ • Stewart Paterson will contact a few Early Education and Childcare Centres/ • Catriona Robertson will provide VOLA's arrangements • Jackie McMonagle will provide Clydebank High School's arrangements <p>A 2 week timescale was agreed on this, and all replies should be forwarded to Frank Kelly.</p> <p>Mary will then extract all good practice from the replies and type up a document and sent out to all establishments as rough guidelines. Catriona also revealed that Vale of Leven Academy have registered with a 'snow updates' website which parents can view during adverse weather conditions.</p> <p>Action: Siveen Tiernan/Stewart Paterson/Catriona Robertson/Jackie McMonagle/Mary Berrill/Frank Kelly</p>
4	A.O.C.B
	N/A
5.	Date of Next Meeting
	<i>Date of Next meeting is still to be confirmed, as the Corporate Health and Safety Committee has not set a date for their next meeting. Members will be informed at the earliest opportunity.</i>

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