HEALTH AND SAFETY COMMITTEE
Action Notes of The Glenrothes Campus Health and Safety Committee held on Friday 30th September 2011 at 13:30hrs in the Committee Room, Stenton Campus.

Present:  B Grey (Chair); A Williamson; M McMillan; S Barrie; J Priestly; J. Bisset; M Watt; G Lee; F Cowan

Apologies:  Benita Brown (SA); S Appleton;

Prior to starting on the agenda items, R Grey briefed the committee on the changes to the reporting structure of the health and safety department and the subsequent changes to the chair of the Campus Committees and the Health, Safety & Wellbeing Committee.

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| 1    | Minutes of previous meeting  
The minutes of the meeting held on Friday 3rd June 2011 were approved as an accurate record. |
| 2    | Matters Arising  
Item 2: Drinking Water  
R Grey agreed to request a progress report from Estates on the installation of the drinking water dispensers. |
| 3    | Reportable Accidents  
A Williamson reported that there had been no reportable accidents since the previous meeting. |
| 4    | Trade Union Reports  
There were no Trade Union reports. |
### Fire Drills
A Williamson reported to the group on the recent round of fire drills across all campuses stating that no major issues had been identified and all went well.

It had been agreed to trial a waiting area for students with mobility issues from the Burness Building adjacent to the Facilities Building to minimise the need to cross a potentially busy road to the assembly point. This worked very well during the two planned drills and the area will be appropriately signed for permanent use.

**Action:** A Williamson to arrange signage.

Issues were raised concerning the evacuation route from the FSC which passes the flammable gas store as not being appropriate.

**Action:** R Grey to liaise with Fife Fire Service to obtain advice on this matter.

A meeting will be arranged with Fire Marshals to provide / receive feedback from the drills and to discuss interim measures out with the fire drill schedule.

**Action:** R Grey / A Williamson to arrange meeting on both sites.

R Grey reported that further training session on the use of a Ski Pad would be provided to the fire marshals who missed the last session.

**Action:** R Grey to arrange through Mines Rescue.

### Campus Committee Structure
R Grey briefed the committee on the recently set up Campus Forum on the Stenton site stating that health and safety may be an issue discussed and as the Campus Committee is the appropriate forum for health and safety matters it was felt that it would be practical to have the Campus Forum represented at the Campus Committee and it was agreed to invite Jennifer Thomson Young and Dougie McMillan to join the Campus Committee.

### AOCB
There were no items for discussion under AOCB.