

## Board of Management

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| <b>Date of Meeting</b>    | <b>Wednesday 14 December 2022</b>                        |
| <b>Paper No.</b>          | <b>BoM3-M</b>  |
| <b>Agenda Item</b>        | <b>6.2.4</b>   |
| <b>Subject of Paper</b>   | <b>Health &amp; Safety Annual Report 2021-22</b>         |
| <b>FOISA Status</b>       | <b>Disclosable</b>                                       |
| <b>Primary Contact</b>    | <b>John Gribben, Executive Director, Human Resources</b> |
| <b>Date of production</b> | <b>September 2022</b>                                    |
| <b>Action</b>             | <b>For Noting</b>  |

### 1. Recommendations

The Board is asked to note the Health and Safety Annual Report 2021-22 as submitted at the Finance and Physical Resources Committee meeting held on 14 September 2022.

## **Board of Management**

### **Finance & Physical Resources Committee**

|                           |   |
|---------------------------|---|
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| <b>Date of Meeting</b>    | <b>Wednesday 14 September 2022</b>  |
| <b>Paper No.</b>          | <b>FPRC1-F</b>  |
| <b>Agenda Item</b>        | <b>4.1</b>  |
| <b>Subject of Paper</b>   | <b>Health and Safety Annual Report (interim)<br/>1 August 2021 – 31 July 2022</b> |
| <b>FOISA Status</b>       | <b>Disclosable</b>  |
| <b>Primary Contact</b>    | <b>John Gribben</b>   |
| <b>Date of production</b> | <b>September 2022</b>   |
| <b>Action</b>             | <b>For Discussion</b>   |

## **1. Recommendations**

The Board is invited to discuss and comment on the report.

## **2. Purpose of Report**

The purpose of the Annual Health and Safety Report is to summarise how City of Glasgow College has effectively managed health and safety for the academic year 2021/22 and its intentions with regards to plans for 2022/23 and the future.

## **3. Key Insights**

### **3.1 Executive Summary**

The report aims to provide an overview of management arrangements and give assurances on the adequacy of health and safety measures in place to fulfil the college statutory obligations. It sets out key control measures and systems in place in order to demonstrate the organisations approach to minimising risk and ensuring compliance.

It reviews activities that have taken place over the academic year and has been updated to reflect the college strategic direction in light of changes to local and national government guidance for the further education sector with a focus on the pandemic.

### **3.2 Key achievements**

City of Glasgow College's commitment to health and safety improvement and performance monitoring has ensured the following key achievements;

- Significant engagement with faculties and departments and an investment in general health and safety measure across the organisation supported by training sessions and risk assessments for all areas.
- Continued health and safety compliance which has been supported by health and safety working groups with the implementation of inspection frameworks and performance indicators to give assurances.
- Improvement in the college intranet page that provides comprehensive information and guidance focused on health and safety.
- Implementation of a comprehensive workforce training and development programme focusing on staff health and safety.

## **4 Impact and Implications**

### **4.1 The reporting process**

The reporting process provides College Senior Management, the Health and Safety Committee 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.

### **4.2 Legal Implications**

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.

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.

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.

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.

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.

## **5 Introduction and Background**

### **5.1 Background**

City of Glasgow College employs circa. 1400 staff based in our City and Riverside twin site super campus. The college recognises that our staff are one of the greatest assets and a skilled motivated workforce is key to achieving successful health and safety.

The Health and Safety team place great importance on pursuing standards that effectively promote and support staff and students to achieve their goals whilst minimising risks.

The last year once again was in many ways dominated by the ongoing COVID-19 pandemic which had a significant impact on the activities being undertaken on campus. Despite national and local restrictions, over the course of the year teaching activities restarted, the need for health and safety support to the academic and support staff united developed and grew as time progressed.

This annual report will provide information relating to major events and external factors such as COVID and Hybrid working arrangements, the Health and Safety team and an overview of performance from August 1<sup>st</sup> 2021 – July 31<sup>st</sup> 2022. Health and Safety quarterly reports are submitted at various times to the college Health and Safety committee and the Finance and Physical Resources committee (FPRC).

## **6 Management, Leadership and Communication**

City of Glasgow College is committed to continuous improvement and has developed standards and safety systems to achieve this. The college's safety management system embodies the Health and Safety Executive's guidance HSG65 'Managing for Health and Safety'. Through open communication channels the college continues to ensure effective leadership, empowered staff and participation of all stakeholders.

### **6.1 Organisational Responsibilities**

The overall responsibility for leading and implementing health and safety rests with the board of management (BOM) as detailed in the college Health and Safety policy, subject to separate update paper to the FPRC.

The BOM is supported by the Executive Leadership and Senior Management Team who are involved and responsible for influencing and shaping the strategic direction for health and safety.

The Executive and Senior Management Teams ensure there are clear lines of responsibility for the health and safety are in place for all Associate Deans and Associate Directors and staff within their service area.

## **6.2 Policy and Organisational Arrangements**

City of Glasgow College implement the Health and Safety Management System HSG65 and policies and procedures are controlled and reviewed to maintain this standard. All polices are reviewed to include and changes in legislation or practice. The college intranet services as the electronic document respiratory and corporate communication system holding all documentation relating to health and safety including.

## **6.3 Communication, Co-Operation and Involvement**

City of Glasgow College believes that the involvement of the workforce serves to develop a genuine partnership that is integral to successful health and safety. All staff are actively encouraged to have open communication with line managers, the Health and Safety Committee, the Health and Safety team, the Wellbeing Officer and the trade union representatives to raise any health and safety concerns.

## **6.4 College Board of Management**

The Board of Management are updated at the Finance and Physical Resource Committee meetings regarding any serious or strategic health and safety issues and are provided with the relevant health and safety reports and key performance indicators. Board members are provided with regular formal health and safety reports/updates.

## **6.5 Executive and Senior Management Teams**

The Executive Leadership and Senior Management Teams continue to have health and safety as a standard agenda item with regular updates on health and safety performance, employee issues, accident and incident investigations and any staff health and safety training and development.

## **6.6 Health and Safety Groups**

The Health and Safety committee has been long established and provides a forum to discuss any health and safety issues or concerns that may impact City of Glasgow College. It ensures sharing of best practice in health and safety, promotes co-operation and consultation across the committee. The Health and Safety committee is chaired by the Depute Principal and Chief Operating officer, Dr Sheila Lodge and has representatives from all faculties and directorates. The Health and Safety committee is attended by Unison and EIS representatives to act as employee representation and where necessary will raise any health, safety of wellbeing concerns.

The Health and Safety committee group met on a monthly basis throughout the pandemic and the return to campus but will return to a quarterly basis the next academic year. The minutes of the committee meetings are made available on the college Health and Safety intranet page to allow for open and transparent communication across the college.

## 7 COVID-19

### 7.1 Response to COVID-19

Following the Government guidance on coronavirus in 2020 the college continued to work through the pandemic. As a result, risk control measures were put in place at an early stage to respond appropriately.

A primary focus for the Health and Safety team for the year 2021 - 2022 was preparing, addressing and responding to COVID issues in line with the various legislative, government and local authority guidance at the time. There have been many developments implemented throughout the year that include:

- A redesign of the Health and Safety key work plan to focus on priorities.
- Developed Operational Plan for Health and Safety team and activity.
- Development and implementation of updated Risk Assessment Procedure and streamlined templates.
- Provided authoritative advice, support and guidance to all staff in a plethora of circumstances, ranging from individual DSE assessments to advising ELT on all Health and Safety compliance/responsibilities.
- Ongoing assistance to hybrid workers regarding DSE assessment toolkit software to support emergency homeworking arrangements.
- Developed resources within MyConnect intranet with latest COVID policies, procedures, advice, risk assessment templates, and completed risk assessments.
- Closely monitored and enforced health and safety compliance in relation to the strict protocols in place for classrooms and communal areas. This included the wearing of correct personal protective equipment (PPE), measures to prevent cross-contamination, social distance arrangements and use of hygiene measures, e.g. alcohol gels.

## **8 The Health and Safety Team**

### **8.1 Health and Safety Team Roles and Responsibilities**

During the period of 2021 -2022 there have been a number of significant changes to the Health and Safety Team and the structure within which the team sits.

- Jill Loftus has been appointed as Interim Associate Director of People and Culture replacing Chris Keenan who has left the college. The Associate Director has responsibility for the Health and Safety team, Concierge, Security, Wellbeing Officer, and Front of House Administrative Services.
- Kirsty Baxter joined as Health and Safety Manager in January 2022 and has recently left the college. The vacancy for Health and Safety Manager has been advertised.
- Prior to this appointment Martin Clark temporally assumed additional duties to supervise and coordinate the workload of the team. Martin is seconded to Trade Union duties for 0.5 FTE and is employed at the college 2.5 days.
- Sarah Widgery has joined the college as a Health and Safety Advisor 2.5 days per week, on a fixed term basis to cover Martin Clark's secondment.
- Audrey Waugh, continues acting up arrangements to Health and Safety Advisor.
- Debbie Gordon continues as Health and Safety Advisor, and has assumed additional duties to supervise and coordinate the workload of the team in the absence of the Health and Safety Manager.
- Andrew McKee, Health and Safety Advisor has left the college. We are in the process of re-evaluating the existing Fire Safety Officer to role and intend to advertise for the post of Fire Safety Advisor.

### **8.2 Health and Safety team structure**

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, appropriate backfill arrangements are in place and priorities and resources have been refocused.

## **9 Health and Safety Activities**

In addition to the reactive measures undertaken to respond appropriately to COVID-19 the Health and Safety team have undertaken a number of initiatives relating to



improving health and safety over the past year. Some of the key activities are summarised here.

### **9.1 Health and Safety Working Groups**

The Health and Safety team have fostered a relationship of improved engagement within the Nautical and STEM faculty. This has been developed through Health and Safety working groups attended by various members within the faculty at Associate Dean and Curriculum Head levels. This group has facilitated a better understanding of the risk assessment process, the importance of incident, accident and near miss reporting and highlighted tailored areas of concern that require further training.

### **9.2 Collaboration with Student Accommodation**

The Health and Safety team have collaborated with the Student Accommodation team around relevant health and safety information provided to residents. This includes an update to the health, safety and fire information that is provided within information booklets that are provided at induction.

### **9.3 Maintenance and Inspection Program**

The Health and Safety team assisted the Dean and Associate Deans from Education and Humanities in developing an inspection process for the hospital suite, kitchens, storage and staffing areas on the fourth floor for general compliance with health and safety standards. A tailored training session was carried out by the Health and Safety team and a MS Teams channel created for auditing compliance on a quarterly basis.

### **9.4 Communication**

The Health and Safety team improved information provided within the college intranet system, MyConnect. The intranet page now provides information relating to:

- The team and their contact information, as well as relevant Health and Safety email addresses.
- Accident, Incident and near miss data, including how to obtain a First Aider, the relevant documentation for reporting purposes and a guide on how to complete accident forms.
- Risk Assessment Guidance and Information, this section provides users with information on how to complete a risk assessment, the latest risk assessment template, various information and resources and an archive of previous published risk assessments.

- Fire Safety, provides the user college information surrounding fire safety. Including what fire alarm systems are in place, fire alarm testing and fire evacuation plans.
- Policies and Procedures, provides user to the updated tracking page for any Health and Safety documents
- DSE guidance page, including information to staff training and awareness external training software, homeworkers DSE guide and DSE eye testing guidance and information.

## 9.5 Audits

The Health and Safety team successfully closed off remaining actions from the Henderson Loggie Audit that took place in 2019.

An audit was completed by Henderson Loggie in July 2022, where it was noted that there was a significant improvement and progress made since the audit in 2019. The grading of this report was 'Satisfactory'. There were six recommendations made by the auditor which were in line with issues the Health and Safety team are aware of, and have actions in progress to remedy.

Some key good practice includes:

- The maintenance and inspection program within the Education and Humanities faculty.
- Air quality monitors in all classrooms and working areas within the college.
- Health and Safety documentation available on college intranet.
- Quality of health and safety reports, monthly and quarterly. Including the monthly meeting of the health and safety committee due to the pandemic.
- The college wide health and safety training exercise based on general health and safety procedures and risk assessment.
- The Health & Safety Advisors have permission to issue prohibition notices to any dangerous practices they see on-site, without being required to notify the relevant lecturer, to prevent potential injury occurring.

The audit also identified some areas for improvement including:

- The Fire Safety Policy has not been reviewed and updated since 2014 to note the changes in College campuses and the significant Fire Safety drills and procedure reviews undertaken in 2021/ 2022.
- Reporting of near misses is not, for the year 21/22, proportionate to the number of accidents and incidents reported.
- Filing of completed risk assessments could be improved to allow for consistent references and accuracy of the information on the Risk Assessment Tracker against the information recorded on the risk assessment documents.
- The temporary nature of the Health and Safety team contracts.

## 9.6 Inspections

The Health and Safety team carried out investigations into the potential immediate and/or underlying causes of COVID19 outbreaks amongst students and staff in the bakery areas in City Campus, and during the EFQM assessment.

## 9.7 Risk Assessments

Following the success of the Health and Safety training program the number of risk assessments completed within the college significantly increased. This was also in part due to the COVID-19 pandemic where risk assessments were adjusted in conjunction with the latest Scottish Government Guidance.

The risk assessments range from changes to classroom capacity due to relaxation of social distancing measures to the resumption of practical activities on campus. Within the Health and Safety team the general COVID-19 risk assessment was revised seven times throughout the academic year.

The total number of risk assessments reviewed by the Health and Safety team are summarised below:

| Faculty/Department       | Number     |
|--------------------------|------------|
| Creative Industries      | 53         |
| Education and Humanities | 49         |
| Hospitality and Leisure  | 127        |
| Nautical and STEM        | 25         |
| Support                  | 33         |
| <b>Total</b>             | <b>287</b> |

## 9.8 Fire Safety

Interim fire and evacuation arrangements were implemented and endorsed from August 2020. These continued throughout this reporting year with close contact with the Scottish Fire and Rescue Service.

External consultant Fire Safe Ltd conducted a fire risk assessment in August 2022. A review of the following premises:

- City Campus
- Riverside Teaching Block
- Engineering Workshop
- Marine Skills Centre
- Riverside Accommodation
- St Luke's Accommodation

A full detailed report is expected early September 2022. The fire safety policy and evacuation plans will be updated in line with this advice.

## 9.9 Personal Emergency Evacuation Plans

18 staff and student PEEPs were created or reviewed in this reporting year. This number is reduced in comparison to previous years due to the emergency homeworking arrangements and blended learning for students. There is a significant rise expected in the next reporting year as more students and staff return to campus.

## 9.10 Fire Wardens

Hybrid Working has highlighted the need for a change in our approach to providing adequate Fire Warden cover. Following the planned evacuation drill at Riverside, it was necessary to deliver additional training to those with additional Fire warden roles and responsibilities. This has been completed and a further review of Fire warden provision across all campus buildings will follow in line with guidance provided on the Fire Risk Assessment.

## 10 Health and Safety Training and Development

City of Glasgow college offers comprehensive health and safety training via e-Learning (Workrite and MyCity), in house delivered courses and externally accredited courses. Training is coordinated by the Health and Safety team and the Organisational Development team. New staff are required to undertake mandatory health and safety modules, fire safety and evacuation and display screen equipment

assessments. Faculties and Departments are required to identify training requirements for their role and development needs.

The Health and Safety team carried out a college wide health and safety refresher session prior to the return to campus from March – May 2021. These sessions provided an update on the Health and Safety policy, risk assessment procedure, accident and incident reporting, fire safety and wellbeing.

Departments and Faculties can request training relating to their own needs, the Health and Safety team regularly meet with faculties and departments to provide training relating to tailored risk assessments, general health and safety and fire safety awareness.

### 10.1 Summary of Health and Safety e-Learning Training 2021/2022

| Course  | Type of Course                | Number of Staff Completing |
|---|-------------------------------|----------------------------|
| Introduction to Health and Safety at Work         | Internal- Online-Certificated | 147                        |
| Fire Safety and Evacuation                        | Internal- Online-Certificated | 151                        |
| Assessrite Display Screen Equipment – Homeworking | External- Online-Certificated | 37                         |
| Assessrite Display Screen Equipment               | External- Online-Certificated | 31                         |
| Fire Marshal Training                             | Internal - face- to- face     | 14                         |
| Manual Handling Awareness                         | Internal- Online-Certificated | 27                         |
| Slips / Trips / Falls awareness                   | Internal- Online-Certificated | 8                          |
| Work at Height Awareness                          | Internal- Online-Certificated | 8                          |
|   | <b>Total</b>                  | <b>423</b>                 |

### 10.2 Summary of delivered Health and Safety training 2021/2022

| Course  | Type of Course          | Number of Staff Completing |
|---|-------------------------|----------------------------|
| Emergency Fire Action Plan – PIC                        | Internal - face-to-face | 7                          |
| All Manager Risk Assessment Training – Return to Campus | Internal - Teams        | 175                        |

|  |                      |             |
|--|----------------------|-------------|
| All Staff Health and Safety Training – Return to Campus  | Internal - Teams     | 845         |
| Tailored Health and Safety training:<br>Nautical, Student President Team, Security and Concierge | Internal – In person | 24          |
| Tailored Risk Assessment Training  | Internal – In person | 25          |
|  | <b>Total</b>         | <b>1076</b> |

## 11 Health and Safety Committee

### 11.1 Health and Safety Committee meetings

The Health and Safety committee continued meet on a monthly basis throughout this reporting year due to the pandemic. This provided a forum for communication and consultation between College management and staff and their representatives, to raise and discuss specific health and safety issues and matters. The meetings took place as below:

- 17 August 2021
- 23 September 2021
- 26 October 2021
- 23 November 2021
- 17 December 2021
- 28 January 2022
- 25 February 2022
- 25 March 2022
- 22 April 2022
- 23 May 2022
- 24 June 2022

### 11.2 Health and Safety Committee focus

Key themes discussed throughout the Health and Safety committee include:

- COVID- 19 College Protocols and Operational Plans
- Return to campus arrangements
- Risk assessments relating to return to campus and new risk assessment procedure
- Faculty and Directorate Inspections
- Hybrid working and
- Robertson Cooper Survey

The key focus this year will be the management and continuation of health and safety standards throughout the faculties and departments as we look to welcome more staff and student onto campus.

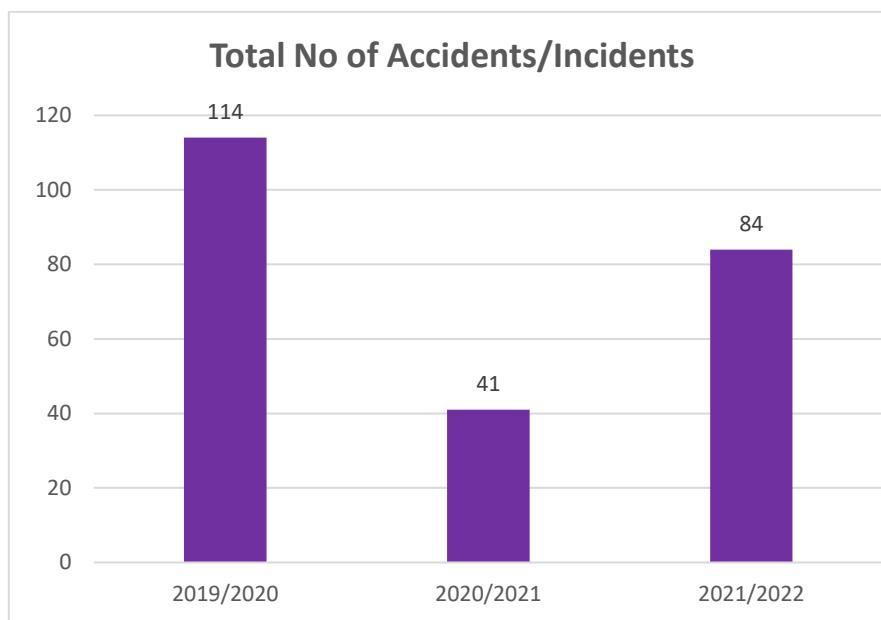
## 12 Accident and Incident Statistics

The City of Glasgow College evaluates performance based on a number of health and safety performance indicators. While every effort has been made to minimise the impact of the pandemic on health and safety statistics, some important changes have resulted. Data for 2020 / 2021 / 2022 is available, but needs interpreting in the context of the pandemic situation. As the college was not running at full capacity, the accident data pre-pandemic cannot be fully compared to data from 2020 to current day due to differences in staff / students on campus and the differences in activities being carried out.

Below is a summary of the main health and safety data monitored and reviewed by the Health and Safety team.

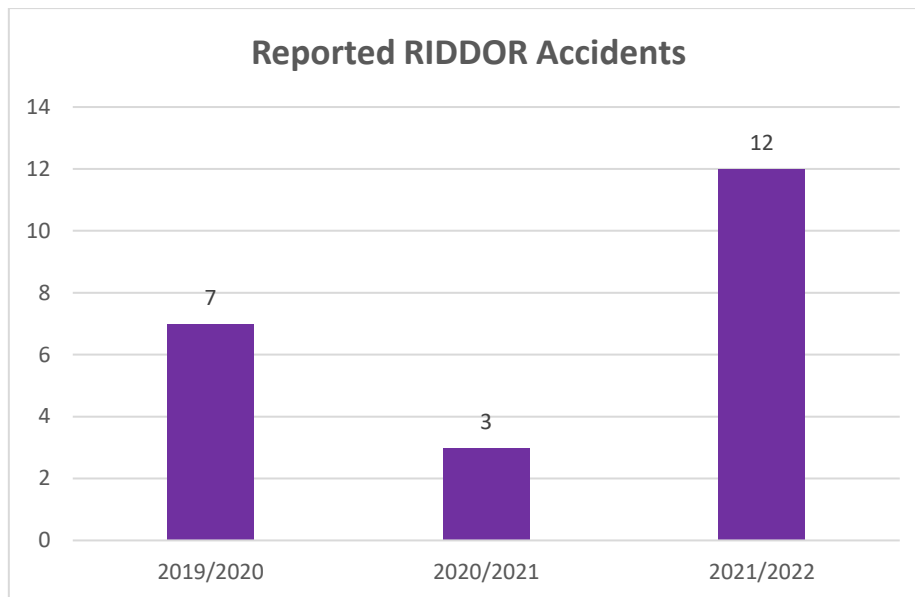
### 12.1 Accident/Incident Data – Comparison Charts

Figures are consistent with the fluctuation expected due to the pandemic where the college was a various levels of capacity during the last three reporting years.



## 12.2 RIDDOR Reportable Accident and Incidents

City of Glasgow College had 12 RIDDOR reportable accidents involving students and staff. There was no involvement by enforcing authorities. These reported accidents were investigated by the Health and Safety team to ensure all adequate controls were in place. Remedial actions include, review and update of risk assessment, identification of further training requirements and increased monitoring and supervision. No serious concerns or failures were identified during the investigation.

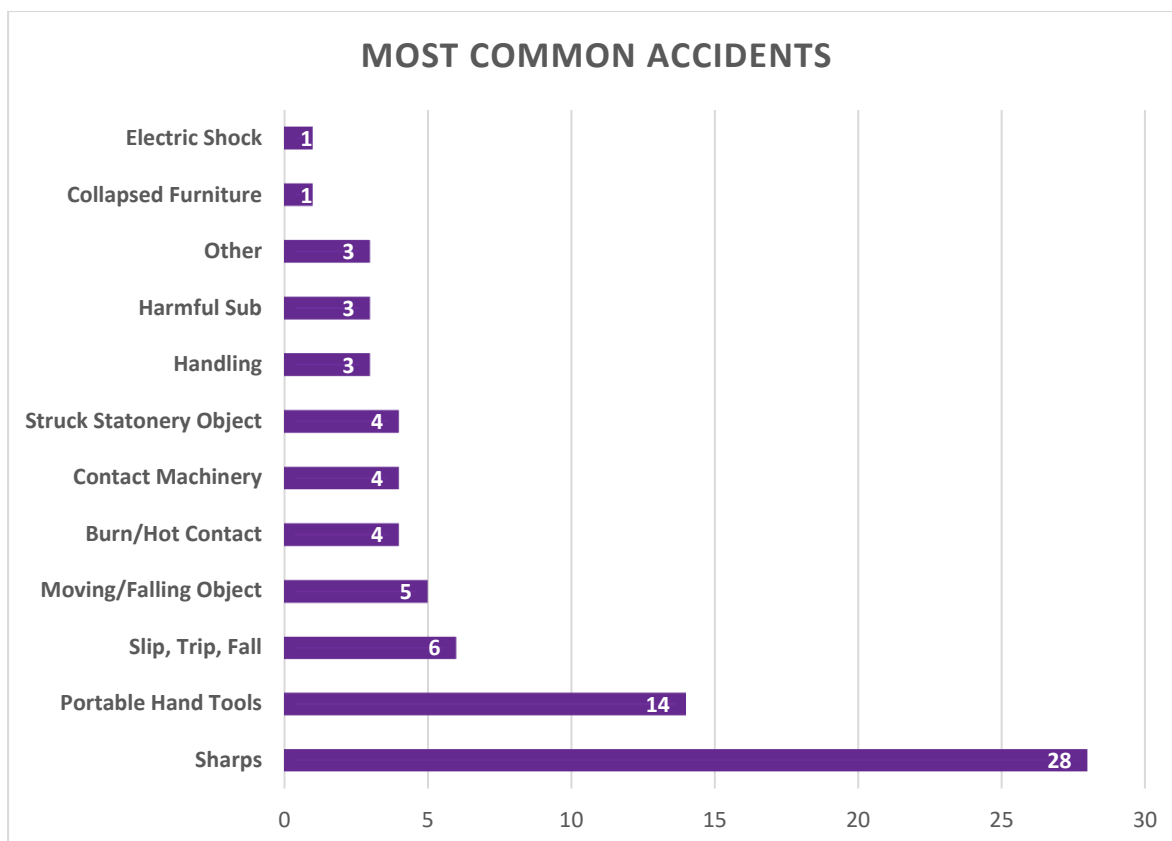


## 12.3 Number of Accidents and Type

On review of the type of accidents/incidents which are based on the Health and Safety Executive (HSE) categories the following observations can be made:

The two most common types of accident were handling glass or sharps and accidents involving portable hand tools. Due to the practical nature of activities in the college these statistics reflect new or returning students undertaking tasks with little practical experience on sight due to the pandemic. Accidents in this area were spread across all areas of the organisation and work processes, with various causes including, improper use of equipment practical lessons to lapse in concentration and judgement.





The Health and Safety team supported the areas ensuring that suitable remedial actions were taken. Remedial actions from these statistics include, revision of control measures within risk assessments, increased instruction and supervision and further training requirements.

It is anticipated that the numbers reported in the next reporting year will rise as we welcome more students and staff onto campus. However, the Health and Safety team will endeavour to support faculties and departments in their transition to on campus learning and any health and safety concerns they may have.

## 12.4 First Aid

Hybrid Working has highlighted the additional challenge of ensuring the College has adequate First Aid cover in place. To address this, additional First Aiders have been trained, with targeted training to colleagues whose roles ensure they are on campus working. Additional First Aid training has been delivered to Riverside colleagues following Accident investigations highlighting a gap there. There are 30 First Aiders in place with planned work for the next academic year to support Faculties and Directorates to identify gaps in First Aid provision for their areas. There were 97 First Aid calls answered throughout the year.

## 13 Conclusion

This report has provided an overview of both proactive and reactive health and safety arrangements in place across the organisation and outlines key activities that have and will be continue to be undertaken by the Health and Safety team to maintain performance and minimise risk.

Overall it has been a successful year for Health and Safety as the College responded positively to external influences, drivers and demands throughout the pandemic while continuing to maintain and demonstrate compliance.

The City of Glasgow College is committed to continued improvement in health and safety outlined within this annual report. It aims to progress the activities identified and will develop further priorities based on the findings of health and safety audits and consultation with the workforce.

In addition to achieving our Health and Safety strategic aims within the People and Culture Strategy, we will implement a number of improvements in 2022/23 that should streamline and centralise health and safety management throughout the college.