

## Board of Management

### People & Culture Committee

<b>Date of Meeting</b>	<b>Wednesday 30 October 2024</b>
<b>Paper No.</b>	<b>PCC1-E</b>
<b>Agenda Item</b>	<b>5.2</b>
<b>Subject of Paper</b>	<b>Health and Safety Annual Report 2023/2024</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>September 2024</b>
<b>Action</b>	<b>For Discussion</b>

#### 1. Recommendations

The Committee is invited to discuss the report.

## 2. Purpose

The purpose of the Annual Health and Safety Report is to summarise how effectively City of Glasgow College has managed health and safety for the academic year 2023-24 and its plans for 2024-25 and the future.

## 3. Consultation

The Senior Management Team (SMT) receives a monthly report on health and safety matters. Historically, both the Health and Safety Committee and the People and Culture Committee have received these reports on a quarterly basis. Moving forward, the People and Culture Committee agreed to receive the monthly reports at each of its meetings, which are held three times per year.

Members of the SMT, the Health and Safety Committee, and representatives from the Trade Unions are invited to review and provide feedback on the contents of the monthly reports.

## 4. Key Insights

### 4.1 Executive Summary

This 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. It sets out key control measures and systems in place in order to demonstrate the organisation's approach to minimising risk and ensuring compliance.

### 4.2 Key Achievements

City of Glasgow College's commitment to health and safety improvement and performance monitoring has ensured the following key achievements in AY2023-2024:

- Significant improvements in relation to Fire and Emergency Training
- First edition of a Health and Safety Newsletter
- Development of tailored Health and Safety online training modules due to be launched academic year 2024-2025
- Successful pilot of internal Health and Safety Audit System
- Launch of Health and Safety Internal Benchmarking Audit
- Stability brought to the Health and Safety Team, including the appointment of a Health and Safety Administrator.

## 5. Impact and Implications

### 5.1 The reporting process

The reporting process provides College Senior Management, the Health and Safety Committee and the Board with information on the standards of reactive and proactive health and safety activity and related performance. This allows Senior Management to make appropriate management decisions whilst taking health and safety implications into consideration. It also provides the Board of Management with information on the College's health and safety performance and will help them to determine if health and safety is being managed appropriately and effectively.

## 6. Introduction

### 6.1 Background

City of Glasgow College employs circa. 1200 staff based on our City and Riverside twin site super campus. The College recognises that our staff are one of our greatest assets and a skilled, motivated workforce is key to achieving successful an effective health and safety standard and culture.

The Health and Safety team is committed to maintaining high standards that effectively support staff and students in reaching their goals while minimising risks. The last academic year brought significant organisational challenges, including budgetary constraints and varying degrees of industrial action.

Despite these challenges, the College maintained ~~normal~~ operations and teaching activities; and the Health and Safety team's work plans evolved and adapted over time to meet changing demands.

This annual report provides an overview of Health and Safety performance from 1 August, 2023 to 31 July, 2024, and outlines key priorities for the current academic session. All information within this report has been shared monthly with the Senior Management Team, and the Executive Leadership Team, and quarterly with the Health and Safety Committee.

### 6.2 Health and Safety Team

Health and Safety Team for 2023- 2024 comprises:

- **Debbie Gordon** - Health and Safety Manager
- **Audrey Waugh** - Health and Safety Advisor
- **Grant Burns** - Health and Safety Advisor
- **Nicholas Fatoye**, Health and Safety Advisor (part time 2.5 days a week)
- **Marty Brandrick**, Fire Safety Officer
- **Euan Cosgrove**, Health and Safety Administrator. (Euan joined the College in November 2023.)

The Health and Safety Team previously reported to Jill Loftus, Associate Director of People and Culture, who left the College in July 2024. We would like to extend our gratitude to Jill for her contributions during her time with us.

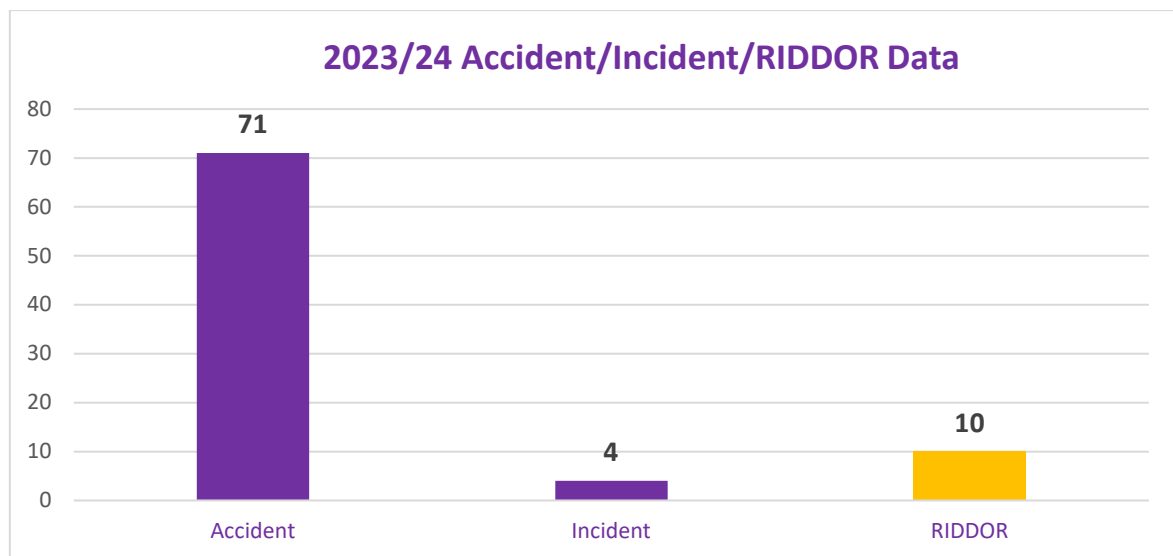
In future, the Health and Safety Team will report to Les Paterson, Associate Director of Estates and Health and Safety, under the continued oversight of John Gribben, Vice Principal of People and Corporate Services.

## 7. Health and Safety Report

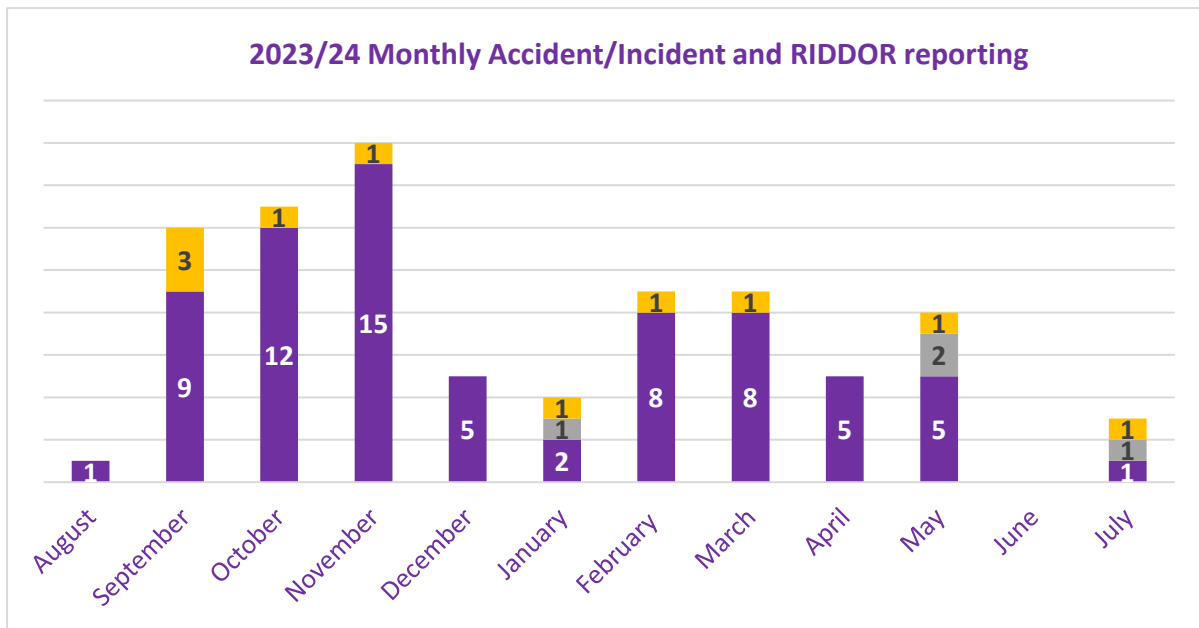
### 7.1 Accidents and Incidents

The City of Glasgow College evaluates performance based on a number of health and safety performance indicators. Below is a summary of the main health and safety data monitored and reviewed by the Health & Safety Team.

There were 71 accidents and 4 incidents in 2023-24. 10 of the accidents reported were RIDDOR reportable. The location and categories of individuals are detailed below.



A breakdown of each month from 2023/2024 is provided in the table below.

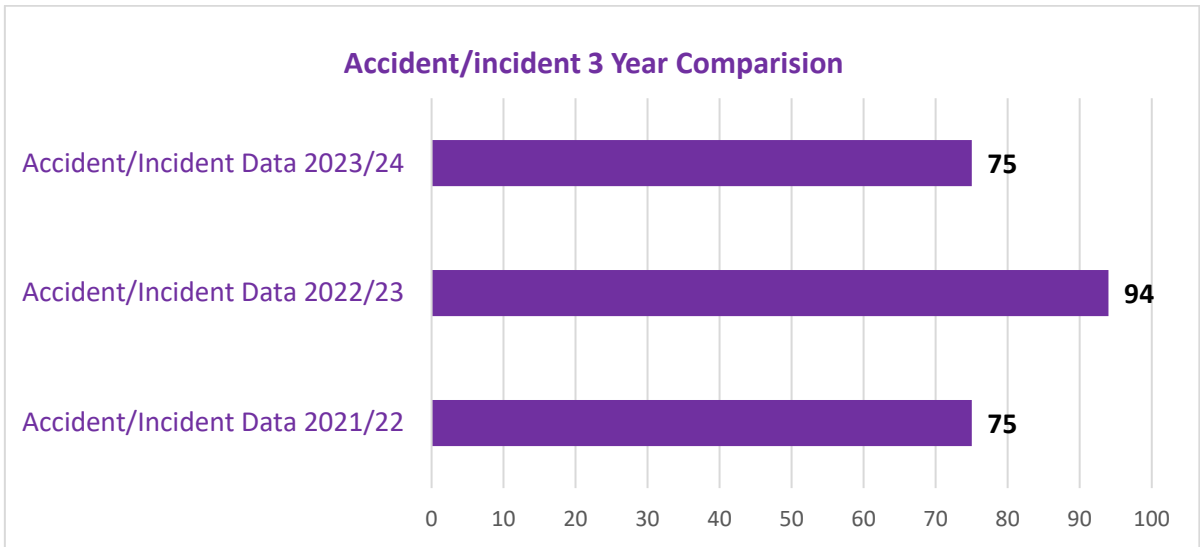
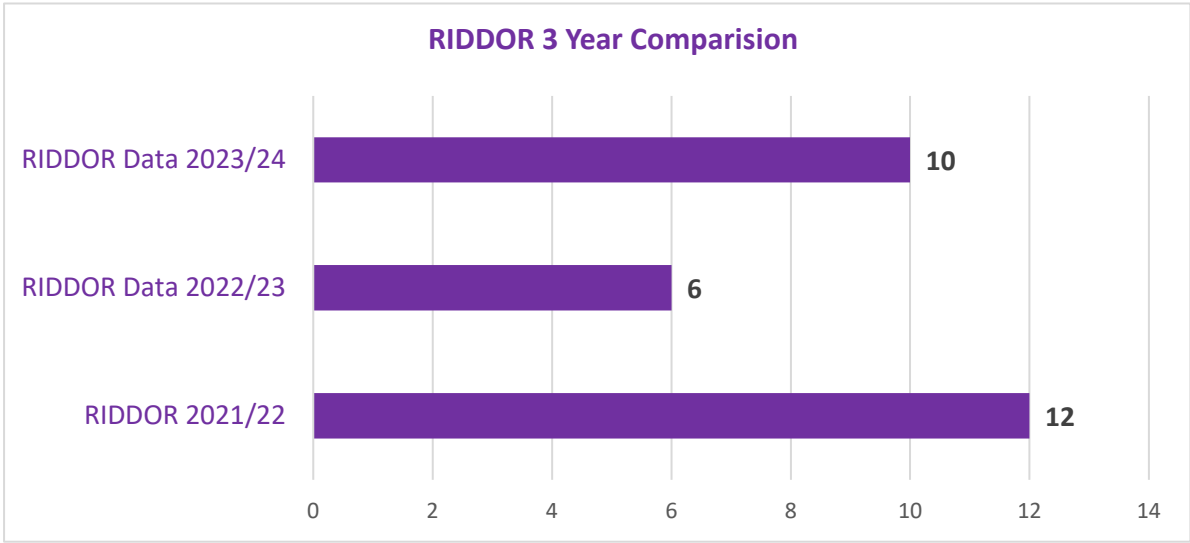


Category Key	Accident	Incident	RIDDOR
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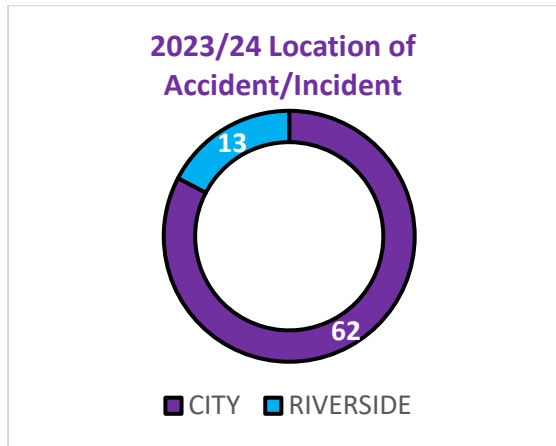
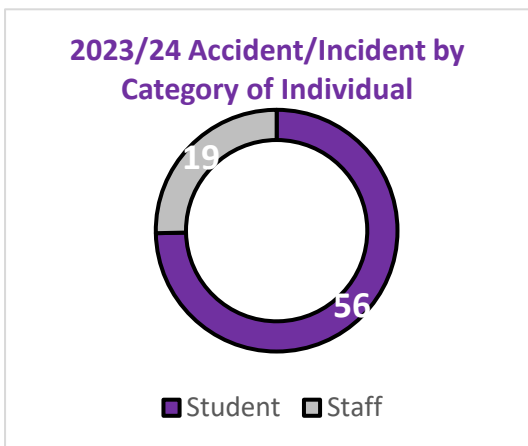
## 7.2 Accident and Incident Comparison

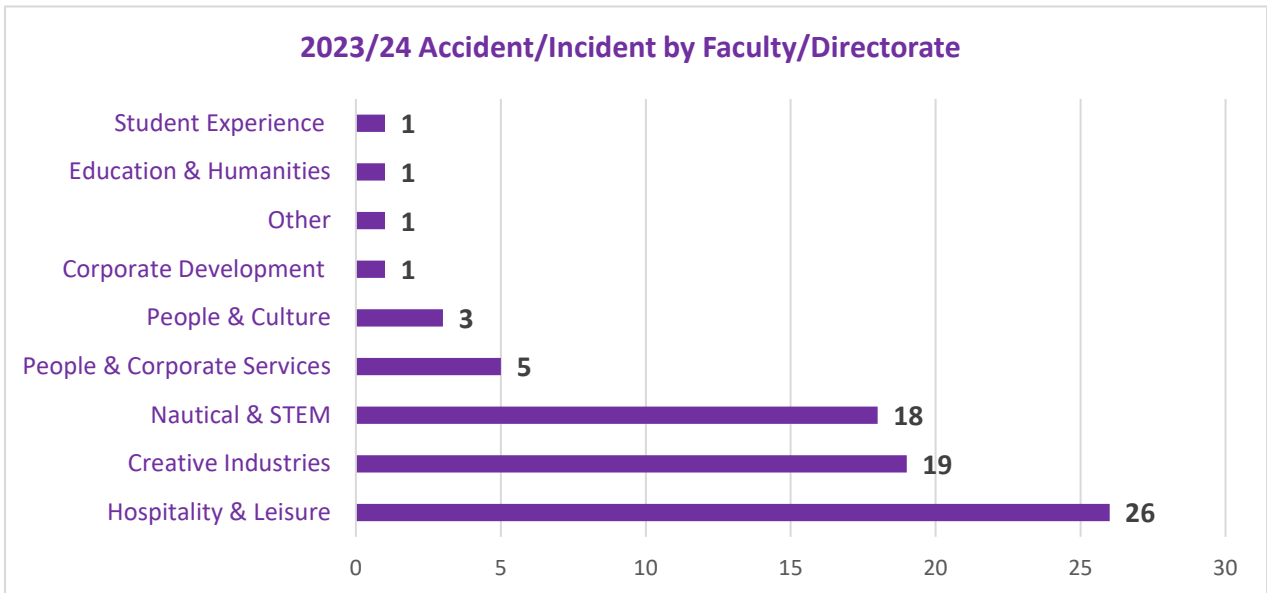
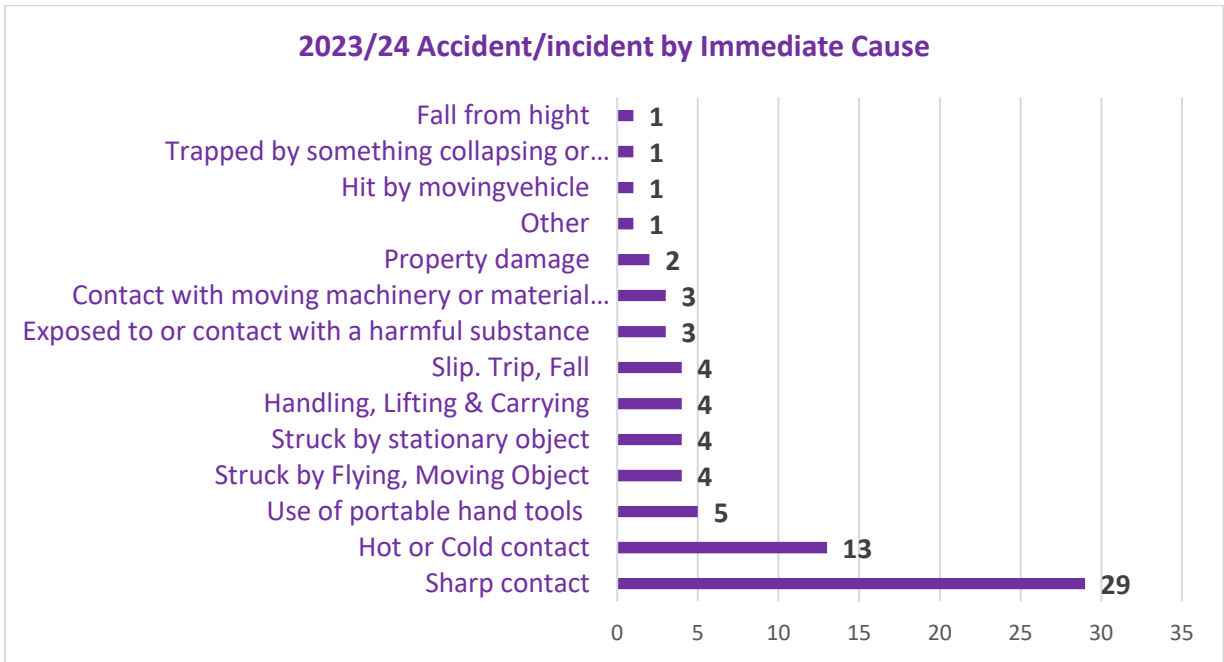
City of Glasgow College recorded 10 RIDDOR-reportable incidents involving both students and staff. No intervention by enforcing authorities was required. Each incident was thoroughly investigated by the Health and Safety team to ensure that all appropriate control measures were in place. Remedial actions included a review and update of risk assessments, identification of additional training needs, and enhanced monitoring and supervision.

The investigations did not reveal any significant concerns or failures. Notably, there was a decrease in the number of RIDDOR-reportable incidents, despite an increase in the number of staff and students present on campus. A comparison of the figures for the last 3 years is provided below.



### 7.3 Accident/Incident Subset Data



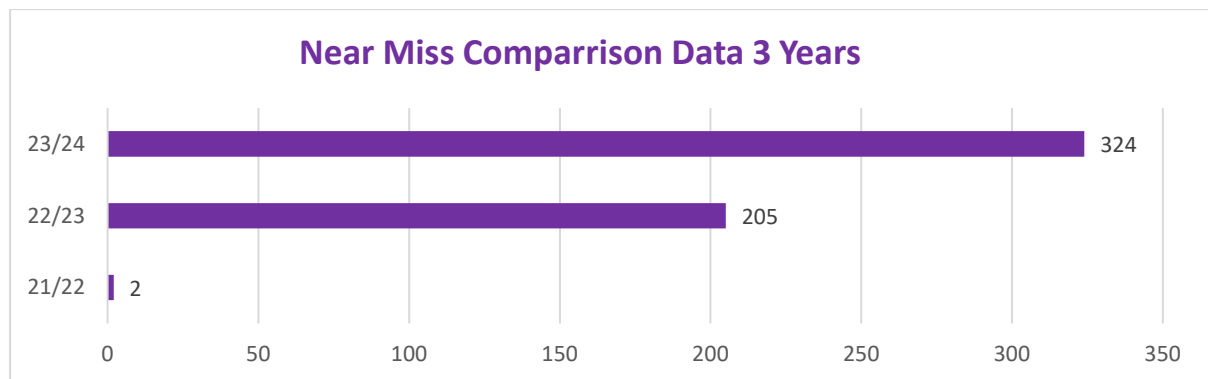
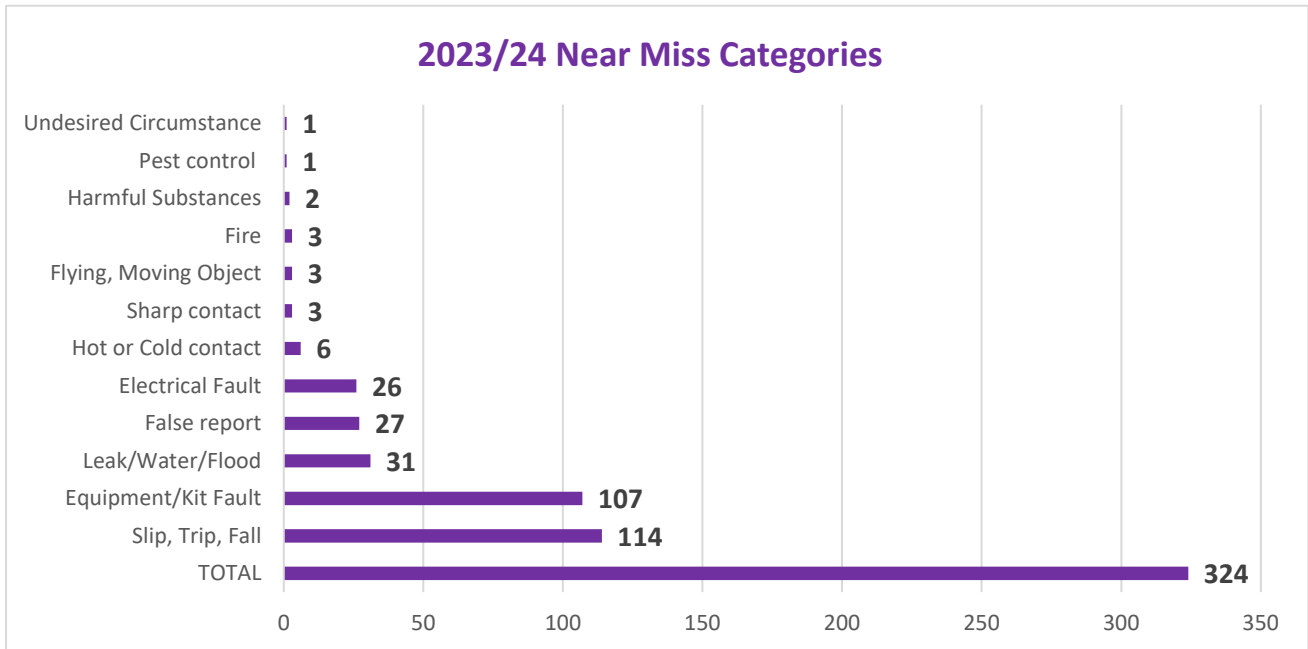


## 7.4 Near Miss

Near miss reporting is an important part of proactive Health and Safety reporting. Recording a Near Miss can help identify and address potential safety issues before they become serious accidents or incidents. A near miss is defined by the Health and Safety Executive as any hazard observation or event that doesn't lead to harm but does have the potential to cause illness or injury.

Near Misses are an invaluable source of information as Henrich's triangle (also known as the Accident Triangle) suggests that there are approximately 90 near misses for every serious accident at work. In the UK, the Health, and Safety at Work etc. Act 1974 requires employers to report and investigate accidents and near misses, and failure to do so can result in legal consequences.

The Health and Safety Team sought to improve Near Miss reporting in academic year 2022-2023 by creating an automated form and the addition of a 'Near Miss' button to the Enquirer Operations Desk. These developments have further improved reporting for academic year 2023-2024. The number of Near Misses for 2023-2024 are detailed below.



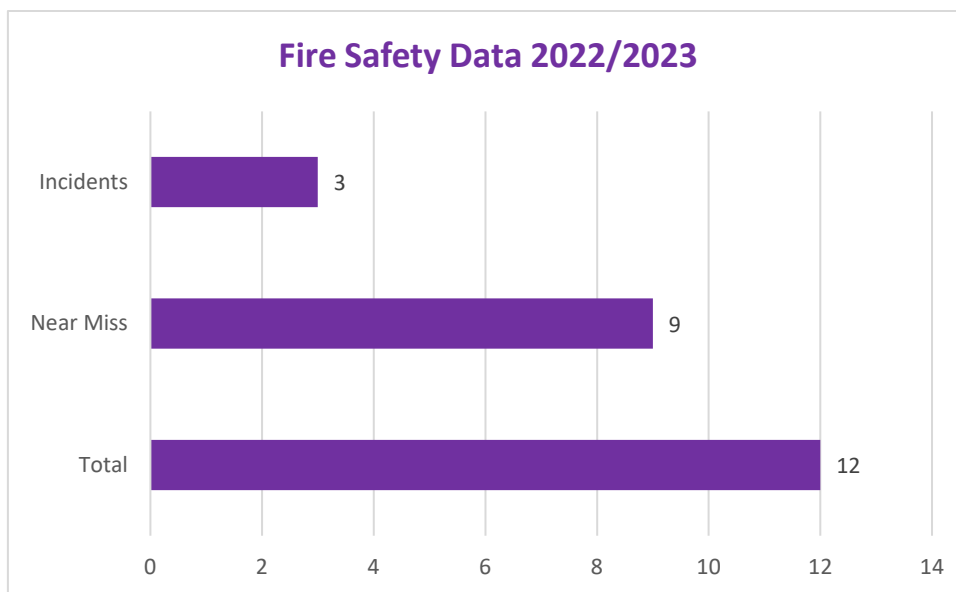
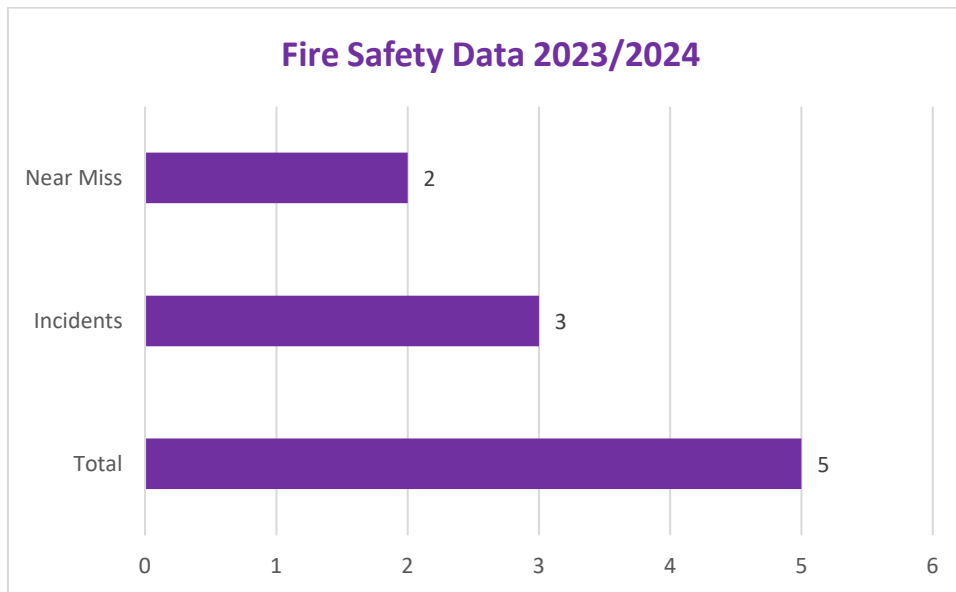
## 8. Fire Safety Report

### 8.1 Fire Safety Data

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



Statistics relating to fire safety data are provided below. There has been a marked improvement in Near Misses and Incidents compared to the previous reporting year. This can be attributed to the proactive measures such as Fire Safety Training and Awareness from the Fire Safety Officer.



## 8.2 Fire Drill Evacuations Completed

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

### 8.3 Personal Emergency Evacuation Plans

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

The team reviewed 176 requests and administered 47 PEEPs. 10 of the individuals did not meet the criteria to be provided with a PEEP. The main reason for this was that those particular individuals were sensitive to the noise of the alarm actuation and agreed it was best for them to leave the campus as opposed to waiting in the refuge area. The Health and Safety Team received no response to invitations to complete a PEEP from 119 students. The Health and Safety Team are working closely with Student Support and Faculties to improve the process for the current academic year.

## 9. Health and Safety Competence

### 9.1 Training

City of Glasgow College provides comprehensive health and safety training through a range of platforms, including e-learning (via WorkRite and MyDevelopment), in-house courses and externally accredited programs. Training is coordinated by the Health and Safety Team in collaboration with the Organisational Development team. All new staff members are required to complete mandatory health and safety modules, including fire safety and evacuation procedures, as well as display screen equipment assessments. Additionally, Faculties and Departments are responsible for identifying specific training needs relevant to their roles and professional development.

Below is a summary of the health and safety training initiatives for 2023/2024.

During the previous academic year, the Health and Safety Team successfully concluded the contract with WorkRite, which provided e-learning modules. Moving forward, the team has developed bespoke health and safety modules, which will be integrated into the MyDevelopment platform for the upcoming academic term.

Course	Type of Course	Number of Staff Completing	Completion Rate
Health and Safety Roles & Responsibilities	Mandatory Online	496	76%
Risk Management	Mandatory Online	496	76%
Fire Safety	Mandatory Online	496	76%
Manual Handling Awareness	Mandatory Online	496	76%
DSE Office Based	Online	25	N/A
DSE Homeworkers	Online	23	N/A

Course	Type of Course	Number of Staff Completing	Completion Rate
Front of House Fire Safety	Face to Face	16	100%
Evac Chair & Panel Training	Face to Face	39	100%
Person in Charge and Duty Manager Training	Face to Face	116	81%
Fire Warden and Fire Marshal	Face to Face	88	59%

## 9.2 Risk Assessments

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

Faculty/Department	Number
Creative Industries	14
Education and Humanities	3
Hospitality and Leisure	15
Nautical and STEM	6
Student Association	16
People and Corporate Support	4
People and Culture	5
Facilities	10
IT	1
<b>TOTAL</b>	<b>74</b>

## 9.3 Health Surveillance

An important part of occupational health is how work, and the work environment, can impact on health.

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

Health Surveillance	
Number of Clinics	4 clinics
Staff Attendance	65
HAVS	11
Skin	37
Respiratory	22
Noise	28

## 9.4 Health and Safety Committee

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

The meetings took place as below:

- 21 September
- 15 December
- 1 March
- 13 June

Key themes discussed at the Health and Safety Committee meetings included:

- Fire Emergency Arrangements
- Fire Safety Training
- Near Miss Reporting
- Health and Safety Audits.

## 10. Health and Safety Key Priorities 2024-2025

- Finalise the Health and Safety Benchmarking Audit action plans for all remaining faculties.
- Develop, implement, and support faculties and departments in establishing customised Health and Safety Management Systems.
- Publish a Health and Safety Newsletter to commemorate the Health and Safety at Work Act of 1974.
- Design and implement additional tailored Health and Safety Training Modules.
- Initiate Hazard Observation Inspections in alignment with the successful audit process.
- Assist the External Contractor in completing comprehensive Fire Risk Assessments across both campuses and Halls of Residence, followed by the execution of corresponding action plans.