

# Board of Management

## People & Culture Committee

|                           |   |
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|                           |   |
| <b>Date of Meeting</b>    | <b>Tuesday 13 February 2024</b>                                   |
| <b>Paper No.</b>          | <b>PCC2-D</b>   |
| <b>Agenda Item</b>        | <b>5.4</b>  |
| <b>Subject of Paper</b>   | <b>Health and Safety Monthly Reports</b>                          |
| <b>FOISA Status</b>       | <b>Disclosable</b>  |
| <b>Primary Contact</b>    | <b>John Gribben, Vice Principal People and Corporate Services</b> |
| <b>Date of production</b> | <b>31 January 2024</b>  |
| <b>Action</b>             | <b>For Discussion and Decision</b>                                |

### 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 People and Culture Committee. This paper provides monthly reports produced from data and health and safety activity covering October 2023, November 2023 and December 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 October 2023, November 2023 and December 2023.

These months saw 32 accidents, 2 of which were RIDDOR reportable. The most common accident was sharps related. This number may appear high compared to similar data from 2022, however it should be noted that there is a significant delay in teaching lessons and consistency in practical lessons due to industrial action. This has been deemed as the root cause of the accidents due to students having less hands-on experience to build levels of competency. The RIDDOR reportable accidents related to injuries that caused absence from work for over seven days, triggering the RIDDOR reporting threshold.

The Health and Safety Manager received the Association of College's Benchmarking report in November. The purpose of the benchmarking report is to provide a 'Benchmarking Incident Rate' which details the total number of accidents, incident, and ill health (first aid) instances per 1000 students.

The Incident Rate for the 2022/23 academic year was 26 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise). This formula and incident rating was then used to calculate the Benchmarking Incident Rate for City of Glasgow College. The Incident Rate for City of Glasgow College 2022/23 academic year was 13 per 1000 students and staff.

City campus was subject to a full emergency evacuation drill in December 2023. All individuals were able to leave the campus in a safe and timely manner. The several observers throughout the drill have compiled a comprehensive report, which has been distributed. The report debrief focuses on three main areas People, Property and Procedure.

## Senior Management Team

|                    |   |
|--------------------|---|
|                    |   |
| Date of Meeting    | 20 <sup>th</sup> November 2023                                      |
| Paper No.          |   |
| Agenda Item        |   |
| Subject of Paper   | Health and Safety Monthly Report October 2023                       |
| FOISA Status       | Disclosable   |
| Primary Contact    | John Gribben – Vice Principal People and Corporate Support          |
| Date of production | November 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 October 2023.

The month of October saw 12 accidents, 1 of which was RIDDOR reportable. The most common accident in the month of October was sharps related. This number may appear high compared to similar data from 2022, however it should be noted that there is a significant delay in teaching lessons and consistency in practical lessons due to industrial action. The RIDDOR reportable accident was a manual handling injury which caused absence from work for over seven days, triggering the threshold for RIDDOR reporting. A full investigation was conducted by the Health and Safety Team with remedial actions identified such as refresher training and risk assessment review.

The Health and Safety Team utilised the October break to conduct a pilot Health and Safety Benchmarking Audit alongside the Education and Humanities Faculty. This audit allowed the Health and Safety Team to review update inspection software and proposed inspection and workplan guidance that will be implemented across the college. The actions and recommendations from this audit have been created into a preliminary workplan. The purpose of the workplan will be to provide the faculty with their own health and safety management system. A centralised area for all relevant documentation such as policies and procedures, risk assessments, COSHH and training requirements.

## **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 proactive 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**.

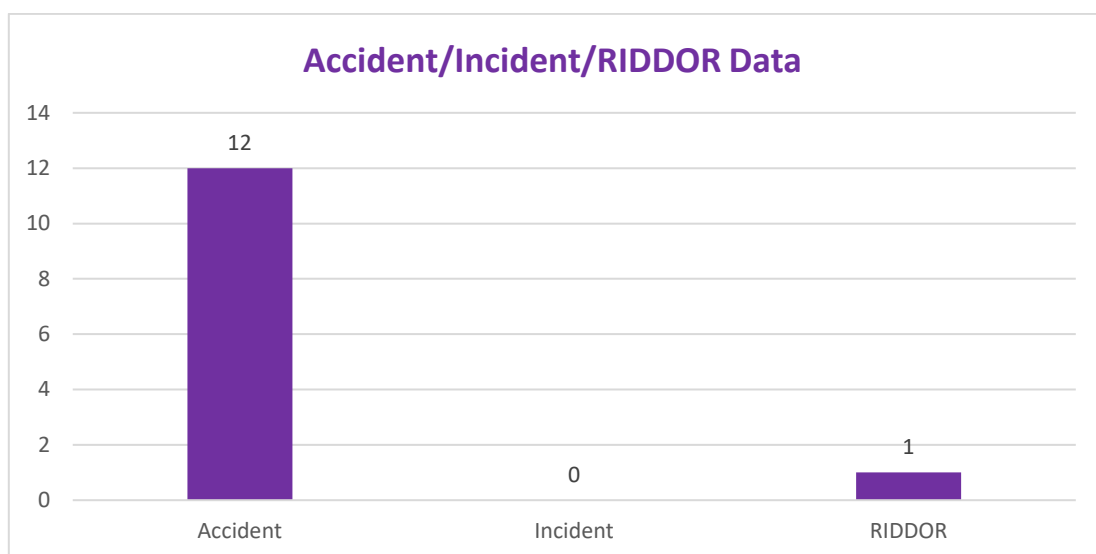
#### 5. Accident, Incident Data

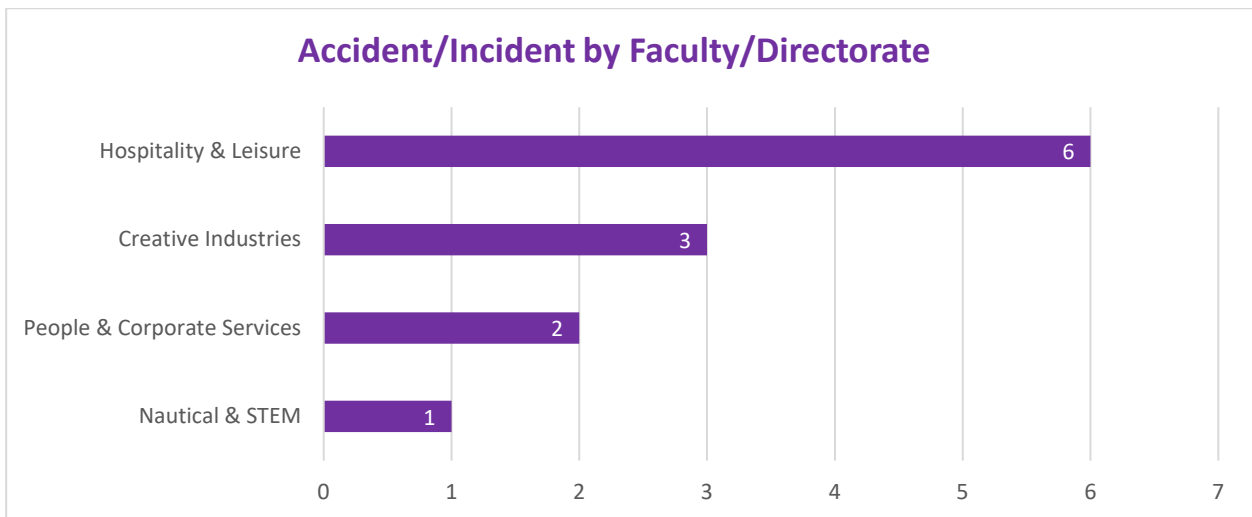
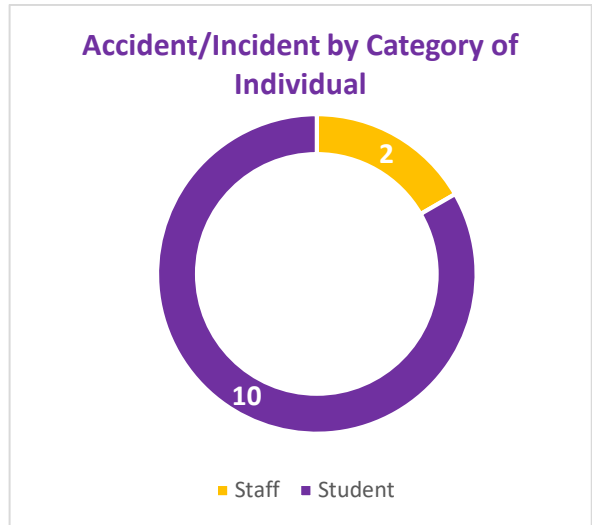
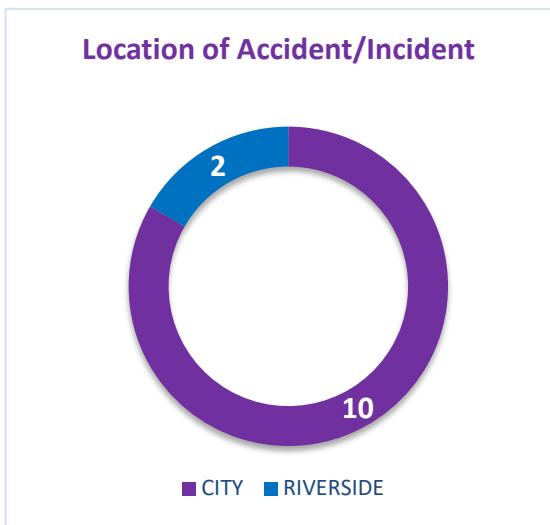
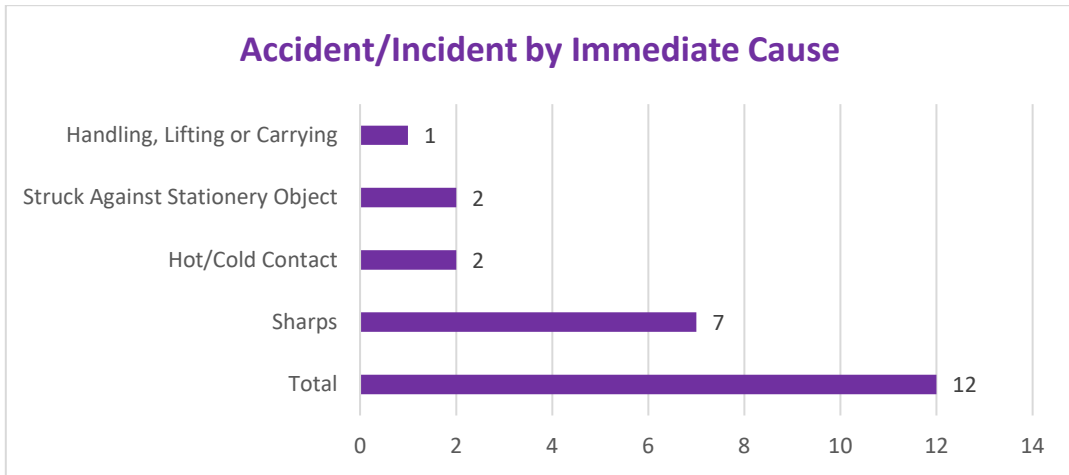
The City of Glasgow College evaluates performance based on several health and safety performance indicators.

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 12 accidents, 1 of which was RIDDOR reportable. No incidents were reported in the month of October. Location and category of individual are detailed below. A full breakdown of data is provided in **Appendix B**.



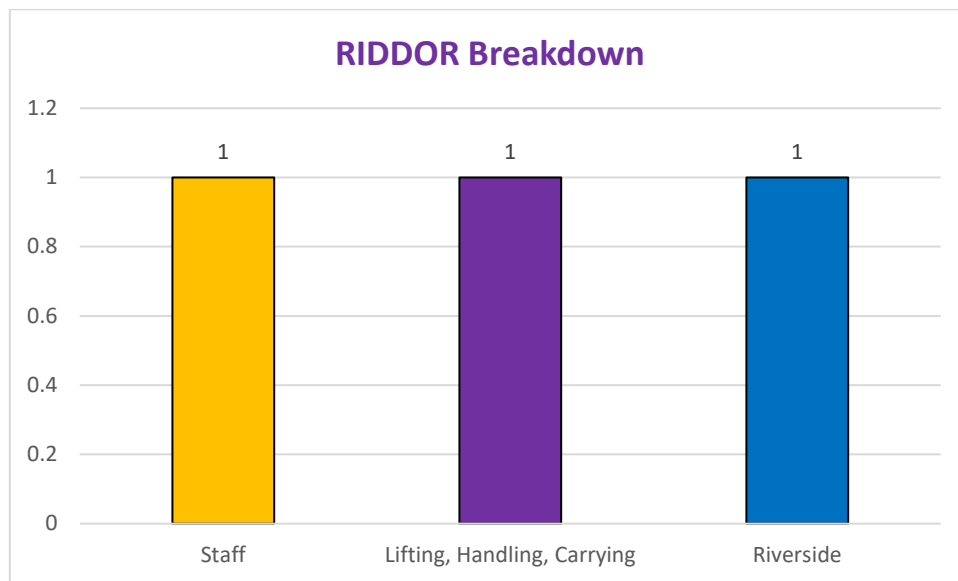


**5.1 RIDDOR Statistics**

The month of October saw 1 accident that was RIDDOR reportable. This accident was reported under RIDDOR due to working days lost following an accident, 7 days.

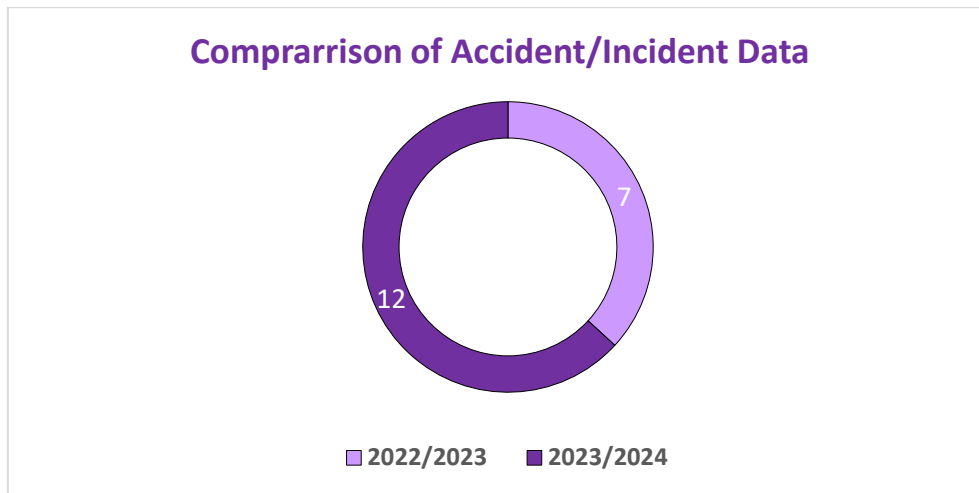
This accident related to a suspected fractured risk following issues surrounding manual handling and set up of tables. This accident prompted a full Health and Safety Investigation. The immediate cause was deemed as poor manual handling techniques. However the investigation also highlighted the need for refresher manual handling training. It should be noted that this training was scheduled prior to the accident.

A further recommendation is to amend the Manual Handling risk assessment in light of any feedback or actions that follow the November training session.



## 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.

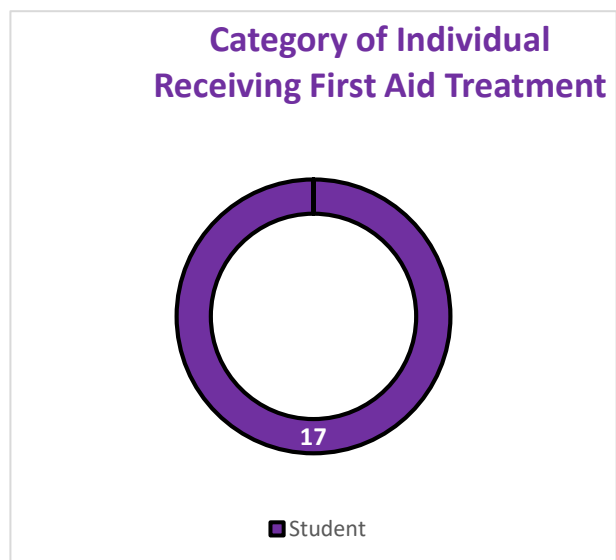
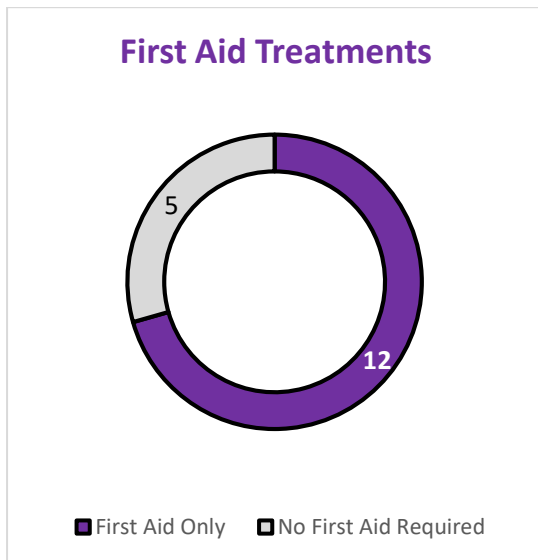
Compared to October 2022, there were 5 more accidents in October 2023. Although this may be regarded as an increase, the Health and Safety Team has noticed an improvement in the number of accidents that are being recorded throughout the college. This number may appear high compared to similar data from 2022, however it should be noted that there is a significant delay in teaching lessons and consistency in practical lessons due to industrial action.

### 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 5 instances where no first aid was required due to underlying known health issues or sports injuries sustained out with college.



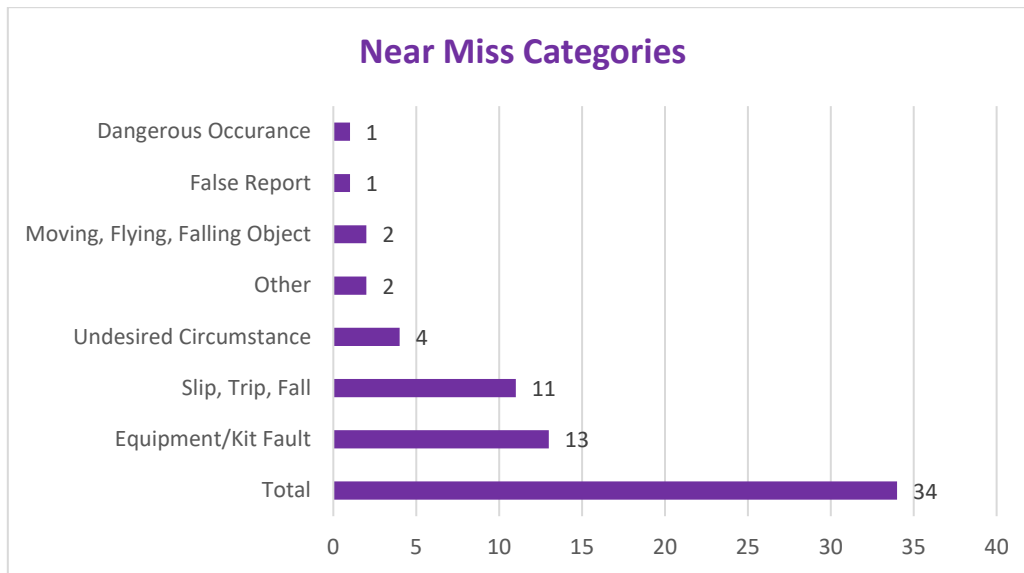


The Health and Safety Team anticipates a rise in the number of first aid calls in the coming months.

October saw awareness-raising training sessions with First Aiders and the Reception Team. These sessions covered how to be on call as well as a general summary of what situations call for a first aid call and which ones do not due to an increase in "bogus" calls. This type of call will now be monitored by the Health and Safety Team, and the results will be included in the monthly report moving forward. A campaign to recruit more first aiders for City Campus is now being considered. By the end of November, there will only be eight first responders remaining on City Campus, down from the original ten with no female representation at all. Where there is no first aider represented in a faculty, that faculty will be asked to provide support in the recruitment process.

## 6. Near Miss Reporting

The month of October saw 34 Near Miss reports. The month of October saw 4 reports of Undesired Circumstance reported via the Health and Safety Automated form, the remaining reports were generated via the Enquirer Operations Desk. The 4 instances of Undesired Circumstance related to student behaviour on campus. Instances include, throwing items and spitting from level 5 atrium walkway. All reports of this type were reported to the appropriate faculty who were then following the appropriate disciplinary actions. It was noted that all instances reported during this time, were caused by students who were on campus but had no class or had class cancelled due to strike action.



## 7. Fire

### 7.1 October Fire Statistics

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

### 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            | Fault         |
| Riverside Campus   | 0            | None          |
| Halls of Residence | 6            | Cooking Fumes |

### 7.3 Fire Safety Officer

The Fire Safety Officer undertook the delivery of Person in Charge and Duty Manager Training Sessions in October. City Campus held four sessions that had 33 attendees, there are further sessions arranged for Riverside in November as well as mop up sessions for individuals that could not attend.

The training sessions provided an overview on the following topics:

- Fire Safety Policy, Procedure, Management System, Emergency Fire Action Plan (EFAP)
- The Fire Alarm System
- Means of Escape
- Calling the Fire Service
- Person in Charge's (PICs) / Duty Manager role
- Overview of Fire Marshal/Warden role
- Overview of the PEEP Evacuation Team role
- Overview of the Facility Management/Front of House Roles

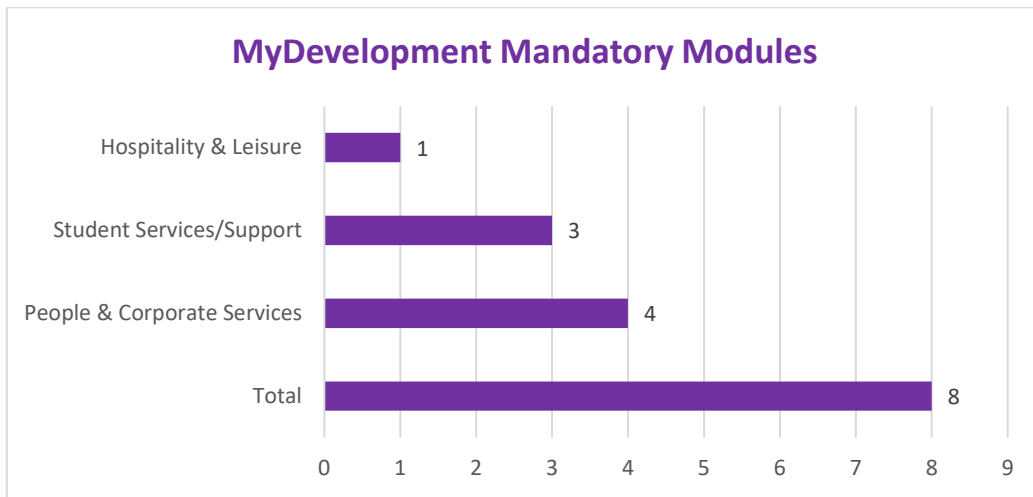
The Fire Safety Officer issued 6 PEEPs in the month of October. A priority system has been implemented rating from Level 1 to Level 3. The Health and Safety Advisors continue to support the Fire Safety Officer in issuing outstanding PEEPs.

## **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 October.

### **8.1 Summary of Health and Safety e-Learning Training October 2023**



| Course  | Type of Course | Number of Staff Completed |
|---|----------------|---------------------------|
| Assessrite Display Screen Equipment – Homeworking | Online         | 6                         |
| Assessrite Display Screen Equipment               | Online         | 3                         |
| Face to Face DSE Assessment                       | In person      | 2                         |

| Course                                | Type of Course | Number of Staff Completed |
|---------------------------------------|----------------|---------------------------|
| Reception First Aid and PIC Awareness | In Person      | 6                         |
| First Aider Arrangements Review       | In person      | 8                         |
|                                       | <b>Total</b>   | <b>30</b>                 |

## 9. Risk Assessments

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

| Faculty/Department          | Number   |
|-----------------------------|----------|
| Creative Industries         | 1        |
| Education & Humanities      | 0        |
| Hospitality & Leisure       | 0        |
| Nautical & STEM             | 0        |
| Student Experience          | 1        |
| People & Corporate Services | 0        |
| <b>Total</b>                | <b>2</b> |

## 10. Health and Safety Internal Audit

A Health and Safety Benchmarking Audit was conducted in the Education and Humanities Faculty over the October break.

Education and Humanities agreed to be the pilot faculty for this audit allow the H&S Team to review and test the updated audit and inspection programme to facilitate the production of a cross college Audit and Inspection Guide.

There was no request from the H&S for the faculty to provide a representative during this audit.

The audit process followed the following steps.

- Planning & Preparation – This included access to faculty Health and Safety Teams Channels and collating any documentation relevant to the audit process.
- Fieldwork – This phase of the audit included general inspection of the faculty area. Including General Office/Staff Area, All Classrooms, including standard rooms, Supported Learning Programme areas such as kitchen and garden, hospital suites and faculty storage areas.
- Reporting – This report will complete this phase of the audit process. This report will detail findings, non-conformities, good practice, and recommendations.
- Audit Review – Following this report, a meeting will be held with the faculty to discuss recommendations and actions, as well as responsibilities and how the H&S Team can assist.

The Health and Safety Team have proposed a faculty Health and Safety Workplan. The purpose of this will be to provide the faculty with their own health and safety management system. A centralised area for all relevant documentation such as policies and procedures, risk assessments, COSHH and training requirements.

The actions and recommendations from this audit have been created a [preliminary workplan](#). The goal of expanding this approach to other areas is to have a health and safety representative for every department and faculty member.

A meeting between the Dean, Associate Deans and the Faculty Business Manager has been requested to take place in November to review this audit alongside the proposed workplan. The workplan includes upskilling staff in general health and safety by the means of a training matrix.

## **11. Policies and Procedures**

The month of October saw the Fire Safety Policy and Smoke and Vape Free Campus Policy be updated, reviewed, and shared with Trade Union and the People and Culture Committee for comment and approval. It is anticipated this will be approved following the November committee meeting.

The Fire Safety Procedure, Personal Emergency Evacuation Procedure will be shared with SMT for approval following approval of the Fire Safety Policy.

## 12. 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.

## 13. Appendix B - Summary list of Accidents / Incidents for October 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. | 03/10/23 | Student             | Student cut to left hand forefinger.                  | Hospitality & Leisure | City            | N      | To make the students aware how important H&S is when using sharp tools. To provide extra training to staff and students to prevent this happening again. | No                            | N/A                       |
| 2. | 04/10/23 | Student             | Student was cutting herbs when knife slipped and they | Hospitality & Leisure | City            | N      | All safety procedures in use, non slip device under  | No                            | N/A                       |



| 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 |
|----|----------|---------------------|---|----------------------|-----------------|--------|---|-------------------------------|---------------------------|
|    |          |                     | cut left hand finger.   |                      |                 |        | board, correct use of knife training given and used. First year student so still getting used to using a knife.   |                               |                           |
| 3. | 09/10/23 | Student             | Student was tightening a drill chuck (machine off) when right hand slipped catching against machine, which left a small cut just below nail and two abrasions on right thumb. | Nautical & STEM      | Riverside       | N      | Student was tightening a drill bit in the chuck of a pillar drill (machine was off). The chuck key used to tighten the chuck and secure the drill bit slipped from its position leading the student to strike their thumb on the stationary | No                            | N/A                       |

| 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 |
|----|----------|---------------------|---|-----------------------|-----------------|--------|--|-------------------------------|---------------------------|
|    |          |                     |   |                       |                 |        | drill bit. The student was given a demonstration on holding chuck key more securely in place and position it to ensure their hand would travel away from the drill in the event of a sudden release of pressure being applied. |                               |                           |
| 4. | 10/10/23 | Student             | Student burnt palm of hand when picking up a hot pot. | Hospitality & Leisure | City            | N      | Emailed lecturer for accident/incident report.   | 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 |
|----|----------|---------------------|--|-----------------------|-----------------|--------|--|-------------------------------|---------------------------|
| 5. | 12/10/23 | Student             | Student was replacing a scalpel blade and accidentally caught hand & fingers. Small cuts to right hand pinkie tip and finger next to pinkie, . | Creative Industries   | City            | N      | Student had been shown how to replace the blade before, but his hand slipped and he cut 2 fingers. Student has been reminded not to forced the blade onto the handle and shown how to do it the correct way. | No                            | N/A                       |
| 6. | 12/10/23 | Student             | Student scalded left hand from hot water in class.   | Hospitality & Leisure | City            | N      | The student involved burned their hand accidentally after their partner spilled water in the sink. Students  | No                            | N/A                       |

| 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 |
|----|-----------|---------------------|--|-------------------------------|-----------------|--------|---|-------------------------------|---------------------------|
|    |           |                     |  |                               |                 |        | involved where advised on the safety when cooling with hot liquids.   |                               |                           |
| 7. | 4/10/2023 | Staff               | Staff member right hand was caught/jammed in folding table whilst moving table | People and Corporate Services | Riverside       | Y      | Front of House Team are attending manual handling course on 13 <sup>th</sup> November. Any staff who have not had sufficient training in manual handling must be supervised by competent person | 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  | 25/10/23 | Student             | Student had a cut to the tip of the thumb while cooking in the kitchen    | Hospitality & Leisure | City            | N      | Refresher training carried out for individual. The student was chatting to another student when working so was not fully focused on task.  | No                            | N/A                       |
| 10 | 26/10/23 | Student             | Student cut top of left index finger with a scalpel while cutting veneer. | Creative Industries   | City            | N      | Student will be given a toolbox talk. The student attended hospital but there was no treatment given, the hospital dressed the wound only. | No                            | N/A                       |

| 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 |
|----|----------|---------------------|--|-----------------------|-----------------|--------|--|-------------------------------|---------------------------|
| 11 | 30/10/23 | Student             | Student had cut to right thumb   | Creative Industries   | City            | N      | Staff to ensure safe practices are being carried out by reiterating methods of safe working. This has been actioned by supervision and demonstration of use. | No                            | N/A                       |
| 12 | 31/10/23 | Student             | Puncture wound to left palm, Thenar muscle area. Student was using a knife to prepare celeriac when knife slipped and wounded left palm. | Hospitality & Leisure | City            | N      | Toolbox talk was carried out on the safe use of hand tools.  | No                            | N/A                       |

## Senior Management Team

|                    |   |
|--------------------|---|
|                    |   |
| Date of Meeting    | 20 <sup>th</sup> December 2023                                      |
| Paper No.          |   |
| Agenda Item        |   |
| Subject of Paper   | Health and Safety Monthly Report November 2023                      |
| FOISA Status       | Disclosable   |
| Primary Contact    | John Gribben – Vice Principal People and Corporate Support          |
| Date of production | December 2023   |
| Action             | The SMT is invited to note and discuss the contents of this report. |

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## 3. Key Insights

### 3.1 Executive Summary

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The Health and Safety Manager received the Association of College's Benchmarking report in November.

The purpose of the benchmarking report is to provide a 'Benchmarking Incident Rate' which details the total number of accidents, incident, and ill health (first aid) instances per 1000 students.

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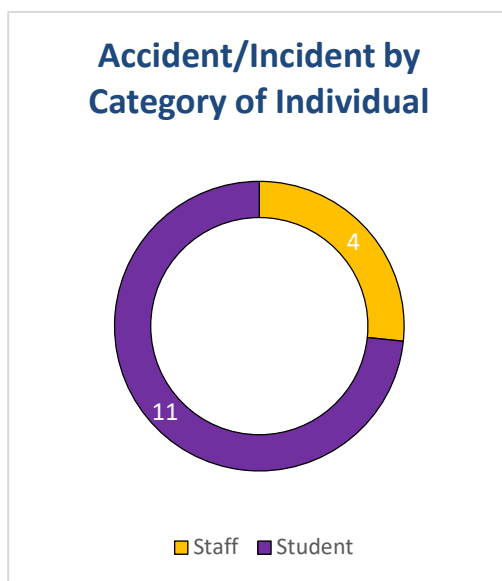
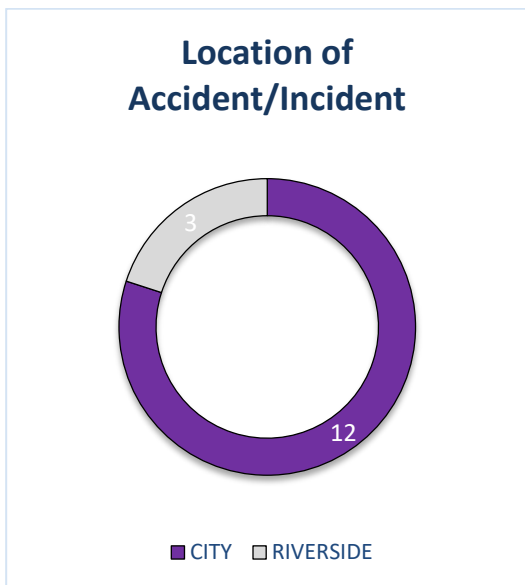
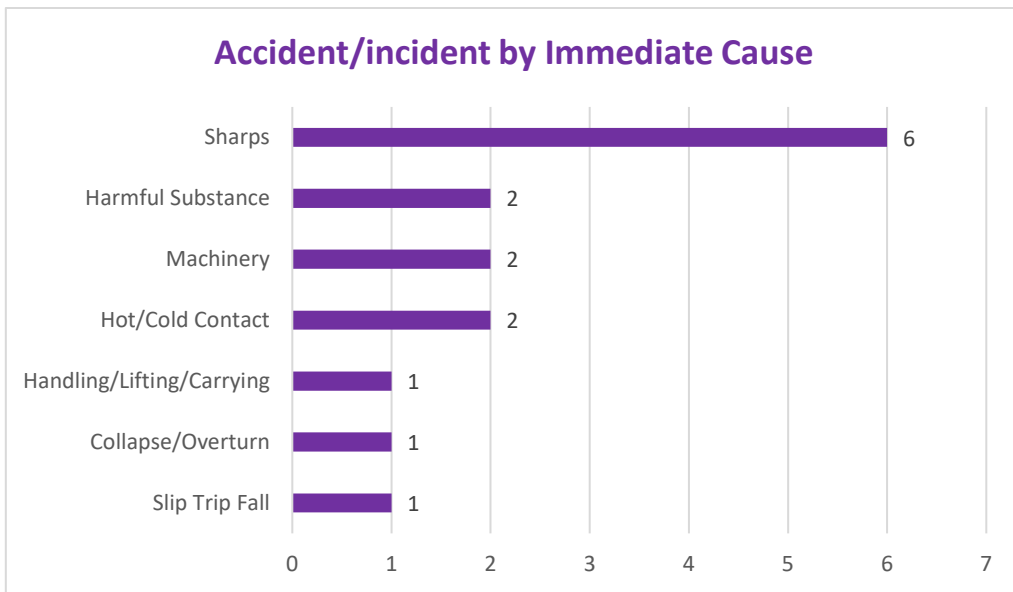
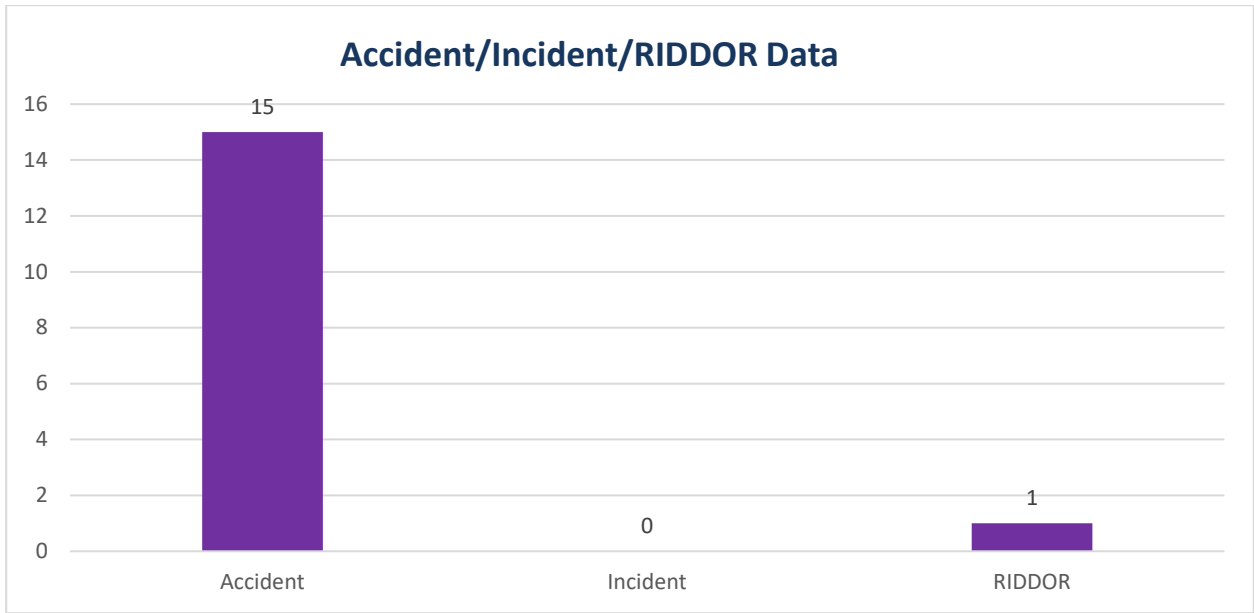
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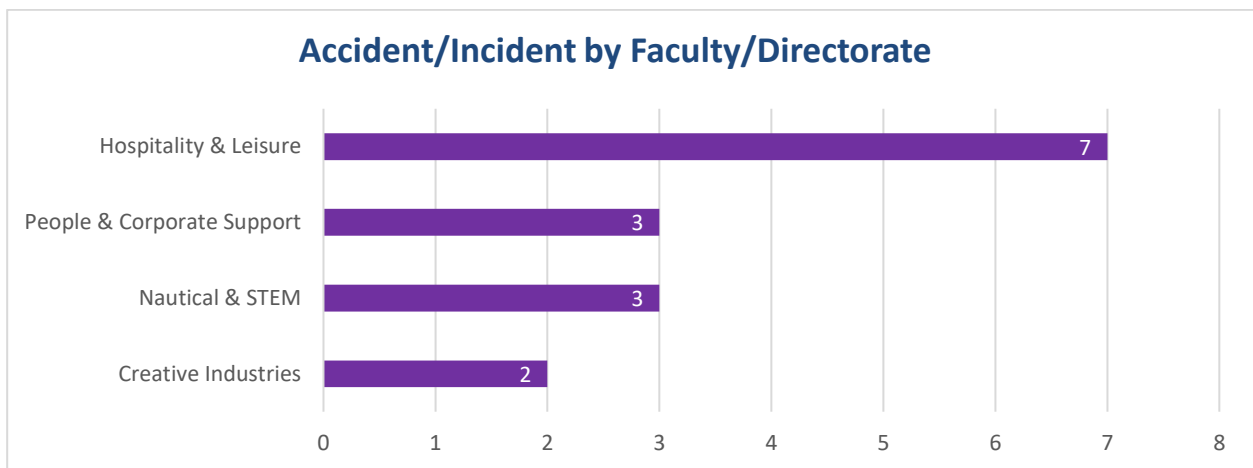
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This reporting year will focus on data collected within 2023/2024 academic session only. Any other data would be viewed in the context of the pandemic where the college was not operating at full capacity.

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 15 accidents, 1 of which was RIDDOR reportable. No incidents were reported in the month of November. The location and category of individuals are detailed below. A full breakdown of data is provided in **Appendix B**.

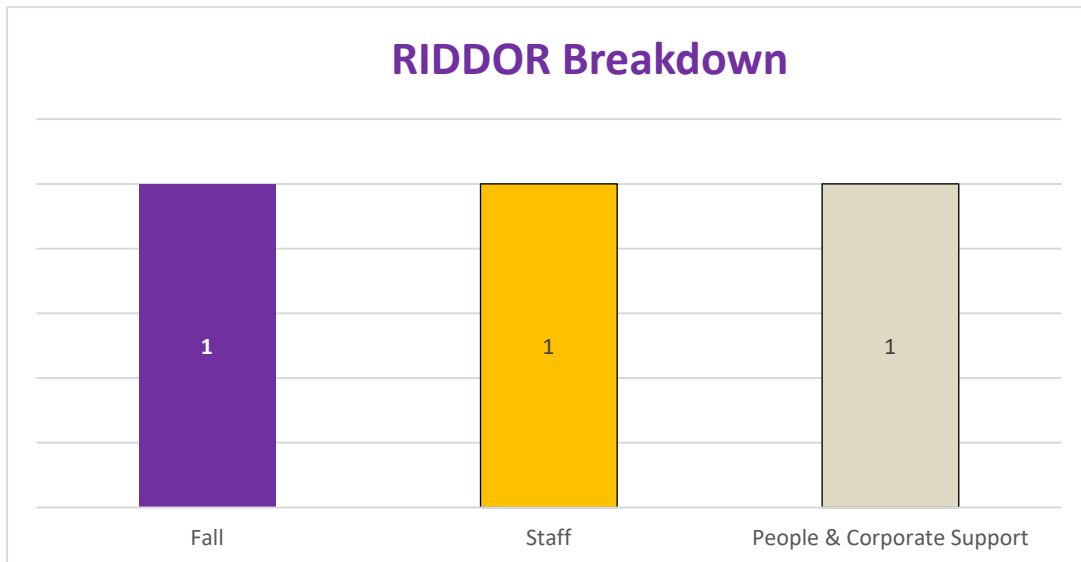




### 5.1 RIDDOR Statistics

The month of November saw 1 accident that was RIDDOR reportable. This accident was reported under RIDDOR due to working days lost following an accident, 7 days.

This accident related to a fractured wrist caused by a fall backwards after member of staff was startled by a squirrel jumping out of service yard bin whilst they attempted to empty rubbish. This accident triggered a thorough examination of the service yard area, waste management arrangements and the several faculties that use the service yard.

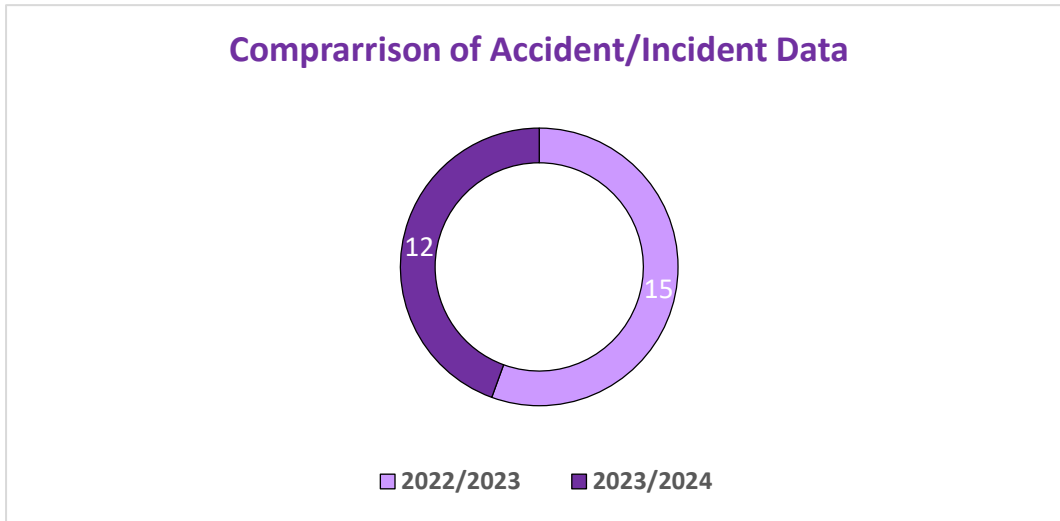


5.2

### 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.

### Comparison of Accident/Incident Data



Due to the

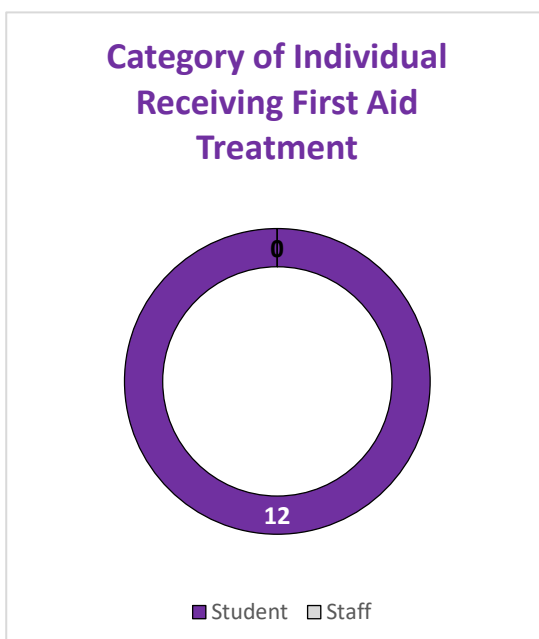
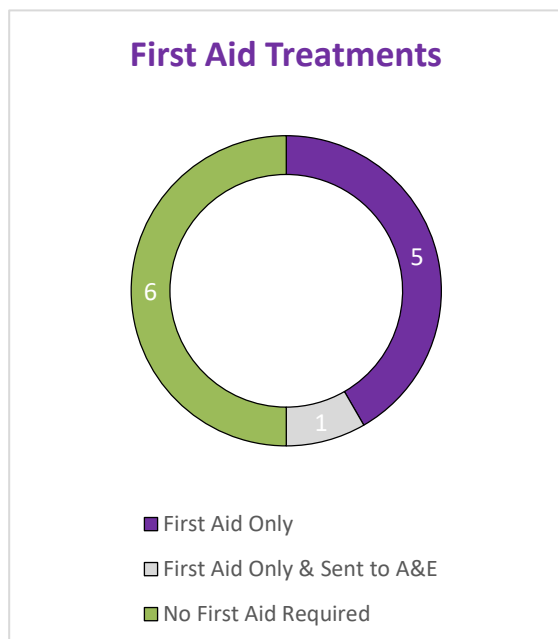
similarity in the number of employees and students on campus, as well as the jobs and activities being carried out, this format will offer a better perspective on the statistics.

In November 2023, there were three fewer accidents than in November 2022. Although this may be considered a drop, there was a period of Industrial Action in November, which resulted in a reduction in teaching sessions, particularly those of a practical nature.

### 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 5 instances where no first aid was required due to known underlying health issues or sports injuries sustained outwith college.

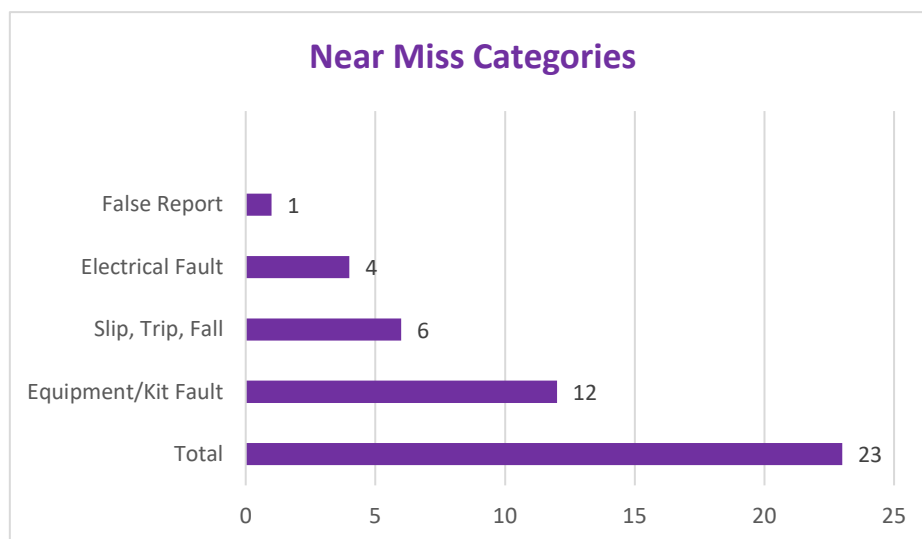


In the month of November, there was an increase in the number of First Aid Interventions requested for situations where First Aid was not required. Calls for injuries sustained outside of college premises and business hours continue to consume valuable time that could be used elsewhere in the event of an emergency.

The Health and Safety Team shared a recruitment email for First Aiders at City Campus. Although there has been some interest in volunteers, a second round of recruitment will take place in January, with a focus on certain Faculties.

## 6. Near Miss Reporting

The month of November saw 23 Near Miss reports. All of the November near miss categories were reported via the Enquirer Operations Desk. The most common Near Miss in November related to faults for equipment. These were actioned and closed off by the relevant department.



## 7. Association of Colleges Benchmarking Report

The Health and Safety Manager received the Association of College's Benchmarking report in November. The full report can be reviewed in **Appendix C**.

The report detailed that of the 60 colleges that form part of the Health and Safety Forum, 42 colleges submitted data for the last academic year.

### 7.1 First Aid

The report highlighted that ill health (first aid interventions) equated to 49% of data recorded. This shows that colleges need a strong first aid provision to deal with these high levels of ill

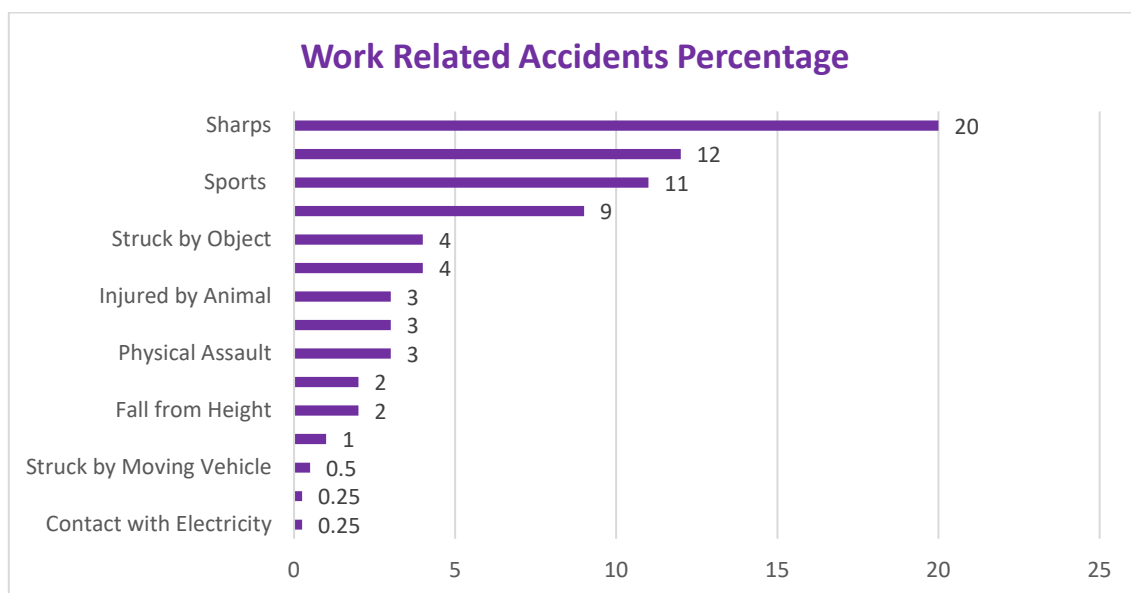
health and to ensure individuals receive immediate treatment on campus which in turn contributes to the best possible outcomes should they need to attend hospital.

Ill health reports relate to requests for first aid to deal with illness that in most cases were not directly caused by college activities e.g., fainting, sickness, or pre-existing medical conditions like seizures. The report stated that this is a significant number of incidents for college first aiders to respond to and AOC is planning to explore the categories of ill health in next year's survey.

## 7.2 Accident, Incident and Near Miss

There was a total of 5,153 accidents arising out of college activities to workers and students in the period August 2022 to July 2023. Note due to the reporting structure from AOC, this figure does not include RIDDOR reported accidents.

Of these 5,153 accidents the most commonly identified accidents were:



There were no fatal injuries reported but there was a total of 162 accidents reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The figures for accidents indicate a strong accident reporting culture across the sector; however, it should be noted that there was a total of only 1152 near misses reported by all colleges, which is an average of 32 near misses per college for the 2022/23 academic year.

It is evident from the report that Near Miss reporting remains low within the FE sector with 1150 Near Misses making up only 11% of all accidents and incidents. Nonetheless, the report

stated there has been a significant increase with the average number of near misses reported having doubled since the last academic year.

### 7.3 Accident, Incident, and Ill Health Incidence Rate

There was a total number of 10,128 non-fatal accidents, incidents and ill health reports in the 2022/23 academic year.

The Incident Rate for the 2022/23 academic year is 26 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)

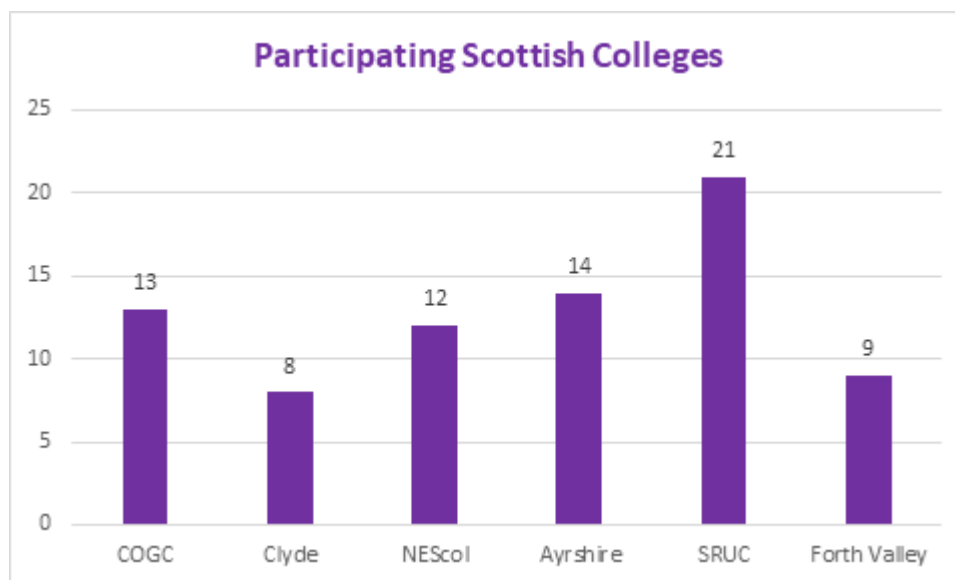
**The Incident Rate for City of Glasgow College 2022/23 academic year is 13 per 1000 students and staff.**

The Near Miss Incident Rate for the 2022/23 academic year is 3 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)

**The Near Miss Incident Rate for City of Glasgow College 2022/23 is 9 per 1000 student and staff.**

### 7.4 Participating Scottish Colleges

As COGC participated in the exercise, this provided access to all the data that each participant supplied. 6 of the 32 Scottish Colleges who received the invitation to participate did so.



The Health and Safety Team continues to work through the data provided by AOC to create a comparison not only against Scottish Colleges, but other colleges which are similar in size and resources. A meeting to discuss the results of the Benchmarking exercise with the College Development Network will be held in February. Initial conversations indicate disappointment at the lack of engagement with the exercise and some of the data anomalies. One college, for example, reported a headcount of 300 staff and students when the true figure is closer to 1300.

## 8. Fire

### 8.1 October Fire Statistics

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

### 8.2 Fire and Pre-Alarm Activations

The Health and Safety Team is provided with the statistics relating to fire and pre-alarm activations monthly. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a 5-minute 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        | 0            | None          |
| Riverside Campus   | 0            | None          |
| Halls of Residence | 11*          | Cooking Fumes |

\*11 is higher than normal. On further investigation, 3 were due to a build-up of grease in ovens (since cleaned), and 3 were due to unopened windows whilst cooking. A poster and leaflet campaign in Halls will take place during the winter months highlighting kitchen fires.

### 8.3 Fire Safety Officer

The Fire Safety Officer undertook the delivery of Person in Charge and Duty Manager Training Sessions in November. Two sessions at Riverside had 18 attendees; mop up sessions for individuals who could not attend will be communicated early in the New Year.

The training sessions provided an overview on the following topics:

- Fire Safety Policy, Procedure, Management System, Emergency Fire Action Plan (EFAP)
- The Fire Alarm System
- Means of Escape
- Calling the Fire Service
- Person in Charge's (PICs) / Duty Manager role
- Overview of Fire Marshal/Warden role
- Overview of the PEEP Evacuation Team role



- Overview of the Facility Management/Front of House Roles.

Two new procedures have been developed.

- for PICs and Duty Managers on the Operation of Handheld Radios. and
- for the Evacuation of Persons Using the Fire Lifts.

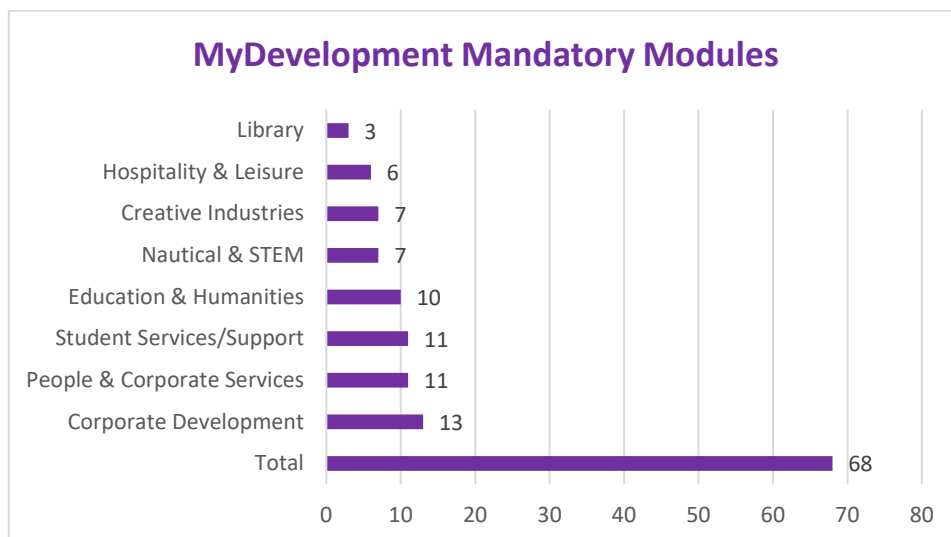
A full evacuation drill timetabled for the 27 November had to be cancelled due to critical College business. This has now been rescheduled for early December.

## 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 November.

### 8.1 Summary of Health and Safety e-Learning Training November 2023



| Course | Type of Course | Number of Staff Completed |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

|   |           |   |
|---|-----------|---|
| Assessrite Display Screen Equipment – Homeworking | Online    | 6 |
| Assessrite Display Screen Equipment               | Online    | 7 |
| Face to Face DSE Assessment                       | In person | 2 |

| Course                                | Type of Course | Number of Staff Completed |
|---------------------------------------|----------------|---------------------------|
| Reception First Aid and PIC Awareness | In Person      | 5                         |
| First Aid Training                    | Refresher      | 2                         |
|                                       | <b>Total</b>   | <b>90</b>                 |

## 9. Risk Assessments

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

| Faculty/Department         | Number   |
|----------------------------|----------|
| Creative Industries        | 2        |
| Education & Humanities     | 1        |
| People & Corporate Support | 1        |
| Nautical & STEM            | 1        |
| <b>Total</b>               | <b>5</b> |

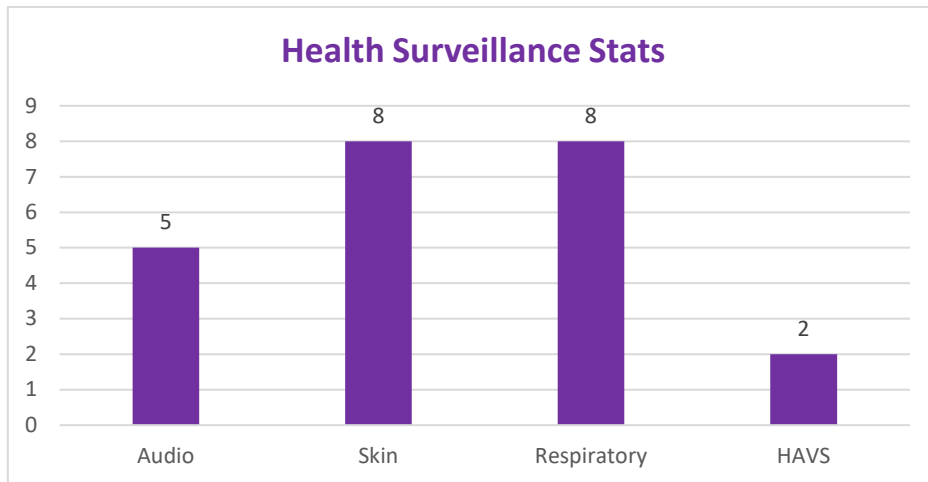
## 10. Health Surveillance

An important part of occupational health is how work and the work environment can impact on health therefore we must make sure our employees' 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 November. This month saw an increase of attendance due to individuals due for annual review.

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



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

- Review of general task-based risk assessments
- Completion of individual risk assessments
- Review of Personal Protective Equipment
- 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.

## 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 November 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. | 02/11/23 | Staff               | Cleaner was putting rubbish in bin when a squirrel jumped out. Yhe cleaner fell to the ground injuring head, arm, leg and thumb. | Corporate Services   | City            | YES    | Cleaner went to doctor, and it has been confirmed that they have a fractured wrist. | Cleaner went to her Doctor the day after the accident and they were advised to get a X-ray on the sore thumb. Manager will update in due course.<br><br>Update 06/11/2023- Cleaner has a fractured wrist. | Completed                 |

| 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 |
|----|----------|---------------------|---|----------------------|-----------------|--------|---|-------------------------------|---------------------------|
| 2. | 06/11/23 | Student             | While using a chisel on a piece of timber, the chisel slipped & hit the student's left thumb. | Creative Industries  | City            |        | Toolbox talk provided to student and class. Discussed handling techniques and workspace management. | No                            | Complete                  |
| 3  | 06/11/23 | Student             | Cut to middle finger on left hand, with scalpel.  | Creative Industries  | City            |        | Tool box talk on safe use of hand tools.  | No                            | Completed                 |

| 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 |
|----|----------|---------------------|-------------------------------|-----------------------|-----------------|--------|---|-------------------------------|---------------------------|
| 4. | 07/11/23 | Student             | Cut finger with knife         | Hospitality & Leisure | City            |        | Knife safety was reiterated to the whole class.   | No                            | Completed                 |
| 5. | 08/11/23 | Student             | Cut to tip of right thumb.    | Hospitality & Leisure | City            |        | Reminded class and individual to use guard when using mandolin. Student will also be given refresher training.  | No                            | Completed                 |
| 6. | 21/11/23 | Student             | Small cut to students' finger | Hospitality & Leisure | City            |        | Lecturer comments:<br>I do not believe I could have done anything to prevent this.<br>In future I will consider not giving students the opportunity to complete these | No                            | Completed                 |



| 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 |
|----|----------|---------------------|--|----------------------------|-----------------|--------|---|-------------------------------|---------------------------|
|    |          |                     |  |                            |                 |        | types of tasks.<br>I was standing next to the student, guiding his hand, instructing him how to hold the lemon & the knife nicked his finger. |                               |                           |
| 7. | 08/11/23 | Staff               | Staff member was moving partition panels in lecture theatre when a pile of | People & Corporate Support | City            |        | Remedial action taken that the lecture theatre be cleared of all props after use by drama class. Staff member has been                        | Yes                           | Completed                 |

| 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 |
|----|------|---------------------|--------------------------|----------------------|-----------------|--------|---|-------------------------------|---------------------------|
|    |      |                     | A frames fell onto them. |                      |                 |        | given copy of Manual Handling Risk Assessment and when they return from holiday manager will go over risk assessment with them. Staff member had completed Manual Handling Awareness module the day previous to accident. H&S also spoken to Drama CH to update their risk assessment and to remove all props from area after use. Update - Props have been |                               |                           |

| 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 |
|----|------|---------------------|-------------|----------------------|-----------------|--------|--|-------------------------------|---------------------------|
|    |      |                     |             |                      |                 |        | removed from area.                           |                               |                           |

| 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. | 07/11/23   | Student             | Student bruised hand using small kitchen aid mixers.                 | Hospitality & Leisure | City            |        | At the end of the lesson the lecturer advised the student to seek medical advice. Refresher training on use of equipment for student.<br><br>09/11/2023<br>Student did not have a fracture. - Lecturer confirmed. | No                            | Completed                 |
| 9. | 09/11/2023 | Student             | Student wearing safety glasses reported something in eye, possibly a | Nautical & STEM       | Riverside       |        | Student possibly had a splash of coolant from machine they were working on previously. No   | No                            | Completed                 |

| 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 |
|-----|----------|---------------------|--------------------------------------|----------------------|-----------------|--------|--|-------------------------------|---------------------------|
|     |          |                     | splash of coolant.                   |                      |                 |        | debris or foreign bodies in eye, no blurred vision, just irritated. Student's eye was washed out, felt better and returned to class. |                               |                           |
| 10. | 10/11/23 | Staff               | Staff burned her arm on an oven door | Corporate Services   | City            |        | Staff member will take more care when assisting student. Was not aware oven door opened in this way.                                 | No                            | N.A                       |

| 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 |
|-----|----------|---------------------|--|----------------------|-----------------|--------|---|-------------------------------|---------------------------|
| 11. | 13/11/23 | Student             | Student was using vice and hit their hand off the handle of the vice when spinning it. | Nautical & STEM      | Riverside       |        | Natasha has been advised in future to take her time while operating a vice.<br>A tool box talk.   | No                            | Completed                 |
| 12. | 15/11/23 | Student             | Student cut end of right thumb when working with sheet metal.                          | Nautical & STEM      | Riverside       |        | Student was given refresher training on handling sheet metal and deburring it to removed sharp edges. RA does not recommend gloves at present, but this may be updated to include gloves when handling sheet metal. If RA if it is updated, | No                            | Completed                 |

| 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 |
|-----|----------|---------------------|---|-----------------------|-----------------|--------|---|-------------------------------|---------------------------|
|     |          |                     |   |                       |                 |        | requested a copy is sent to H&S.                      |                               |                           |
| 13. | 16/11/23 | Student             | Student burnt her left-hand thumb with hot ceramic plate. | Hospitality & Leisure | City            |        | Lecturer emailed for more details and accident report | No                            | N/A                       |

| 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 |
|-----|----------|---------------------|--|-----------------------|-----------------|--------|--|-------------------------------|---------------------------|
| 14. | 30/11/23 | Staff               | Staff member cut top of left hand ring finger when prepping peppers for their class. | Hospitality & Leisure | City            |        | Staff member did attend Minor Injuries as finger was bleeding again, no treatment, re-dressed and returned to work. Injured person advised manager that it was just an accident while prepping vegetables for class. | No                            | Completed                 |
| 15. | 30/11/23 | Student             | Student cut part of finger on left hand while cutting laminate using a scalpel.      | Creative Industries   | City            |        | Student was cutting veneer with straight edge ruler as taught, but went off line and caught edge of index finger, removing a small piece of skin.  | No                            | Completed                 |



| 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 |
|----|------|---------------------|-------------|----------------------|-----------------|--------|--|-------------------------------|---------------------------|
|    |      |                     |             |                      |                 |        | Toolbox talk given to student.               |                               |                           |





## **Introduction**

The Association of Colleges (AoC) has previously collected data on accidents, incidents, and misses within the FE Sector however this process ceased approximately 5 years ago. In January a national health and safety forum decided to re-establish a national benchmarking exercise.

Of the 60 Colleges who form part of the National Health and Safety Forum 42 Colleges submitted data for the last academic year (August 2022 – July 2023). This is an increase on the previous year and we hope that this exercise will continue to grow again in 2024 as awareness of the forum expands.

## **Executive Summary**

This report is written supportively and is not aimed at finding weakness with regards to individual Colleges health and safety performance and management but rather to identify key trends to drive continual improvement in safety culture and performance within the FE Sector as a whole. It is apparent from the 42 colleges that submitted data there continues to be significant differences in staff resources available to manage health and safety.

Ill health also equated to a 49% accidents and incidents. Ill health in the context of this report relates to students or staff receiving first aid due to an acute or pre-existing illness or ill health condition, not in relation to ill health caused by a college work activity. It is clear that colleges need a strong first aid provision to deal with these high levels of ill health and to ensure that students receive immediate treatment on campus which in turn contributes to the best possible outcomes should they need to attend hospital.

There were no fatal injuries reported but there was a total of 162 accidents reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The figures for other accidents show a strong accident reporting culture across the sector however it should be noted that there was a total of only 1152 near misses reported by all colleges which is an average of 32 near misses per college for the 2022/23 academic year. Although this figure appears low it should be noted that this figure is more than double the amount in comparison to the previous academic year which showed an average of 14 near misses reported. It is positive that there is an upward trend of near miss reporting within the sector but concerns remain around the underreporting of near misses which was observed last year.

There was a total of 35 fires, the biggest causes of fire by some considerable distance was arson which fits the pattern of national statistics on the main causes of fire in the education sector as a whole.

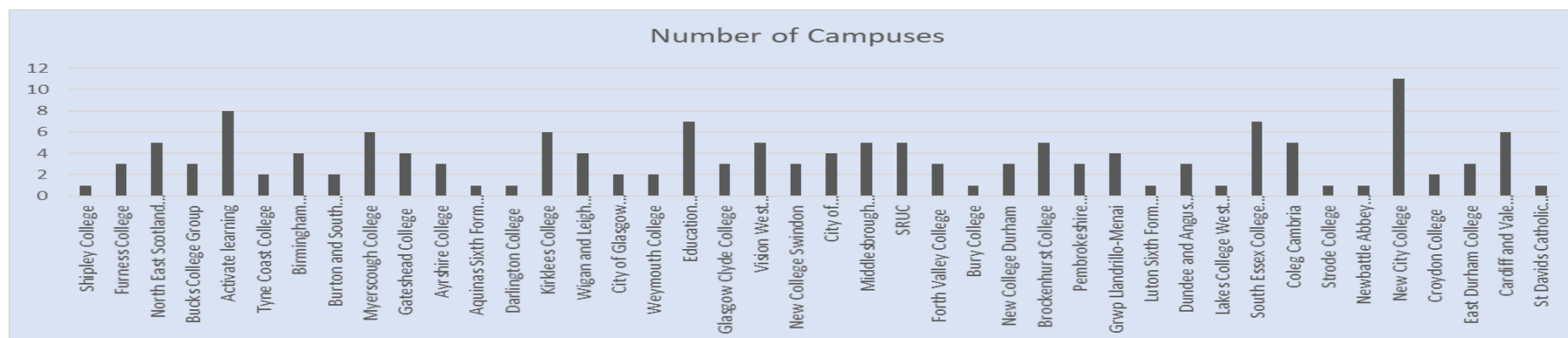
### **Resources and Geographical Size**

It was evident that many colleges operate with small Health and Safety teams yet have large areas of responsibility covering many campuses. It is important to note that key to a strong health and safety performance and culture within any organisation is to ensure that there are adequate physical and financial resources available to implement and manage all aspects of the health and safety management system. This in turn will improve reporting and will have a positive impact on both culture, performance and will also reduce the risk of civil liabilities within the organisation. From the exercise it is clear that many of those responsible for Health and Safety within their organisation have other roles and responsibilities such as:

- Catering
- Security
- Facilities
- Wellbeing
- Environmental and Sustainability
- Business Continuity
- Compliance

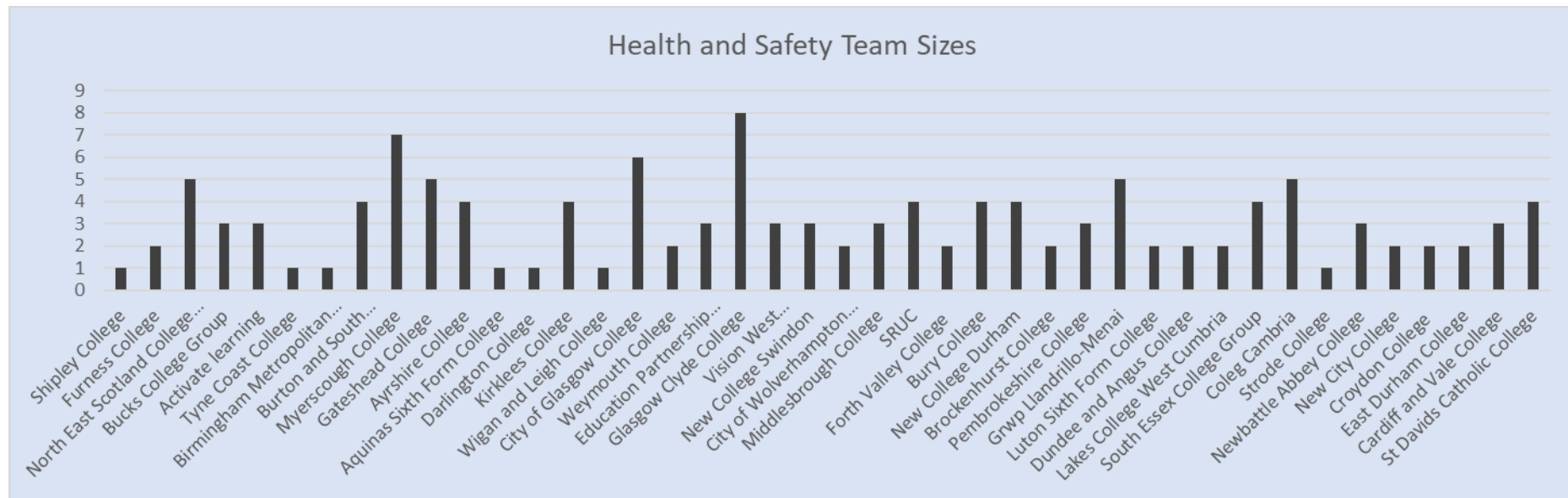
With the introduction of Martyn's Law in 2024 this could bring further responsibilities to those responsible for Health and Safety within their organisations and this places further pressure on teams that are potentially already stretched and at risk of having their position further diluted.

Of the colleges that submitted their data it was clear that there is a broad range of college size with some Colleges operating within one



campus and with others operating across as many as 10+, the average number of campuses per College was 4. It must be noted that a campus size doesn't necessarily mean the college is small, some colleges operating within just one campus could still be considered large when taking into consideration the square footage of the campus and the broad range of curricular activities that take place.

It was also clear that the size of health and safety teams vary greatly with an average headcount of 3 staff members, the largest health and safety team consisted of 8 staff members to individual advisers or managers working on their own. In total there are 129 health and safety team members operating within the 42 colleges that submitted data, of which there are a total of 355,292 students This equates to 1 Health and Safety team member for every 2755 students.



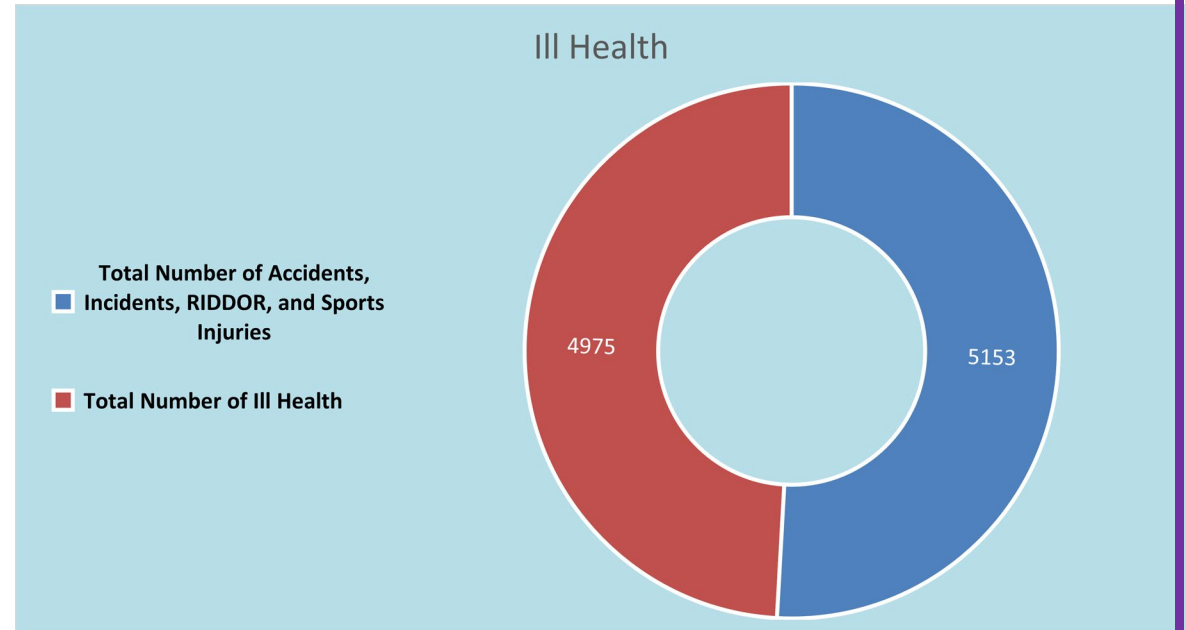
Geographical size and distance of campuses should also be taken into consideration when determining staffing levels, some colleges who submitted their data had campuses all within close proximity of one another, however there were some who submitted data who had geographical areas that had average travel times of 60+minutes between campuses. Longer travel times combined with small teams leads to inefficient working patterns and can make it more difficult for health and safety professionals to maintain their visibility across their college group.

## Key Statistics

### Ill Health

From the 42 colleges who submitted data there were a total number of 10,128 incidents reported (accidents, near misses, RIDDOR reports, sports injuries and ill health reports). Of these reports 4,975 (49%) were ill health reports not relating to college activities during this reporting period.

Ill health reports relate to requests for first aid to deal with illness that in most cases are not directly caused by college activities e.g. fainting, sickness or pre-existing medical conditions like seizures. This is a huge number of incidents for college first aiders to respond to and we are planning to explore the categories of ill health in next year's survey.



### Fatal Injuries

There were 0 fatal injuries to workers in the academic year 2022 - 2023.

There were 0 fatal injuries to members of the public in the academic year 2022 - 2023.

## RIDDOR

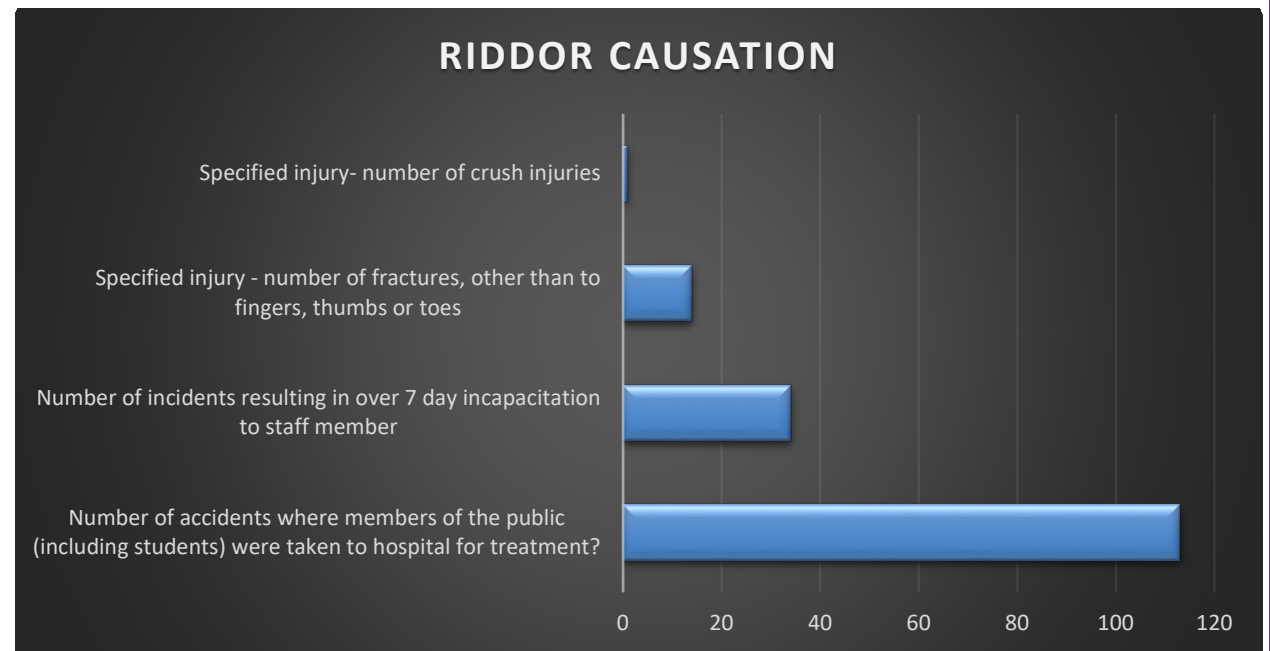
In the academic year August 2022 – July 2023 there were a total number of 162 RIDDOR reportable accidents and incidents. Of the 42 colleges who submitted data 34 colleges had reported RIDDOR reportable accidents and 8 colleges did not.

Of these:

- 34 (20%) were over seven-day injuries to staff members
- 15 (9%) were specified injuries (injuries specifically defined in RIDDOR) to staff
- The most common specified injury were fractures (8%)
- 113 (69%) were members of the public (mainly students) taken to hospital.

<https://www.hse.gov.uk/riddor/specified-injuries.htm>

None of the colleges reported the following specified injuries to staff: amputations, burns, permanent loss of sight or reduction in sight; crush injury; scalping injury; loss of consciousness caused by head injury or asphyxia or injuries arising from working in an enclosed space.





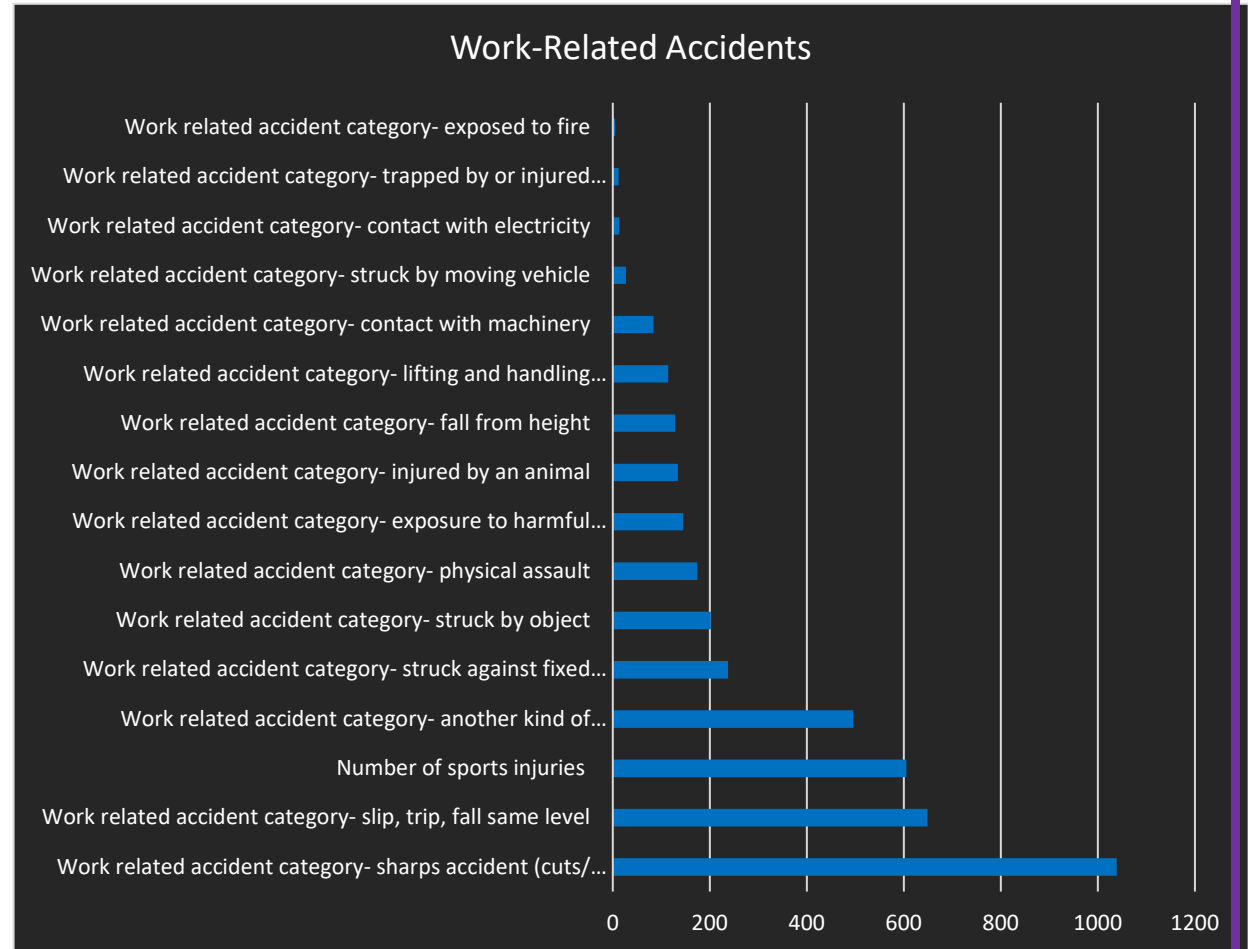
None of the colleges reported dangerous occurrences and only 1 college reported an occupational disease linked to Hand Arm Vibration Syndrome.

### Other Accidents Arising Out of or in Connection with College Activities

There was a total of 5,153 other accidents arising out of college activities to workers and students in the period August 2022 to July 2023.

Of these 5,153 accidents the most commonly identified injuries fell under the category 'Sharps accident (cuts and Lacerations) 20%, besides this the other categories of accidents within the FE Sector were:

- |  |       |
|--|-------|
| 1) Slip, trip, fall                      | 12%   |
| 2) Sports Injuries                       | 11%   |
| 3) Another kind of accident              | 9%    |
| 4) Struck against fixed object           | 4%    |
| 5) Struck by object                      | 4%    |
| 6) Physical Assault                      | 3%    |
| 7) Exposure to harmful substance         | 3%    |
| 8) Injured by animal                     | 3%    |
| 9) Fall from height                      | 2%    |
| 10) Lifting and Handling                 | 2%    |
| 11) Contact with machinery               | 1%    |
| 12) Struck by moving vehicle             | 0.5%  |
| 13) Contact by electricity               | 0.25% |
| 14) Trapped/Injured something collapsing | 0.25% |



There was a total of 496 accidents that fall under the category of “Another Kind of Accident”, accidents in this category can be further sub divided into:

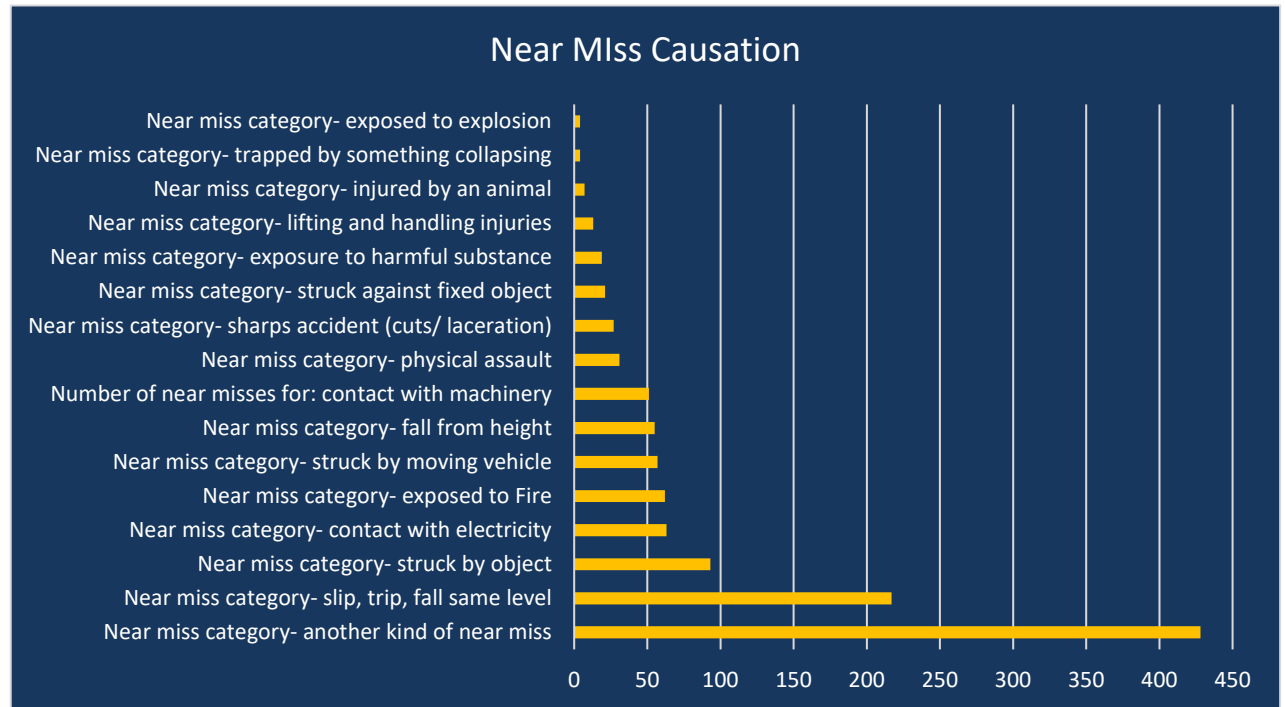
- 1) Mental Health and Self Harm
- 2) Behavioural Incidents
- 3) Burns and Scalds
- 4) Substance abuse
- 5) Eye injuries

### Near Misses

In the academic year August 2022 – July 2023 there were a total number of 1152 Near Misses reported.

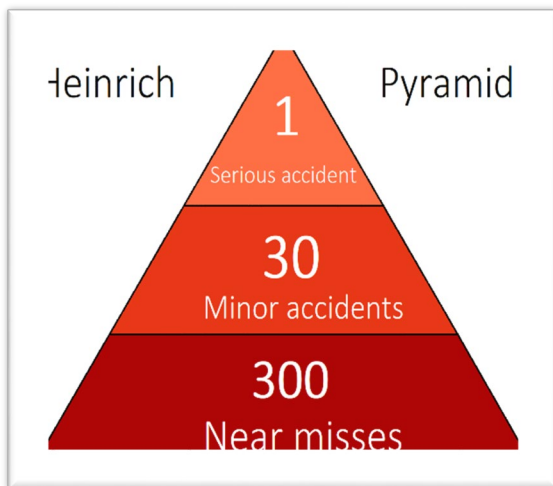
Of the 42 colleges who submitted data as part of the exercise 35 colleges reported Near Misses and 7 colleges reported none in the same reporting period. The average number of near misses reported by colleges was 32.

The highest number of near misses fell under ‘Another kind of accident’ with 37%.



For all Near Misses reported the category of near miss within the FE Sector was:

- 1) Slip, trip, fall 18%
- 2) Struck by object 8%
- 3) Contact with electricity 5%
- 4) Exposed to fire 5%
- 5) Struck by moving vehicle 5%
- 6) Fall from height 5%
- 7) Contact with machinery 4%
- 8) Physical assault 3%
- 9) Sharps accident 2%
- 10) Struck against fixed object 2%
- 11) Exposure to harmful substance 2%
- 12) Lifting and handling injuries 1%



It was evident from this exercise that Near Miss reporting remains low within the FE sector with 1150 Near Misses making up only 11% of all accidents and incidents however as previously mentioned there has been a significant increase with the average number of near misses reported having doubled since the last academic year.

As defined by the HSE:

**“Near misses are less severe than accidents. However, near misses should not be ignored or treated lightly, as they can provide valuable insight into how well you are managing health and safety in your workplace.”**

Near misses may seem trivial but they provide valuable insight and information, colleges that take time to review the underlying causes are likely to reduce risk, improve health and safety, and save the college time in money. The Heinrich Accident Triangle Theory suggests that there around 300 near misses for every serious accident, so by encouraging the reporting and

addressing of the near-misses' colleges can reduce the risk of a serious accidents and as a direct result reduce the risk of civil liabilities and prosecution.

## **Fires**

The Regulatory Reform (Fire Safety) Order 2005 place a duty on all colleges to eliminate or reduce the risk of fire as far as reasonably practicable.

In the academic year August 2022 – July 2023 there were a total number of 35 fires reported by 16 colleges .

For all Fires reported as part of the exercise the key identifiable causation within the FE Sector were as follows:

- |                 |     |
|-----------------|-----|
| 1) Malicious    | 40% |
| 2) Smoking      | 23% |
| 3) Electrical   | 17% |
| 4) Cooking      | 17% |
| 5) Undetermined | 5%  |
| 6) Car fire     | 3%  |



## Accident Incident and Near Miss Rates 2022/23

### Accident, Incident, Sports Injuries and Ill Health Incidence Rate

There were a total number of 10,128 non-fatal accidents, incidents, and ill health reports in the 2022/23 academic year.

The Incident Rate for the 2022/23 academic year is **26 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

### Near Misses

There were a total number of 1152 Near Misses in the 2022/23 academic year where injuries were sustained as part of work activities.

The Near Miss Incident Rate for the 2022/23 academic year is **3 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

### Accident Incidence Rate Formula

*Number accidents, incidents, ill health and sport Injuries (10,128) / total number of staff (headcount) and students (385891) × 1,000*

It is a measure of the number of accidents, incidents, sports injuries and ill-health per 1,000 employees and students and is usually calculated over a period of time, e.g. a year.

### Near Miss Incidence Rate Formula

*Total number of Near Misses (1152) / total number of staff (headcount) and students (385891) × 1,000*

It is a measure of the number of near misses per 1,000 employees and students and is usually calculated over a period of time, e.g. a year.

## Accident Incident and Near Miss Rates Trend Analysis

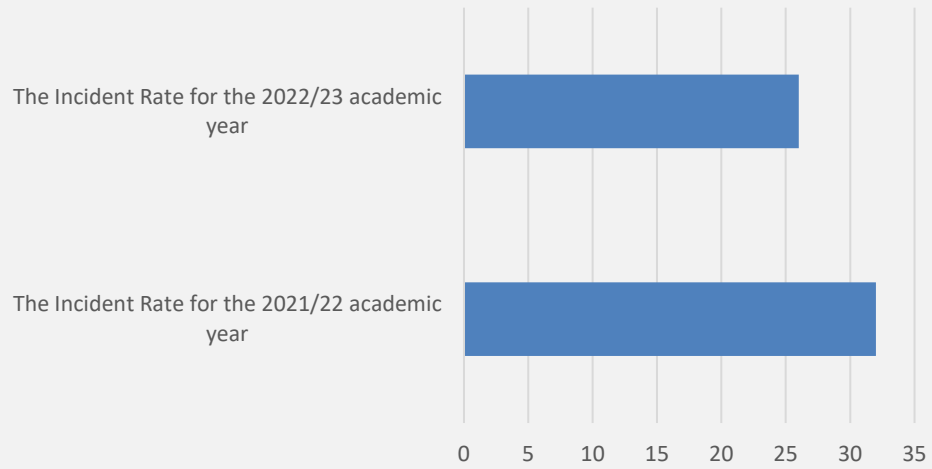
The Incident Rate for the 2022/23 academic year is **26 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

The Incident Rate for the 2021/22 academic year is **32 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

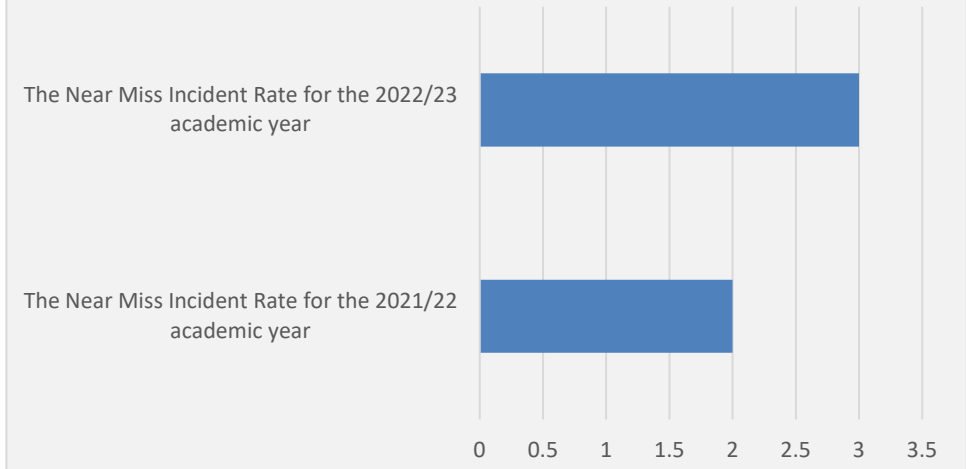
The Near Miss Incident Rate for the 2022/23 academic year is **3 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

The Near Miss Incident Rate for the 2021/22 academic year is **2 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

### Incident Rate Trend Analysis



### Near Miss Trend Analysis



## Senior Management Team

|                    |   |
|--------------------|---|
|                    |   |
| Date of Meeting    | 23 <sup>rd</sup> January 2024                                       |
| Paper No.          |   |
| Agenda Item        |   |
| Subject of Paper   | Health and Safety Monthly Report December 2023                      |
| FOISA Status       | Disclosable   |
| Primary Contact    | John Gribben – Vice Principal People and Corporate Support          |
| Date of production | January 2024  |
| 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 December 2023.

The month of December saw 5 accidents, none of which were RIDDOR reportable. The most common accident in the month of December were sharps related.

City campus was subject to a full emergency evacuation drill in December. All individuals were able to leave the campus in a safe and timely manner. The several observers throughout the drill have compiled a comprehensive report, which will be distributed. The report debrief focuses on three main areas People, Property and Procedure.

## 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**.

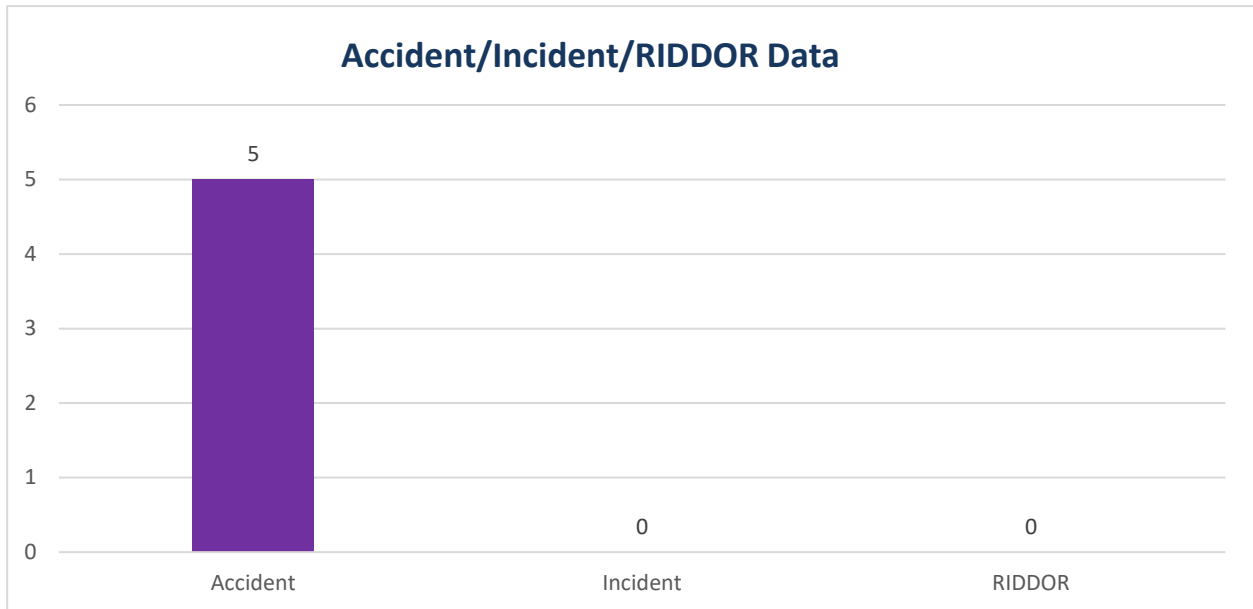
## 5. Accident and Incident Data

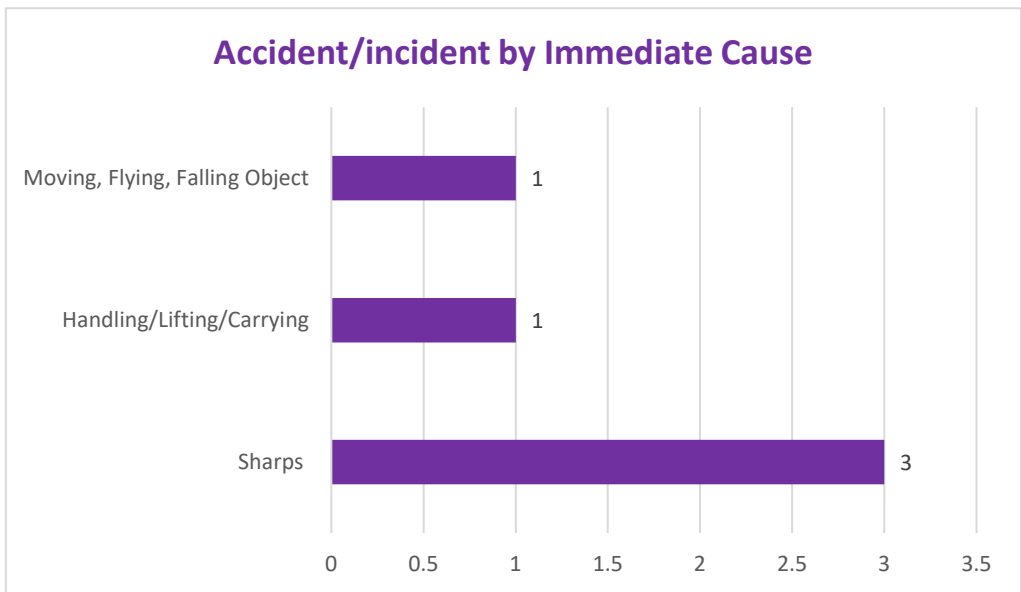
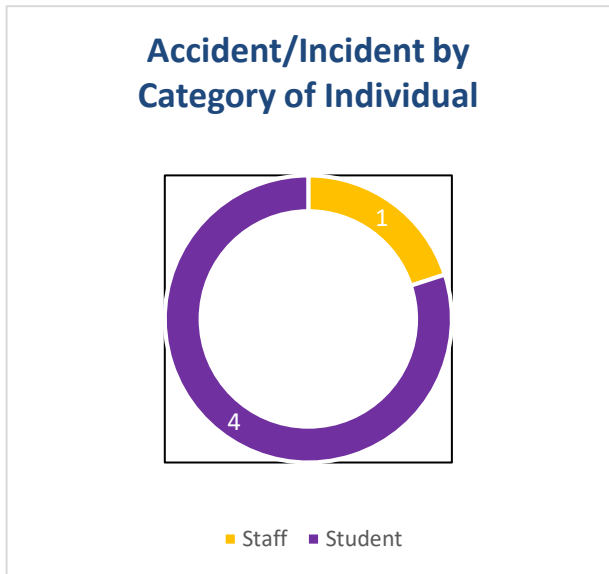
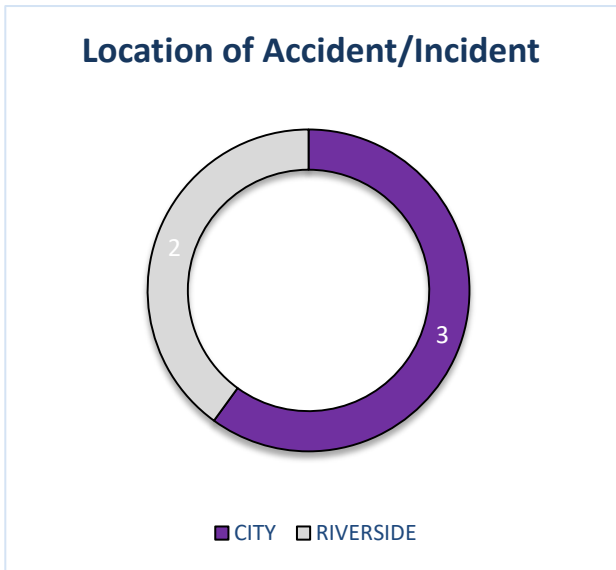
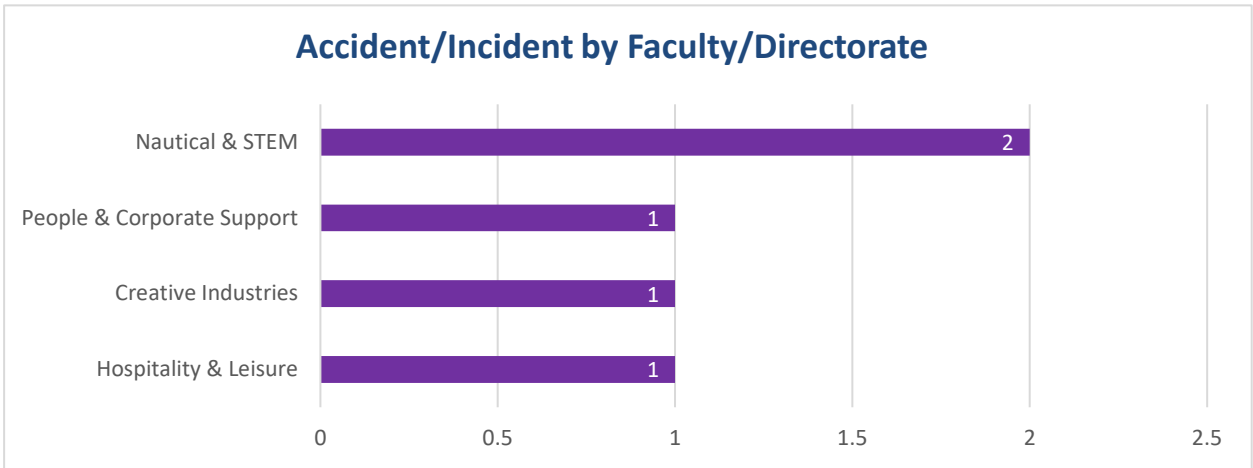
The City of Glasgow College evaluates performance based on several health and safety performance indicators.

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 was 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 5 accidents and no RIDDOR reportable accidents. No incidents were reported in the month of December. The location and category of individuals are detailed below. A full breakdown of data is provided in **Appendix B**.



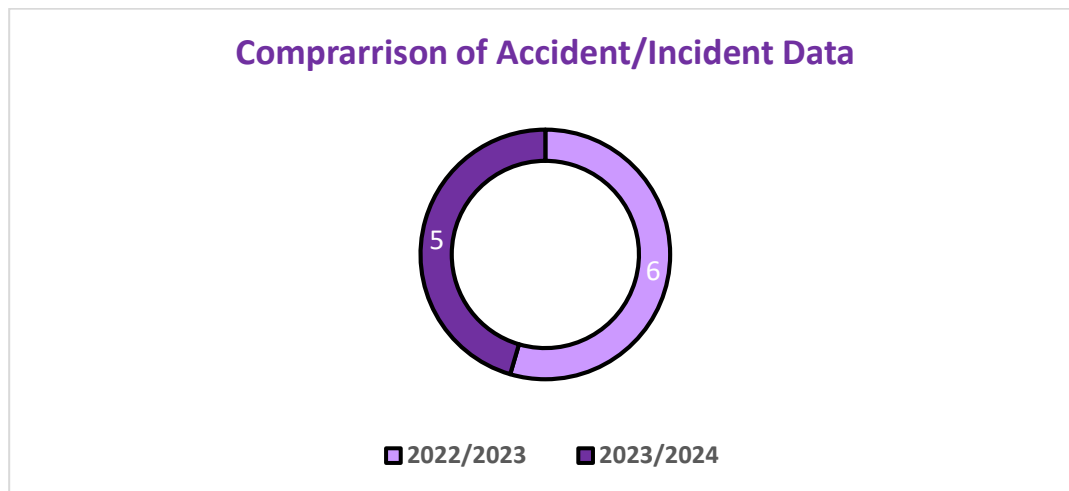


### 5.1 RIDDOR Statistics

The month of December saw no accidents that were RIDDOR reportable.

### 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.

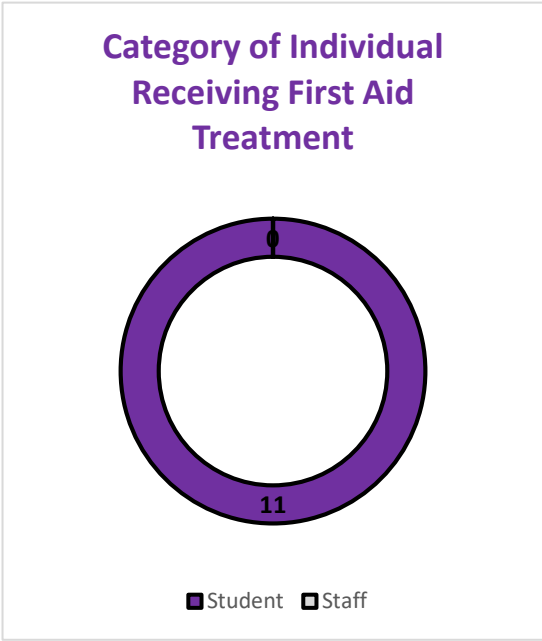
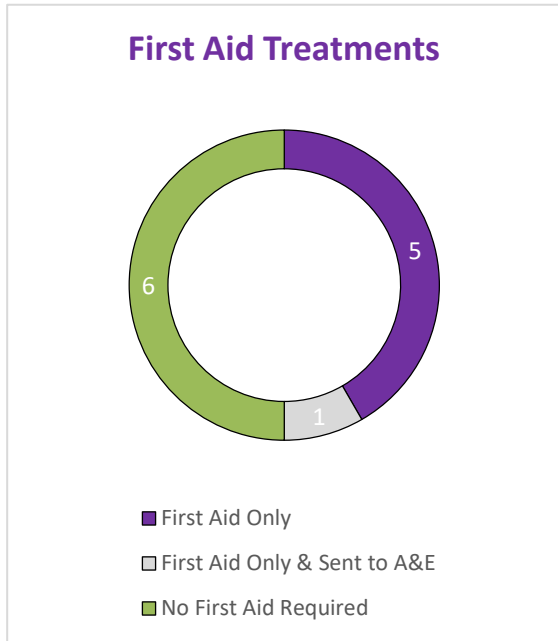


Due to the similarity in the number of employees and students on campus, as well as the jobs and activities being carried out, this format will offer a better perspective on the statistics. In December 2023, there was one fewer accident than in December 2022.

### 5.3 First Aid

#### First Aid Treatments Only (non-work related)

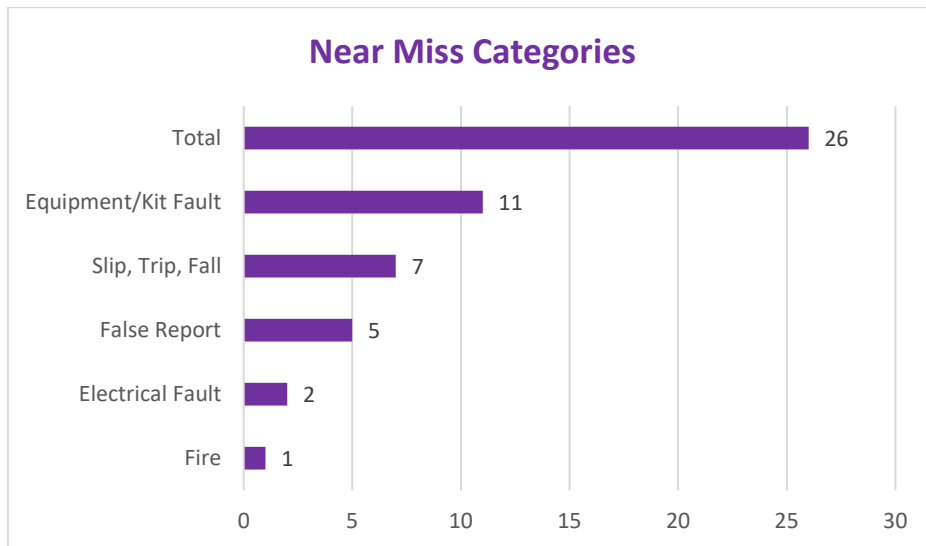
Details of first aid calls are provided below. Details of First Aid Interventions include 6 instances where no first aid was required due to known underlying health issues or sports injuries sustained out with college.



In the month of December, there was an increase in the number of First Aid Interventions requested for situations where First Aid was not required. Calls for injuries sustained outside of college premises and business hours continue to consume valuable time that could be used elsewhere in the event of an emergency.

### 6. Near Miss Reporting

The month of December saw 26 Near Miss reports. All the December near miss categories were reported via the Enquirer Operations Desk. The most common Near Miss in December related to faults for equipment. These were actioned and closed off by the relevant department.



## 7. Fire

### 7.1 December Fire Statistics

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

### 7.2 Fire and Pre-Alarm Activations

The Health and Safety Team is provided with the statistics relating to fire and pre-alarm activations monthly. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a 5-minute 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            | Break Glass (Fire Drill) |
| Riverside Campus   | 0            | None                     |
| Halls of Residence | 6            | Cooking Fumes            |

### 7.3 Fire Safety Officer

A full fire evacuation of City Campus took place on the 15th of December. The purpose of the fire drill: -

- Ensure occupants are familiar with the College Emergency Fire Action Plan (EFAP)
- Check the effectiveness of the College EFAP
- Ensure the efficiency and effectiveness of the College EFAP Key personnel team - Persons in Charge, Fire Marshals, Fire Wardens, Evacuation Team members and Front of House.

A full debrief and report will be shared with SMY. The report focuses on three main areas. People, Property and Procedure. This will be circulated.

A further 4 Priority 1 PEEPs were completed. Another member of staff attended a bespoke PIC training course.

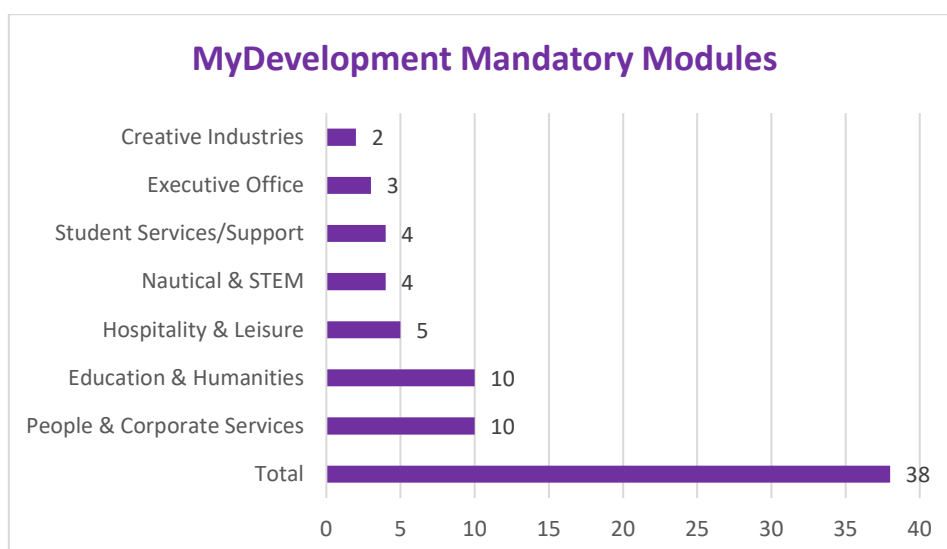
Due to the increase in False Alarms due to cooking fumes information, leaflets and advice was provided to Halls residents to reduce these occurrences.

## **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 alongside Health and Safety, for existing staff 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 December.

### **8.1 Summary of Health and Safety e-Learning Training December 2023**



| Course  | Type of Course | Number of Staff Completed |
|---|----------------|---------------------------|
| Assessrite Display Screen Equipment – Homeworking | Online         | 2                         |
| Assessrite Display Screen Equipment               | Online         | 3                         |
| Face to Face DSE Assessment                       | In person      | 4                         |

| Course                                | Type of Course | Number of Staff Completed |
|---------------------------------------|----------------|---------------------------|
| Reception First Aid and PIC Awareness | In Person      | 0                         |
| First Aid Training                    | Refresher      | 0                         |
|                                       | <b>Total</b>   | <b>47</b>                 |

## 9. Risk Assessments

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

| Faculty/Department | Number |
|--------------------|--------|
|--------------------|--------|



|                     |          |
|---------------------|----------|
| Nautical & STEM     | 3        |
| Student Association | 3        |
| <b>Total</b>        | <b>6</b> |

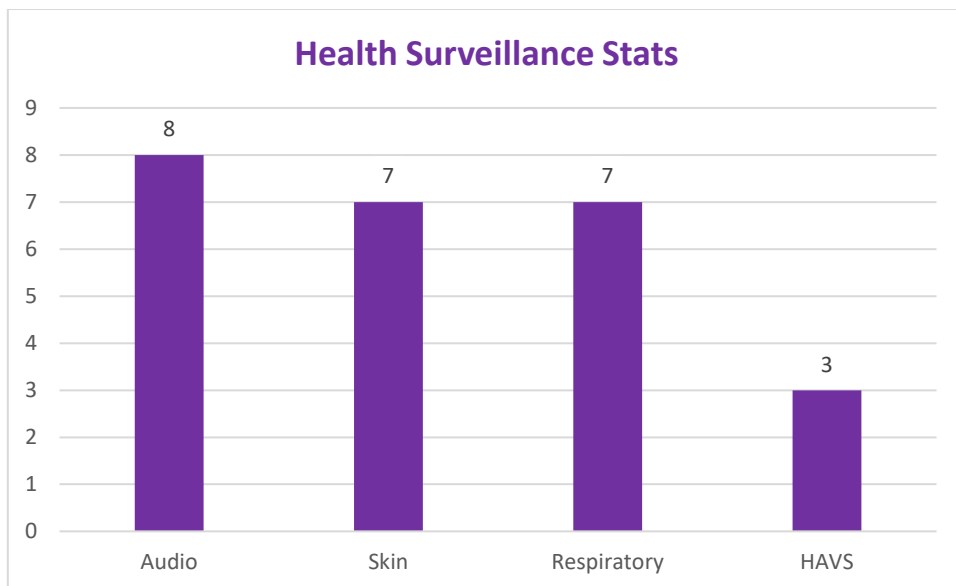
## 10. Health Surveillance

An important part of occupational health is how work and the work environment can impact on health therefore we must make sure our employees' 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 December. This month saw an increase of attendance due to individuals due for annual review.

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



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

- Review of general task-based risk assessments
- Completion of individual risk assessments
- Review of Personal Protective Equipment
- 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.

## 11. Health and Safety Committee

The second Health and Safety Committee of the academic year was held in December 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 Health and Safety Manager noted that although COGC numbers appears to be better in both categories compared to the AOC average, the feeling is that this number is too low. This may be due to under reporting. A meeting with College Development Network is due to take place in February to discuss the results.

The Committee was provided with an overview of First Aid Arrangements for City Campus. An all-staff email was shared to generate volunteers however, with the number of First Aiders reducing calls will be closely monitored. The committee was advised that whilst we await new recruits being trained, we may need to start triaging calls. Most calls for first aid relate to ill health and do not merit first aid intervention.

An update on the college's internal Health and Safety Benchmarking Audit, which was carried out in collaboration with the Education and Humanities Faculty, was given by the Health and Safety Manager. The audit report, the discussions, and the work to finish the workplan actions have all been very positive. Before going on to other faculties, the Health and Safety Team will take this audit through to completion. Other audits may need to be done at the Associate Dean level due to the vast amount of specialised work being done in the other three faculties. Comparing Travel and Tourism to, say, Hair and Beauty, fewer comprehensive risk assessments and COSHH evaluations will be needed. This will enable every faculty to have an all-encompassing framework for managing health and safety at all levels.

In order to guarantee that every area receives an initial benchmarking score prior to the conclusion of the academic year, the Health and Safety Team is developing a Pre-Audit Checklist that will be distributed to the remaining faculties.

## **12. 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.

## 13. Appendix B - Summary list of Accidents / Incidents for December 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. | 06/12/23 | Student             | Student had superficial scrape/scratches on hands and forearm when 4 jaw chuck they were moving slipped from their grasp. | Nautical & STEM       | Riverside       |        | Refresher training on manual handling for student. | No                            | Completed                 |
| 2. | 11/12/23 | Student             | Student was cutting a block of cheese. Whilst pushing the knife forward it slid into their palm                           | Hospitality & Leisure | City            |        | Student will go through refresher training.        | No                            | Completed                 |

| 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 |
|----|----------|---------------------|--|----------------------|-----------------|--------|--|-------------------------------|---------------------------|
|    |          |                     | resulting in a stab wound.   |                      |                 |        |  |                               |                           |
| 3  | 12/12/23 | Staff               | Gathering and stacking chairs when a chair bounced back from rack and hit head this resulting in a cut to the head above the left eye. | Corporate Services   | City            |        | Risk Assessment Review.<br>H&S spoke with staff member who insisted they okay to work and the injury sustained is minor. | No                            | Completed                 |

| 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 |
|----|------|---------------------|-------------|----------------------|-----------------|--------|--|-------------------------------|---------------------------|
|----|------|---------------------|-------------|----------------------|-----------------|--------|--|-------------------------------|---------------------------|

|    |          |         |  |                     |           |  |   |    |          |
|----|----------|---------|--|---------------------|-----------|--|---|----|----------|
| 4. | 13/12/23 | Student | Student reported cut to the right hand below the base of the thumb/palm. Student reported that they picked up a piece of pipe and it cut them. They reported that they picked the pipe up in the middle and they think there may have been a rough edge that has cut them. | Nautical & STEM     | Riverside |  | Toolbox talk with student.                          | No | Complete |
| 5. | 14/12/23 | Student | Student was cutting cardboard when they cut the tip of their   | Creative Industries | City      |  | Refresher training given to students on safe use of | No | Complete |



| 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 |
|----|------|---------------------|--|----------------------|-----------------|--------|--|-------------------------------|---------------------------|
|    |      |                     | thumb. The tip of the thumb had lost some skin, but it had stopped bleeding. |                      |                 |        | craft knives in the classroom.               |                               |                           |