

# Board of Management

## People & Culture Committee

<b>Date of Meeting</b>	<b>Wednesday 15 May 2024</b>
<b>Paper No.</b>	<b>PCC3-H</b>
<b>Agenda Item</b>	<b>5.5</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>1<sup>st</sup> May 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 January 2024, February 2024 and March 2024.

### **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 January 2024, February 2024 and March 2024.

These months saw 18 accidents, 2 of which were RIDDOR reportable. The most common accident was sharps related. The number of accidents within this reporting period is lower than compared to 2022/2023 months where the number of accidents was 25, 4 of which were RIDDOR reportable.

The Health and Safety team utilised January to conduct a comprehensive review of the number of outstanding staff and student PEEPs. A total of 179 individuals were contacted to arrange a meeting to issue a PEEP. The Health and Safety Team issued 49 new PEEPs and revised 18 active PEEPs. The Health and Safety Team continue to work alongside Student Support and Faculties to improve the PEEP request process, over 100 PEEP requests were not required.

The Fire Safety Officer continued with the schedule of PIC and Duty Manger training in the reporting months. This saw 119 individuals complete Person in Charge and Duty Manager Training. A desktop scenario exercise was developed and delivered to SMT in February. This was to test, exercise and to ensure SMT are fully versed in the role of PIC and confident to manage a fire scenario.

The Health and Safety Team published the first edition of a staff newsletter in February. The Health and Safety Team intend to publish the newsletter throughout the year, based on relevant Health and Safety activities and initiatives.

## Senior Management Team

Date of Meeting	15 <sup>th</sup> February 2024
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report January 2024
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	February 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's statutory obligations. This report provides information relation to activities in of January 2024.

The month of January saw 2 accidents, 1 of which was RIDDOR reportable. The two accidents that were recorded were related to a fall from height and contact with moving machinery or material being machined. The RIDDOR reportable accident was an injury from contact with moving machinery which resulted in a student receiving hospital treatment following the accident, triggering the requirement for RIDDOR reporting.

The Health and Safety team utilised January to conduct a comprehensive review of the number of outstanding staff and student PEEPs. As well as the additional numbers relating to new students joining the College in January, a total of 179 individuals were contacted to arrange a meeting to issue a PEEP. A total of 30 PEEPs were reviewed in January. This reflects the revision of 19 PEEPs from 2022–2023 and the creation of 11 new PEEPs. The Health and Safety Team will liaise with the Faculties to identify further priority individuals.

### 4. Impact and Implications

#### 4.1 The reporting process

The reporting process provides the Senior Management Team (SMT), the Health & 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 College's Health and Safety legal obligations are provided in **Appendix A**.

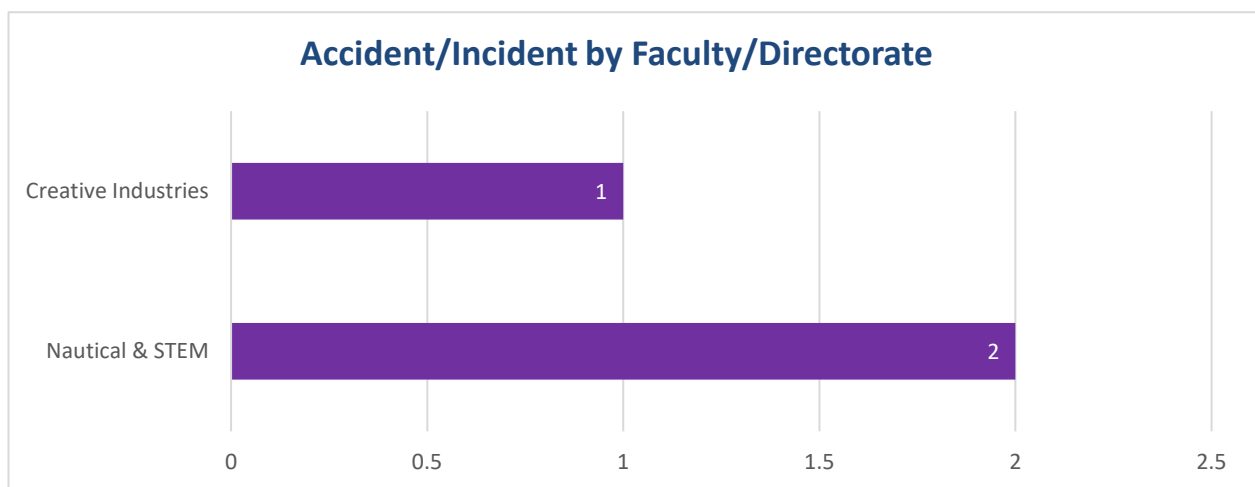
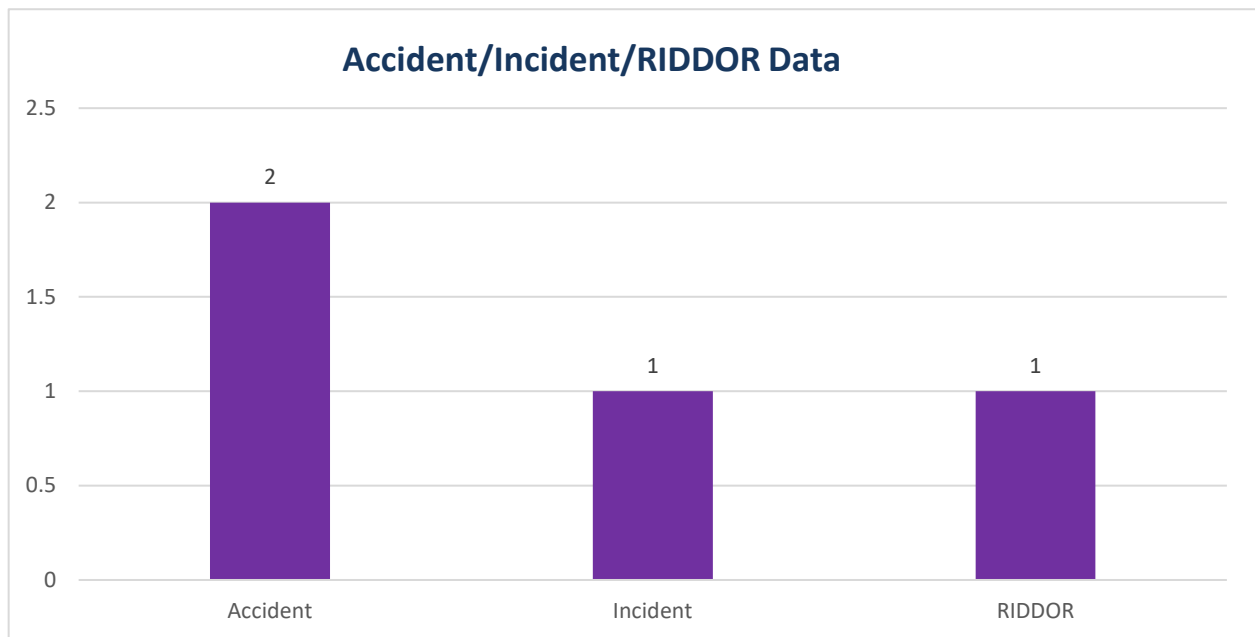
### 5. Accident and Incident Data

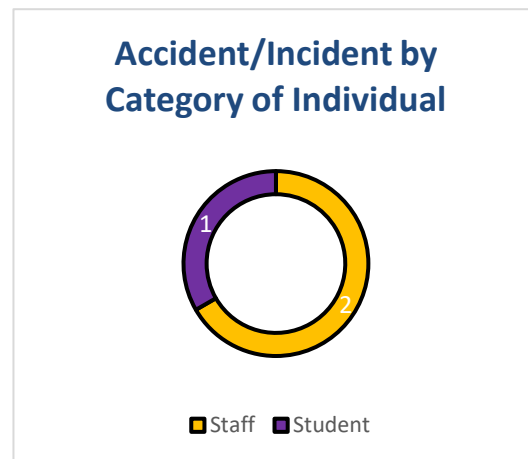
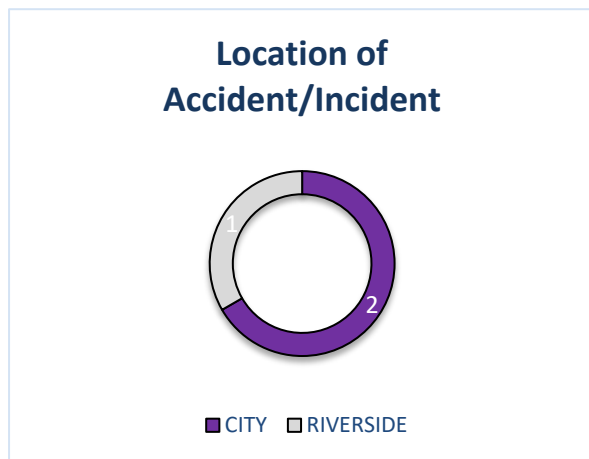
City of Glasgow College evaluates performance based on several health and safety performance indicators.

This reporting year will focus on data collected within the 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 the 2022/2023 session will provide a more accurate comparison 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 & Safety Team. There were 2 accidents, 1 of which was a RIDDOR reportable accident, and 1 incident was reported in the month of January. The location and category of individuals are detailed below. A full breakdown of data is provided in **Appendix B**.

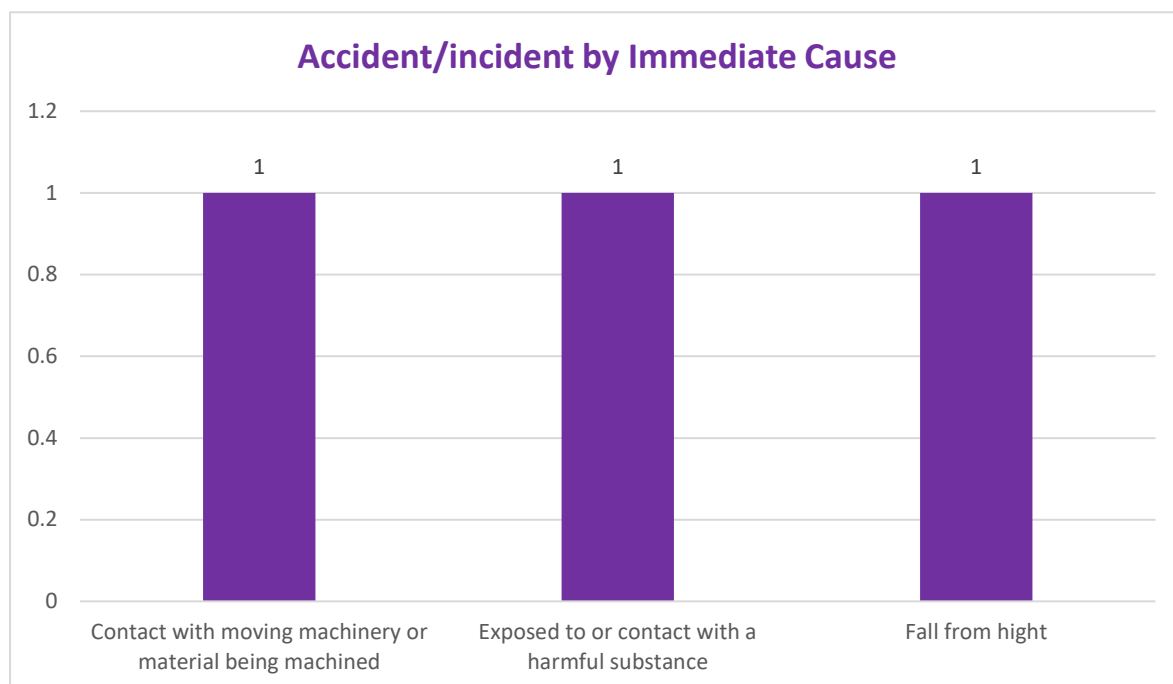




**5.1 RIDDOR Statistics** The month of January saw 1 accident that was RIDDOR reportable. This accident was reported under RIDDOR due to a student being taken directly from the scene of the accident to hospital for treatment to that injury.

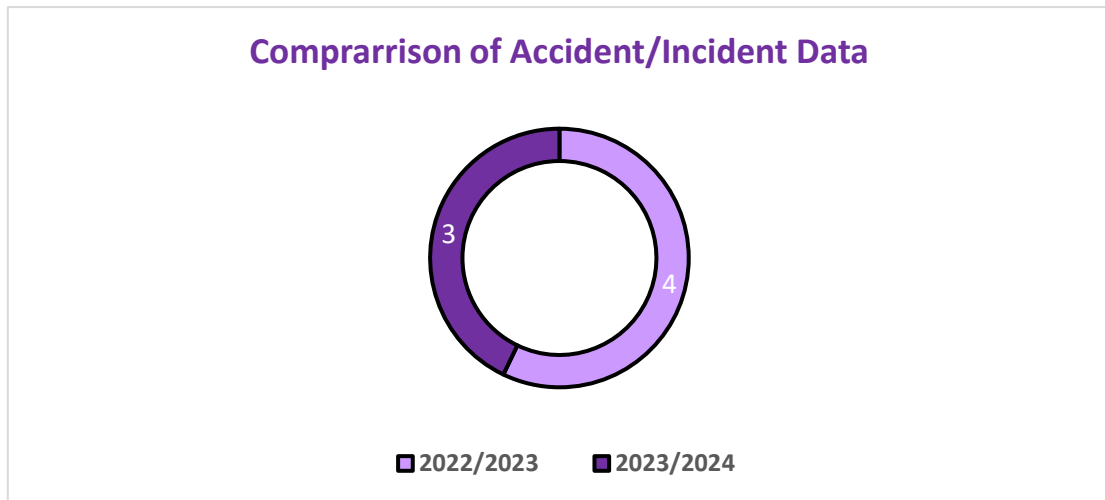
This accident related to an injury of a student’s right hand index and middle finger which was caused by a pipe clamp on the bandsaw. The Health & Safety Team conducted a full investigation alongside the Curriculum Head. Actions include a review of the risk assessment and standard operating procedure for this equipment. The equipment will remain out of use until all actions are completed.

**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.

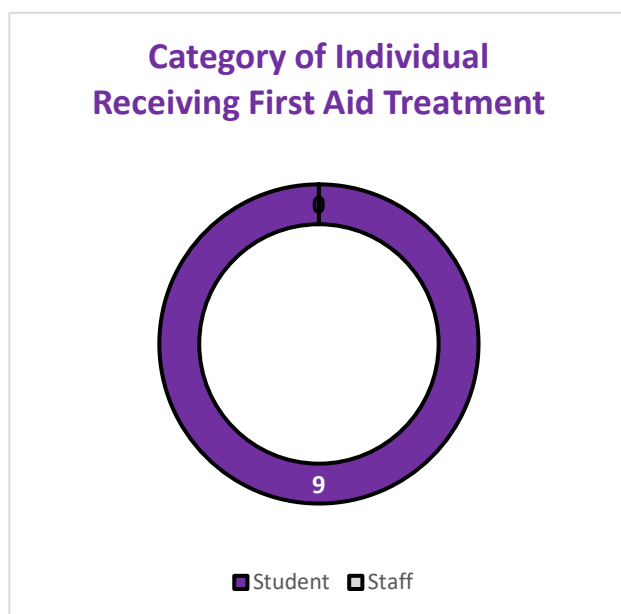
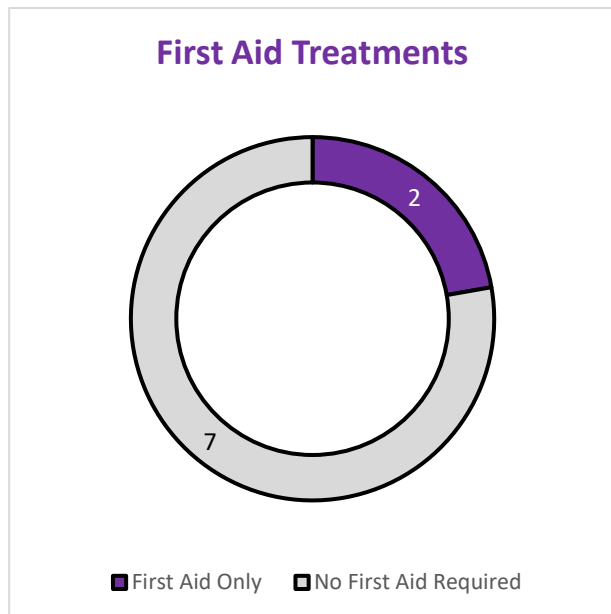


In January 2024, there was one more accident than in January 2023.

### 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 outwith College.



In the month of January, there was an increase in the number of First Aid Interventions requested for situations where First Aid was not required. Instnaces of this relate to students

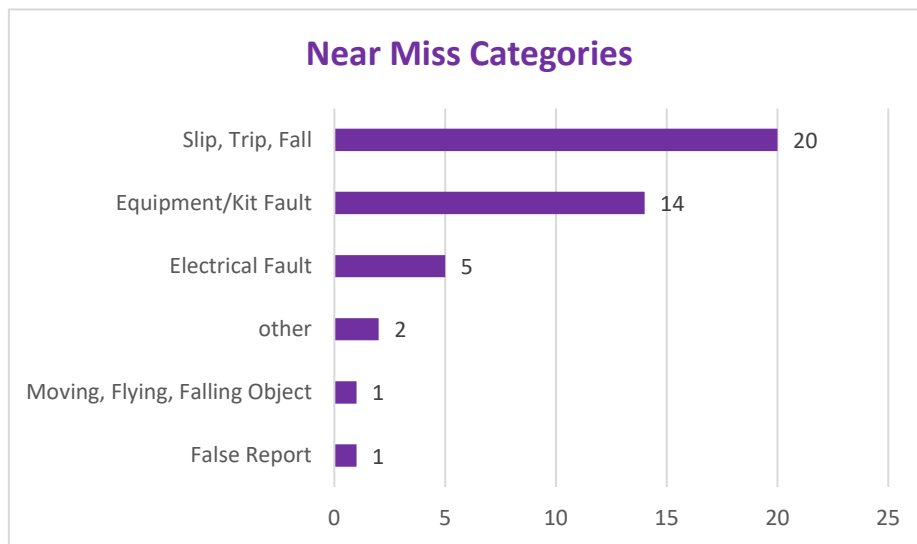
complaining of a sore throat, dizziness due to lack of food and abdominal pain relating to menstruation.

The Health & Safety Team continues find solutions to help prioritise First Aid calls and prevent false calls that consume valuable time that could be used elsewhere in the event of an emergency.

Following an all-staff email to recruit additional First Aiders, there are 4 individuals who will undertake their training in the month of February.

## 6. Near Miss Reporting

The month of January saw 43 Near Miss reports. 42 of the January near misses were reported via the Enquirer Operations Desk with 1 being reported via the automated form on the Health and Safety Intranet Page. The most common Near Miss in January related to slips, trips and falls. These were actioned and closed off by the relevant department.



## 7. Fire

### 7.1 January Fire Statistics

There were two fire incidents or near misses reported in the month of January.

- Cooking Fumes (Fire Service Attended) (St Luke's Halls)
- Student placed washing basket on hob (Riverside Halls)

An evacuation of St Luke's Halls took place following an activation due to cooking fumes. A debrief to ensure this worked well is to take place on 23 February.

The Fire Safety Officer has provided the Halls of Residence with additional Fire Safety Information relating to safe cooking practices.



## 7.2 Fire and Pre-Alarm Activations

The Health & 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	Dust Disturbed by FES Engineer
Riverside Campus	0	None
Halls of Residence	8	6 Cooking Fumes 1 Aerosol 1 washing basket on hob

## 7.3 Fire Safety Officer

### 7.3.1 PIC and Duty Manager

The Fire Safety Officer continued with the schedule of PIC and Duty Manger training in the month of January.

Unfortunately, there has been poor attendance at the mandated training for those holding manager and senior management positions. The month of January had 2 sessions arranged, however, one of the sessions was cancelled due to only 1 individual attending.

The FSO has provided 8 sessions over both campuses with the facility to train 20 individuals at each session. To date, from when sessions began in October, 70 individuals have attended out of a possible 160.

Due to poor attendance numbers the FSO will provide additional sessions in February. Following these sessions, the Health & Safety Team will then review individuals who are yet to complete the training and target certain areas.

It should be noted that there are approximately 150 individuals who are required to complete this mandatory training as part of their role. Phase one of the training schedule should now be complete with the focus moving to phase two, a more in-depth Fire Warden and Fire Marshal Training session trainingntrainingottrainingittrainingstrainingstrainingstrainingstrainingfor a larger group of individuals.

### 7.3.2 Fire Warden/Fire Marshall Training

The Fire Safety Officer provided a pilot session for Fire Warden and Fire Marshal training to a selected group of individuals from Hospitality & Leisure. The FSO and the Health and Safety Manager thank the Associate Deans, Curriculum Head and Faculty Business Manager for their time and feedback.

The objective of this course is to cover:

- Duties of a Fire Marshall
- Duties of a Fire Warden
- How people behave when a fire alarm is sounded
- Common causes of fire in work buildings.

A schedule of training will be provided by the FSO and will be available to book via MyDevelopment in late February or early March.

#### **7.4 PEEPs**

The Health and Safety Team used the month of January to review outstanding Personal Emergency Evacuation Plans (PEEPs) alongside the new cohort of students beginning their course in January.

A report revealed 179 individuals who have expressed their need for assistance during an emergency evacuation. It should be noted that this number is not static and could fluctuate as more students meet with their Faculties and Student Support.

All 179 students were contacted via email to both personal and College email addresses by the Health and Safety Administrator. A total of 30 PEEPs were issued in January. This corresponds to the revision of 19 PEEPs from 2022–2023 and the creation of 11 new PEEPs.

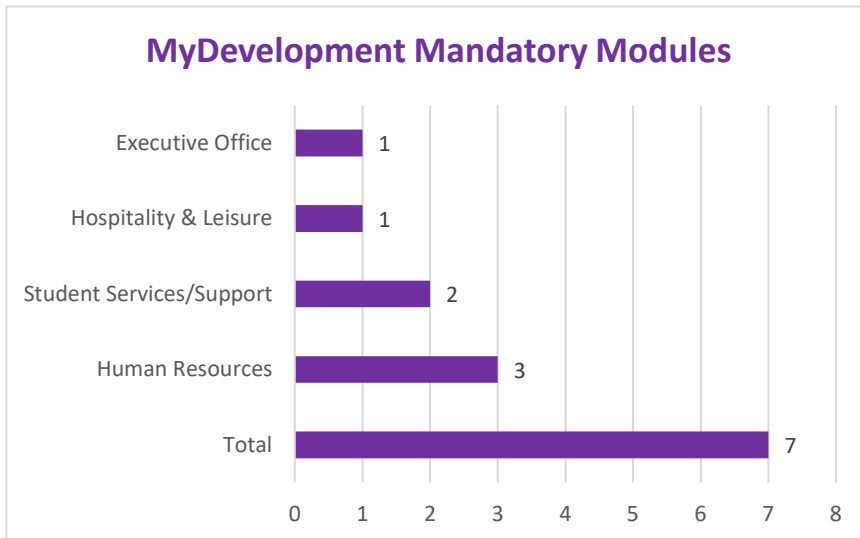
Engagement with students regarding availability has proven difficult, with some students admitting that they did not require a PEEP and had simply clicked the button. The Health & Safety Team's use of the statistics returned in the report is unsustainable, as communication with the students has now stagnated. The Health & Safety Team will now communicate with Faculties and discuss individual reports in order to assess whether a PEEP is required.

#### **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 & 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 & Safety for existing staff in their roles and development needs.

The Health & 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 January 2024.

### 8.1 Summary of Health and Safety e-Learning Training January 2024



Course	Type of Course	Number of Staff Completed
Assessrite Display Screen Equipment – Homeworking	Online	5
Assessrite Display Screen Equipment	Online	5
Face to Face DSE Assessment	In person	1

### 9. Risk Assessments

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

Faculty/Department	Number
Nautical & STEM	1
Student Association	2
Education & Humanities	1
Creative Industries	1
<b>Total</b>	<b>5</b>

### 10. Health Surveillance

There were no Health Surveillance clinics in January.

### 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 January 2024 RIDDOR Reportable Accidents highlighted in yellow

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

No	Date	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Action Completed/Comments
1.	11/01/24	Student	Student fainted in class and banged head and body while falling.	Creative Industries	City		Individual Risk assessment review. Arrangements are now in place to aid student coming to and from college.	No	Completed
2.	25/1/2024	Student	Student caught in the pipe clamp in the band saw.	Nautical & STEM	Riverside	YES	H&S Team full investigation. Team is working alongside Faculty to complete actions. Machine out of use until actions complete.	Yes	Ongoing

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
3	26/1/2024	Staff	Staff member was dismantling gyproc & timber. They slipped off the hop up (small 2 step ladder) hit their leg on the way down.	Nautical & STEM	City		Toolbox talk. H&S met with Line Manager. Agreed on refresher (ladder) training for the individual to complete. Training assigned.	H&S will follow up with line manager and team to ensure make sure training is completed.	Complete

## H&S February Monthly Report 2024

Date of Meeting	20 <sup>th</sup> March 2024
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report February 2024
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	March 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's statutory obligations. This report provides information relation to activities in February 2024.

The month of February saw 8 accidents, 1 of which was RIDDOR reportable. The majority of accidents that were recorded were related to sharp contact. The RIDDOR reportable accident was an injury from contact with glass which resulted in a student receiving hospital treatment following the accident. The student was provided with refresher training on handling and use of materials and equipment.

The Health and Safety Team published the first edition of a staff newsletter in February. The Health and Safety Team intend to publish the newsletter throughout the year, based on relevant Health and Safety activities and initiatives.

### 4. Impact and Implications

#### 4.1 The reporting process

The reporting process provides the Senior Management Team (SMT), the Health & 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 College's Health and Safety legal obligations are provided in **Appendix A**.

### 5. Accident and Incident Data

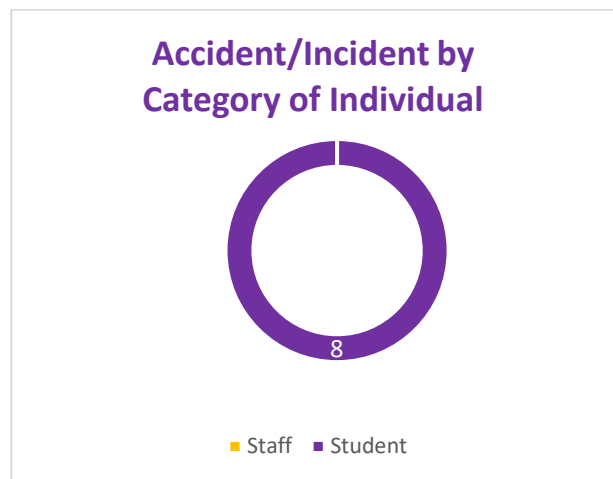
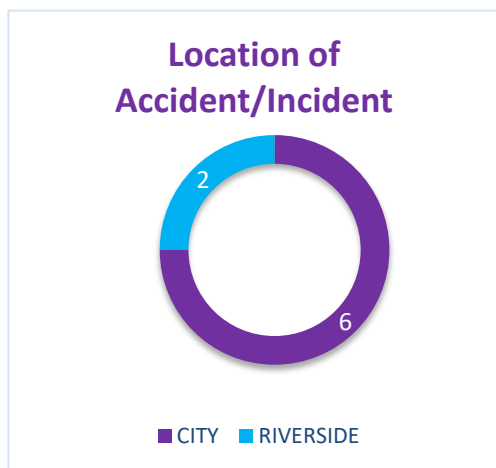
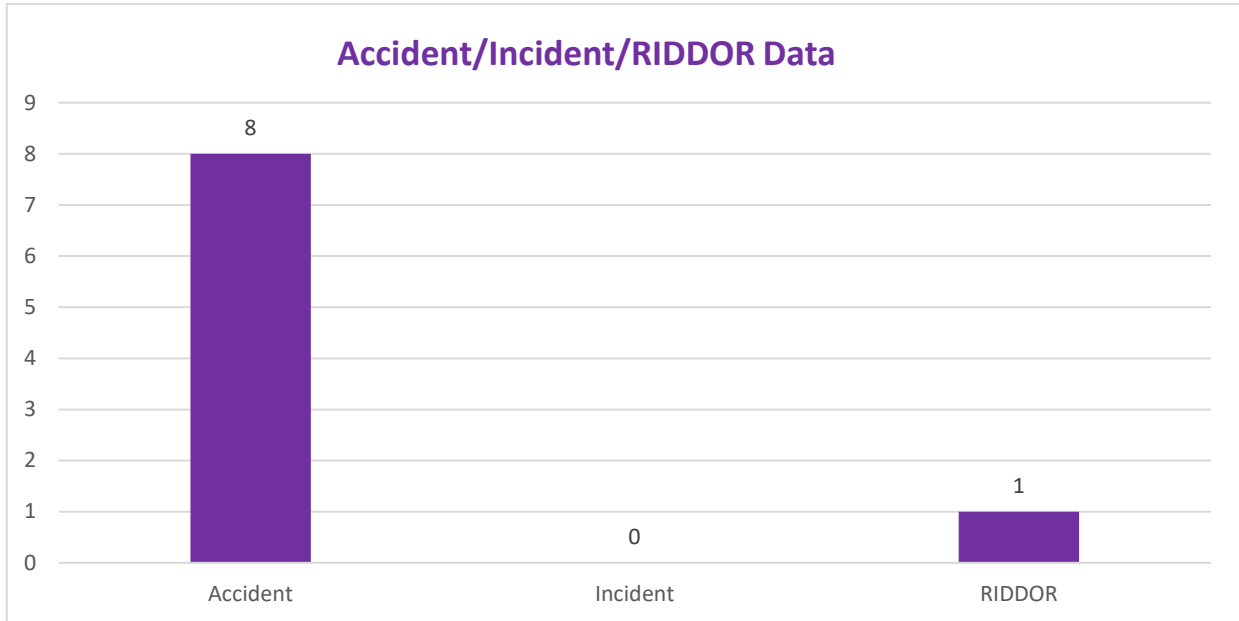
City of Glasgow College evaluates performance based on several health and safety performance indicators.

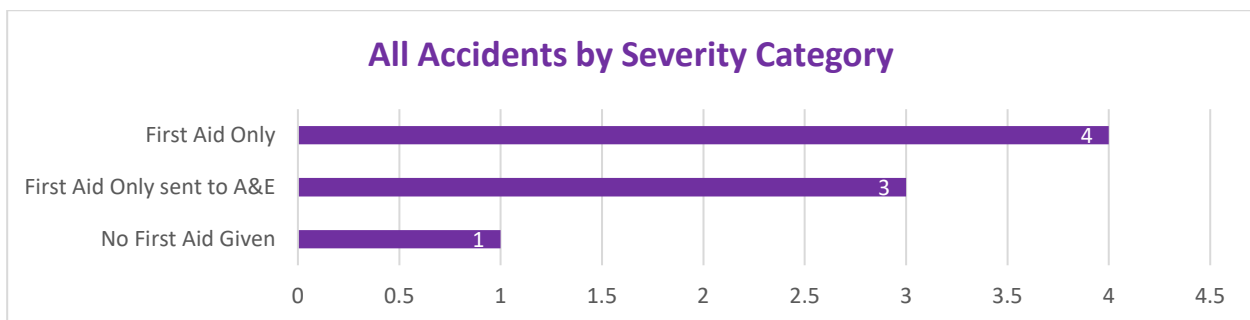
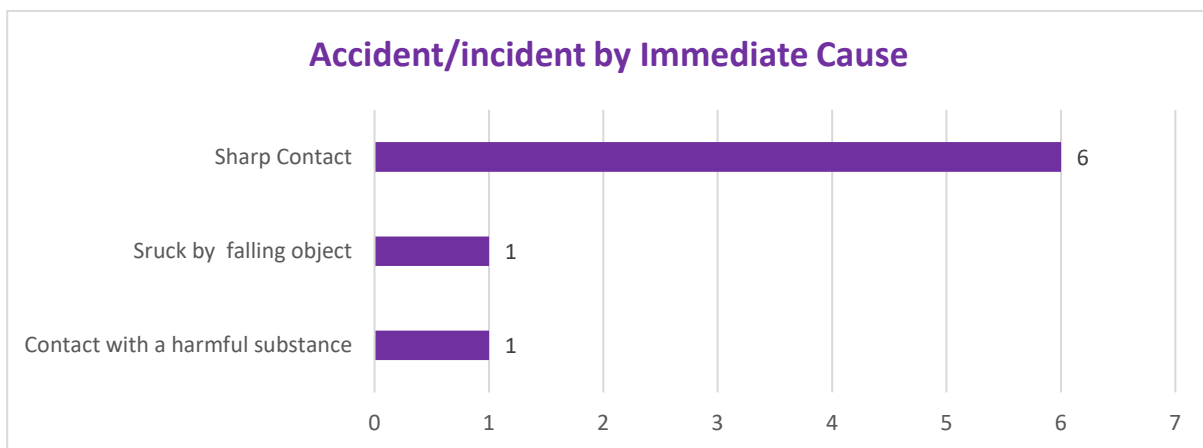
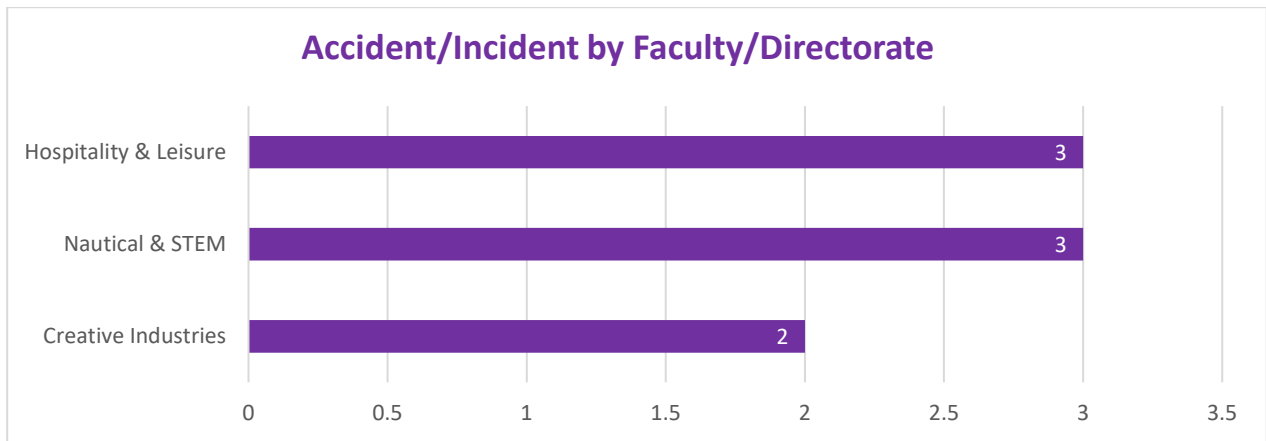
This reporting year will focus on data collected within the 2023/2024 academic session only. Any other data would be viewed in the context of the pandemic where the College was not operating at full capacity.



Data from the 2022/2023 session will provide a more accurate comparison 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 & Safety Team. There were 8 accidents, 1 of which was a RIDDOR related accident. The location and category of individuals are detailed below. A full breakdown of data is provided in **Appendix B**.

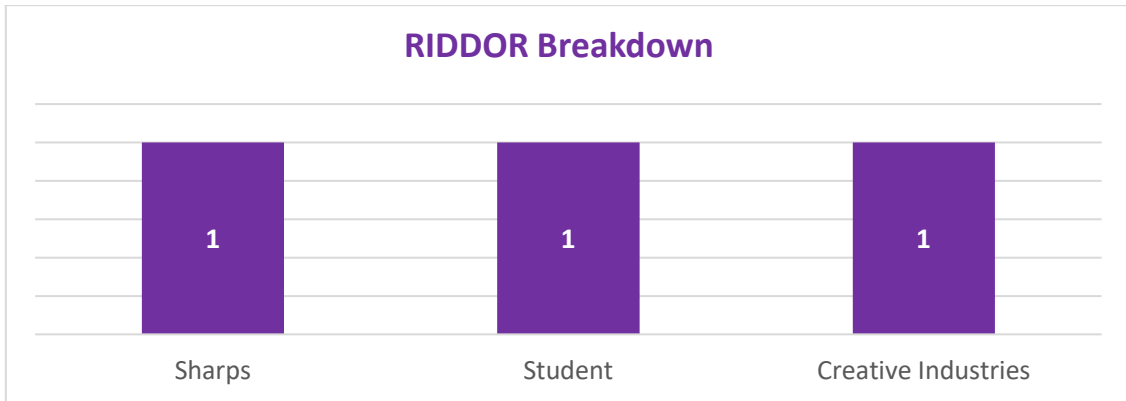




## 5.1 RIDDOR Statistics

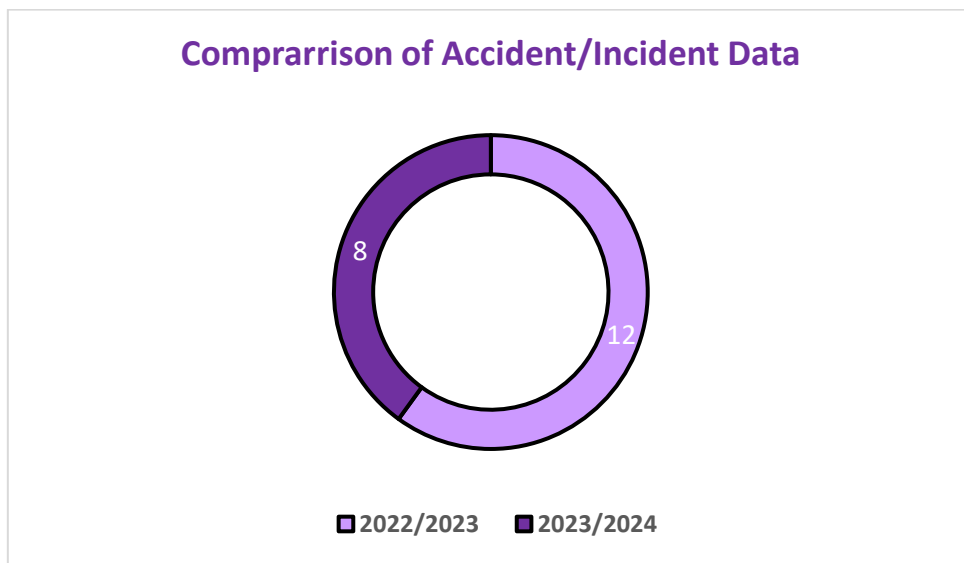
The month of February saw 1 accident that was RIDDOR reportable. This accident was reported under RIDDOR due to a student being taken directly from the scene of the accident to hospital for treatment to that injury.

This accident related to a deep cut to a student's left arm which was caused by working with glass. The Health & Safety Team were informed that the student received stitches for the wound which triggered RIDDOR reporting. This accident was investigated by the Health and Safety Team alongside assistance by the faculty. The cause of the accident was deemed as human error and the student received refresher training on the safe use of tools and materials during class.



### 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.

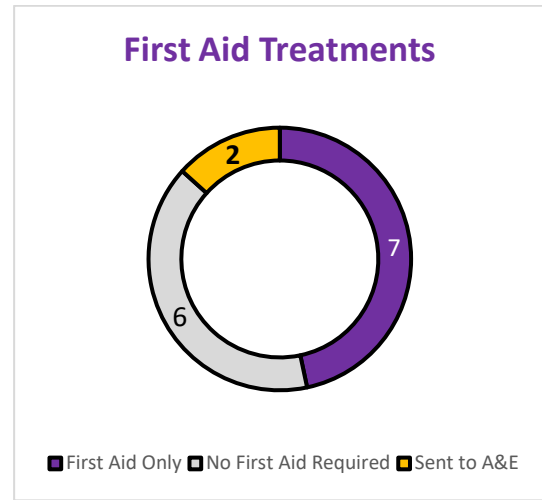
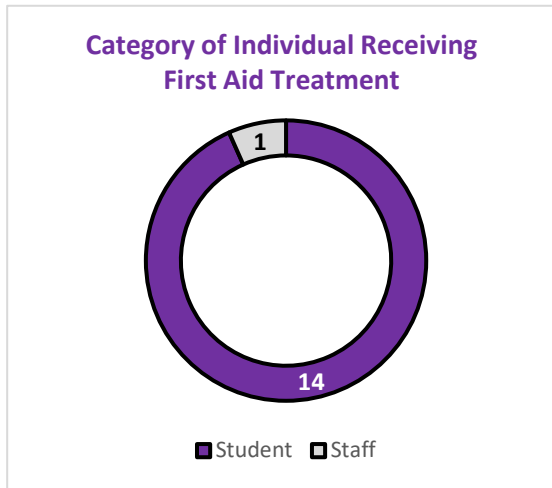


There were 4 fewer accidents this academic year compared to 2022/2023.

### 5.3 First Aid

First Aid Treatments Only (non-work related)

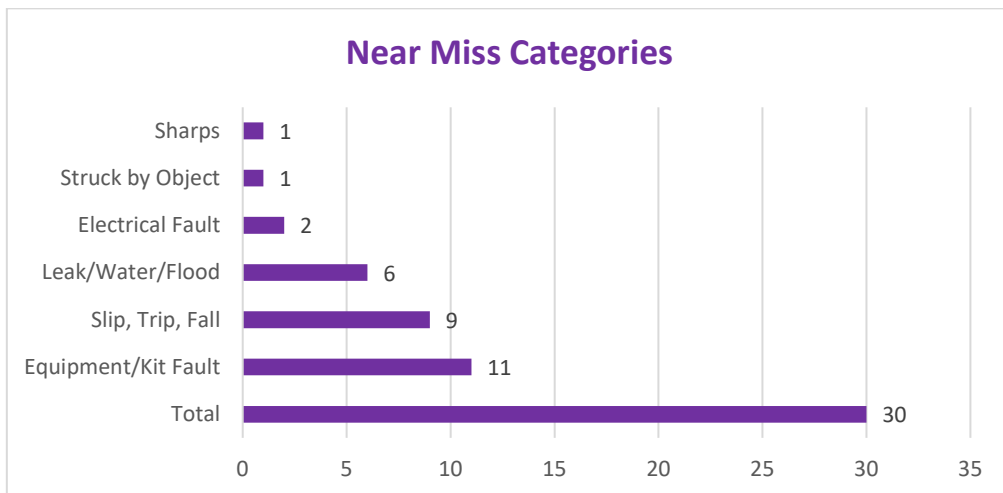
Details of first aid calls are provided below. These statistics are for non-work related first aid interventions and include cases of underlying health issues and instances where the individual should seek medical attention from a health care professional.



The Health & Safety Team continues find solutions to help prioritise First Aid calls and prevent false calls that consume valuable time that could be used elsewhere in the event of an emergency.

There were 4 individuals who undertook First Aid Training in February. A review of First Aiders at City Campus will be undertaken during the Easter holiday period. It is anticipated a targeted volunteer campaign will follow.

## 6. Near Miss Reporting



The month of February saw 30 Near Miss reports. 29 of the February near misses were reported via the Enquirer Operations Desk with 1 being reported via the automated form on the Health and Safety Intranet Page. The most common Near Miss in January related to equipment or kit faults. These were actioned and closed off by the relevant department.

## 7. Fire

### 7.1 February Fire Statistics

There was one fire incident or near miss reported in the month of February.

- Smouldering food from the microwave was wrapped in paper towels and placed in the bin by a staff member causing smoke to be produced and activating the fire alarm.

### 7.2 Fire and Pre-Alarm Activations

The Health & 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	
Riverside Campus	1	Smouldering food
Halls of Residence	11	10 Cooking Fumes 1 no cause found

### 7.3 Fire Safety Officer

Scottish Fire and Rescue attended on the 5<sup>th</sup> march for an Operational Intelligence Visit. This included a tour of the campus to information gather on processes such as water supplies, fixed installations, lifts, hazards, risks, and occupancy of the College.

The FSO continued with the schedule of PIC and Duty Manger training in the month of February. The FSO has provided 3 sessions where 23 individuals attended.

A desktop exercise was developed and delivered to SMT on the 28<sup>th</sup> of February. This was to test, exercise and to ensure SMT are fully versed in the role of PIC and confident to manage a fire scenario.

Four members of staff were trained on the use of the PEEP evacuation communication system.

### 7.4 PEEPs

The month of February saw 6 PEEPS issued to students. A review of outstanding PEEP numbers took place and these figures were shared with the relevant faculties. Priority individuals were identified and contacted.

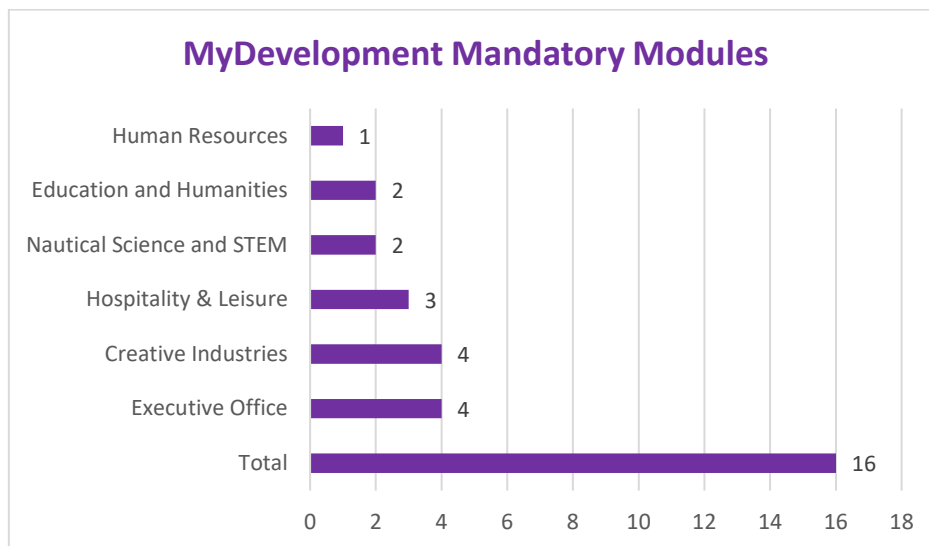
Work continues to take place alongside the faculties and Student Support to improve the PEEP declaration at enrolment stage. It is estimated that at least half of the people who said they needed a PEEP actually do so.

## 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 & 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 & Safety for existing staff in their roles and development needs.

The Health & 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 February 2024.

### 8.1 Summary of Health and Safety e-Learning Training January 2024



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

Assessrite Display Screen Equipment	Online	2
	Total	3

## 9. Risk Assessments

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

Faculty/Department	Number
Student Association	4
Education & Humanities	1
<b>Total</b>	<b>5</b>

## 10. Health Surveillance

There were no Health Surveillance clinics in February.

## 11. Health and Safety Team

### 11.1 Health and Safety Newsletter

The Health and Safety Team published the first edition of a staff newsletter in February. The Health and Safety Team intend to publish the newsletter throughout the year, based on relevant Health and Safety activities and initiatives.

This first edition focused on:

- Meet the Health and Safety Team
- An overview of annual statistics for 22/23
- Improved reporting functions and
- Fire Safety

### 11.2 Internal Health and Safety Benchmarking Audit

The Health and Safety Team met with representative from the Education and Humanities Faculty in line with recommendations stated in an audit report.

The faculty was represented by 16 individuals who attended 4 training sessions in relation to Risk Assessments and a familiarisation with their tailored Health and Safety Teams Channel which will become the base for their Health and Safety Management System.

The Teams Channel included:

- A Health and Safety Workplan
- A risk assessment index of all documentation from 2019 – 2024.
  - 65 Risk Assessments were detailed in the index
    - The faculty will now review this index and determine what is required
- A Risk Assessment register has been created for the faculty to hold all pertinent documentation. This will sit alongside any generic Risk Assessments that are relevant to the area, or are beneficial to be on hand.

In order to establish a consolidated system, the faculty will now review the risk assessment index with assistance from the Health and Safety Team.

A review date is scheduled following the Easter holidays. The Health and Safety Team will now begin work on a pre audit checklist which can be shared with the remaining faculties. This checklist will support the customised work plan, which serves as the framework for the management systems.

## **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 February 2024 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.	01/02/24	Student	Swarf under lower eyelid (right eye)	Nautical & STEM	Riverside		The machine guard was checked over to ensure it was still in good condition. Student was given refresher training including that when operating the drill, he should do so from a safe position and not peer over the guard. Refresher training provided	Yes	Complete
2.	07/02/24	Student	Itchy skin as and redness on forearm as a result of wearing gloves	Hospitality & Leisure	City		Student will be provided with different type of hypoallergenic gloves.	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
3	09/02/24	Student	Student sliced tip of left index finger while chopping chillies.	Hospitality & Leisure	City		No treatment at hospital. Student was cutting chillies and there was a slight movement as chopping board was uneven. Chopping board has been discarded and student has been given refresher training.	No	Complete
4.	09/02/24	Visitor	Competition visitor gave themselves a small cut to the left-hand thumb	Hospitality & Leisure	City		None - Future Chef Competition.	No	Complete
5.	20/02/24	Student	Student cut themselves on their metal workpiece whilst filing it down in the vice .	Nautical & STEM	Riverside		Toolbox talk. Student sustained a small cut to the palm and was okay to continue work.	No	Complete
6.	15/2/202	Student	Student cut thumb during food preparation.	Hospitality & Leisure	City		Refresher training on handling techniques provided.	No	Complete
7.	22/02/24	Student	Student cut by a hand saw while cutting a piece of timber	Nautical & STEM	City		Toolbox talk with student.	No	Complete

8	27/02/24	Student	Deep cut to left arm during Glass class	Creative Industries	City	Yes	Student reported they received stitches, reported under RIDDOR. Student will undertake refresher training on use of materials and safe handling.	No	Complete
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## H&S March Monthly Report 2024

Date of Meeting	22 <sup>nd</sup> April 2024
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report March 2024
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	April 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's statutory obligations. This report provides information relation to activities in March 2024.

The month of March saw 8 accidents, none which were RIDDOR reportable. The majority of accidents that were recorded were related to sharp contact.

### 4. Impact and Implications

#### 4.1 The reporting process

The reporting process provides the Senior Management Team (SMT), the Health & 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 College's Health and Safety legal obligations are provided in **Appendix A**.

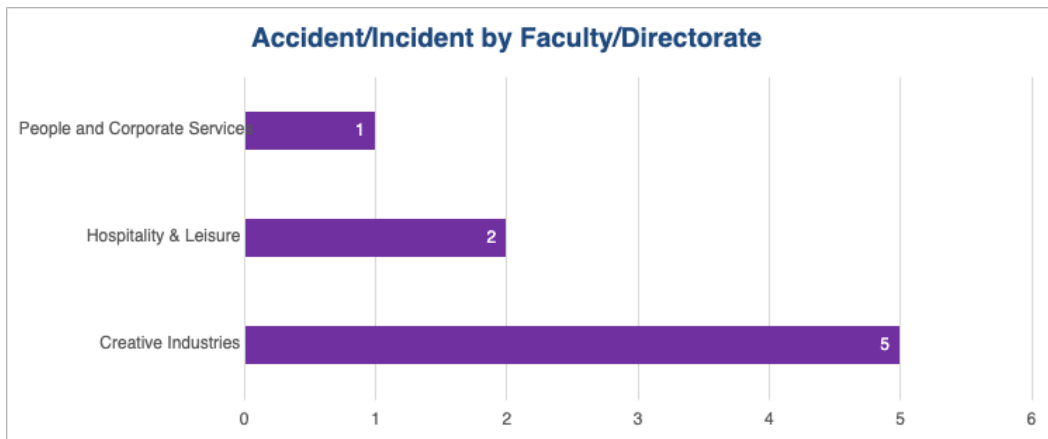
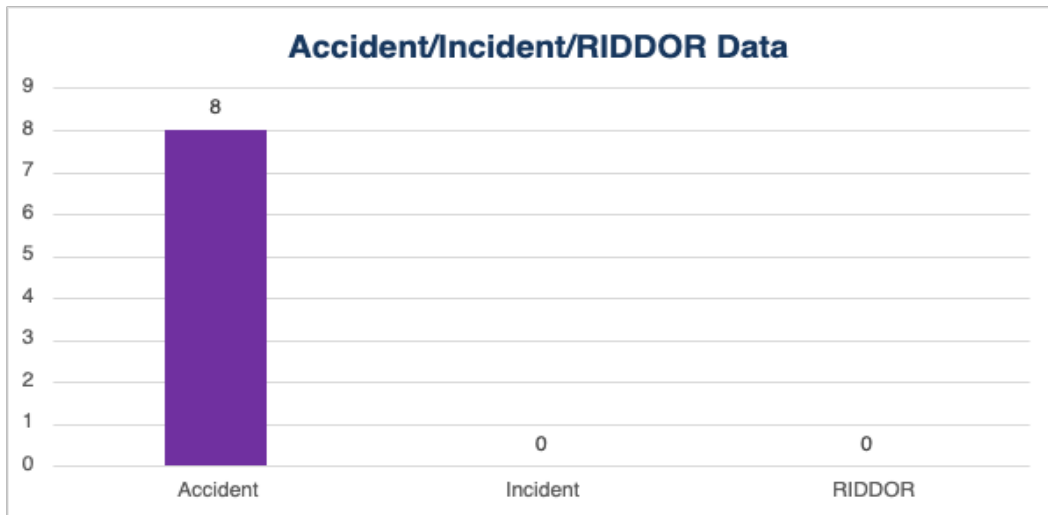
### 5. Accident and Incident Data

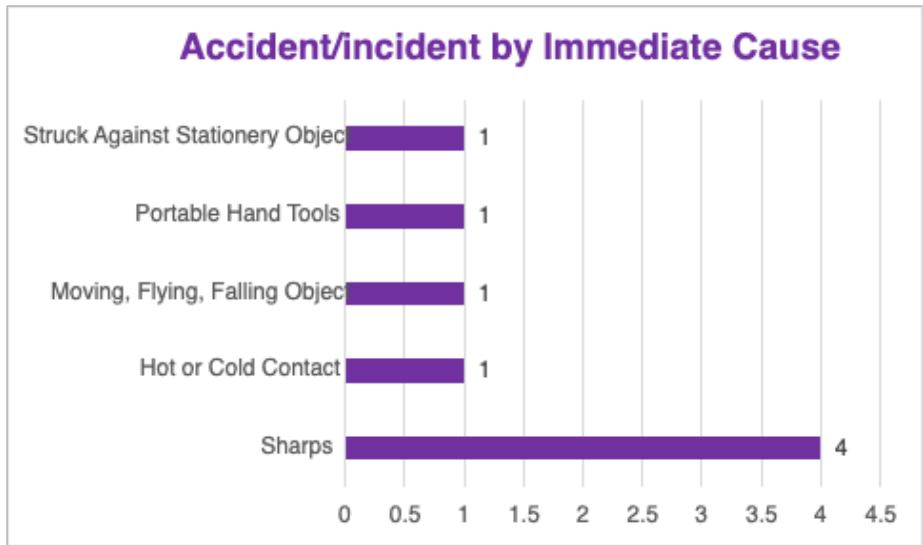
City of Glasgow College evaluates performance based on several health and safety performance indicators.

This reporting year will focus on data collected within the 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 the 2022/2023 session will provide a more accurate comparison 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 & Safety Team. There were 8 accidents, none of which were RIDDOR relatable accidents. The location and category of individuals are detailed below. A full breakdown of data is provided in **Appendix B**.



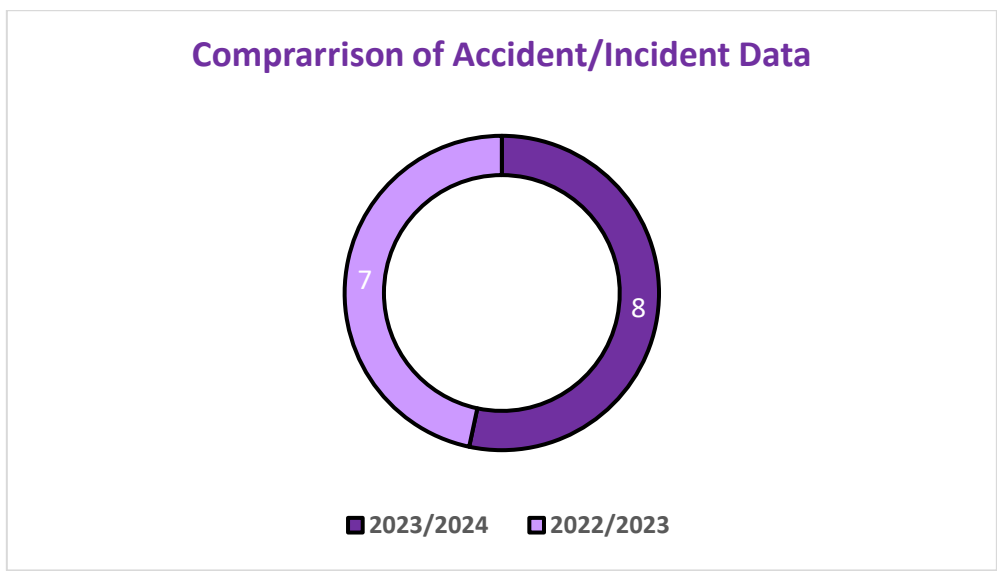


#### 5.1 RIDDOR Statistics

The month of March 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.



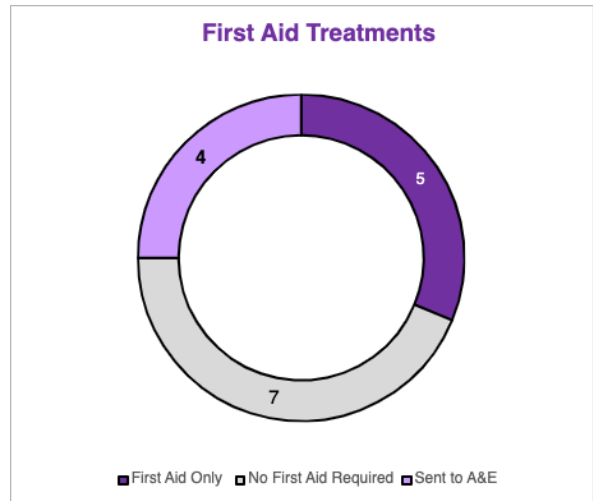
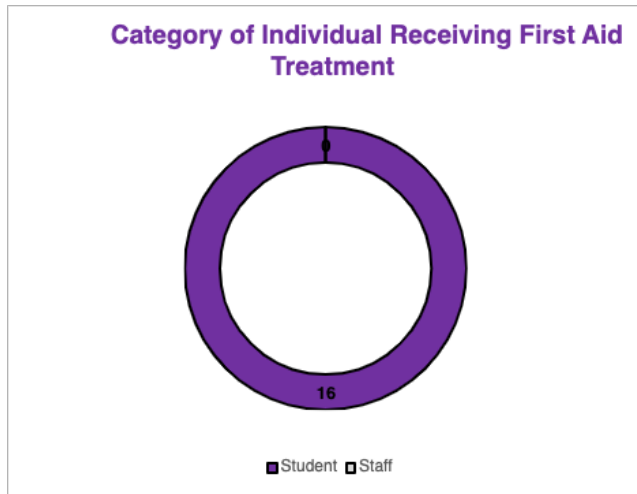


There was an increase of 1 accident this academic year compared to 2022/2023.

### 5.3 First Aid

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

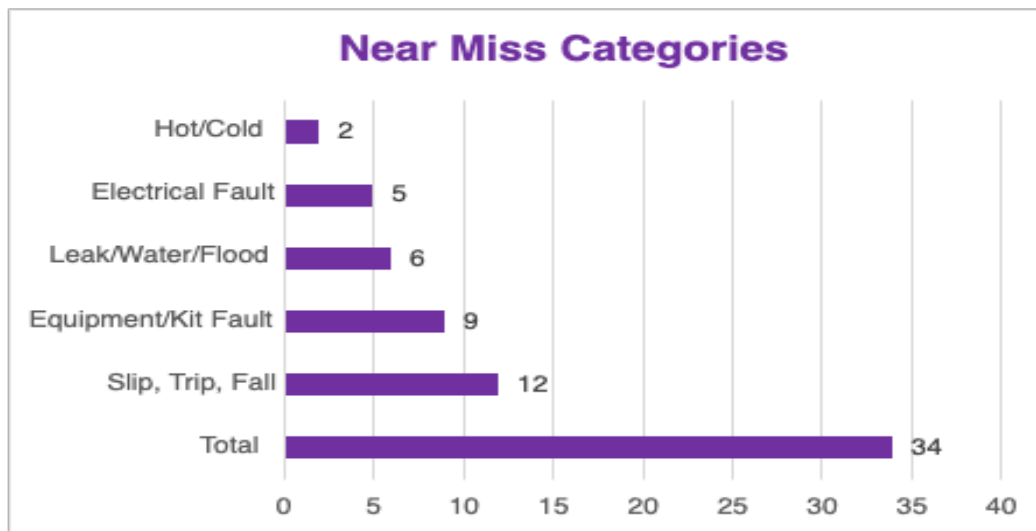
Details of first aid calls are provided below. These statistics are for non-work related first aid interventions and include cases of underlying health issues and instances where the individual should seek medical attention from a health care professional.



The Health & Safety Team continues find solutions to help prioritise First Aid calls and prevent false calls that consume valuable time that could be used elsewhere in the event of an emergency.

A review of First Aiders at City Campus will be undertaken during the Easter holiday period. It is anticipated a targeted volunteer campaign will follow.

### 6. Near Miss Reporting



The month of March saw 34 Near Miss reports. All 34 of the March near misses were reported via the Enquirer Operations Desk. The most common Near Miss in March related to Slip, Trip, Fall. These were actioned and closed off by the relevant department.

## 7. Fire

### 7.1 March Fire Statistics

There were no fire incidents or near miss reported in the month of March.

### 7.2 Fire and Pre-Alarm Activations

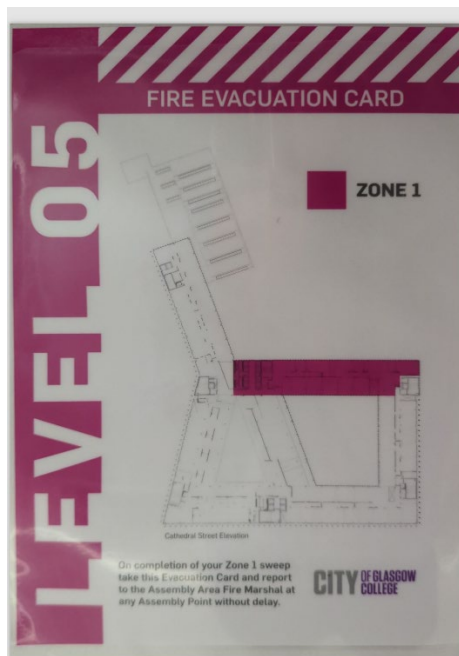
The Health & Safety Team are provided with the statistics relating to fire and pre-alarm activations monthly. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a 5-minute time limit for investigation prior to a full fire alarm actuation. Fire pre-alarms can be triggered by smoke, steam, cooking fumes, or general faults.

Location	Alarm Status	Cause
City Campus	2	1 Accidental Activation of Manual Call Point 1 Sprinkler System Fault
Riverside Campus	0	
Halls of Residence	9	8 Cooking Fumes 1 Heat from Hair dryer

### 7.3 Fire Safety Officer

The FSO continued with the schedule of PIC and Duty Manger training in the month of March. The FSO has provided 3 sessions where 26 individuals attended.

The FSO reviewed the Fire Warden and Fire Marshal training following a focus group which met in February. A schedule of training has been planned to follow the Spring Break.



Fire Evacuation Zone Clearance cards will be placed around City Campus during the Spring Break. This will aid the interim arrangements for Zone Clearances whilst the Fire Warden and Marshal training is completed. These cards detail what level of the building you are on and what zone. Once you have completed a sweep of this area, this level and zone can be deemed as clear to the emergency services, if required.

## 7.4 PEEPs

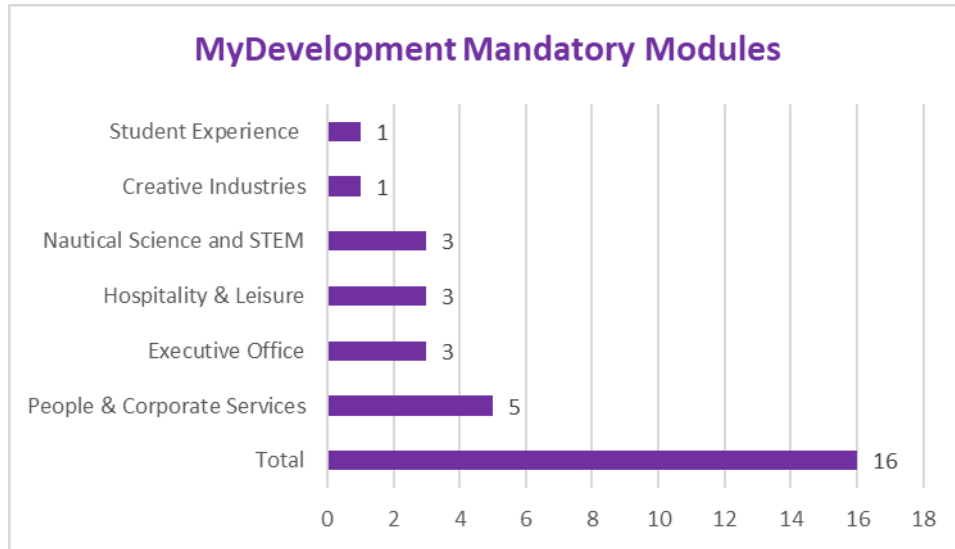
The month of March saw 3 PEEPs issued to students. This followed a review of outstanding PEEPs alongside the Faculties who were asked to identify any priority individuals. The Health and Safety Team have now closed the PEEP report which brings the total number issued to 46. PEEPs can still be requested for staff and students using the dedicated email address: [peeps@cityofglasgowcollege.ac.uk](mailto:peeps@cityofglasgowcollege.ac.uk).

## 8. Training

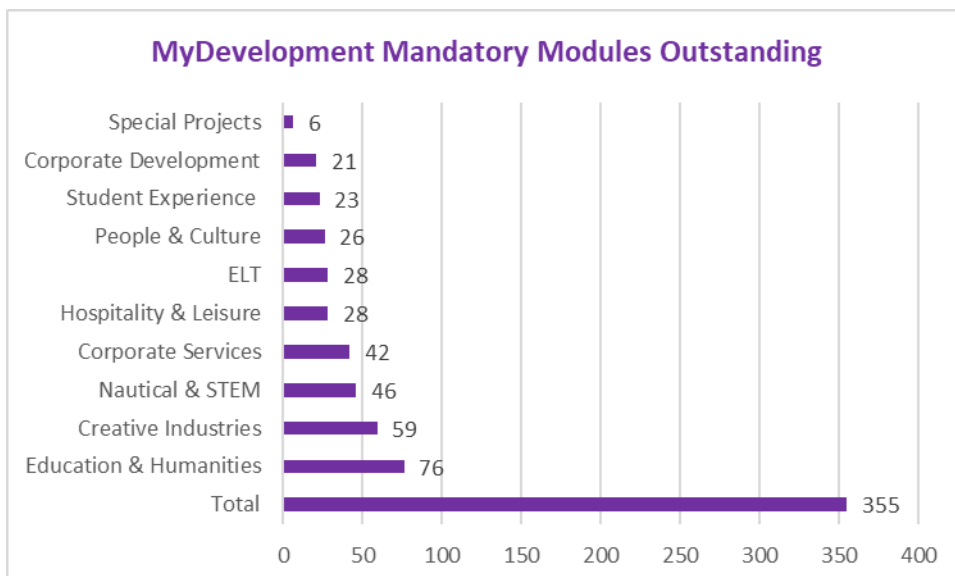
City of Glasgow College offers comprehensive health and safety training via e-Learning (Workrite and My Development), in-house delivered courses and externally accredited courses. Training is co-ordinated by the Health & Safety Team and the Organisational Development Team. New staff are required to undertake 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 & Safety for existing staff in their roles and development needs.

The Health & 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 March 2024.

### 8.1 Summary of Health and Safety e-Learning Training March 2024



The Health and Safety Manager alongside Organisational Development reviewed the outstanding numbers of individuals who have yet to complete their mandatory modules. The completion rate of mandatory modules for Health and Safety is currently 68%. One crucial element for ensuring staff safety while on campus is the obligatory modules. The course describes the College's policy on health and safety issues, including fire safety, risk assessment, and manual handling.



It is recommended Directorates and Faculties set aside sufficient time to allow their teams to complete these necessary modules.

## 9. Risk Assessments

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

Faculty/Department	Number
People & Culture	1
Creative Industries	2
Hospitality & Leisure	3
<b>Total</b>	<b>6</b>

The Health and Safety Team undertook Risk Assessment Awareness training sessions as part of the Education and Humanities audit recommendations. The team provided 3 sessions where 10 individuals attended.

## 10. Health Surveillance

There were no Health Surveillance clinics in March.

## 11. Health and Safety Committee

The third Health and Safety Committee of the academic year was held in March 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 outstanding student PEEPs and Duty Manager Training. The Faculty Deans were provided with a report of outstanding PEEPs and training records following the Committee. Both of these reports have now been closed off.

The Committee was provided with an overview of the upcoming Robertson Cooper survey which was launched in March. This re-survey will again centre around Robertson Cooper's evidence-based core question set including workplace pressures, psychological wellbeing, health, engagement, and resilience.

A report relating to the Fire Drill Exercise that took place in December was provided to the Committee. The recommendations reiterated the importance of a full review and schedule of Fire Safety Training.

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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.	04/03/24	Student	Student using a chisel on wood, a chisel slipped and made a clean cut to left hand between fore finger and thumb	Creative Industries	City		No response to emails CH & AD contacted. <b>This will be followed up again once teaching staff back</b>	No	Complete
2.	08/03/24	Student	Student had a piece of wood enter his eye when doing woodwork.	Creative Industries	City		Individual refresher training provided.	No	Complete
3.	14/03/24	Student	Student had a sliced knife cut while cleaning knife	Hospitality & Leisure	City		Student sliced skin from knife whilst cleaning. Student will have toolbox talk on handling tools.	No	Complete
4.	15/03/24	Student	Student cut right index finger with scalpel	Creative Industries	City		No response to emails CH & AD contacted. <b>This will be followed up again once teaching staff back</b>	Yes	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
5.	19/03/24	Staff	Staff member in cleaning cupboard was washing hands, bent down to pick something from floor and coming up banged top of head against shelving	People & Culture	City		Toolbox talk, to include visual inspection of area, keep clean and tidy, look at storing some cleaning materials elsewhere on levels. Agreed with Facilities Manager that housekeeping of Cleaning Cupboards be undertaken and that nothing is to be stored under shelving. Solution of shelving to be looked at. Personal lockers also to be moved out of the cupboards as soon as a place can be identified for them to be housed. Awaiting new Head of Facilities to make decisions on this.	Yes	Ongoing
6.	25/03/24	Student	Student cut left hand finger while using a rotary blade to cut fabric in class.	Creative Industries	City		Refresher training on cutting fabric and to fully concentrate.	No	Complete
7.	27/03/24	Student	Students working with deep fat fryer received a burn to back of right hand and index finger when oil splash onto it.	Hospitality & Leisure	City		Whole class was gathered round and the dangers of working with deep fat fryer were reiterated.	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
8.	28/03/24	Student	Student was working on an upholstery project using a staple gun to staple pleats, when they accidentally stapled finger with two 10mm staples.	Creative Industries	City		Lecturer will reiterate safety procedures to class. H&S have asked for RA for this activity and an update of student when returned from A&E.	Yes	Ongoing

