

COMHAIRLE NAN EILEAN SIAR
Department of Education
Minute/Note of Meeting

TITLE : Education Safety Committee
DATE : 02/06/11 **TIME** : 10.00 am
VENUE : Education Development Centre Conference Room
DISTRIBUTION : Bernard Chisholm, Alan Smithyman, I G Smith, Thalia Matheson, Iain Campbell, Margaret Macleod, Ann Maciver, Douglas Reid Kate Macdonald, Peggy M Macphail, Theona Morrison Fiona Smith, Sandy Maclean, Calum Mackay Louise Laing, Ruth Campbell

Present: Fiona Smith, Anne Maciver, Catriona Maciver' Thalia Matheson, Allan Smithyman, Margaret Macleod, Sandy Maclean, Calum Mackay, Louise Laing, Iain Campbell.

Apologies: Peggy M Macphail, Theona Morrison, Ruth Campbell, Peggy M Macphail

Item	Summary and Action	Who?	When?
1	Minutes The minute of the previous meeting was agreed.		
2	Matters Arising from Previous Meeting Constitution The Education & Children's Safety Committee consists of twelve members, eligibility for membership is defined in section 3(a-b) of the draft Constitution. It was agreed to change the under noted points 3 (iii) remove the words "non-teaching" 3 (iv) remove the words "who are not members of Professional Associations" CMK queried whether two Committee members for points (iii & iv) was adequate representation, but the general consensus was; that all the Committee were ECS employees and would therefore fit into this category. CMK also requested that a maximum of two hours per meeting should be stipulated in the Constitution. It was therefore agreed that once the above changes were actioned, the Committee would accept the document as their formal Constitution. It was also noted as a concern that no members were present representing Children' Services, and that Directorate should redress the balance as they see fit.		
3	IR1 Forms FS hopes to produce an electronic version of the present IR1 form; FS hopes to work on this during the		

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	<p>school holidays with a view to rolling out at the beginning of the new school year 2012/13.</p> <p>FS hopes to use info path; info path allows different members of teams to raise queries. If you have a look at the following link http://office.microsoft.com/en-gb/infopath/ you will see how this works; if this is not possible she will design a simple online form which schools could be email to her.</p> <p>AS will speak to the Directorate to write to schools when the form is rolled out stressing the importance of completing these forms.</p> <p>Discussion on this will also be included in the October In-Service Meetings.</p> <p>CMK and SML felt that the matter should be raised before then; AS will contact Head Teachers by email mentioning that the ECS Safety Committee have been looking at statistics and have come across incidents which were not reported, and to please remember to forward IR1 forms to the Department.</p>			
4	Administration of Medicines	This item put on hold, as IGS was held up at other meetings. This will be for discussion at the next meeting of the Committee		
5	Electromagnetic Fields and their effects.	This item was included on the agenda at the request of AS; the Council of Europe have published a report highlighting the dangers of electromagnetic fields and their effect on the environment. This may be of concern to parents and staff members. However the Health Protection Agency have carried out extensive research on the effects of exposure to wireless computer networking equipment on children and have advised that it does not consider there to be a problem (please see attachments). Iain Campbell IT Schools advised that no wireless network systems were installed in schools until extensive research was carried out showing that exposure to electromagnetic fields was minimal compared to other electrical equipment i.e. TVs, masts etc. The Safety Committee feel that there are no issues arising from this.		
6	Health & Safety Office	<p>Stats & Inspections</p> <p>FS produced Accidents Stats for the period up to 01 June 2011. The committee agreed that this should be a standing item on the agenda for each meeting and F has agreed to email the stats to Committee Members before each meeting in order that they could be studied beforehand. F will also forward a summary of Health & Safety Inspections carried out each quarter.</p> <p>The following items are for noting in conjunction with the above.</p> <p>Fiona will devise a rolling programme of Health & Safety Inspections for schools. Schools will be informed when inspections will take place. Schools will be issued with guidelines indicating what these inspections will be looking at.</p>		

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6	Health & Safety Office	<p>Asbestos Register. Schools should hold an asbestos register.</p> <p>Register should be updated every year. (Query as to whether this an estate function (Tech Services) – if this is not being done, the matter should be brought before the JCC) Janitors should have access to asbestos records in order not to work on these areas FS will issue janitors with asbestos guidelines FS will issue AS with guidelines. AS will speak to Iain G Smith re asbestos in schools and asbestos register.</p> <p>PAT Testing</p> <p>This is an ongoing problem, in that it is impossible to cover all portable electrical equipment, with one member of staff. Again it was queried whether this was an estate function. Internal training should be considered i.e. janitors etc to cover shortfall. Louise Laing pointed out that catering facilities were not covered. Social work is in the process of setting up an equipment sub-group to deal with equipment inspections etc and would include PAT testing – would this be the way forward for ECS?</p> <p>AS to discuss with Iain G Smith.</p>		
	AORB	<p>Staff Training Issues.</p> <p>Given that some of the IR1 forms may indicate i.e. manual handling, calm training issues etc; it would be advisable to have Training Issues as an agenda item each meeting in order to fulfil the Committee's function ensuring that all training is up to date. This training could be identified through SDA and could be accessed through BML. Again it would be advantageous to roll out various training courses throughout the year. (FS & BML)</p> <p>BC is currently involved in completing training requirements for all staff within the Dept. There seems to be a problem in staff knowing what training is available, all staff should have access to GLOW, however janitors and cleaning/catering staff do not have access to PCs/</p> <p>The following item for discussion at next meeting – Protective Clothing.</p> <p>Kate Macdonald wished to note that the staff in the Nicolson were very pleased with the Health & Safety Aspects of the new school building site, no pupil has accessed the site and the staff/workers are very willing to discuss issues.</p>		
	Date of next meeting	8 th September 2011		

