

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 15 March 2023
Paper No.	FPRC3-D
Agenda Item	4.1
Subject of Paper	Health and Safety Quarterly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben
Date of production	6 March 2023
Action	For Discussion and Decision

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 the Committee on the standards of the College's health and safety performance and to provide a platform for the Committee to demonstrate their ongoing commitment to the effective management of health and safety.

The health and safety reporting process involved a production of a monthly health and safety report to be presented to the Health and Safety Committee, Senior Management Team and subsequently to the Finance and Physical Resources Committee. This paper provides monthly reports produced from data and health and safety activity covering November 2022, December 2022, and January 2023.

Senior Management Team

Date of Meeting	13 th December 2022
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report November 2022
FOISA Status	Disclosable
Primary Contact	John Gribben – Director Human Resources
Date of production	December 2022
Action	The SMT is invited to note and discuss the contents of this report.

1. Recommendations

The Senior Management Team is invited to note the report and discuss any matters as appropriate.

2. Purpose of report

The purpose of this paper is to update SMT on the standards of the College's health and safety 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 SMT is paramount in order to establish and maintain a positive health and safety culture that flows through all levels of the organisation.

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 reviews activities that have taken place over the month of November 2022 as the college continues to welcome the return of staff and students in a much more significant scale since the COVID-19 pandemic.

The report provides information on health and safety initiatives such as:

- Statistics on the number of accidents, incidents, near misses, and first aid reports
- An update on the development of Fire Risk Assessment and Fire Evacuation Drill Actions
- Details of the Emergency Fire Action Plan Training
- Update on Personal Emergency Evacuation Plan reporting
- Statistics on completed Health and Safety Training
- Risk Assessment numbers and generic trackers
- Summary of Health and Safety Investigations
- Health and Safety Activities

The report aims to set out key control measures and systems in place to demonstrate the organisations approach to minimising risk and ensuring compliance.

In addition to the health and safety report to the Committee, this paper is inclusive of COVID-19 absence data.

3 Impact and Implications

3.1 The reporting process

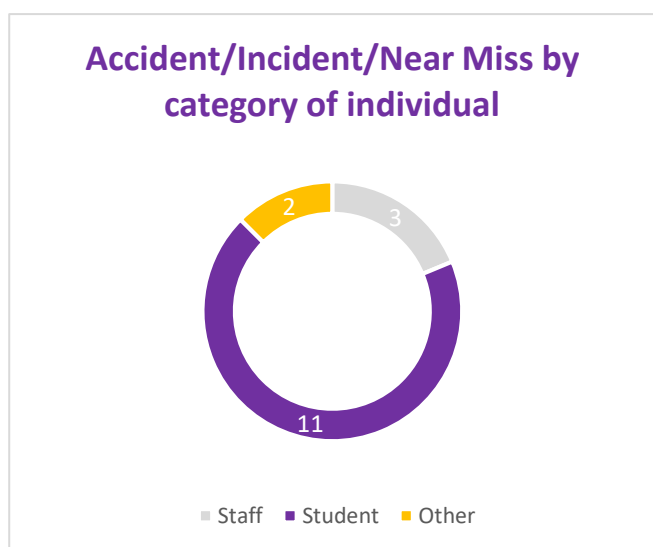
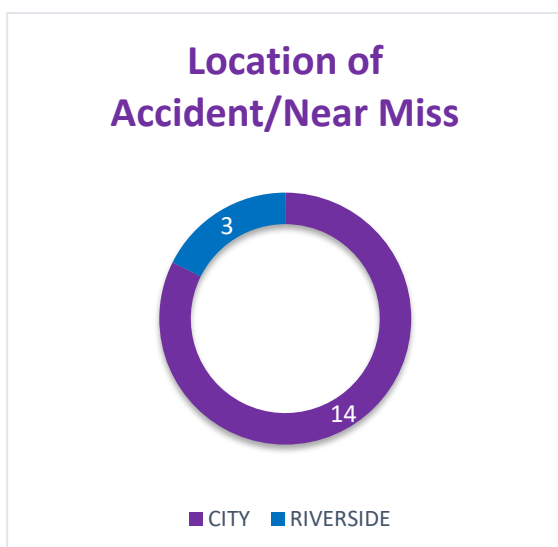
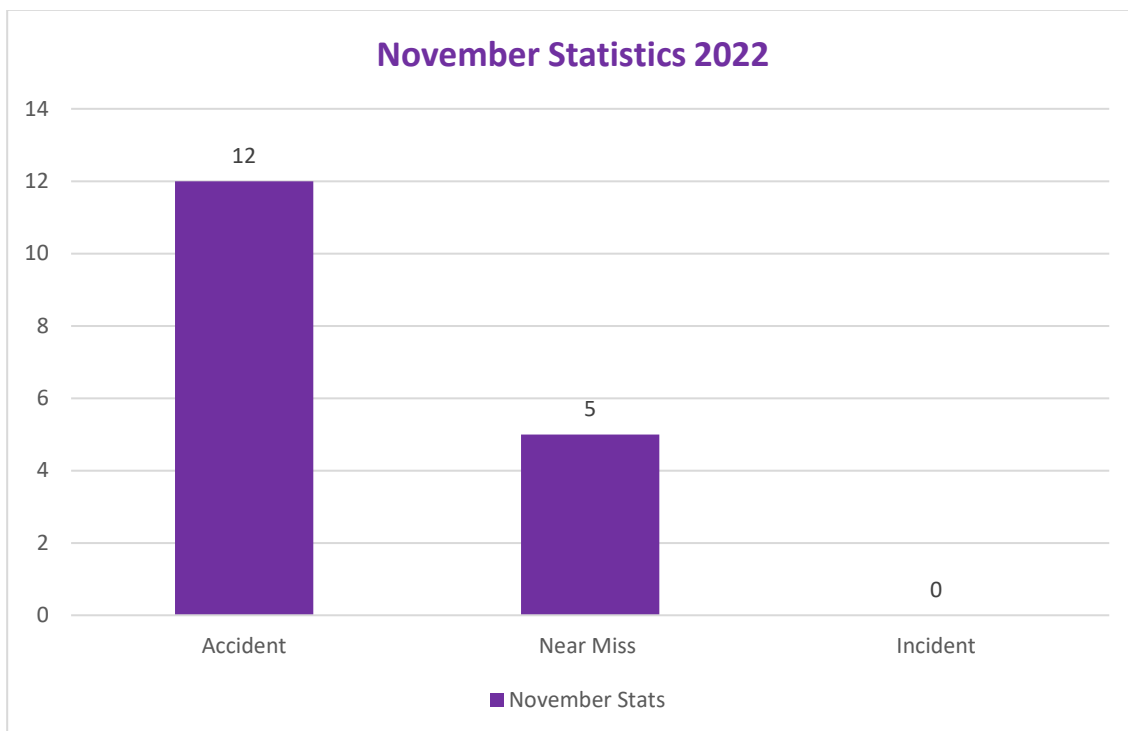
The reporting process provides College Senior Management, the Health and Safety Committee and the Board with information on standards of reactive and active health and safety performance. This allows Senior Management to make appropriate management decisions whilst taking health and safety implications 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. Full detail of the Health and Safety legal obligations are provided within **Appendix A**.

4. Accident, Incident and Near Miss Data

The City of Glasgow College evaluates performance based on several health and safety performance indicators. While every endeavour has been made to provide comprehensive accident and incident data, the data for 2020 / 2021 / 2022 must be interpreted in the context of the pandemic situation. As the college was not operating at full capacity on campus, 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.

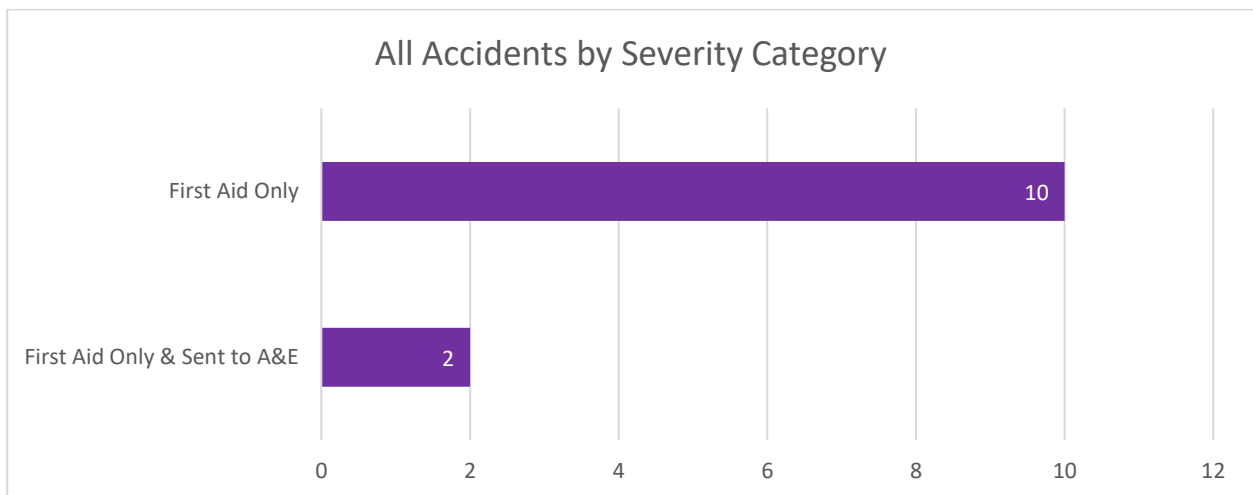
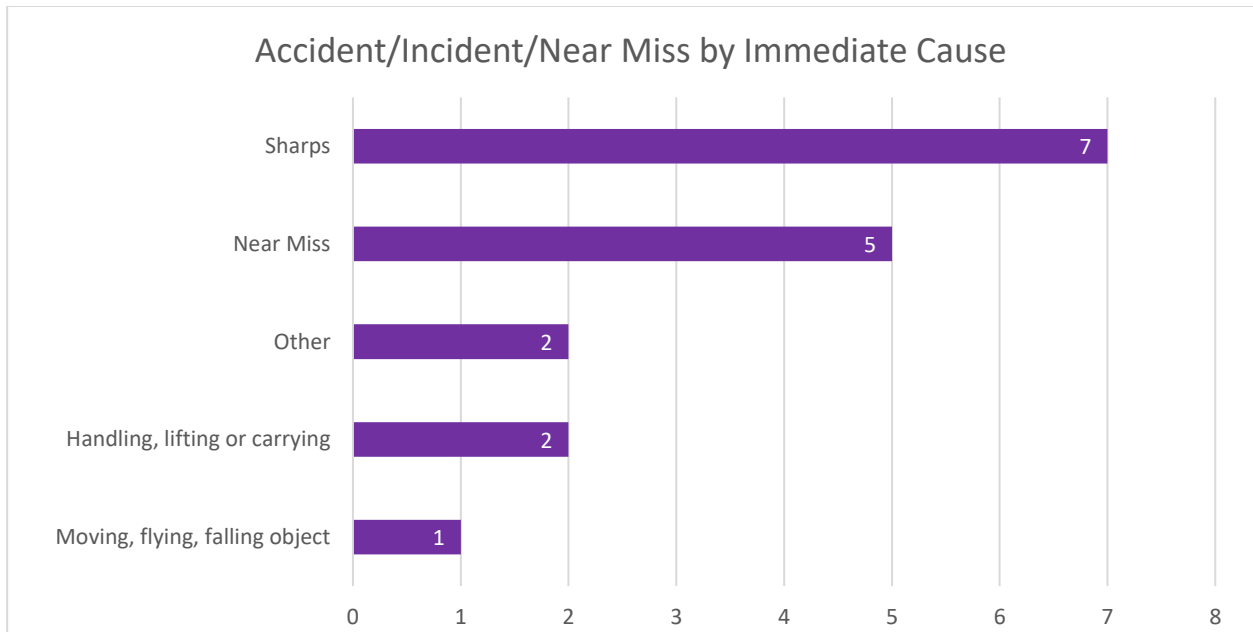
Below is a summary of the main health and safety data monitored and reviewed by the Health and Safety team.

There were 12 accidents and 5 near miss recorded in November, location and category of individual detailed below. These figures are consistent with the increase of student numbers on campus coupled with the practical nature of lessons.

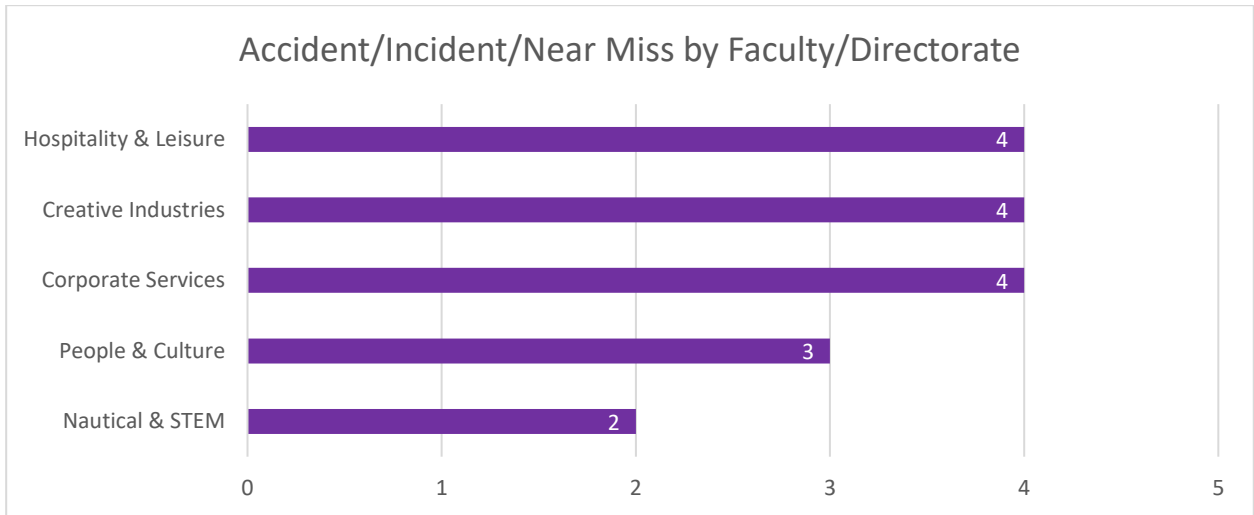


On review of the type of accidents the following observations can be made:

The most common type of accident was handling of sharps during practical lessons in Hospitality and Creative Industries. Due to the practical nature of activities in the college these statistics reflect the lessons where students are not yet familiar with the practical processes. Accidents in this area were due to various causes including, improper use of equipment in practical lessons, to lapse in concentration and judgement. The Health and Safety Team have encouraged faculties and directorates to report near misses. A campaign for reporting near misses is currently under review, however the month of November shows a positive increase in number of reports.



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 with increased instruction and supervision and further training requirements.

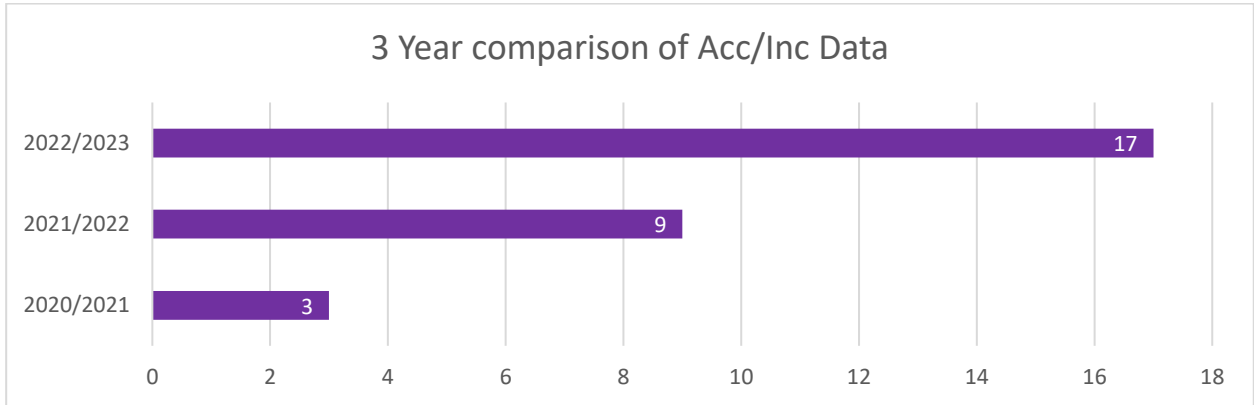


It is anticipated that the numbers reported in this reporting year will rise as we welcome more students and staff onto campus. However, the Health and Safety Team will endeavour to support faculties and departments in their transition to on campus learning and any health and safety concerns they may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

No accidents in the month of November were reportable under RIDDOR regulations.

5. Accident/Incident Data – Comparison Charts

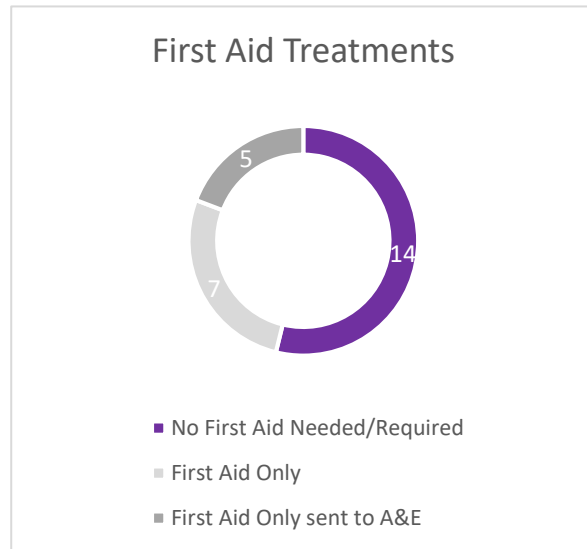
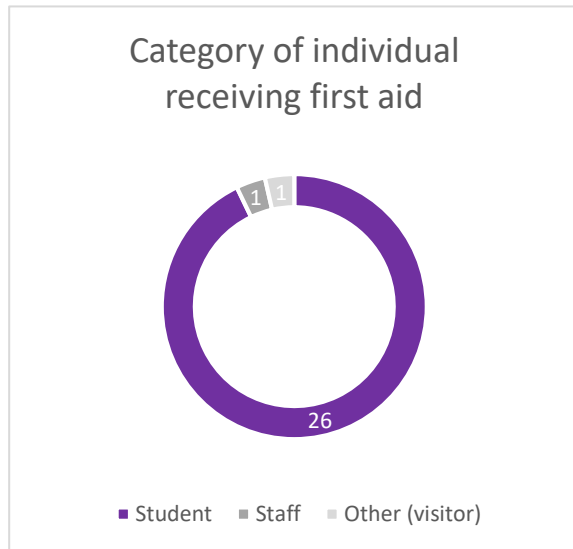
These figures are expected to fluctuate over the reporting months which will be consistent with the fluctuation expected due to the pandemic where the college was a various level of capacity during the last three reporting years. Full breakdown of data is in **Appendix B**.



First Aid

First Aid Treatments Only (non-work related)

The Health and Safety Team continue to seek support from Faculties and Directorates to identify gaps in First Aid provision for their areas.



The November report indicates that 14 of the 28 first aid calls did not require any first aid to be provided. 5 of the first aid calls were related to 1 case that the Health and Safety Team are liaising with Student Support for a long-term plan. Other calls were made for students who have known medical issues and sprains/bruising from day or night before.

Due to the limited First Aid resource, the Health and Safety Team continue to work on the First Aid Awareness campaign. A leaflet is in final draft that will be shared alongside the information staff lanyard cards due to be shared in January. The leaflet details:

- The role of the first aider
- When to call a first aider, including examples
- Alternative to first aid interventions including examples

Guidance has been taken from NHS Scotland ‘Right Care, Right Place’ in the aim to provide all staff with a better understanding of what is a first aid intervention and where alternative treatment can be provided.

6. Fire

The Health and Safety Team continue to process the actions and recommendations following the fire risk assessment in August. These actions are summarised below.

Fire Risk Assessment Action Completion Totals	
City Campus	23 actions - 10 in progress, 13 complete
Riverside Campus	18 actions – 7 in progress, 11 complete
Engineering Block (Riverside)	19 actions – 9 in progress, 10 complete
Marine Skills Centre	11 actions – 8 in progress, 3 complete
Halls of Residence	21 actions – 8 in progress, 13 complete
St Luke’s Halls of Residence	17 actions – 6 in progress, 11 complete

Appendix C has a thorough breakdown of the "In process" actions. The actions document is an active work in progress that is updated by those assigned to particular tasks.

Actions noted following the fire evacuation drills were completed as summarised below in November. All actions deemed 'high risk' have been successfully closed. Remaining actions relate to medium to low risk actions and actions linked to the update of emergency fire action plan training.

Fire Evacuation Drills Action Completion Totals	
Halls of Residence – 1 st October	Complete
City Campus – 5 th October	20 complete, 9 in progress (29 total)
Riverside Campus – 12 th October	5 complete, 3 in progress (8 total)

All high risk actions identified within the evacuation reports have been closed. In progress actions are summarised below.

City Campus in Progress Actions		
1	Review of communication of zonal clearance	Process reviewed for next phase of training. PIC and Assembly Area Fire Marshals will collect radios.
2	Fire Evac Team Training	Training schedule in progress. Further detailed in EFAP training (6.1) below.
3	Fire Warden Training	Full review of specific roles undertaken. Fire Wardens will become 'Fire Marshals' under updated guidance. Training schedule in place.
4	Fire Marshal Training	Full review of specific roles undertaken. All managers will have duties as 'Fire Marshal and Assembly Area Fire Marshal' depending on rota under updated guidance. Training schedule in place.
5	Dissemination of roles as per updated EFAP	Emergency Fire Action Plan has been updated, will be shared once training complete.
6	Communication of closest stairwell locations	Detailed within EFAP training, correspondence to be shared once complete.
7	Review of PEEP identification method	Number system currently proposed, integrated into new EFAP training.
8	Information for all staff regarding PEEP process and responsibilities and fire evac.	Guidance to be completed for all staff email once EFAP training complete.
9	Assisted learning training session for staff and students	Health and Safety Manager will meet at next staff meeting to discuss evac scenario. Session will include information of designated area, purple vests to be used to easily identify staff. This session will be followed by scenario session with students.

Riverside In Progress Actions

1	Removal of construction eco house based in carpark	Action under AD of Construction, contacted by H&S and Estates Team for removal.
2	Update of Fire Marshal training	Full review of specific roles undertaken. All managers will have duties as 'Fire Marshal and Assembly Area Fire Marshal' depending on rota under updated guidance. Training schedule in place.
3	Information for all staff for fire evacuation.	Guidance to be completed for all staff email once EFAP training complete.

The college continues to adopt the interim fire safety arrangements that were implemented in September. A Fire Warden rota is available that indicates responsibilities for level and zonal clearance in the event of an evacuation. These interim measures are in place to ensure there is sufficient cover while implementing a hybrid working approach. However, these interim measures whilst they ensure compliance, the Health and Safety Team have reviewed a more long-term strategy. This involved a review of the previous Emergency Fire Action Plan and a schedule of training for individuals with specific roles which has taken place in the month of November.

6.1 Emergency Fire Action Plan Training

Person in Charge and the Emergency Fire Evacuation Team were deemed as priority for refresher training sessions.

Throughout the month of November, the following training schedule has been completed.

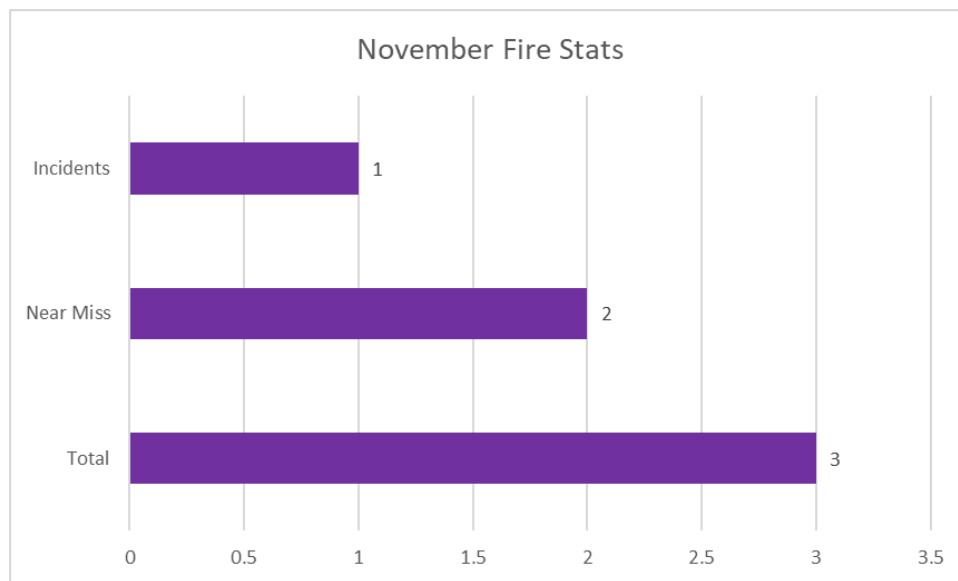
Person in Charge Refresher Sessions	
Review of responsibilities in line with FRA.	Complete
Step by step guide created for sessions, with scenarios included.	Complete
Test session conducted, feedback received, guidance updated	Complete
Communication distributed for sessions	Sent 24.11.22
Sessions Complete	1 of 12 Individuals Complete

Evacuation Team Refresher Sessions	
Review of responsibilities in line with FRA.	Complete
Training booklet created for Evac Chair use, information relating to chair locations and fire lift locations.	Complete
Identification of safe refuge area for PEEPS based in Core E	Complete
Communication distributed for sessions	Sent 15.11.22
Sessions Complete	12 of 29 Complete

Priority training sessions should be complete in month of December. A training schedule for Assembly Area Fire Marshal and Fire Marshals is proposed to begin in January. These sessions will be determined by level and zonal clearance areas.

6.2 November Fire Statistics

There were 2 near miss and 1 fire incident in the month of November. Near miss logs were due to smoke detector being covered in HOR which was dealt with internally by the team at the HOR via the Student Disciplinary Procedure and a near miss relating to spark outage due to water near electrical floor box. An incident was logged at HOR due to attendance of the fire service being called to investigate potential smoke. This was later identified as steam from a burst pipe. Further information is provided in the investigation section (9.1) of this report.



6.3 Personal Emergency Evacuation Plans

The Health and Safety Team continue to liaise with staff and students relating to individuals that require a PEEP. Following the evacuation drills further individuals who may require assistance during an evacuation have been identified. The Health and Safety Team issued 6 PEEPs in the month of November, taking the total this academic year to 44.

Faster identification of students, requiring a PEEP, from enrolment, has been improved by creating a report via Enquirer to collate information relating to students who have answered 'Yes' to if they would require assistance in the event of a fire evacuation. This report generated 111 names from the new academic session, the Health and Safety Team have been provided with 58 requests. The team will continue to review this report, cross referencing the names against our live tracker and identify priority individuals.

6.3 Fire and Pre-Alarm Activations

The Health and Safety Team are provided with the statistics relating to fire and pre-alarm activations on a monthly basis. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a short time frame for investigation prior to a full fire alarm actuation. Fire pre-alarms can be triggered by smoke, heat through steam or general faults.

The month of November had:

- Fire Alarm Activations – None for the month of November.
- Pre-Alarm Activations – Four at Riverside Halls: 3 pre-alarms due to cooking and 1 fault in the system due to student covering smoke detector in kitchen area.

7. Training

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 have worked alongside our colleagues within the Organisational Development Team in developing training for the Learner Experience Platform. This includes Health and Safety and Fire Awareness Training that is more tailored to college processes and procedures.

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. Below is a summary of the health and safety training in the month of November.

Summary of Health and Safety e-Learning Training November 2022

Course	Type of Course	Number of Staff Completed
Introduction to Health and Safety at Work	Online	4
Fire Safety and Evacuation	Online	5
Assessrite Display Screen Equipment – Homeworking	Online	7
Assessrite Display Screen Equipment	Online	8
	Total	24

Summary of delivered Health and Safety Training November 2022

Course	Type of Course	Number of Staff Completed
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Emergency Fire Action Plan – Evac Team Refresher	In person	4
Emergency Fire Action Plan – Evac Team and Panel Refresher	In person	4
Emergency Fire Action Plan – PIC Training Refresher	In person	1
First Aid Training & Refresher	In person (external)	3
	Total	12

8. Risk Assessments

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

Faculty/Department	Number
Creative Industries	5
Education and Humanities	0
Hospitality and Leisure	0
Nautical and STEM	2
Corporate Services	0
Student Services	1
Total	8

The Health and Safety Team have collaborated with faculties for repetitious tasks/activities performed at external sites, to develop general risk assessments. To keep track of visits and any modifications that might be necessary to the general risk assessment, a tracking system has been built. Due to the reduction in admin time spent on conducting risk assessments for each visit, feedback on this approach has been overwhelmingly positive.

9. Investigations

9.1 Fire Alarm Activation Incident Riverside Halls of Residence 23/11/2022

Securigroup reported the activation of the Riverside Halls of Residence (HOR) at approximately 3.00 am of the 23rd of November.

The Health and Safety Team received notification later that morning at around 8.00 am. At around 8.30 am Martin Clark (Health and Safety Advisor) made his way from City Campus to Riverside Campus to investigate. When MC arrived at Riverside, Head of Estates, Leslie Patterson (LP) was onsite at the main building and accompanied Martin to the HOR.

The Accommodation Assistant who was present, informed MC that there had been a fire alarm activation during the night whereby it was established that it was not actually a fire but steam from a burst pipe. Scottish Fire and Rescue Service did attend but there was not a full evacuation of the HOR as it was established there was no fire and no one in danger.

MC and LP then went to where the burst pipe occurred at the Plant Room of Riverside main building. On route to the Plant Room, LP informed MC that he had received an email from FES with information that a “bellow” on a hot water pump within the Plant Room had burst. This had caused an abundance of steam, to which a student from HOR takes to be smoke and calls SFRS at approximately 2.20 am and Fire Emergency Alarm is activated. At approximately 02.30am SFRS attend. No one is injured and no damage as Plant Room floor is concrete and has drains.

SFRS isolate the valves for the damaged bellows.

At approximately 3.00am FES FM attended and started the clear up and called additional engineers (x2) in to help. The bellow was changed, and the clean-up completed. System was refilled and everything reported back as normal.

MC and LP inspected the Plant Room whereby there was little sign of water below some hot water pumps, but no lasting damage.

9.2 Cease of Prohibition (STOP) Notice

The STOP notice placed on the Rigid Inflatable Boat (RIB) at Marine Skills Centre was lifted in the month of November. A new trailer has been purchased and fitted. All actions detailed within the report are now complete.

Health and Safety Investigation Report					
Action Plan					
Reference No.	Action Required	Priority	By When	Progress / comments	Date Action Complete
1	Communication with supplier and maintenance company for full inspection and maintenance check.	High	Complete	All necessary checks and maintenance completed on all the survival crafts and lifeboats.	30-07-22
2.	Purchase of suitable RIB trailer	High	Complete	The necessary purchase of new trailer for the RIB has been completed and successfully execution of operation carried out	Delivered 01-11-22
3	Mobile steps purchased for access and egress in line with manufacturer recommendations.	High	Complete	The necessary mobile steps for boarding the boats has been successfully completed.	Delivered 20-09-22
4	Risk Assessment update	Med	Complete	A comprehensive review of all risk assessments has been submitted, shared by MSC team on OneDrive for review by H&S Manger	12-09-22
5.	Safe system of work update for inspection and planned maintenance.	Med	Complete	A comprehensive review of all survival craft and boat handling procedures has been carried out,	12-09-22

				shared by MSC team on OneDrive for review by H&S Manager	
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9.3 Bakery Fire Incident

All actions relating to the investigation report in the bakery area have now been closed. The Health and Safety Team will continue to monitor the area with the assistance of the faculty.

Number	Action Required	By Who	By When	Progress / comments
1	Revision of current system of work and shut down checklists	Faculty	1 week	Complete
2	Faculty to speak with staff regarding incident 31.10.22	Faculty	1 week	Complete
3	Checklist shared with health and safety team for review	Faculty	1 week	Complete
4	Implementation of amended checklist dispersed to staff	Faculty	1 week	Complete
5	Update of risk assessment to reflect new control measures	Faculty	1 month	Complete
6	Storage of checklists kept on file, scanned to Teams channel	Faculty	1 month	Complete
7	Communication of new system of work communicated to all staff. Digital sign off with date and signature to serve as notice updated system has been read and understood	Faculty	1 week	Complete
8	Spot checks to be conducted by health and safety team	H&S Team	1 month	Complete
9	Security and concierge to be briefed on updated system and reporting methods.	H&S Team	1 month	Complete

10. Audit

The Health and Safety Team continue to process the actions relating to the Henderson Loggie audit 2022. There are 3 actions that have been closed and reported to the Performance Team. The remaining actions are:

- Fire Safety Policy & Procedure review – in progress
- Improvement required on Near miss reporting – in progress
- Temporary nature of the H&S team a concern - in progress

11. Health and Safety Policies/Procedures

Fire Safety Policy is currently under review by the Health and Safety Team. Policy has been updated to reflect changes to college structure.

COSHH policy currently under review, guidance documents and substance register page in draft format.

Risk assessment procedure is in final draft. Risk assessment procedure has been updated to reflect recommendations following Henderson Loggie Audit.

12. Other Health and Safety Activities

BAE Visit to Nautical: The Health and Safety Manager attended a visit by BAE Systems at Riverside. The visit was held to review the health, safety and leadership of the Nautical and STEM faculty and review the premises where BAE apprentices attend. The visit was extremely positive with BAE providing plaudits on the set up and facilities within the campus. The Health and Safety Manager and the Health and Safety Manager of BAE Systems have committed to work together to improve communication, ensure that information and guidance is shared and centralised, and ensure that the faculty can apply BAE standards.

Near Miss Reporting: The Health and Safety Team have collaborated with IT and the Estates Team to improve near miss reporting. The Health and Safety Team have been reinstated to the Operations Desk on Enquirer, where there is now sight of repair or maintenance jobs that would merit a near miss report. The Health and Safety intranet page now includes updated information that clarifies the reporting procedure. The existing reporting forms are paper/word documents; however, the Health and Safety Team are assessing them in order to switch to a more automated method.

DSE Assessments: The Health and Safety Team continue to support departments and faculties with the return to staff on site. As a result, there have been more requests for workstation examinations. 6 employees received diverse degrees of support from the Health and Safety Team in November, with outcomes ranging from minor seat adjustments to revisions of complete workstations with equipment needs.

13. Health and Safety Committee

The next Health and Safety Committee is due to take place Friday 9th December.

14. COVID Statistics

Although all COVID rules and restrictions have been lifted in Scotland, the college continues to urge everyone to use 'COVID sense' to protect themselves and others. Lateral flow test kits are still available from reception both at City and Riverside and staff are advised not to come on campus if they are displaying any COVID related symptoms. The number of positive cases recorded this month were:

Month Total (November)	69
Staff	35
Students	24
Overall Total 2022/2023	1732

15. Appendix A. Health and Safety Legal Obligations

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.

16. Appendix B - Summary list of Accidents / Incidents for November 2022 RIDDOR Reportable Accidents highlighted in yellow

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
1	03/11/22	Student	Student chopped her finger and nail earlier and needed plaster reapplied	Hospitality & Leisure	City		Contacted Robbie to find details of first treatment. He replied was a security had attended. Emailed JS	N/A	No report provided by Lecturer – H&S team following up.
2	02/11/22	Student	Student using the Stanley blade it slipped and cut her finger	Creative Industries	City		Student returned to class.	N/a	Complete
3	02/11/22	Student	Student cut tip of left index finger with a kitchen knife while chopping veg on a chopping board.	Hospitality & Leisure	City		Make sure chopping board is secured and gave further safety instruction and training.	Closed	Completed
4	04/11/22	Student	Student cut pinky finger on plastic pattress box.	Nautical & STEM	Riverside		Student has received training and instruction in the use of portable hand tools and the correct method of working. The whole class was reminded on the importance of using the correct tools for removing the inserts to the pattress box and a demo has been shown.	Closed	Completed

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
5	11/11/22	Student	Student cut bit of skin off left index finger while cutting veneer with a scalpel.	Creative Industries	City		Demonstration and supervision of tool use. And reiterate safe working while using the scalpel, allowing the scalpel to cut rather than forcing the cut.	Closed	Completed.
6	14/11/22	Student	Student was hitting metal with a hammer when their finger slipped causing cut to thumb from metal sheet.	Nautical & STEM	Riverside		Student has been advised to take care when handling sharp sheet metal.	Closed	Information provided by CH - no gloves are required for handling small sheet metal, gloves for large pieces (technicians on guillotine for example). It does state that burrs and sharp edges are hazard so to deburr and handle with care. There is no reason though why anyone couldn't wear gloves whilst handling any size sheet. - COMPLETED
7	14/11/22	Student	Student cut left index finger nail off while chopping veg in class.	Hospitality & Leisure	City		Student will be given a refresher course on how to handle knives.	Student attended A&E but no treatment given just cleaned and	Completed

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
								bandaged the cut.	
8	14/11/22	Student	Student suffered small cut to right ring finger while working on a piece of glass.	Creative Industries	City		Care should always be taken when handling and cutting glass. Always follow the health and safety procedures discussed in the Glass studio. When cutting glass it is essential to keep your work area clear. Glass fragments should be swept up often and placed in the dedicated metal bin for glass.	Closed	Completed
9.	21/11/22	Student	Student cut right hand index finger in class	Hospitality & Leisure	City		No Accident/Incident form submitted from Lecturer. Lecturer's name not given on First Aider report.		Lecturer's name was not given on FA form-ongoing to obtain more information.

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
10.	22/11/22	Staff	Staff member was moving a boardroom chair from stairwell when it fell on right foot at little toe.	People & Culture	Riverside		J Loftus will investigate to find out if the chairs can be modified to allow for wheels. The chairs are extremely heavy to lift and difficult to use in the setting they have been designed for (the boardroom).	Staff member asked a First Aider to look at foot/toe on return from Riverside Campus. Attended A&E after work.	Ongoing - see identified actions from accident/incident report.
11.	23/11/22	Staff	Staff member was moving a large board when it fell on top of their arm/elbow area.	People & Culture	Riverside		Workshop area needs to be cleared of all non essential equipment not needed with proper storage supplied. This will be undertaken in the next few months.	Accident happened at 12.45pm but around 3pm staff members arm and hand had swollen up and FA advised them to go to A&E to get checked. X-ray revealed hair-line fracture below elbow. Further to a specialist looking at X-ray there is no	Staff member returned to work the following week. Statement provided by Estates. No fracture or broken bones, just bruising. – Complete.

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
								fracture. - Closed	
12.	25/11/22	Student	Student hurt right ankle when a roll of fabric fell off the table and grazed the ankle.	Creative Industries	City		Staff to ensure safe practices are being carried out. The weight has now been positioned on the ground under the table out of sight or reach and as very seldom used anyone who needs to use it will have to ask lecturer. Students who use classroom will be informed of new safety procedure.	Student is actually unsure why or how the weight fell. Had leaned over to reach for a measuring stick when it fell possibly from much lower under the table. Closed	Complete

Appendix C Fire Risk Assessment Action Plans

Actions correct as of 29th November 2022

City Campus In Progress Recommendations		
Action No	Recommendation	Status Update
1	Computer server rooms and boiler rooms to be kept free of combustible materials	All areas have been cleared by various departments and faculties. Awaiting reports related to spot checks by FES.
2	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
3	Revised Emergency Fire Action Plan	Currently underway from H&S Team
4	All final exit doors to be unobstructed, capable of being opened without use of key	All final exit doors obstructions removed, Estates liaising with FES for frequent inspection. Awaiting first results of spot checks – due December.
5	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
6	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
7	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
8	Fire wardens to receiver training for duties and assessment of fire situations	Full EFAP training schedule in place. All roles have been revised. Interim arrangements in place.
9	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.
10	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.

Riverside In Progress Recommendations		
Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Revised Emergency Fire Action Plan	Currently underway from H&S Team
3	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
4	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
5	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
7	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Riverside Marine Skills Centre In Progress Recommendations		
1	Computer server rooms and boiler rooms to be kept free of combustible materials	All areas have been cleared by various departments and faculties. Awaiting reports related to spot checks by FES.

2	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
3	Revised Emergency Fire Action Plan	Currently underway from H&S Team
4	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
5	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
7	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
8	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Riverside Engineering Building		
Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Revised Emergency Fire Action Plan	Currently underway from H&S Team
3	All final exit doors to be unobstructed, capable of being opened without use of key	All final exit doors obstructions removed, Estates liaising with FES for frequent inspection. Awaiting first results of spot checks – due December.

4	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
5	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
7	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
8	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Halls of Residence In Progress Recommendations		
Action No	Recommendation	Status Update
1	Fixed electrical installation to be inspected within last 5 years and records kept	In electronic format, PAT testing due December
2	Damaged upholstery to be repaired	Awaiting update from finance regarding budget. 8 have been replaced in last year.
3	All final exit doors to be unobstructed, capable of being opened without use of key	All final exit doors obstructions removed, Estates liaising with FES for frequent inspection. Awaiting first results of spot checks – due December.
4	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.

5	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
7	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
8	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

St Lukes Halls of Residence In Progress Recommendations		
Action No	Recommendation	Status Update
1	Damaged upholstery to be repaired	Awaiting update from owner of lease agreement.
2	Additional fire safety signage to be in place for various locations	Contacted owner of lease – not under care of Estates or FES.
3	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
4	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
5	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
6	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Senior Management Team

Date of Meeting	16 th January 2023
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report December 2022
FOISA Status	Disclosable
Primary Contact	John Gribben – Director Human Resources
Date of production	January 2023
Action	The SMT is invited to note and discuss the contents of this report.

1. Recommendations

The Senior Management Team is invited to note the report and discuss any matters as appropriate.

2. Purpose of report

The purpose of this paper is to update SMT on the standards of the College's health and safety 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 SMT is paramount in order to establish and maintain a positive health and safety culture that flows through all levels of the organisation.

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 reviews activities that have taken place over the month of December 2022 as the college continues to welcome the return of staff and students in a much more significant scale since the COVID-19 pandemic.

The report provides information on health and safety initiatives such as:

- Statistics on the number of accidents, incidents, near misses, and first aid reports
- An update on the development of Fire Risk Assessment and Fire Evacuation Drill Actions
- Details of the Emergency Fire Action Plan Training
- Update on Personal Emergency Evacuation Plan reporting
- Statistics on completed Health and Safety Training
- Risk Assessment numbers and generic trackers
- Summary of Health and Safety Investigations
- Health and Safety Audits

The report aims to set out key control measures and systems in place to demonstrate the organisations approach to minimising risk and ensuring compliance.

In addition to the health and safety report to the Committee, this paper is inclusive of COVID-19 absence data.

4 Impact and Implications

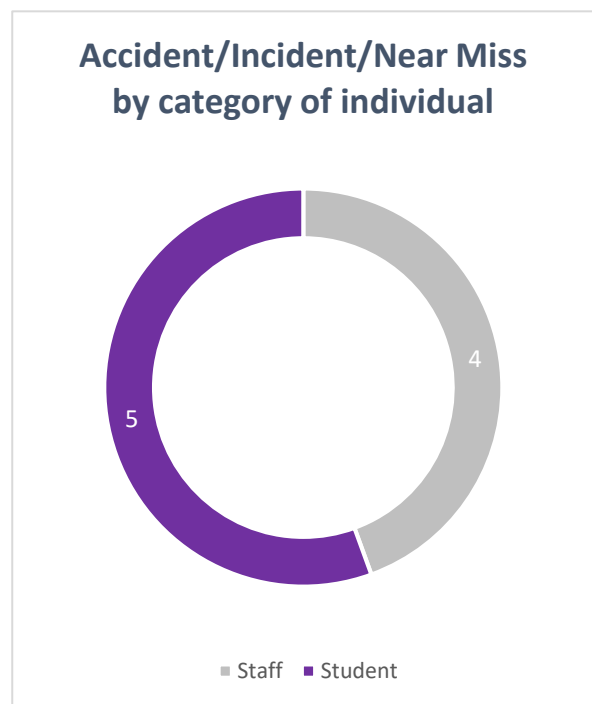
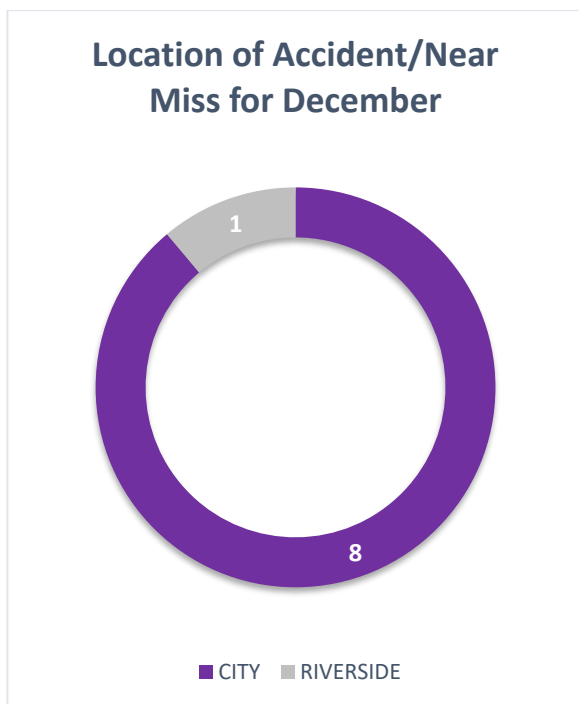
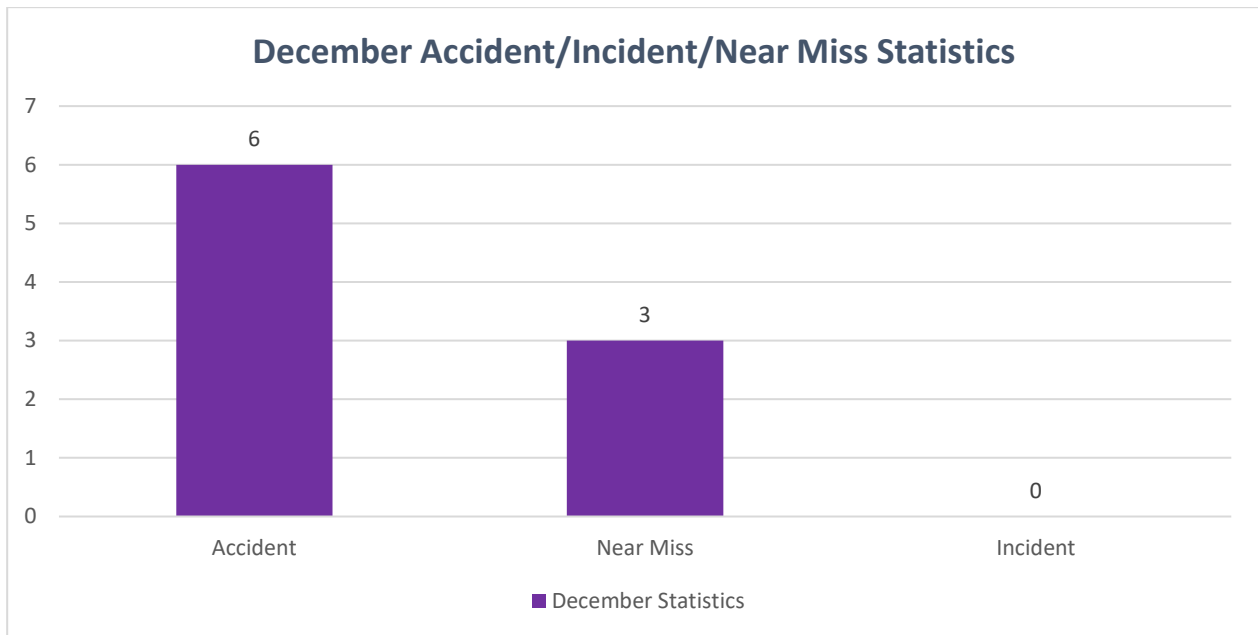
3.1 The reporting process

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. Full detail of the Health and Safety legal obligations are provided within **Appendix A**.

4. Accident, Incident and Near Miss Data

The City of Glasgow College evaluates performance based on several health and safety performance indicators. While every endeavour has been made to provide comprehensive accident and incident data, the data for 2020 / 2021 / 2022 must be interpreted in the context of the pandemic situation. As the college was not operating at full capacity on campus, 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.

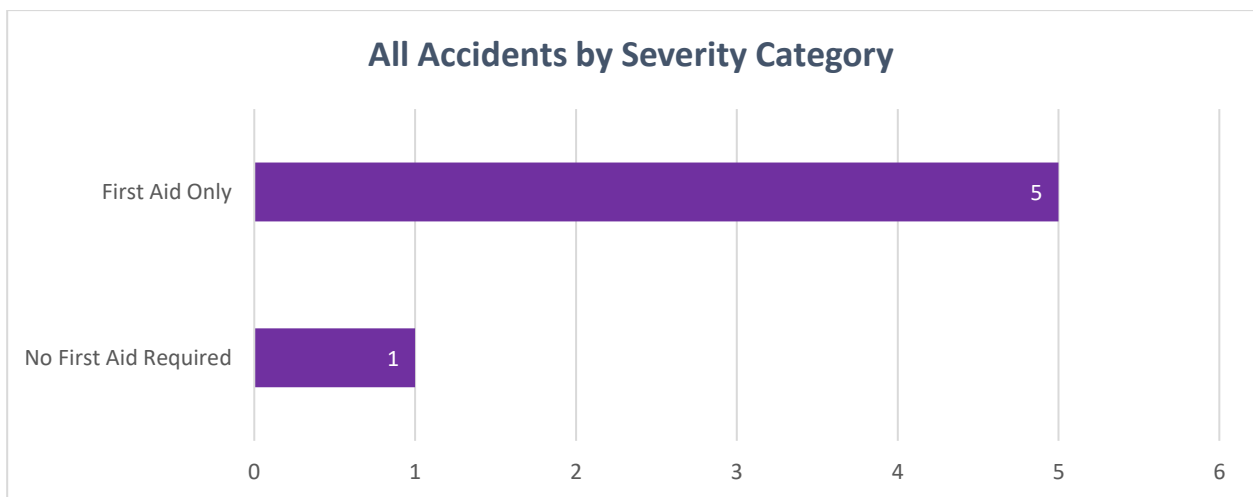
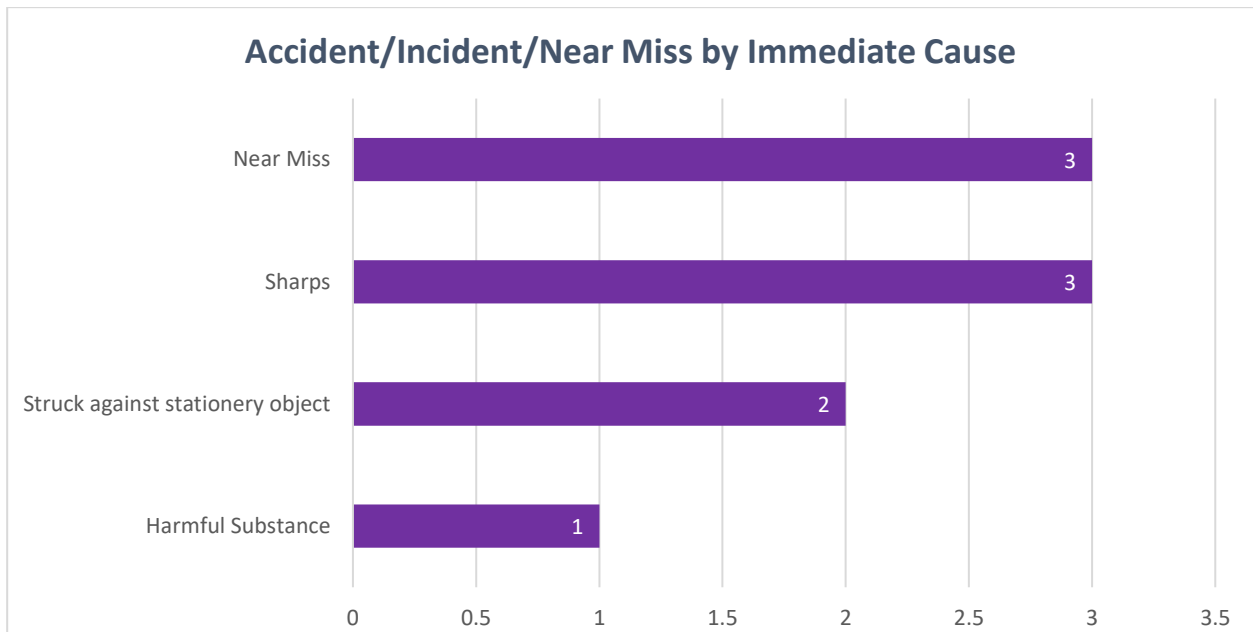
Below is a summary of the main health and safety data monitored and reviewed by the Health and Safety team. There were 6 accidents and 3 near miss reports recorded in December, location and category of individual are detailed below.



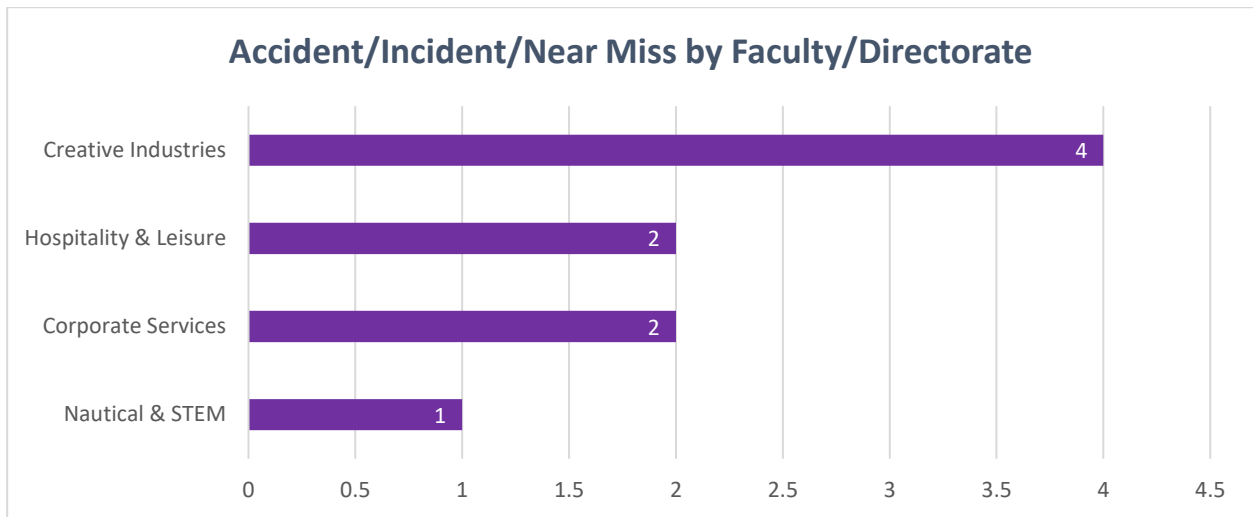
On review of the statistics the following observations can be made:

The most common type of accident was handling of sharps during practical lessons in Creative Industries. Due to the practical nature of activities in the college, these statistics are reflective of lessons where students at various competency levels are handling tools. Accidents in this area were due to numerous causes including, improper use of equipment in practical lessons, to lapse in concentration and judgement.

The Health and Safety Team continue to encourage faculties and directorates to report near misses. A campaign for reporting near misses continues to be under review at testing stages. The near miss reports this month relate to, broken glass in pantry area, water temperature too high, and improper controls used around machinery.



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 with increased instruction and supervision and further training requirements.

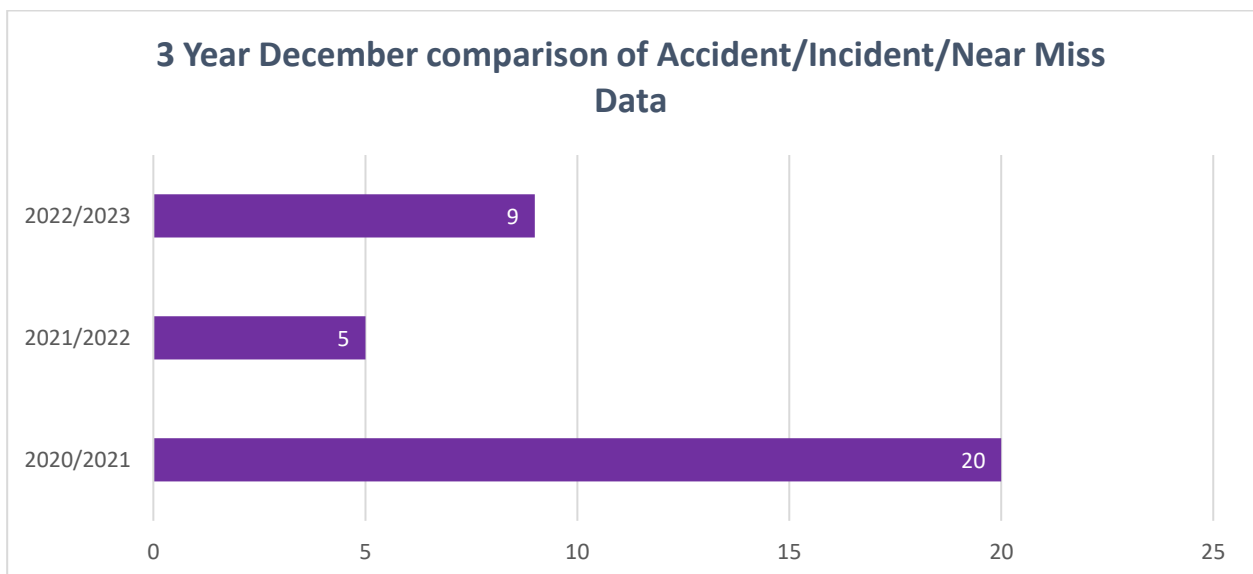


It is anticipated that the numbers reported in this reporting year will rise as we welcome more students and staff onto campus. However, the Health and Safety Team will endeavour to support faculties and departments in their transition to on campus learning and any health and safety concerns they may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

No accidents in the month of December were reportable under RIDDOR regulations.

5. Accident/Incident Data – Comparison Charts

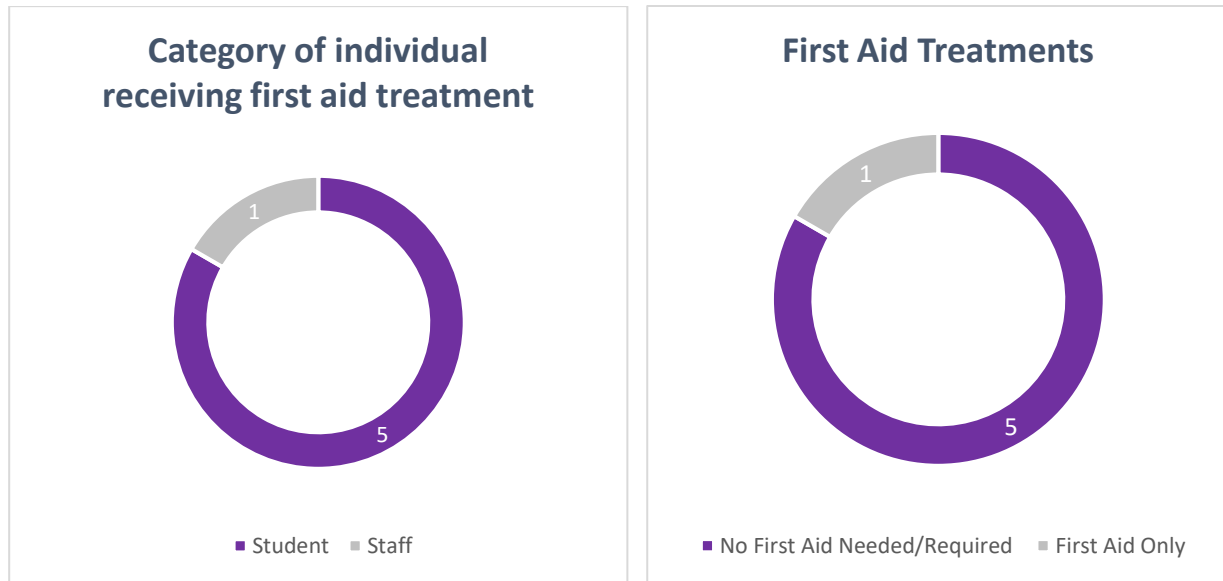
A comparison of accident, incident and near miss data is provided below. These figures are expected to fluctuate over the reporting months which will be consistent with the fluctuation expected due to the pandemic where the college was a various level of capacity during the last three reporting years. Full breakdown of data is in **Appendix B**.



First Aid

First Aid Treatments Only (non-work related)

The Health and Safety Team continue to seek support from Faculties and Directorates to identify gaps in their areas using a First Aid needs analysis in the aim to recruit further volunteers for first aid training. Details of first aid calls are provided below.



The December report indicated a decrease in the number of first aid calls, however 5 of the 6 first aid calls did not merit a first aid intervention. 2 calls related to individuals who had sprains from a previous day and not college activity related, 2 calls from individuals who generally felt unwell who should have in this instance left the campus. 1 called related to an individual who had taken unwell on campus and was subsequently sent to hospital.

The First Aid Awareness Campaign leaflet is now finalised for printing. A desk drop of the leaflet and information staff lanyard card will be shared in January.

6. Fire

The Health and Safety Team continue to process the actions and recommendations following the fire risk assessment in August. These actions are summarised below. Remaining 'In Progress' actions are related to Emergency Fire Action Plan training. All high priority actions have been completed. A full detailed breakdown of 'In Progress' actions is provided in **Appendix C**.

Fire Risk Assessment Action Completion Totals	
City Campus	23 actions - 9 in progress, 14 complete
Riverside Campus	18 actions – 6 in progress, 12 complete
Engineering Block (Riverside)	19 actions – 9 in progress, 10 complete
Marine Skills Centre	11 actions – 8 in progress, 3 complete
Halls of Residence	21 actions – 8 in progress, 13 complete
St Luke’s Halls of Residence	17 actions – 6 in progress, 11 complete

Actions noted following the fire evacuation drills were completed as summarised below in December. All actions deemed 'high risk' have been successfully closed. Remaining actions relate to medium to low risk actions and actions linked to the update of emergency fire action plan training.

Fire Evacuation Drills Action Completion Totals	
Halls of Residence – 1 st October	Complete
City Campus – 5 th October	20 complete, 9 in progress (29 total)
Riverside Campus – 12 th October	5 complete, 3 in progress (8 total)

All high-risk actions identified within the evacuation reports have been closed. In progress actions are summarised below.

City Campus in Progress Actions		
1	Review of communication of zonal clearance	Process reviewed for next phase of training. PIC and Assembly Area Fire Marshals will collect radios.
2	Fire Evac Team Training	Training schedule in progress. Further detailed in EFAP training (6.1) below.
3	Fire Warden Training	Full review of specific roles undertaken. Fire Wardens will become 'Fire Marshals' under updated guidance. Training schedule in place.
4	Fire Marshal Training	Full review of specific roles undertaken. All managers will have duties as 'Fire Marshal and Assembly Area Fire Marshal' depending on rota under updated guidance. Training schedule in place.
5	Dissemination of roles as per updated EFAP	Emergency Fire Action Plan has been updated, will be shared once training complete.
6	Communication of closest stairwell locations	Detailed within EFAP training, correspondence to be shared once complete.
7	Review of PEEP identification method	Number system currently proposed, integrated into new EFAP training.
8	Information for all staff regarding PEEP process and responsibilities and fire evac.	Guidance to be completed for all staff email once EFAP training complete.
9	Assisted learning training session for staff and students	Health and Safety Manager will meet at next staff meeting to discuss evac scenario. Session will include information of designated area, purple vests to be used to easily identify staff. This session will be followed by scenario session with students.

Riverside In Progress Actions		
1	Removal of construction eco house based in carpark	Action under AD of Construction, contacted by H&S and Estates Team for removal.
2	Update of Fire Marshal training	Full review of specific roles undertaken. All managers will have duties as 'Fire Marshal and Assembly Area Fire Marshal' depending on rota under updated guidance. Training schedule in place.

3	Information for all staff for fire evacuation.	Guidance to be completed for all staff email once EFAP training complete.
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The college continues to adopt the interim fire safety arrangements that were implemented in September. A Fire Warden rota is available that indicates responsibilities for level and zonal clearance in the event of an evacuation. These interim measures are in place to ensure there is sufficient cover while implementing a hybrid working approach. However, these interim measures whilst they ensure compliance, the Health and Safety Team have reviewed a more long-term strategy. This involved a review of the previous Emergency Fire Action Plan and a schedule of training for individuals with specific roles which has taken place in the month of December.

6.1 Emergency Fire Action Plan Training

Person in Charge and the Emergency Fire Evacuation Team were deemed as priority for refresher training sessions. Drop-in sessions for 'Interim Fire Warden Arrangements' took place in December. This platform facilitated staff to ask questions to the Health and Safety Manager surrounding the interim arrangements, and to have sight of the EFAP training schedule.

Throughout the month of December, the following training schedule has been completed.

Person in Charge Refresher Sessions	
Review of responsibilities in line with FRA.	Complete
Step by step guide created for sessions, with scenarios included.	Complete
Test session conducted, feedback received, guidance updated	Complete
Communication distributed for sessions	Complete
Sessions Complete	7 of 12 Individuals Complete

Evacuation Team Refresher Sessions	
Review of responsibilities in line with FRA.	Complete
Training booklet created for Evac Chair use, information relating to chair locations and fire lift locations.	Complete
Identification of safe refuge area for PEEPS based in Core E	Complete
Communication distributed for sessions	Sent 15.11.22
Sessions Complete	22 of 29 Complete

Fire Warden Drop-in Sessions	
Review of guidance information and responsibilities	Complete
Number of participants	9

Rescheduled and catch up sessions for priority individuals (PIC and Evac Team) will take place in January.

A training schedule for Assembly Area Fire Marshal and Fire Marshals is on track to be launched in January. These sessions will be determined by level and zonal clearance areas, it is estimated there will be 40 sessions in line with the EFAP zones.

6.2 December Fire Statistics

There were no fire incidents or near miss reports for December.

6.3 Personal Emergency Evacuation Plans

The Health and Safety Team continue to liaise with staff and students relating to individuals that require a PEEP. The Health and Safety Team issued 2 PEEPs in the month of December, taking the total this academic year to 46.

The Health and Safety Team continue to review and cross reference the report generated via Enquirer relating to students who have answered 'Yes' to if they would require assistance in the event of a fire evacuation.

Priority individuals have been identified and contacted to complete in January. The Health and Safety Team have arranged to liaise with the Head of Student Development in the New Year to plan how communication can be improved going forward.

6.3 Fire and Pre-Alarm Activations

The Health and Safety Team are provided with the statistics relating to fire and pre-alarm activations on a monthly basis. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a short time frame for investigation prior to a full fire alarm actuation. Fire pre-alarms can be triggered by smoke, heat through steam or general faults.

The month of December had:

- Fire Alarm Activations – None for the month of December.
- Pre-Alarm Activations – 8 pre-alarms at Riverside Halls, all cooking related.

6.4 DSEAR

The Health and Safety Team assisted William Rose of 4Squared during a visit to Riverside Campus to review the use of Oxyacetylene for use in workshop areas. The visit included:

- A site survey of acetylene facilities
- DSEAR gap analysis review / audit
- Provision of DSEAR gap analysis report
- Provision of hazardous area classification assessment
- Provision of hazardous area classification drawing/s
- Provision of DSEAR risk assessment

Overall, the visit was positive, Mr Rose was impressed with the facilities within the campus and around oxyacetylene storage. The Health and Safety Team will work alongside the faculty and technicians to implement a full DSEAR policy, risk assessment and procedure. A full report is expected in January.

6.5 Scottish Fire and Rescue Service

Arrangements have been made to facilitate an audit at City Campus by the Scottish Fire and Rescue Service. Fire Safety Enforcement Officers, Adrian Fitzpatrick and Amanda McIntyre will attend City campus 16th of January to assist the Health and Safety Team with their arrangements for the Fire Risk Assessment Actions and the Emergency Fire Action Plan.

7. Training

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 have worked alongside our colleagues within the Organisational Development Team in developing training for the Learner Experience Platform. This includes Health and Safety and Fire Awareness Training that is more tailored to college processes and procedures.

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. Below is a summary of the health and safety training in the month of December.

Summary of Health and Safety e-Learning Training December 2022

Course	Type of Course	Number of Staff Completed
Introduction to Health and Safety at Work	Online	1
Fire Safety and Evacuation	Online	2
Assessrite Display Screen Equipment – Homeworking	Online	1
Assessrite Display Screen Equipment	Online	7
	Total	11

Summary of delivered Health and Safety Training December 2022

Course	Type of Course	Number of Staff Completed
Emergency Fire Action Plan – Evac Team Refresher	In person	8
Emergency Fire Action Plan – Evac Team and Panel Refresher	In person	2
Emergency Fire Action Plan – PIC Training Refresher	In person	6
First Aid Training & Refresher	In person (external)	4

	Total	20
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8. Risk Assessments

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

Faculty/Department	Number
Creative Industries	3
Education and Humanities	2
Hospitality and Leisure	0
Nautical and STEM	1
Corporate Services	3
Student Association	3
Total	12

The Health and Safety Team have collaborated with faculties for repetitious tasks/activities performed at external sites, to develop general risk assessments. To keep track of visits and any modifications that might be necessary to the general risk assessment, a tracking system has been built. Due to the reduction in admin time spent on conducting risk assessments for each visit, feedback on this approach has been overwhelmingly positive.

9. Audit

The Health and Safety Team continue to process the actions relating to the Henderson Loggie audit 2022. There are 3 actions that have been closed and reported to the Performance Team. The remaining actions are:

Action	Status	Comment
Fire Safety Policy & Procedure review	In progress	Policy in draft for further consultation. Procedure updated in line with EFAP training.
Improvement required on Near miss reporting	In progress	Automated form in testing stage with IT. Link to Near Miss reporting currently in process of testing on Operations Desk
Temporary nature of the H&S team a concern	In progress	Vacancy for H&S advisor interviews scheduled for January. Fire Safety Officer vacancy posted in December.

9.1 UMAL Audit

The Health and Safety Team met with Mike Stones from UMAL Insurance alongside our colleagues at Facilities to provide an insight to the college health and safety policies and procedures. A report is expected in January.

10. Health and Safety Policies/Procedures

Fire Safety Policy is currently under review by the Health and Safety Team. Policy has been updated to reflect changes to college structure. Policy will be updated with Emergency Fire Action Procedure upon completion of training.

COSHH policy currently under review, guidance documents and substance register page in draft format. COSHH automated assessment forms currently in trial stage. Policy and procedure will be updated accordingly.

Risk assessment procedure is in final draft. Risk assessment procedure has been updated to reflect recommendations following Henderson Loggie Audit.

12. Health and Safety Committee

The Health and Safety Committee was held in December and discussed the following matters.

The Health and Safety Q1 and monthly reports were provided to the committee for noting and comment. Progress surrounding the Health and Safety Audit were shared with the committee. Three of the six recommendations are complete, with the remaining three in various levels of progress.

The Fire Risk Assessment Executive Summary was shared as a paper with the committee. Progress is still underway using the working live action plan document. All high priority actions have been completed. Remaining actions relate to Emergency Fire Action Plan training and other low risks. A full detailed update is provided within Appendix B.

The Committee were provided with an update on the Emergency Fire Action Plan training schedule. Training for priority individuals took place in December. Further training sessions will commence in January. Drop-in information sessions relating to the interim arrangements have been set up by the Health and Safety Manager for individuals who may have concerns surrounding their responsibilities during the interim arrangements.

Absence reports were provided to the committee, a discussion took place to have the figures available for the committee moving forward. However, care must be taken to maintain confidentiality. An update was provided on the successful appointment of the Occupational Health provider which was granted to PAM Assist.

The committee discussed the plans for a Near Miss Campaign that will take place in the New Year. The Health and Safety Team are working alongside IT, Facilities and Estates to utilise the Operations Desk feature within Enquirer. An automated Near Miss form is in early stages that will be available on MyConnect.

13. COVID Statistics

Although all COVID rules and restrictions have been lifted in Scotland, the college continues to urge everyone to use 'COVID sense' to protect themselves and others. Lateral flow test kits are still available from reception both at City and Riverside and staff are advised not to come on campus if they are displaying any COVID related symptoms. The number of positive cases recorded this month were:

Month Total (December)	41
Staff	20

Students	21
Overall Total 2020-2023	1773

14. Appendix A. Health and Safety Legal Obligations

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.

15. Appendix B - Summary list of Accidents / Incidents for December 2022 RIDDOR Reportable Accidents highlighted in yellow

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
1.	01/12/22	Staff	Staff member incurred an injury to knee when they struck their foot against the base of a chair a student was sitting on.	Creative Industries	City		None - lecturer completed the Accident/incident form themselves.	Closed	Completed
2.	06/12/22	Student	small cut to left hand near thumb whilst working with a wax working tool	Creative Industries	City		Student advised to take extra care. Students given refresher on using wax working tools. Health and Safety with hand tools signposted on Canvas.	Closed	Completed
3.	07/12/22	Student	Student cut left middle finger with knife	Hospitality and Leisure	City		Email sent to lecturer, student stayed at college. Students reminded of safe practices during practical lessons	Closed	Completed
4.	08/12/22	Student	Student tripped outside and grazed right arm	N/A	City		No requirement to investigate	N/a	Completed
5.	12/12/22	Student	Student sprayed cellulose thinners into eyes, required First Aid (eye wash)	Creative Industries	City		Protective Eyewear to be worn. Students to point container away from body and other students when opening tin.	Closed	Completed

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
6.	12/12/22	Student	Student cut left side of thumb while using a scalpel	Creative Industries	City		Reiterated safe cutting techniques	Closed	Completed

16. Appendix C Fire Risk Assessment Action Plans

Actions correct as of 23rd December 2022

City Campus in Progress Recommendations

Action No	Recommendation	Status Update
1	Computer server rooms and boiler rooms to be kept free of combustibile materials	All areas have been cleared by various departments and faculties. Awaiting reports related to spot checks by FES.
2	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
3	Revised Emergency Fire Action Plan	Currently underway from H&S Team
4	All final exit doors to be unobstructed, capable of being opened without use of key	All final exit doors obstructions removed, Estates liaising with FES for frequent inspection. Awaiting first results of spot checks – due December.
5	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
7	Fire wardens to receiver training for duties and assessment of fire situations	Full EFAP training schedule in place. All roles have been revised. Interim arrangements in place.
8	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.
9	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.

Riverside in Progress Recommendations

Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Revised Emergency Fire Action Plan	Currently underway from H&S Team
3	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
4	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
5	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
7	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Riverside Engineering Building

Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Revised Emergency Fire Action Plan	Currently underway from H&S Team
3	All final exit doors to be unobstructed, capable of being opened without use of key	All final exit doors obstructions removed, Estates liaising with FES for frequent inspection. Awaiting first results of spot checks – due December.

4	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
5	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
7	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
8	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Riverside Marine Skills Centre in Progress Recommendations

1	Computer server rooms and boiler rooms to be kept free of combustibile materials	All areas have been cleared by various departments and faculties. Awaiting reports related to spot checks by FES.
2	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
3	Revised Emergency Fire Action Plan	Currently underway from H&S Team
4	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
5	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.

7	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
8	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Halls of Residence in Progress Recommendations

Action No	Recommendation	Status Update
1	Fixed electrical installation to be inspected within last 5 years and records kept	In electronic format, PAT testing due December
2	Damaged upholstery to be repaired	Awaiting update from finance regarding budget. 8 have been replaced in last year.
3	All final exit doors to be unobstructed, capable of being opened without use of key	All final exit doors obstructions removed, Estates liaising with FES for frequent inspection. Awaiting first results of spot checks – due December.
4	Additional fire safety signage to be in place for various locations	Estates have provided list to FES for ordering and placement of signage. Placing of signage underway.
5	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
6	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
7	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
8	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

St Lukes Halls of Residence in Progress Recommendations

Action No	Recommendation	Status Update
1	Damaged upholstery to be repaired	Awaiting update from owner of lease agreement.
2	Additional fire safety signage to be in place for various locations	Contacted owner of lease – not under care of Estates or FES.
3	Staff to be informed of actions in event of discovering a fire.	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
4	Staff to receive training on 12 monthly basis on actions on when to discover a fire	Awareness sessions used for induction via Workrite platform. Further tailored training will be provided on new LXP platform.
5	Evacuation Team refresher sessions, to be implemented with regular updates and records kept	H&S completed train the trainer for evac chair. Full training schedule in place for refresher sessions for EVAC Team.
6	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Senior Management Team

Date of Meeting	14 th February 2023
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report January 2023
FOISA Status	Disclosable
Primary Contact	John Gribben – Director Human Resources
Date of production	February 2023
Action	The SMT is invited to note and discuss the contents of this report.

1. Recommendations

The Senior Management Team is invited to note the report and discuss any matters as appropriate.

2. Purpose of report

The purpose of this paper is to update SMT on the standards of the College's health and safety 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 SMT is paramount in order to establish and maintain a positive health and safety culture that flows through all levels of the organisation.

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 reviews activities that have taken place over the month of January 2023 as the college continues to welcome the return of staff and students in a much more significant scale since the COVID-19 pandemic.

The report provides information on health and safety initiatives such as:

- Statistics on the number of accidents, incidents, near misses, and first aid reports
- An update on the development of Fire Risk Assessment and Fire Evacuation Drill Actions
- Details of the Emergency Fire Action Plan Training
- Update on Personal Emergency Evacuation Plan reporting
- Statistics on completed Health and Safety Training
- Risk Assessment numbers and generic trackers
- Summary of Health and Safety Investigations
- Health and Safety Policies and Procedures

The report aims to set out key control measures and systems in place to demonstrate the organisations approach to minimising risk and ensuring compliance.

In addition to the health and safety report to the Committee, this paper is inclusive of COVID-19 absence data.

5 Impact and Implications

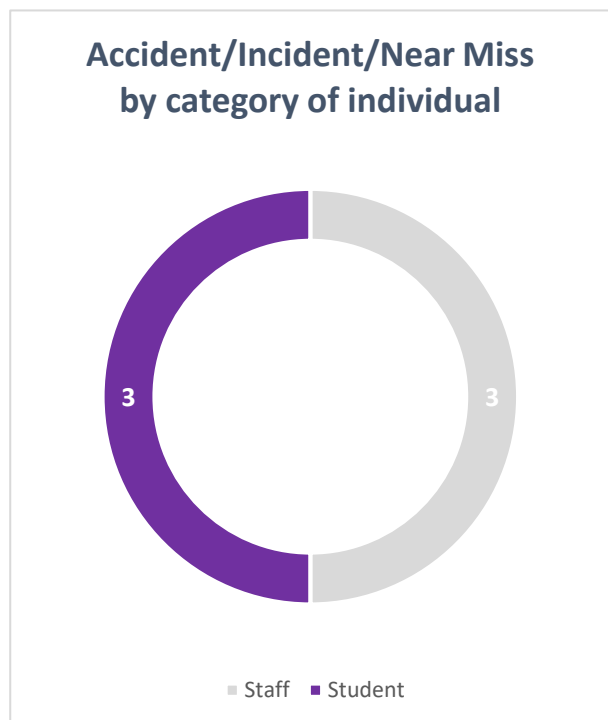
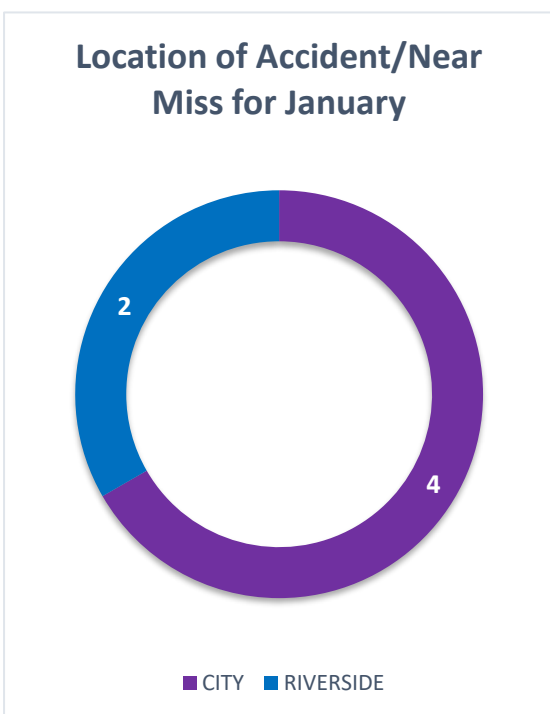
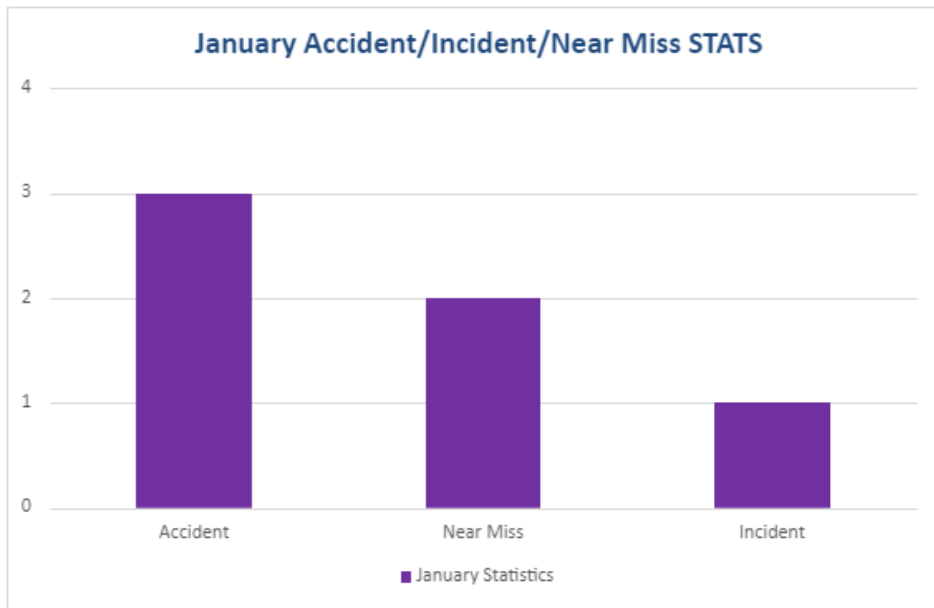
3.1 The reporting process

The reporting process provides College Senior Management, the Health and Safety Committee and the Board of Management with information on standards of reactive and pro-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. Full detail of the Health and Safety legal obligations are provided within **Appendix A**.

4. Accident, Incident and Near Miss Data

The City of Glasgow College evaluates performance based on several health and safety performance indicators. While every endeavour has been made to provide comprehensive accident and incident data, the data for 2021 / 2022 / 2023 must be interpreted in the context of the pandemic situation. As the college was not operating at full capacity on campus, the accident data pre-pandemic cannot be fully compared to data from 2021 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. There were 3 accidents, 2 near miss reports and 1 incident recorded in January, location and category of individual are detailed below.

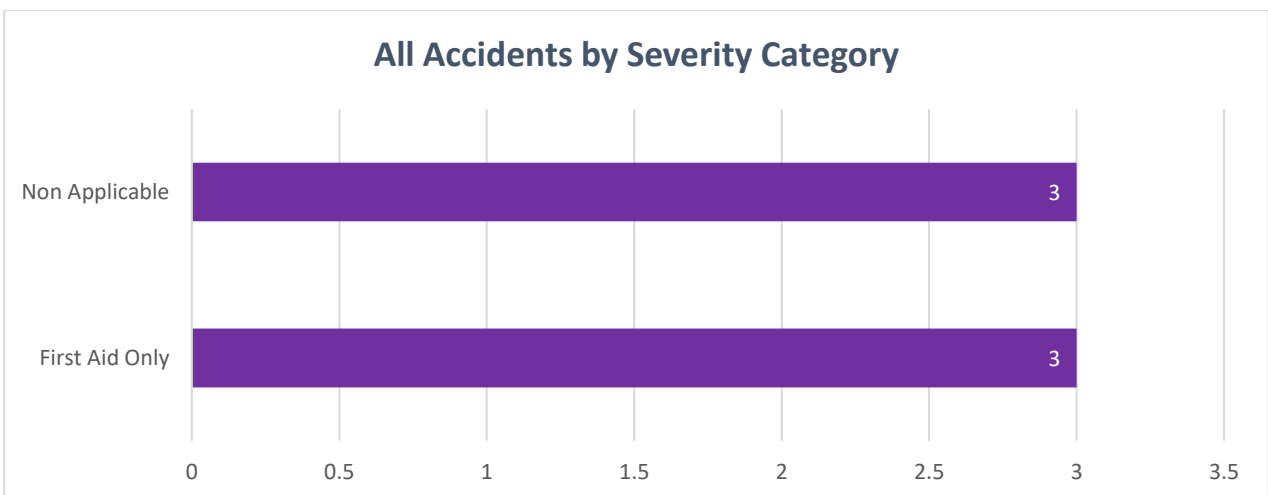
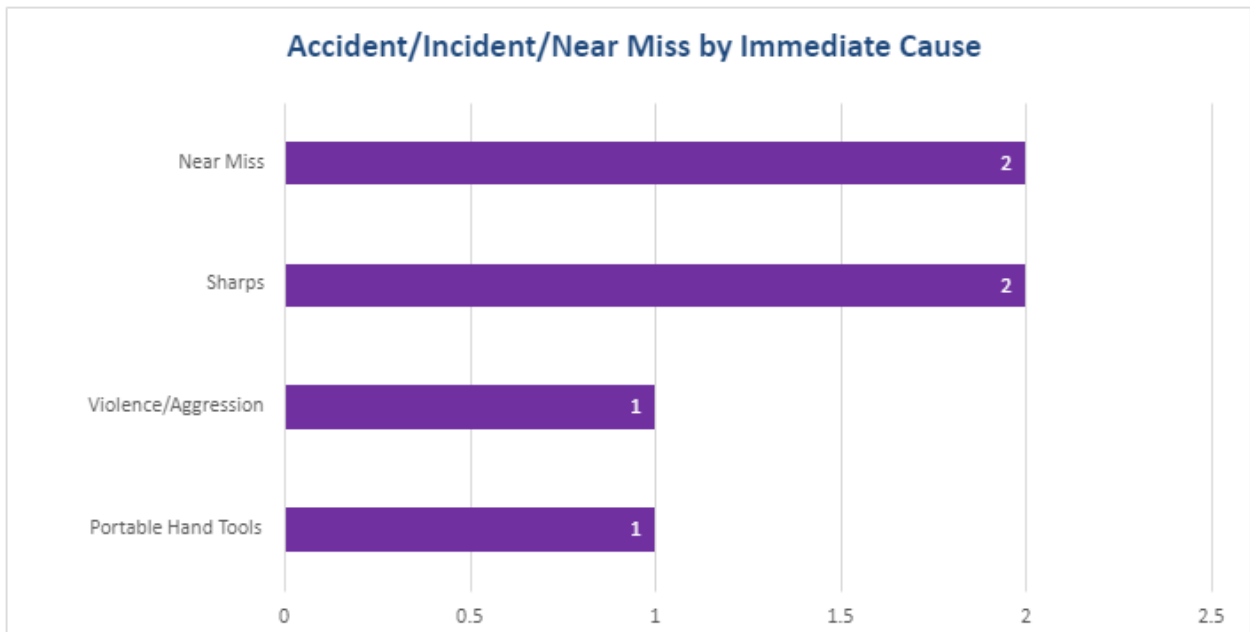


On review of the statistics the following observations can be made:

The most common type of accident was handling of sharps during practical lessons in Hospitality and Leisure. Both instances relate to cutting of vegetables in training kitchens. Due to the practical nature of activities in the college, these statistics are reflective of lessons where students at various competency levels are handling tools, coupled with a new cohort of students who started courses in the month of January. Accidents in this area were caused by a lapse in concentration and judgement.

The Health and Safety Team continue to encourage faculties and directorates to report near misses. Near misses reported this month relate to, a water bottle dropped from height in the atrium in Riverside, and a door in staff offices at Riverside campus with no window used for access and egress. A near miss occurred when both a staff member exiting and a staff member entering used the door at the same time.

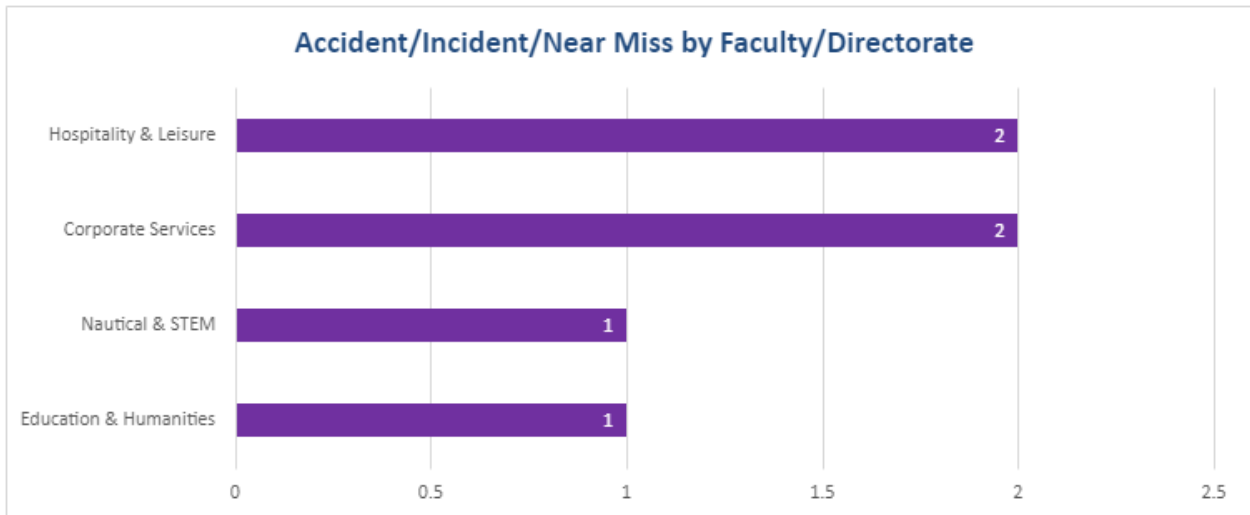
A campaign for reporting near misses continues to be under review at testing stages. A catchment section within the Enquirer Operations Desk and Nintex form will be available on MyConnect in February, subject to final testing.



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 with increased instruction and supervision and further training requirements.

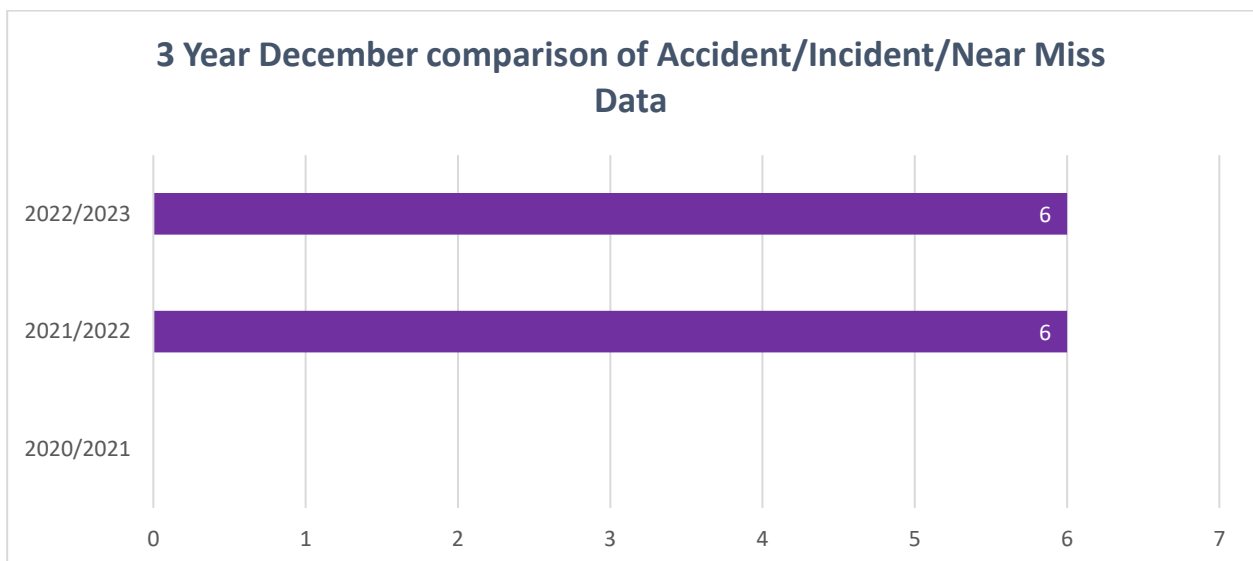
It is anticipated that the numbers reported in this reporting year will rise as we welcome more students and staff onto campus. However, the Health and Safety Team will endeavour to support faculties and departments in their transition to on campus learning and any health and safety concerns they may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

No accidents in the month of January were reportable under RIDDOR regulations.



5. Accident/Incident Data – Comparison Charts

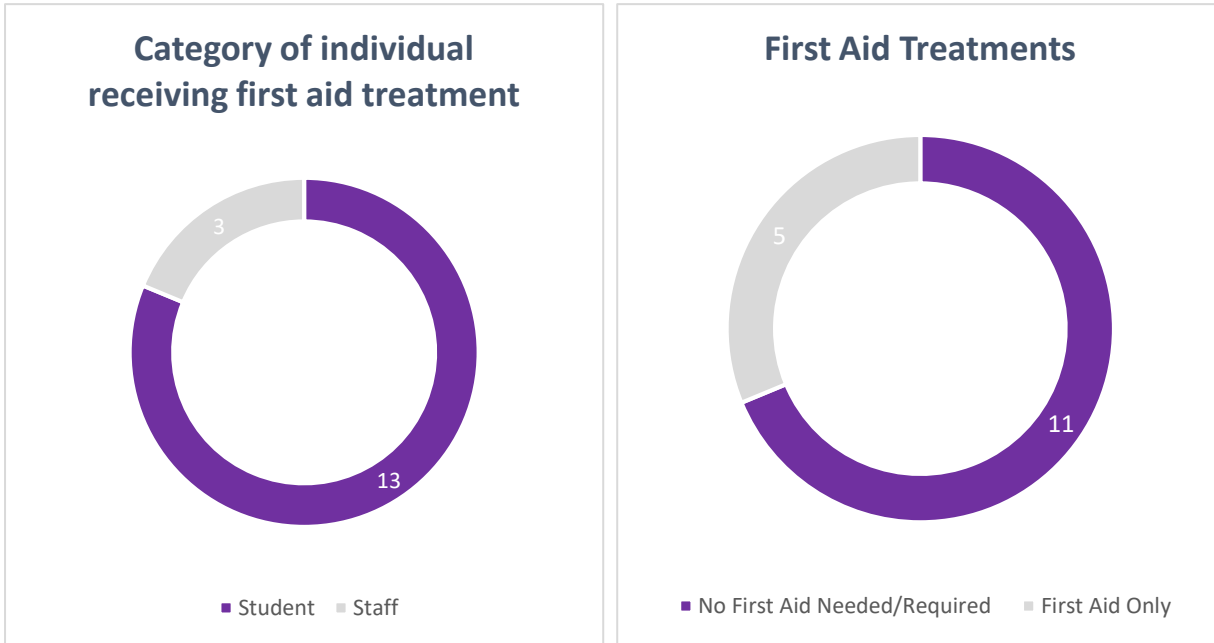
A comparison of accident, incident and near miss data is provided below. These figures are expected to fluctuate over the reporting months which will be consistent with the fluctuation expected due to the pandemic where the college was a various level of capacity during the last three reporting years. Full breakdown of data is in **Appendix B**.



First Aid

First Aid Treatments Only (non-work related)

The Health and Safety Team continue to seek support from Faculties and Directorates to identify gaps in their areas using a First Aid needs analysis in the aim to recruit further volunteers for first aid training. Details of first aid calls are provided below.



The January report indicated an increase in the number of first aid calls, however 11 of the 16 first aid calls did not merit a first aid intervention. 4 calls related to seizures, 5 calls related to members of staff and students with medical issues, the remaining calls for first aid included, a burn, a cut, a slip, headache, fainting, chest infection and feeling hot and dizzy.

The First Aid Awareness Campaign leaflet desk drop of the leaflet and information staff lanyard card was completed in January at both Campuses. The Health and Safety Team aim to develop drop in information sessions for staff, if non-first aid intervention calls continue to rise.

6. Health and Safety Investigations

In January there was an incident at Riverside Campus, whereby two individuals gained entrance to the reception area accessible toilet and engaged in substance abuse. Our security/concierge and FES colleagues swiftly closed off the area after removing the individuals from the campus. The surrounding Clyde Walkway at the Riverside campus is known to be an area to procure drugs. The incident that took place at Riverside was reported to police. The campus security/concierge colleagues have been provided by contact details for police enforcement to report any instances of suspicious behaviour. The drug paraphernalia was removed from the campus and properly disposed of by the Health and Safety Manager prior to the area being reopened for use. Training on the safe removal of sharps is being organised for the Health and Safety team and Security/Concierge colleagues.

A review of security measures has taken place at Riverside Campus, which now includes a rotation of staff who are being extra vigilant, especially during busy times such as break and lunchtime. This was an isolated incident, however, if the individuals frequenting the Clyde Walkway becomes a cause for concern, a building request will be made to GLQ to fit a maglock in this area.

7. Fire

The Health and Safety Team continue to process the actions and recommendations following the fire risk assessment in August 2022. These actions are summarised below. Remaining 'In Progress' actions are related to ongoing Emergency Fire Action Plan training. All high priority actions have been completed. A full detailed breakdown of 'In Progress' actions is provided in **Appendix C**.

Fire Risk Assessment Action Completion Totals	
City Campus	23 actions - 20 complete, 3 in progress
Riverside Campus	18 actions – 16 complete, 2 in progress
Engineering Block (Riverside)	19 actions – 17 complete, 2 in progress
Marine Skills Centre	11 actions – 9 complete, 2 in progress
Halls of Residence	21 actions – 18 in complete, 2 in progress
St Luke's Halls of Residence	17 actions – 16 complete, 1 in progress

All previous actions noted following the fire evacuation drills were completed in January, summarised below.

Fire Evacuation Drills Action Completion Totals	
Halls of Residence – 1 st October	8 actions complete
City Campus – 5 th October	29 actions complete
Riverside Campus – 12 th October	8 actions complete

6.1 Emergency Fire Action Plan Training

The college continues to adopt the interim fire safety arrangements that were implemented in September 2022. A Fire Warden rota is in place that indicates responsibilities for level and zonal clearance in the event of an evacuation. These interim measures are in place to ensure there is sufficient cover while implementing a hybrid working approach. However, these interim measures whilst they ensure compliance, the Health and Safety Team have reviewed a more long-term strategy. This involved a review of the previous Emergency Fire Action Plan (EFAP) and a schedule of training for individuals with specific roles which has taken place in the month of January.

Person in Charge and the Emergency Fire Evacuation Team were deemed as priority for refresher training sessions. Drop-in sessions for 'Interim Fire Warden Arrangements' took place in January. This platform facilitated staff to ask questions to the Health and Safety Manager surrounding the interim arrangements, and to have sight of the EFAP training schedule.

Throughout the month of January, the following training schedule has been completed.

Person in Charge Refresher Sessions	
Review of responsibilities in line with FRA.	Complete
Step by step guide created for sessions, with scenarios included.	Complete
Test session conducted, feedback received, guidance updated	Complete
Communication distributed for sessions	Complete
Sessions Complete	7 of 12 Individuals Complete

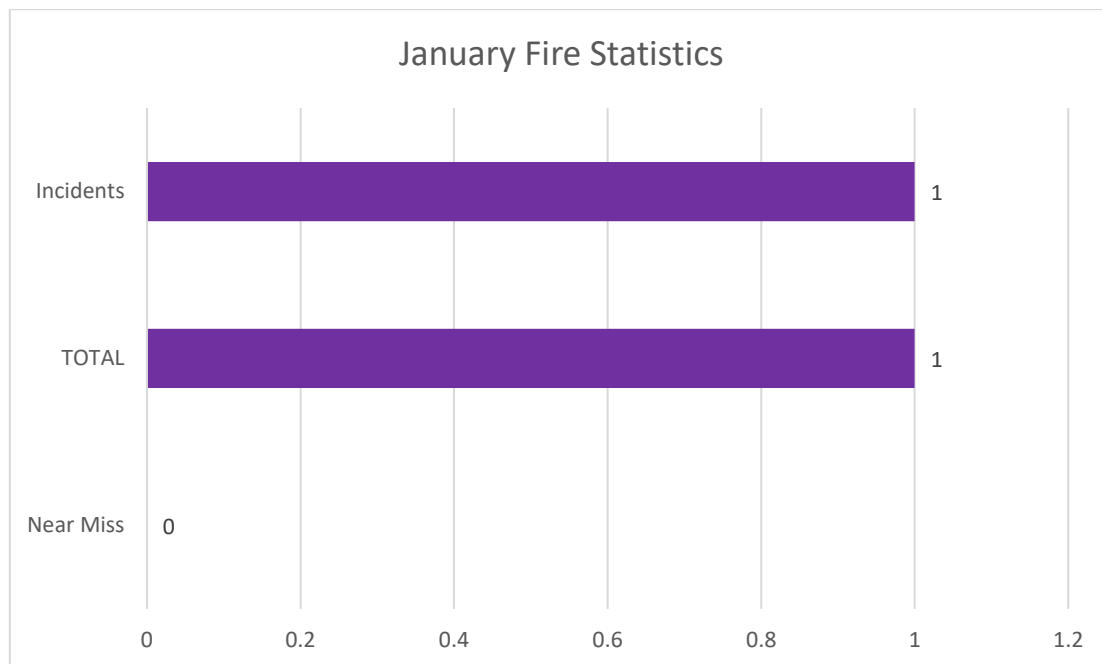
Evacuation Team Refresher Sessions	
Review of responsibilities in line with FRA.	Complete
Training booklet created for Evac Chair use, information relating to chair locations and fire lift locations.	Complete
Identification of safe refuge area for PEEPS based in Core E	Complete
Communication distributed for sessions	Complete
Sessions Complete	28 of 28 Complete

Fire Warden Drop-in Sessions	
Review of guidance information and responsibilities	Complete
Number of participants	14

A training schedule for Assembly Area Fire Marshal and Fire Marshals was launched in January. A live document was shared for individuals to populate their work area, which will determine their level and zonal clearance responsibilities. Training for the EFAP zones will commence in February.

6.2 January Fire Statistics

There was one fire incident in the month of January. This related to a fault in the sensor within the Riverside Engineering Block which actuated the fire alarm. Scottish Fire and Rescue Service were in attendance, the Halls of Residence manager provided access to the building as the incident was out of hours. A sensor fault was noted and reported to Estates/FES for repair.



6.3 Personal Emergency Evacuation Plans (PEEP)

The Health and Safety Team continue to liaise with staff and students relating to individuals that require a PEEP. The Health and Safety Team issued 6 PEEPs in the month of January, taking the total this academic year to 52.

The Health and Safety Team continue to review and cross reference the report generated via Enquirer relating to students who have answered ‘Yes’ to if they would require assistance in the event of a fire evacuation. The original report generated 111 names. All records were reviewed by the Health and Safety Team with priority individuals identified and individuals who did not require a PEEP were removed. Many of the enrolment forms had the requirement for assistance when evaluating the building clicked in error. This exercise brought the total number of active PEEPs to 79. All individuals have now been contacted to arrange a suitable time to issue their PEEP.

The Health and Safety Team have arranged to liaise with the Head of Student Development in the month of February to review how communication can be improved going forward. Following this review and changes there must be improvements in communication and collaboration between the Faculties and the Health and Safety Team. This is a proposed agenda item for the next Health and Safety Committee in March.

6.3 Fire and Pre-Alarm Activations

The Health and Safety Team are provided with the statistics relating to fire and pre-alarm activations on a monthly basis. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a short time frame for investigation prior to a full fire alarm actuation. Fire pre-alarms can be triggered by smoke, heat through steam or general faults.

The month of January had:

- Fire Alarm Activations – One false alarm activation at Riverside campus.

- Pre-Alarm Activations – 1 pre-alarm at City Campus, due to smoke fumes; 6 pre-alarms at Halls 4 due to smoke fumes and 2 due to hairdryer use.

6.4 Scottish Fire and Rescue Service

The Health and Safety Manager met with Scottish Fire and Rescue Service, Fire Safety Enforcement Officers (FSEO), Adrian Fitzpatrick and Amanda McIntyre at City campus on the 16th of January to complete a planned audit. A full report is expected in February; however, an audit summary was provided, detailed below:

Stage one of the audit was a review of the college fire related policies and procedures. This included:

- A review of the Fire Risk Assessment Reports and Action Plans, which the FSEO were impressed with. They provided positive feedback on the organisation of information and the utilisation of Microsoft Teams for shared working documents.
- A review and feedback around the updated Fire Procedure including those with specific roles in the EFAP. The FSEOI were complimentary around the college interim arrangements for emergency fire action plan and impressed with the level of detail of revision to the specific roles to include arrangements for hybrid working.

Stage Two involved a walk around of the campus to complete a hazard identification exercise. This stage of the audit highlighted:

- A cross college cultural issue of the use of wedges for doors, including fire doors. Wedges were removed at the time of the audit however, this is a problem that must be addressed on a wider scale.
- Various obstructions in corridors or in areas with one sole means of escape.
- Ventilation surrounding nail treatments in beauty rooms. Strong smell of acrylic and acetone in the area.
- Level 2 security access at Core C was reviewed, building plans shared with FSEO. A full update will be provided within report for reinstating security access.

Overall, the visit was positive and the FSEO were happy with the setup of the college, our emergency fire action plans, and proposed plans for the future. The recommendations noted are mainly behavioural changes. Individuals and actions will be identified within the full report due in February.

7. Training

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 have worked alongside our colleagues within the Organisational Development Team in developing training for the new Learner Experience Platform. This includes Health and Safety and Fire Awareness Training that is more tailored to college processes and procedures.

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. Below is a summary of the health and safety training in the month of January.

Summary of Health and Safety e-Learning Training January 2023

Course	Type of Course	Number of Staff Completed
Introduction to Health and Safety at Work	Online	2
Fire Safety and Evacuation	Online	2
Assessrite Display Screen Equipment – Homeworking	Online	4
Assessrite Display Screen Equipment	Online	4
	Total	12

Summary of delivered Health and Safety Training January 2023

Course	Type of Course	Number of Staff Completed
Emergency Fire Action Plan – Evac Team Refresher	In person	5
First Aid Training & Refresher	In person (external)	1
	Total	6

8. Risk Assessments

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

Faculty/Department	Number
Creative Industries	4
Education and Humanities	1
Hospitality and Leisure	2
Nautical and STEM	0
Library	1
Corporate Services	0
Student Association	3
Total	11

The Health and Safety Team have collaborated with faculties for repetitious tasks/activities performed at external sites, to develop general risk assessments. To keep track of visits and any modifications that might be necessary to the general risk assessment, a tracking system has been built. Due to the

reduction in admin time spent on conducting risk assessments for each visit, feedback on this approach has been overwhelmingly positive.

9. Health Surveillance

A new contract is in place to facilitate college Health Surveillance and Occupational Health. This contract was awarded to People Asset Management (PAM). The Health and Safety Team will take part in training of their software platform OHIO in the month of February. Following this training, the Health and Safety Team will liaise with faculties and departments to aim to strengthen the process for health surveillance referrals, risk assessments and, if required, workplace or individual adjustments. A full breakdown and statistics will be reported commencing in February.

10. Audit

The Health and Safety Team continue to process the actions relating to the Henderson Loggie audit 2022. There are 3 actions that have been closed and reported to the Performance Team. In the month of January 1 action was closed, relating to the improvement on Near Miss reporting. The remaining actions are:

Action	Status	Comment
Fire Safety Policy & Procedure review	In progress	Policy in draft for further consultation. Procedure updated in line with EFAP training.
Improvement required on Near miss reporting	Complete	Automated form in testing stage with IT. Link to Near Miss reporting currently in process of testing on Operations Desk
Temporary nature of the H&S team a concern	In progress	Vacant H&S Advisor positions have now been filled; however, these remain as fixed term contracts due to the college financial situation. The vacant Fire Safety Officer vacancy remains unfilled and is proving difficult to recruit.

9.1 UMAL Audit

A report from external consultant Mike Stones from UMAL Insurance was provided in the month of January. The report was shared to wider teams by Facilities, who were the direct contact and organiser of the audit. A shared working document has been produced, with owners and actions identified. The Health and Safety Team will review and agree to their highlighted actions in the month of February. A full detailed breakdown of actions, once agreed, will be provided within the February report.

10. Health and Safety Policies/Procedures

The Fire Safety Policy is currently under review by the Health and Safety Team. Policy has been updated to reflect changes to college structure. Policy will be updated with Emergency Fire Action Procedure upon completion of training.

COSHH policy currently under review, guidance documents and substance register page in draft format. COSHH automated assessment forms currently in trial stage. Policy and procedure will be updated accordingly.

Risk assessment procedure is in final draft. Risk assessment procedure has been updated to reflect recommendations following Henderson Loggie Audit.

Work at Height policy and procedure is in first draft. Review to take place by Health and Safety Team and a collaboration with our Estates and Facilities colleagues to include protocols for Permit to Work arrangements.

13. COVID Statistics

Although all COVID rules and restrictions have been lifted in Scotland, the college continues to urge everyone to use 'COVID sense' to protect themselves and others. Lateral flow test kits are still available from reception both at City and Riverside and staff are advised not to come on campus if they are displaying any COVID related symptoms. The number of positive cases recorded this month were:

Month Total (January)	34
Staff	17
Students	17
Overall Total 2020-2023	1807

14. Appendix A. Health and Safety Legal Obligations

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.

15. Appendix B - Summary list of Accidents / Incidents for January 2023 RIDDOR Reportable Accidents highlighted in yellow

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
1.	13/01/23	Student	Student suffered cut to left thumb whilst using kitchen knife	Hospitality & Leisure	City		Students reminded of safe cutting practices and concentrating on task at hand	Closed	Closed
2.	18/01/23	Student	Student was cutting vegetables and received a small cut to their left pinkie finger.	Hospitality & Leisure	City		Student will be given further training on knife handling skills.	None	Closed
3.	18/01/23	Staff	Full water bottle was dropped from 6th floor into atrium area, landing at the lifts on 1st floor.	Corporate Services	Riverside			Person who reported this said there were gasps so this sound like a mistake and not done on purpose. Also said impossible to identify who dropped the bottle.	Closed
4.	18/01/23	Staff	Near Miss staff room door at level 5 opens both ways but does not have a window, so you cannot see who is coming through door from each direction. Arm was hit and phone dropped, has happened a few times.	Corporate Services	Riverside		Estates will look at the door and it may be that it will be made one way only to prevent a reoccurrence. Would mean staff access to office area would only be through main office door.	Estates have given the solution of the door only opening one way as door's original purpose was as a fire escape door. Have sent this to lecturer	Ongoing - 02/02/2023 no reply from either lecturer who reported this or line manager.

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
								and line manager and asked them to get back to me if they want this to go ahead.	
5.	12/01/23	Staff	Student acted aggressively to a member of staff after upsetting another student.	Education & Humanities	City		Student has known medical needs, faculty are aware and have experience of dealing with outbursts. This behaviour has been addressed. Student has been made aware that if there are any further incidents it will involve disciplinary procedures.	None	Closed.
6.	27/01/23	Student	Student cut left hand on a broken tile they were trying to cut down.	Nautical & STEM	City		Student has been informed to take more care when cutting tiles and not to cut over bench as instructed by lecturer.	None	Closed.

16. Appendix C Fire Risk Assessment Action Plans

Actions correct as of 31st January 2023

City Campus in Progress Recommendations		
Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Fire marshals to receive training for duties and assessment of fire situations	Full EFAP training schedule in place. All roles have been revised. Interim arrangements in place.
3	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Riverside in Progress Recommendations		
Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Riverside Engineering Building		
Action No	Recommendation	Status Update

1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Riverside Marine Skills Centre in Progress Recommendations

1	Comprehensive list of flammable liquids/gases to be available in event of a fire	2 of 4 faculties have provided updated list of COSHH materials. 2 faculties in early stages of inventory checks.
2	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

Halls of Residence in Progress Recommendations

Action No	Recommendation	Status Update
1	Damaged upholstery to be repaired	Awaiting update from finance regarding budget. 8 have been replaced in last year.
2	Information packs available for fire service, plans of building, zonal clearance and PEEP individuals to be updated	Current under review by H&S Team, in line with updated EFAP.

St Lukes Halls of Residence in Progress Recommendations

Action No	Recommendation	Status Update
1	Damaged upholstery to be repaired	Awaiting update from owner of lease agreement.