

Board of Management

People & Culture Committee

Date of Meeting	Wednesday 30 October 2024
Paper No.	PCC1-F
Agenda Item	5.3
Subject of Paper	Health and Safety Monthly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben, Vice Principal People and Corporate Services
Date of production	October 2024
Action	For Discussion

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 August 2024 and September 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 details the monthly Health and Safety reports for August and September 2024.

During these two months, 27 accidents were recorded, 2 of which were RIDDOR reportable. Additionally, there were 2 incidents. All RIDDOR reportable accidents were investigated by the Health and Safety Team. Remedial actions taken included a review of risk assessment control measures, increased supervision, and additional instruction and training.

In August, the Health and Safety Manager participated in the Association of Colleges Benchmarking Exercise. The results from this exercise will significantly align with the data provided in the Health and Safety Annual Report for September. A comprehensive report from the Association of Colleges is expected in November.

Fire Risk Assessments were conducted across both campuses and Halls of Residence during this period. The resulting reports and action plans are scheduled for release in October.

An unannounced out-of-hours fire drill was conducted on 17th September at Riverside Halls of Residence, followed by an announced fire evacuation drill at City Campus on the 26th of September. Full reports and debriefs have been completed, detailing the roles of specific individuals, and outlining action plans.

The Fire Safety Officer, with the support of the Health and Safety Team, is responsible for completing Personal Emergency Evacuation Plans (PEEPs). A total of 100 PEEP requests were received, and all individuals have been contacted and provided with the relevant guidance. The Health and Safety Team will work alongside the Fire Safety Officer to coordinate and schedule necessary meetings.

H&S August Monthly Report 2024

Date of Meeting	
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report August 2024
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	September 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.

3. Key Insights

3.1 Reporting Format

Beginning in the 2024/2025 academic term, the Health and Safety Monthly Report will adopt a new, more concise format. This streamlined version will focus primarily on accidents, incidents, near misses, and corrective actions, ensuring that attention is directed to the most critical safety concerns. By presenting complex information in clear, actionable insights, the revised format will enhance the effectiveness of communication and ensure key issues are easily understood and addressed.

Comprehensive, detailed reports will continue to be provided to both the Health and Safety Committee and the People and Culture Committee for in-depth review and discussion.

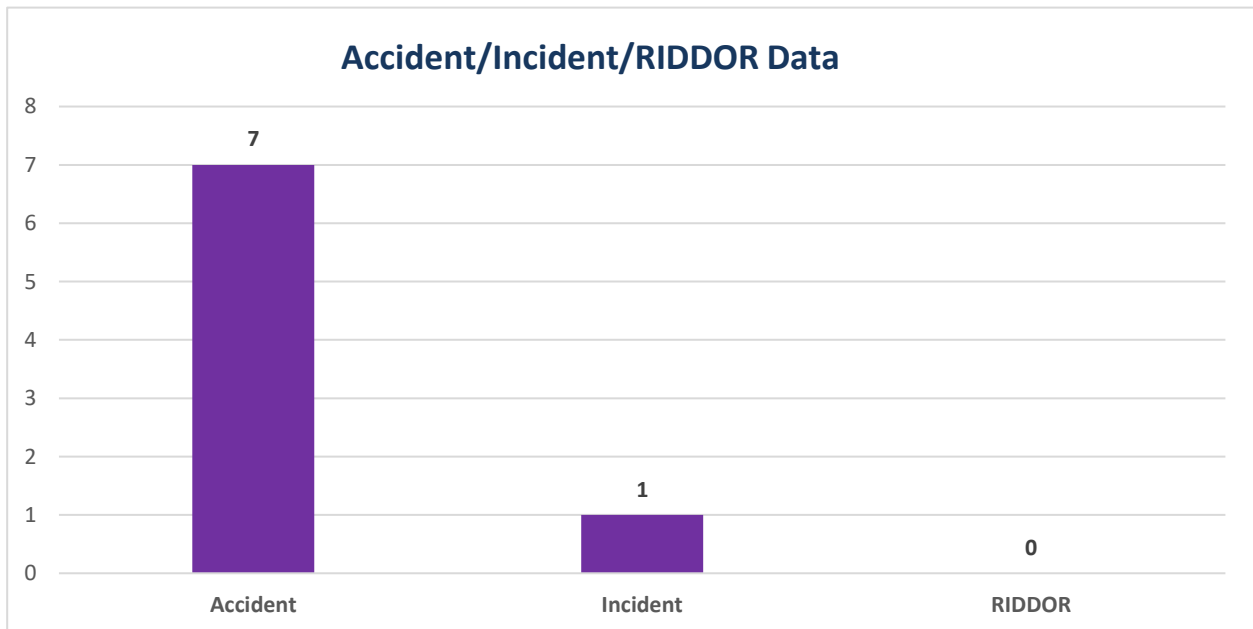
3.2 Executive Summary

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 August 2024.

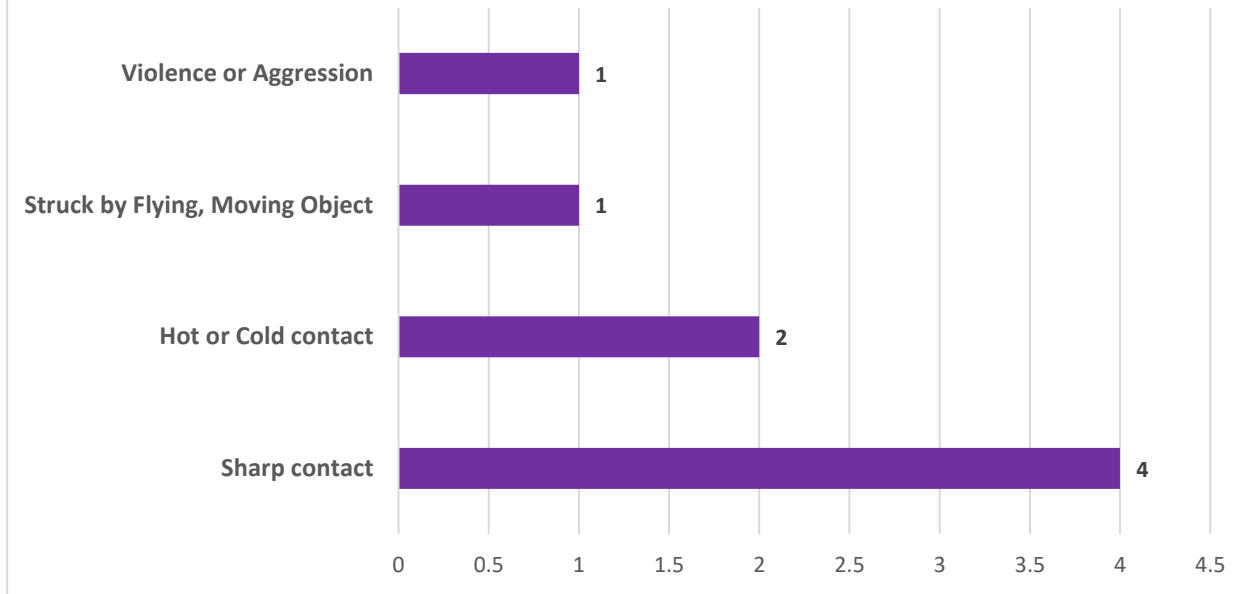
The month of August 2024 saw 7 accident and 1 incident, none of which were RIDDOR reportable.

4. Accident and Incident Data

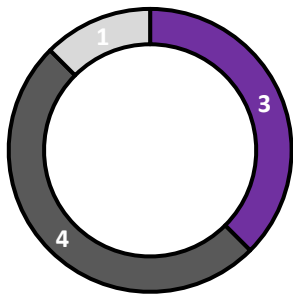
Details of all accidents are contained in Appendix A



Accident/incident by Immediate Cause

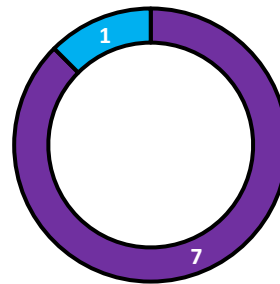


Accident/Incident by Category of Individual



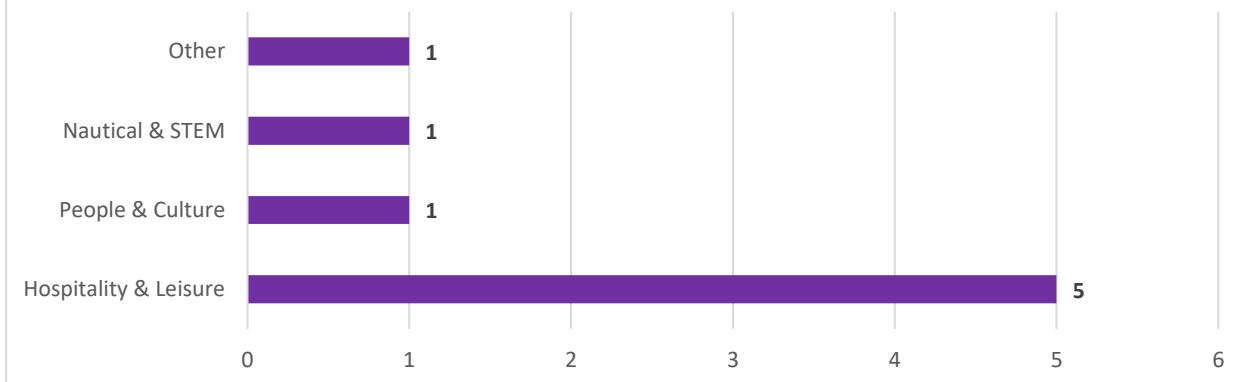
■ Student ■ Staff ■ Visitor

Location of Accident/Incident



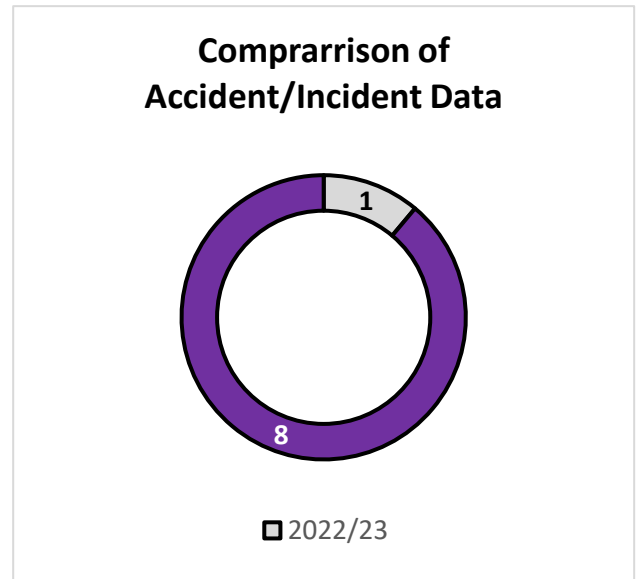
■ CITY ■ RIVERSIDE

Accident/Incident by Faculty/Directorate



4.2 Accident/Incident Data – Comparison Charts

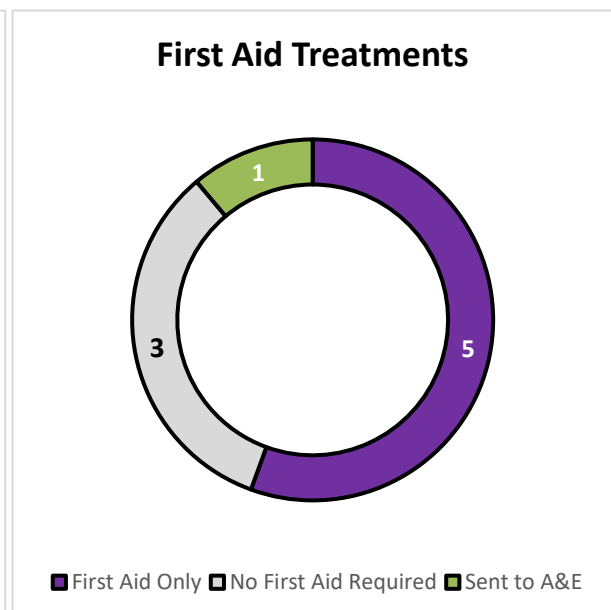
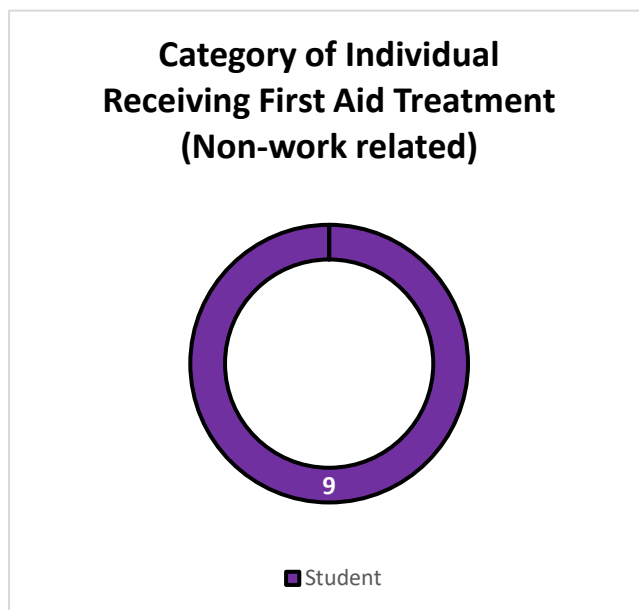
A comparison of accident and incident data is provided below. There was an increase of 7 accident/incidents this academic month compared to 2023/2024



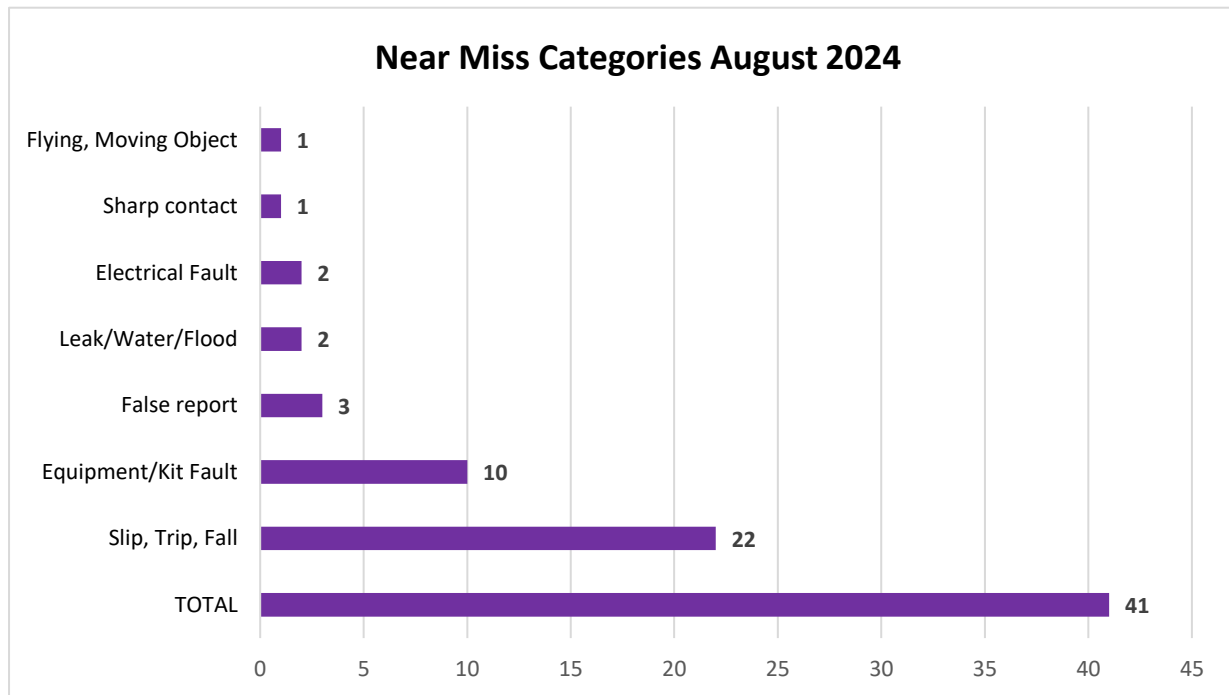
4.3 First Aid

First Aid Treatments Only (non-work related)

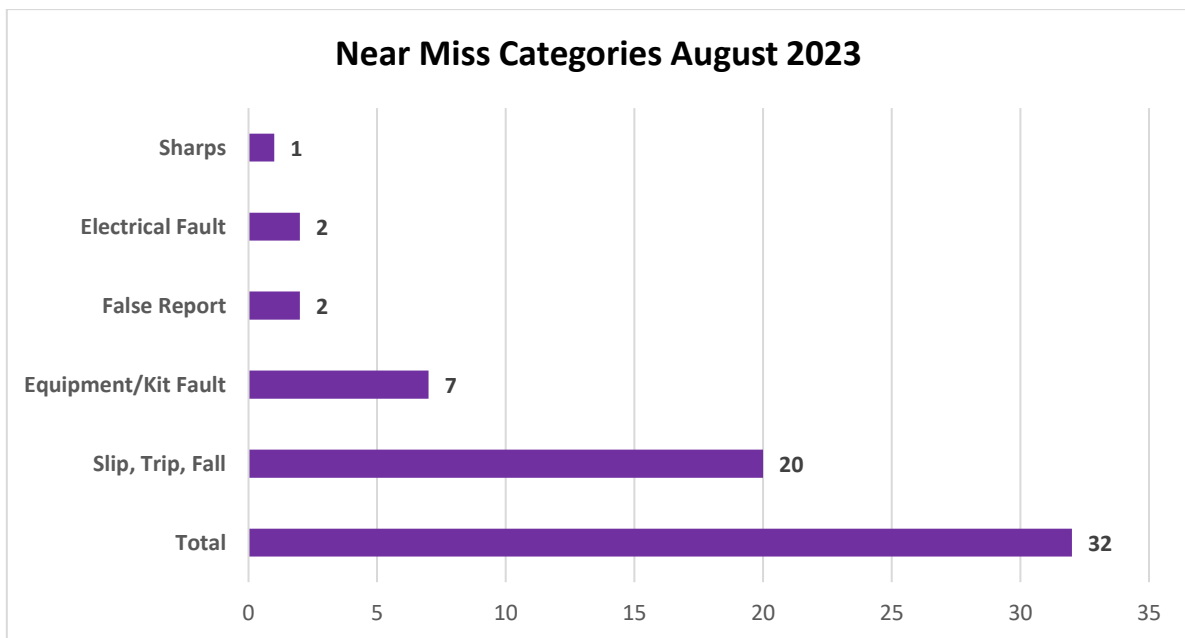
Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying health issues and instances where the individual should seek medical attention from a health care professional.



6. Near Miss Reporting



The chart below shows that there was 9 less Near Misses Reported in August 2023 than in 2024, to note we actively encourage Near Miss reporting.



5. Fire

5.1 August Fire Statistics

5.2 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 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	1	Cooking Fumes in training Kitchen
Riverside Campus	0	N/A
Halls of Residence	2	Cooking Fumes

5.3 Fire Safety Officer

Training – Four Fire Marshal/Warden Courses were delivered with 30 attendees.

Fire Risk Assessment – White Swan Risk Consultants have commenced the Audit of the Premises. Riverside – Teaching, Engineering block, Marine Skills and City Campus were all conducted. Full Fire Risk Assessment reports to follow.

PEEPS - A total of 80 requests for Personal Emergency Evacuation Plans (PEEPs) have been received. All individuals have been contacted and provided with the relevant PEEP communication guidance. The Health and Safety Team will collaborate with the Fire Safety Officer to coordinate and arrange necessary meetings.

6. Risk Assessments

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

Faculty/Department	Number
Creative Industries	2
People & Culture	1
Nautical & STEM	1
Student Experience	2
Total	6

7. Appendix A Summary list of Accidents / Incidents for August 2024 RIDDOR Reportable Accidents highlighted in yellow

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

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
1	08/08/24	Visitor	Visitor was walking through the barriers to go up the stairs and the barriers allegedly closed as he was walking through them - hitting his knee	N/A	City		<p>Authorised to review CCTV to understand why barriers have closed causing incident.</p> <p>FES also carried out investigation into this fault.</p>	Yes	Complete
2	13/08/24	Staff	When using spec tank, a staff member felt a small amount of water entering the glove on his right. The general assistant immediately took the glove off and ran their hand under cold water.	Hospitality & Leisure	City		<p>Refresher training on the safe use of tank.</p> <p>Review of current training records.</p> <p>All Gloves involved have been disposed of.</p>	Yes	Complete

3	23/08/24	Staff	Staff member dropped a glass water bottle onto floor beside another staff member's desk	People & Culture	Riverside		No	No	Complete
4	26/08/24	Staff	Alleged assault involving a member of staff by another member of staff.	Nautical & STEM	City		No	Yes – Passed to HR	Complete from H&S
No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
5	26/08/24	Student	Student cut to of left thumb while cutting vegetables, cut was superficial.	Hospitality & Leisure	City		Student will be advised and refresher again on tool usage and techniques used within the kitchen environment.	No	Complete
6	26/08/24	Student	Student cut right index finger in class.	Hospitality & Leisure	City		Toolbox talk held with student.	Complete	Complete
7	29/08/24	Student	Student cut their tip of index finger of left hand, using kitchen knives.	Hospitality & Leisure	City		Student to undertake full training of knives handling again to be aware of risks associated. Students have to be mindful and make sure to not put any sharp objects inside the sink	No	Complete

8	29/08/24	Staff	Staff member burnt arm when lifting heavy stock pot.	Hospitality & Leisure	City	Staff member carrying out the task should not have been doing that task. They have now been trained on that task. Manager is looking into buying a alternative piece of equipment to minimize the risk of anyone being burnt. Staff reminded that this is a two person lift.	Yes - Manager met with members of H&S team. IP spoke to and has continued work with a small minor burn.	Complete
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H&S September Monthly Report 2024

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3.2 Executive Summary

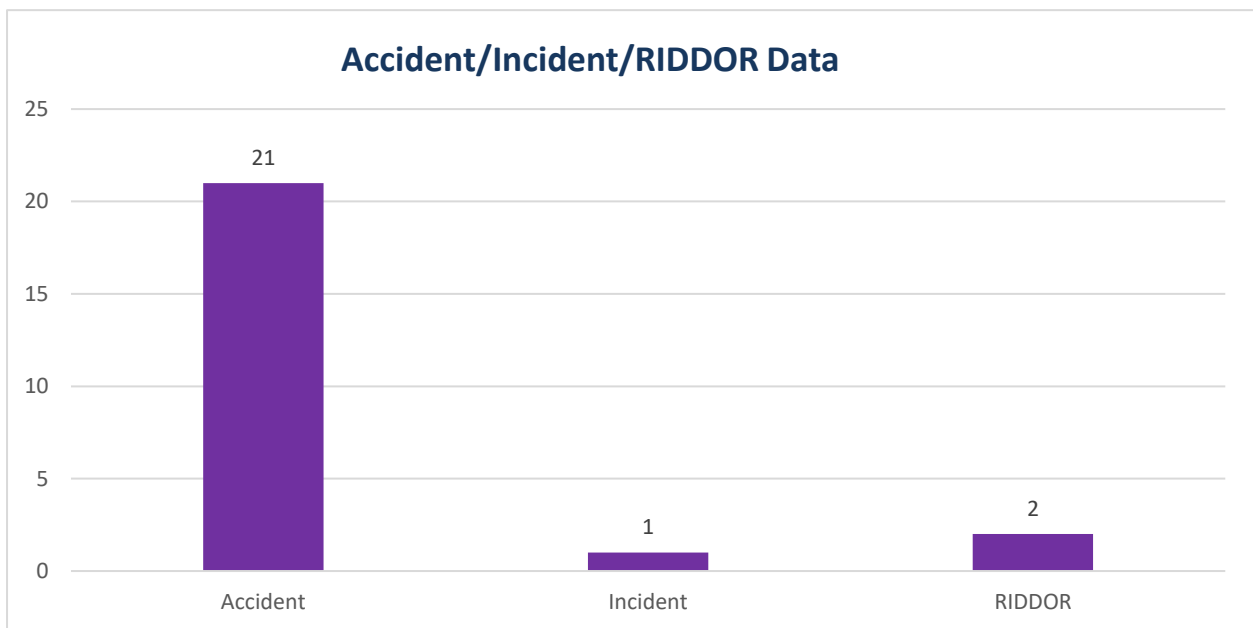
The report aims to provide an overview of management arrangements and give assurances on the adequacy of health and safety measures in place to fulfil the College’s statutory obligations. This report provides information relation to activities in September 2024.

In September 2024, there were **21 accidents and 1 incident**, with two of the accidents being RIDDOR-reportable. These incidents met the RIDDOR criteria as both students were transported directly from the accident site to the hospital for treatment. One accident involved improper handling of sharps, resulting in butterfly stitches, while the other was caused by machinery.

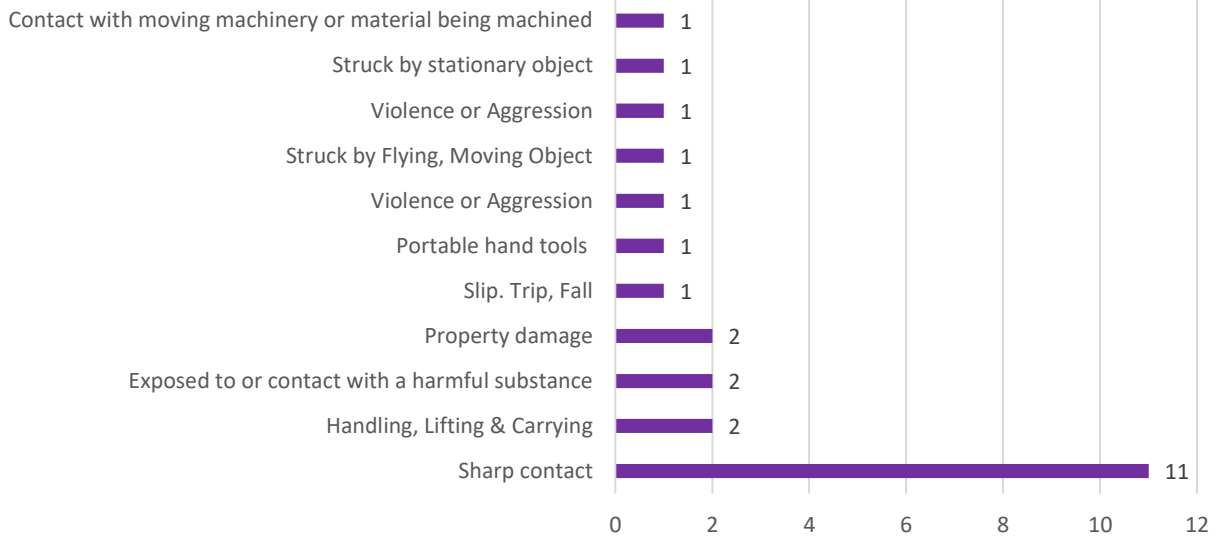
The Health and Safety Team has thoroughly investigated both cases. One investigation has been concluded, with the student receiving refresher training and additional supervision. The machinery involved in the second accident remains out of service as the team works with the Faculty to review and implement potential machinery modifications.

4. Accident and Incident Data

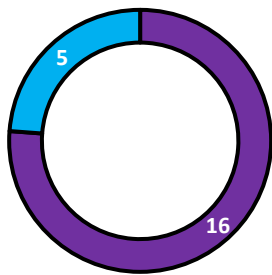
Details of all accidents are contained in Appendix A



Accident/incident by Immediate Cause

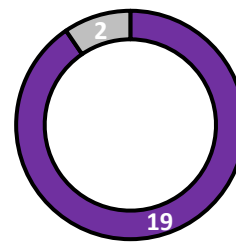


Location of Accident/Incident



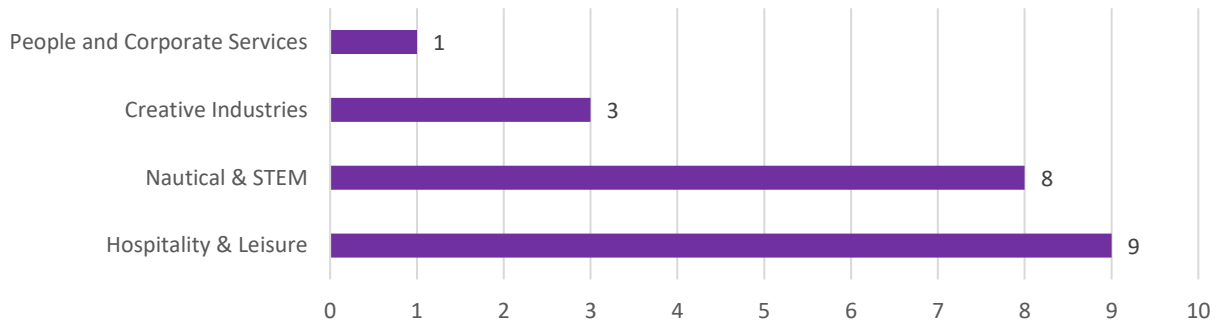
■ CITY ■ RIVERSIDE

Accident/Incident by Category of Individual



■ Student ■ Staff

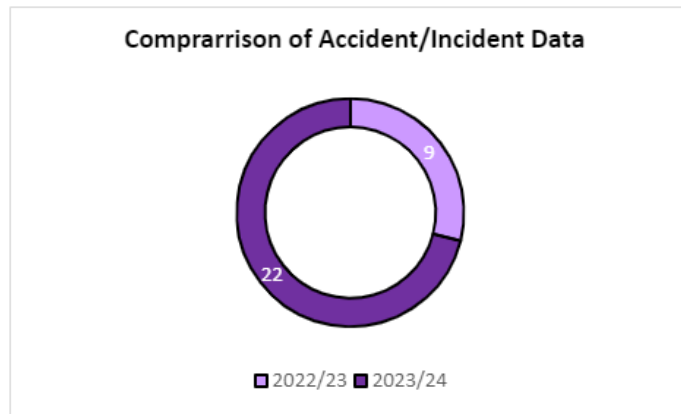
Accident/Incident by Faculty/Directorate



4.2 Accident/Incident Data – Comparison Charts

A comparison of accident and incident data for this academic month is presented below. There has been an increase of 13 accidents/incidents compared to the corresponding period in the 2023/2024 academic year.

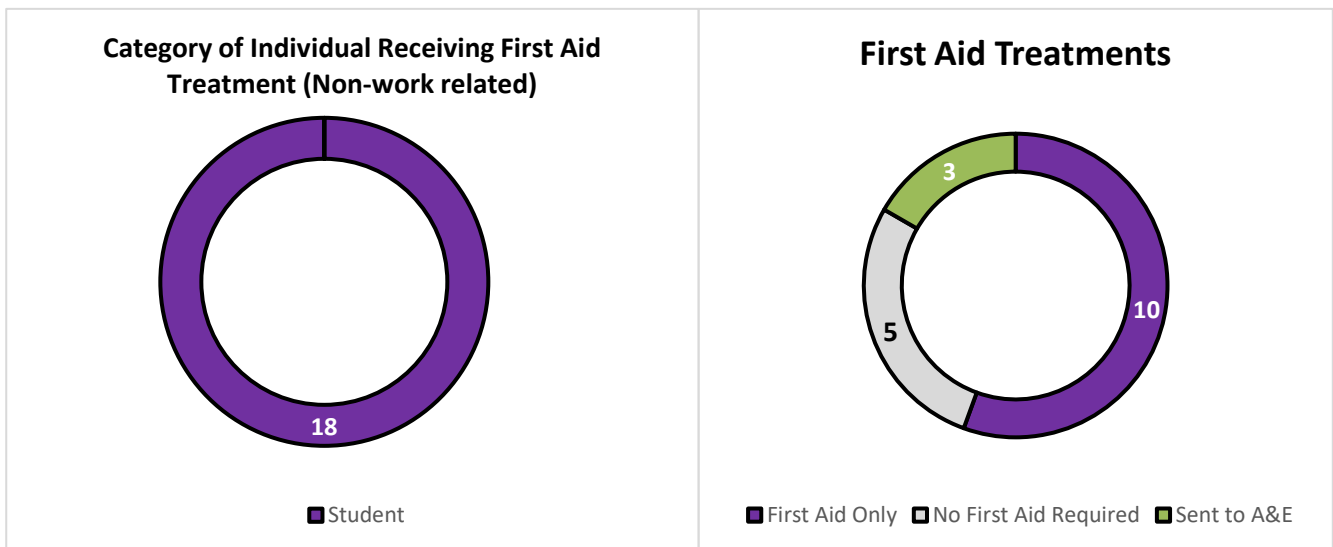
It is important to note that the rise in reported cases can be attributed to a lower volume of practical work conducted during the 2022/2023 academic year, primarily due to industrial strike action.



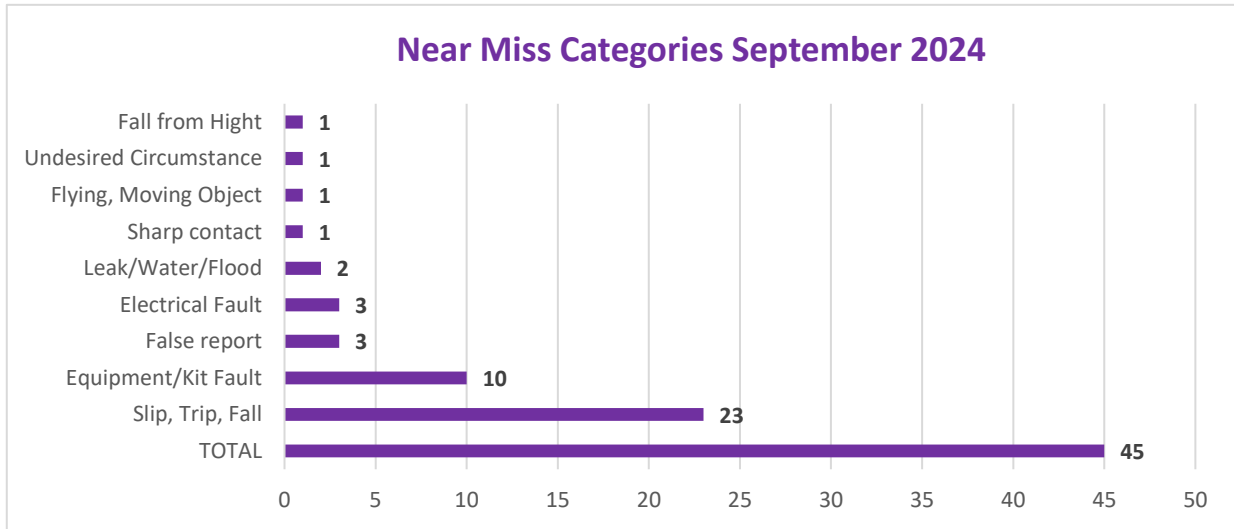
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First Aid Treatments Only (non-work related)

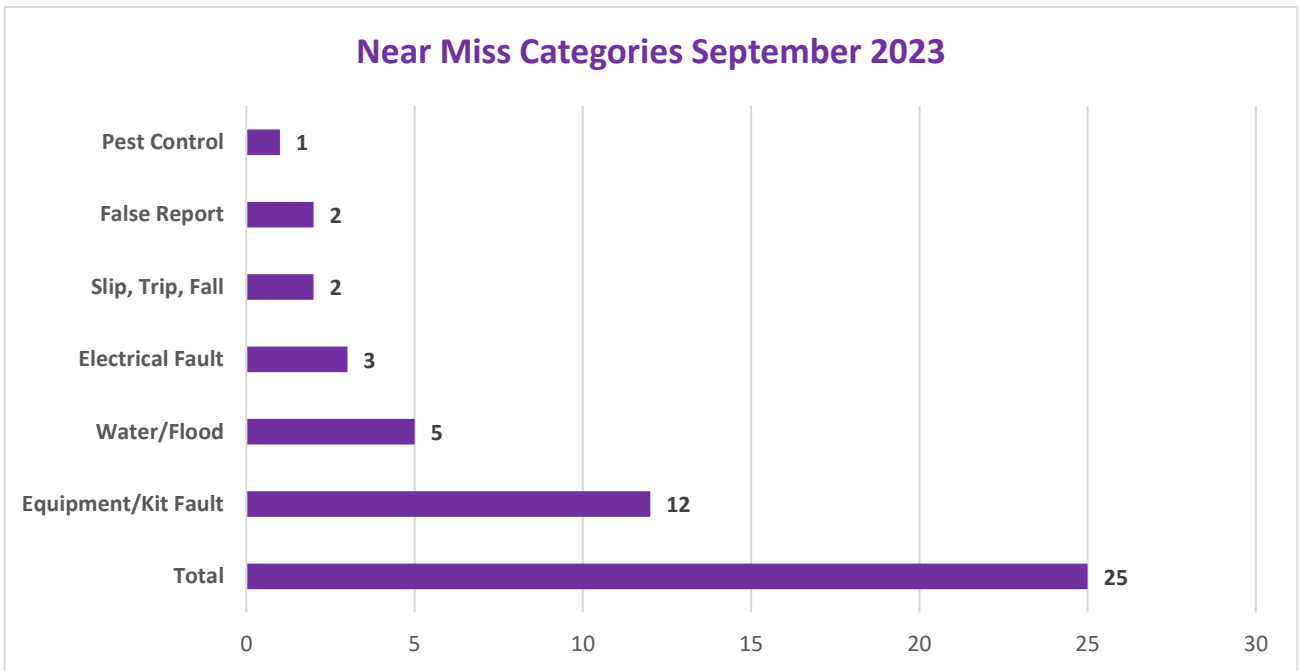
Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying health issues and instances where the individual should seek medical attention from a health care professional.



5. Near Miss Reporting



The chart below shows that there were 20 more Near Misses Reported in September 2024 than in 2023. To note, we actively encourage Near Miss reporting.



6. Fire

6.1 September Fire Statistics

An Engineering Cadet caused excessive smoke and minor flames by reheating pizza in its box within the oven. A fire blanket was used to extinguish the flames, and an incident report was completed.

A replacement FFAST unit (smoke detector) was triggered by minor cooking fumes, leading to a full evacuation of the Halls of Residence (HoRs). To address the issue, the sensitivity of the unit was reduced by FES to prevent further false alarms. Following the activation and subsequent meetings with the Scottish Fire and Rescue Service (SFRS), the following actions were agreed upon:

- Radios will be provided to Persons in Charge (PICs) and HoR staff.
- Loudhailers will be made available for HoR staff.
- Immediate rectification of a fault with the first barrier, which was not interfaced with the fire alarm system, is required.

6.2 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 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	1	Fire Evacuation Drill
Riverside Campus	0	N/A
Halls of Residence	5	Cooking Fumes

6.3 Fire Safety Officer

Training

- An announced Fire drill took place at City Campus on 26 September.
- An unannounced Fire Drill took place at HoRs on 17 September.

Both events involved the full evacuation of both buildings. Reports will follow.

PEEPS - A total of 100 requests for Personal Emergency Evacuation Plans (PEEPs) have been received. All individuals have been contacted and provided with the relevant PEEP communication guidance. The Health and Safety Team will collaborate with the Fire Safety Officer to coordinate and arrange necessary meetings.

- 10 priority 1 PEEPs organised and 7 completed with 3 no shows.

7. Risk Assessments

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

Faculty/Department	Number
Creative Industries	7
Education & humanities	1
Total	8

8. Association of Colleges Benchmarking

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

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

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

9. Health surveillance

A breakdown of health surveillance types referred by the Health & Safety Team in September is summarised below:

HS Type	Number
Lung Function	11
Skin Test	11
HAVS Tier 1 & 2 Screening	2
Audio Screening	14
Total	38

Appendix A Summary list of Accidents / Incidents for September 2024 RIDDOR Reportable Accidents highlighted in yellow

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

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
1	02/09/24	Staff	Staff member asked a student who was rolling a cigarette to move, student then became aggressive when asked to move again.	People & Culture	City	N	Student did not provide Student ID Card. Student left the premises after caution. Unable to determine who student was.	No	Complete
2	03/09/24	Student	Cut thumb at side of nail with scalpel.	Creative Industries	City	N	Toolbox talk with class on "the use of sharp hand tools". Asked class to gather in groups and discuss using sharp hand tools safely.	No	Complete
3	04/09/24	Staff	Staff member was placing rubbish in outside bin area when bin lid dropped on their hand.	People & Culture	Riverside	N	Toolbox talk provided. No issues with bin. Waste not disposed of in correct manner, opened	No	Complete

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
							with one hand. Windy on day of accident which caused bin lid to close.		
4	05/09/24	Student	Student wiped dust into left eye.	Nautical & STEM	City	N	All the class reminded the next morning of importance of not touching eyes/face particularly in a workshop environment	No	Complete
5	06/09/24	Student	Cut to the tip of left thumb.	Creative Industries	City	N	Refresher training for individual Student advised to take care while using the scalpel tool and to try to keep away from finger or body, pushing the scalpel away from the body to make an incision.	No	Complete
6	06/09/24	Student	Student was filing plastic and bit of swarf entered eye.	Nautical & STEM	Riverside	N	Student was wearing correct PPE including safety glasses at the time, toolbox talk given.	No	Complete

							Student removed glasses to rub eye.		
7	09/09/24	Student	Student was removing skin from a melon and cut left hand index finger.	Hospitality & Leisure	City	N	Toolbox talk given to student.	No	Complete
No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
8	10/09/24	Student	Student burned their fingers on the filter of the coffee machine.	Hospitality & Leisure	City	N	Toolbox talk provided to student and wider class regarding touching equipment when hot.	No	Complete
9	11/09/24	Student	Student was using the box pan folder (metal bending equipment) when the clamping bar fell onto right hand tip of finger, removing part of nail and causing bruising and swelling.	Nautical & STEM	Riverside	Y	Equipment has been placed out of use while investigation carried out by H&S alongside faculty. Remedial actions include safety latch added or modify equipment for foot pedal use rather than handles.	Yes	Ongoing

10	12/09/24	Student	Student had about 1cm cut to right index finger which was bleeding and stung due to cutting of onions.	Hospitality & Leisure	City	N	Generic and specific refresher training provided by lecturer to individual and to wider class.	No	Complete
11	12/09/24	Student	Student sustained a laceration to the lip and a clip to 2 front teeth due to a loose valve.	Riverside	Nautical & STEM	N	Student was released into the care of his wife who is a nurse. A risk assessment review was reviewed and approved by H&S Team	Yes	Complete
No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
12	13/09/24	Student	Student fell over laptop charger in class.	Hospitality & Leisure	City	N	Floor box reported to Estates. Lecturer advised students of appropriate housekeeping in class.	No	Complete
13	12/09/24	Student	Student was chiselling a piece of timber and chisel slipped and cut into left arm.	Nautical & STEM	City	Y	Student received stitches for the wound at A&E. Lecturer gave the students a toolbox talk and demonstration on the correct method of	Yes	Complete

							holding timber and chiselling Student had not been using correct procedure; witness confirmed this was the case.		
14	13/09/24	Student	Student hit their head off studio lighting as it was lowered down to head height.	Creative Industries	City	N	Faculty contacted to complete form. No response. Associate Dean and Dean aware of H&S Team awaiting information.	No	Complete
No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
15	18/09/24	Student	Student cut their index finger of left hand due to cuticle cutter improperly utilised sustaining cut.	Hospitality & Leisure	City	N	Toolbox talk provided to class surrounding handling of equipment	No	Complete
16	20/09/24	Student	Student cut finger on right hand while using a knife.	Hospitality & Leisure	City	N	Toolbox Talk	No	Complete

17	25/09/24	Student	Cut finger with Stanley knife.	Nautical & STEM	City	N	Toolbox talk - involving all class members was given and it was reiterated that care and attention must be taken when using any cutting appliances in the workshop.	Yes	Ongoing
18	25/09/24	Student	Cut palm of hand with peeling knife	Hospitality & Leisure	City	N	Student will receive refresher training - small minor cut to palm	No	Complete
19	25/09/24	Student	Student cut on finger.	Nautical & STEM	Riverside	N	Toolbox talk provided to class surrounding handling of equipment	No	Complete
20	24/09/24	Student	Student wiped surface and came into contact with broken glass and might have a shard of glass in their hand.	Hospitality & Leisure	City	N	Student has been given refresher training on working behind bar and how to handle broken glass.	No	Complete
No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments

21	18/09/24	Staff	Burnt finger in hot oil from deep fat fryer.	Hospitality & Leisure	City	N	<p>Tabletop fryers have been removed from the training kitchen and large deep fat fryers in the kitchen have been filled with oil. This will allow spider strainers to be used to turn food.</p> <p>This will reduce likelihood of this happening again as hands will be further away from hot oil.</p>	No	Complete
22	26/09/24	Student	Student cut tip of finger	Nautical & STEM	City	N	Toolbox talk to be re-forced with class.	No	Complete