

Board of Management

People & Culture Committee

Date of Meeting	Wednesday 1 November 2023
Paper No.	PCC1-H
Agenda Item	5.4
Subject of Paper	Health and Safety Monthly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben, Vice Principal People and Corporate Services
Date of production	16 October 2023
Action	For Discussion

1. Recommendations

The Committee is invited to discuss 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. Consultation

The Health and Safety Monthly Reports are shared with the Senior Management Team and Executive Leadership team each month. The reports are a standing item for consultation and feedback with the Health and Safety Committee and our Trade Union Colleagues.

4. Key Insights

4.1 Executive Summary

This paper will provide detail on the monthly reports for August and September 2023.

These months saw, 9 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.

The Health and Safety Manager completed the Association of Colleges Benchmarking Exercise in August. The results from this exercise will coincide greatly with the data the produced for the Health and Safety Annual Report in September. A copy of the data shared can be found [COGC AOC Exercise](#). A full detailed report from Association of Colleges will be available in November.

The Fire Safety Officer continues to review and update Emergency Fire Arrangements that include an update of the Fire Policy and Procedure.

A planned out of hours Fire Drill Evacuation took place on 5 September at Riverside Halls of Residence (HOR). A full report and debrief has been provided detailing individuals with specific roles and action plans in place. Following the Fire Evacuation Drill at Riverside HOR, the Fire Safety Officer took part in an Induction session for over 100 students who are based in the HOR accommodation. This session was attended by Police Scotland, Drug and Alcohol Awareness Group and Student Support. The presentation covered general fire safety, fire safety in the HOR and general College arrangements. A presentation was also provided by the Scottish Fire and Rescue Service

Arrangements are in place to complete Person in Charge and Duty Manager Training in October. Four days of training have been arranged at City Campus and two dates arranged at Riverside Campus



Senior Management Team

Date of Meeting	18 th September
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report August 2023
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	September 2023
Action	The SMT is invited to note and discuss the contents of this report.

1. Recommendations

The Senior Management Team (SMT) 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 within the month of August 2023

The month of August saw, 1 accident that was not RIDDOR reportable. The accident was categorised as a slip, tip or fall. This was caused by a floor that was undertaking cleaning but did not have a 'Wet Floor' sign placed. Remedial actions following this accident included a revision of the risk assessment and safe system of work.

The Health and Safety Manager completed the Association of Colleges Benchmarking Exercise in August. The results from this exercise will coincide greatly with the data that will be produced for the Health and Safety Annual Report in September. A copy of the data shared can be found [COGC AOC Exercise](#). A full detailed report will be available in November.

4. Impact and Implications

4.1 The reporting process

The reporting process provides the Senior Management Team (SMT) 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 appropriate management decisions to be taken whilst considering the health and safety implications. 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**.

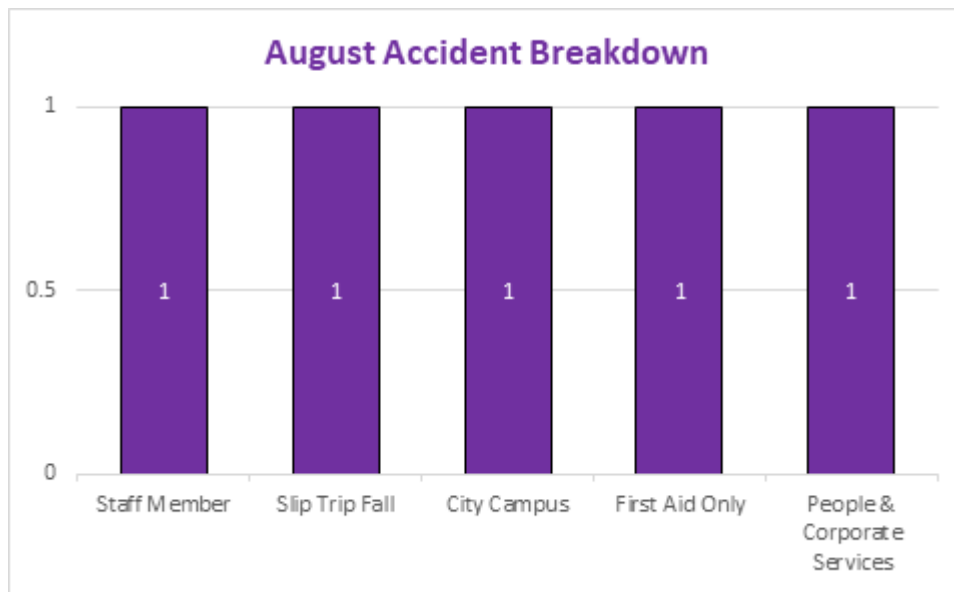
5. Accident, Incident Data

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

This reporting year will focus on data collected within 2022/2023 academic session, only. Any other data would be viewed in the context of the pandemic where the college as not operating at full capacity.

Data from 2022/2023 session will provide a better accurate record due to the similarities in staff and students on campus as well as the activities being carried out.

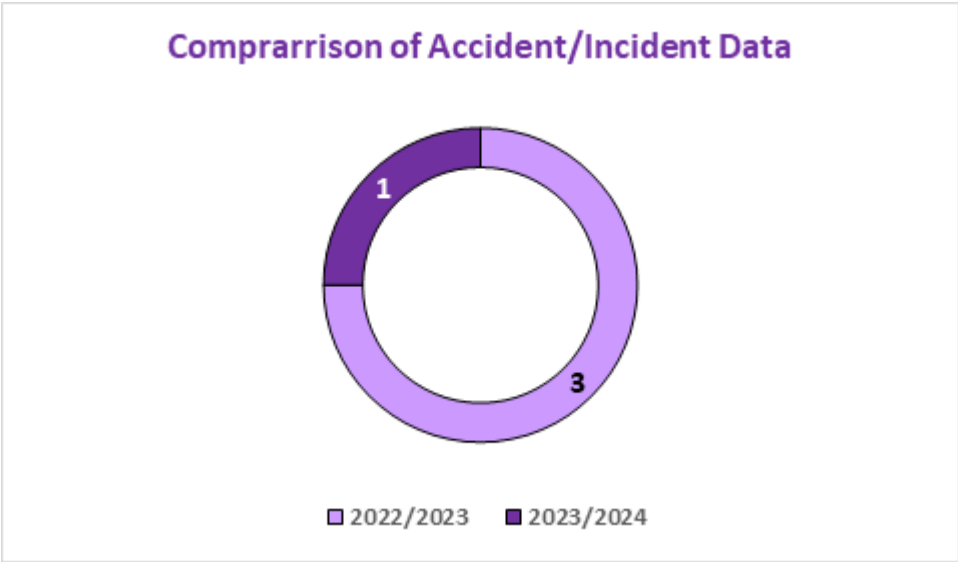
Due to their only being one accident this month, please note an adjustment to the chart figures. Rather than using many charts with only one data input, this has been presented as an overview. In September, the monthly report will revert to its customary format.



The month of August saw, 1 accident that was not RIDDOR reportable. The accident was categorised as a slip, trip or fall. This was caused by a floor that was undertaking cleaning but did not have a 'Wet Floor' sign placed. Remedial actions following this accident included a revision of the risk assessment and safe system of work.

5.2. Accident/Incident Data – Comparison Charts

A comparison of accident, incident data provided below. This academic reporting year will provide a comparison against 2022/2023 data only. This is detailed in the chart below. A Full breakdown of data is in **Appendix B**.



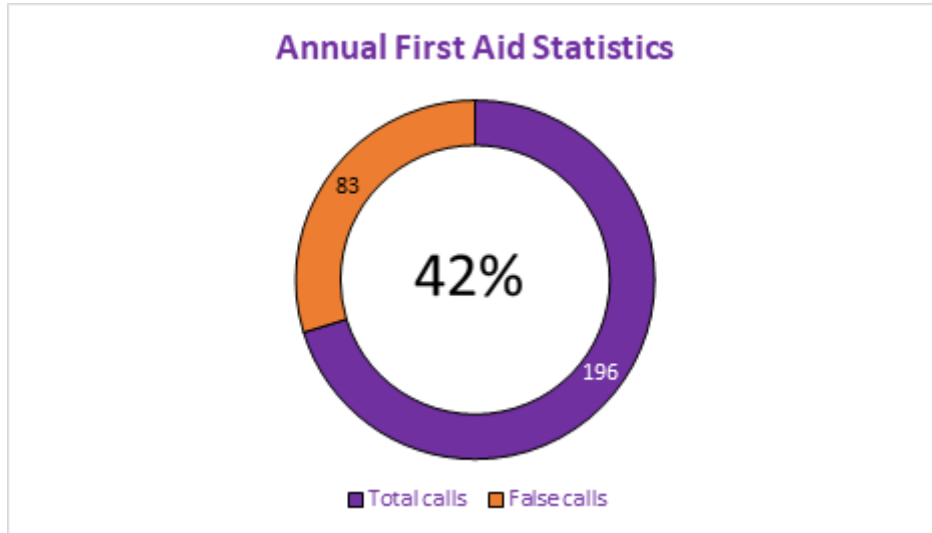
5.3 First Aid

Details of first aid calls are provided below. Details on the First Aid Interventions include 3 instances of injury sustained out with college and college operational hours, abrasions due to slip, trip and falls and reports of generally feeling unwell.



The Health and Safety Team anticipate a rise in the number of first aid calls in the coming months. An awareness programme is in early stages to help assist staff understand what merits First Aid Intervention. Information will be requested from staff who place calls of false and if necessary this awareness training will be recommended.

This decision has come following a review of First Aid statistics that will be detailed within the Health and Safety Annual Report 2023. There were 196 calls made for first aid last year with 83 of the calls 42 % not meriting first aid intervention or treatment.

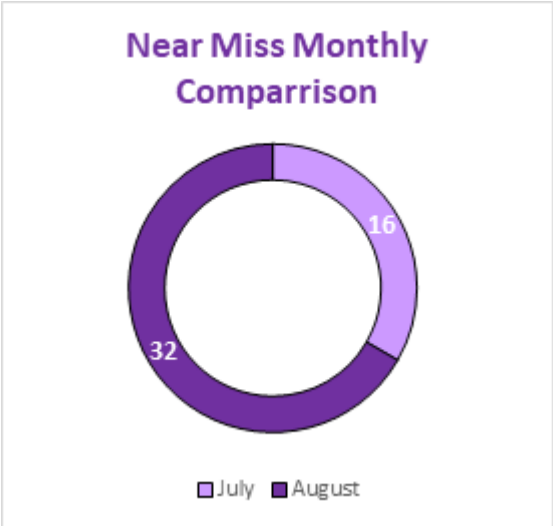
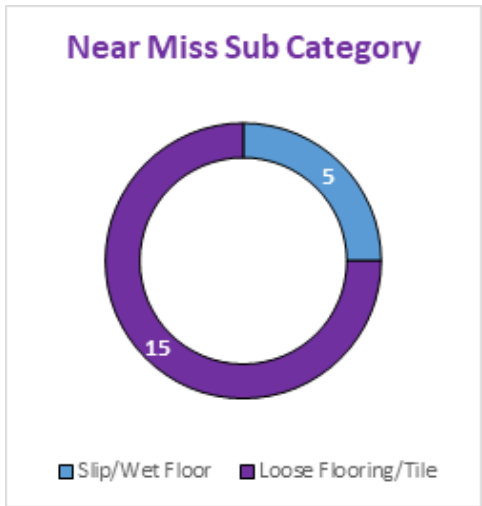
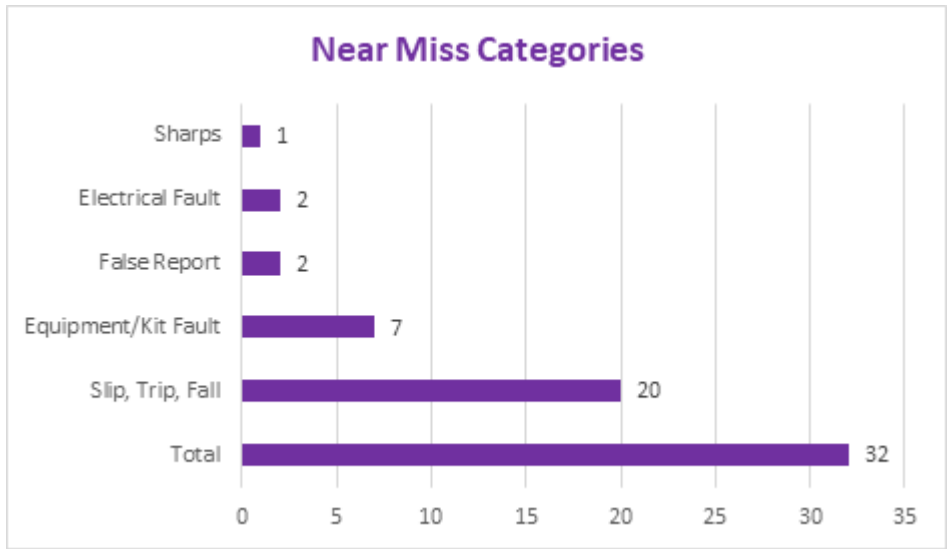


6. Near Miss Reporting

The month of August saw 32 Near Miss reports, all reports were generated via the Enquirer Operations Desk. Of the 32 reported, 2 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 continues to be slip, trip and fall hazards with a total of 20. These reports were further categorised that show, 5 reports of hazards that could cause a slip, by spillages and leaks, 15 reports of loose tiles, carpets, and flooring.

The majority of these reports were actioned and completed by our colleagues in the Estates Department while completing a reactive walk around of the college building.



7. Association of Colleges Benchmarking

The Health and Safety Manager completed the Association of Colleges Benchmarking exercise in August. This data will reflect information that will be shared within the Health and Safety Annual report in September, with some slight differences in categorisation reporting.

A copy of the completed exercise can be found here: [City of Glasgow College AOC Exercise](#)

The findings will be shared in November, along with a report. Participating organisations will receive a thorough breakdown of all outcomes, which will be useful for comparing data against colleges of comparable size or in nearby areas.

A meeting for Health and Safety Representatives to review and discuss statistics is scheduled with Association of Colleges and College Development Network in November.

8. Fire

8.1 August Fire Statistics

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

8.2 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, steam, cooking fumes, or general faults.

Location	Alarm Status	Cause
City Campus	1	Cooking Fumes
Riverside Campus	0	None
Halls of Residence	1	Cooking Fumes

8.4 Fire Safety Officer

All Front of House (FOH) Colleagues received 'investigating a Fire Alarm' input. In the event of an activation of the fire alarm FOH will be able to safely, identify the activation and confirm if it is a false alarm or a fire.

Familiarisation visits of St Lukes and organising a full evacuation drill for Riverside took place, in preparation for students returning.

The Fire Safety Officer and Health and Safety Manager attended a Senior Management Team meeting to provide an awareness of the Fire Safety Officers Strategy and role.

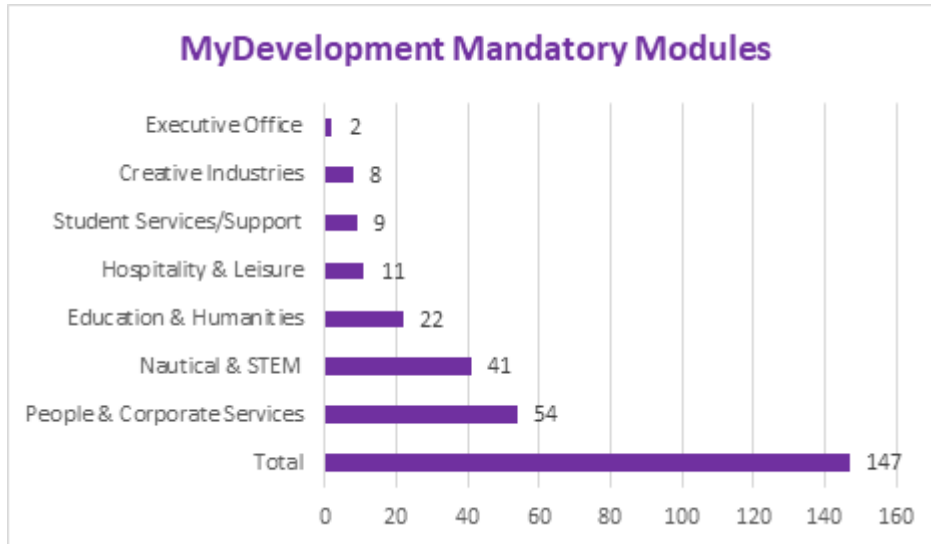
The new PEEP Eform has been developed and is now at the testing phase. This will be rolled out to new students this term. Thanks to the IT department who have collaborated on this new process.

9. 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 August.

9.1 Summary of Health and Safety e-Learning Training August 2023



Course	Type of Course	Number of Staff Completed
Assessrite Display Screen Equipment – Homeworking	Online	2
Assessrite Display Screen Equipment	Online	4
	Total	153

9.2 Summary of delivered Fire Safety Training August 2023

Course	Type of Course	Number of Staff Completed
Front of House Fire Alarm Training	In person, PowerPoint and scenario based	13 Individuals
Person In Charge Awareness Training	In person, PowerPoint.	16 Individuals
	Total	29

10. Risk Assessments

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

Faculty/Department	Number
Creative Industries	0
Education & Humanities	0
Hospitality & Leisure	14
Nautical & STEM	0

Student Association	2
People & Corporate Services	1
Total	17

11. 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.

Senior Management Team

Date of Meeting	16 th October 2023
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report September 2023
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	October 2023
Action	The SMT is invited to note and discuss the contents of this report.

1. Recommendations

The Senior Management Team (SMT) 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 within the month of September 2023.

The month of September saw 9 accidents, 3 of which were RIDDOR reportable. The RIDDOR accidents related to injuries caused by portable hand tools. These incidents resulted in a reminder to students of the importance of safe handling techniques when using tools. Two of the accidents involved new college students who are still developing their comprehension and skills. The remaining RIDDOR reportable accident was due to a student tripping over an electrical floor box in a classroom. The classroom floor box was replaced, and an inspection of all floor boxes took place. It has not been possible to determine if the floor box was damaged prior to the accident occurring. All the students who were involved in RIDDOR reported accidents have returned to the college.

4. Impact and Implications

4.1 The reporting process

The reporting process provides the Senior Management Team (SMT), 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 appropriate management decisions to be taken whilst considering the health and safety implications. It also provides the Board of Management with information on the College’s health and safety performance and will help it 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**.

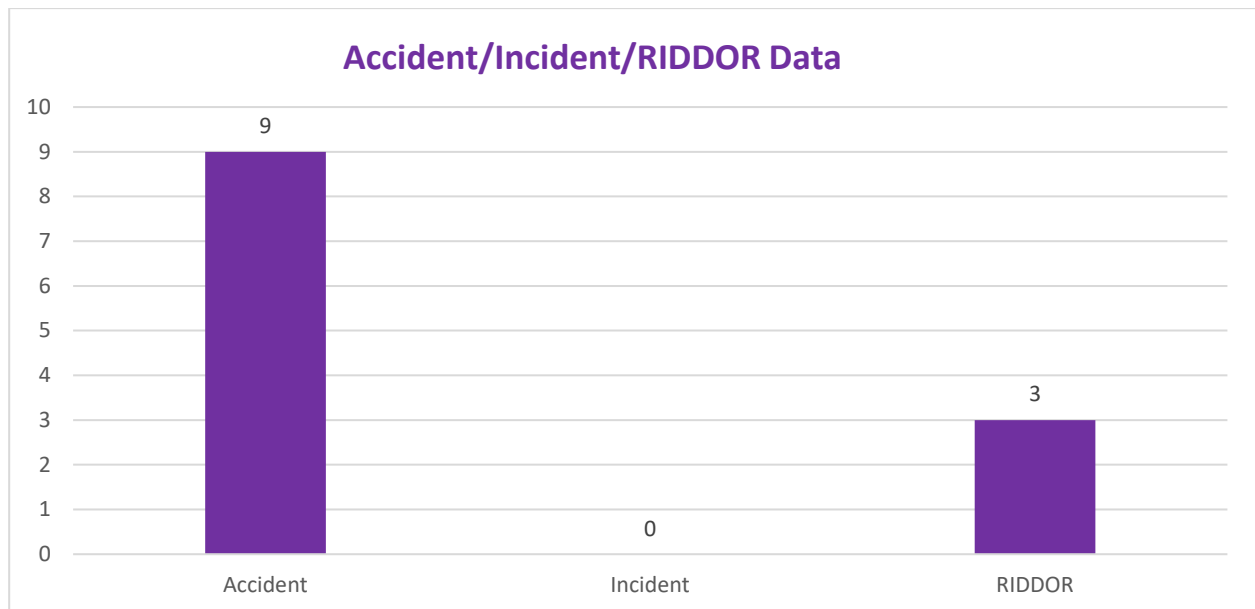
5. Accident, Incident Data

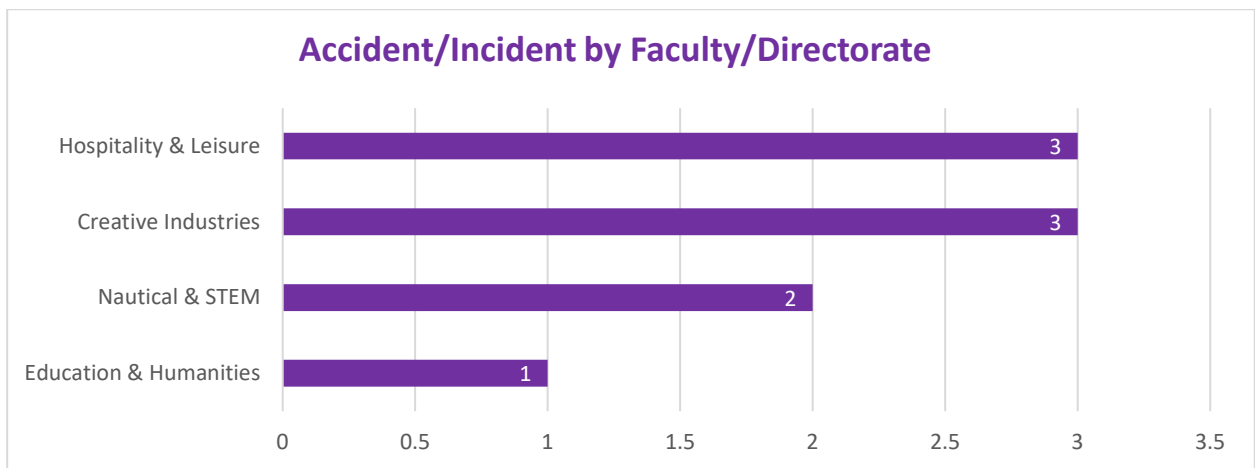
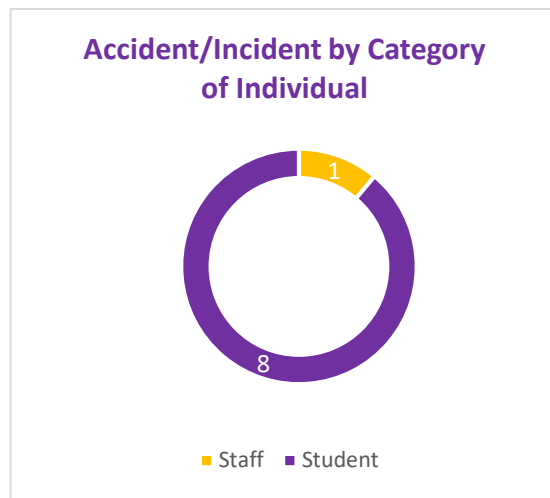
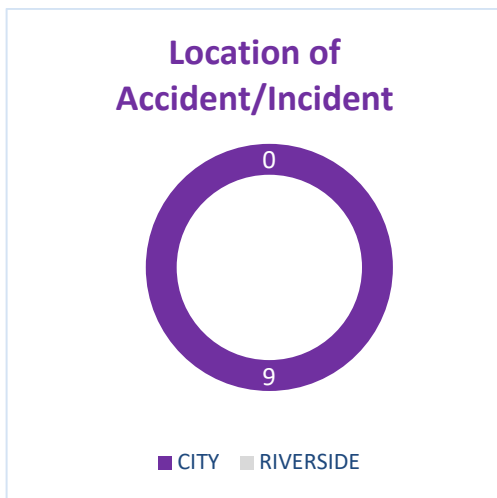
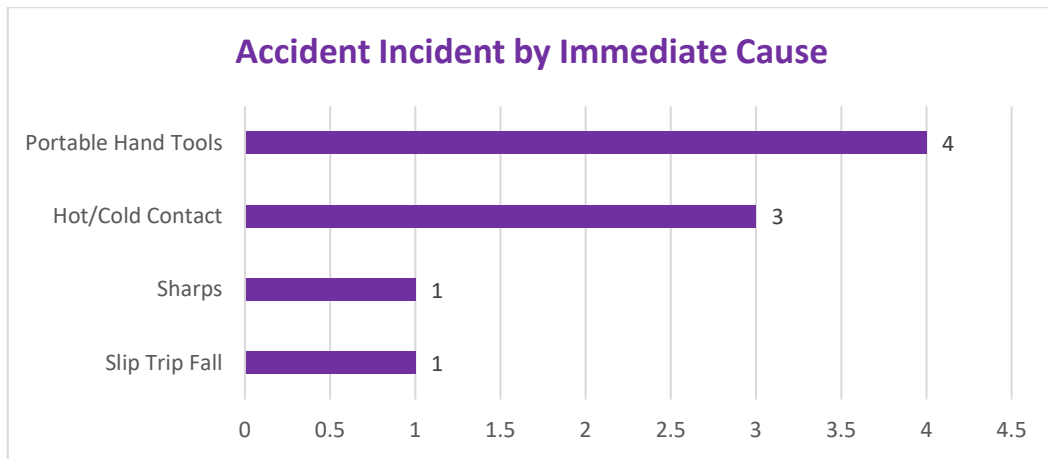
The City of Glasgow College evaluates performance based on several health and safety performance indicators.

This reporting year will focus on data collected within 2023/2024 academic session, only. Any other data would be viewed in the context of the pandemic where the college as not operating at full capacity.

Data from 2022/2023 session will provide a more accurate record due to the similarities in staff and students on campus as well as the activities being carried out.

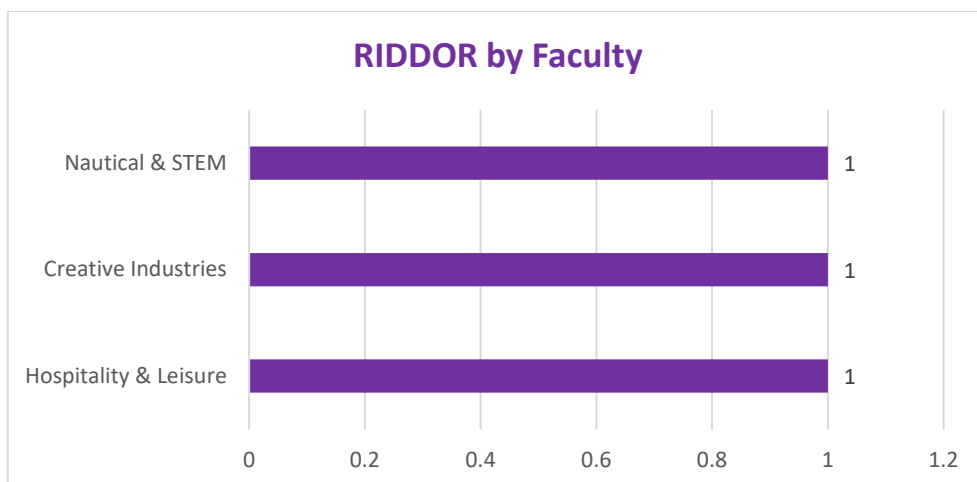
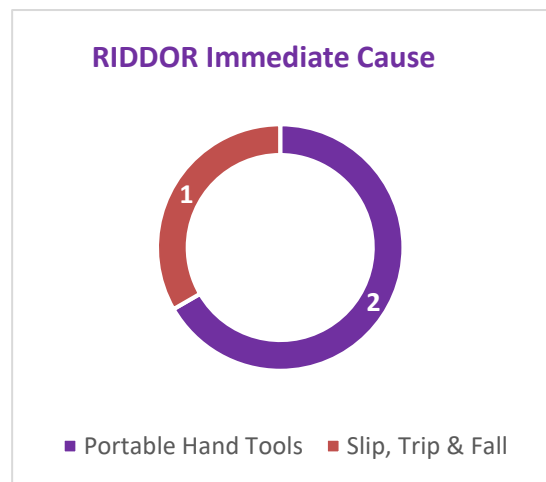
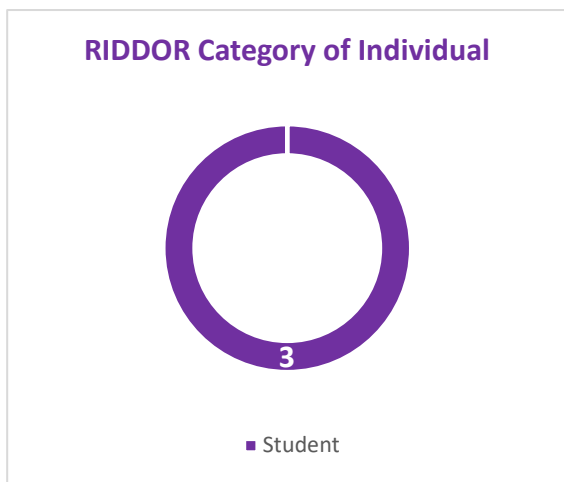
Below is a summary of the main health and safety data monitored and reviewed by the Health and Safety Team. There were 9 accidents, 3 of which were RIDDOR reportable. No incidents were reported in the month of September. Location and category of individual are detailed below. A full breakdown of data is provided in **Appendix B**.





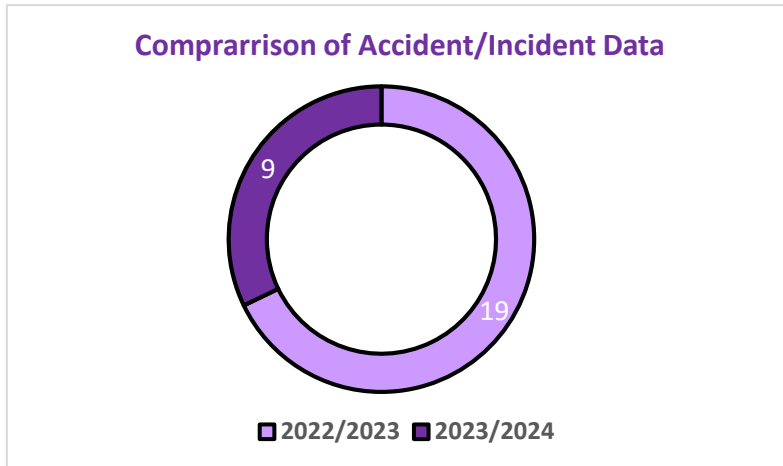
5.1 RIDDOR Statistics

The month of September saw 3 accidents that were RIDDOR reportable. Two of the RIDDOR accidents related to injuries caused by portable hand tools. Both incidents resulted in a reminder to students of the importance of safe handling techniques when using tools. Both incidents involved new college students who are still developing their comprehension and skills. The remaining RIDDOR reportable accident was due to a student tripping over an electrical floor box in a classroom. The classroom floor box was replaced, and an inspection of all floor boxes took place. It has not been possible to determine if floor box was damaged prior to the accident occurring. All students who were involved in RIDDOR reported accidents, have returned to the college.



5.2. Accident/Incident Data – Comparison Charts

A comparison of accident and incident data is provided below. This academic reporting year will provide a comparison against 2022/2023 data only.



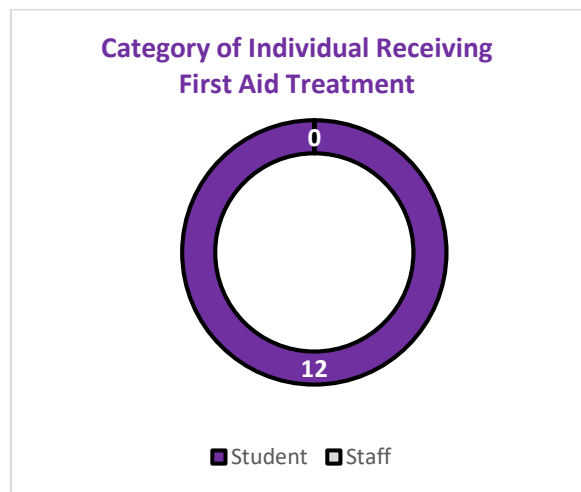
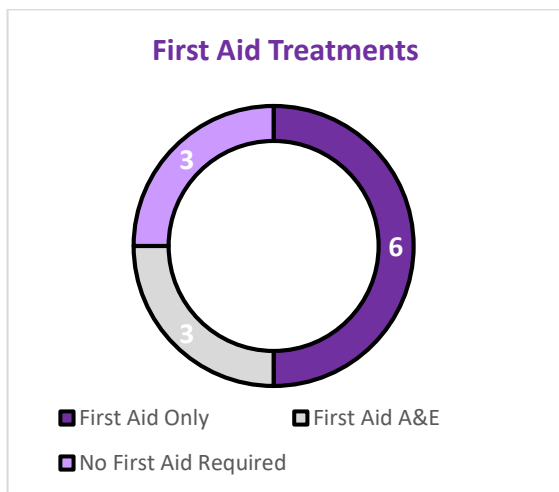
Due to the similarity in the number of employees and students on campus, as well as the jobs and activities being carried out, this format will offer a better perspective on the statistics.

In September 2023 there were 10 fewer accidents than in September 2022. Whilst that is an improvement, this could be due to a number of factors, including, fewer staff and students on campus due to strike action, a drop in the number of reports to Health and Safety, or, to be more positive, an increase in knowledge and comprehension of practical work. These statistics will continue to be tracked by the Health and Safety Team.

5.3 First Aid

First Aid Treatments Only (non-work related)

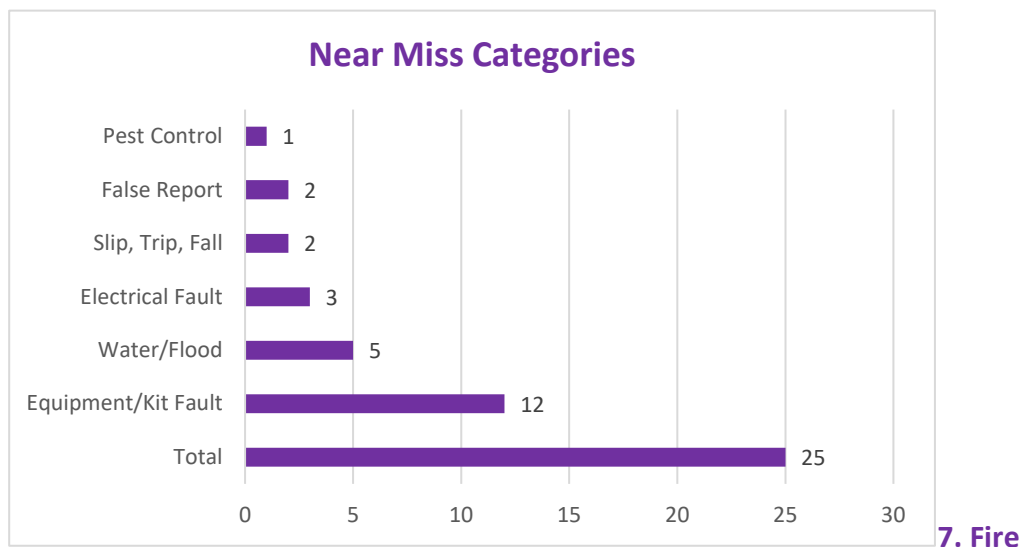
Details of first aid calls are provided below. Details of First Aid Interventions include 3 instances where no first aid was required due to underlying known health issues.



The Health and Safety Team anticipates a rise in the number of first aid calls in the coming months. An awareness programme to help assist staff understand what merits First Aid Intervention. is in its early stages. Information will be requested from staff who place calls that have been deemed to not merit a first aid intervention, awareness training will be recommended.

6. Near Miss Reporting

The month of September saw 25 Near Miss reports. All reports were generated via the Enquirer Operations Desk. Of the 25 reports, 2 reports did not meet the criteria to be defined as a Near Miss. A full breakdown of the categories involved is provided below.



7. Fire

7.1 September Fire Statistics

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

7.2 Fire and Pre-Alarm Activations

The Health and Safety Team is 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, steam, cooking fumes, or general faults.

Location	Alarm Status	Cause
City Campus	1	Cooking Fumes
Riverside Campus	0	None

Halls of Residence	7	Cooking Fumes
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7.3 Fire Safety Officer

All Front of House (FOH) Colleagues received ongoing training, alongside the Fire Safety Officer and our FES colleagues, on testing and maintenance of the fire alarm panel.

A planned out of hours Fire Drill Evacuation took place on 5 September at Riverside Halls of Residence (HOR). A full report and debrief has been provided detailing individuals with specific roles and action plans in place.

Following the Fire Evacuation Drill at Riverside HOR, the Fire Safety Officer took part in an Induction session for over 100 students who are based in the HOR accommodation. This session was attended by Police Scotland, Drug and Alcohol Awareness Group and Student Support. The presentation covered general fire safety, fire safety in the HOR and general College arrangements. A presentation was also provided by the Scottish Fire and Rescue Service.

In order to focus specifically on students who have expressed a need for a personal emergency evacuation plan, the Fire Safety Officer has made use of the time that is now available due to the continuing industrial strike action. Priority levels have been assigned to these people, 50 of whom have been confirmed thus far. The Fire Safety Officer's request for PEEPs will be completed with the help of the Health and Safety Team.

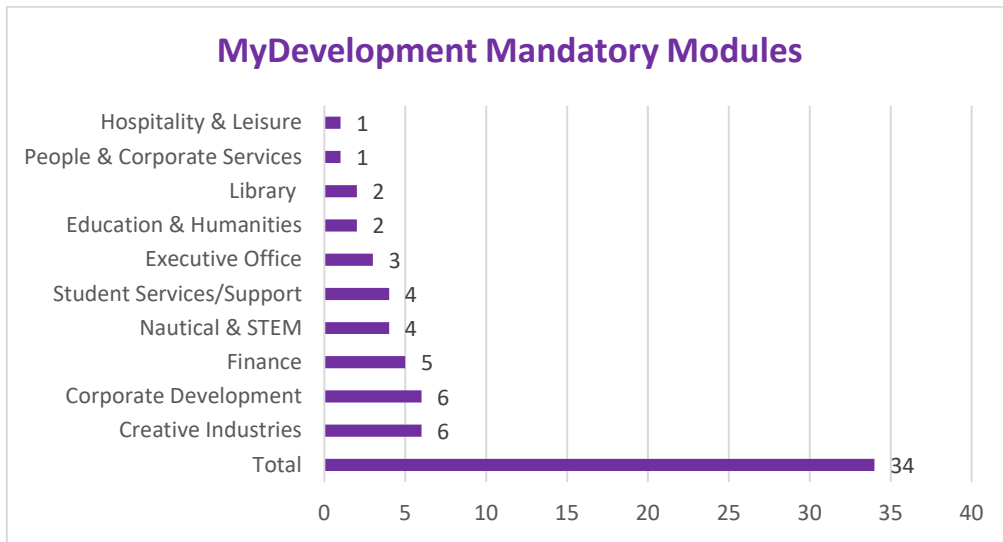
Arrangements are in place to complete Person in Charge and Duty Manager Training in October. Four days of training have been arranged at City Campus and two dates arranged at Riverside Campus.

8. 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 co-ordinated by the Health and Safety Team and the Organisational Development team. New staff are required to undertake mandatory health and safety modules in fire safety and evacuation and to complete display screen equipment assessments. Faculties and Departments are required to identify training requirements for their roles and development needs.

The Health and Safety Team regularly meets 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 September.

8.1 Summary of Health and Safety e-Learning Training September 2023



Course	Type of Course	Number of Staff Completed
Assessrite Display Screen Equipment – Homeworking	Online	1
Assessrite Display Screen Equipment	Online	1
	Total	36

9. Risk Assessments

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

Faculty/Department	Number
Creative Industries	0
Education & Humanities	1
Hospitality & Leisure	2
Nautical & STEM	0
Student Experience	3
People & Corporate Services	2
Total	9

10. Health and Safety Committee

The first Health and Safety Committee of the academic year was held in September and discussed a range of matters.

The Health and Safety monthly reports were provided to the Committee for noting and comment. Particular note was drawn to Association of College's Benchmarking Data. The exercise has been extended throughout September. It is expected the full report from AOC will be published prior to the November committee date.

The Committee was provided with a number of policy's and procedure documents including: Fire Policy and Procedure, Smoking Policy, Risk Assessment Procedure, COSHH Assessment Procedure and the Adverse Weather Guide. A consultation tracking spreadsheet has been created and is held within the Committee's Teams channel. A month was agreed for the Committee to provide any comment or feedback.

The Health and Safety Manager presented a pilot Health and Safety Workplan alongside the Education and Humanities Faculty. This follows the Faculty Engagement Workshops that were proposed in March which have been amended due to the difficulties of engagement resulting from ongoing voluntary and compulsory redundancies and ongoing strike action. Plans are in place throughout October to create a subset Health and Safety Management System which will then be integrated to other faculties and, in time, departments. These subset arrangements will allow faculties and departments to hold all relevant Health and Safety Information, Policies, Procedures and Inspection Documentation tailored to their area.

11. 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.

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

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

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
1.	11/09/23	Student	Student cut left index finger when using a tenon saw and which slipped.	Nautical & STEM	City	Y	<p>Lecturer spoke to remaining students in class about safety and gave toolbox talk on working safely.</p> <p>Toolbox talks will be given to all classes reminding them of both listening and working as per demonstration.</p> <p>Student is only in 1 day a week and will return to class next week and will be given a refresher talk</p>	No	Yes

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
							<p>on safe practices while using a saw.</p> <p>Student attended A&E who said cut was small and not bad as thought and applied glue.</p>		
2.	13/09/2023	Student	Student cut middle finger on right hand using a scalpel	Creative Industries	City	N	Lecturer has gone over the risks with the student in class again today (14/09/2023) and has shown the student how to tape the steel rule to the board to try limit the use of their non-dominant hand when cutting.	No	Yes

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
							The student was also given a piece of scrap foam to store the blade in when not in use.		
3.	13/09/2023	Staff	Hot steam scald to arm.	Education & Humanities	City	N	Lecturer was trying to help a student with additional needs remove an item from an oven as they were having difficulties. Very rare incident. Lecturer to complete risk assessment review of kitchen area. Toolbox talk with staff	H&S advisor met with lecturer and reviewed classroom where accident took place. No additional actions were raised.	Yes

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
							and students re safe working practices.	Lecturer was informed that any future concerns with oven equipment they have they can raise on enquirer.	
4.	21/09/2023	Student	Student had managed to cut themself using a stencil knife or chisel, as it	Creative Industries	City	Y	Lecturer has reminded student to always to have both hands behind any sharp edge. Student is still learning so mistakes can be made.	Yes No further actions identified.	Yes

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
			slipped as they were using it and caught them on the left-hand wrist across the vein						
5.	21/09/2023	Student	Student received a burn on left hand when removing a pan that had a hot handle after being	Hospitality & Leisure	City	N	Students are continually reminded to remove pans and trays safely from the oven with a clean dry cloth, not damp, wet or dirty cloth. A dry cloth prevents steam burns when handling hot equipment. This also applies to when the pan has been	No	Yes

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
			in the oven.				removed from the oven and then has to be moved around their teaching cooker. Reminder provided.		
6.	21/09/2023	Student	Student cut left middle finger with a chisel when it slipped.	Nautical & STEM	City	N	Student cut finger when using a bevelled edge chisel to cut a dovetail joint. The cut was slight, but a first aider was called, and the cut was cleaned and a dressing applied. Class was gathered around and spoken to highlighting the safe use of tools and being more careful in the workshop	No	Yes

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
							environment. Student continued with the class.		
7.	26/09/23	Student	Student fractured right foot went over opened floor box	Hospitality & Leisure	City	Y	<p>Health and Safety Advisor visited the room of the accident to ensure that the room had been properly rearranged to minimize further risks.</p> <p>Follow up was also done on enquirer to ensure estate had checked the floor box.</p>	Yes	Yes

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
8.	27/09/23	Student	Student burnt hand by picking up a pot near the stove top.	Hospitality & Leisure	City	N	Student had placed a metal bowl she was working with next to a naked gas flame, lifted the bowl and burned hand. Lecturer will go over once again the dangers of heat transfer when using metal object with the class.	No	Yes
9.	27/09/23	Student	Student was using a sander when it slipped removing a small layer of skin from left	Creative Industries	City	N	Have asked the lecturer to return form with remedial actions.	No	No

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
			index finger.				Emailed lecturer again today (29/09/23) for remedial actions.		

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