

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 27 May 2020</b>
<b>Paper No.</b>	<b>FPRC4-D</b>
<b>Agenda Item</b>	<b>4.2</b>
<b>Subject of Paper</b>	<b>Health and Safety Report to 17 March 2020</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Dr Sheila Lodge</b>
<b>Date of production</b>	<b>9 April 2020</b>
<b>Action</b>	<b>For Discussion</b>

#### Recommendations

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

## **1. Purpose of report**

- 1.1** This is the Health & Safety Monthly Report to 17 March 2020. Due to the coronavirus pandemic, the College closed both City and Riverside buildings at 17.00hrs on Tuesday 17 March. Since then, only very few staff, including Estates staff and FES colleagues, have, occasionally, been in the buildings.
- 1.2** The purpose of this monthly report is to update the Senior Management Team on the standards of the College's H&S performance and to provide a platform for senior management to demonstrate their ongoing commitment to the effective management of health and safety and to encourage and promote engagement, buy-in and co-operation on all health and safety matters.

## **2. Context**

- 2.1** The successful management of health and safety relies on the collective effort of all staff. However, the main responsibility for the effective management of health and safety lies with the employer. Commitment from senior management is paramount in order to establish and maintain a positive health and safety culture that flows through all levels of the organisation.

## HEALTH AND SAFETY MONTHLY REPORT –

### Accident / Incidents

Health and Safety at Work etc. Act  
 Management of Health and Safety at Work Regulations  
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The College must-

- make and give effect to measures to control risks to health and safety.
- develop and implement effective arrangements for the planning, organising, control, monitoring and review of the preventive and protective measures for health and safety.
- report certain categories of work- related accidents and incidents involving workers and in some cases those persons not in employment to the Health and Safety Executive (HSE)

- One accident was reported in the period.
- A breakdown of the reported accidents / incidents for the period is provided in the following tables-

#### All Accident / Incident by Location

City Campus	1
Riverside Campus	0
<b>Total</b>	<b>1</b>

#### All Accident / Incident by Faculty / Directorate

Business	1
<b>Total</b>	<b>1</b>

#### All Accident / Incident by Category of Individual

Student	1
<b>Total</b>	<b>1</b>

#### All Accident / Incident by Category

Accidents	1
Incidents	0
<b>Total</b>	<b>1</b>

#### All Accidents/Incidents by Immediate Cause

Struck by stationery object	1
<b>Total</b>	<b>1</b>

#### All Accident by Severity Category

Sent to A&E	1
<b>Total</b>	<b>1</b>

#### Category of Accident / Incident

Non-RIDDOR Reportable Accident / Incident	1
RIDDOR Reportable Accident / Incident	0
<b>Total</b>	<b>1</b>

**MONTHLY / ANNUAL COMPARISON TO LAST REPORTING YEAR for reporting period**

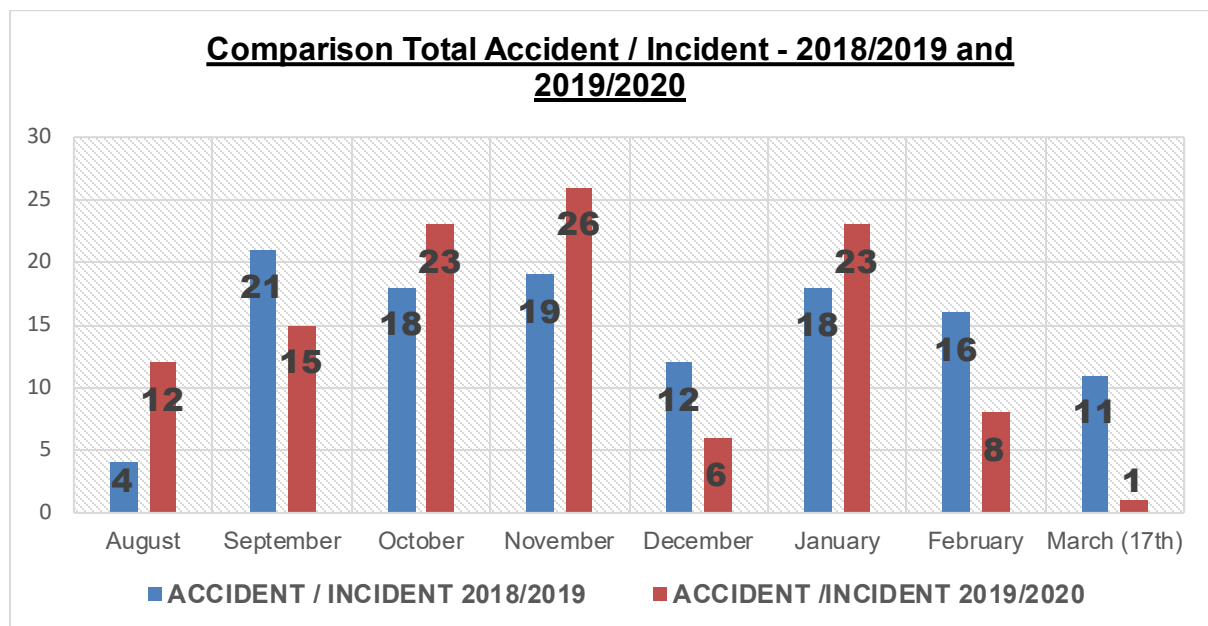
<b>01 March – 17 March</b>	<b>NON- RIDDOR ACCIDENT</b>	<b>NON- RIDDOR INCIDENT</b>	<b>RIDDOR ACCIDENT</b>	<b>RIDDOR INCIDENT</b>	<b>Totals</b>
<b>2018 / 2019</b>	10	1	0	0	<b>11</b>
<b>2019 / 2020</b>	1	0	0	0	<b>1</b>

**MONTHLY / ANNUAL COMPARISON TO LAST REPORTING YEAR for reporting period**

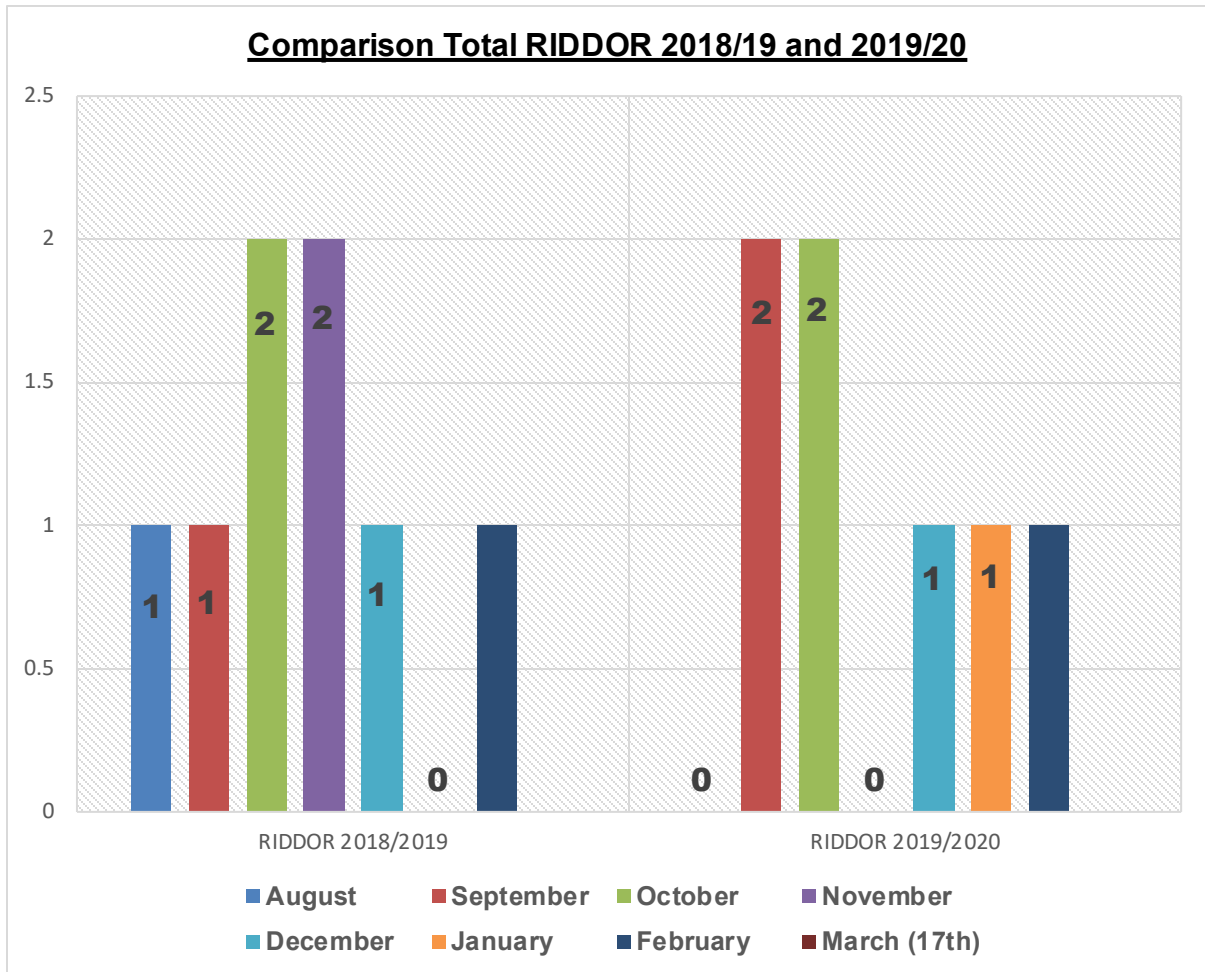
All Accidents / Incidents	2018/ 2019 Monthly	2018 / 2019 Year Total	2019 / 2020 Monthly	2019 / 2020 Year Total
August	4	4	12	12
September	21	25	15	27
October	18	43	23	50
November	19	62	26*	76
December	12*	74	6*	82
January	18*	92	23	105
February	16	108	8	113
March (17 <sup>th</sup> )	11	119	1	114
April				
May				
June				
July				

(\*Note: monthly figures can change as accident / incident reports can be received for the reporting period the following month)

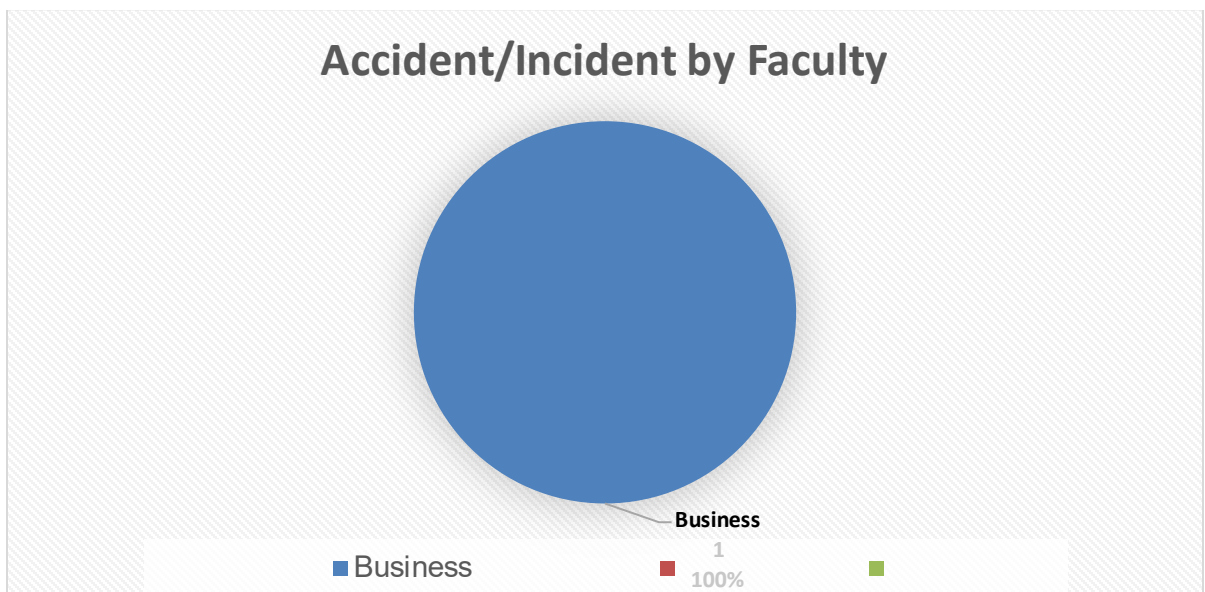
**COMPARISON OF ALL ACCIDENTS / INCIDENTS BY MONTH / YEAR TO PREVIOUS REPORTING YEAR for reporting period**



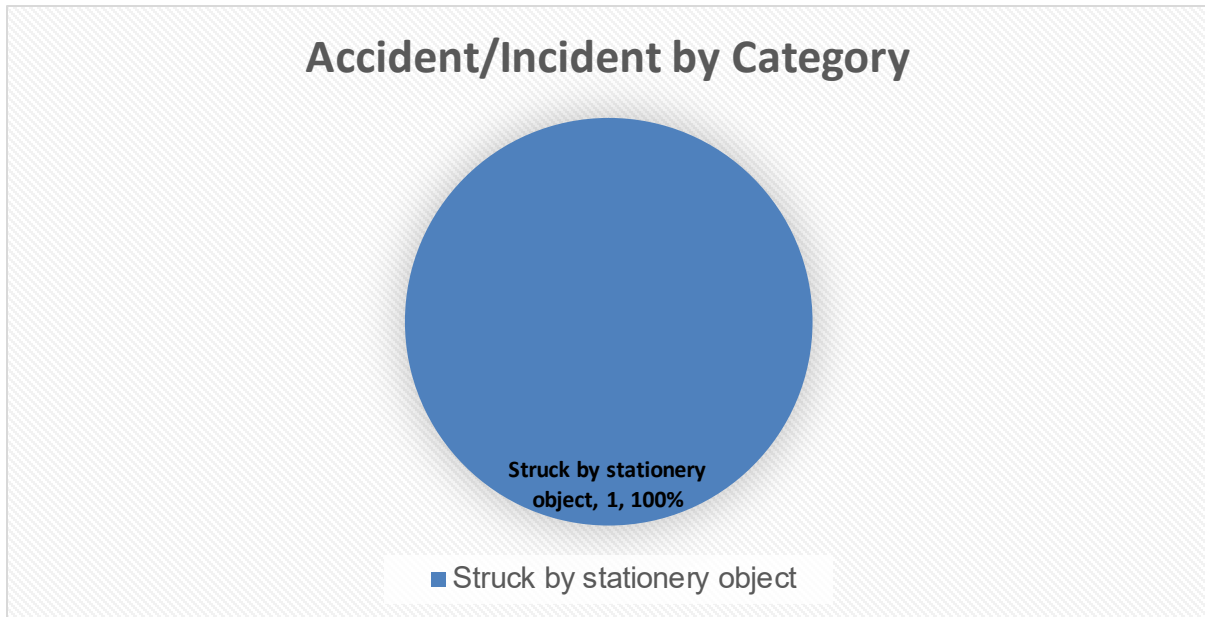
**COMPARISON OF ALL RIDDOR ACCIDENTS / INCIDENTS BY MONTH / YEAR TO LAST PREVIOUS REPORTING YEAR for reporting period**



**All ACCIDENTS / INCIDENTS BY FACULTY/ DIRECTORATE for reporting period**



**ALL ACCIDENTS / INCIDENTS BY IMMEDIATE CAUSE for reporting period**



**First Aid Treatments Only (non-work related)**

Health and Safety at Work etc. Act

Health and Safety (First Aid) Regulations

- First aid treatments carried out may be in relation to pre- existing ill- health conditions or injuries that are not connected to College activities and these are not recorded as accidents / incidents.
- First- aid only treatments for the reporting period are as follows:-
- 14 first aid only treatments were reported.
- There were 4 recorded first aid treatments only instances where the first aider sent students to A&E.

**Category of Individual Receiving First Aid Only Treatments**

Staff	1
Student	13
<b>Total</b>	<b>14</b>

**Number of First Aid Only Treatments**

City Campus	14
Riverside Campus	0
<b>Total</b>	<b>14</b>

## Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- Fire Safety law requires that employers and those organisations in control of premises ensure that appropriate and effective measures to reduce the risk of fire are in place and include specific duties to ensure that adequate measures are in place to:-
  - Control the risk of fire; Control fire spread; Ensure that the means of escape are available at all material times; Fight fires; Detect fire; Give warning of fire; Ensure that arrangements are in place to ensure that appropriate action is taken in the event of fire; Ensure that employees and relevant persons receive suitable information, instruction and training in the fire safety arrangements.
- In addition, employers are also required to ensure that any fire safety systems and equipment are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- Where more than one duty- holder share a premises then those organisations must put in place adequate arrangements to secure cooperation and coordination in respect of complying with the duties under fire safety law.

- Running total of 83 staff and student PEEPs at City and Riverside, 68 City Student PEEPs - Reviewed and revised for their respective Block 3 timetables. Revised PEEPs placed on the student enquirer system and a PEEP master list placed at the City Campus incident control point
- 5 Outstanding City Student PEEPs - emails requesting curriculum staff to set up three way PEEP assessment meetings sent to relevant Curriculum Heads / Associate Deans
- 9 City Staff PEEPs and 1 Riverside Staff PEEP
- No student or temporary PEEPs at Riverside.
- DSEAR Chris Keenan provided an assurance by email (30/03/20) that no oxygen acetylene equipment would be used in the Riverside welding workshop.
- All oxyacetylene activities (piped and portable) have been suspended at Riverside. Head of Estates, Les Paterson requested further information from GLQ concerning detection, isolation and ventilation of potential leaked DSEAR gases.
- Chris Keenan provided an assurance by email (30/03/20) that the class 1.4 explosives had been removed from the engineering workshop store and therefore did not require a DSEAR risk assessment. Chris Keenan to conduct the DSEAR risk assessment with Ghayoor Abbas for the Marine Fuel Oil located in the engine room and adjacent stores as per email of 30/03/20
- EFAP Out of hours Procedure / Fire Safety Briefing Note 4/2014 comments provided by (i) Michelle Watt (ii) John Gribben / Julie Dale (iii) GDPR implications checked with Guy Clinton (iv) UNISON representatives OK (v) Meeting held with EIS representative Sheila Meikle on 29/11/19 and a further meeting with Sheila Meikle and Jim McGrotty on 17/01/20 - agreed in principal. FES FM to retain their own sign in and out and report to the Duty Manager / PIC.
- A draft of Executive Office notification of the EFAP Out of Hours Procedure was forwarded to Michelle Watt on 10/02/20 prior to a proposed phased roll Current Status Trend since Last report Response received from Michelle Watt. Awaiting suggested adjustments to the briefing note and executive office notification from Michelle as per email of 30/03/20
- City Campus EFAP - SFRS has sanctioned the pre-alarm movement from 3 minutes to 5 minutes following the SFRS audit in August / September 2019 as per direction received from Stuart Thomson / Sheila Lodge. Currently delayed awaiting UHF radio purchase and deployment as recommended by the SFRS and Head of Estates. John Duffy checking the quotes received and whether the COGC can consider the highest bid who is the current provider and knows the radio system and interface with Link Tel.
- PO raised for 7 replacement UHF radios for the PIC and AFM's to operate the EFAP at the City Campus.



## Training

- Health and Safety and Fire Safety law places duties on employers to provide suitable information, instruction and training to staff in relation to the risks to health and safety and safety from fire. In certain cases this can extend to persons not in their employment. Employers are also responsible for ensuring that employees are competent to carry out their duties without risks to their own and others health and safety or safety from fire.
- Training completed in the reporting period is as follows:-

EFAP PIC	Fire Safety Awareness (Face to Face)	Fire Extinguisher Training	Display Screen Equipment (DSE) (online)	Fire Safety Awareness (online)	IOSH Managing Safely	Introduction to Health and Safety at Work (online)
2	4	93	0	50	14	51
<b>Total</b>						<b>214</b>

## H&S Risk Assessments (excluding fire)

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

- Nothing to report

## H&S Policies and Procedures

Health and Safety at Work etc. Act

- Nothing to report

## Enforcing Authorities

Health and Safety at Work etc. Act

- Nothing to report

## Henderson Loggie Audit

Management Of Health and Safety at Work Regulations

- Henderson Loggie carried out an audit in March to review the College's overall arrangements for dealing with H&S issues and to consider if these are adequate and operating effectively in practice at each main campus site
- The audit report noted that the area 'required improvement'. A management response showed that all recommendations had been accepted, and an action plan was put into place. Below is the latest update.
- Draft H&S Policy – Organisation and Responsibilities completed 15.01.20, ready for approval.
- H&S Team have updated the Educational Visits and Field Trip Procedure to include the appropriate Risk Assessment Pro – Forma.
- H&S are also working on additional policies/procedures, including, Work at Height Policy and a Health and Safety Procedure for Work at Height Operations Involving Ladders and Stepladders. A First Aid at Work Policy has also been drafted and ready for approval.
- There have now been 4 cohorts of identified staff to complete IOSH training, however, the uptake has been poor. Furthermore the training has had to be suspended due to the closure of the college from the current COVID – 19 crisis. However, the H&S Team is liaising with the Business Enterprise Team, to explore delivering the course remotely.

### H&S Committee

#### Safety Representatives and Safety Committees Regulations

- Nothing to report, next meeting scheduled for May 2020.

### Inspections

#### Health and Safety at Work etc. Act; Management of Health and Safety at Work Regulations

- Nothing to report

### Civil Claims

- Nothing to report

**APPENDIX 1 Summary list of Accidents / Incidents to 17 March 2020 RIDDOR Reportable Accidents highlighted in yellow**

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
1	11/03/2020	Student	Student hit back of head on window frame.	Business??	City		Behaviour of students to be looked at.	Closed	Lecturer has spoken to students about their behaviour in the classroom.