

Board of Management

Finance & Physical Resources Committee

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| Date of Meeting | Wednesday 1 June 2022 |
| Paper No. | FPRC5-D |
| Agenda Item | 4.1 |
| Subject of Paper | Health and Safety Report Quarter 3 1st February 2022 to 30th April 2022 |
| FOISA Status | Disclosable |
| Primary Contact | John Gribben, Executive Director People and Culture |
| Date of production | May 2022 |
| Action | For Discussion |

1. Recommendations

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

2. Purpose

The purpose of this paper is to update Committee on the standards of the College's H&S performance and to provide a platform for the committee 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 February, March and April 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 addition to the usual H&S Report to the committee, this paper is inclusive of COVID-19 absence data reporting 1268 COVID cases from Sep 2020 to Apr 2022, 378 of which were staff, 871 students.

HEALTH AND SAFETY QUARTERLY REPORT –

Accident / Incidents

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

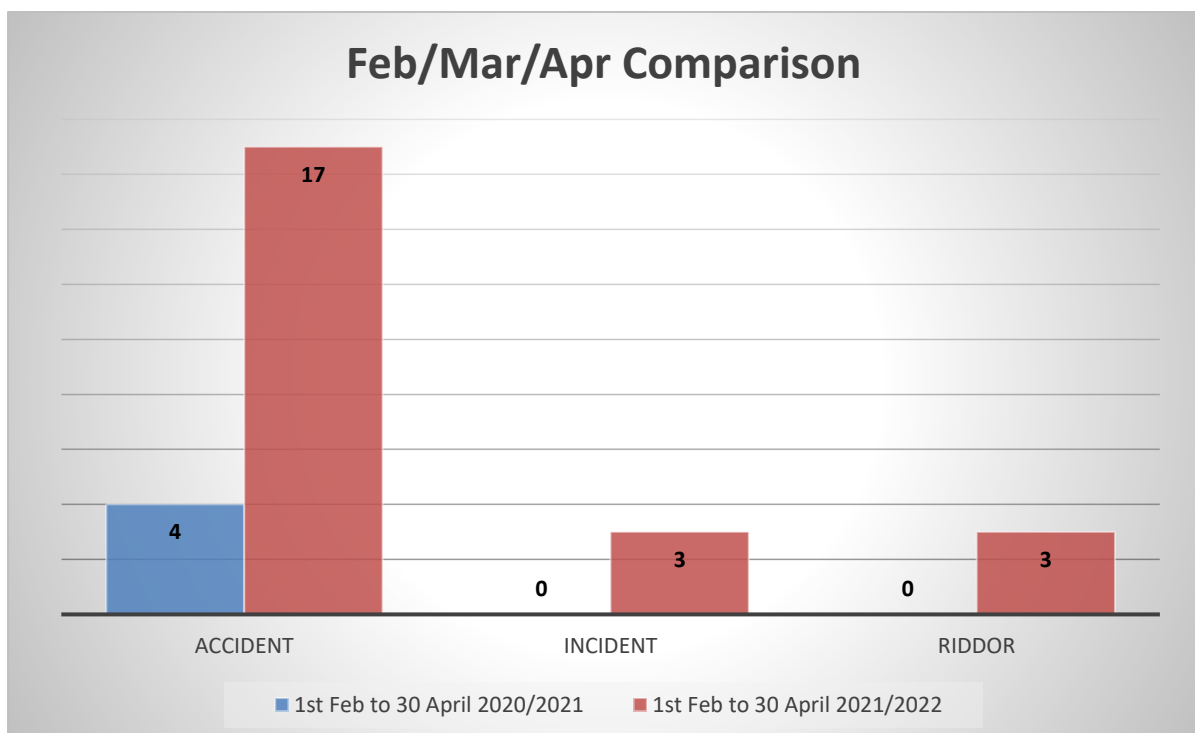
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

- A total of 23 accidents / incidents were reported for this period Feb - April 2022 of which 3 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

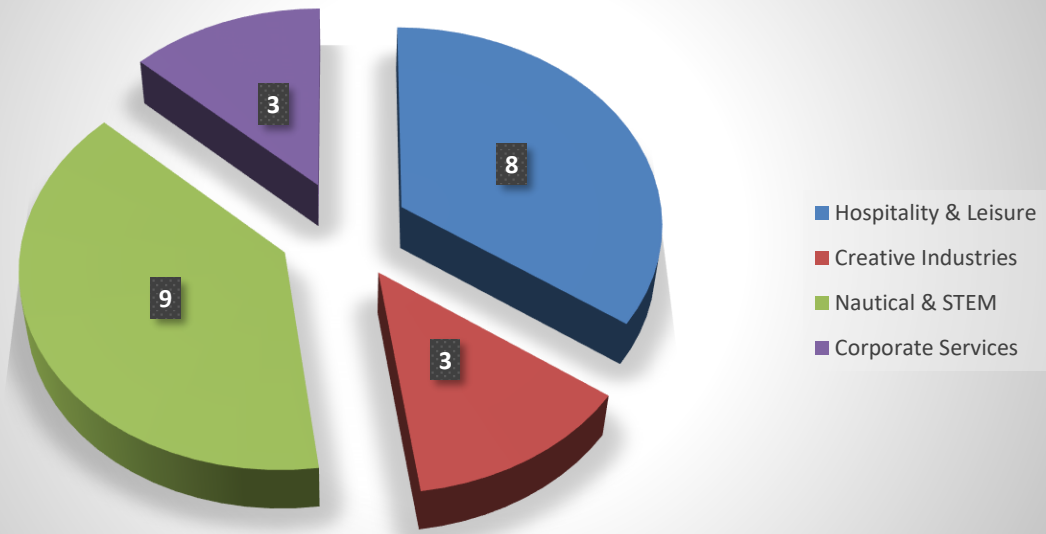
| 01 Feb to 30 April | ACCIDENT / INCIDENT / NEAR MISS NON - RIDDOR | | RIDDOR | | Totals | |
|--------------------|--|---|--------|---|--------|---|
| 2020 / 2021 | 4 | | 0 | | 4 | |
| 2021 / 2022 | 20 | ↑ | 3 | ↑ | 23 | ↑ |

MONTHLY / QUARTERLEY COMPARISON 2020 / 2021 AND 2021 / 2022



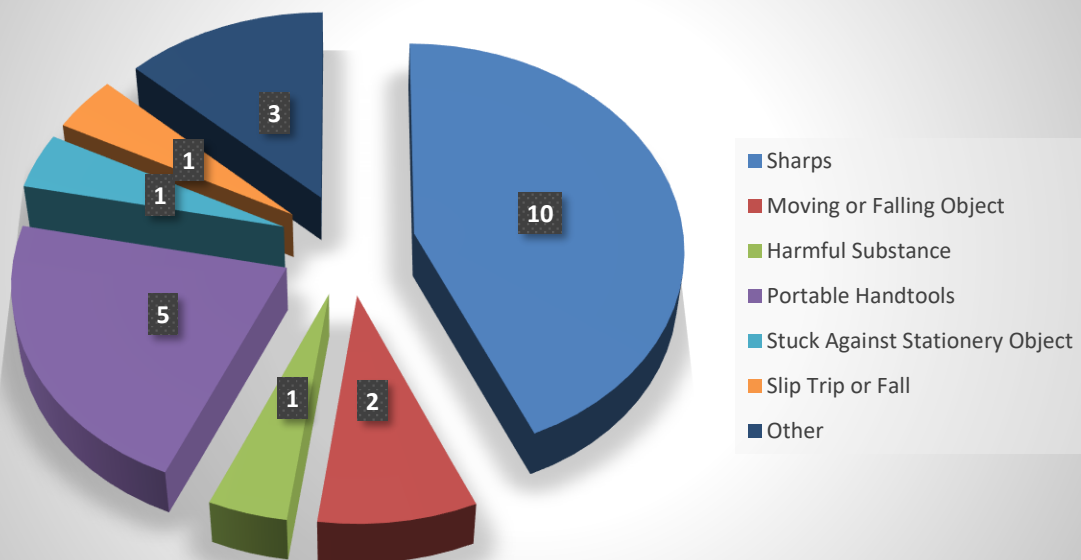
ALL ACCIDENTS / INCIDENTS BY FACULTY / DIRECTORATE

Accident/Incidents by Faculty/Directorate

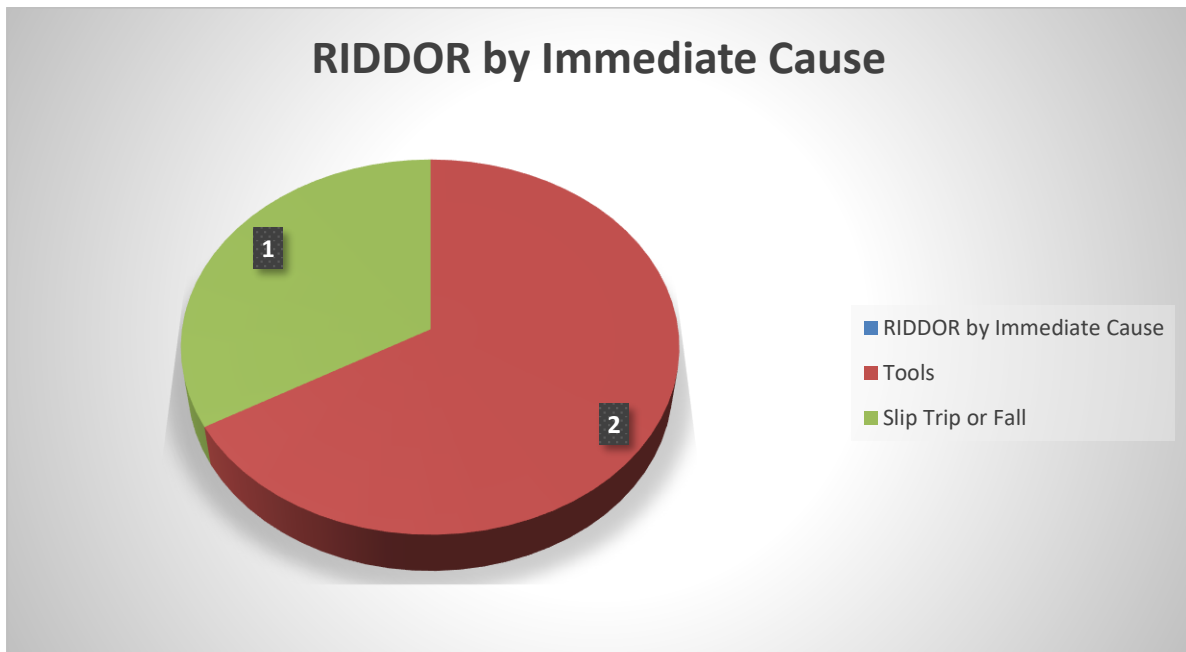


ACCIDENTS/INCIDENTS by Immediate Cause

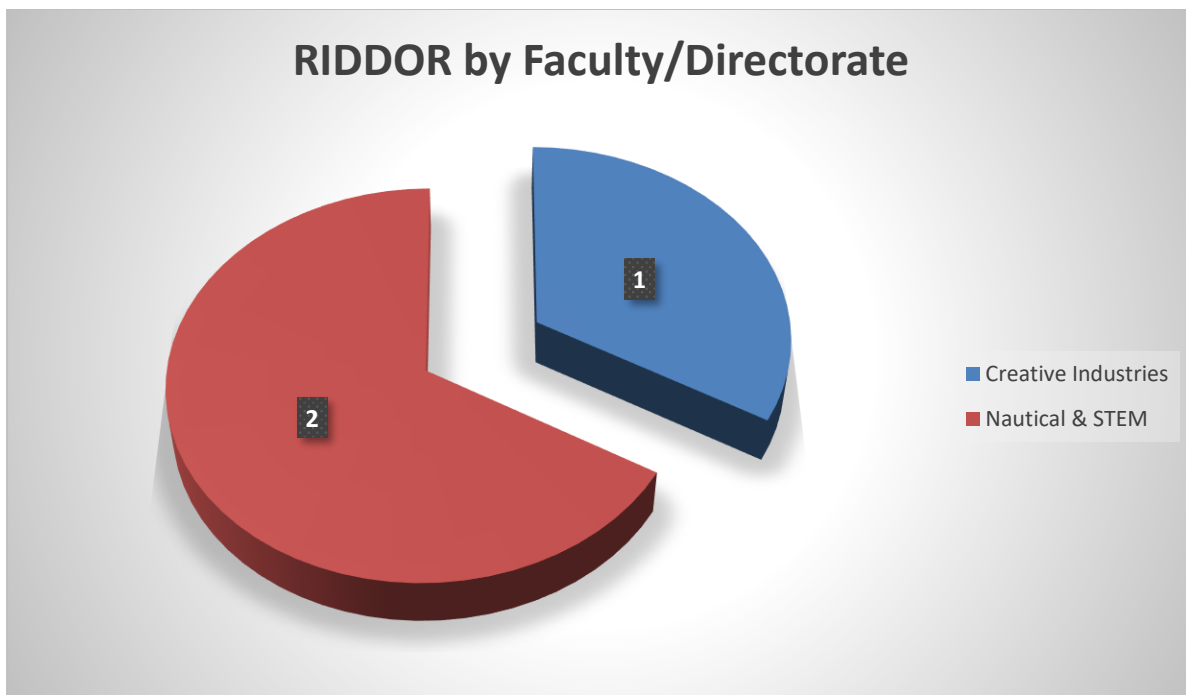
Accident / Incidents by Immediate Cause



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 | 0 | 24 | 7 | 44 |
| March | 0 | 24 | 11 | 55 |
| April | 4 | 28 | 5 | 60 |
| 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 | | | | | | | |
| Manual Handling (Online) | Slips, Trips & Falls (Online) | Work at Height (Online) | DSE Homeworking (online) | Display Screen Equipment (online) | H&S Training (Face to Face) | Fire Safety and Evacuation (online) | Introduction to Health and Safety at Work (online) |
| 27 | 8 | 8 | 13 | 10 | 10 | 38 | 40 |
| TOTAL | 154 | | | | | | |

- A variety of training has been delivered to colleagues throughout this quarter.
- New employees receive basic Health and Safety training which includes fire and evacuation, and introduction to health and safety at work.
- Display Screen Equipment (DSE) training is provided for new employees and colleagues returning to work in the college campus
- Colleagues requesting specialist equipment are required to refresh DSE training to ensure health issues aren't worsened by poor setup of DSE.
- In some cases where specialist equipment is requested, Occupational Health are consulted for advice.
- Manual handling training was delivered colleagues who's job role requires manual handling including a full refresh for concierge colleagues.

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 01 February to 30 April 2022.

- Education & Humanities – 8
- Hospitality & Leisure – 10
- Creative Industries – 9
- Student Experience – 3
- Corporate Services – 18
- 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 01 February to 30 April 2022

- There were no reported Fire Alarms or Pre-Alarms at both City and Riverside Teaching buildings for the Month of February. There were 5 Pre – Alarms at the Halls of Residence.
- 1 Staff PEEP carried out with a Staff Member in February.
- In the month of March there were 1 Pre-Alarm at City Campus. There were 3 Pre – Alarms at the Halls of Residence.
- 1 Student PEEP carried out in March.
- No pre-alarms at City or Riverside Campus in the month of April. 10 pre-alarms at the Halls of Residence in April mostly related to Cooking.
- Fire incident at Charles Oakley Building 2/4/2022– youths gained access and decanted furniture from window and set fire under carpark. This was extinguished by SFRS. Incident reported to police, security patrols to be improved around building. Estates arranged for broken windows to be boarded to prevent access.
- In April, a planned evacuation drill was scheduled for Thursday 21st. Building was evacuated in a timely manner. Evacuation drill served as a baseline and identified where college is with current arrangements. Highlighted areas of improvement include refresher training for those with responsibilities and general fire safety training for all building users. H&S team are working through actions identified from fire drill.
- Yearly maintenance of College Evac chairs undertaken in April.

Henderson Loggie Audit

Management Of Health and Safety at Work Regulations

- The outstanding audit action from the Henderson Loggie Health and Safety Internal Audit (2019) which stated, "Develop succinct departmental H&S procedures and ensure that staff are made aware of these", has been concluded.

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 met on 25 February 2022, the following agenda items were covered:

- Operational Protocols – Social distancing was no longer be required from March 21st
- H&S January Monthly Report
- Risk Assessment – Risk assessments will return to being activity based from the general location based risk assessments throughout COVID restrictions.
- Student Mental Health Report (plus Appendices)
 - Through a combination of College and SFC monies the student Counselling Team comprises of 3 full time Student Counsellors and a Mental Health Coordinator.
 - Focused on 'hotspot' areas such as; student accommodation, and vulnerable groups such as LGBTQ+, Carers, Care Experienced students, students with co morbidities and, taking an intersectional approach
 - A Working Group comprising teaching and support staff was convened to develop a toolkit to help embed mental health and wellbeing in learning and teaching practice.
 - To support students, a "Report and Support" platform was launched for both victims of Gender Based Violence or bystanders who wish to report or get help.
- Faculty/Directorate Reports:
- Trade Union Safety Representatives Items
 - UNISON – No Representation
 - EIS – No items.
- Faculty Reports
 - Nautical & STEM: Absence due to COVID and other ailments remained higher than normal.
 - Hospitality & Leisure: The majority of students and staff have now returned to the building for at least part of their learning and teaching or normal duties. This is currently happening in a phased and still physically distanced
 - Education & Humanities: H&S and Dean have now completed the creation of Faculty inspection checklists
 - Creative Industries: no items

The Health & Safety Committee met on 25 March 2022, the following agenda items were covered:

- H&S February Monthly Report
- H&S Quarterly Report Nov/Dec/Jan
- Trade Union Safety Representatives Items
 - UNISON – No Representation
 - EIS – No items.
- Faculty Reports
 - Nautical & STEM: There were 2 minor incidents involving students. Absence due to COVID and other ailments remained higher than normal.
 - Hospitality & Leisure: All practical lessons beginning Monday (14th March) are now in person on campus without physical distancing
 - Education & Humanities: Steady and progressive increase to on Campus activity
 - Creative Industries: Student from Drama course had an accident whilst undertaking movement class in Lecture Theatre, resulting in a broken bone.

The Health & Safety Committee took place on 22 April 2022, the following agenda items were covered:

- Operational Protocols – Masks no longer legally required on college campus however people are encouraged to and free to continue to wear masks
- LFT Kits – LFT kits are still available from reception and everyone is encouraged to test regularly
- H&S March Monthly Report
- Trade Union Safety Representatives Items
 - UNISON – No Representation
 - EIS – No items
- Faculty Reports
 - Nautical & STEM: no items
 - Hospitality & Leisure: significant number of staff and students absent and/or isolating due to COVID infection. Many staff members are reporting extreme exhaustion weeks after no longer testing positive for this virus.
 - Education & Humanities: The Faculty continues to slowly increase on Campus activity throughout Block 3
 - Creative Industries: Risk Assessments has been reviewed, updated and approved for Drama based on recent student accident

Inspections / Investigations (non accident / incident)

PAT Testing Results – Report 09/02/2022

A member of the H&S Team investigated to identify causes of failed soldering irons, identified through the PAT (Portable Appliance Testing) process in the Engineering area within the Nautical & STEM Faculty at Riverside Campus.

Risk Assessments (RAs) were reviewed by H&S and processes discussed with the Associate Dean of the area, and the Curriculum Heads of Electrical Engineering. Soldering irons in question have been removed and replaced. Recommended that RA reflects accountability/responsibility for checks prior to use and at scheduled times on weekly basis with clear system in place for

identification and removal of failed irons. Visual checks will be carried out by users before and after use. The RA has been updated with recommendations from H&S team.

It was agreed that the Workshop Technician Supervisor will be responsible for the weekly checks as the area technician. A Health and Safety Working Group meeting was arranged for 10.3.2022 – this has become a monthly meeting. Aim of this meeting is to centralise information, risk assessments and routine checks/maintenance responsibilities within the department.

Student Incident resulting in Evacuation – Report 27/2/2022 - 02/03/2022

A Student incident involving the mixing of chemicals occurred in the Halls of Residence (HOR). This resulted in an evacuation of the HOR overnight from 27th-28th Feb.

Staff at HOR were alerted by the police and fire service arriving to the HOR address. Contact was made via a helpline by the student. The HOR was evacuated with students being housed in Riverside campus as St Luke's was at maximum capacity. Incident lasted for approximately two hours.

Student services are continuing to support the student.

A member of the H&S Team met with the Head of Student Accommodation 2/3/2022 to discuss incident and review dorm rooms within HOR.

H&S and the Head of Accommodation reviewed dorm in halls, the HOR manager explained that checks are carried out weekly and monthly on room checks for substances etc.

The chemicals involved hadn't been identified as being provided by the college. One of the chemicals (bleach cleaning product) present in a room would not have been an immediate cause for concern and the garden chemical involved hadn't been visible to staff.

Police Scotland confirmed they would not be taking any further action.

Concerned colleagues met with the Wellbeing Officer and flatmates of student involved have had support from the Head of Accommodation and their team.

Recommendations from incident:

Recommendations were that a fire drill/evac takes place at Riverside and HOR including an out of normal hours at HOR. This will be arranged by H&S team.

Riverside building should be available for use during out of hours in the event that St Luke's is at full capacity and Premier Inn is not available. Senior Concierge has worked with the HOR Manager to ensure this is in place. Action closed.

The Head of Accommodation stated that the HOR are being provided with two dedicated mental health mentors, and will liaise with student services to communicate this to HOR Students.

H&S Team and Education & Humanities Inspection

H&S Team accompanied Education & Humanities ADs on Faculty H&S Inspections of the following areas 25/04/2022 - Care Practical Areas, Training Kitchen and General Office / Staff Areas. H&S Team in conjunction with the Faculty Dean had produced Inspection templates, to which the ADs completed during the Inspections. H&S Team have also created a "Teams" page whereby the Faculty ADs can submit completed Inspection templates with identified deficiencies and actions to mitigate deficiencies. The H&S Team have access to the page in order to audit the completed templates. It was identified during the Inspections that the garden areas have not been included in the templates. H&S Team will contact the Curriculum Head with responsibility for the garden areas to arrange drafting a template and assist in carrying out an initial H&S inspection

H&S Team investigating possible Covid Outbreak in City Market and Bakery Classroom area

In April the H&S Team investigated a possible cluster of Covid cases around the City Market area and bakery classrooms. After a thorough investigation of these areas, it was concluded that none of the cases were work/campus related. Following the investigation, it was recommended that risk assessments for 2 of the areas were combined and a review conducted of the equipment in the area.

Glass shattered on 6th floor staff workroom, City Campus

A window on the 6th floor staffroom overlooking the atrium, City Campus, had suffered a Nickel Sulphide Inclusion fault (naturally occurring phenomenon, rare anomaly within glass manufacturing). The glass was held in position although bowed outwards. The area below was cordoned off for safety. The glass was designed to fail safely and full glass review had been conducted.

Following review of the contractor risk assessment, the glazing was removed that evening and a temporary repair was completed. The area within the staffroom was made safe & sectioned off until the full repair took place on 14th May 2022.

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 |
| February 2022 | 47 | 126 | 173 |
| March 2022 | 107 | 183 | 290 |
| April 2022 | 48 | 28 | 76 |
| Total | 378 | 871 | 1268 |