



Glasgow Kelvin College
Health & Safety Committee

Minutes

Minutes of the Health and Safety Meeting held on Wednesday, 19 November 2025 at 3:30pm on MS Teams

1. Sederunt

Steven Donnelly, Senior Curriculum Manager; (Chair);
 Steven Young, Health and Safety Manager;
 Zyshan Ali, Lecturer, SEA;
 Amrit Bedi, Equality and Inclusion Lead;
 Lisa Brown, MIS/Timetabling Assistant, Student Records;
 Aiden Byrne, Lecturer, WDCS;
 Jeanette Evans, Vice Principal Operations;
 Elaine MacDougall, Senior Science Technician;
 Isabelle Price, Student Association Assistant;
 Claire Reid; Head of Facilities and Environmental Sustainability;
 Gary Sharp; Student Support Services Manager;
 Ryan Shearer, Lecturer, WDCS (EIS/FELA);
 Doreen Shiels, Director of People and Culture; and
 Arlene Sweeney, Learner Engagement Officer.

In attendance:
 Lynne Porter (for recording purposes).

2. Apologies

Apologies were received from the following members:
 Robin Ashton, Vice Principal Curriculum and Quality Enhancement;
 Jim Brady, Lecturer (EIS);
 Carol Goodwin, Curriculum Manager; WDCS; and
 Chantelle McCallum, Student Association President

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Previous Meeting held on 1 October 2025

The minutes were accepted as a true and accurate record of business conducted at the previous meeting held on 1 October 2025.

5. Matters Arising from the Minutes of the Previous Meeting

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

L Porter advised that L Brown had completed her action from the meeting of 11 June 2025.

Item 7b – Bus Bay Parking – Springburn Campus

R Shearer confirmed that following some discussion he had received a suggestion of using a chain system to prevent people parking cars in the places allocated for minibus parking.

Item 10 – AOCB

A Sweeney advised that Isabelle Price would attend Health and Safety Committee meetings on behalf of the Students Association.

6. Health and Safety

a) Health and Safety Manager's Update

S Young reported that 59 incident reports were made from August to mid-October 2025. He advised that ICT were currently working on some issues with the online accident reporting form. S Young noted that figures for incidents of abuse and violence would be broken down into verbal and physical categories for future reports.

Workplace Safety Inspections

S Young noted that the workplace safety inspections were ongoing, but slightly behind schedule due to familiarising himself with the system. He advised that work would be undertaken to follow up on outstanding inspections.

Occupation Health Surveillance (OHS)

S Young advised members that 3 clinics had taken place to date with good levels of attendance. He noted that staff on sickness absence unable to attend would be rescheduled to attend a future clinic.

S Young confirmed that all the College's occupational health records had been digitised and secured.

Training

S Young noted that reminders would be sent out to staff requesting completion of outstanding e-learning on WorkRite. He reported that there were some outstanding actions from assessment modules to be progressed.

S Young advised he would liaise with Comms and Marketing to work on a campaign to attract more staff to become first aiders.

Health and Safety Management System

S Young advised that discussions had taken place with a number of providers with a view to streamlining documentation, audits and non-conformances into one manageable system. He noted that SmartSafe's 'SmartLog' system was used by several colleges and had received good feedback on functionality and other systems from Evotix and Ideagen were also under consideration.

Fire Risk Assessments

S Young noted that Estates had worked well to progress actions to address the recommendations detailed in the annual campus fire risk assessment conducted by Bell Fire and Security. He added that work on this would continue with support from himself where required.

Risk Assessments

S Young noted that risk assessments submitted had required various amendments and may be rejected in future if not completed correctly. He also raised concerns that risk assessments were being received at very short notice and noted that two weeks' notice was generally required. S Young advised members that he would be delivering sessions on risk assessment at the forthcoming staff development week.

WorkRite

S Young advised that WorkRite had now retired the AssessRite (DSE) module and that SmartSafe's SmartLog program was now under consideration which contains various online training modules.

Evacuation Chairs

S Young reported that 28 evacuation chairs had been installed throughout 3 campuses and that training session would be available during the forthcoming Staff Development day.

Z Ali suggested that it would be useful to have some information on how to complete an accident and incident report. S Young suggested a 'How To' style document could be created to address this.

Action: S Young

J Evans agreed that there was a need to improve risk assessments and training was required on how to manage aggression and violence incident. S Donnelly suggested training sessions also be made available outwith the staff development week to enable more staff to attend.

G Sharp requested access to a list of staff in his department who were non-compliant on safety training on WorkRite in order that they could be asked to complete the relevant modules. S Young agreed to ensure this was made available.

Action: S Young

b) Legal and Current Issues – October 2025

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

S Young confirmed that he would circulate the paperwork to the appropriate staff for information. He highlighted that COSHH assessment requirements within the automotive department would be examined to ensure compliance.

c) **Health and Wellbeing Activities**

A Bedie discussed various number of health and wellbeing activities across the College.

She highlighted the following;

- an Action Plan for the 2026 calendar year was being prepared;
- pop ups would continue e.g. suicide prevention, mental health, finance, etc;
- a KPop concert took place in October 2025 which 200 students attended and another may be arranged for June 2026;
- Winter Festival to be held which will include various events such as a coat and toy drive by students;
- See Me Mental Health Training (2 sessions) would take place on 24 November 2025;
- Radiant and Brighter will visit to look at the College's anti-racism development;
- A flu jab clinic will take place on 26 November 2025;
- Alcohol and Drugs Awareness training will take place during the Staff Development week;
- The Step Count Challenge will continue during the autumn including wellbeing walks and lead cycles;
- '16 Days of Action' to end gender-based violence (GBV) initiative commences at the end of November;

Z Ali noted his thanks for a recently delivered GBV session which was extremely useful.

R Shearer noted that guidance remission had been removed with a ripple effect on the delivery of such workshops. A Bedi noted that she would be happy to undertake lunchtime or post-classes sessions to offset this. Z Ali agreed that lunchtime sessions would be of value to his students,

7. **EIS Members Aggression and Violence in the Workplace Survey Results**

R Shearer discussed the response to the recent workplace survey and confirmed 43 responses had been received. He noted the following:

- 43% respondees had experienced aggression and/or violence in the workplace;
- more than one incident per respondee was reported i.e. some between 5-10 incidents;
- high level of verbal abuse faced by respondees;
- some incidents involving threats of intimidation reported; and
- very few incidents of assaults;
- largest source of incident occurred during classroom teaching;
- large percentage of staff not reporting of incidents – reasons given included wariness of repercussions, belief that nothing would change based on previous experience, lack of clarity around reporting; and
- suggestions received on how to improve the handling of incident reports including de-escalation training, sharing experiences and examples of how situations were managed.

R Shearer summarised some common themes arising from the survey responses including:

- requirement for robust policy and procedure development to clarify how staff should deal with incidents of aggression and violence from a student;
- potential introduction of a zero tolerance policy with increased visibility on this around campuses; and
- training for staff to enable them to appropriately manage incidents.

R Shearer shared some staff experiences of serious incidents of aggression and violence which had taken place in the preceding three week period. He noted a need for simple, clear directions on how to manage these situations which were becoming more serious.

D Shiels stated that safety of staff was paramount. She noted that a policy had been drafted and that a meeting was required to finalise its content. D Shiels advised that the draft policy addressed a number of the issues raised by R Shearer and requested that he and any other trade union representatives available meet with her to consider and finalise the content. She noted a need for greater staff attendance at training sessions and confirmed that staff were welcome to speak with her department about their specific training requirements.

Action: R Shearer/D Shiels/TU Reps

D Shiels advised that discussion had taken place around the development of a zero tolerance campaign and suggested that she, S Young and R Shearer progress this.

Action: R Shearer/D Shiels/S Young

D Shiels confirmed there was a student complaints procedure and disciplinary procedure in place and agreed that staff needed to be sure action would be taken and that where staff had not behaved inappropriately they would be fully supported through the process.

S Donnelly highlighted that the severity of incidents had increased and that this was concerning. He stated that it was important that staff were aware they could terminate a class and ask students to vacate the room should such incidents take place.

Z Ali advised he had not seen the survey and queried where it had been posted. He noted that his class had suggested the use of student ID cards to enter buildings and queried if this had been considered. R Shearer noted that the survey had been posted on MS Teams and circulated via email on various occasions and contained within the College newsletter.

R Shearer suggested that training be offered on a standalone basis so that attendance could be improved. D Shiels suggested that once the policy was finalised, a series of training events targeted to specific needs could be put in place.

C Reid requested that reviewing around procedures on reporting and policy response be open to support services staff as well as a mechanism being put in place to allow third party contractors to report. She noted that catering staff had recently received verbal abuse from students and that outwith classrooms it was harder for some staff to identify or track the perpetrators of the abuse.

A Bryne discussed a few incidents of aggression he had experienced and noted that each time he had reported these, a different method of handling the incident had been undertaken or, on occasion, no further action had been taken. He noted a need for a

clear process to be put in place to enable staff to be fully supported post-incident. A Byrne noted that on occasion it was difficult to contact someone to gain assistance following an incident and suggested a specific nominated person each day for reporting may be useful. He also noted that former students sometimes returned to campus without reason when no longer currently learning and on occasion could be abusive when asked to leave the premises.

J Evans noted members' comments and that issues would be further discussed offline with S Young and trade union representatives to look at ways of addressing the issues raised. She added that it may be of interest to look for city-wide or national statistics and examples of good practice. J Evans also stated that students and the Student Association should be involved in the process to address these issues.

J Evans requested that this item be a standing item on the agenda going forward.

Action: L Porter

In response to a query from R Shearer, J Evans noted that the College was well ahead in progressing actions to comply with Martyn's Law and confirmed that training had been provided to managers with offers provided from support to roll out the training to departments.

J Evans left the meeting.

8. Adaptable Chairs for Students Disclosing Difficulties

G Sharp queried whether requirements for adaptable chairs arising from needs assessment undertaken from October 2025 onwards would be met soon. S Young advised that he was working through a list of requirements as quickly as possible and cautioned that not all assessments would result in the provision of a new chair as in some cases, people had simply required instruction on how to adjust ergonomic chairs they already possessed. He informed members that he would need to meet with the individuals concerned to ascertain exactly what was needed in each case.

Action: S Young

9. Safety Representatives Updates

a) Aranet Monitors in Classrooms

R Shearer noted that there were a number of Aranet monitors in classrooms which were not functioning due to batteries running out. He advised that staff had raised concerns about air flow rate and air exchange within the classroom and queried when the batteries would be replaced to allow accurate monitoring or remove most and have a couple of portable monitors which could be taken into classrooms when required.

S Young advised that some batteries were in stock and agreed to go round and fit them into monitors and ensure monitors were situated in the correct areas.

Action: S Young

10. Health and Safety/WorkRite Training for Staff

- a) Health and Safety Committee Training**
- b) Staff**

S Young discussed these two items together. He noted that he arrange for reminders to be sent out to staff who had not completed mandatory health and safety training modules.

Action: S Young

11. Estates Update

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

- refurbishment of the main ground floor toilets at Springburn Campus - will begin w/c 24 November 2025;
- Capital Plan for the rest of the year will include flooring replacement in worn areas across the Springburn campus;
- upgrading of emergency telephones in the lifts;
- first meeting of the Cladding Steering Group took place w/c 10 November 2025;
- repair and/or replacement of thermostatic valves on wash hand basins;
- work on vehicles - including provision of new minibuses, the replacement of a van used by Estates staff and provision of MIDAS training; and
- tender out to refresh all ground floor toilets, the third floor female and accessible at Easterhouse Campus and the accessible toilet close to the Science corridor.

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

R Shearer noted that the closure of the ground floor toilets for refurbishment may have an adverse impact on students. C Reid noted that works were planned for staff development week to reduce the impact on students and that people would be redirected to toilets within the technical block.

Members agreed no other new Student Impact issues had arisen as a consequence of the business conducted at the meeting held on 19 November 2025.

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 19 November 2025.

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 19 November 2025.

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 19 November 2025.

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 19 November 2025.

18. Closure

The meeting closed at 4.48pm.

19. Date of Next Meeting

The date of the next meeting is due to take place on 4 February 2026.