

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 9 March 2022
Paper No.	FPRC4-E
Agenda Item	4.1
Subject of Paper	Health and Safety Report Quarter 2 1st November 2021 to 31st January 2022
FOISA Status	Disclosable
Primary Contact	John Gribben, Director HR
Date of production	February 2022
Action	For Discussion

1. Recommendations

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

2. Purpose

The purpose of this paper is to update SMT on the standards of the College's H&S performance and to provide a platform for SMT to demonstrate their ongoing commitment to the effective management of health and safety.

The successful management of health and safety relies on the collective effort of all staff. However, the main responsibility for the effective management of health and safety lies with the employer. Commitment from senior management is paramount in order to

establish and maintain a positive health and safety culture that flows through all levels of the organisation.

3. Consultation

The Health & Safety reporting process requires a monthly Health & Safety report to SMT which aims to provide an early focus on any H&S issues which may have arisen during the reporting period. The purpose is to ensure full SMT engagement with Health & Safety issues and to allow a means which facilitates early exposure to risk and 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 2021 & January 2022.

4. Key Insights

4.1 The Committee will note that from 09 August, Scotland moved to a modified Level, Beyond Level 0, and in line with Scottish Government guidance for the college, university and student accommodation sectors in Scotland, the College continued with a blended learning model & Hybrid Working model for Staff.

4.2 In late November it became apparent, the concerns of the Omicron variant of the virus and the potential spread of the variant. With this in mind the college decided to cease all on-campus in-person learning and teaching from Friday 17 December, with online learning and teaching from Monday 20 December with only critical services and key staff on campus

4.3 In addition to the usual H&S Report to the committee, this paper is inclusive of COVID-19 absence data reporting 805 COVID cases from Sep 2020 to Jan 2022, 345 of which were staff, 562 students

HEALTH AND SAFETY QUARTERLY REPORT –

Accident / Incidents

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

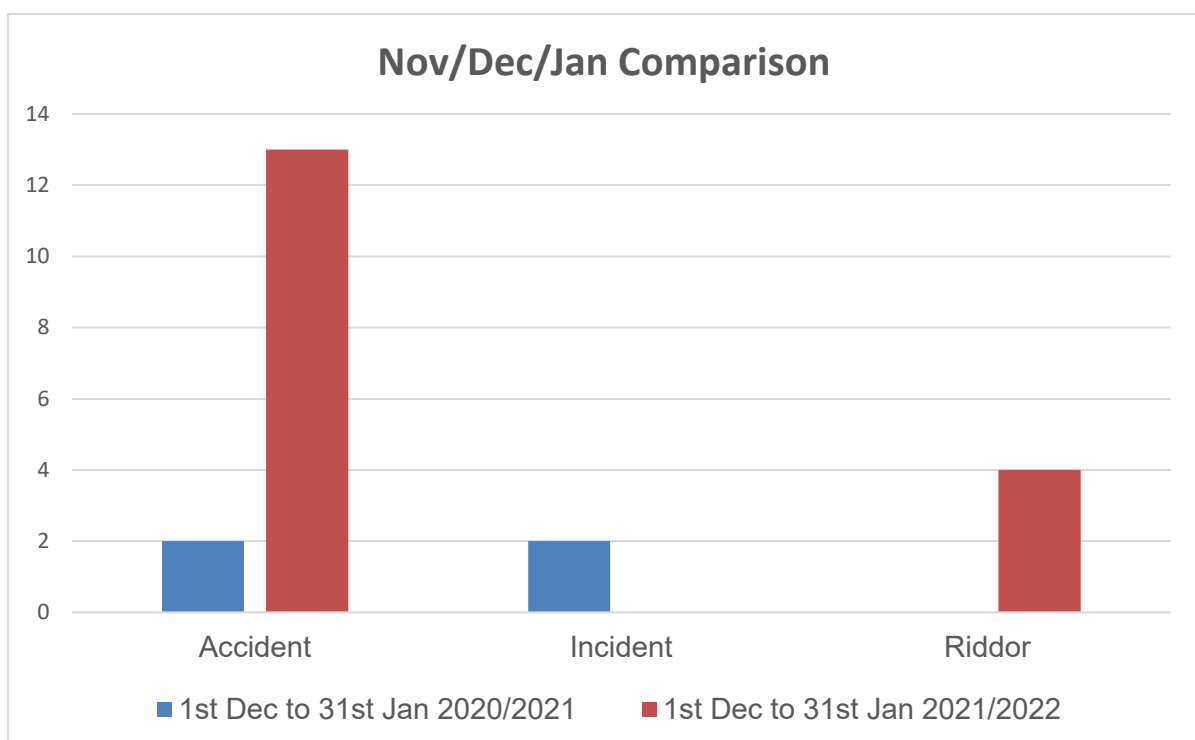
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

- A total of 17 accidents / incidents were reported for this period Nov 2021- Jan 2022 of which 4 were RIDDOR reportable incidents.
- This compares to a total of 4 accidents / incidents for 2020-21 of which 0 were RIDDOR reportable incidents.

MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

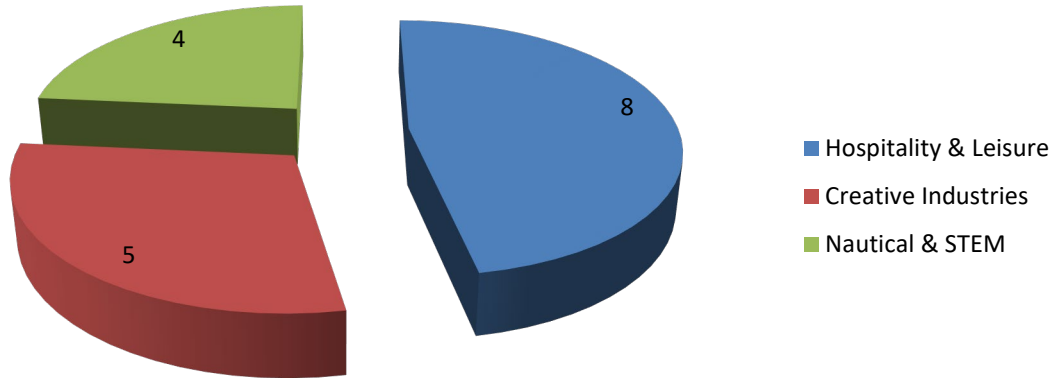
01 Nov - 31 Jan	ACCIDENT / INCIDENT / NEAR MISS NON - RIDDOR		RIDDOR		Totals	
2020 / 2021	4		0		4	
2021 / 2022	13	↑	4	↑	17	↑

MONTHLY / QUARTERLEY COMPARISON 2020 / 2021 AND 2021 / 2022



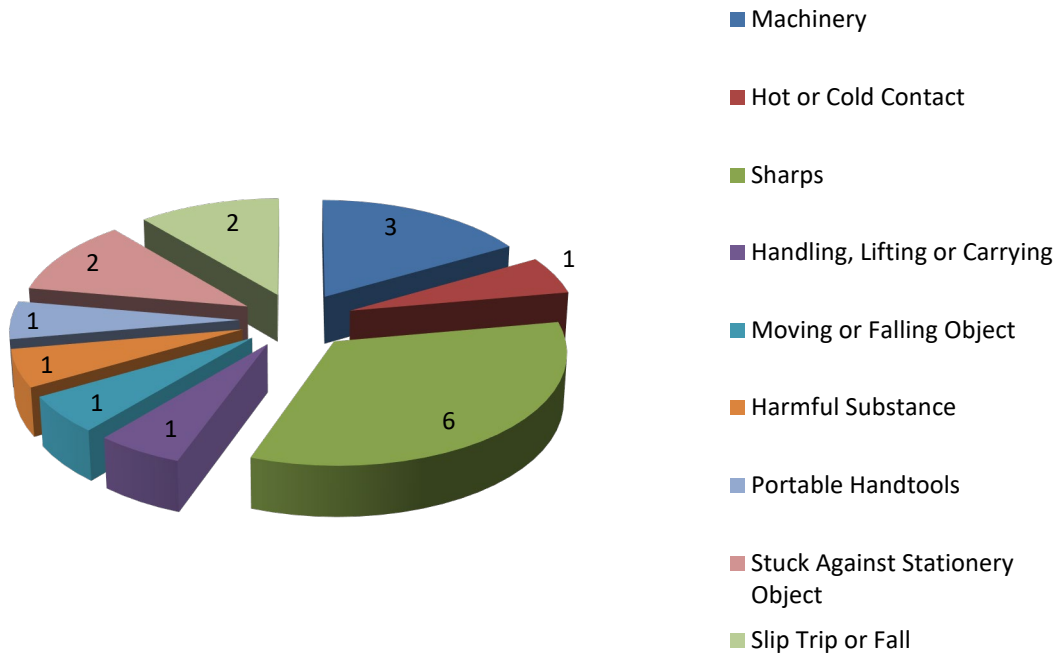
AII ACCIDENTS / INCIDENTS BY FACULTY / DIRECTORATE

Accident/Incidents by Faculty/Directorate

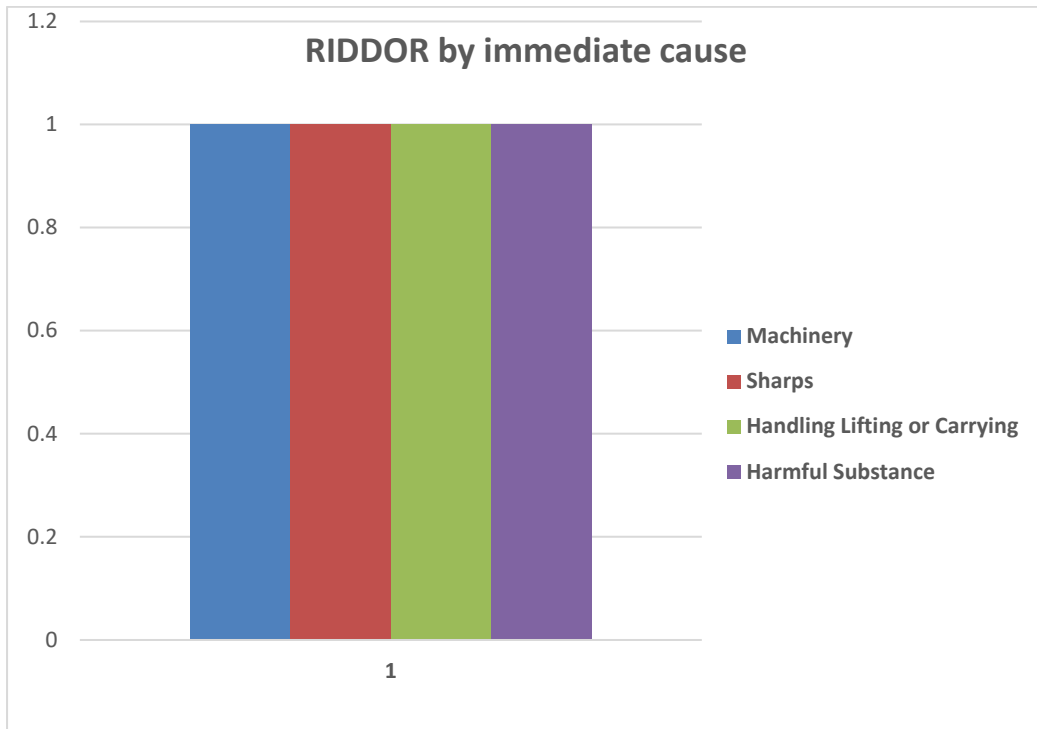


Accidents/ Incidents by Immediate Cause

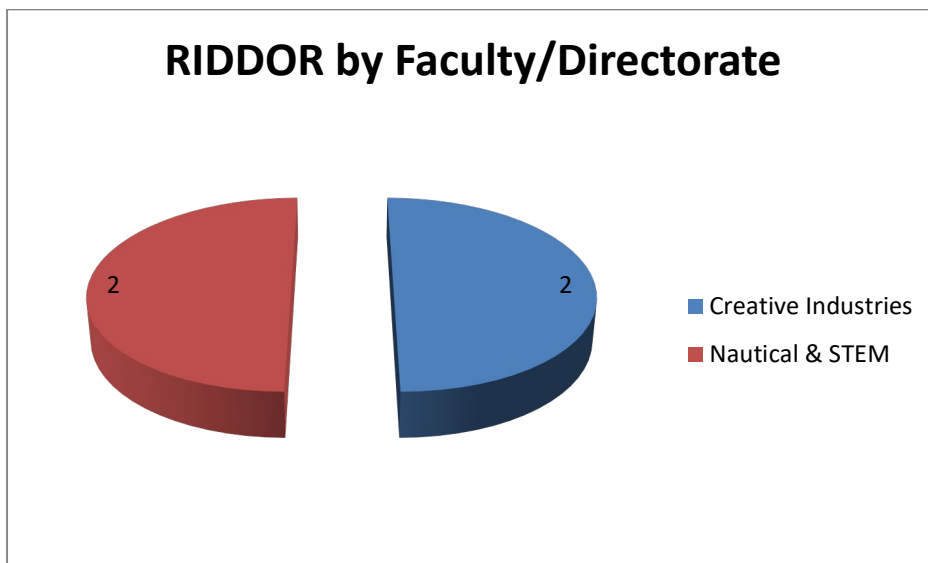
Accident / Incidents by Immediate Cause



RIDDOR Accident/Incidents by immediate cause



RIDDOR Accident/Incidents by faculty



ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents / Incidents / Near Misses	2020 / 21 Month	2020 / 21 Total	2021 / 22 Month	2021 / 22 Total
August	3	3	3	3
September	5	8	7	10
October	11	19	10	20
November	4	23	6	26
December	1	24	5	31
January	0	24	6	37
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 Homeworkng (online)	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
1	0	13	6	52	53
TOTAL	125				

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 reporting period of November 01 2021 – 31 January 2022

- Education & Humanities – 13
- Hospitality & Leisure – 5
- Creative Industries - 15
- Student Experience – 2
- World Skills – 4
- Corporate Services – 2
- Nautical & STEM - 2

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

The college continued with the interim Emergency Evacuation Arrangements introduced July / August 2020, which can be found as an appendix within the College Operational protocols.

Below is a summary of incidents / activities in relation to Fire for the reporting period of November 01 2021 – 31 January 2022

- 1) November 2021 - There were no reported Fire Alarms or Pre-Alarms for the Month of November. Notification was received for 1 staff PEEP and 1 Student PEEP, both have been completed.
- 2) December 2021 - There were no reported Fire Alarms or Pre-Alarms for the Month of December. Notification was received for 2 Student PEEPS, both have to be arranged when students return in January.
- 3) JANUARY 2022 - There were no reported Fire Alarms or Pre-Alarms at both City and Riverside Teaching buildings for the Month of January. There were 4 Pre – Alarms at the Halls of Residence.

Notification was received for 1 Student PEEP in January to be carried out when the student attends in February.

In January, a planned evacuation drill was scheduled for Monday the 17th. Overall the evacuation went extremely well.

Positive points to note include; everyone evacuated in a timely manner, PIC handled his duties very well and let people back into the building when it was safe, evacuation team arrived at their call points quickly, fire wardens ushered people to designated fire points outside.

As with any evacuation drill, there are improvements to be made and the main points to note are; the PIC had to continuously ask for information when it should be forthcoming,

one fire evacuation team member went to the wrong designation point, and lastly there was some confusion over which floor one of the fire lifts returned to during an evacuation situation.

There was one PEEP (personal emergency evacuation plan) carried out in January. This case was complex and highlighted issues that the health and safety team had not encountered before. After the PEEP procedure was explained, the person agreed that they knew what to do in the event of an evacuation. However afterwards, the persons father got in contact with the health and safety team to express that their child had not understood what they were being asked to do. The health and safety team discussed the plan with student services, and went over the plan again with the student. The matter is now resolved.

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 23 November 2021. The following agenda items were discussed:-

- H&S schedule for inspections
- Staff flu vaccines
- COP26 feedback
- Class capacities

- Due to lack of attendance and late apologies from TU Representatives the committee voted in favour of abandoning the meeting

The following agenda items were not discussed:

- COVID symptomatic & Asymptomatic testing
- Risk assessment
- PPE
- H&S Monthly report – October 2021
- H&S Quarterly Report Aug/Sep/Oct 2021
- Directorate reports – Corporate Services
- Faculty reports – Creative Industries, Education & Humanities, Hospitality & Leisure, Nautical & STEM
- Unison
- EIS

H&S Committee met 17 December 2021. The following agenda items were discussed:-

- COVID-19 – planned risk assessments Dec to Jan, distancing, mask wearing
- H&S Monthly report – November – 1 RIDDOR investigated
- H&S Committee meeting frequency – agreed to continue meeting monthly for now
- Health, Safety & Wellbeing plan
- Directorate report - Corporate services – Covid signage refresh, PAT testing underway
- Faculty reports – Creative Industries – gas installation almost complete, student mental health. Education & Humanities – student mental health & staff absence. Hospitality & Leisure – student & staff absence. Nautical & STEM – student near miss, mental health
- Staff mental health funding & support
- Robertson Cooper wellbeing survey
- No Unison representative in attendance
- EIS – one way system, staff absence & stress reporting

H&S Committee met 28 January 2022. The following agenda items were discussed:-

- New H&S Manager – Kirsty Baxter – responsible for compliance
- Chris Keenan – return to Faculty – Jill Loftus will oversee H&S, Wellbeing & Front of House on a temporary basis
- Return to work arrangements – risk assessments, wellbeing, blended learning, hybrid working, testing
- Fire drill – report
- H&S monthly report - no increase in accidents compared to previous year
- Staff absence report – increase in absence, additional resources in place for absence & wellbeing

- Directorate report – Corporate Services
- Faculty report – Creative industries – RIDDOR. Education & Humanities – inspection checks. Hospitality & Leisure – increased students on campus. Nautical & STEM – addition of Build Environment

Inspections / Investigations (non accident / incident)

The H&S Team have been working with the Education & Society Faculty Dean to devise Health & Safety Inspection Checklist Templates for Faculty Inspections. The rationale behind this is, going forward, the Faculty will take ownership of carrying out periodic Health & Safety Inspections throughout the academic year and for the H&S Team to then audit these inspections and actions coming from them.

The H&S Team have set up a Teams Group with the Faculty to enable a depository for the Faculty to upload completed Inspection Checklist, with comments and actions. But also, the Teams group will enable the Faculty to upload corresponding documents such as Risk Assessments. The H&S Team and the Faculty Dean will arrange any training required for the nominated H&S Inspection Leads for the Faculty, which is still to be finalised. This process is in agreement with the Faculty Dean.

Positive Covid Cases by Month

	Staff	Students	Overall Total
September 2020 (18-30)	2	9	11
October	11	38	51
November	13	46	59
December (1-18)	3	8	12
January 2021	10	28	41
February	5	17	24
March	3	15	18
April (14-30)	4	4	8
May	2	13	17
June	9	30	41

July	8	2	13
August	13	40	55
September	36	153	189
October	9	28	38
November	21	28	49
December (1-23)	28	45	74
January 2022	47	58	105
Total	345	562	805