

Finance and Physical Resources Committee

Date of Meeting	Wednesday 26 February 2020
Paper No.	FPRC3-E
Agenda Item	4.3
Subject of Paper	Health and Safety Report Quarter 2 1st November 2019 to 31st January 2020
FOISA Status	Disclosable
Primary Contact	Dr Sheila Lodge
Date of production	February 2020
Action	For Discussion

1. Recommendations

The Committee is invited to note the paper, and discuss any matters as appropriate.

HEALTH AND SAFETY REPORT – 1 November 2019 to 31 January 2020

The Committee will note that the H&S reporting process requires a monthly H&S report to SMT which aims to provide an early focus on any H&S issues which may have arisen during the reporting period, usually the previous month. The idea is to ensure full SMT engagement with H&S issues and to allow a means which facilitates early exposure to risk and hence early intervention.

The reporting process also involves the production of a Quarterly H&S report to be presented to the H&S Committee and subsequently to the FPRC. This report is produced from the H&S monthly reports already delivered to SMT covering November, December 2019, January 2020.

Structure

- No new changes to the current structure of the H&S Team





Accident / Incidents

Health and Safety at Work etc. Act

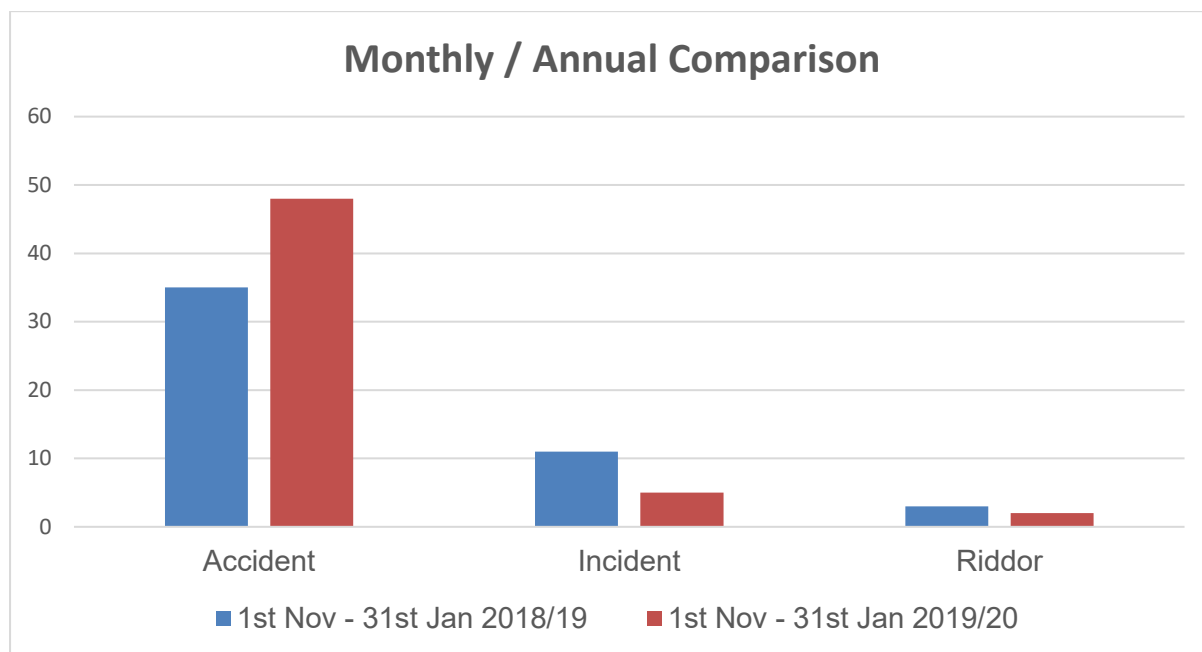
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 54 accidents / incidents were reported in this period of which 2 were RIDDOR reportable incidents.
- This compares to a total of 49 accidents / incidents for 2018-19 of which 3 were RIDDOR reportable incidents.

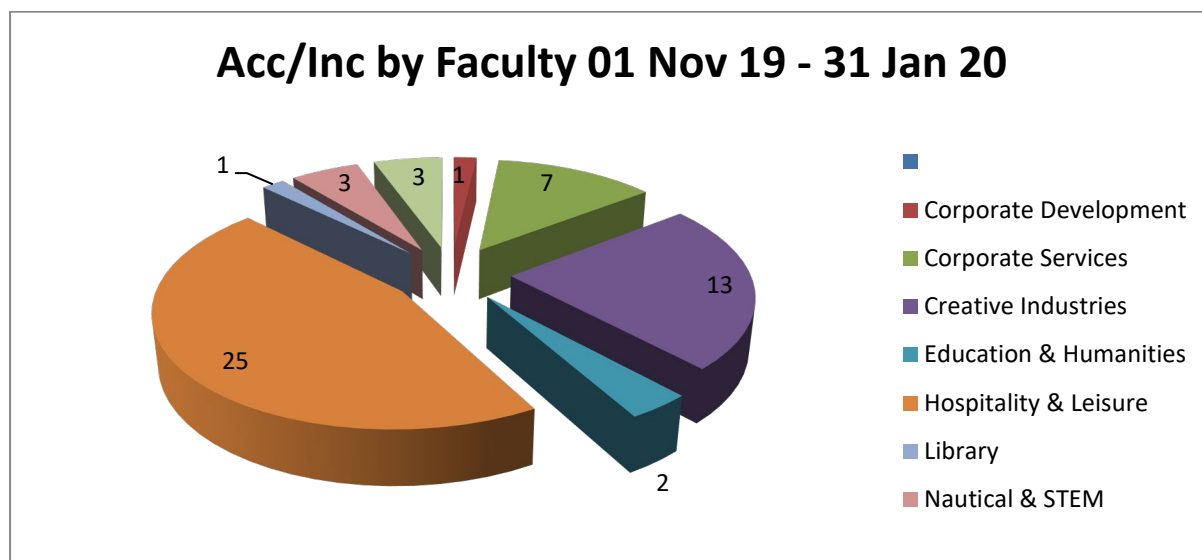
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Nov - 31 Jan	ACCIDENT		INCIDENT		RIDDOR		Totals	
2018 / 2019	35		11		3		49	
2019 / 2020	50		5		2		54	

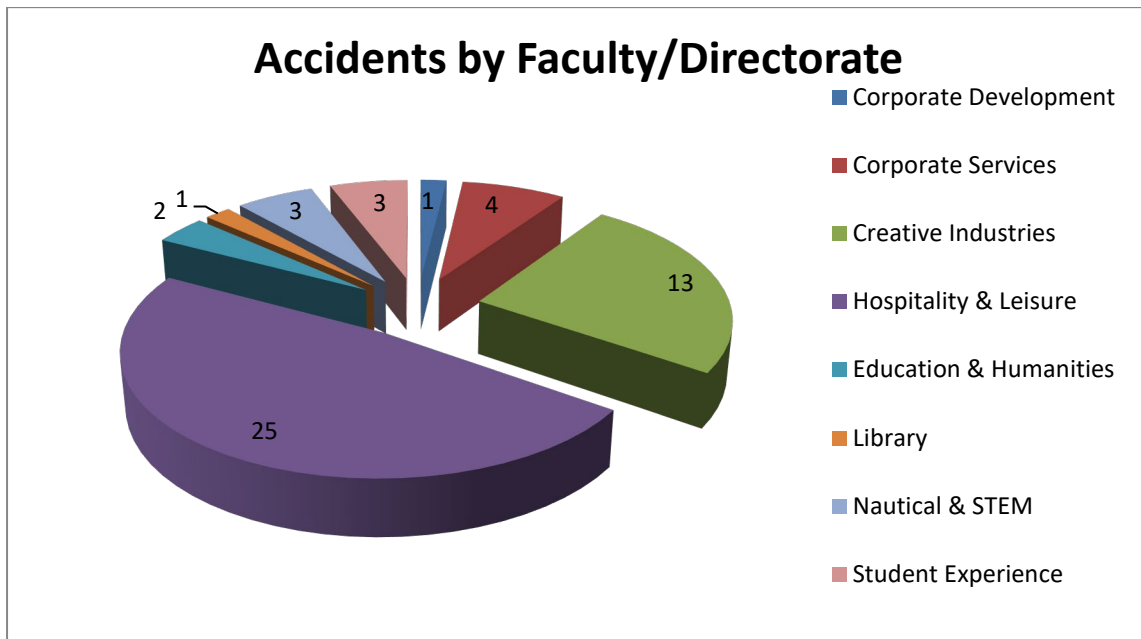
MONTHLYLY / QUARTERLY COMPARISON 2018 / 2019 and 2019 / 2020



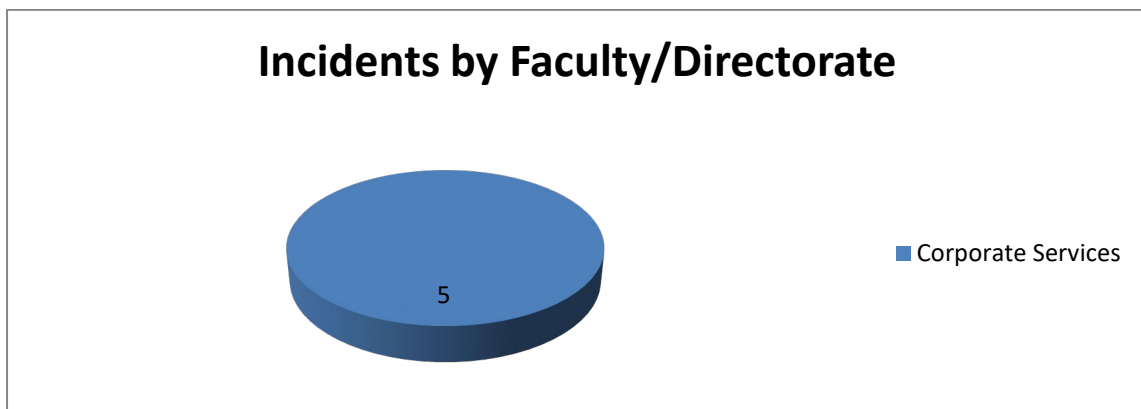
All Accident and Incidents by Faculty / Directorate



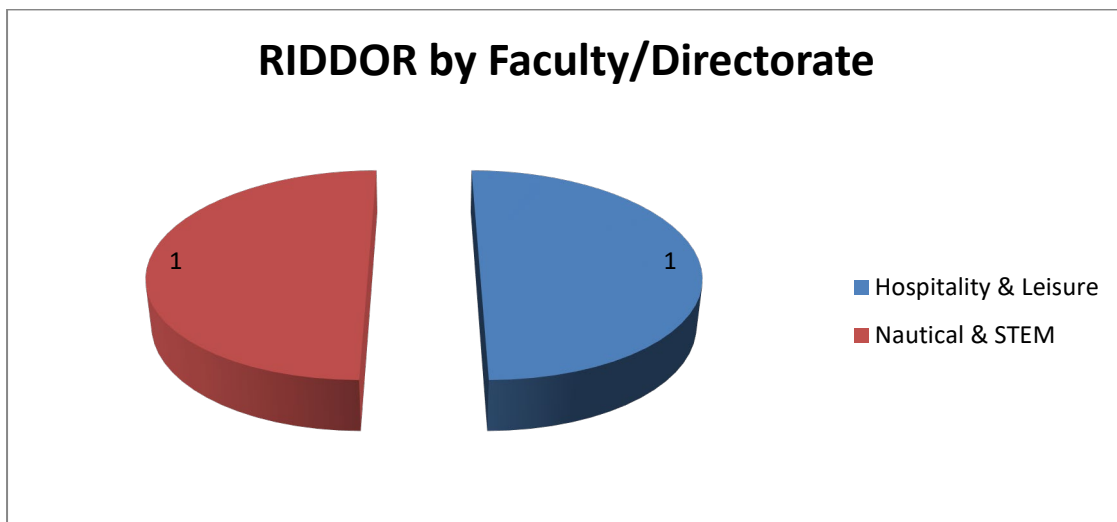
All Accidents by Faculty / Directorate



Incidents by Faculty / Directorate



RIDDOR Reportable Accidents by Faculty / Directorate



ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2018 / 19 Month	2018 / 19 Total	2019 / 20 Month	2019 / 20 Total
August	4	4	12	12
September	21	25	15	27
October	18	43	23	50
November	23*	66	26*	76
December	8*	74	6*	82
January	18*	92	23	105
February				
March				
April				
May				
June				
July				

(Note: monthly figures can change as accident / incident reports can be received the following month)

TRAINING

Health and Safety at Work etc. Act and Relevant Statutory Provisions; Fire (Scotland) Act; Fire Safety (Scotland) Regulations

IOSH Managing Safely	Evac Chair Training	EFAP – Key Personnel Fire Training	Fire Safety Awareness – (Face to Face)	AFM Practical	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
39	26	8	9	3	17	41	60
TOTAL	203						

H&S Risk Assessments (excluding fire)

Health and Safety at Work etc. Act
Management Of Health and Safety at Work Regulations

- 12 Risk Assessments were submitted to the H&S team;
- 17 DSE self assessments were completed;
- 4 face to face advanced DSE assessments were completed by the H&S Advisers.

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- Running total of 89 staff and student PEEPs at City and Riverside Campus; 8 Outstanding Student City PEEPs; 9 City Staff PEEPs; 1 Riverside Staff PEEP;
- DSEAR advice provided to World Skills in the use of Oxypropane;
- Student FSA PowerPoint training has been amended;
- Fire Lift Training through KONE to be arranged through FESFM and OD;
- EFAP Combination safes now operational in both City and Riverside Campuses;
- Pre-alarm movement from 3 to 5 minutes is still in progress;
- Draft Fire Drill Briefing Note has been produced;
- Fire Event on 5th November at 20.04 hours in main atrium space, bonfire night smoke entrained into the ventilation system; SFRS in attendance, full evacuation;
- Fire Event on 6th November at 09.30 hours in kitchen C01.078, pre-alarm for pan fire;
- Fire Event on 6th November at 09.17 and 11.21 hours, a near miss gas leak, faulty taps in C10.017 and C10.020, FESFM affected the repair;
- Fire Event on 12th November at 15.43 hours a pre-alarm in the external Gas Comp Store in Service Yard, sensors have been adjusted by FESFM again;
- Fire Event on 26th of November at 20.23 hours a broken flange in hot water supply pipe in Plant Room, set off 6 detectors due to steam and water vapour, SFRS in attendance, full evacuation. FESFM repaired overnight.
- Full DSEAR risk assessment for oxygen and acetylene at Riverside Campus provided to Chris Keenan, recommended suspending oxyacetylene activities until further information was furnished by the department. A Permit to Work is advised for subsequent working with oxyacetylene;
- EFAP Out Of Hour operated during reduced staffing levels on 23-24 December and 03 January, no adverse response;
- EFAP Out of Hours, FES FM responded by stating that they would operate their own system for accounting for FES personnel;
- Request from Chris Keenan for completed DSEAR risk assessment for Marine Grade Fuel Oil and Category 1.4 Explosives for Riverside Campus;
- Six additional EVAC chairs ordered for Riverside Campus;
- Elodie Nowinski met with FSO – Elodie to design and deliver stylised Student Fire Safety Induction as a 5/10 minute presentation;
- EFAP Out of Hours Procedure agreed in principle with EIS;
- Draft DSEAR Procedure forwarded to Eleanor Doull;
- Fire Drill at Riverside Campus held on 17/01/2020;
- Pot Fire in Scholars Kitchen on 21/01/2020 - Full fire investigation report drafted by FSO. Post fire audit held with SFRS on 04/02/2020; Fire investigation conclusions and recommendations accepted by the SFRS and additionally requested some fire equipment test records.
Zip tap fault at Riverside Campus on 29/01/2020, caused smoke/fumes in R00.014. No alarm or pre-alarm, referred to FES FM and manufacturer.

Henderson Loggie Audit

Management Of Health and Safety at Work Regulations

- Nothing to report.

Enforcing Authorities

Health and Safety at Work etc. Act

Fire (Scotland) Act

- Nothing to report

H&S Policies and Procedures

Health and Safety at Work etc. Act

- Draft Occupational Health and Safety Policy: Organising for Health and Safety forwarded to Depute Principal.
- Draft Work at Height Policy and Draft Health and Safety Procedure for Work at Height Operations Involving Ladders and Stepladders also ready to forward.
- Updated Educational Visits and Field Trips Procedure with appropriate Risk Assessment Form.

Civil Claims

- A Pre – Action Protocol Claim Form from a solicitor acting on behalf of a member of staff relating to an accident on 2nd April 2019 was received on 12th November 2019.

Health & Safety Committee

The Safety Representatives and Safety Committees Regulations.

- A meeting of the Committee took place on 07 November 2019. The following agenda items were discussed:-
- Matters arising from the Q4 Health and Safety Committee
- Faculty Reports
- Directorate Reports
- First Aid Rotas
- UNISON agenda items including:- Severe Weather Policy and Violence and Aggression.
- Next meeting of the H&S Committee will take place on Thursday 06 February 2020.

Inspections

- Nothing to report.