

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 2 December 2020
Paper No.	FPRC2-G
Agenda Item	4.1
Subject of Paper	Health and Safety Report Quarter 1 1 August to 31 October 2020
FOISA Status	Disclosable
Primary Contact	John Gribben, Director HR
Date of production	November 2020 (subject to TU Approval at H&S Committee Meeting on 30 November)
Action	For Discussion

1. Recommendations

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

HEALTH AND SAFETY REPORT – 1 August to 31 October 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 August, September, October 2020.

The Committee will note that in line with Scottish Government guidance a phased return to on campus learning and working, as part of a blended model, with some remote teaching and home working, commenced from July / August. This blended model has continued through August, September and October with staff and students on campus, albeit less frequently and in lower numbers than before the lockdown.





Accident / Incidents

Health and Safety at Work etc. Act

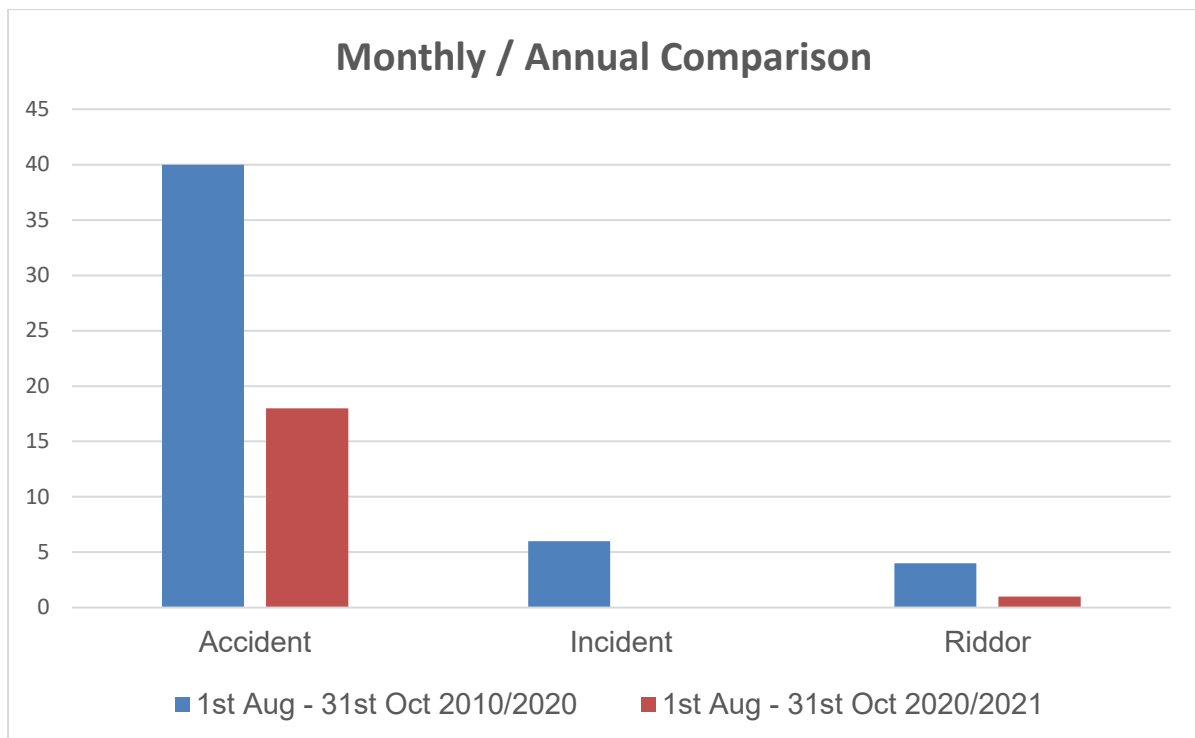
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 19 accidents / incidents were reported in this period of which 1 was RIDDOR reportable.
- This compares to a total of 50 accidents / incidents for 2019-20 of which 4 were RIDDOR reportable incidents.

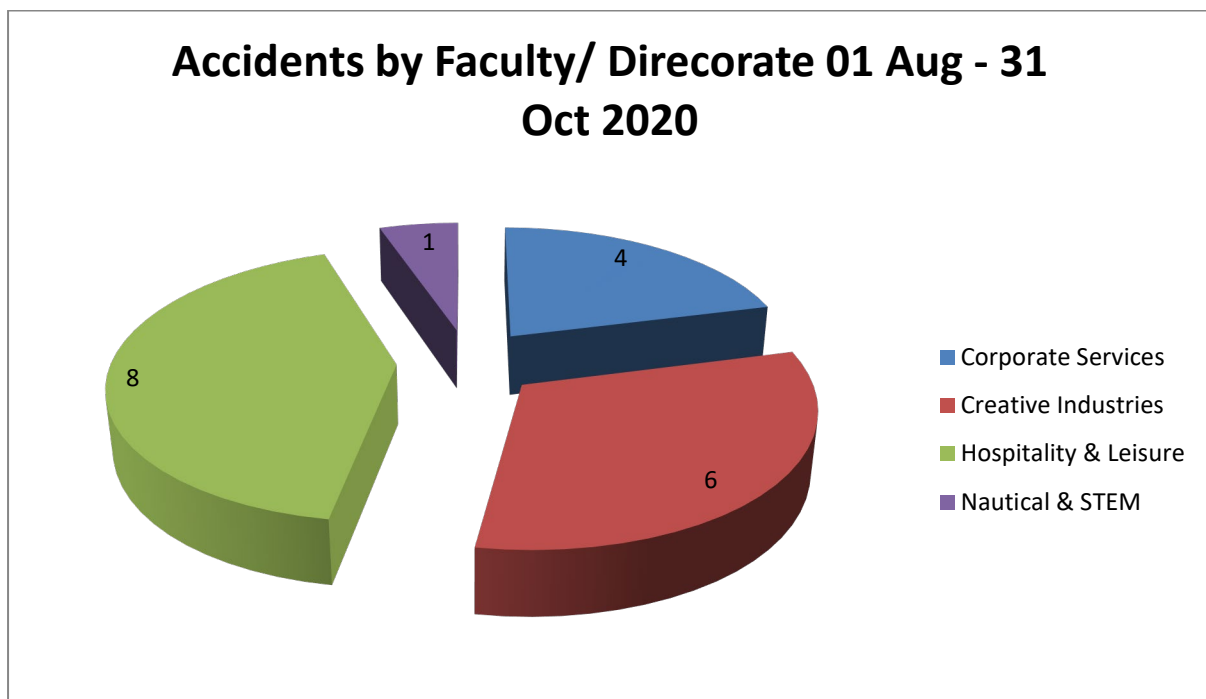
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Aug - 31 Oct	ACCIDENT		INCIDENT		RIDDOR		Totals	
2019 / 2020	40		6		4		50	
2020 / 2021	18		0		1		19	

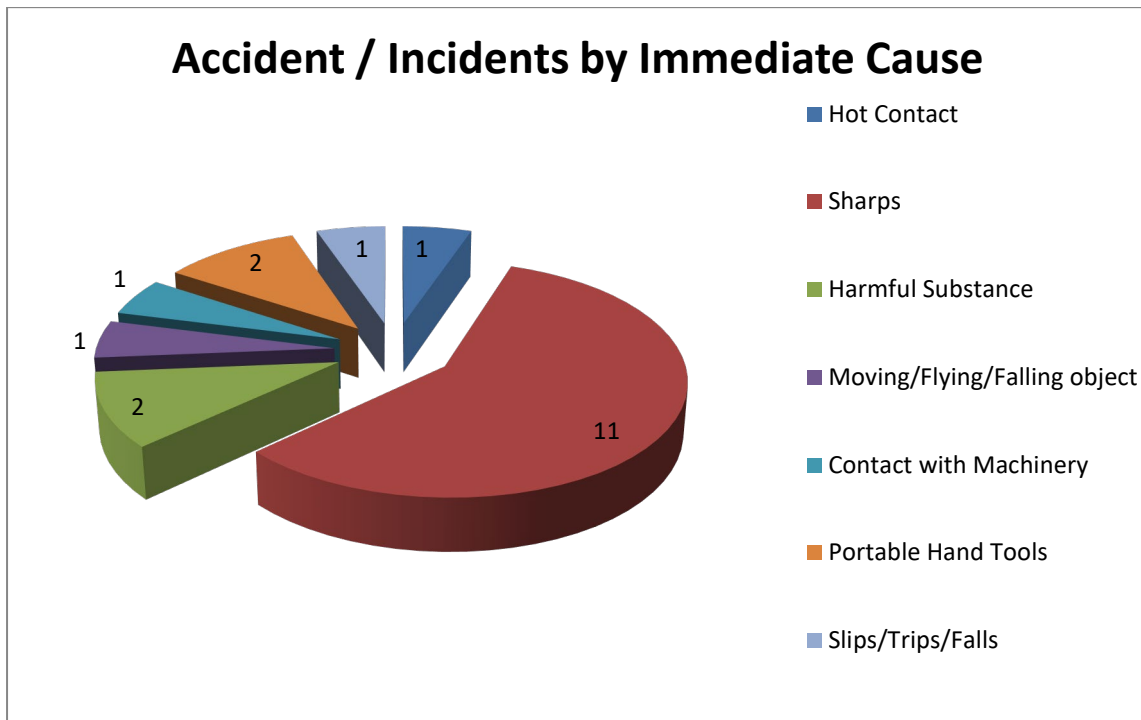
MONTHLY / QUARTERLY COMPARISON 2019 / 2020 and 2020 / 2021



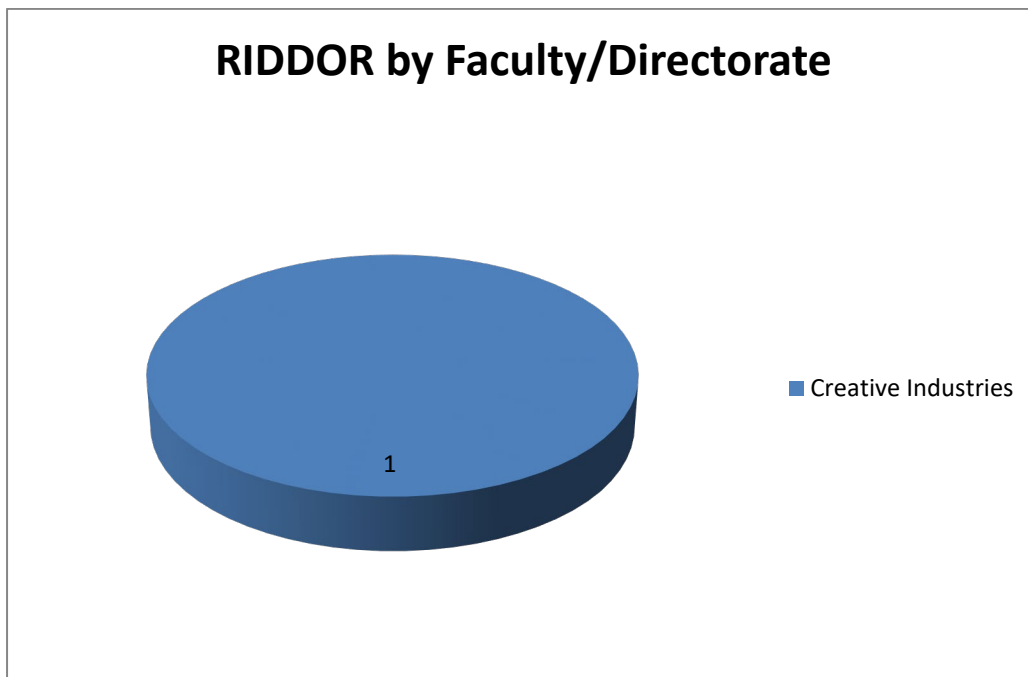
All Accidents by Faculty / Directorate



Accidents/ Incident by Immediate Cause



RIDDOR Reportable Accidents by Faculty / Directorate



ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2019 / 20 Month	2019 / 20 Total	2020 / 21 Month	2020 / 21 Total
August	12	12	3	3
September	15	27	5	8
October	23	50	11	19
November				
December				
January				
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

EFAP Pic Training	Evac Chair Training	IOSH Training	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
7	4	0	14	27	29
TOTAL	81				

H&S Risk Assessments (excluding fire)

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

The Scottish Government, working with colleges and trade unions, produced the CORONAVIRUS (COVID-19): guidance for universities, colleges and student accommodation providers. <https://www.gov.scot/publications/coronavirus-covid-19-universities-colleges-and-student-accommodation-providers/>

The guidance emphasizes that all colleges need to carry out an appropriate COVID-19 risk assessment, and in particular the importance of colleges undertaking robust and ongoing risk assessments for specialised training facilities, such as practical workshops, hairdressing and beauty salons and other specialised vocational training facilities, as well as Support Services and spaces. Risk assessments will underpin general protocols describing how people can access and use a college building.

The City of Glasgow College initiated this process of Risk Assessment with the College Generic Coronavirus Risk Assessment <https://sites.google.com/view/city-check-in-cogc/important-information-and-risk-assessment>

Faculty and Departmental Risk Assessments have been compiled and ongoing. Consultation and review of the risk assessments with our recognized trade union partners UNISON and EIS has been facilitated through additional facility time release for the union safety reps.

A Flow Chart has been produced for the process of compiling risk assessments through to approval and can be found on the Staff Resource Hub

<https://www.cityofglasgowcollege.ac.uk/staff-hub>

Once approved, these risk assessments are published on the College Staff Resource Hub

<https://sites.google.com/view/city-check-in-cogc/risk-assessment-information>

Individual Risk Assessments (those which would allow individuals to be identified) will remain confidential and will not be published.

A weekly report has also been produced for the Depute Principal.

Below is a summary of all risk assessments submitted for the Quarter of August 01 – 31 October

- 7 Operational risk assessments submitted – Hospitality & Leisure.
- 119 Covid related risk assessments submitted for this period – Currently, 2 are with the trade unions for review and 0 with health and safety
- 60 are currently awaiting sign off from Deans/Directors – chasing ongoing
- 71 have been signed off and published overall to date.
- 47 Individual risk assessments submitted for this period.
- 10 DSE self- assessments were completed.

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

In line with Scottish Government guidance, the phased return to College campuses commenced in July / August. The guidance also advises that if work can be done remotely, i.e. at home, it should be done so. This resulted in the college installing interim arrangements for emergency evacuation as all nominated PIC's, Fire Marshall and EVAC teams may not be to their full complement. Below is a summary of the interim arrangements introduced from August.

- 1) All staff and students to be aware of these arrangements, inclusive of identifying emergency exit routes and assembly points.
- 2) All staff and students within the building should proceed via the closest indicated emergency exit and leave the building. Making their way to the existing assembly points already indicated in the existing emergency evacuation plan.

- 3) All Senior managers (ELT, SMT, Deans/Directors & AD's) from each faculty or staff department will be nominated and rota'd as being present by their areas.
- 4) Senior staff present must ensure the evacuation happens on each of their assigned floors and areas acting as the Fire Marshall's. The most senior staff member on duty (ELT or SMT in city campus and including AD's Riverside campus) must act as PIC in each building.
- 5) PIC will head to the emergency evacuation command point (level 0 reception in either building) and begin to receive confirmation from fire marshalls verbally of floors and areas being cleared.
- 6) PIC will liaise with Scottish Fire and Rescue Service or other emergency services upon their attendance and control re-entry to the building upon advice from emergency services.
- 7) Concierge and / or EVAC member of staff to proceed to evacuation panels to control any personal evacuation assistance required via fire control lifts or evac chairs. Each concierge staff member also to communicate via radio. This is only required where we have people requiring assistance and evacuation is absolutely necessary.
- 8) Identification of those requiring personal evacuation assistance will be made via email to the college Health and safety team either directly from the person (Staff or student) or via a staff member prior to arrival on campus. Health and safety advisors can then ascertain what assistance is required and where the person will be within the campus building to ensure appropriate allocated assistance.
- 9) Members of SMT received training on PIC responsibilities 10/09/2020 for some this was refresher training. This training was followed up 14/09/2020 by a toolbox talk / walkthrough for SMT members not familiar with the Incident Control Point.

Attending to those requiring assistance is truncated as the nominated Evac Team may also not be to the full complement, and therefore interim arrangements for the deploying of the Evac Team was also required. Below is a summary of the interim arrangements

1. When members of the EVAC Team is attending the College, they will report to the Health and Safety Team, that they will be in the building that day.
2. ALL Evac Team members will now muster at the Incident Control Points at Level 0 in both campuses, maintaining physical distancing.
3. Green box in all stairwell refuge areas (and accessible toilets) for persons requiring assistance is linked to Emergency Comms Panel next to fire alarm panel at Level 0, reception in both campuses
4. Evac team members trained on answering comms panel will make way to panel.
5. The primary method of evacuating those persons requiring assistance will be using fire lifts. There are 4 fire lifts in City campus and 1 in Riverside. The fire lifts can only be operated by a key. A Concierge, with a fire lift key, will be directed by the Person in Charge to operate the fire lifts wherever required i.e. stairwells B, C, E or G in City and stairwell B in Riverside.. A member of the Evac Team will be directed to accompany the Concierge.
6. The Concierge will advise the PIC, by radio, when the evacuation is completed.
7. In the event that the fire lift is not available then back up will be the use of the Evac chairs. If Evac chair method has to be used then the Evac Team will have to go upstairs. They will be instructed through the PIC.

8. This is only required where we have people requiring assistance and evacuation is absolutely necessary.

9. Identification of those requiring personal evacuation assistance will be made to the concierge staff on campus entry or by prior arrangement for visitors. ALL staff entering the building will advise if they require evacuation assistance in the event of an emergency. All students scheduled to attend campus will have a PEEP (Personal Emergency Evacuation Plan) in place where necessary.

10. As with every other part of the Temporary Fire Evacuation Arrangements, the Evac Team arrangements will be reviewed four weekly as a minimum and treated as a temporary arrangement.

- Evac Chair Training. – 4 members of staff undertook Evac Chair training. 3 at City Campus, 1 at Riverside.
- 1 new member of the Evac team at Riverside received training on the emergency communications panel.
- 24 Student PEEPs submitted in this period. 18 confirmed as remote learning. 4 completed as blended learning and 2 booked for consultation.
- Whilst at Riverside during October it was identified that a number of wooden pallets were stacked against the cladding of the building and a quantity of combustible materials were stored on the ground floor of the emergency escape stairwell. This was reported to Estates and was promptly rectified.
- It was also identified that at the South escape door, Stairwell B, traffic cones had been placed in front of the escape door causing an obstruction. This was also reported to Estates and promptly rectified

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

- HSE Visit – The College received a proactive visit from the HSE's HM Inspector of Health & Safety and a Local Authority Environmental Health Officer on 21st October. The scope of the visit was to assess how the college is controlling the risks from covid-19, particularly in relation to practical sessions which involve close contact. Therefore, the visit concentrated on the Hair and Beauty department. Student movement, access/egress, and enhanced cleaning measures were also discussed during the visit.

- Initial feedback from the HSE Inspector commended the college's systems and covid measures as some of the best practice they had observed.
- The information for visitors and risk assessments provided to the HSE Inspector prior to the visit, were also noted as good practice.

H&S Policies and Procedures

Health and Safety at Work etc. Act

- Nothing to report.

Civil Claims

- Nothing to report.

Health & Safety Committee

The Safety Representatives and Safety Committees Regulations.

Health & Safety Committee met on 27 August 2020 and the following agenda items were discussed:-

- Preparations for academic session 2020-21
- Track & Trace System
- Individual Risk Assessment & Scoring System
- Risk Assessment;
- First Aid Numbers (current and new volunteers);
- Fire Safety Arrangements;
- Transitions Questionnaire;
- Safety Reps within City of Glasgow College

Health & Safety Committee met on 24 September 2020 and the following agenda items were discussed:-

- Health & Safety Committee Terms of Reference
- Risk Assessments
- Track & Protect: data protection
- Transitions questionnaire: provision of equipment
- Notification of COVID diagnoses by staff and students: flowcharts
- 6.2 Hospitality & Leisure – Hairdressing Salons
- H&S Training for new managers

Health & Safety Committee met on 22 October 2020 and the following agenda items were discussed:-

- HSE Visit
- Health & Safety Policy Document
- Update Individual Risk Assessments
- Covid Reporting Flow Chart
- Risk Assessment Report
- DSE Home Working Assessment
- Monthly Reports (March – Sept 2020)
- Quarterly Report (4) (May, June, July)

- Update Estates & IT Equipment
- 1 Co-ordination of resources, information & support for COVID related matters on the ground.

Inspections / Investigations (non accident)

- The H&S Team carried out 2 investigations into the potential immediate and/or underlying causes of 2 Covid outbreaks amongst students within the Nautical & STEM Faculty (Nautical Simulation Learning Spaces Riverside Campus) and the Hospitality & Leisure Faculty (Sports Therapy City Campus)
- Risk Assessments from both areas were reviewed by the H&S Team as part of the investigation.
- Through speaking with Staff in charge of the areas, talking through risk assessments and safe systems of work, observing lessons and inspections of areas, the H&S Team are satisfied that relevant precautions and guidance provided in the RAs are being adhered to.
- During the investigations it was identified that:
 - In regards to the Nautical & STEM students, class bubbles are not always the same as bubbles in halls of residence.
 - Staff are not confident that social distancing outside of classes/campus is being followed. One staff member witnessed students' playing cards in rest area and not adhering to social distancing.
 - In regards to the Sports students, there are differing classes, different coaching bubbles, students involved in outbreaks are not in at the same time and they are not friends. As a result, it is very difficult to account for any pattern or similarity.
- In conclusion the H&S Team investigators are confident that the risk assessments, safe systems of work and guidance in place are appropriate, sufficient and are being adhered to