

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 2 June 2021
Paper No.	FPRC4-F
Agenda Item	4.3
Subject of Paper	Health and Safety Report Quarter 3 1st February 2021 to 30th April 2021
FOISA Status	Disclosable
Primary Contact	John Gribben, Director HR
Date of production	May 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 February 2021 to 30 April 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 February, March and April 2021.

The Committee will note that in line with Scottish Government guidance, whereby only a minimum number of students may return where face to face teaching and in-person assessment are critical to the successful conclusion of their studies, remained in place up until 22/02/2021. From 23rd February and until 5th April, revised Scottish Government guidance set out that the numbers attending colleges should be kept at the absolute minimum with no more than 5% of students on campus at any one time for in-person learning. The College decided not to commence the 5% attendance until 15th March. Since then the attendance of students at the College have been below the stated 5%. Furthermore though, From 5 April, colleges were also permitted to return students within the top 3 priority groups identified by Colleges Scotland as being most at risk of not completing this academic year (engineering, construction, hairdressing, beauty and complementary therapies), which equates to approximately 29% of FE students. This approach was in place until Scotland moved into the level restrictions on 26 April. From 26 April, Scotland moved to a modified Level 3, whereby Colleges should implement a restricted blended learning model. The Scottish Government do not intend to make any further changes until 17 May





Accident / Incidents

Health and Safety at Work etc. Act

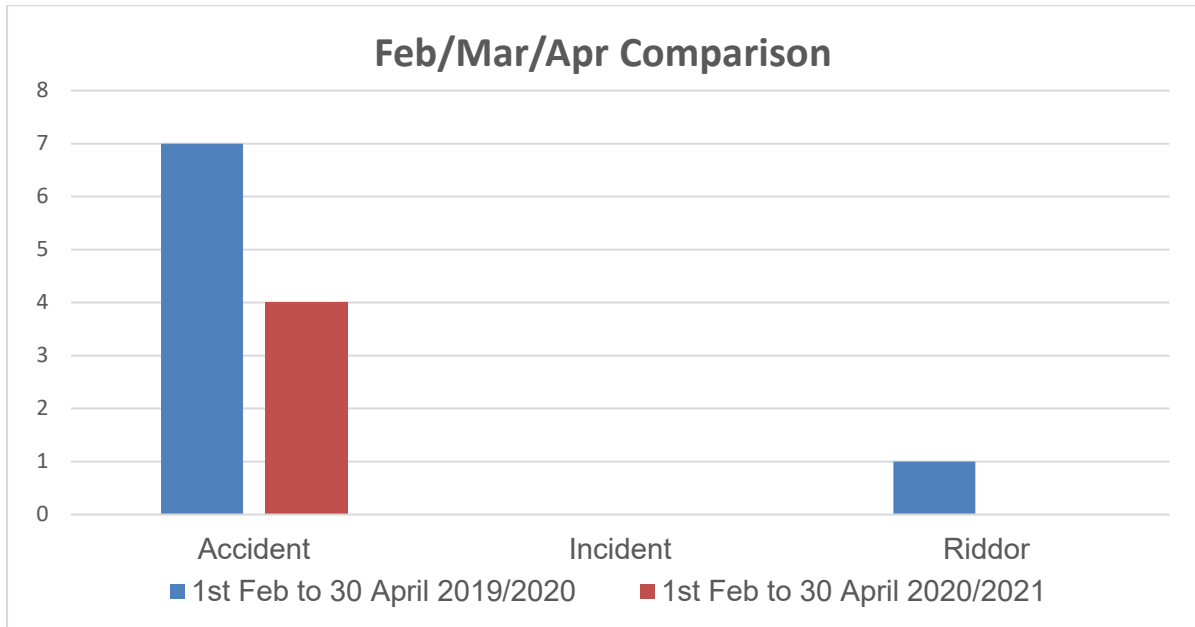
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 4 accidents / incidents were reported for this period 2020/2021.
- This compares to a total of 9 accidents / incidents for 2019-20, 1 of which was RIDDOR reportable.

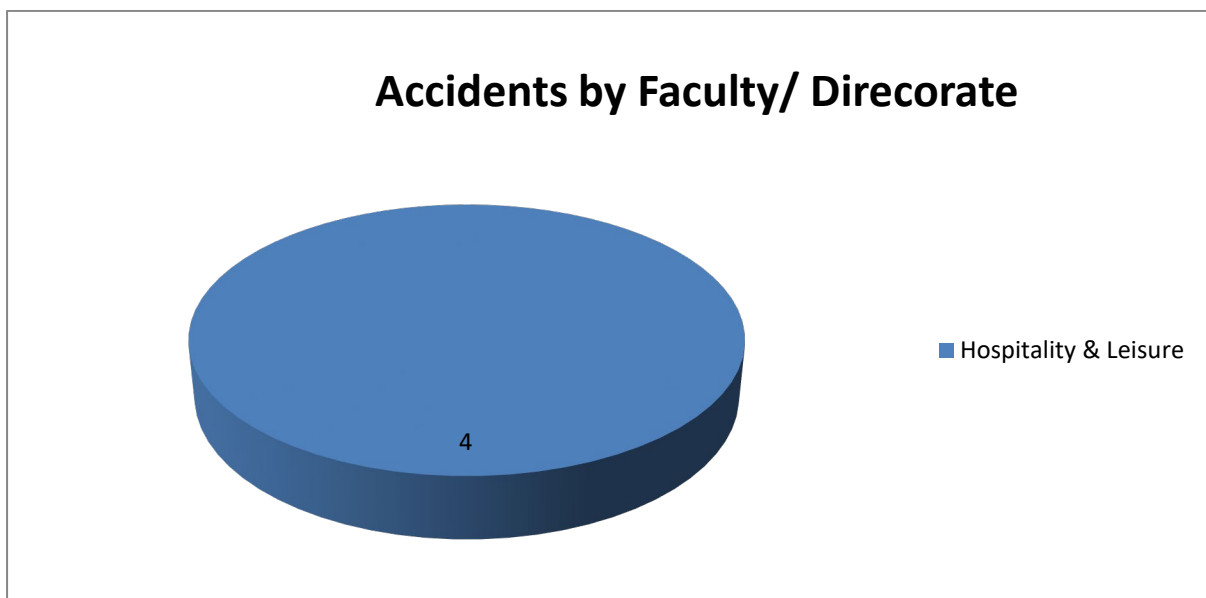
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Feb - 30 Apr	ACCIDENT		INCIDENT		RIDDOR		Totals	
2019 / 2020	8		0		1		9	
2020 / 2021	4		0		0		4	

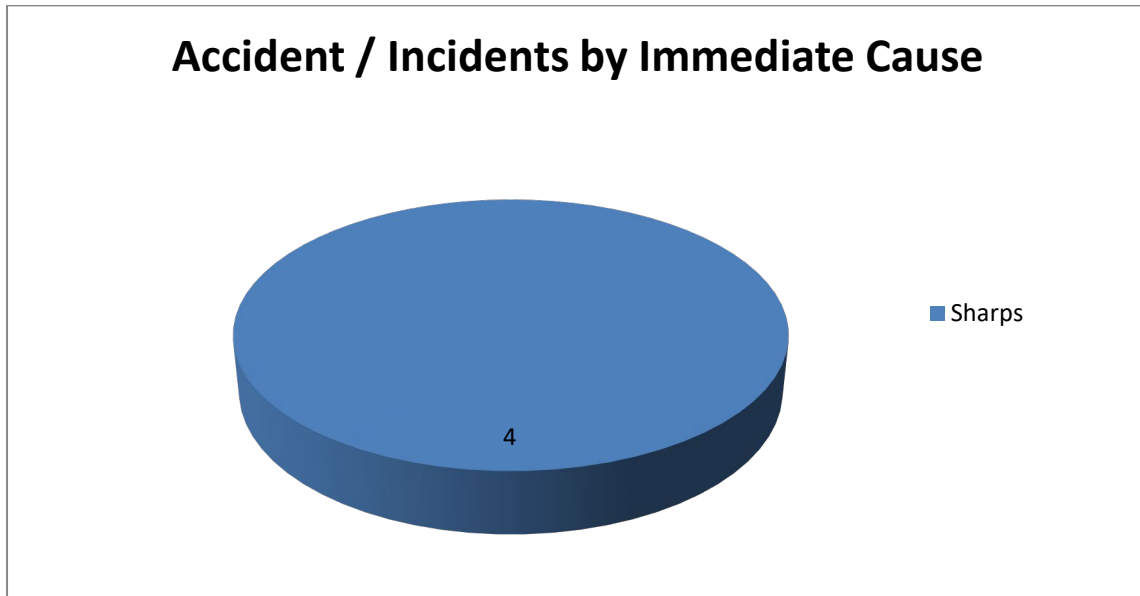
MONTHLYLY / QUARTERLY COMPARISON 2019 / 2020 and 2020 / 2021



All Accidents by Faculty / Directorate



Accidents/ Incident by Immediate Cause



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	3	22
December	6	82	1	23
January	23	105	0	23
February	8	113	0	23
March	1	114	0	23
April	0	114	4	27
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

Internal H&S Training Sessions (online)	Evac Chair Training	DSE Homeworking (online)	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
860		260		31	36
TOTAL	1187				

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 01 February to 30 April 2021.

- The College wide COVID – 19 General Risk Assessment was reviewed and updated.
- A safe system of work was developed, taking cognisance of the College COVID – 19 General Risk Assessment, for the preparation of distributing chrome books to ESOL Students. The ESOL Students need to attend City Campus to pick up the devices, and receive an instruction session as well as validate their loan agreement of the chrome books. The first floor Atrium area and the lecture theatre were identified to be used for the sessions to allow for physical distancing.
- RLSS First Aid Qualification for Sports Students.
- Sports Injury Clinic
- Revised Practical Teaching and Delivery of all Hair and Beauty Curriculum Courses Hairdressing, Barbering and Make-up Artistry Activities
- Revised City Campus Library and Riverside Campus Library
- Student Engagement Running Club
- Student Engagement Boot Camp
- Student Engagement Dr Bike (bike maintenance) sessions
- Education & Humanities Moving and Assisting Training
- Revised Practical Teaching and Delivery of all Hair and Beauty Curriculum Activities for commencement from 6th April.
- Nautical & STEM Electrical Fault Finding Training Rig
- Nautical & STEM Maintaining Electrical Equipment & ETO Units
- Nautical & STEM Process Control Training Rig

- The Following Risk Assessments submitted to H&S Team in April:
- Dr Bike Sessions
- Video filming of screens and equipment in Bridge Simulator Suites by external company
- Moving and Assisting Training – 1.5 Day course

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 have remained in place. 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.

- No new PEEP notifications for February. 1 outstanding from January and 3 outstanding from 2020.
- There is 1 new student PEEP notification for March, this will be arranged when the student is back on campus. 1 outstanding from January and 3 outstanding from 2020. The Faculties concerned have been notified to contact the H&S team when these students return to campus.
- There was a fire alarm activation resulting in an evacuation from City Campus on 18th March at 20:41. The Scottish Fire and Rescue Service (SFRS) attended. The alarm was due to a fault located in the Atrium Faast Unit on the 7th floor in the main atrium. The device was disabled as it continually returned to a “fire state”. An engineer attended and was unable to reset the faulty device, the system was restored to “live” after the fault was disabled. They returned the following morning to enable the device after it had settled.
- 1 Fire alarm on the 26th April 2021 - Alarm actuated in training kitchen due to some burnt food and an Issue with the ventilation in the Kitchen. Estates informed Health and Safety that said ventilation is now working properly.

Concierges staff responded to the 3 min pre-alarm, when they reached the kitchen and discovered a false alarm they radioed back to the fire panel and instructed a silence/reset. It was during the silence/reset that the full alarm sounded for a few seconds before the reset had fully taken place.

This resulted in the attendance of the SFRS who were happy with the explanation. SFRS as part of their procedure investigated the burnt food at the kitchen.

The college did not evacuate as the alarm only sounded for a few seconds before the reset had taken. The decision was made not to resound the alarm as it might cause confusion and concierge had already confirmed a false alarm.

- 1 Staff PEEP completed, 1 student PEEP completed. 1 outstanding from January and 3 outstanding from 2020. The Faculties concerned have been notified to contact the H&S team when these students return to campus.

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

- Nothing to report.

Civil Claims

- Nothing to report.

Health & Safety Committee

The Safety Representatives and Safety Committees Regulations.

H&S Committee met 22 February 2021. The following agenda items were discussed:-

- H&S Quarterly Report
- DSE and Supporting Data
- Risk Assessment
- Training
- Health Intervention
- 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.

H&S Committee met 29 March 2021. The following agenda items were discussed:-

- H&S Training
- Return to Campus
- Flexible Working
- Equipment Requests
- Staff Survey
- Health Intervention
- Monthly Report February
- 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.

H&S Committee met on 26 April 2021. The following agenda items were discussed:

- H&S Training
- Return to Campus
- Flexible Working
- Equipment Requests
- Staff Survey
- Health Intervention
- Monthly Report February
- 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)

- Nothing to report.