

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 31 May 2023
Paper No.	FPRC4-D
Agenda Item	4.2
Subject of Paper	Health and Safety Monthly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben
Date of production	16 May 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 February 2023, March 2023, April 2023.

3. Key Insights

3.1 Executive Summary

The quarter of February, March and April saw, 28 accidents, 5 of which were RIDDOR reportable. All RIDDOR reported accidents were investigated by the Health and Safety Team. Remedial actions included review of risk assessment control measures, increased supervision, instruction, and training.

There were 2 fire related incidents in March. These incidents were associated with the misuse of hand sanitiser. The Health and Safety Team investigated both incidents resulting in all remaining communal hand sanitiser bottles being removed from both campuses and student accommodation.

The higher risk incident at Riverside campus was reported to Police Scotland and the internal investigation by the faculty resulted in student expulsion. The students involved in the incident at City Campus, have been subject to disciplinary proceedings by Nautical and STEM faculty and have since been expelled from the college.

The Operations Desk Near Miss function was live in March which has made a significant improvement on reporting statistics. This allowed the Health and Safety Team to close an action highlighted from the Henderson Loggie Audit. A total of 108 near misses were reported since the function was made live. The Health and Safety Team will continue to review and analyse reports, to provide better categorisations for future reports.

The Health and Safety Manager has worked closely alongside colleagues in the College Development Network to improve accident and incident benchmarking figures. Benchmarking is currently collated by Associations of Colleges for all colleges in the United Kingdom on an annual basis. The Health and Safety Manger has developed a quarterly benchmarking matrix, that mirrors Associations of Colleges and this will be discussed at the next College Development Network meeting.

A comparison was conducted using the available data from Associations of Colleges which shows, City of Glasgow College had 13 accidents per 1000 individuals, compared to 32 accidents per 1000 individuals noted within the report.

The quarter of February, March and April saw the appointment of the remaining vacancies within the Health and Safety Team filled. The college welcomes, Stevie Campbell, Grant Burns and Nicholas Fatoye as Health and Safety Advisors and Martry Brandrick as Fire Safety Officer.

Senior Management Team

Date of Meeting	15 th March 2023
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report February 2023
FOISA Status	Disclosable
Primary Contact	John Gribben – Director Human Resources
Date of production	March 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 February 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 Health and Safety Investigations
- Fire Safety, Including PEEPS and EFAP
- Voluntary Severance Impact to Health and Safety
- Health and Safety Training statistics
- Risk Assessment numbers and generic trackers
- Health and Safety Policies and Procedures
- Audit report updates
- Health and Safety Team additions

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

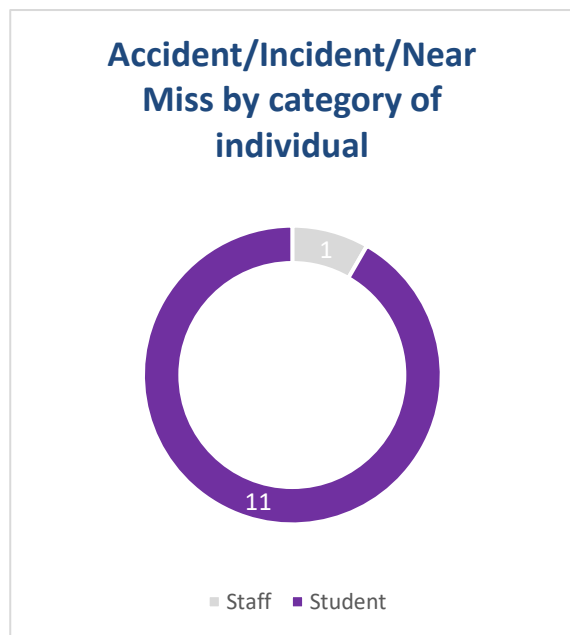
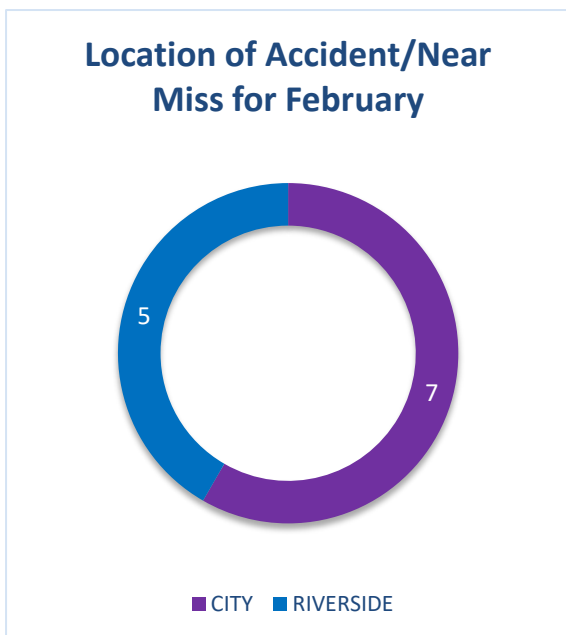
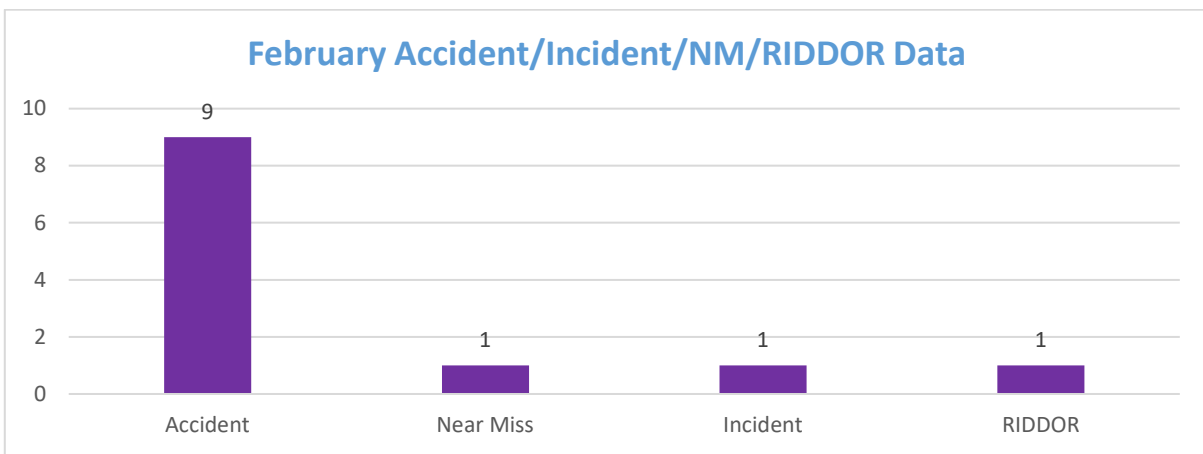
3.1 The reporting process

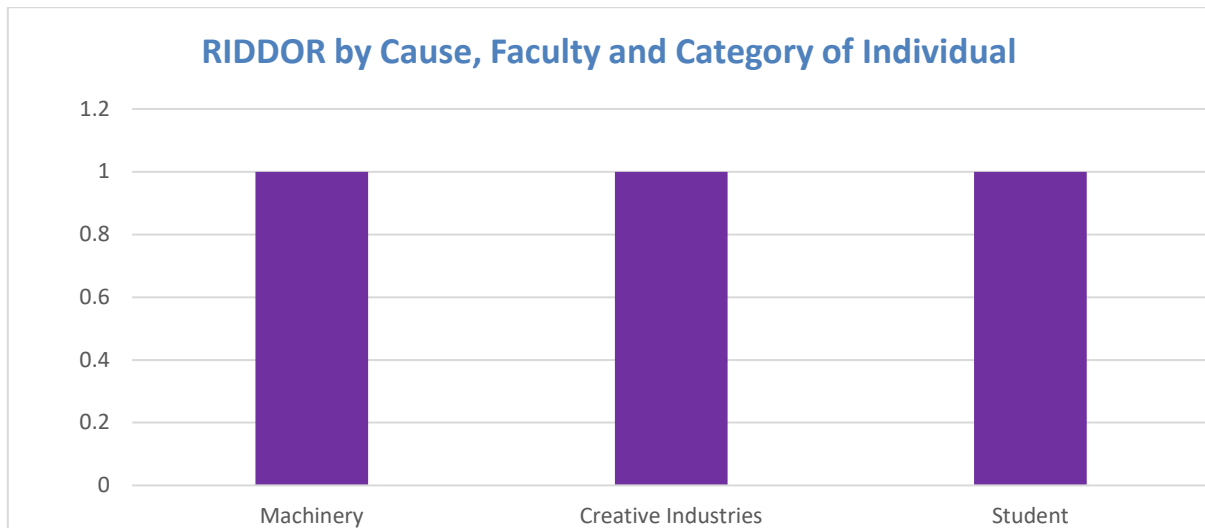
The reporting process provides College Senior Management, the Health and Safety Committee and the Board of Management with information on standards of reactive and pro-active health and safety performance. This allows Senior Management to make appropriate management decisions whilst taking health and 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.

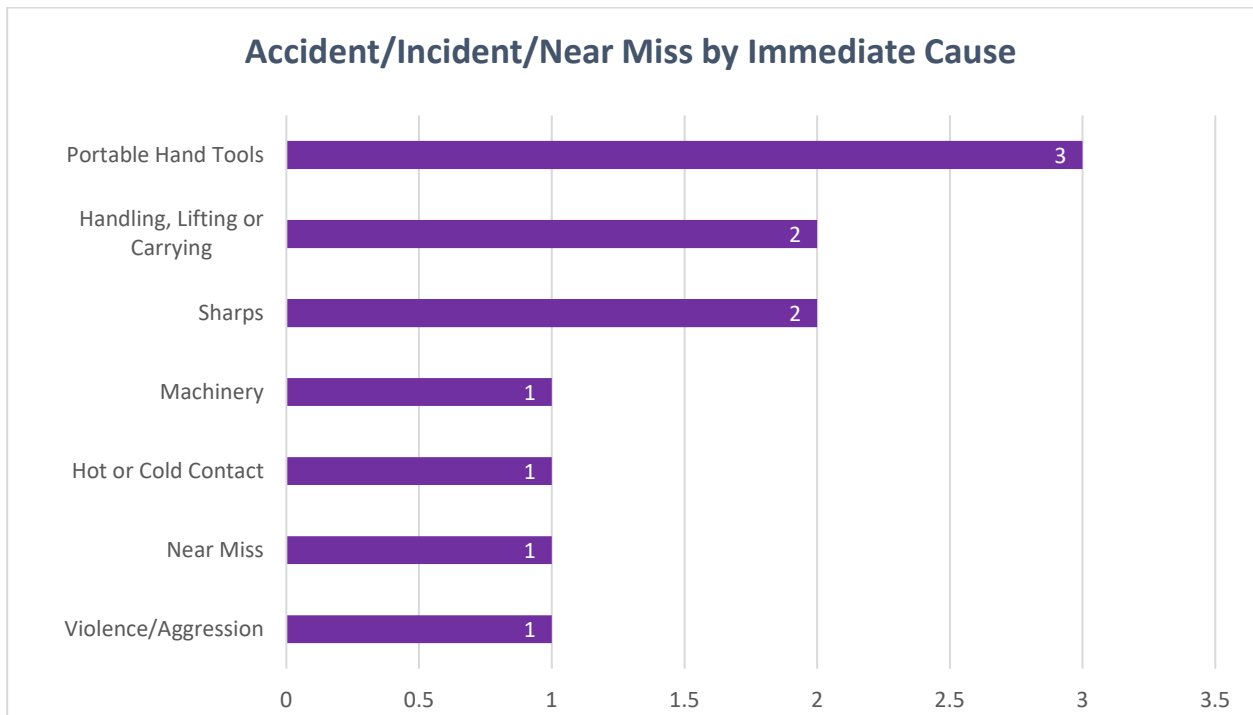
Below is a summary of the main health and safety data monitored and reviewed by the Health and Safety team. There were 12 accidents, 1 of which was RIDDOR reportable, 1 near miss and 1 incident recorded in February, location and category of individual are detailed below.

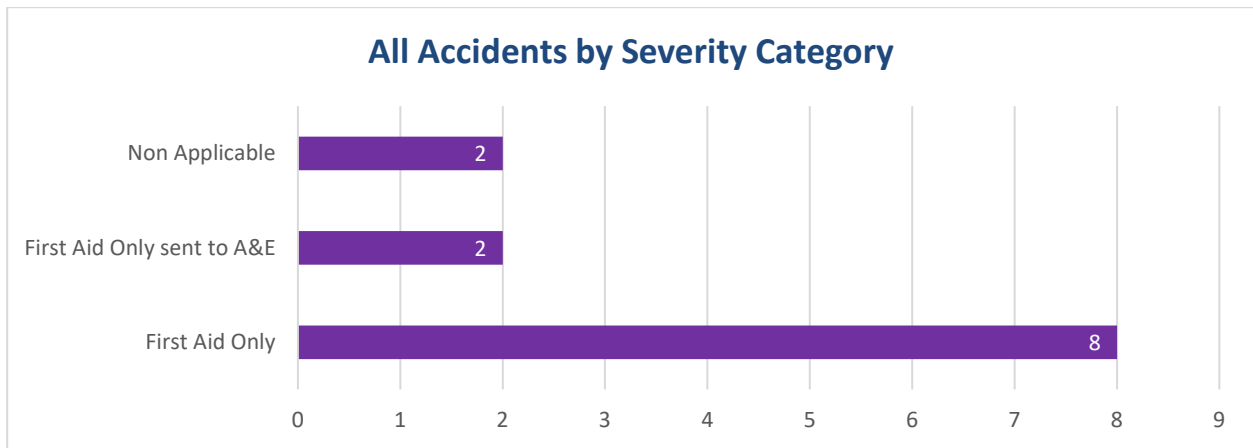




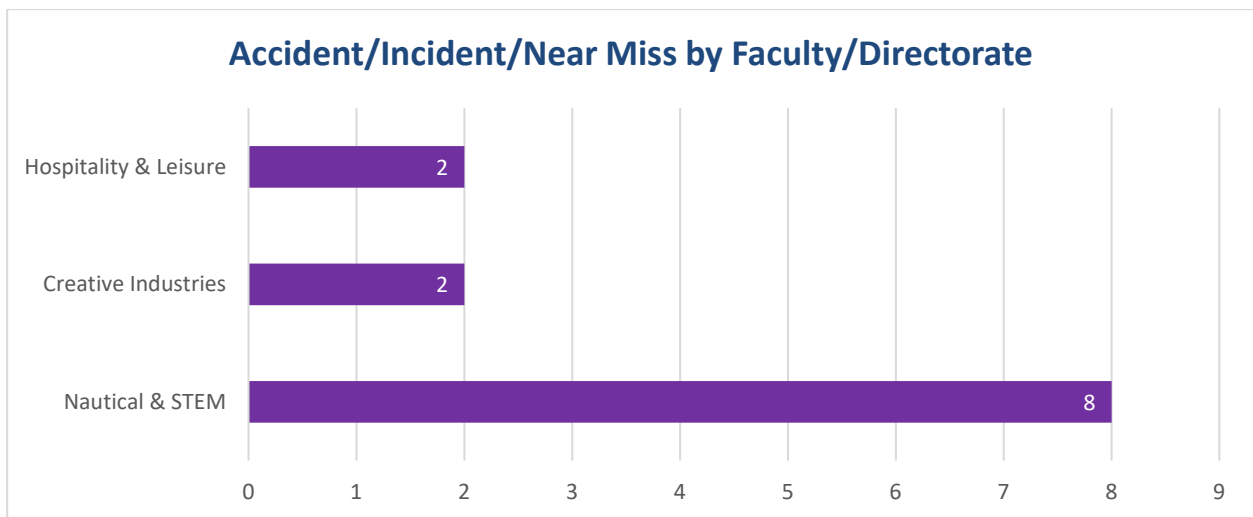
On review of the statistics the following observations can be made:

The most common type of accident was the use of portable hand tools during lessons in the Nautical and STEM faculty. 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 joined the college in the new year. Accidents in this area were caused by a lapse in concentration and judgement.



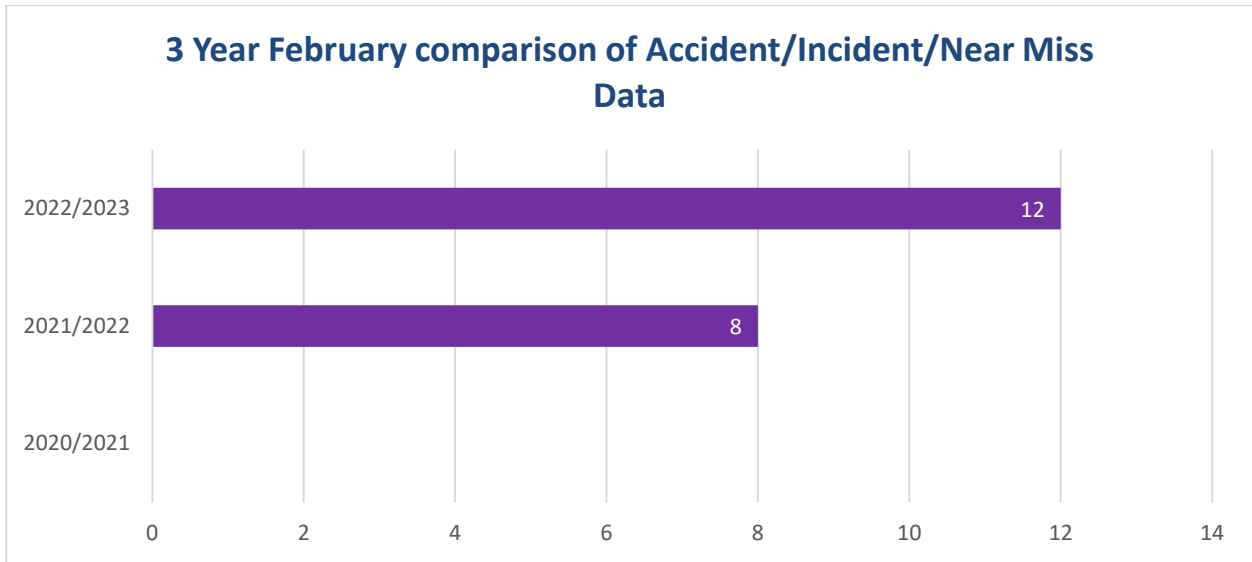


The Health and Safety Team supported the areas ensuring that suitable remedial actions were taken. Remedial actions from these statistics include revision of control measures with increased instruction and supervision and further training requirements.



4.2. 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**.

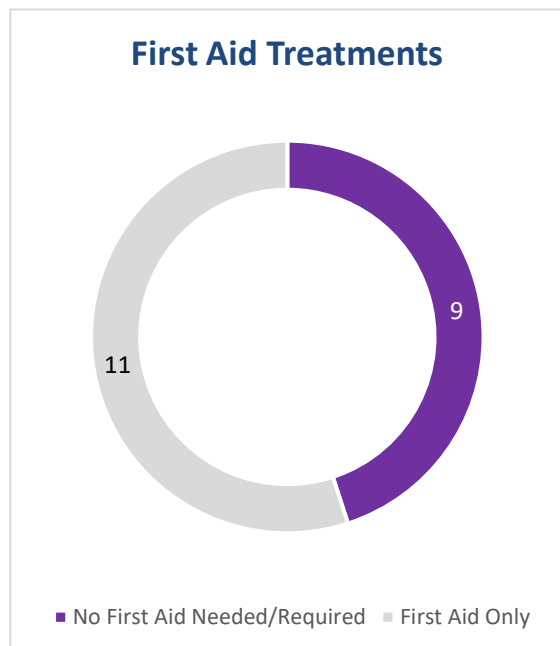
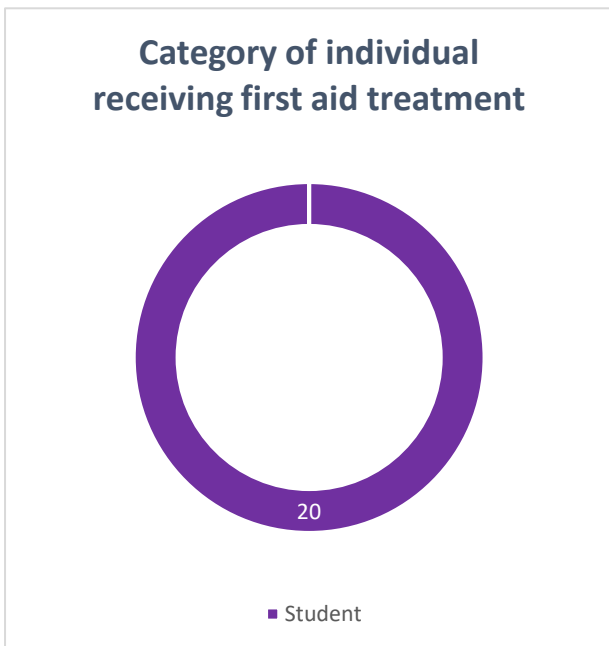


4.3 First Aid

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. Two first aiders were trained in the month of February in the Nautical and STEM faculty. Two further individuals came forward as volunteers to cover the early morning hours for cleaning staff.

Details of first aid calls are provided below.



5. Accident, Incident and Near Miss Reporting

As part of our Henderson Loggie audit action and in an aim to enhance reporting of accidents, incidents, and near misses, the Health and Safety Team have collaborated closely with IT and Estates and Facilities teams to improve their function.

After a period of testing, automated forms have been created and will go live in March. Individuals will be able to provide information to the Health and Safety Team more simply thanks to the automation of first aid, accident, incident, and near miss forms. A Near Miss option will be introduced to the operations desk on Enquirer, and all forms will be available on the Health and Safety intranet page.

It should be noted that the implementation of these forms may modify the structure of the charts and information given within the Health and Safety reports.

6. Health and Safety Investigations

The Health and Safety Manager investigated in conjunction with Public Health Protection Unit (PHPU) and NHS Greater Glasgow and Clyde cases of meningococcal infection, following confirmation that a small number of students at the College had contracted this infection, which can cause meningitis and sepsis.

After all information was gathered and shared with PHPU there was no evidence to suggest there was a risk of onsite transmission. PHPU advised that the bacteria which cause this illness are not easily passed from person to person and PHPU had already contacted all close contacts of these cases and provided appropriate advice.

A group from the College including the Executive Director and Associate Director of People and Culture, Health and Safety Manager, Director of Communications and Student Support and Wellbeing Manager continue to liaise with PHPU to provide relevant information to staff and students.

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 - 21 complete, 2 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

7.1 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.

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 February. 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.

Zone and level clearance documents were shared in February for both campuses. Staff have identified the area they are predominately based which will determine zone and level clearance.

Assembly Area Fire Marshal and Area Fire Marshal training has been planned, and a review has been conducted of the impact to specific roles in relation to staff who will be leaving the college under the voluntary severance scheme. The interim arrangements remain in place. The newly appointed Fire Safety Officer will review the EFAP arrangements, his proposed start date is early April.

7.2 February Fire Statistics

There were no fire incidents or near misses in the month of February.

7.3 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 5 PEEPs in the month of February, taking the total this academic year to 57.

The Health and Safety Team continue to review ways that the PEEP procedure can be improved. The Health and Safety Manager has reviewed the PEEP procedure which will be shared at the Health and Safety Committee in March. It is advised that the procedure is shared with Curriculum Heads and Lecturers as a reminder of their responsibilities during the PEEP process. The Health and Safety Team will arrange for drop-in refresher training sessions for individuals who request further information.

7.4 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 February had the following Pre-Alarm Activations:

- 1 pre-alarm at City Campus, due to cooking fumes;
- 4 pre-alarms at Student Accommodation due to cooking fumes. Three of the activations at the Student Accommodation came from the same flat and a meeting has been scheduled to discuss.

7.5 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 report was expected in February; however, the report is now expected in March. FSEO resources were deployed to other areas in Scotland due to a number of fire incidents.

8. Voluntary Severance Scheme Health and Safety Impacts

The mitigations that the college has continued to work through since the new year to manage our financial and funding pressures, saw the closure of the voluntary severance scheme in January.

The Health and Safety Team were provided in confidence the names of individuals who had accepted their voluntary severance package to review the direct and indirect this would have on Health and Safety.

In light of this information, the following specific roles will be reduced.

Role	Number of vacated posts
First Aider	1
Evacuation Team Member	1
Assembly Area Fire Marshal	4
Fire Marshal	12

Following this information, the Health and Safety Team paused the EFAP training and have drafted a proposal to be shared with SMT for specific roles to be adjusted to cover gaps.

9. 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. This platform is now live.

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 February.

Summary of Health and Safety e-Learning Training February 2023

Course	Type of Course	Number of Staff Completed
LXP Health and Safety Training module.	Online	37
Assessrite Display Screen Equipment – Homeworking	Online	4
Assessrite Display Screen Equipment	Online	4
	Total	45

Summary of delivered Health and Safety Training February 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

10. Risk Assessments

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

Faculty/Department	Number
Creative Industries	1
Education and Humanities	1
People & Culture	1
Corporate Development	2
Student Association	3
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.

11. Health Surveillance

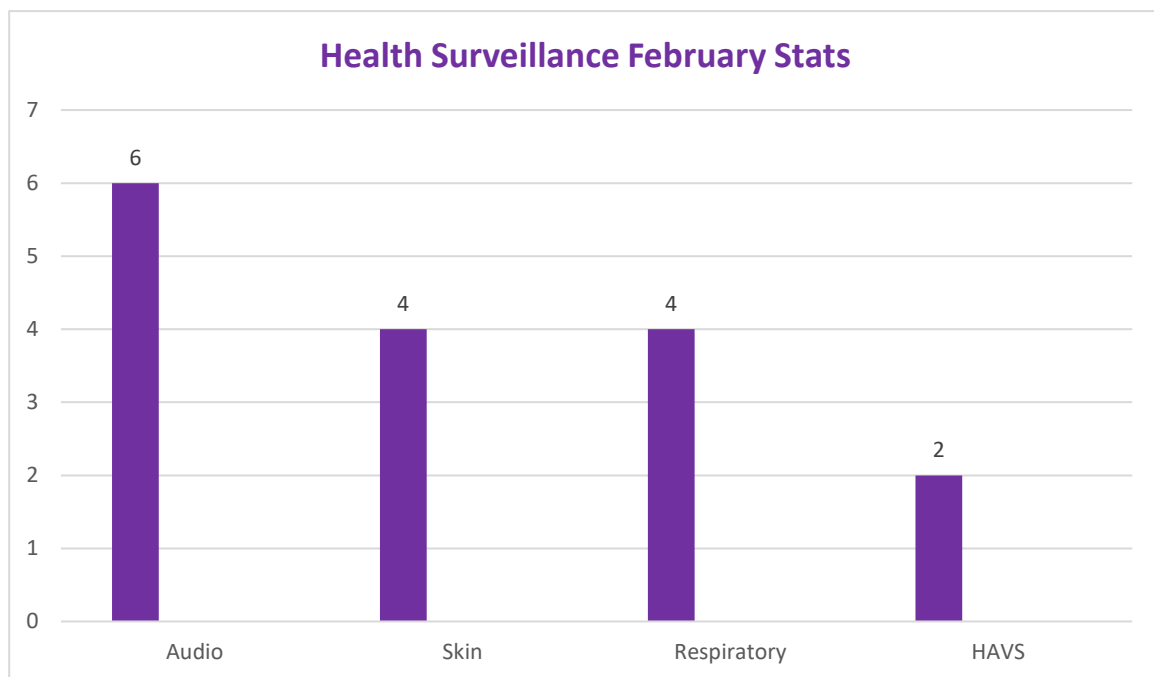
Health Surveillance

An important part of occupational health is how work and the work environment can impact on health therefore we must make sure our employee's health is not impacted by their work.

Health surveillance is undertaken where repeated health checks are used to identify ill health caused by work. Health and safety law requires health surveillance when our staff remain exposed to health risks after we have put controls in place. This is because control measures may not always be reliable, despite appropriate checking, training and maintenance. Health risks which require health surveillance include noise (audio screening), vibration (HAVS screening) and substances hazardous to health (skin & respiratory screening).

We ran 1 Health Surveillance clinic, with our Occupational Health provider (People Asset Management), on-site in February. 1 additional clinic is required to mop-up the remaining 10 staff requiring screenings for 2022-2023. From May 2023 clinics will begin again for those due annual review.

10 colleagues attended their screening with the Occupational Health Nurse with 1 no show. The following screenings were carried out:



2 report reviews were required by line managers, supported by H&S relating to HAVS where a full individual review of risk was undertaken.

12. Audit

12.1 UMAL Audit

A report from external consultant Mike Stones from UMAL Insurance was agreed in the month of February. 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 reviewed and agreed their actions in the month of February.

The UMAL audit, alongside the Henderson Loggie Audit and Fire Risk Assessment further highlighted the importance of the Health and Safety Team workplan in ensuring all policies and procedures are revised and up to date.

13. Health and Safety Policies/Procedures

The Health and Safety Team have produced a tracking system within the Health and Safety workplan for policies and procedures that require review. This incorporates recommendations from both audits, fire risk assessments and general health and safety regulation and legislative requirements.

The policies and procedures tracker has been shared with the performance team. This tracker will provide live updates on progress. A separate tracker has been created to allow for consultation with our Trade Union colleagues and the Health and Safety Committee. The aim of this system is to provide an index of policies and procedures that can be shared and updated with other departments and faculties.

14 Health and Safety Team Additions

The Health and Safety Manager is happy to report that the outstanding vacancies within the team have now been filled. The team would like to introduce:

Name	Bio Information
Stevie Campbell Health and Safety Advisor (PT)	Ex Railwayman of some 38 Years service. Time served Mechanical Fitter and also Circa 25 years' experience working in the Health and Safety field. Qualifications: Nebosh Diploma and LLB Degree in Scots Law, having spent some 8 years in further education.
Grant Burns Health and Safety Advisor (FT)	HR and Health and Safety background in safety & security, logistics & warehouse. NEBOSH general certificate qualification. Qualification in Ergonomic Health and Safety.
Nicholas Fatoye Health and Safety Advisor (PT)	Health and Safety and Environmental professional with background in construction and manufacturing industry. Qualifications include Nebosh diploma and Batchelors degree in medical physiology. Nicholas is currently attending Glasgow Caledonian University to complete his Masters in Risk Management.

15. 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 (February)	52
Staff	26
Students	26
Overall Total 2020-2023	1859

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 February 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.	03/02/23	Student	Student burned index finger on hot tray	Hospitality & Leisure	City		Student reminded of safe working practices when using, hot trays and to use cloths available.	Complete	Closed
2.	07/02/23	Student	Student sanded the tip of their right finger and pinky.	Creative Industries	City		Student given full introduction on safe use of workshop tools and equipment and is supervised by the lecturer.	Investigation complete	Closed
3.	08/02/23	Student	Student cut two fingers one on each hand due to contact with threaded bolts on air compressor. Hands were placed on stud bolts instead of cooler and fellow student pulled cooler out jamming hands against air compressor cover.	Nautical & STEM	Riverside		Review, of teaching methods, possible use of safety gloves when handling threaded bolts or studs.	Investigation complete	Closed

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
4.	08/02/23	Student	While cutting timber with a Japanese pull saw it slipped out of the timber and hit the student on the knuckle on his left index finger.	Nautical & STEM	City		Student re-advised that whilst cutting using hand tools to always keep hand behind cutting blade as instructed to prevent accidents.	Closed	Closed
5.	08/02/23	Student	Sewing machine needle puncture wound to right hand finger nail. Needle still imbedded in students finger nail.	Creative Industries	City	YES	H&S to liaise with faculty.	Closed	H&S Team reviewed RA with faculty. RA has now been updated to reflect comments and operating procedures. H&S Team will work alongside faculty to revise other RA's in area.
6.	08/02/23	Staff	Student was aggressive towards teacher	Nautical & STEM	City		Student due to have disciplinary meeting with CH.	Closed	Will be dealt with by faculty and student disciplinary procedure
7.	07/02/23	Student	Student fell through gap on diesel engine stairs. Gate door was loose and open.	Nautical & STEM	Riverside		Lecturer has returned near miss investigation. Amendments made to area where near miss had taken place. Risk assessment underway.	Closed	Gap present at stairs has now been replaced. RA has been reviewed and will be shared with H&S once updated. H&S working closely with faculty in workshop areas.

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
8.	08/02/23	Student	Student sustained a minor cut to his hand whilst cutting wood in joinery class	Nautical & STEM	City		Student readvised that whilst cutting using hand tools always keep hand behind cutting blade as instructed to prevent accidents.	Complete	Closed.
9.	10/02/23	Student	Student caught outside of thumb on burr of metal sheet, small laceration no bleeding.	Nautical & STEM	Riverside		Student cut his thumb on a piece of sheet metal by accident, he ran his thumb down the metal to check that all burrs were gone and one cut his thumb, has been reminded not to check for burrs this way.	Complete	All students have been reminded of the correct handling methods when handling sheet metal and reminded to remove burrs. - closed
10.	16/02/23	Student	Student received a small burn to left forearm whilst working on a welding task with a partner.	Nautical & STEM	Riverside		Safety Briefing was given to class before returned to task.	Student was working on a paired task, one student holding welding gear while other held the materials. Upon pulling the welding cable to get more length, the student accidentally hit the trigger button when it	Risk assessment was followed for this activity and student was wearing appropriate PPE. Suggested students are told not to have finger near trigger button while trying to gain more cable length. - Closed

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
								was near the other students arm resulting in a small burn to that area.	
11.	16/02/23	Student	Student received a small cut to side of thumb on a burr while handling sheet metal.	Nautical & STEM	Riverside		Student were reminded of the correct handling methods when handling sheet metal and reminded to remove burrs.	Complete	Closed
12.	20/02/23	Student	Student cut left thumb while peeling veg.	Hospitality & Leisure	City		Student returned to class. Student reminded of peeler safety and to take care when completing tasks.	Complete	Closed
13.	21/02/23	Student	While cutting timber with a hand saw it slipped and hit the students left thumb.	Nautical & STEM	City		Students have been reminded of safe working techniques with tools. H&S in discussions to work alongside faculty for H&S workshops	Complete	Closed

17. Appendix C Fire Risk Assessment Action Plans

City Campus in Progress Recommendations		
Action No	Recommendation	Status Update
1	Fire marshals 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.
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 in Progress Recommendations		
Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	Previous index shared with AD of faculty, awaiting update.
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	Previous index shared with AD of faculty, awaiting update
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		
Action No	Recommendation	Status Update
1	Comprehensive list of flammable liquids/gases to be available in event of a fire	Previous index shared with AD of faculty, awaiting update

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.
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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.

Senior Management Team

Date of Meeting	21 ST April 2023
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report March 2023
FOISA Status	Disclosable
Primary Contact	John Gribben – Director Human Resources
Date of production	April 2023
Action	The SMT is invited to note and discuss the contents of this report.

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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. This report provides information relation got activities with in the month of March 2023.

The month of March saw, 10 accidents, 3 of which were RIDDOR reportable. All RIDDOR reported accidents were investigated by the Health and Safety Team. Remedial actions included review of risk assessment control measures, increased supervision, instruction, and training.

There were 2 fire related incidents in March. These incidents were associated with the misuse of hand sanitiser. The Health and Safety Team investigated both incidents resulting in all remaining communal hand sanitiser bottles being removed from both campuses and student accommodation.

The higher risk incident at Riverside campus was reported to Police Scotland and the internal investigation by the faculty resulted in student expulsion. The students involved in the incident at City Campus, have been subject to disciplinary proceedings by Nautical and STEM faculty.

The Operations Desk Near Miss function was live in March which has made a significant improvement on reporting statistics. This allowed the Health and Safety Team to close an action highlighted from the Henderson Loggie Audit. A total of 64 near misses were reported. The Health and Safety Team will continue to review and analyse reports, to provide better categorisations for future monthly reports.

The Health and Safety Manager has worked closely alongside colleagues in the College Development Network to improve accident and incident benchmarking figures. Benchmarking is currently collated by Associations of Colleges for all colleges in the United Kingdom on an annual basis. The Health and Safety Manger has developed a quarterly benchmarking matrix, that mirrors Associations of Colleges and this will be discussed at the next College Development Network meeting in May.

A comparison was conducted using the available data from Associations of Colleges which shows, City of Glasgow College had 13 accidents per 1000 individuals, compared to 32 accidents per 1000 individuals noted within the report.

4. Impact and Implications

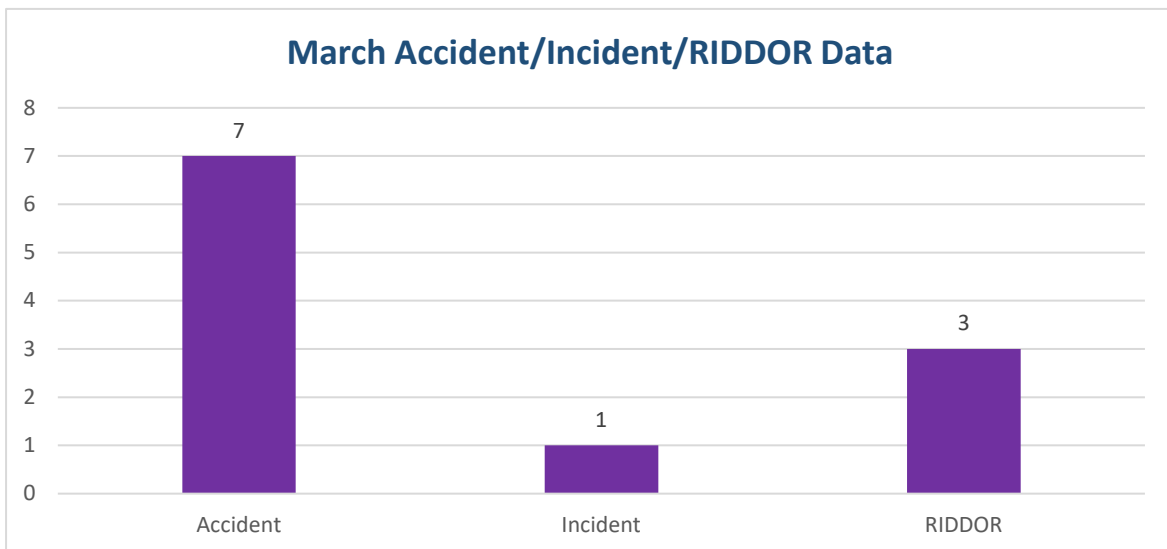
4.1 The reporting process

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**.

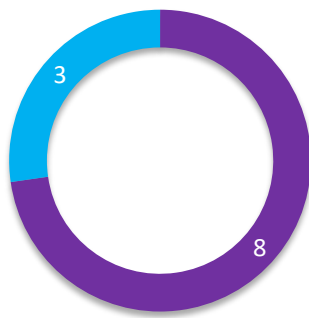
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The City of Glasgow College evaluates performance based on several health and safety performance indicators. While every endeavour has been made to provide comprehensive accident and incident data, the data for 2021 / 2022 / 2023 must be interpreted 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 10 accidents, 3 of which were RIDDOR reportable and 1 incident recorded in March, location and category of individual are detailed below.

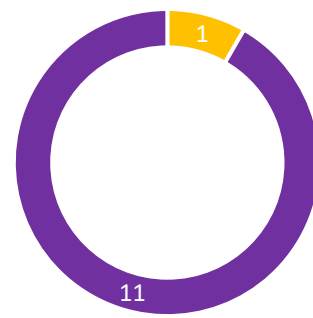


**Location of Accident/Incident
for March**

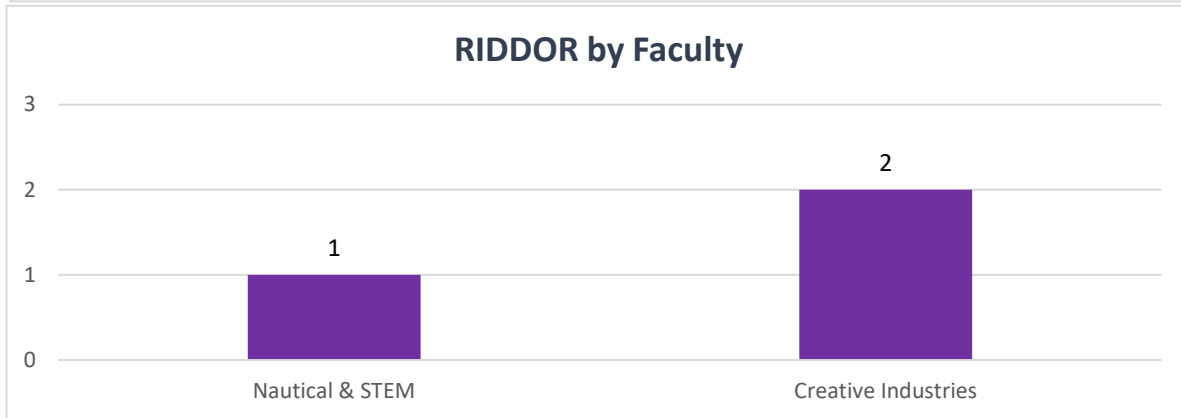
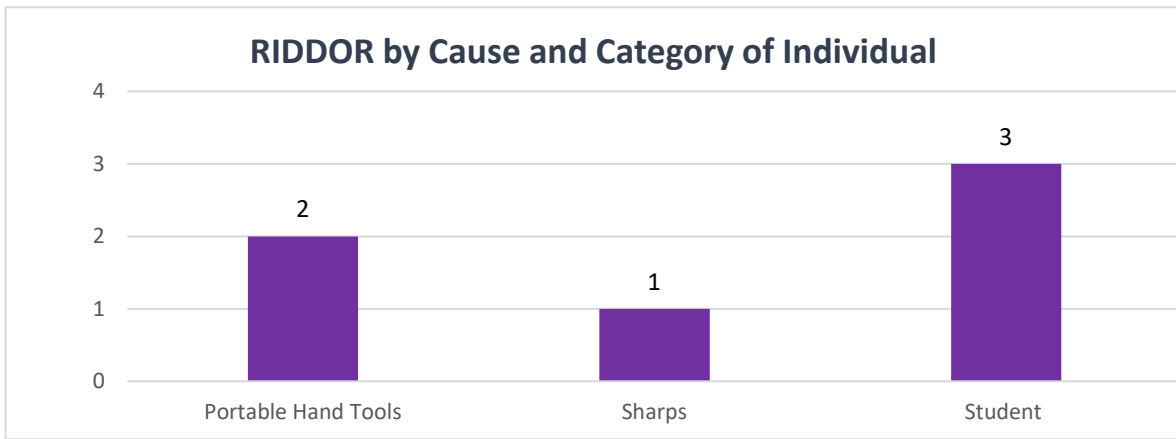


■ CITY ■ RIVERSIDE

**Accident/Incident by
category of individual**

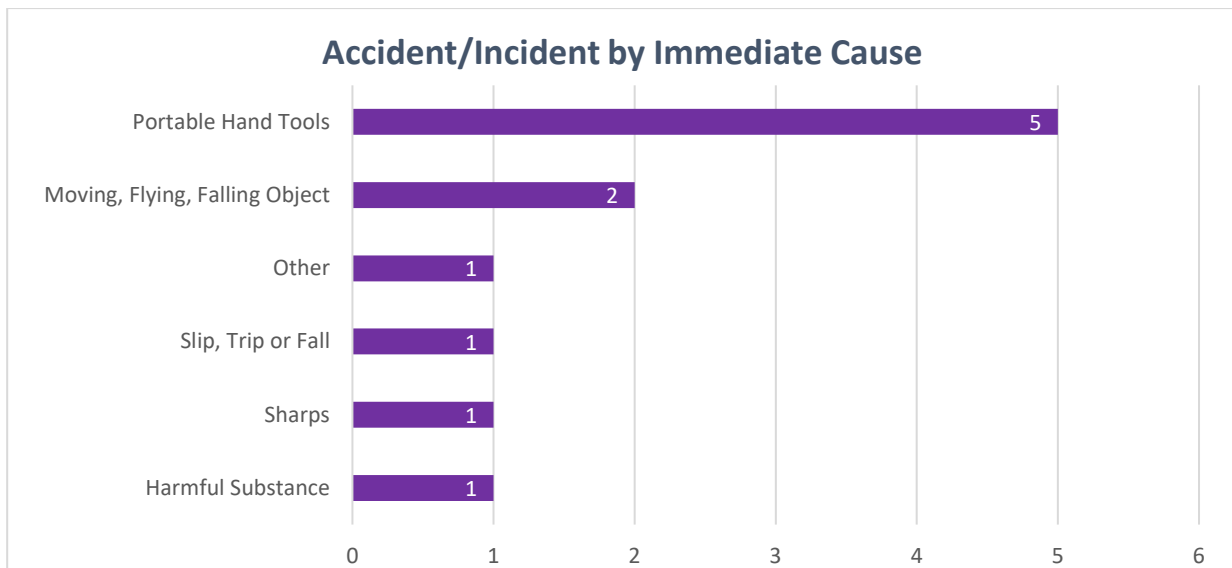


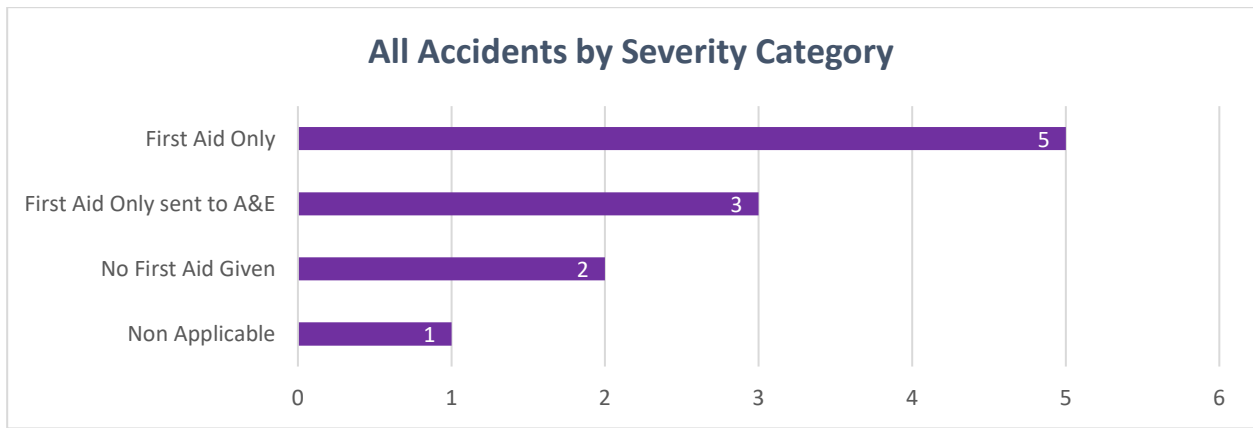
■ Staff ■ Student



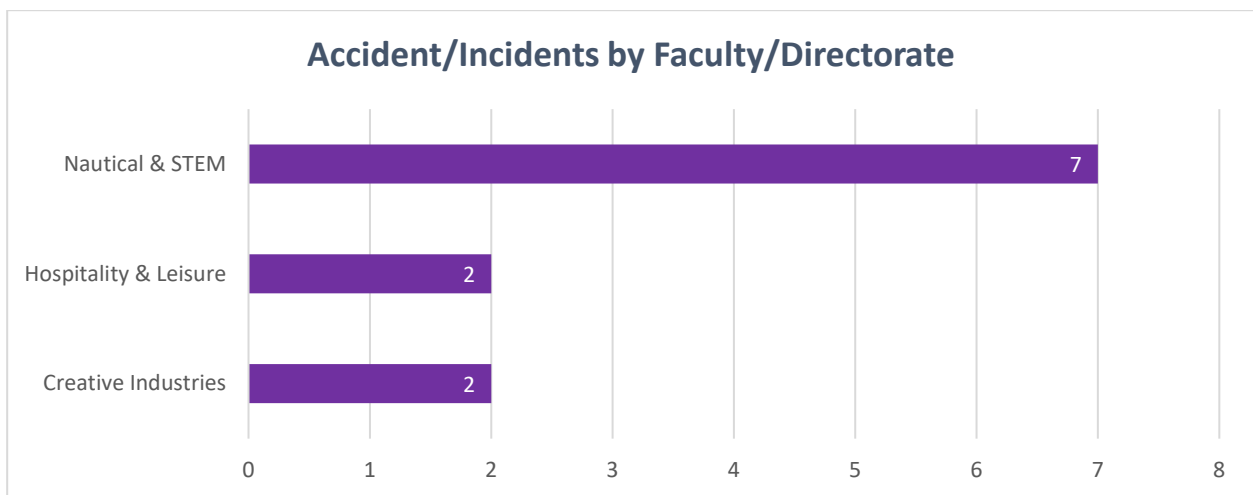
On review of the statistics the following observations can be made:

The most common type of accident was the use of portable hand tools during lessons in the Nautical and STEM faculty. 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 caused by a poor handling techniques and a lapse in concentration and judgement.



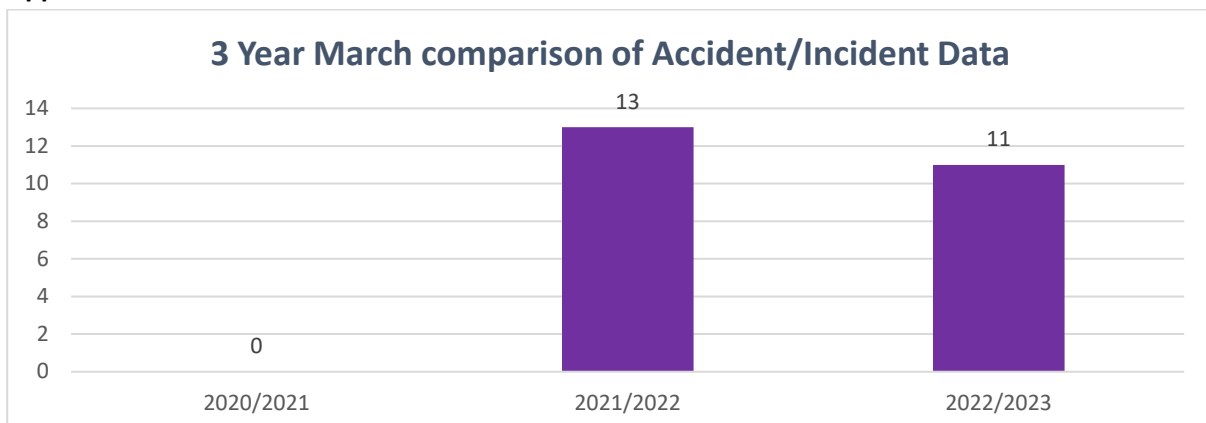


The Health and Safety Team supported the areas ensuring that suitable remedial actions were taken. Remedial actions from these statistics include revision of control measures within the area risk assessments, individualised health and safety demonstrations and training requirements alongside increased instruction and supervision to the class as a whole.



4.2. Accident/Incident Data – Comparison Charts

A comparison of accident, incident data 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**.

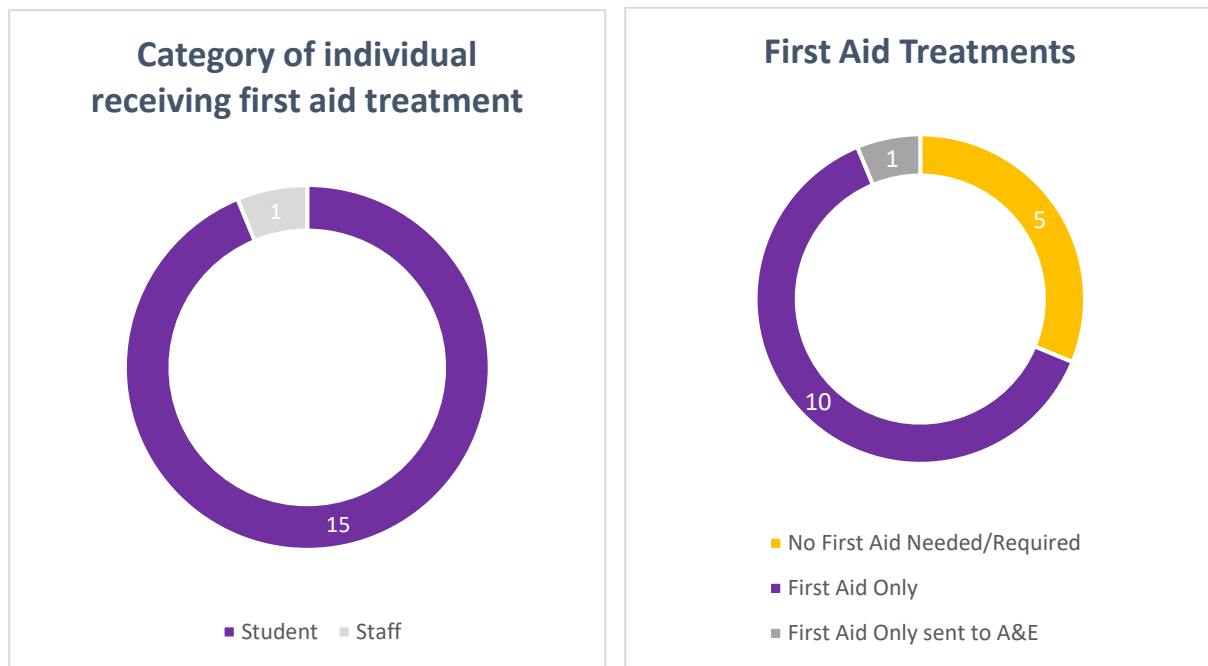


4.3 First Aid

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. A full review of resources is on the Health & Safety team workplan for this summer.

Details of first aid calls are provided below.



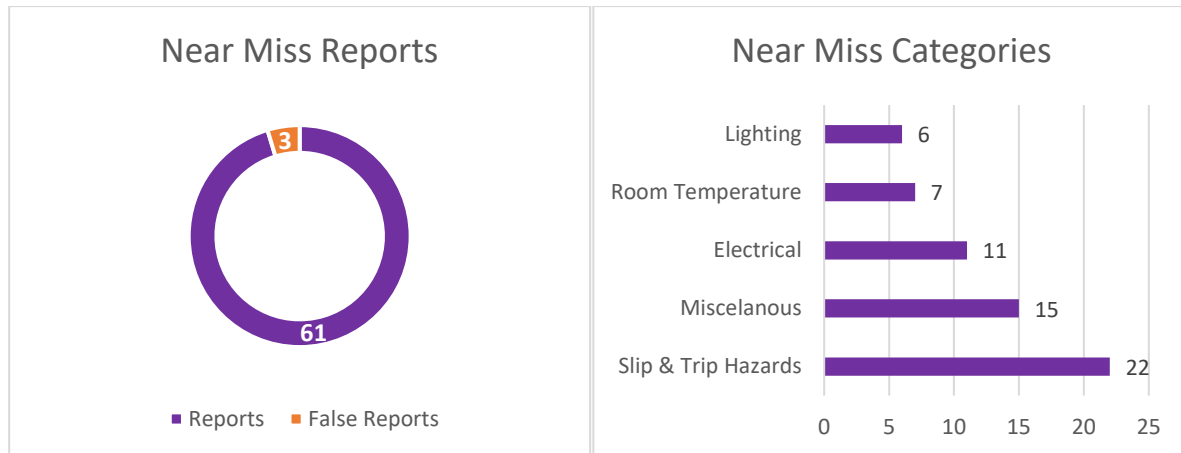
6. Near Miss Reporting

The lack of Near Miss reports was highlighted as an action from Henderson Loggie Audit. Following the recommendations and actions the Health and Safety Team have reviewed all reporting forms and have moved to a more automated system.

After a period of testing, automated forms were created and were live in March. A Near Miss option was also introduced to the operations desk on Enquirer. The month of March saw 64 Near Miss reports, all of the reports were generated via Enquirer Operations Desk.

The reporting of Near Misses will improve over time, as more data becomes available. Of the 64 reported, 3 reports did not meet the criteria to be defined as a Near Miss. A full breakdown of categories is provided below.

The threshold for inclusion in the statistics, until further data is available for comparison over the coming months is 5. There were 15 ‘Miscellaneous’ reports that include issues with doors, blocked toilets, broken glass and littering. All 61 of the Near Miss reports were actioned as complete.



7. Health and Safety Benchmarking

During March, the Health and Safety Manager has examined many methods for benchmarking accident, incident, and near miss data. Information has been provided through collaboration with the Health and Safety College Development Network (CDN). A report is provided annually by Association of Colleges (AOC) for all institutions within the UK. However, the Health and Safety Manager has discussed with the chair of Health and Safety CDN to develop a system that mirrors AOC but is based solely on colleges in Scotland. The Health and Safety Manager has created a quarterly benchmarking matrix, to be discussed as at the next CDN meeting.

However, to provide a comparison, data from the [AoC Annual Benchmarking Report](#) is provided below. This data is from **2021/2022** academic year. The figures show that the City of Glasgow College has fewer accidents per 1000 individuals compared to data from AOC.

Benchmarking Comparisons 2021/2022		
AOC Accident and Incident Totals	7260	32 per 1000
COGC Accident and Incident Totals	84	13 per 1000

Whilst the data indicates that City of Glasgow College is below the average per 1000 individuals for accidents, this must be viewed with some caution. An audit of reporting from each faculty in 2022/2023 highlighted a gap in reporting of accident and incidents, which has improved this academic year. Therefore, even while this number gives the impression that the college is below average and may therefore be considered safer, it is not totally accurate. As additional data becomes available in the upcoming months, it would be anticipated that this number will be closer to the average.

8. Health and Safety Investigations

8.1 Meningococcal

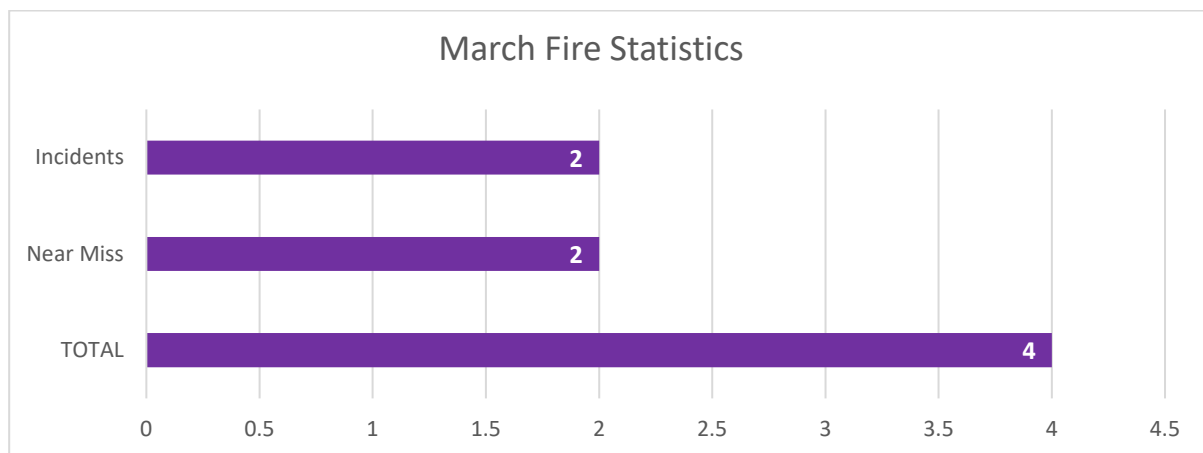
Representatives from the college continued to liaise with Public Health Protection Unit and the Incident Management Team in the month of March. A follow up meeting took place in March to discuss communications shared by City of Glasgow College to all staff and students. Discussion took place at this meeting to reassure there would be continued coordination between COGC and PHPU.

There were no new meningococcal cases reported within the month of March. The most recent individual continued to make a recovery. No further meetings were required, however, the PHPU and COGC continued to liaise throughout the month of March for any staff or student enquiries.

9. Fire

9.1 March Fire Statistics

There were 2 fire incident and 2 near misses in the month of March. The near misses relate to evidence of smoking and the use of deep fat fryers within student accommodation. Both instances were investigated, and students have been subject to the student disciplinary procedure.



9.2 Fire Incidents

The month of March saw two instances where students deliberately misused hand sanitiser both at City and Riverside campus to set alight.

The most severe incident at Riverside resulted in full alarm actuation and evacuation with attendance from Scottish Fire and Rescue Service. A full investigation was conducted by the Health and Safety Team that found a student purposely poured hand sanitiser into an electrical box in the study space within the library. An investigation was conducted by the faculty, the student has since been expelled from college and the incident has been reported to police due to malicious intent. A student, unrelated to the incident has been commended for their fast response in raising the alarm.

A second incident occurred at City Campus where students in the construction area poured hand sanitiser onto the tables in the cafeteria area and set alight. Students were identified through CCTV and this is currently under investigation from the faculty.

The investigation on both incidents recommended and actioned that all remaining communal hand sanitiser was removed from both campuses.

9.3 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.

Location	Alarm Status	Cause
City Campus	2 Pre alarm	Cooking Fumes
Riverside Campus	1 Full Fire Actuation	Deliberate Fire Attempt, hand sanitiser
Halls of Residence	4 Pre alarm 1 Fire Evacuation (due to smoke from cooking fumes)	Cooking fumes

9.4 Scottish Fire and Rescue Service

An audit summary was received in March from the Scottish Fire and Rescue Service. [City of Glasgow College Audit Outcome](#). The Health and Safety Team will coordinate with each faculty and directorate to close down actions in the month of April, assisted by Marty Brandrick Fire Safety Officer upon his appointment.

9.5 DSEAR

The Health and Safety Team received the audit report and gap analysis documentation from William Rose, 4Squared external DSEAR consultancy. All documentation was reviewed to create a live working document that was shared with Nautical and STEM and the Estates department. [DSEAR Actions and Recommendations](#).

A progress update from the Faculty of Nautical & STEM is required by the end of April.

10. Training

City of Glasgow college offers comprehensive health and safety training via e-Learning (Workrite and My Development), 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.

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 March.

10.1 Summary of Health and Safety e-Learning Training March 2023

Course	Type of Course	Number of Staff Completed
MyDevelopment Health and Safety Training module.	Online	50
Assessrite Display Screen Equipment – Homeworking	Online	4
Assessrite Display Screen Equipment	Online	7
	Total	61

10.2 Summary of delivered Health and Safety Training February 2023

Course	Type of Course	Number of Staff Completed
Emergency Fire Action Plan – Evac Team Refresher	In person	2
First Aid Training & Refresher	In person (external)	1
	Total	3

11. Risk Assessments

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

Faculty/Department	Number
Creative Industries	2
Education and Humanities	1
Corporate Development	1
Nautical and STEM	0
Hospitality and Leisure	0
Student Association	1

Total	5
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12. Health Surveillance

An important part of occupational health is how work and the work environment can impact on health therefore we must make sure our employee's health is not impacted by their work.

Health surveillance is undertaken where repeated health checks are used to identify ill health caused by work. Health and safety law requires health surveillance when our staff remain exposed to health risks after we have put controls in place. This is because control measures may not always be reliable, despite appropriate checking, training and maintenance. Health risks which require health surveillance include noise (audio screening), vibration (HAVS screening) and substances hazardous to health (skin & respiratory screening).

There were no clinics in the month of March for Health Surveillance, the next date proposed date is 28th April.

13. Health and Safety Engagement Workshops

The Health and Safety Team are in early phases of developing health and safety engagement workshops. Nautical and STEM are working alongside the team to undertake a trial project. Once testing stage is complete the team will look to liaise with each faculty and department.

The workshops have been driven by recommendations from various audits, risk assessments and the overall health and safety workplan. The aim of the workshop is to facilitate each faculty to have their own individualised health and safety management system. This will incorporate any relevant policies and procedures, risk assessments, including COSHH, health surveillance, and inspections to be in one centralised area. This will allow directorates and faculties to assist the Health and Safety Team with internal audits. Each faculty will initially utilise the Health and Safety Team to the fullest extent however once it has been developed and implemented there will be a dedicated member of the Health and Safety Team to assist

14. Health and Safety Committee

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

- The Health and Safety monthly reports were provided to the committee for noting and comment. Particular attention was paid to the appointment of Health and Safety Advisors, Stevie Campbell, Grant Burns and Nicholas Fatoye.
- The committee was provided with a paper that detailed plans for the Health and Safety Workplan, including policies and procedures that are under review. A tracking system has been created to allow ease of consultation sign off for the committee and trade union representatives.

- An update of the Fire Risk Assessment Actions was provided to the committee as a paper. A summary of actions that have been completed was provided, with plans for how to close remaining actions that include Emergency Fire Action Plan training. This will commence following the appointment of the Fire Safety Officer in April.
- How to improve the college PEEP procedure was raised at the committee. Faculties were asked to provide feedback on how the process can be improved with lecturers and curriculum heads. Now that the catchment form on Enquirer is operational, faculties were asked for suggestions on how the procedure might be enhanced for staff to understand their role and responsibilities. The Fire Safety Officer will be consulted regarding staff drop-in sessions.
- 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.
- The committee was provided with an update relating to the meningococcal cases that have been linked to the college. The committee was informed of the work done in collaboration with PHPU, and the excellent news that no new instances had been recorded in March.

15. 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 (March)	58
Staff	33
Students	25
Overall Total 2020-2023	1917

16. 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.

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

**Please note, wording is derived from First Aid and Accident Forms submitted*

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.	02/03/23	Student	Student caught middle finger left hand on plastic guard of the guillotine machine, finger was red and slight dent in nail.	Nautical & STEM	Riverside		Guard to be adjusted/moved to make it harder for fingers to get trapped. Signage put up on machine, Warning tape on guard.	Closed	Student had been shown the safe and correct way to use the guillotine but had hand too close to guard. Complete
2.	08/03/23	Staff	Staff member tripped over open electric floor box.	Hospitality & Leisure	City		Train staff members to check flooring before future set up. Reporting of faulty electrical connection boxes. Hazard tape added to electrical connection boxes. Update FES have replaced damaged power box lid Injured person will monitor bruising over coming days.	Closed	Room was reviewed by Health and Safety Team. Update FES have replaced damaged power box lid. Injured person continued work.

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
3.	08/03/23	Student	A student cut their finger with a Stanley knife. The student was wearing safety gloves. The Stanley blade was sharp enough to cut through the safety gloves.	Nautical & STEM	City	Yes	<p>Lecturer will follow up with student on Monday. Student is scheduled to have minor surgery on finger.</p> <p>Lecturer will go through safe cutting techniques when using Stanley knives.</p> <p>Risk assessment reviewed by Health and Safety Team</p>	<p>Investigation of gloves by H&S good standard and quality.</p> <p>Accident was caused due to excessive force.</p> <p>Closed</p>	<p>RIDDOR reported.</p> <p>Closed.</p>
4.	09/03/23	Student	Student was using a chisel to cut timber, it slipped and hit their left thumb and index finger.	Nautical & STEM	City		<p>Class was spoken to after incident informally.</p> <p>Student has been reminded of health and safety sessions they attend throughout their course and the importance of using hand tools properly.</p>	<p>Closed</p>	<p>Complete</p>

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.	09/03/23	Student	Student had been chipping the welding slag from workpiece and a small piece of grit bounced up underneath their safety glasses and into their eye.	Nautical & STEM	Riverside		Lecturers' comment: It was more of a freak occurrence as the person was following safety protocols. The possibility of having safety goggles rather than glasses could be a option but may cause additional problems during welding.	Closed	Complete
6.	17/03/23	Student	Student cut chin when shaping metal, using a hand tool (bar), metal struck them on face when applied force.	Nautical & STEM	Riverside		Students rebriefed on the need to use correct method when removing material from bars, demonstration given. Extra supervision by lecturer also.	n/a	Closed
7.	21/03/23	Student	School pupil was cutting copper with a handsaw when blade snapped and a piece of the blade approximately 3cm long embedded in their ring finger (left hand) this stayed lodged about 5/8mm deep.	Creative Industries	City	Yes	Students to be debriefed and given demonstration of safe use of piercing saw. Individual tutor observation to ensure safe use before students are left to work independently at their work stations.	n/a	RIDDOR Reported Closed

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
8.	17/03/23	Student	Student puncture wound to left index finger when using chisel	Creative Industries	City	Yes	Students re-briefed re safe use of chisels/ This is reinforced on an ongoing basis	Closed	RIDDOR Reported Closed
9.	17/03/23	Staff	Staff had to call security to remove student from class	Hospitality & Leisure	City		Lecturer and staff in area will conduct RA for suitability of student to return to class.		Closed.
10.	22/03/23	Student	Student sustained minor cut to finger with scraper.	Nautical & STEM	City		All students provided with refresher demonstration on proper use by workshop technician. Class was provided with additional power point presentation on 'health and safety while working with hand tools'		Closed
11.	23/03/23	Student	Student splashed mortar in eye	Nautical & STEM	City		Lecturer re-emphasised importance of correct application of materials. Health and Safety guidance was provided to student individually including use of eye protection.		Closed

Senior Management Team

Date of Meeting	17 th May 2023
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report April 2023
FOISA Status	Disclosable
Primary Contact	John Gribben – Director Human Resources
Date of production	May 2023
Action	The SMT is invited to note and discuss the contents of this report.

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1. Recommendations

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

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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. This report provides information relation got activities within the month of April 2023.

The month of April saw, 6 accidents, 1 of which was RIDDOR reportable and 1 accident that has an ongoing investigation. The RIDDOR reported accident was due to mishandling of a box cutter. The injured party acknowledged that improper handling had occurred. This incident provided an opportunity to review safe handling procedures with the individual and the class. All accidents were investigated by the Health and Safety Team. Remedial actions included review of risk assessment control measures, increased supervision, instruction, and training.

There is an ongoing investigation related to pressurised release of hydraulic oil from a hydraulic rig at Riverside Campus. The Health and Safety Team have provided an interim report to the faculty with recommendations and actions. These include completion of a risk assessment completion of COSHH assessments and development of user checks alongside a standard operating procedure. The Health and Safety Team will continue to assist the faculty in the month of May. A full report will be available upon completion.

4. Impact and Implications

4.1 The reporting process

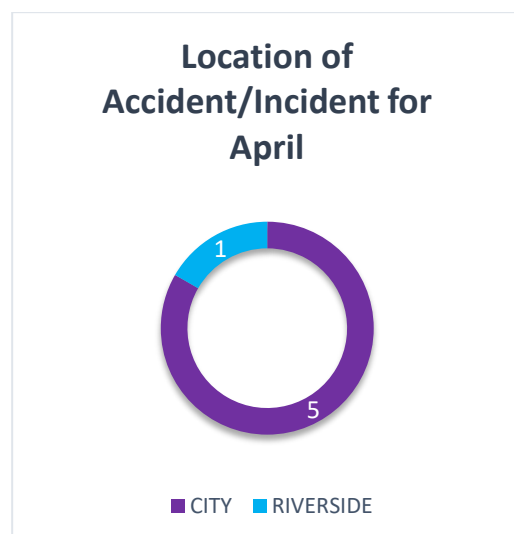
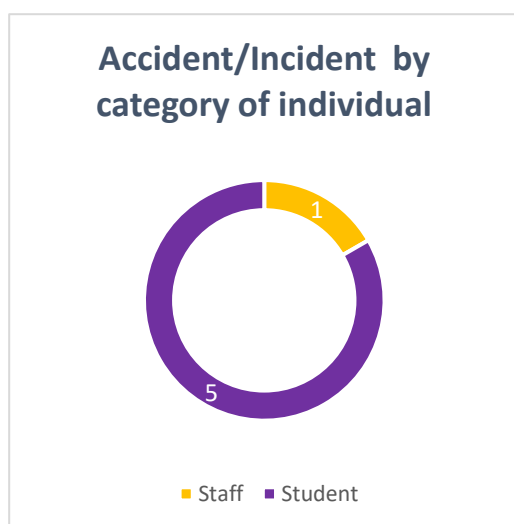
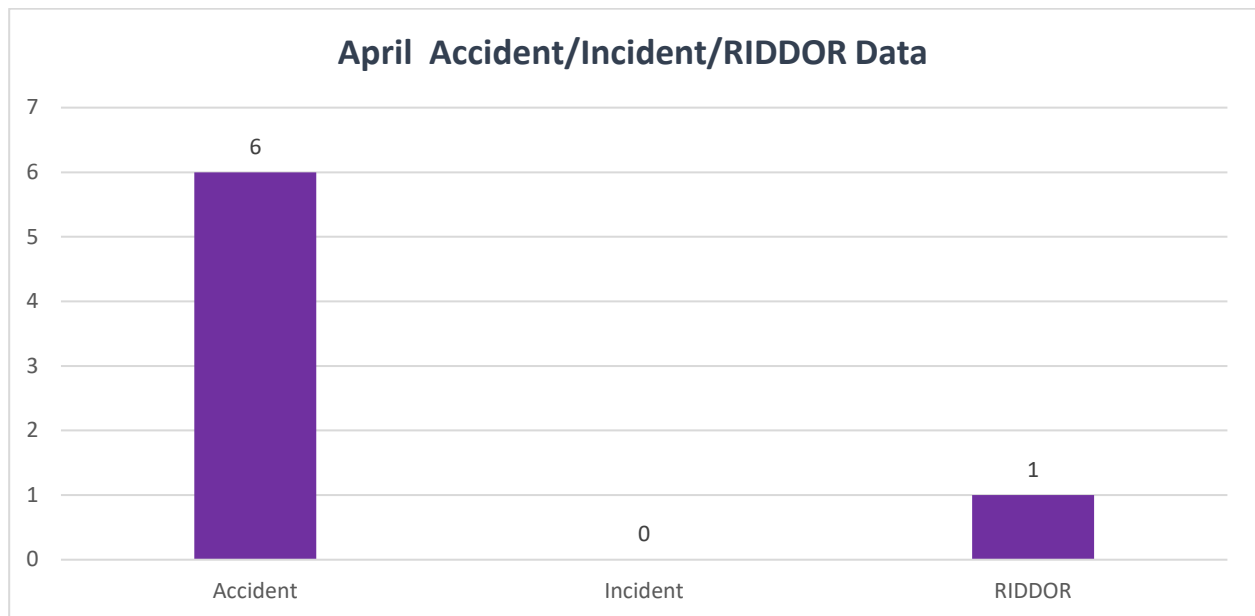
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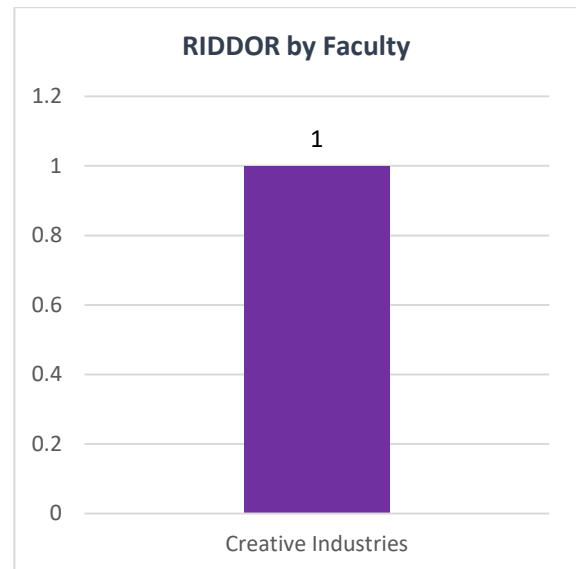
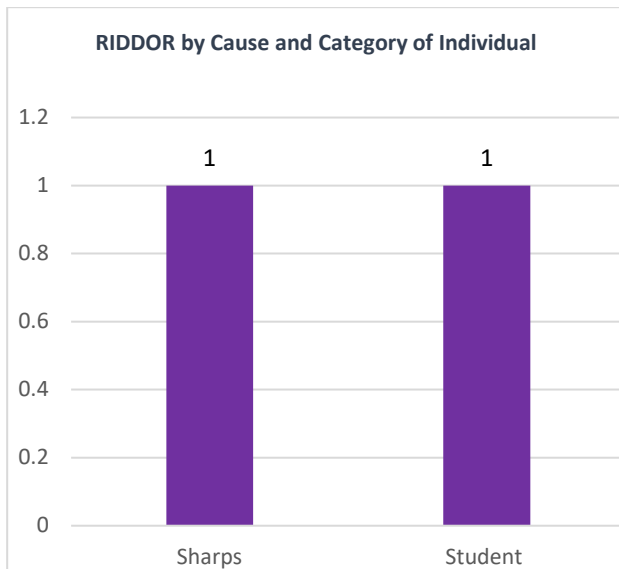
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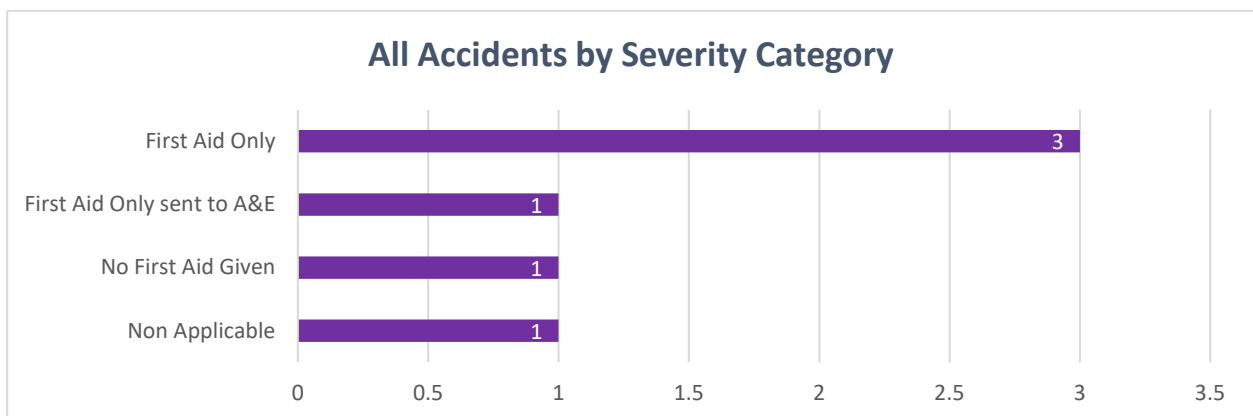
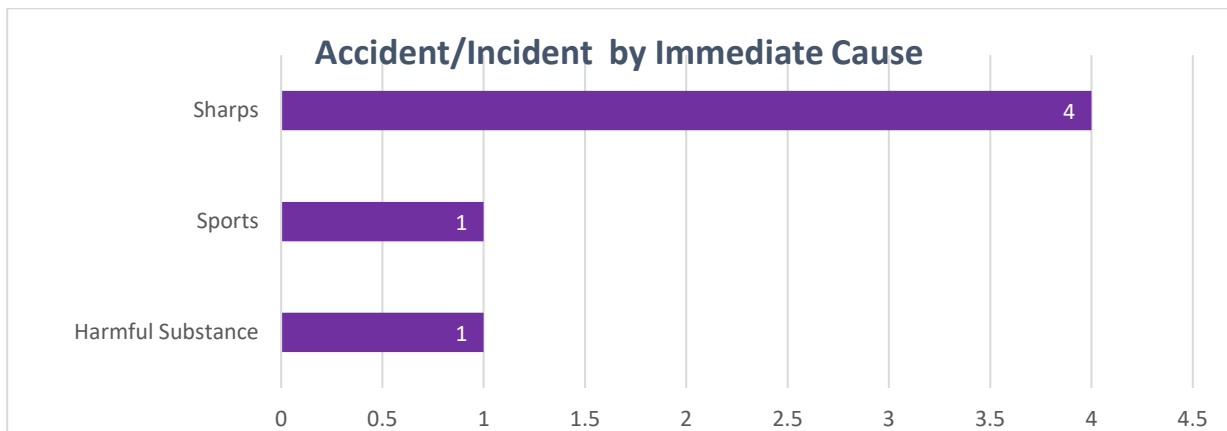
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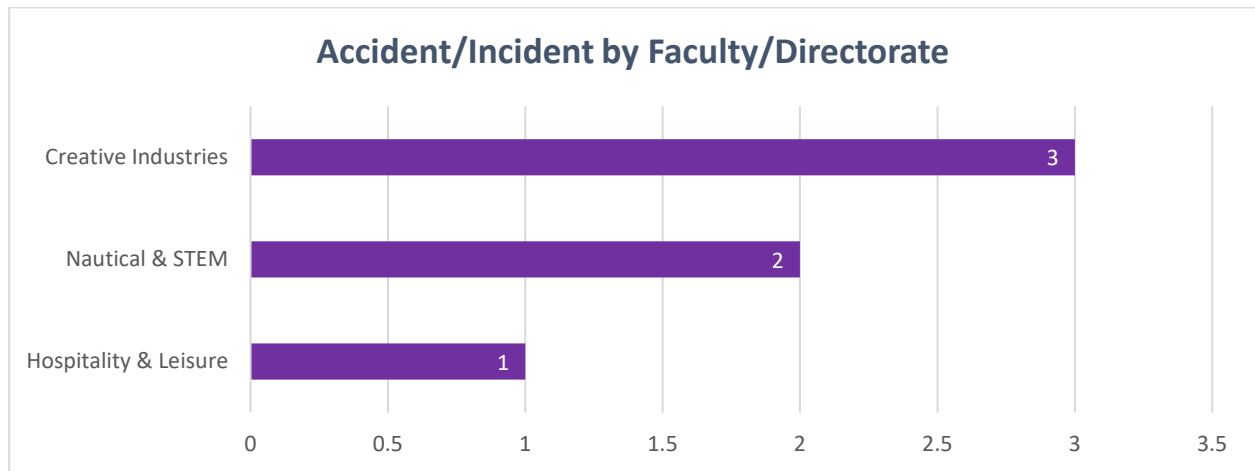


On review of the statistics the following observations can be made:

The most common type of accident was the use of sharps during lessons in the Faculty of 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 caused by a poor handling technique and a lapse in concentration and judgement.

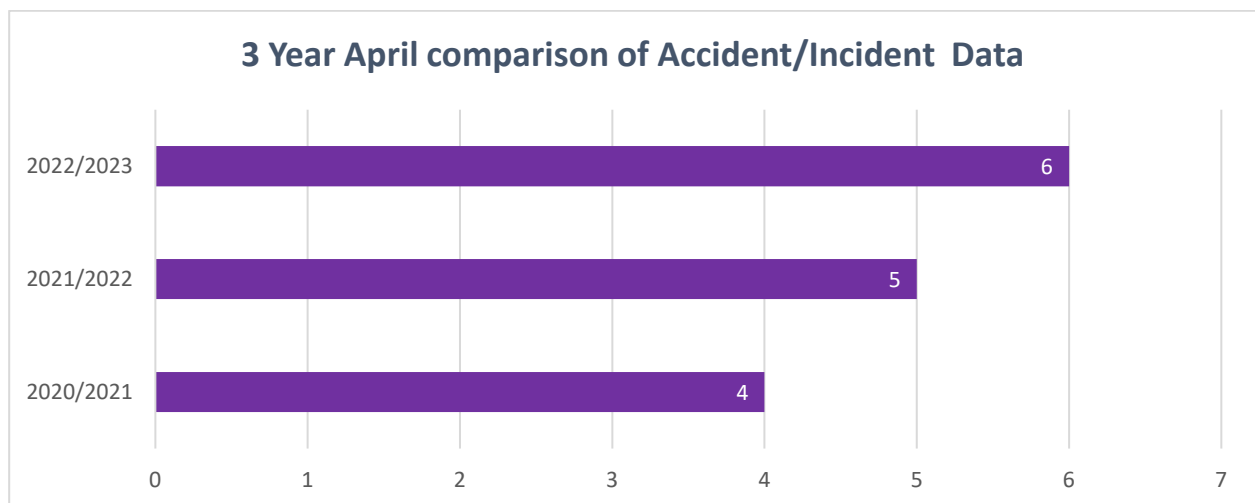


The Health and Safety Team supported the areas ensuring that suitable remedial actions were taken. Remedial actions from these statistics include revision of control measures within the area risk assessments, individualised health and safety demonstrations and training requirements alongside increased instruction and supervision to the class as a whole.



4.2. Accident/Incident Data – Comparison Charts

A comparison of accident, incident data 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 at various levels of capacity during the last three reporting years. Full breakdown of data is in **Appendix B**.

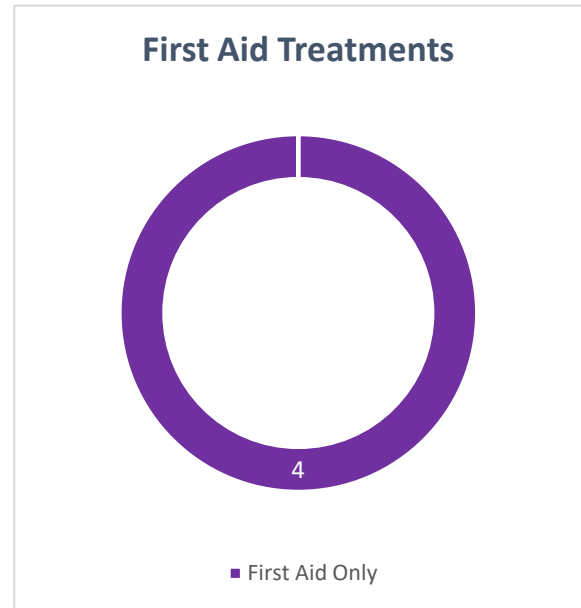
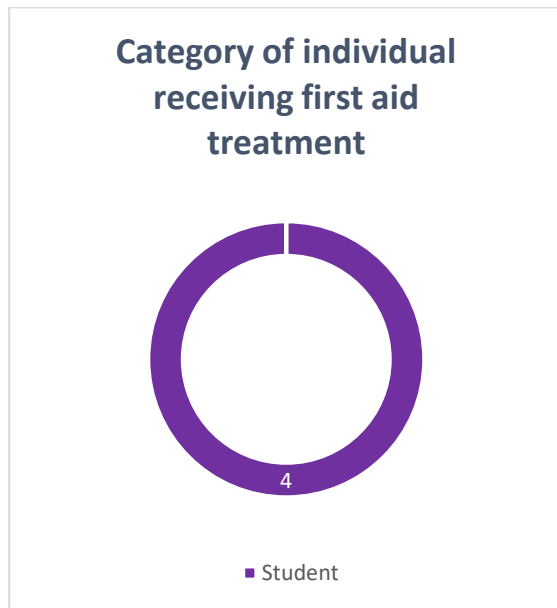


4.3 First Aid

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. A full review of resources is on the Health & Safety team workplan for this summer.

Details of first aid calls are provided below. Three of the first aid calls related to students who had previous cuts that had reopened and required plasters. Another request for a first aider was made due to a student feeling lightheaded.



6. Near Miss Reporting

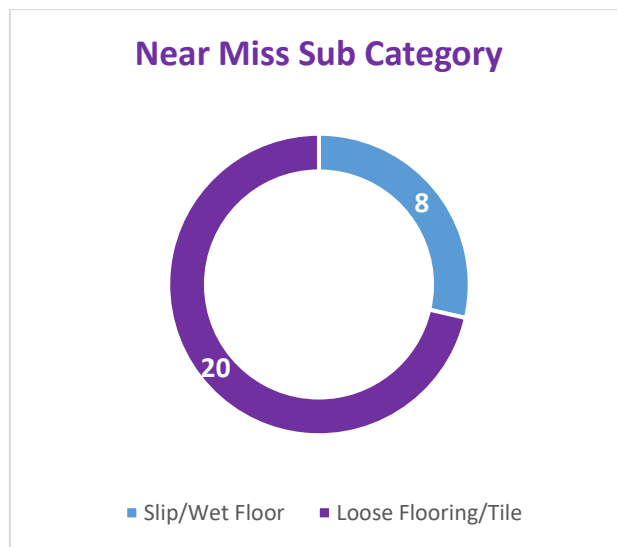
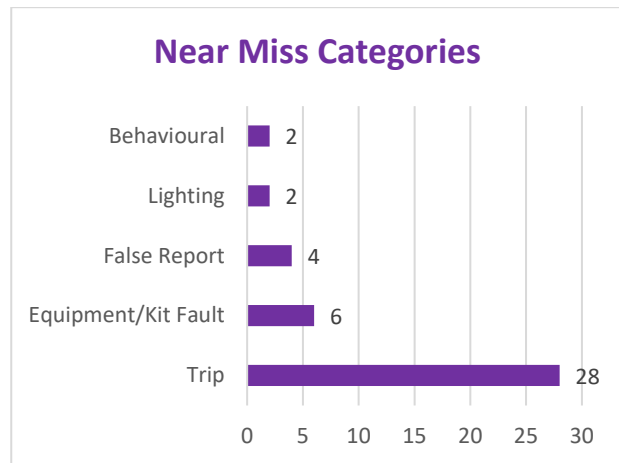
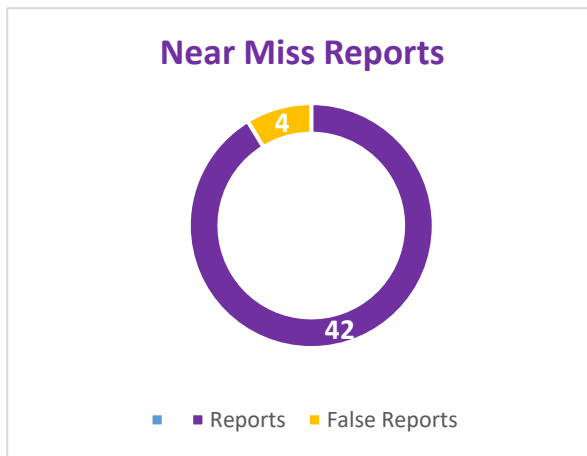
The lack of Near Miss reports was highlighted as an action from the Henderson Loggie Audit. Following the recommendations and actions the Health and Safety Team have reviewed all reporting forms and have moved to a more automated system.

The month of April saw 42 Near Miss reports, 40 of these were generated via the Enquirer Operations Desk and 2 reports were completed via the automated form on MyConnect.

The reporting of Near Misses will continue to improve over time, as more data becomes available. Of the 42 reported, 4 reports did not meet the criteria to be defined as a Near Miss. A full breakdown of categories is provided below.

The main category this month was trip hazards with a total of 28. These reports were further categorised that show, 8 reports of hazards that could cause a slip, by spillages and leaks, and 20 reports of loose tiles, carpets and flooring.

The majority of these reports were completed by our colleges in the Estates Department while completing their Planned Preventative Maintenance.



7. Health and Safety Benchmarking

The Health and Safety Report for March provided information relating to benchmarking accident and incident data, with a comparison against the annual data collected by Associations of Colleges.

A meeting with Health and Safety College Development Network (CDN) was planned for May, unfortunately this meeting has been postponed with a rescheduled date to follow.

8. Health and Safety Investigations

8.1 Hydraulic Rig

The Health and Safety Team had concerns following an incident relating to the pressurised release of hydraulic oil from one of the hydraulic rigs in Riverside Campus. It is not possible to confirm if the incident was caused due to equipment failure or human error until the investigation is completed. However, an initial investigation revealed the following:

- No task-based risk assessment
- No COSHH assessment
- No Standard Operating Procedure

The area has been sealed from unauthorized entry until the room has been appropriately cleaned with a suitable spillage kit. The Health and Safety Team have arranged to meet with the faculty to conduct training relating to risk assessments, COSHH and assist in the development and implementation of robust safety measures.

A full report will be available in due course.

9. Fire

9.1 April Fire Statistics

There were no fire incidents or near misses reported in the month of April.

9.2 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.

Location	Alarm Status	Cause
City Campus	None	None
Riverside Campus	None	None
Halls of Residence	4 Pre alarm	Cooking fumes

9.3 DSEAR

The Health and Safety Team received the audit report and gap analysis documentation from William Rose, 4Squared external DSEAR consultancy. A [progress report](#) was provided after a meeting between Nautical & STEM and Health and Safety. The team will continue to assist the faculty with gathering evidence and in the development and implementation of a DSEAR procedure.

9.4 Appointment of Fire Safety Officer

Marty Brandrick joined the College on the 17th April as a Fire Safety Officer (FSO). Following integration, he has been busy familiarising himself with the campus buildings, and key stakeholders. A visit from Scottish Fire and Rescue Service (SFRS) to the Riverside Campus ensured SFRS are aware of the buildings fire safety measures. This included a familiarisation of our Riverside and Halls of Residence premises to update information held by SFRS in relation to firefighting equipment and facilities such as stop valves and locations of hydrants.

The FSO has also worked on changes to SFRS attendance policy, for [unwanted fire alarm signals](#) in preparation of the 1st of July. From 1 July 2023, SFRS will stop attending automatic fire alarm call outs to commercial business and workplace premises, unless a fire has been confirmed. In light of this the

FSO is currently reviewing the college procedures to ensure these are updated in line with these changes.

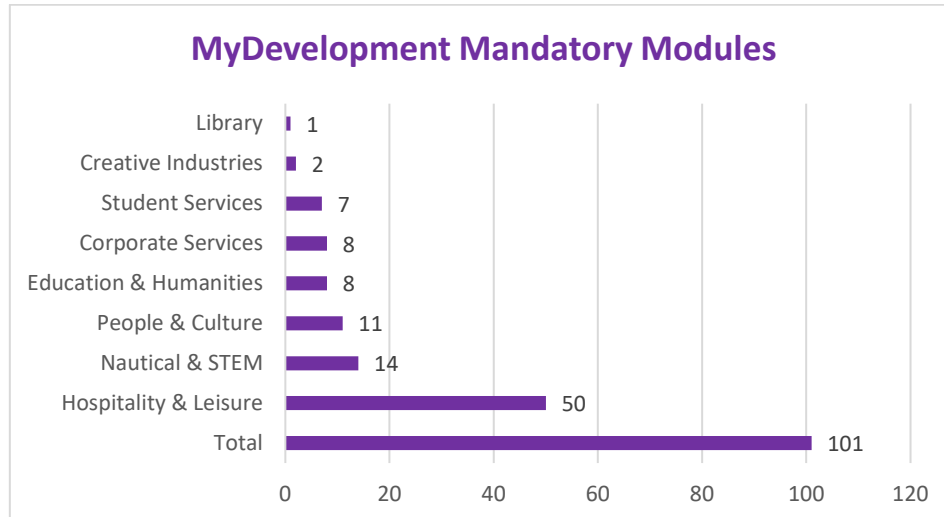
A full report on what changes can be expected and how the college will review our procedures will be provided to SMT.

10. Training

City of Glasgow college offers comprehensive health and safety training via e-Learning (Workrite and My Development), 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.

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 April.

10.1 Summary of Health and Safety e-Learning Training April 2023



Course	Type of Course	Number of Staff Completed
Assessrite Display Screen Equipment – Homeworking	Online	1
Assessrite Display Screen Equipment	Online	1
	Total	104

10.2 Summary of delivered Health and Safety Training April 2023

Course	Type of Course	Number of Staff Completed
Emergency Fire Action Plan – Evac Team Refresher	In person	1
First Aid Training & Refresher	In person (external)	0
	Total	1

11. Risk Assessments

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

Faculty/Department	Number
Creative Industries	0
Education & Humanities	2
Hospitality & Leisure	0
Nautical & STEM	0
Student Association	3
Total	5

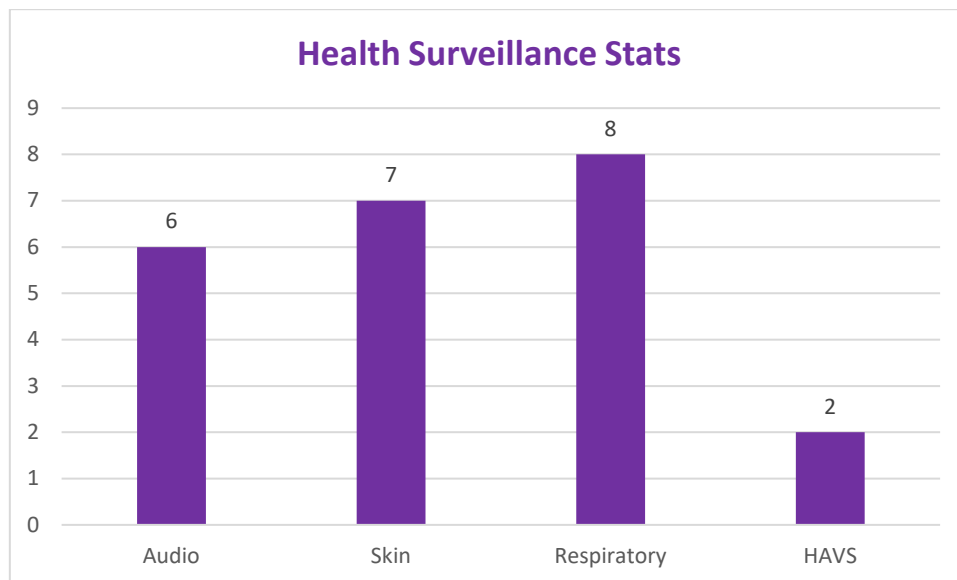
12. Health Surveillance

An important part of occupational health is how work and the work environment can impact on health therefore we must make sure our employee's health is not impacted by their work.

Health surveillance is undertaken where repeated health checks are used to identify ill health caused by work. Health and safety law requires health surveillance when our staff remain exposed to health risks after we have put controls in place. This is because control measures may not always be reliable, despite appropriate checking, training and maintenance. Health risks which require health surveillance include noise (audio screening), vibration (HAVS screening) and substances hazardous to health (skin & respiratory screening).

We ran 1 Health Surveillance clinic, with our Occupational Health provider (People Asset Management), on-site in April. From May 2023 clinics will begin again for those due annual review.

8 colleagues attended their screening with the Occupational Health Nurse. The following screenings were carried out:



The Health and Safety Team continue to support faculties with the recommendations highlighted within these reports. This includes:

- Review of general task-based risk assessments
- Completion of individual risk assessments
- Assessments conducted on machinery under Provision and Use of Work Equipment Regulations 1998, (PUWER) to aid in the identification of Hand Arm Vibration (HAVS) exposure calculations

13. Health and Safety Engagement Workshops

The Health and Safety Team are in early phases of developing health and safety engagement workshops. Nautical and STEM are working alongside the team to undertake a trial project. Once testing stage is complete the team will look to liaise with each faculty and department.

The workshops have been driven by recommendations from various audits, risk assessments and the overall health and safety workplan. The aim of the workshop is to facilitate each faculty to have their own individualised health and safety management system. This will incorporate any relevant policies and procedures, risk assessments, including COSHH, health surveillance, and inspections to be in one centralised area. This will allow directorates and faculties to assist the Health and Safety Team with internal audits. Each faculty will initially utilise the Health and Safety Team to the fullest extent however once it has been developed and implemented there will be a dedicated member of the Health and Safety Team to assist

The Health and Safety Team have met with Nautical & STEM Dean and Associate Deans, to identify nominated individuals. Initial information gathering has begun in the Construction area at City Campus and Engineering Workshops at Riverside.

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 (March)	24
Staff	14
Students	10
Overall Total 2020-2023	1941

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 April 2023 RIDDOR Reportable Accidents highlighted in yellow

**Please note, wording is derived from First Aid and Accident Forms submitted*

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.	03/04/23	Student	Student Sustained minor cut to hand when chiselling wood, left index finger.	Creative Industries	City	N	Staff to ensure safe practices are being carried out by reiterating safe methods of working while using a chisel, this will be actioned by supervision and demonstration of tool use.	No	Closed
2.	17/04/23	Student	Student was using a box cutter to cut material it sliced into their left hand index finger and they sustained a cut just above the knuckle.	Creative Industries	City	Y BE11416C10	Students were reminded the importance of using sharp edged equipment correctly and safely. The opportunity was also used to discuss glue guns and the importance of their safe use. The student had said at the time that they had not used the blade as shown and had cut towards themselves instead of away. Health and Safety Module on My Development also to be refreshed.	No	Closed

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
3	18/04/23	Student	Student stumbled over a piece of equipment whilst hanging coat in cupboard and bumped above left eye on shelf, minor cut.	Hospitality & Leisure	City	N	Students have been reminded to store free standing equipment back in cupboard safety after use.	No	Closed
4	21/04/23	Staff	Lecturer cut middle finger left hand at the tip	Creative Industries	City	N	Risk Assessment was reviewed with no identified follow up or alteration required. Operator error of judgement.	No	Closed
5	25/04/23	Student	Student was hit on top of head by another student's hand during a game of basketball.	Hospitality & Leisure	City	N	No actions identified, hazard of sports activity.	No	Closed
6	26/04/23	Student	Spilled oil from hydraulic rig hit student shoulder	Nautical & STEM	Riverside	N	Accident is currently under Health and Safety Investigation. Student unharmed due to PPE	Yes	Ongoing

