

## Board of Management

<b>Date of Meeting</b>	<b>Wednesday 16 December 2020</b>
<b>Paper No.</b>	<b>BoM3-M</b>
<b>Agenda Item</b>	<b>7.2.3</b>
<b>Subject of Paper</b>	<b>Health and Safety Annual Report 2020</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben</b>
<b>Date of production</b>	<b>September 2020</b>
<b>Action</b>	<b>For Noting</b>

### Recommendations

The Board is asked to note the Health and Safety Annual Report 2019-20 which was submitted at the Finance and Physical Resources Committee meeting held on 30 September 2020.

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 30 September 2020</b>
<b>Paper No.</b>	<b>FPRC1-M</b>
<b>Agenda Item</b>	<b>5.1</b>
<b>Subject of Paper</b>	<b>Health and Safety Annual Report (interim) 1 August 2019 – 30 April 2020</b>
<b>FOISA Status</b>	<b>Non Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben</b>
<b>Date of production</b>	<b>September 2020</b>
<b>Action</b>	<b>For Noting and Comment</b>

#### **1. Recommendations**

- 1.1** The Board is invited to note and comment on the report

## 2. Purpose of Report

2.1 To provide the Committee an **interim** report on Health and Safety with a focus on:

- COVID Arrangements
- Health and Safety team
- Overview and review of Performance, 1 August 2019 - 31 April 2020

2.2 Attached as appendices are the Quarterly reports which are submitted at various points to the College H&S committee and the F&PRC:-

- Q1 August- October 2019
- Q2 November 2019- January 2020
- Q3 February- April 2020.

## 3. Context

### COVID Arrangements:

3.1 The primary focus of the Health and Safety team since the beginning of 2020 has been preparing, addressing and responding to COVID issues, this is inclusive but not restricted to:

- Development of staff resource hub
- Providing authoritative advice, support and guidance to all staff in a plethora of circumstances, ranging from individual DSE to advising ELT on building reopening
- Developing guidance to ensure roles and responsibilities can be delivered off and on campus
- Produced risk assessment process for all college activity
- Redesigned key work plan to focus on priorities, and address activity
- Developed Individual Risk Assessment process for those at risk
- Continuing to deliver operational requirement of collective and individual role at unprecedented time for a Health and Safety team.

### Health and Safety team:

3.2 Unfortunately, during the pandemic, the team experienced one retirement and one resignation, from our Health and Safety Manger and Fire Safety Officer respectively.

Steps have been immediately taken to fill significant gaps by:

- Chris Keenan, Associate Dean, taking on additional responsibility to support the team from a technical and professional perspective
- Martin Clark, temporarily assuming additional duties to supervise and coordinate the workload of the team

- Audrey Waugh, continuation of acting up arrangements to Health and Safety adviser
- The temporary transfer of HR Administrator Rebecca Reid to support the H&S team.
- Recruitment of two temporary Health and Safety advisers appointed, Debbie Gordon and Andrew McKee who bring extensive and valued experience to support the team.

In addition to the above, the Executive leadership of the Health and Safety team transferred from Dr Sheila Lodge, to John Gribben, Executive Director HR, to create further alignment for internal support services around our people.

It is envisaged that over the coming months further work will be undertaken to stabilise and future proof the team structure. At the time of writing this report, providing appropriate backfill arrangements are in place, priorities are refocused, and subject to no further significant changes.

### **Overview and review of performance 1 August 2019 – 31 April 2020**

- 3.3 Given the aforementioned COVID activity, and team structure, the overarching intention is to provide an Interim report to the Committee on performance at the next meeting.

An overview of the performance measurements is attached as Appendix A

## **4. Impact and implications**

- 4.1 The reporting process provides College Senior Management and the Board with information on standards of reactive and active health and safety performance. This allows Senior Management to make appropriate management decisions whilst taking health and safety implications into consideration. It also provides the Board of Management with information on the College's health and safety performance and will help them to determine if health and safety is being managed appropriately and effectively.
- 4.1 The Health and Safety at Work etc. Act 1974 (HSAWA) sets out the general health and safety duties of the College as an employer to ensure the health and safety of our employees and those persons not in the employment of the College that could foreseeably be affected by our work activities, so far as is reasonably practicable. The Fire (Scotland) Act 2005 (FSA) places a similar duty on the College as an employer in respect of premises which we occupy. Failure to comply with the provisions of health and safety and fire safety law can ultimately lead to enforcement action which can include improvement and prohibition notices; criminal prosecution leading to fines and publicity orders and individual prosecution leading to fines and / or custodial sentences as well as significant reputational damage. Failures in health and safety management can also pose a risk of civil action against the College as an employer.

- 4.2 If a health and safety offence is committed with the consent or connivance of, or is attributable to a neglect of a duty on the part of any director, manager, secretary or other similar officer then that person or persons (as well as the organisation) can be prosecuted under the HSAWA and FSA.
- 4.3 The Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 set out specific legal duties which support compliance with the HSAWA and the FSA respectively, including assessing risks and making appropriate arrangements for the effective planning, organisation, monitoring, control, and review of the preventive and protective measures.
- 4.4 The Corporate Manslaughter and Corporate Homicide Act 2007- Under this Act an offence will be committed where failings by the senior management of the College are a substantial element in any gross breach of a duty of care owed to the College's employees or members of the public, which results in death.
- 4.5 The Health and Safety Offences Act 2008 allows for fines up to £20,000 per offence in the lower courts for individuals and corporate bodies. Higher courts are able to apply fines without limit. In addition, for most health and safety offences, the Act allows lower courts to imprison individuals for up to one year and higher courts to imprison for up to two years. This can be in addition to any fine imposed.

## APPENDIX A

### Health and Safety Annual Report – 1 August 2019 – 30 April 2020

Our Health and Safety Policy sets out the high- level corporate aims, targets and objectives for managing health and safety and the corporate planning arrangements and structures for its implementation.

All College service areas are required to implement and give effect to the Policy and turn these high level targets into local actions to manage and control risks to safety and health across all areas and activities of the College.

In order to ensure the management system is effective in achieving what it has set out to do, it is essential that performance is monitored, measured and reported to learn any lessons and to provide a feedback loop into the management system to act upon any identified issues and to identify and implement corrective actions to ensure that performance is continually improved.

H&S performance reporting is therefore important to College service managers; Senior Management and the Board of Management to identify if current performance is adequate or whether more needs to be done to ensure that risks to safety and health are being adequately controlled.

The effective measurement of health and safety performance is based on two different, but complimentary techniques that can provide a satisfactory level of assurance of overall performance.

**Active** monitoring ensures that health and safety standards are correct *before* instances of accidents; incidents and ill- health occur and is essentially preventive in nature. Active monitoring is concerned with checking standards before an unwanted event takes place and the intention is to identify:-

- Conformance with standards so that good performance is recognised and maintained;
- Non- conformance with standards can be identified and suitable corrective action can be identified and implemented to remedy any shortcomings.

**Reactive** monitoring uses accidents, incidents and ill- health as indicators of performance to highlight areas of concern. Monitoring should take place at the local and corporate levels and it is essential that management at all levels participate fully in monitoring local health and safety performance.

## 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.

Certain categories of work- related accidents and incidents involving workers and in some cases those persons not in employment may be reportable to the Health and Safety Executive.

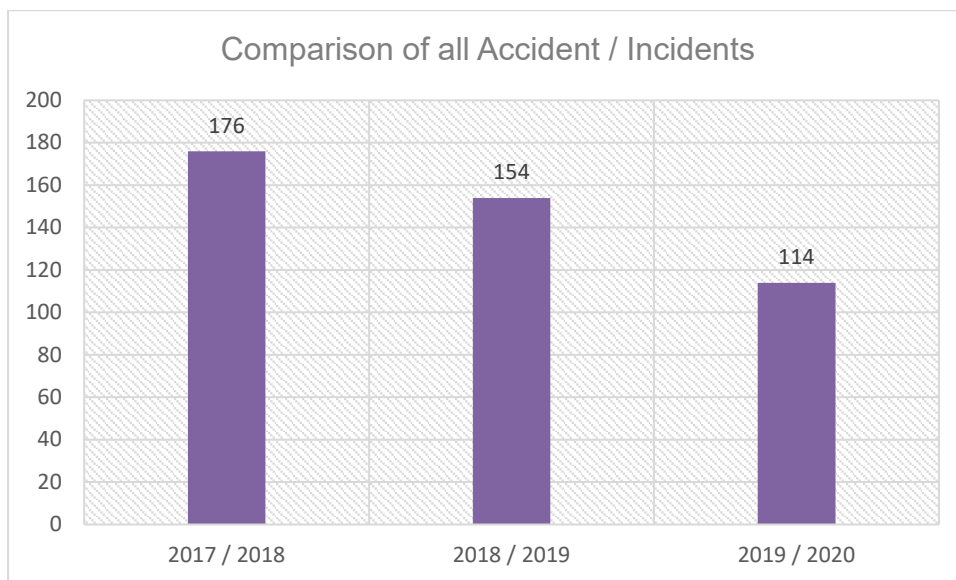
- Given remote working and blended learning further activity will be required on comparison, as it would be fair to say an unoccupied campus would almost eliminate accident / incidents
- There has been a decrease in the total number of accidents / incidents. This number had fallen from 154 to 118 to March 17/03/2020.
- The most significant cause for all accidents and incidents reported this year were in relation to sharp contact. Since last year this number which is down from 47 to 38.
- A total of 90 accident / incident investigations were carried out by the Health and Safety Team.
- RIDDOR accidents and incidents that are reportable to the Health and Safety Executive have shown a significant decrease from 14 to 7.
- An online Accident Management System will shortly be implemented to facilitate reporting, recording, and investigation of accidents / incidents. A user guide is currently in development to ensure that staff are aware of how to use the system effectively

### ANNUAL COMPARISON FOR LAST 3 REPORTING YEARS

01 Aug – 31 July	NON- RIDDOR ACCIDENT	NON- RIDDOR INCIDENT	RIDDOR ACCIDENT	RIDDOR INCIDENT	ALL ACCIDENT / INCIDENT TOTALS
2017 / 2018	124	25	26	1	176
2018 / 2019	110	30	14	0	154
2019 / 2020	96	11	7	0	114

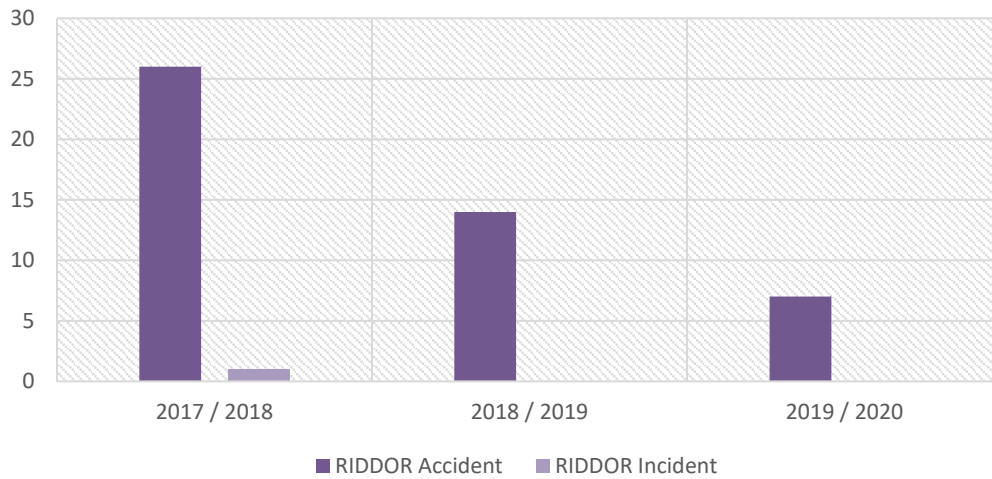
**MONTHLY / ANNUAL COMPARISON TO LAST REPORTING YEAR for reporting period**

All Accidents / Incidents	2018 / 19 Monthly	2018 / 19 Year Total	2019 / 20 Monthly	2019 / 20 Year 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	16	108	8	113
March	20	128	1	114
April	9	137		
May	8	145		
June	5	150		
July	4	154		

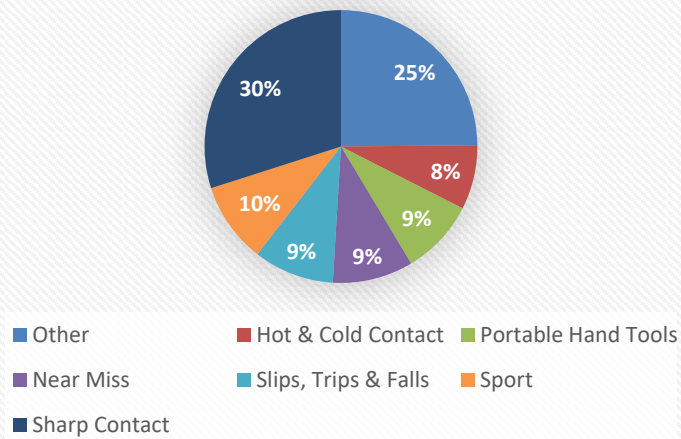




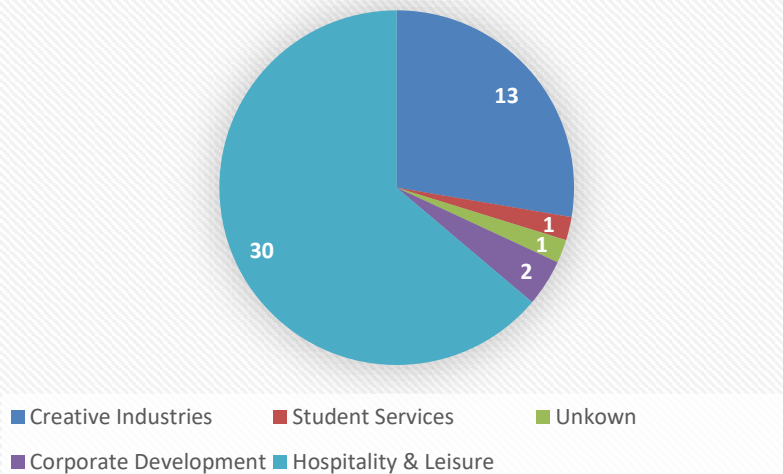
Comparison of all RIDDOR Accidents / Incidents

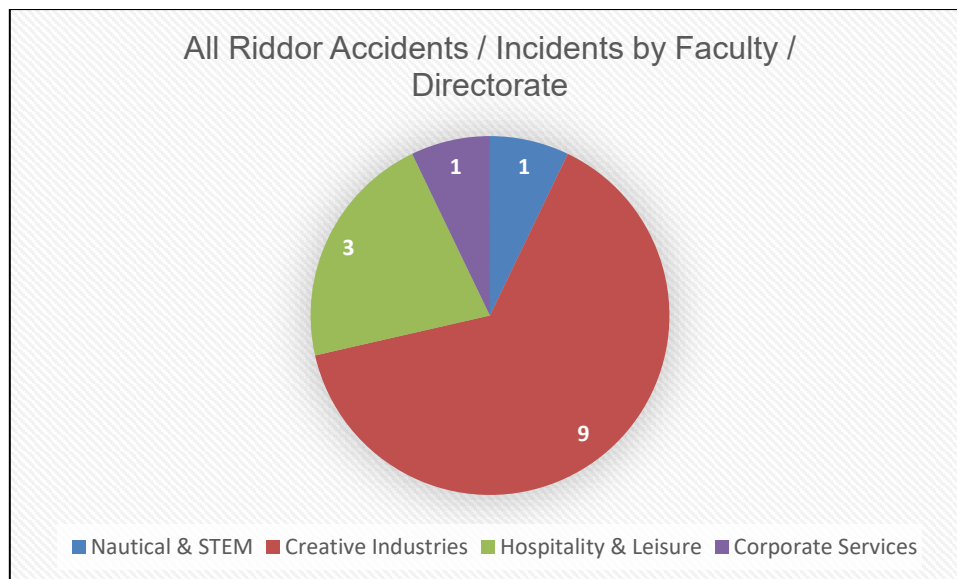


Top 6 causes of Accidents / Incidents as a % of all Accidents / Incidents



Sharp contact injury by Faculty / Directorate





### H&S Risk Assessments (excluding fire)

Health and Safety at Work Act

Management of Health and Safety at Work Regulations

- A total of 19 new / reviewed risk assessments were submitted on Connected.
- 44 Display Screen Equipment (DSE) Assessments were completed by staff.
- 11 face- to- face DSE Assessments were completed by the H&S Team.
- 3 members of staff were referred for an in- depth DSE Assessment by an external consultant. Reports and recommendations were made to the relevant service / school in relation to these assessments

### 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.

Prior to resignation, our fire safety officer recorded all activity. This is available if required, the detailed list provided is currently under review to determine the status of activity.

Scottish Fire and Rescue Services have been consulted, and are satisfied with existing measures in place to address the current COVID situation.

## Training

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

- 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:-

Course	Type of Course	Number of Staff Completing
Introduction to Health and Safety at Work	Internal- Online- Certificated	150
Fire Safety and Evacuation	Internal- Online- Certificated	129
Emergency Fire Action Plan – Key Personnel	Internal- face- to- face	22
Emergency Fire Action Plan – PIC	Internal - face-to- face	2
Emergency Fire Action Plan – AFM	Internal – face-to- face	3
Fire Safety Awareness	Internal- face- to- face	39
Fire Extinguisher Training	External- face- to- face	93
Assessrite Display Screen Equipment	External- Online- Certificated	45
Evac Chair Training	External- face- to- face- Certificated	26
Evac Team Training	Internal - face-to- face	1
IOSH Managing Safely	External – face-to- face Certificated	98
	<b>Total</b>	<b>608</b>

- As part of the college's commitment to continual improvement of health and safety management, 100 staff with management responsibilities were invited to complete the Institution of Occupational Safety and Health (IOSH) Managing Safely course.
- A further update on progress will be provided to the next meeting of the committee.

## **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 identifies that the system has weaknesses that could prevent it achieving control objectives and requires improvements.
- 11 recommendations have been made to improve performance.
- An action plan has been developed to address these issues.
- This audit report has primary focus in the teams work plan and priorities

## **Enforcing Authorities**

### Health and Safety at Work Act

Nothing to Report

## **H&S Policies and procedures**

### Health and Safety at Work Act

- As part of the actions arising from the Henderson Loggie audit, the current H&S Management system and its associated policies and procedures are now subject to review.

## **Accident Claims Cases**

- A Pre-Action Protocol Claim Form from a solicitor acting on behalf of a member of staff relating to an accident on 09/01/17 was received on 22/10/19.
- A Pre-Action Protocol Claim Form from a solicitor acting on behalf of a member of staff relating to an accident on 02/04/19 was received on 12/11/19.

## **H&S Committee**

### The Safety Representatives and Safety Committees Regulations

- The Health and Safety Committee is the main forum for communication and consultation between College management and staff and their representatives.
- The Health and Safety Committee formally meets quarterly (Now Monthly due to COVID) and receives a Health and Safety report similar to the F&PRC Quarterly Report.
- Management and staff are able to raise and discuss specific health and safety issues and matters.
- Meetings of the Health and Safety Committee took place as follows:-

- Q1- 13 September 2019
- Q2 – 7 November 2019
- Q3 – 6 February 2020
- Q4 – 7 May 2020
- H&S Committee extra ordinary dates on:
  - 11 June 2020
  - 25 June 2020
  - 27 July 2020
  - 27 August 2020

<b>Inspections</b>
Nothing to report

## APPENDIX B - Finance and Physical Resources Committee

<b>Date of Meeting</b>	
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 1 1<sup>st</sup> August to 31<sup>st</sup> October 2019</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Dr Sheila Lodge</b>
<b>Date of production</b>	<b>November 2019</b>
<b>Action</b>	<b>For Discussion</b>

### 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 2019

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 2019.

### Structure

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





### Accident / Incidents

Health and Safety at Work etc. Act

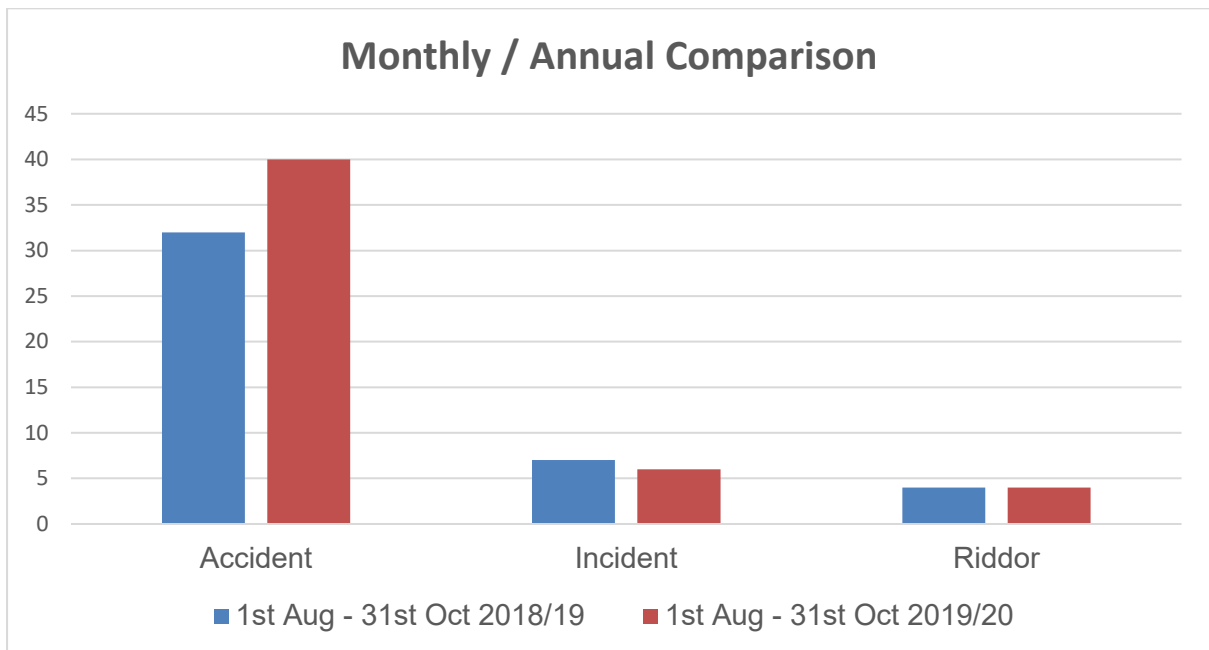
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 50 accidents / incidents were reported in this period of which 4 were RIDDOR reportable incidents.
- This compares to a total of 43 accidents / incidents for 2018-19 of which 4 were RIDDOR reportable incidents.

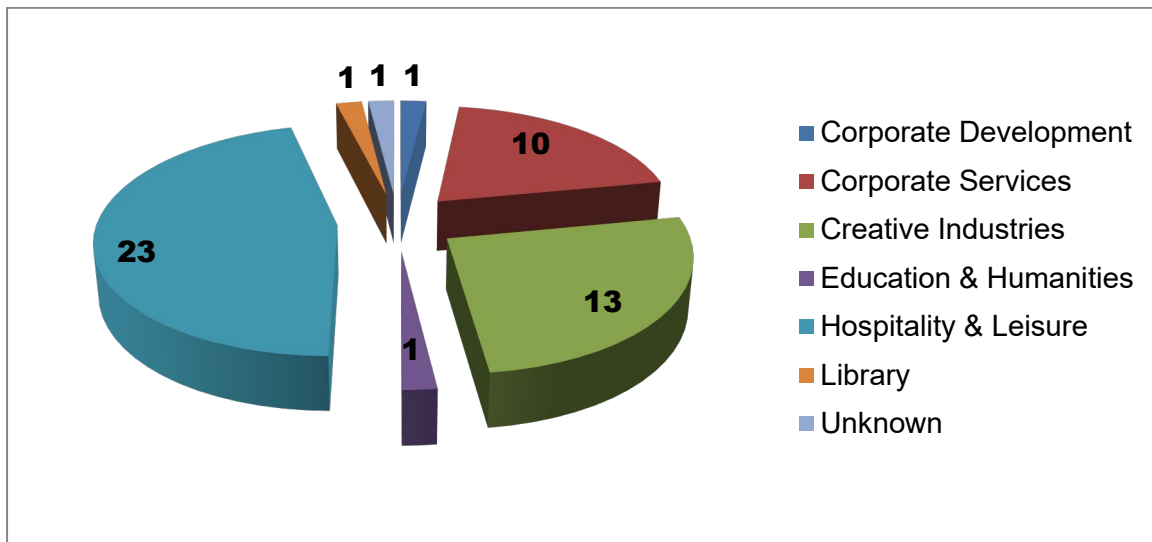
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Aug - 31 Oct	ACCIDENT		INCIDENT		RIDDOR		Totals	
2018 / 2019	32		7		4		43	
2019 / 2020	40		6		4		50	

## MONTHLYLY / QUARTERLY COMPARISON 2018 / 2019 and 2019 / 2020

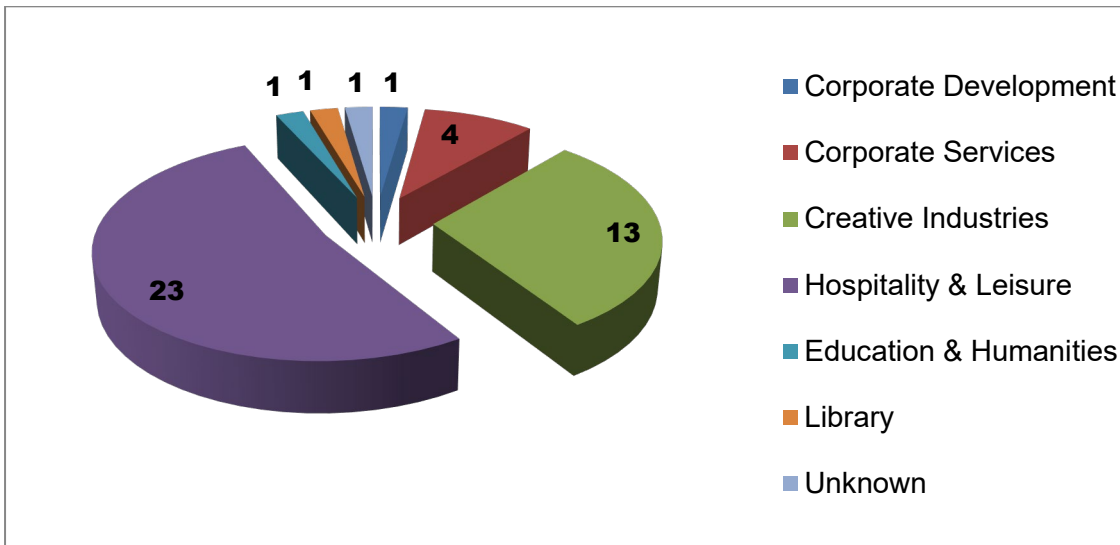


## All Accident and Incidents by Faculty / Directorate

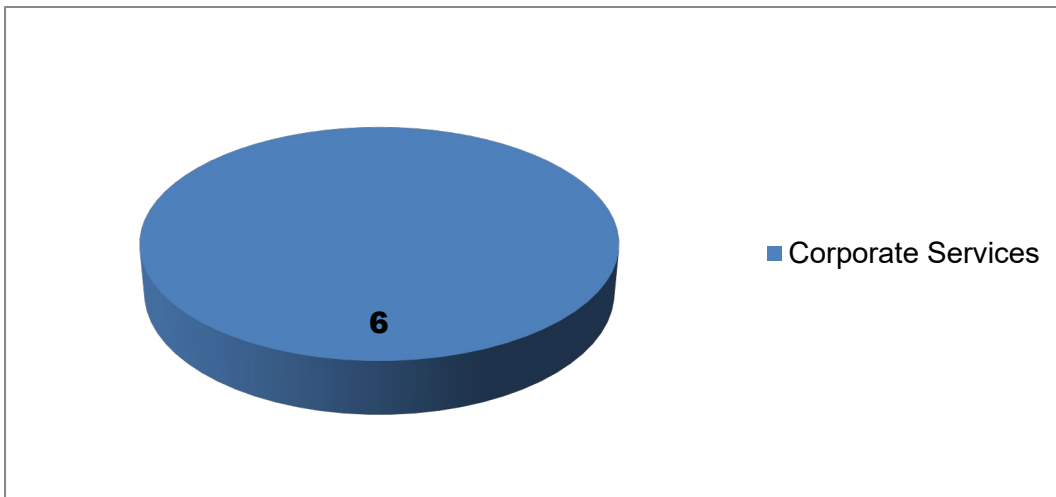




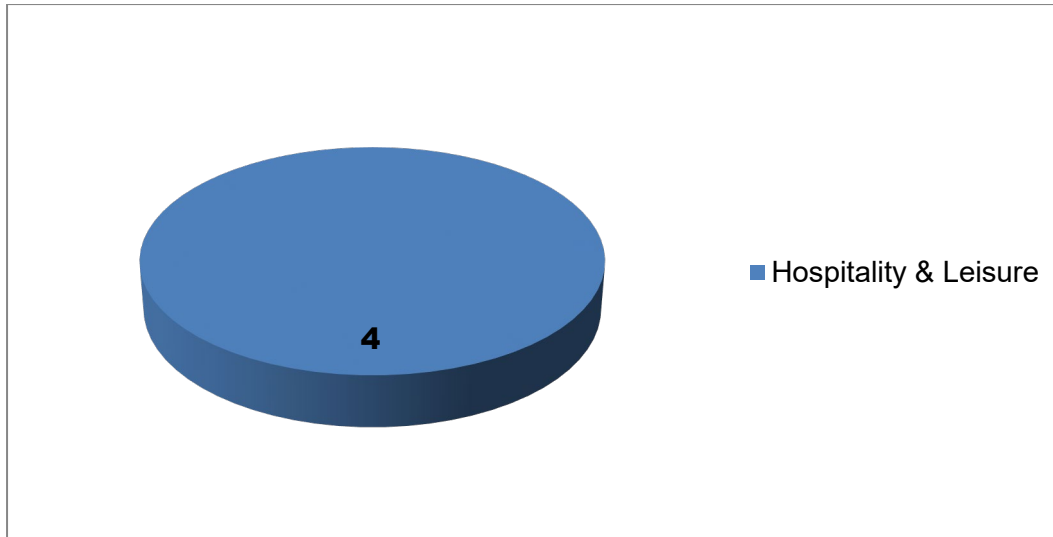
### All Accidents by Faculty / Directorate



### 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				
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

IOSH Managing Safely	Evac Team Training	EFAP - Key Personnel Fire Training	Fire Safety Awareness	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
34	1	13	22	21	31	29

<b>TOTAL</b>	<b>151</b>
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<b>H&amp;S Risk Assessments (excluding fire)</b>
Health and Safety at Work etc. Act Management Of Health and Safety at Work Regulations
<ul style="list-style-type: none"> <li>• 7 risk assessments were submitted on Connected</li> <li>• 21 DSE self- assessments were completed.</li> <li>• 6 face- to- face DSE assessments were conducted by the H&amp;S Team</li> <li>• 3 referrals were made for a specialist DSE assessment to be carried out due to pre- exiting ill- health conditions that could be affected by DSE work.</li> </ul>

<b>Fire</b>
Fire (Scotland) Act Fire Safety (Scotland) Regulations
<ul style="list-style-type: none"> <li>• 2 external fire events, on 4th September and 12th September; wilful fire raising. Police Scotland and Estates informed;</li> <li>• 2 false alarms, 1 pre alarm and 1 unwanted fire alarm signal. External Gas Store. Apparatus changed to dual alarm and sensitivity lowered;</li> <li>• Notification of 70 PEEPs (staff and students) to end of September;</li> <li>• An UFAS off line event occurred 0920hrs on Saturday 05 October; FES FM event;</li> <li>• 1 pre alarm out of hours, 1404hrs on Sunday 19 October; FES FM event;</li> <li>• Near miss event, fire, on Thursday 03 October, on floor 7 gallery and adjacent classroom. White spirit saturated canvas piece of work plus hairdryer;</li> <li>• City Campus fire drill at 1405hrs on Wednesday 23 October;</li> <li>• Riverside Halls of Residence fire drill at 1932hrs on Wednesday 30 October;</li> <li>• EFAP (Emergency Fire Action Plan) Out of Hours procedure drafted in September;</li> <li>• Pre alarm movement from 3 to 5 minutes following the SFRS audit, to be progressed once radios have been procured;</li> <li>• Notification of 105 PEEPs (staff and students) to end of October;</li> <li>• Fire Drill Guidance briefing note 07 of 2019;</li> <li>• KONE fire lift training has been sourced, OD to arrange;</li> </ul>

<b>Henderson Loggie Audit</b>
Management Of Health and Safety at Work Regulations
<ul style="list-style-type: none"> <li>• Henderson Loggie carried out a review of the audit carried out in March 2019.</li> </ul>

- The review took place in September with 1 further recommendation - To install the First Aid Procedure – How to Obtain a First Aider onto Connected Home Page Ribbon. This has been completed.
- The findings of the review are expected to be made available soon.

### **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

- Nothing to report

### **Civil Claims**

- A Pre – Action Protocol Claim Form from a solicitor acting on behalf of a member of staff relating to an accident on 09/01/17 was received on 22/10/19.

### **Health & Safety Committee**

The Safety Representatives and Safety Committees Regulations.

- The Q4 meeting of the Committee took place on 13 September 2019. The following agenda items were discussed:-
- Health & Safety Committee Terms of Reference
- Health & Safety Quarter 4 Report
- Faculty Reports
- Directorate Reports
- Unison national stress survey results.
- First aiders.
- Student access to classrooms.
- Next Health and Safety committee meeting Thursday 07 November 2019.

### **Inspections**

- Nothing to report.

## APPENDIX C - Finance and Physical Resources Committee

<b>Date of Meeting</b>	
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 2 1<sup>st</sup> November 2019 to 31<sup>st</sup> January 2020</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Dr Sheila Lodge</b>
<b>Date of production</b>	<b>February 2020</b>
<b>Action</b>	<b>For Discussion</b>

### 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

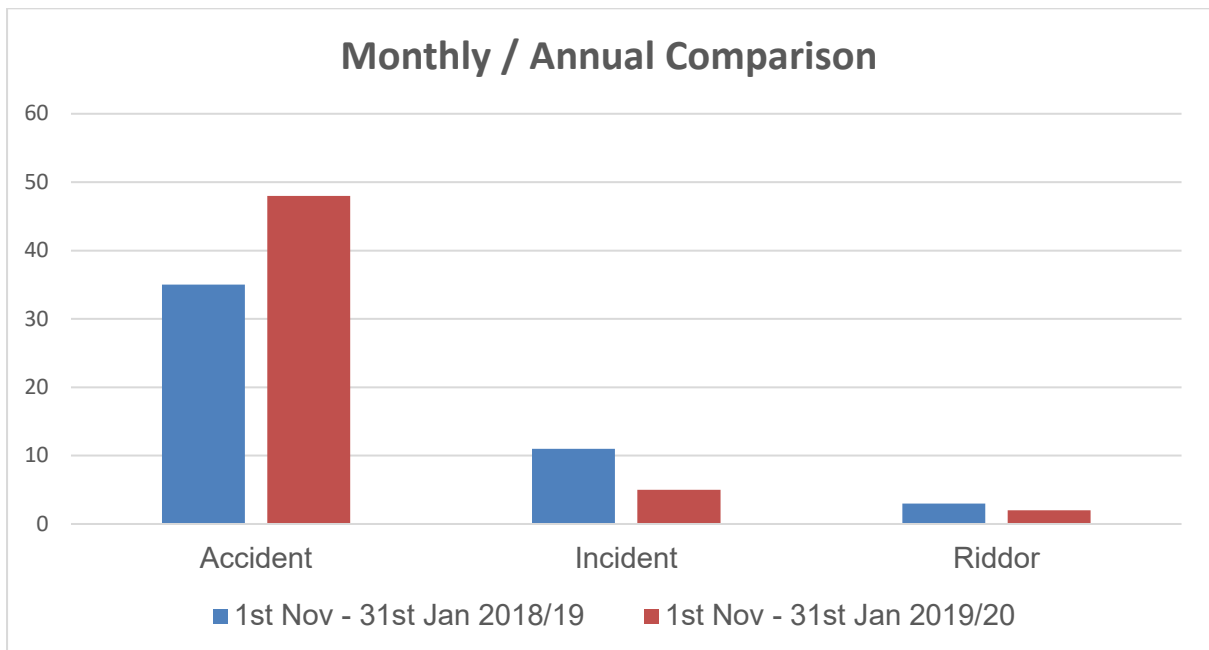
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- 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.

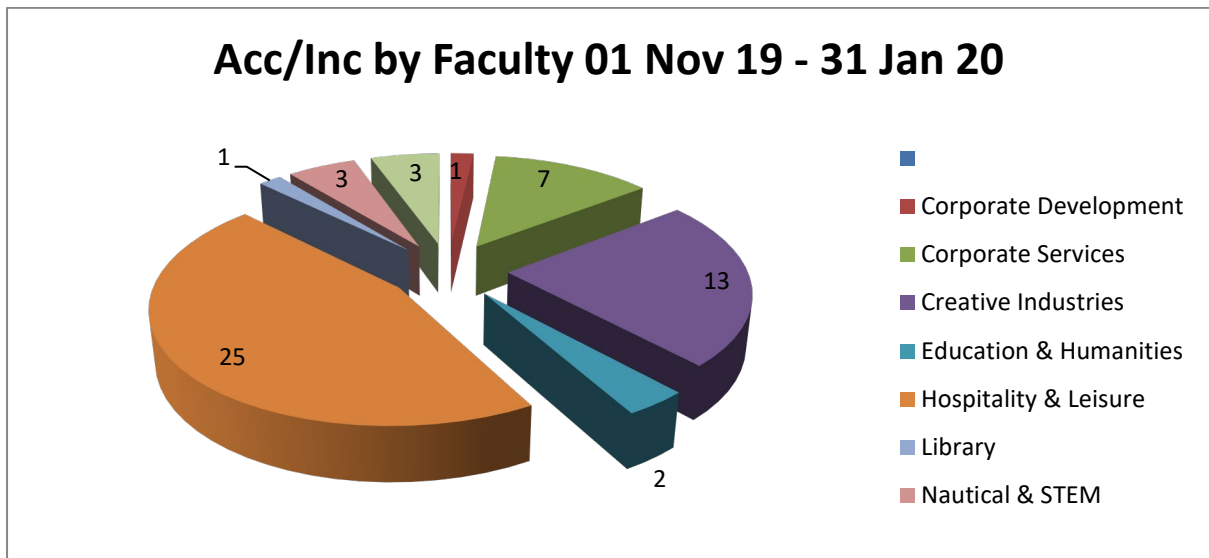
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

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

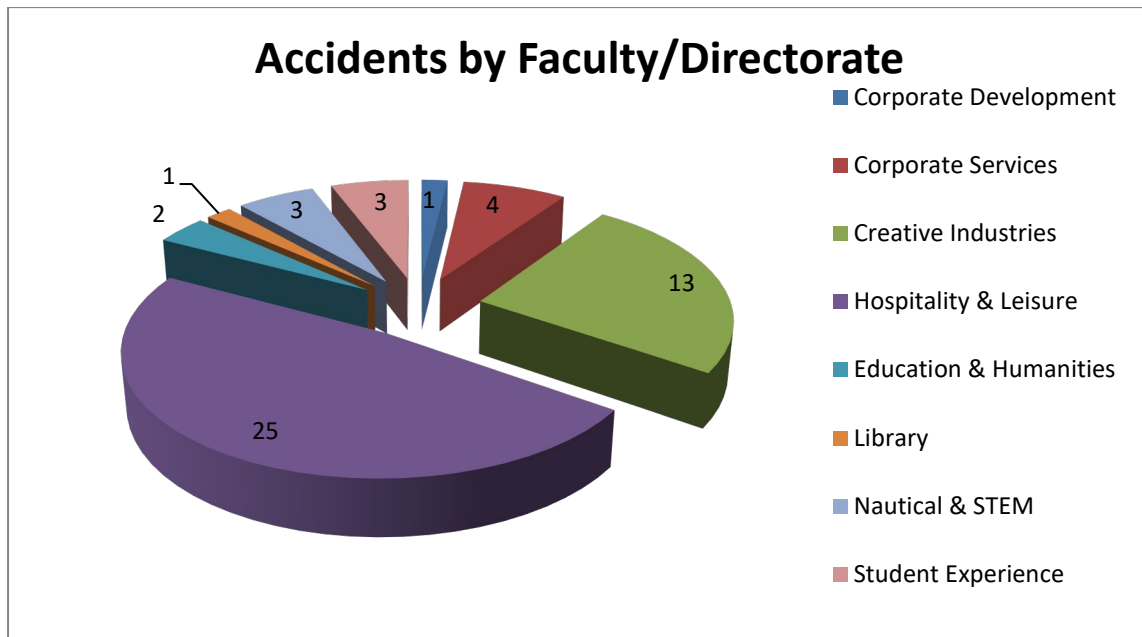
## MONTHLYLY / QUARTERLY COMPARISON 2018 / 2019 and 2019 / 2020



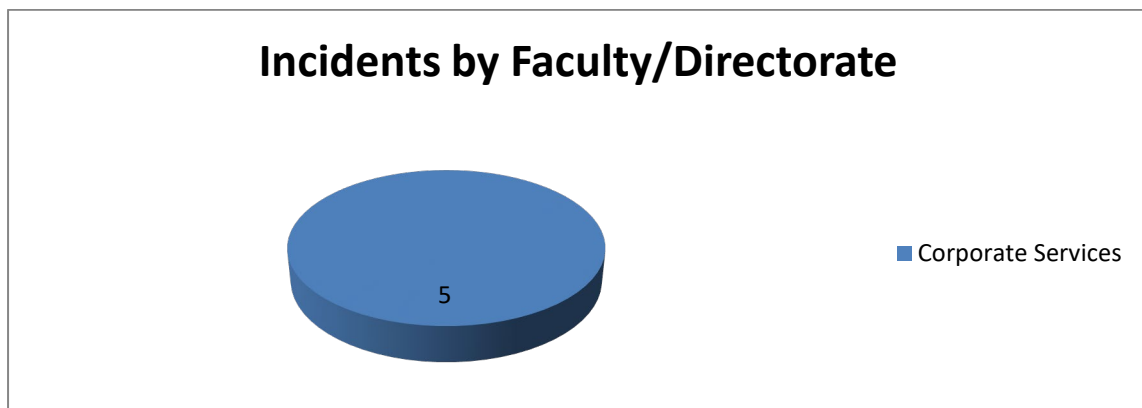
## All Accident and Incidents by Faculty / Directorate



### All Accidents by Faculty / Directorate



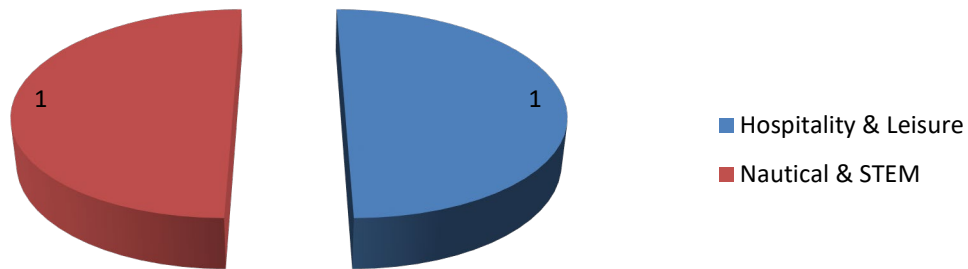
### Incidents by Faculty / Directorate



### RIDDOR Reportable Accidents by Faculty / Directorate



## RIDDOR 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
<b>TOTAL</b>	<b>203</b>						

## 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 2<sup>nd</sup> April 2019 was received on 12<sup>th</sup> 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.

## APPENDIX D - Finance and Physical Resources Committee

<b>Date of Meeting</b>	
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 3 1<sup>st</sup> February to 30<sup>th</sup> April 2020</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Dr Sheila Lodge</b>
<b>Date of production</b>	<b>May 2020</b>
<b>Action</b>	<b>For Discussion</b>

### 1. Recommendations

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

## HEALTH AND SAFETY REPORT – 1 February to 30 April 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 February, March and April 2020.

### Structure

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





### Accident / Incidents

Health and Safety at Work etc. Act

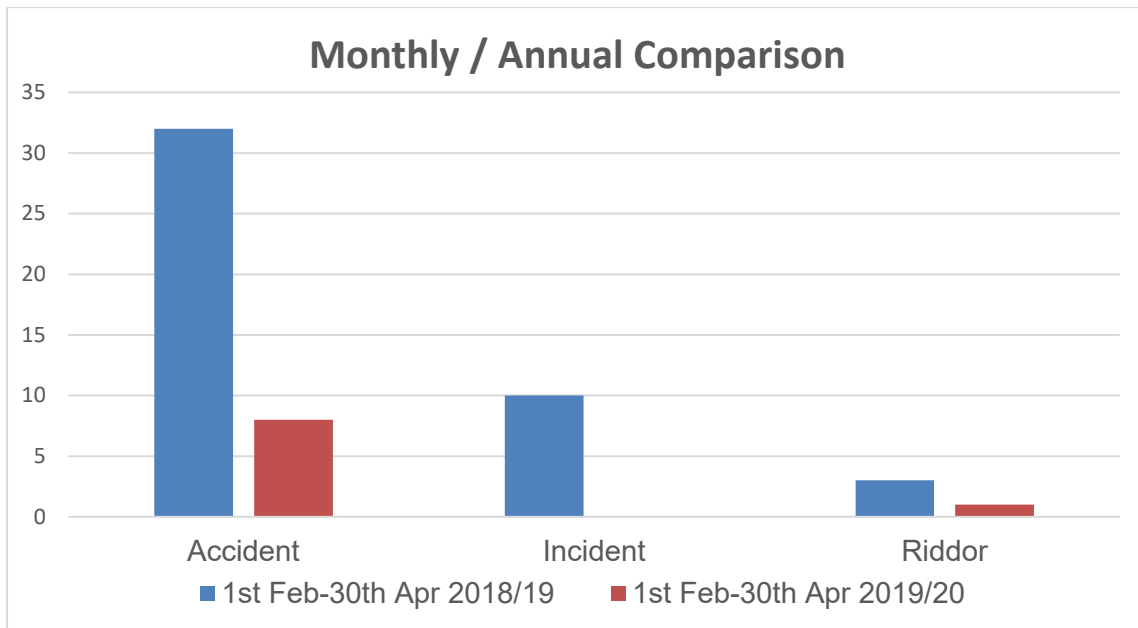
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 9 accidents / incidents were reported in this period of which 1 of which was RIDDOR reportable.
- This compares to a total of 45 accidents / incidents for 2018-19 of which 3 were RIDDOR reportable incidents.

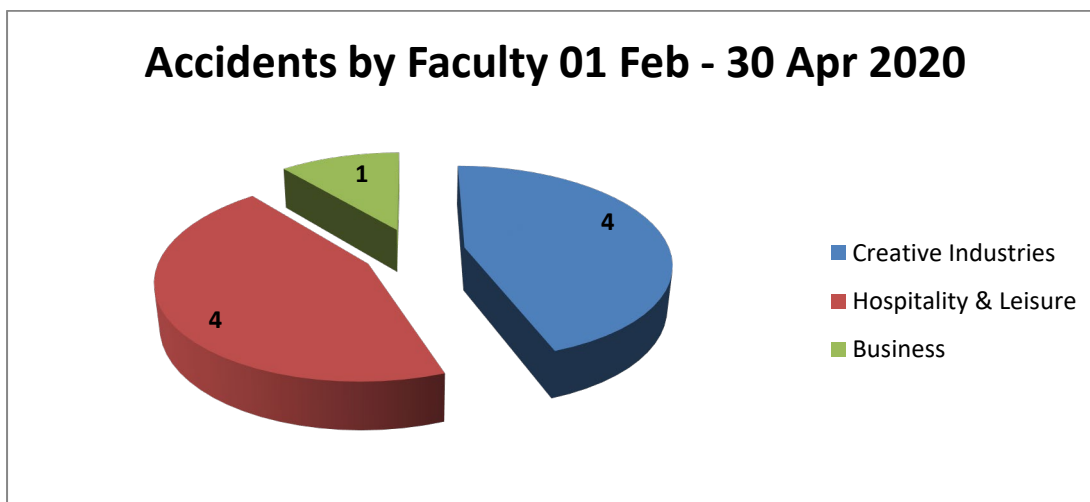
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Feb - 30 April	ACCIDENT		INCIDENT		RIDDOR		Totals	
2018 / 2019	32		10		3		45	
2019 / 2020	8		0		1		9	

**MONTHLYLY / QUARTERLY COMPARISON 2018 / 2019 and 2019 / 2020**

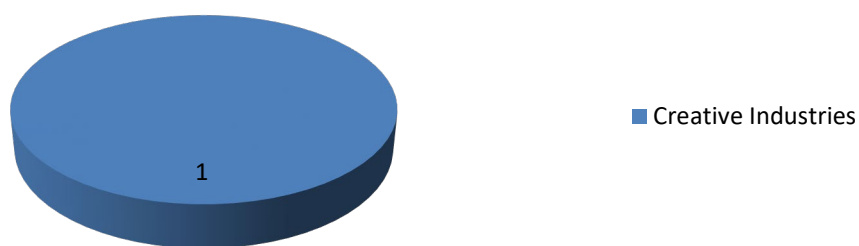


**All Accidents by Faculty / Directorate**



**RIDDOR Reportable Accidents by Faculty / Directorate**

## RIDDOR 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	19*	93	23	105
February	16	109	8	113
March	20	129	1	114
April	9	139	0	114
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	EFAP PIC	EFAP – Key Personnel Fire Training	Fire Safety Awareness – (Face to Face)	Fire Extinguisher Training	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
25	2	1	8	93	7	57	61
<b>TOTAL</b>	<b>254</b>						



## H&S Risk Assessments (excluding fire)

Health and Safety at Work etc. Act

Management Of Health and Safety at Work Regulations

- 1 face to face DSE Assessment was completed by the H&S Adviser.
- 7 DSE self assessments were completed.

## 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.
- EFAP Riverside Teaching, Marine Skills, Riverside Accommodation; St Luke's Accommodation all reviewed and revised;
- Draft of Executive Office notification of EFAP out of hours Procedure was drafted and advice sought from Michelle Watt on 10/02/2020 prior to a proposed phased roll out starting with Riverside Teaching and Marine Skills, no response so far.

- 6 additional EVAC chairs delivered for Riverside Teaching Escape Stairwells A and C, to be installed in March.
- Fire Event 20/02/2020 UFAS Sand, Lime & Mortar external store at 21:13 hours – Head of Estates to consider contacting FES FM to lower the detector sensitivity.
- Fire Drill 26/02/2020 at Marine Skills Centre – Debrief report to follow.
- 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 30/03/30
- 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
- Fire Safety Manual 1 - Introduction to the Fire Safety Risk Management Policy - Drafted and submitted to DP & COO 13th November 2019 amended **16<sup>th</sup> April 2020**.
- Fire Safety Manual 1A - Fire Safety Risk Management Policy - Organisation and Arrangements 2020 - Drafted and submitted to DP & COO 13th November 2019 amended **16<sup>th</sup> April 2020**.
- Fire Safety Manual 2 - City of Glasgow College Fire Safety Systems and Equipment (active and passive) and periodic inspection, testing and maintenance Procedure - 1st Version drafted & submitted to key Estates Staff on **21<sup>st</sup> April 2020** - Deputy Principal & COO and VP Corporate Services cc'd. Comments were asked to be submitted by 22<sup>nd</sup> May 2020.

- Fire Safety Manual 3 - City of Glasgow College Fire Risk Assessment and Action Plan Procedure including Fire Prevention Measures Procedure. 1st Version drafted & submitted to key personnel on **29<sup>th</sup> April 2020** - Deputy Principal & COO cc'd. Comments were asked to be submitted by 29<sup>th</sup> May 2020.
- Fire Safety Manual 4 - City of Glasgow College Emergency Fire Action Plan Procedure.
- Fire Safety Manual 5 - City of Glasgow College Personal Emergency Evacuation Plan Procedure - 1st Version drafted & submitted to DP & COO **8<sup>th</sup> April 2020**. Forwarded to key personnel for consultation. Comments were asked to be submitted by 8<sup>th</sup> May 2020.

## 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.

## 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

- Nothing to report

## Civil Claims

- Nothing to report

## Health & Safety Committee

The Safety Representatives and Safety Committees Regulations.

The Health & Safety Committee took place on Thursday 06 February 2020. The following agenda items were discussed:-

- Faculty Reports
- Directorate Reports
- HR reporting on sickness and stress risk assessment.
- Possible inspection checklist for Education and Humanities faculty.
- IOSH Training update.
- UMAL H&S Inspection Report including return.
- Date of next meeting – H&S Team to Liaise with TU to look at date in May.

## Inspections

- Nothing to report.

## College Covid-19 Preparation

### 09.03.20 Coronavirus Advisory Group

R.00.033 and C.02.036 identified as isolation rooms.

Head of Estates to undertake a risk assessment on cleaners.

Protective equipment has been ordered.

Bins will be placed in classrooms. People will be asked to act sensibly and responsibly. This means that wipes will not be provided for keyboards and screens.

### 10.03.20 Coronavirus Advisory Group

A company has been sourced carry out a deep clean (if required).

One student has been tested and currently awaiting feedback on the results.

### 11.03.20 Coronavirus Advisory Group

HR to continue logging staff self-isolating/being tested.

Staff self-isolating will be paid but should be working from home unless unwell.

	Student Accommodation-room to be kept free for emergency accommodation
<b>12.03.20 Coronavirus Advisory Group</b>	<p>Update as at 15.30, awaiting test results for 6 people.</p> <p>HR stated that staff with underlying health issues are working from home. Anyone concerned about underlying health issues should speak to their line manager.</p> <p>Estates indicated that FES will need to access the building in the event of a shutdown. Next meeting invite to be extended to David Rennie of FES.</p> <p>Principal asked for ELT and SMT to have a restart checklist in order.</p> <ul style="list-style-type: none"> <li>• A clear set of protocols needs to be outlined in writing for closure and reopening.</li> <li>• Ensure that our liabilities are clear.</li> </ul>
<b>13.03.20 Coronavirus Advisory Group</b>	<p>One negative test result confirmed</p> <p>H&amp;S confirmed that first aider guidance has been issued.</p> <p>Hand sanitiser delivery scheduled for week commencing 16 March 2020.</p>
<b>16.03.20 Coronavirus Advisory Group</b>	<p>Scholars closed after suspected case on Friday 13.03.2020. The servery and kitchen would be deep cleaned.</p> <p>Data protection implications from working from home. DP&amp;COO to distribute once available.</p> <p>The hand sanitiser and wipes is yet to arrive. Estates to follow up.</p> <p>An emergency dedicated meeting room was suggested. All were in agreement that C.06 106 would be the allocated room.</p>