



Board of Management Finance & Physical Resources Committee

Date of Meeting	Wednesday 3 March 2021
Paper No.	FPRC3-I
Agenda Item	4.4
Subject of Paper	Health and Safety Report Quarter 1 1st November 2020 to 31st January 2021
FOISA Status	Disclosable
Primary Contact	John Gribben, Executive Director HR
Date of production	February 2021
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 2020 to 31 January 2021

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 2020 and January 2021.

The Committee will note that in line with Scottish Government guidance, from 20/11/2020 up until the festive break, the College had been operating whereby learning and teaching was primarily online with an exception for the delivery of critical and time-sensitive learning, assessments and work placements that could not be delivered remotely or postponed. And that following the festive break due to the First Minister’s statement to Parliament 04/01/2021, which set out further restrictions in light of the spread of the new variant of the Covid-19 virus, the Principal took the decision to keep our College buildings closed for the remainder of January. The College did not reopen on the scheduled date 05/01/2021, after the festive break. Since then, only our FES colleagues have been in the buildings, carrying out essential maintenance and checks. An essential minimum of some staff, required to carry out critical functions have also been permitted access. These staff were only permitted access through a strict and robust “Access to Buildings Process.”





Accident / Incidents

Health and Safety at Work etc. Act

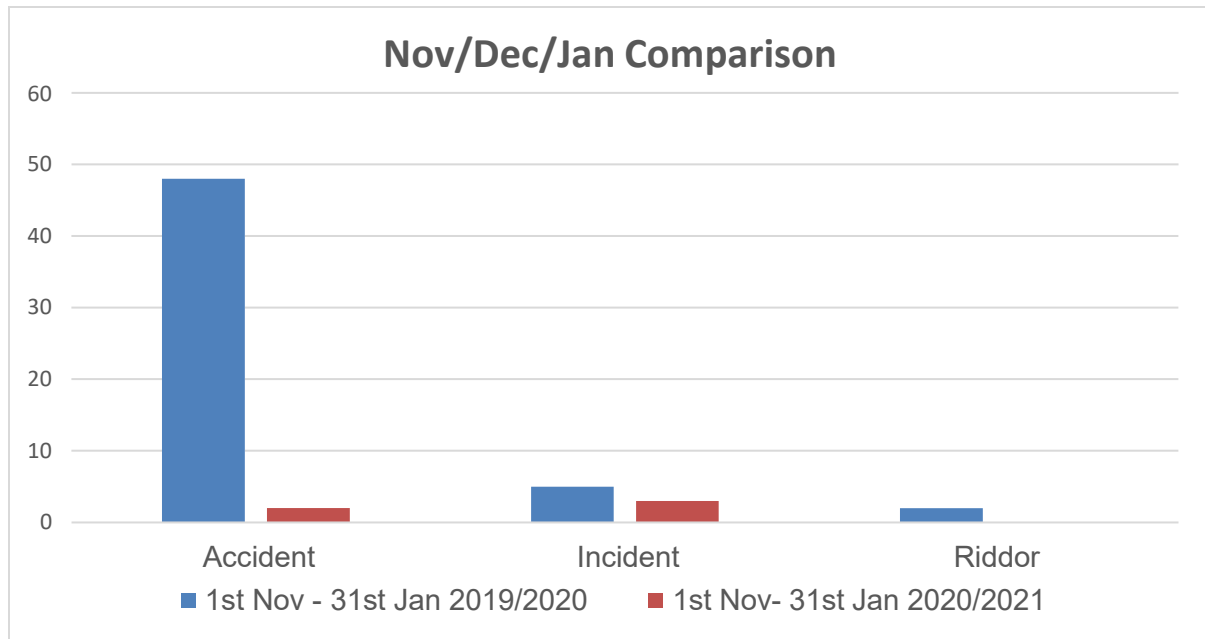
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 5 accidents / incidents were reported for this period 2020/2021.
- This compares to a total of 55 accidents / incidents for 2019-20 of which 2 were RIDDOR reportable incidents.

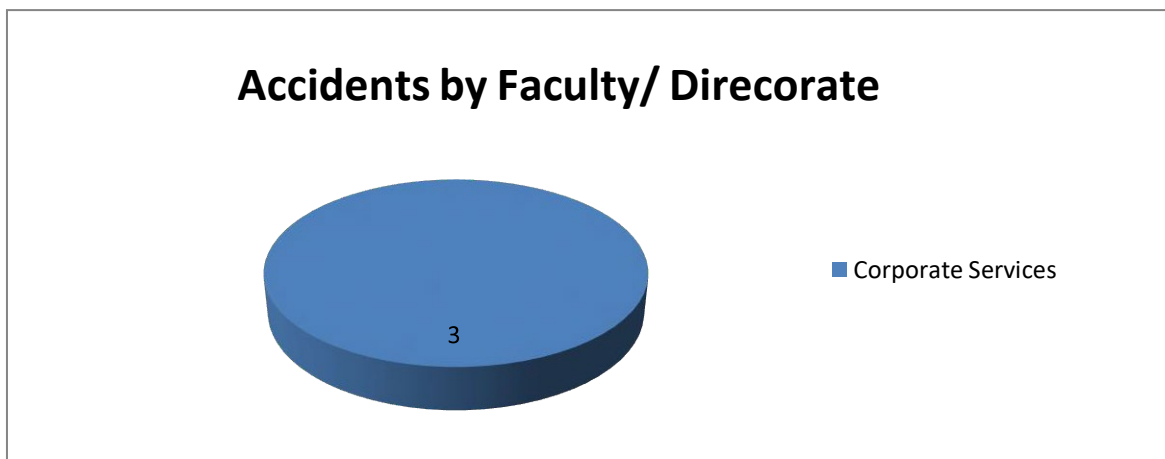
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Nov - 31 Jan	ACCIDENT		INCIDENT		RIDDOR		Totals	
2019 / 2020	48		5		2		55	
2020 / 2021	2		3		0		5	

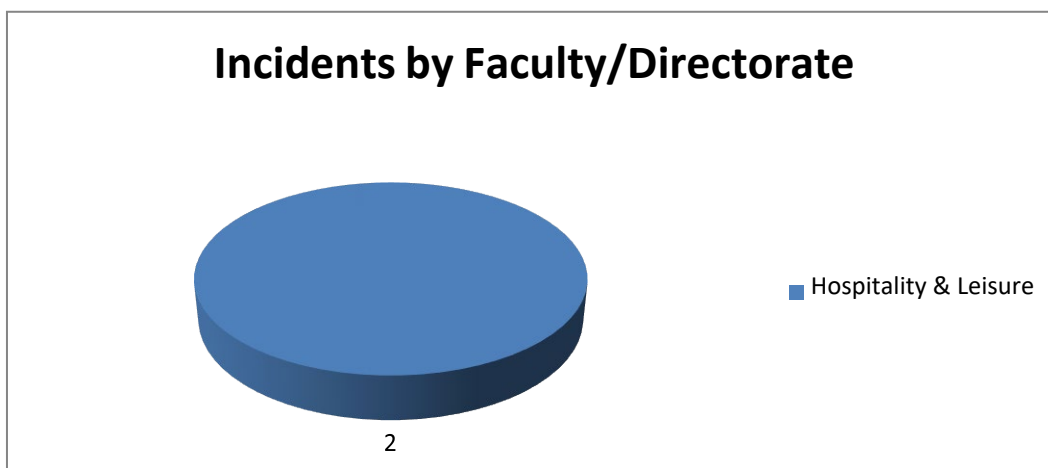
MONTHLYLY / QUARTERLY COMPARISON 2019 / 2020 and 2020 / 2021



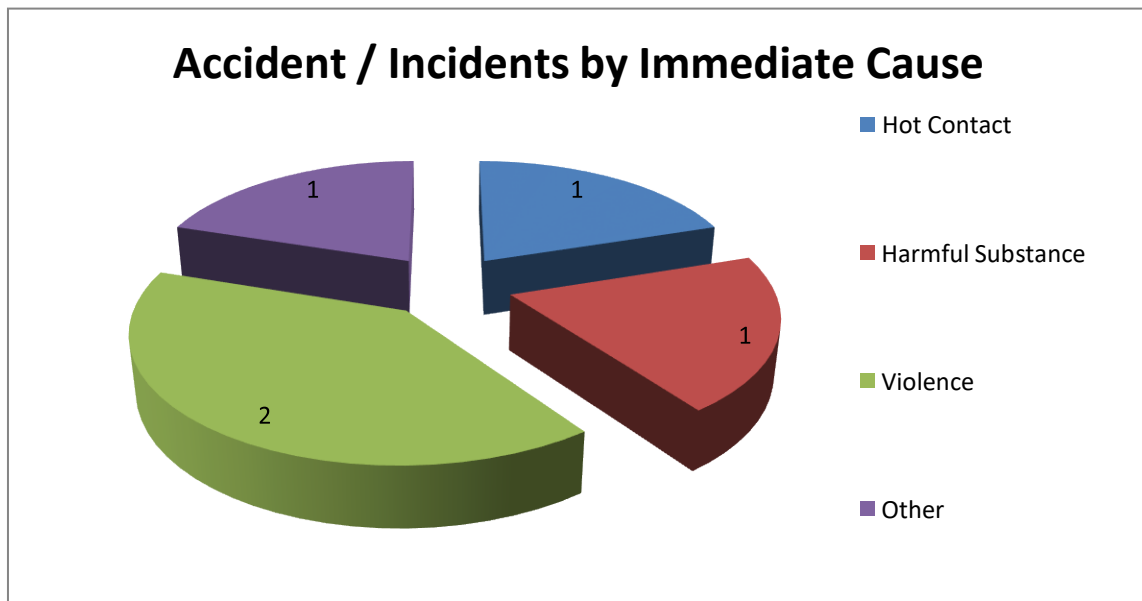
All Accidents by Faculty / Directorate



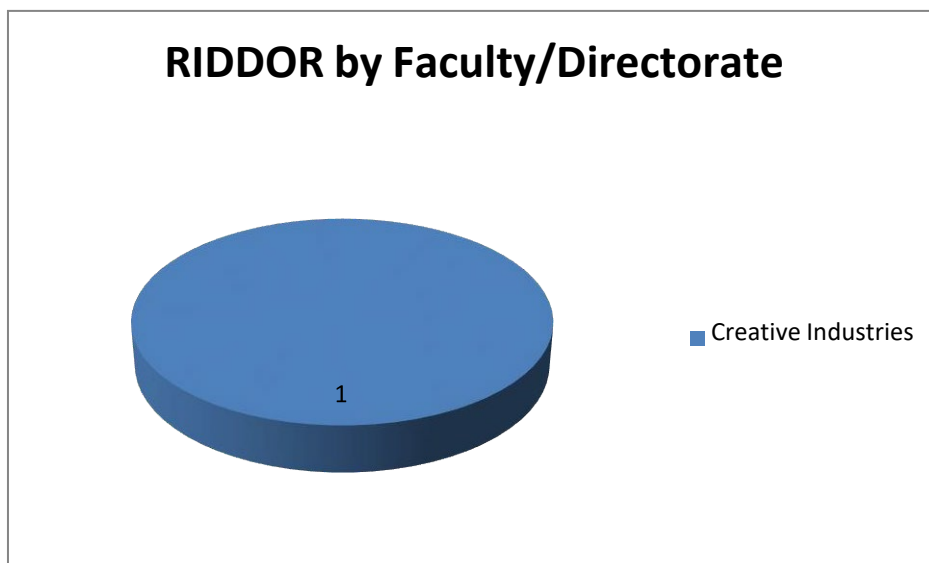
All Incidents by Faculty/Directorate



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	26	76	4	23
December	6	82	1	24
January	23	105	0	24
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	DSE Homeworking (online)	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
0	0	36	37	26	31
TOTAL	130				

H&S Risk Assessments (excluding fire)

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

Below is a summary of all risk assessments submitted for the Quarter of November 01 – 31 January.

- 5 Covid related risk assessments submitted in November – 1 Education & Humanities, 1 Student Experience, 1 Corporate Services and 2 Hospitality & Leisure.
- Whilst determining which learning and teaching activities or essential services were to continue over the Level 4 restriction period from 20/11/2020, the risk assessments for those activities and services were reviewed to ensure they remained relevant.
- 8 Individual Risk Assessments were submitted in November.
- 4 Risk assessments were submitted for access to building in January:
 - Staff member to pack and arrange the courier of Learning Support laptops
 - Concierge or other Estates staff members attending building
 - IT access for distribution of student laptops
 - Sports therapy staff, prepare student consumable / unit completion packs

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. These interim arrangements carried through from August to the festive break in December. They are expected to continue once staff return to college buildings. 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.

- 7 new PEEPs submitted in November - 7 carried out and complete, 1 booked in for consultation from October was not able to be completed due to the consultation not taking place as the student did not attend college due to Level 4 restrictions.
- Estates reported in November that the training kitchens did not have fire extinguishers within them. Following some low level investigation and researching the current fire risk assessment, it was established that the provision of fire extinguishing appliances is adequate, as the kitchen areas were covered by a gas suppression system and that provisions were adequate.
- It was also identified from the fire risk assessment that outstanding actions may not have been completed. A R.A.G. register has been formed to determine the status of actions.

- 2 new PEEPs submitted in December - These were to be carried out in January when students returned from the festive break. Due to the new Covid – 19 restrictions these will be carried over and arranged for when the students are allowed on campus.
- 3 peeps to be carried out when students return to the college buildings. 2 of which are carried over from December and there is 1 new notification for January.

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 Revised Occupational Health and Safety Policy presented to the Health & Safety Committee for consultation in November.
- Draft Risk Assessment Procedure was also presented to the November Health & Safety Committee for consultation.
- Draft Revised Occupational Health and Safety Policy presented to the Board of Management for approval on 16 December. The Policy was approved with recommendations on amended wording on H&S training.

Civil Claims

- Nothing to report.

Health & Safety Committee

The Safety Representatives and Safety Committees Regulations.

H&S Committee met 30 November 2020. The following agenda items were discussed:-

- Health & Safety Policy Document
- Quarterly Report (1) (Aug, Sept, Oct)
- Risk Assessments
- Individual Risk Assessments

- Covid Cases – summary
- HR Metrics – Staff Absence report
- Home Working DSE Assessment – Workrite
- Staff Survey
- Support available for all staff
- Patterns and trends for accidents relating to sharps and hot contact
- Directorate Reports - Corporate Services - Fire exit and lighting signage
- Faculties Reports - Education & Humanities and Nautical & STEM
- EIS - Reporting of work-related stress in the accident and incident reports

H&S Committee met 21 January 2021. The following agenda items were discussed:-

- COVID update : Building Access Process
- DSE training and assessment for Home Working
- Staff Survey
- Support available for staff
- H&S Training
- Directorate Reports - Corporate Services -
- Faculties Reports - Education & Humanities, Hospitality & Leisure, Nautical & STEM and Creative Industries
- Unison – No items for agenda
- E.I.S. – No items for agenda.

Inspections / Investigations (non accident)

- The H&S Team carried out 2 investigations in November regarding the potential immediate and/or underlying causes of 2 Covid outbreaks amongst students within the Nautical & STEM Faculty (Electrical Engineering) and the Hospitality & Leisure Faculty (Sports Coaching 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 control measures provided in the RAs are being adhered to.
- During the investigations it was identified that:
- In regards to the Nautical & STEM students, that it is unclear if the reported cluster of positive COVID cases can be linked to the Electrical Engineering department at Riverside Campus.
- That a review of the risk assessment be carried out and for it to reflect the layout of the workshop and the use of benches to create a 1 way system while still maintaining social distancing. It is also recommended that some of the vices on the

benches be strategically taped off out of use, to allow for social distancing while using vices.

- In regards to the Sports students, that physical distancing is more than adequate as within each class there was already reduced capacity.
- That there has been no crossover of the students (Different classes and different days of attendance).
- 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.