

Board of Management

People & Culture Committee

Date of Meeting	Wednesday 1 November 2023
Paper No.	PCC1-G
Agenda Item	5.3
Subject of Paper	Health and Safety Annual Report
FOISA Status	Disclosable
Primary Contact	John Gribben, Vice Principal People and Corporate Services
Date of production	September 2023
Action	For Discussion

1. Recommendations

The Committee is invited to discuss the report.

2. Purpose

The purpose of the Annual Health and Safety Report is to summarise how City of Glasgow College has effectively managed health and safety for the academic year 2022/23 and its intentions with regards to plans for 2023/24 and the future.

3. Consultation

The Senior Management Team (SMT) receives a monthly report on health and safety. The Health and Safety Committee and the Finance and Physical Resources Committee traditionally received these reports every three months. In the future, the People and Culture Committee will receive the monthly reports each quarter.

SMT and the Health and Safety Committee including representatives from the Trade Unions are invited to provide comments relating to the monthly reports.

4. Key Insights

4.1 Executive Summary

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

4.2 Key Achievements

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

- A smooth transition for staff and students welcomed back onto campus following the pandemic.
- Significant engagement with faculties and departments and an investment in general health and safety measures across the organisation supported by training sessions and risk assessments for all areas.
- Stability to the Health and Safety Team, including the appointment of the Fire Safety Officer

- Improved health and safety compliance which has been supported by the improvement of reporting of Near Miss cases.
- Revision and update of the Emergency Fire Action Plan arrangements

5. Impact and Implications

5.1 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.

5.2 Legal Implications

The Health and Safety at Work etc. Act 1974 (HSAWA) sets out the general health and safety duties of the College as an employer to ensure the health and safety of our employees and those persons not in the employment of the College that could foreseeably be affected by our work activities, so far as is reasonably practicable. The Fire (Scotland) Act 2005 (FSA) places a similar duty on the College as an employer in respect of premises which we occupy. Failure to comply with the provisions of health and safety and fire safety law can ultimately lead to enforcement action which can include improvement and prohibition notices; criminal prosecution leading to fines and publicity orders and individual prosecution leading to fines and / or custodial sentences as well as significant reputational damage. Failures in health and safety management can also pose a risk of civil action against the College as an employer.

If a health and safety offence is committed with the consent or connivance of, or is attributable to a neglect of a duty on the part of any director, manager, secretary or other similar officer then that person or persons (as well as the organisation) can be prosecuted under the HSAWA and FSA.

The Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 set out specific legal duties which support compliance with the HSAWA and the FSA respectively, including assessing risks and making appropriate arrangements for the effective planning, organisation, monitoring, control, and review of the preventive and protective measures.

The Corporate Manslaughter and Corporate Homicide Act 2007- Under this Act an offence will be committed where failings by the senior management of the College are a substantial element in any gross breach of a duty of care owed to the College's employees or members of the public, which results in death.

The Health and Safety Offences Act 2008 allows for fines up to £20,000 per offence in the lower courts for individuals and corporate bodies. Higher courts are able to apply fines without limit. In addition, for most health and safety offences, the Act 4 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.

6. Introduction

6.1 Background

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

The Health and Safety team place great importance on pursuing standards that effectively promote and support staff and students to achieve their goals whilst minimising risks. The previous year, the college made progress in the wake of the COVID-19 pandemic as we welcomed back staff, students, and campus activities.

The previous academic reporting year at the college has seen organisational upheaval, budget and budgetary constraints, as well as variable degrees of industrial action.

Despite this, normal operations and teaching activities continued throughout the year, and the work plans suggested by the Health and Safety Team evolved and grew over time.

This annual report will provide an overview to Health and Safety performance from August 1st 2022 – July 31st 2023 and provide key priorities for the next academic session.

All information held within this report has been shared on a monthly basis with Senior Leadership Team, Executive Leadership Team. The Health and Safety Committee and Finance and Physical Resources Committee received quarterly overview.

6.2 Health and Safety Team

During the period of 2022 -2023 there have been a number of significant changes to the Health and Safety Team and the structure within which the team sits:

- **Debbie Gordon** - Health and Safety Manager. Debbie overtook the manager position in October 2022, following a 2 year role as Health and Safety Advisor.
- **Audrey Waugh** - Health and Safety Advisor. Audrey's acting up arrangements were made permanent in January 2023.
- **Grant Burns** - Health and Safety Advisor. Grant joined the college in February 2023 to fill the vacated advisor post by Debbie Gordon.
- **Martin Clark** - Health and Safety Advisor (seconded full time for Trade Union duties) Two part time advisors have been recruited to cover Martin FTE.

- **Steven Campbell** - Health and Safety Advisor (part time 2.5 days a week) Steven has recently left the college due to ill health. The team would like to thank Steven for his contribution during his time at the college. This advisor post will be subject to recruitment.
- **Sarah Widgery** - Health and Safety Advisor (part time 2.5 days a week) Sarah left the college in December 2022. The team would like to thank Sarah for her contribution during his time at the college.
- **Nicholas Fatoye**, Health, and Safety Advisor (part time 2.5 days a week) Nicholas joined the college following the vacated post by Sarah in March 2023.
- **Marty Brandrick**, filled the vacant position of Fire Safety Officer by joining the college in April 2023.

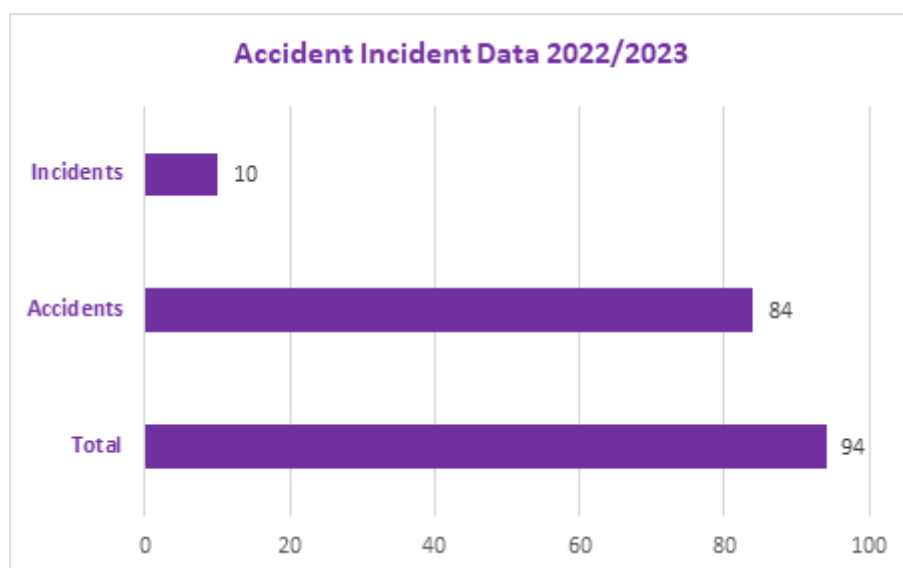
The Health and Safety Team reports to the Associate Director of People and Culture, Jill Loftus and to the Vice Principal of People and Corporate Services, John Gribben.

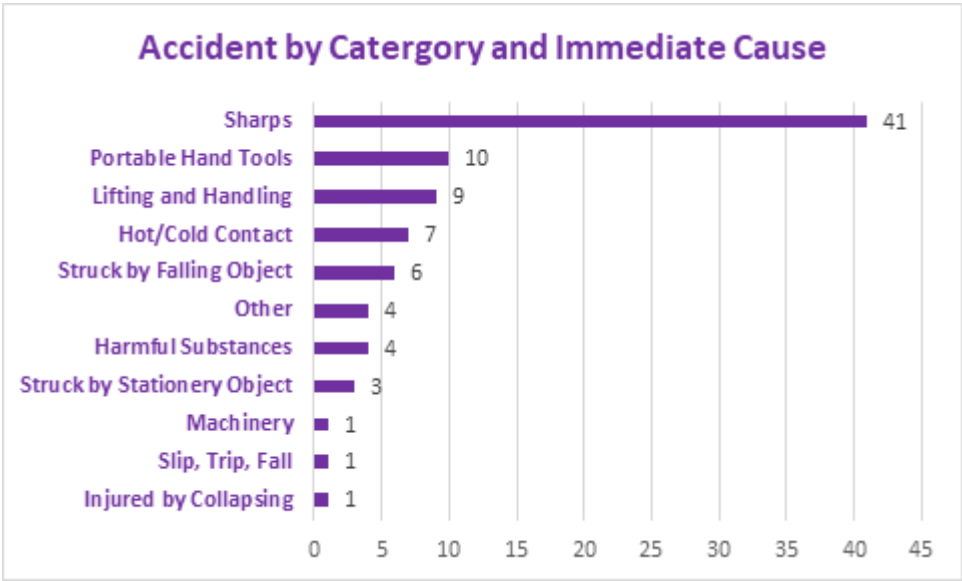
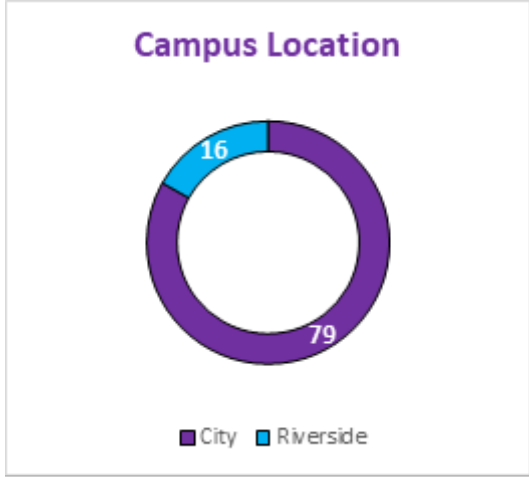
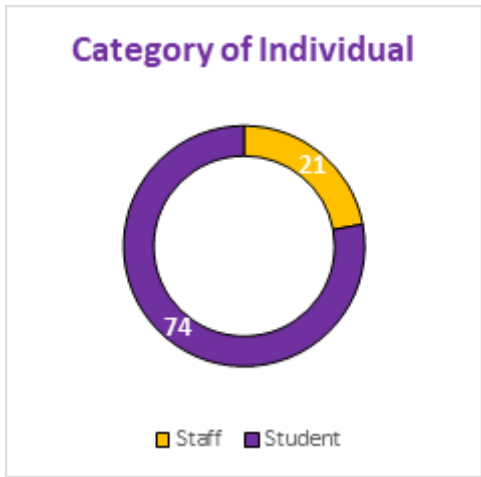
7. Health and Safety Report

7.1 Accidents and Incidents

The City of Glasgow College evaluates performance based on a number of health and safety performance indicators. While every effort has been made to minimise the impact of the pandemic on health and safety statistics, some important changes have resulted. Data from 2020 / 2021 / 2022 must be interpreted in the context of the pandemic situation.

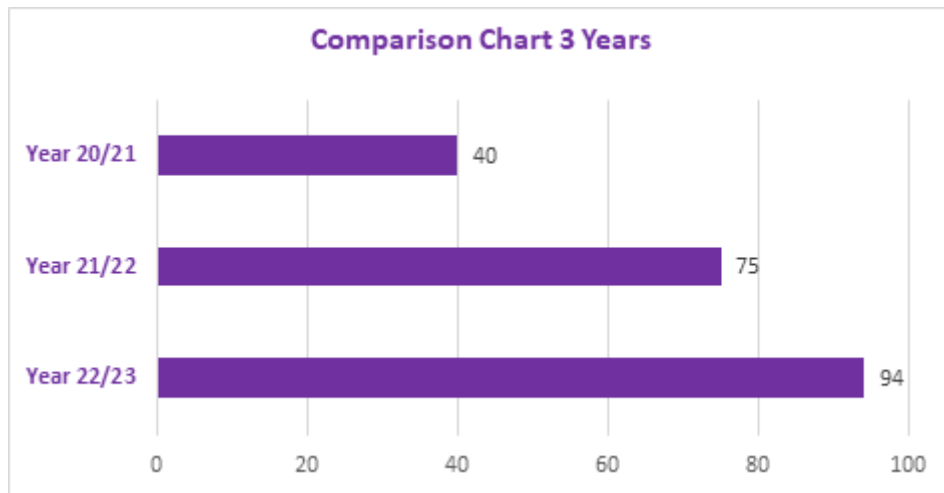
Below is a summary of the main health and safety data monitored and reviewed by the Health and Safety team.



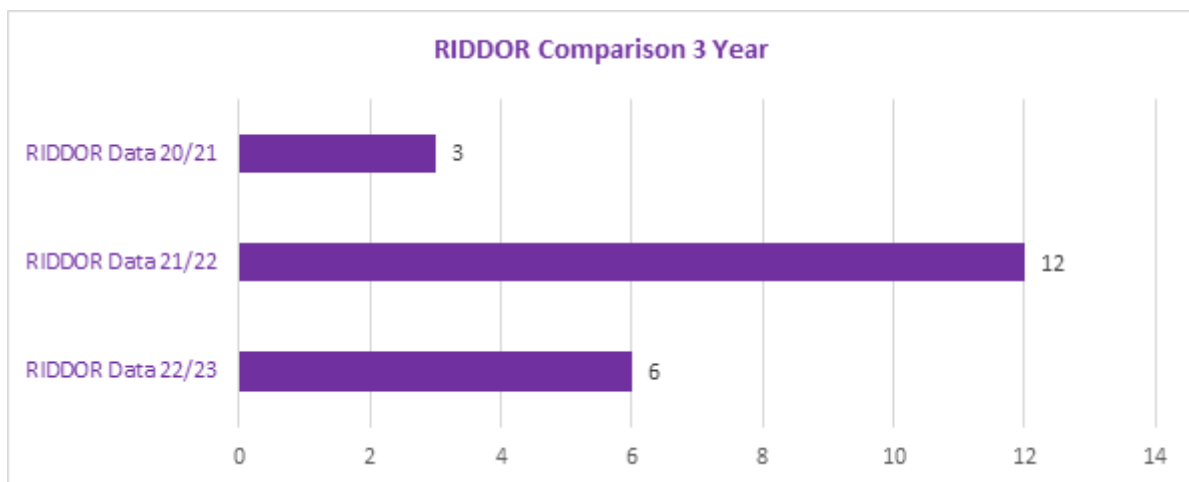


7.2 Accident and Incident Comparison

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

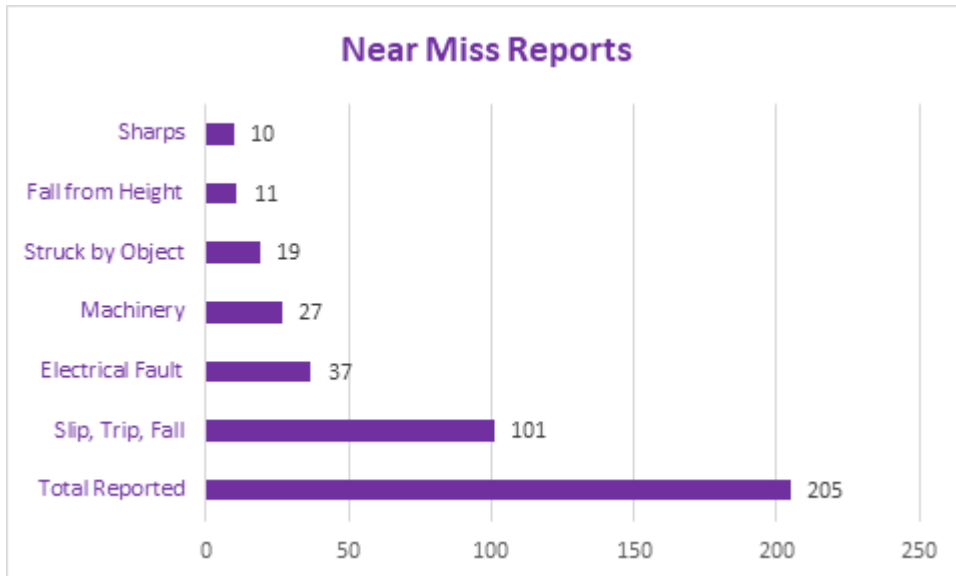


City of Glasgow College had 6 RIDDOR reportable accidents involving students and staff. There was no involvement by enforcing authorities. These reported accidents were investigated by the Health and Safety team to ensure all adequate controls were in place. Remedial actions include, review and update of risk assessment, identification of further training requirements and increased monitoring and supervision. No serious concerns or failures were identified during the investigation. It should be noted that there was a decrease in the number of RIDDOR reports although there was an increase of staff and students on campus.



7.3 Near Miss

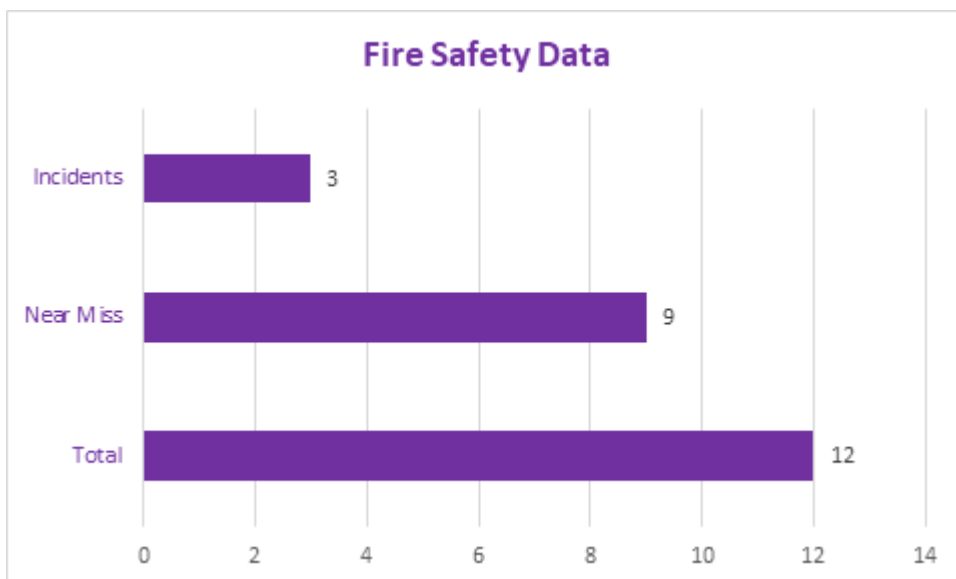
Following a recommendation from our Henderson Loggie Report in 2022, improvements were made to the Near Miss reporting process. An additional drop-down button was added to the Enquirer operations desk in March. This saw an increase of reports from 15 to 95 Near Misses reported.



8. Fire Safety Report

8.1 Fire Safety Data

The College has a legal duty to comply with all fire safety legislation. The team also carry out scheduled evacuations and monitoring of unscheduled evacuations; input into building projects; general fire advice and guidance; and training and information for all staff.



8.2 Fire Risk Assessments Completed

The college had 5 Fire Risk Assessments carried out throughout both Campuses and Student Accommodation Residences. This annual reporting year saw the completion of the Fire Risk Assessment Action Plans.

Riverside Campus was subject to a Dangerous Substances and Explosive Atmosphere (DSEAR) Assessment in the view to reinstate Oxyacetylene use. The Health and Safety Team continue to work alongside the Nautical and STEM faculty to complete the action plan.

8.3 Scheduled Evacuations Completed

Scheduled evacuations were carried out at both campuses and student accommodation by the Health & Safety Team. Detailed reports were compiled, with any actions assigned to the relevant Faculty or Department. Scheduled evacuations were carried out at both campuses and Halls of Residence in October 2022. Full details of the evacuation reports were shared with Senior Management Team (SMT), Executive Leadership Team (ELT) and were included in the Health and Safety Committee papers.

8.4 Unscheduled Evacuations

The number of unscheduled evacuations is monitored and reported to SMT and ELT. There was one unscheduled evacuation at Riverside campus due to a purposeful act of vandalism.

A full investigation and report were compiled which led to the removal of communal hand sanitiser throughout both campuses and the expulsion of two students.

8.5 Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEPs) are carried out for staff and students who may require assistance to evacuate a building in an emergency. Due to the increased number of staff and students returning to campus, the Health & Safety Team undertook the task of completing PEEP requests for staff and students.

The team met with 84 individuals and administered 69 PEEPs, 14 of the individuals did not meet the criteria to be provided with a PEEP. The main reason for this was those particular individuals were sensitive to the noise of the alarm actuation and agreed it was best for them to leave the campus as opposed to waiting in the refuge area.

8.6 Fire Safety Training

The Health and Safety Team undertook a review of the Fire Arrangements due to a lack of refresher training due to the pandemic. The team reviewed and updated the arrangements for Fire Evacuation Team, Person in Charge and Fire Warden refresher training.

9. Health and Safety Competence

9.1 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. Below is a summary of the health and safety training for 2022/2023.

Course	Type of Course	Number of Staff Completing
Introduction to Health and Safety at Work	Online	475
Fire Safety and Evacuation	Online	21
Assessrite Display Screen Equipment – Homeworking	Online	54
Assessrite Display Screen Equipment	Online	74
Manual Handling Awareness	Online	20
Work at Height Awareness	Online	20
	Total	664

Course	Type of Course	Number of Staff Completing
Emergency Fire Action Plan – PIC	Face to Face	10
Evac Chair & Panel Training	Face to Face	39
Tailored Risk Assessment Training	Face to Face	41
Ladder Training	Face to Face	14
	Total	104

9.2 Risk Assessments

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

Faculty/Department	Number
Creative Industries	26
Education and Humanities	13
Hospitality and Leisure	6
Nautical and STEM	19
Student Association	20
Corporate Services	9
Student Services	3
World Skills	8
Library	1
People and Culture	1
Corporate Development	3
TOTAL	109

9.3 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.

The college ran 4 Health Surveillance clinics, with our Occupational Health provider PAM (People Asset Management) The following screenings were carried out:

Health Surveillance	
Number of Clinics	4 clinics
Staff Attendance	33
HAVS	8
Skin	26
Respiratory	27
Noise	23

9.4 Health and Safety Committee

In the last reporting year, the Health and Safety Committee resumed holding quarterly meetings. The committee provides a forum for communication and consultation between College management and staff and their representatives, to raise and discuss specific health and safety issues and matters.

However, it was noted by the committee the lack of support staff representation, with no representation from Unison now for 2 years.

The meetings took place as below:

- 30th September
- 9th December
- 24th March
- 9th June

Key themes discussed throughout the Health and Safety committee included:

- Fire Emergency Arrangements
- Near Miss Reporting
- Risk assessments relating to return to campus and new risk assessment procedure
- Faculty and Directorate Inspections

10. Health and Safety Key Priorities 2023/2024

- Implement and support Faculties and Departments in the creation of tailored subset Health and Safety Management Systems.
- Continue to embed the Health and Safety Workplan, across both campuses. Including improvements to the risk assessment process.
- Control of Substances Hazardous to Health campaign to ensure sufficient records and assessment documentation are retained.
- Develop tailored inspection documentation for faculties to assist with internal audit requirements.
- Create a schedule of Health and Safety Training, including Fire Safety Training
- Publication of a quarterly Health and Safety Newsletter.