

## Board of Management

<b>Date of Meeting</b>	<b>Wednesday 31 August 2016</b>
<b>Paper No.</b>	<b>BoM1-E</b>
<b>Agenda Item</b>	<b>9</b>
<b>Subject of Paper</b>	<b>Health and Safety Annual Report 1 July 2015 – 30 June 2016</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Fares Samara, Executive Director, Infrastructure</b>
<b>Date of production</b>	<b>19 Aug 2016</b>
<b>Action</b>	<b>For Noting</b>

### **1. Recommendations**

- 1.1** The Board is invited to note and comment on the report

## 2. Purpose of Report

- 2.1 This is the Health & Safety Annual Report covering period 1 July 2015 – 30 June 2016.
- 2.2 This is the first summary report to the full Board which follows the newly introduced H&S reporting approach. Attached are the four Quarterly reports which are submitted at various points to the College H&S committee and the F&PRC. (Due to the timings of the meetings the 4<sup>th</sup> quarter will be submitted to next F&PRC in September and at the next H&S Committee meeting).

## 3. Context

Health and Safety - New reporting approach

- 3.1 Reporting on Health and Safety related issues has historically been limited to members of the H&S committee and annually to the BOM. The previous approach did not afford ongoing visibility of at ELT/SMT of H&S related matters. The developed new approach was established to promote engagement, encourage buy-in and ensure co-operation across the College. The approach raises the profile and emphasises the statutory requirements and H&S regulations with monthly exposure @ SMT. The new reporting methodology demonstrates that H&S is a priority as indicated in College H&S policy statement and gives senior managers the opportunity to make timely decisions.
- 3.2 The new reporting approach which started this year is
  - 2.2.1 Monthly reports for SMT
  - 2.2.2 Quarterly reports for F&PR Committee and H&S Committee (combined from SMT monthly reports)
  - 2.2.3 Annual report for Board of Management (quarterly reports for F&PRC)

## 4. Impact and implications

The new reporting process reminds senior manager on a regular basis of all the H&S regulations and obligations these include:

- 4.1 **The Health and Safety at Work etc. Act 1974** (HSAWA) sets out the general health and safety duties of the College, its board members, managers and employees, and places a duty on the College to ensure the health and safety of our employees and those that are affected by our activities, so far as is reasonably practicable. **The Fire (Scotland) Act 2005** (FSA) places a similar duty on the College in respect of premises which we control.

If a health and safety offence is committed with the consent or connivance of, or is attributable to any neglect on the part of any manager or board member then that person (as well as the organisation) can be prosecuted under the HSAWA and FSA.

- 4.2 **The Management of Health and Safety at Work Regulations 1999** and the Fire **Safety (Scotland) Regulations 2006** set out more specific duties which support compliance with the HSAWA and the FSA (respectively), including assessing risks and making appropriate arrangements for the effective planning, organisation, control, review and monitoring of preventive and protective measures.
- 4.3 **Corporate Manslaughter and Corporate Homicide Act 2007**- Under this Act an offence will be committed where failings by the senior management team or the Board are a substantial element in any gross breach of the duty of care owed to the College's employees or members of the public, which results in death.



## Health and Safety Annual Report – 1 July 2015 to 30 June 2016

Under the new reporting approach the Health and Safety monthly/quarterly reports were completed under specific headings. This is a brief summary under the same headings of the 4 x quarterly reports for F&PRC attached separately.

### Accidents/Incidents

Overall a slight increase in number of accidents and Riddor cases compared to last year. Ideally we wanted a reduction year on year and it looked that way at end of April 2016, but 17 accidents were reported in May/June 2016 compared to 6 for the same period last year.

- Number of reported accidents/incidents for 2015/16 totalled 114, an increase of 4 compared to last year
- 75% involved students and 19% involved staff. The other 6% related to fires, near misses and visitors/contractors/pupils
- Handling glass/sharps and slips/trips/falls remain our 2 highest categories at 35% and 20% respectively
- Total number of Riddors for 2015/16 is 4, an increase of 1 compared to last year. The 4 Riddor accidents involved staff.

### Benchmarking

The Health and Safety Executive (HSE) produce annual statistics based on Riddor reportable information provided re fatalities, ill health at work and workplace accidents.

One of the calculations they use is the Incidence Rate which is the number of Riddor accidents reported X 100,000 divided by number of employees. The HSE provisional and final figures for 2015/16 have not been issued yet.

Year	HSE Incidence Rate	College Incidence Rate
2013/14	307.4	250
2014/15	292.9	250
2015/16	Not available yet	309

For the first time Scotland's colleges H&S Development Steering group collated accident statistics for year 2013/14 based on information provided by 12 out of 26 colleges that participated and averages were produced to compare against individual college submission. This exercise was not repeated in 2014/15 which is likely to be due to mergers taking place.

H&S Team will source other comparable benchmarking statistics in the FE sector for next year.

## **H&S Risk Assessments (excluding Fire)**

The focus over the year was to review assessments overdue for review, produce a new on-line risk assessment process on Connected and to arrange for pre-occupancy assessments to be prepared for City Campus. All completed.

- Approximately 275 assessments due for review have been reviewed and confirmation received that they are valid.
- New on-line recording and review process for H&S generic risk assessments rolled in Nov 2015. The new process is an improvement on the existing set up as all assessments submitted under new on-line process will be checked by H&S team before being published. Also a review date will be set and an automatic reminder email will be sent to assessor when due for review.
- Approximately 125 pre-occupancy risk assessments for new City campus have been completed and published on Connected. This followed a H&S risk assessment training course delivered by a consultant. The assessments will be rechecked post occupancy.

## **Fire**

Riverside – all fire safety requirements completed e.g. fire risk assessments, fire evacuation procedures, fire drill, fire signage, fire extinguishers, training of key personnel (Responsible Persons, Fire Marshals, Evacuation Team).

City campus – all above started and will be completed over next couple of months. A fire drill for staff will take place before students start and a fire drill with students/staff before end of Sept 2016.

Fire drills were carried out at all sites last year.

## **Training**

H&S Team delivered a variety of training including Introduction to H&S, fire safety for cleaners, handling/disposal of sharps, manual handling and using ladders

## **BDO Audit**

5 actions – 4 completed and 1 started. A follow-up meeting took place with BDO in July 2016. It was noted that H&S Risk Register has been started and will be reviewed once we settle into New Campus.

## **H&S Policies and Procedures**

- Violence at Work Procedure issued and published on Connected
- Personal Emergency Evacuation Procedure (PEEP) revised and published on Connected
- H&S at Work Policy Organisation and Responsibilities reviewed and published on Connected

## **Enforcing Authorities**

College received 2 visits (H&S Team dealt with both)

- Fire Service Auditor following fire in Thistle Suite on 11 January 2016. There has been no further correspondence from Fire Service following the audit.
- HSE visit in March 2016 to start investigation into incident involving passenger lift on 1 Oct 2015. After a few weeks the HSE confirmed no action would be taken

## **Accident Claims**

3 claims cases received this year to date. None of these have been finalised yet.

## **Inspections**

Joint inspections (TU and H&S) have been carried out at NHS, Townhead, Charles Oakley, Florence St, Rogart St and Dornoch St.

## **H&S COMMITTEE**

College H&S committee meetings took place on 26 Nov, 8 March and 31 May. Minutes are published on Connected and actions are reviewed at the next meeting.



## HEALTH AND SAFETY QUARTERLY REPORT – 1 July 2015 to 31 Oct 2015

### Accident/Incidents

Health and Safety at Work Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A summary of all accidents/incidents for this period is at Appendix 1.
- Monthly and annual comparison figures and charts are below. Total number of accident/incidents reported is down by 4 compared to same period last year.

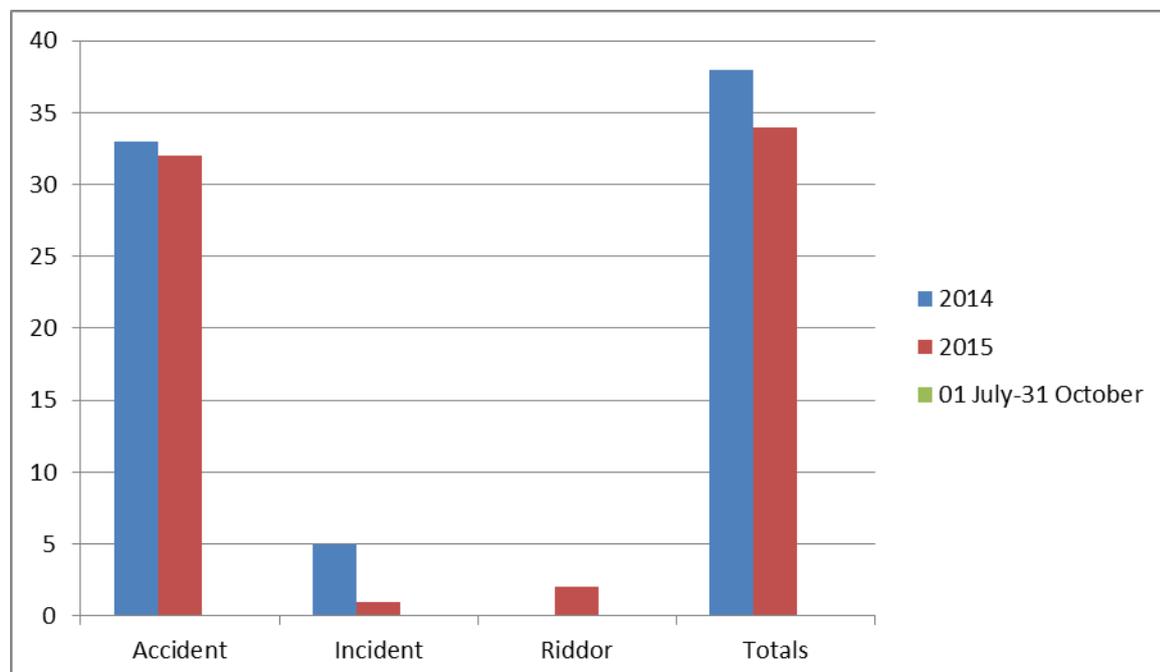
Riddor cases (reportable to Health and Safety Executive)

- Member of staff standing in queue at coffee cart in NHS. Student in front stepped backwards onto her toe. Went to hospital. Fractured toe. Over 7 day absence.
- Member of staff bending over to go under car park barrier to open lock and she felt pain in lower back. Over 7 day absence.

Patterns/Trends/Actions

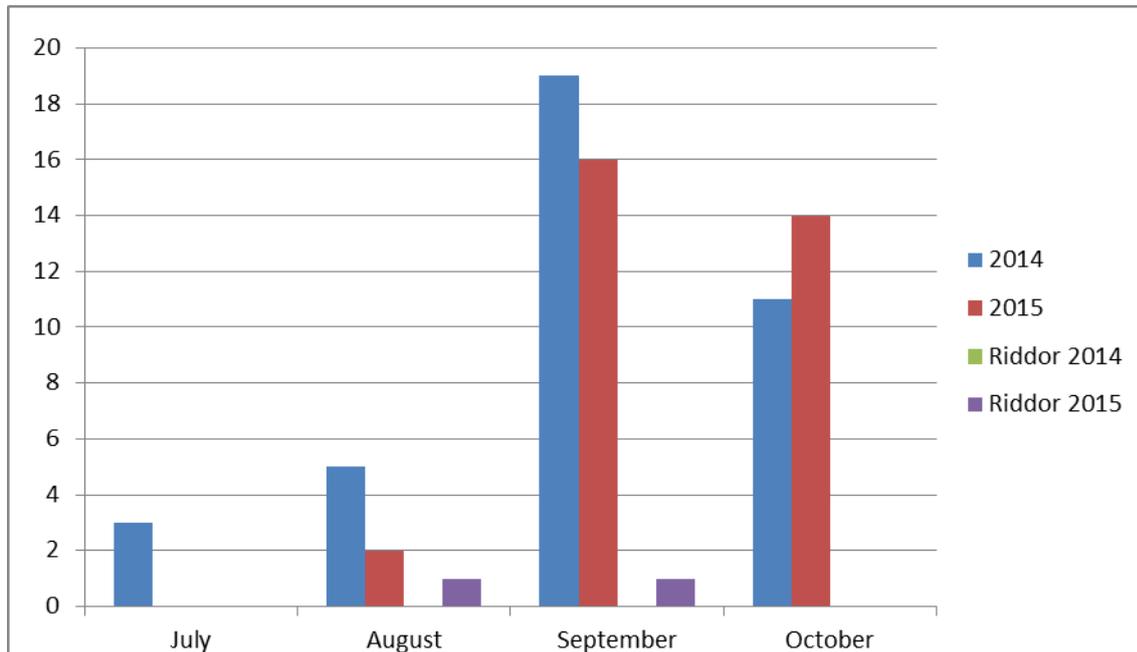
- Cuts in kitchens - have contacted the Faculty to review induction process for handling sharps and consider if there is anything else that can be done to reduce risk, especially at start of course.
- Engineering workshop - 3 accidents in engineering workshop at Riverside. Director, supported by H&S, has been nominated to review arrangements.
- 25 of the 34 reported are covered by 2 categories (handling glass/sharps - 14; slips/trips/falls - 11)
- As part of investigation process a review of existing risk assessments for these tasks/activities has been requested.

### MONTHLY COMPARISON TO LAST YEAR for reporting period



01 July-31 Oct	ACCIDENT	INCIDENT	RIDDOR	Totals
<b>2014</b>	33	5	0	38
<b>2015</b>	31	1	2	34

## MONTHLY COMPARISON TO LAST YEAR for reporting period



Accidents/Incidents	2014	2015	Riddor 2014	Riddor 2015
July	3	0	0	0
August	5	2	0	1
September	19	16	0	1
October	11	14	0	0

(Note: monthly figures can change as accident/incident reports can be received the following month)

### H&S Risk Assessments (excluding fire)

Health and Safety at Work Act

Management Of Health and Safety at Work Regulations

- In preparation for the Riverside Campus and supported by a H&S consultant completed training of 18 Assessors in July. 75 pre occupancy generic H&S risk assessments were developed. Post occupancy follow-up reviews arranged with H&S consultant in August to update assessments. Approximately 40 of these assessments have now been published on Connected using new on-line recording process (see next bullet point).
- H&S Team have been working with IT to produce a Connected based on-line recording and review process for H&S risk assessment. The new process is an improvement on the existing set up as all assessments submitted under new on-line process will be checked by H&S team before being published. Also a review date will be set and an automatic reminder email will be sent to assessor when due for review. Staff will be able to view all assessments and be able to filter to Faculty/Service/Department. Roll out has started with assessments for Riverside campus being input to new system initially. This will provide opportunity to identify any teething problems. All new assessments will be recorded using the new on-line process on Connected.

- Existing assessments - List of assessments overdue for review provided to Faculty Directors. Confirmation received from Leisure & Lifestyle and Nautical that review completed. Approximately 140 assessments confirmed as still valid. The existing assessments will need not be put on the new online recording process at this time as pre-occupancy risk assessments for City Campus will be required in summer 2016 (using same approach as in first bullet point in this section)
- Carried out risk assessment for First Minister visit.
- Carried out a full risk assessment for open spaces within the atrium and library at Riverside. Recommendations (balustrades & library radiators) are being implemented.

## Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

### Fire Risk Assessments (FRA)

Riverside main building FRA started prior to occupancy with list of actions. Work completed by H&S team pre/post occupancy below. FRA will be updated by end of November following a recent formal inspection.

- Fire Emergency Action Plan completed
- Key Personnel identified and provided with fire evacuation training including for relevant role i.e. Responsible Person, fire marshal and evac team
- Responsible Person folder prepared and Incident Control Point set up at Reception
- Familiarisation with escape routes via stairwells, external exits and routes to assembly point
- Establishing procedure for using fire lift
- Identified locations in stairwells for evac chairs
- Put in place arrangements for answering emergency communication system in event of fire alarm
- Arranged placement of fire extinguishers throughout the building
- Fire action notices displayed
- Fire drill for staff completed on 31 August.

### Fire Drill

Main observations of fire drills completed since August. Still to do fire drills for NHS and Riverside Main (staff and students).

- Riverside Main (staff only) - no major concerns for first drill - took 10 mins - fire alarm not very loud - not using 3 stairwells to evacuate - on return to building the security turnstiles in the building need to be kept in the open position.
- Dornoch St, Rogart St and Florence St - at Rogart St, contractors on roof could not hear the fire alarm.
- Allan Glen suite - an unsupervised class had to be told to evacuate by fire marshal.
- Charles Oakley - a couple of stairwell doors on magnetic releases did not release and bottleneck on west stairwell.
- Townhead - one unsupervised class had to be told to evacuate by fire marshal.

- Thistle suite - faulty fire doors and fire doors left open. Only 1 fire marshal reported. No responsible person attended and security guard took charge.
- Marine skills - manager came out first and class followed. One student at least 1 minute behind rest of class.

### Key Personnel shortages

H&S team review provision on a regular basis to identify shortfalls. . As a starter all staff email seeking volunteers issued 11 Nov.

- Responsible Person - currently 3 staff in NHS. Suggest this is increased to 6
- Fire marshals - Townhead has 18 and 4 short; NHS has 25 and 5 short
- Evacuation team - Charles Oakley has 4 and 6 short; Dornoch St has 1 and 3 short; Townhead has 8 and 4 short. However enough to cover staff/students known to require PEEPs at this time
- First Aiders - Dornoch St does not have a first aider on site and relies on cover from Rogart St. Townhead has 5 and 5 short; NHS has 8 and 6 short.

### Fire Incidents - brief details

- 3 Aug and 7 August (2pm) - NHS - same detector on 14<sup>th</sup> floor - suspected dust the cause - detector replaced after 2<sup>nd</sup> event.
- Faulty electric switch on tumble drier causing smoke and flame. Switched off immediately and flames stopped. Switch melted. Alarm did not go off. Fault was connection to spur plates. All machines checked and rewiring /repairs carried out.

## Training

Health and Safety at Work Act

Almost all Regulations include requirement for training

- H&S Introduction - 17 new staff
- Fire Safety - Responsible Person -12 staff; fire marshal - 21 staff; evac chair -17 staff; emergency communication system at Riverside - 7 staff

## BDO Audit

Management Of Health and Safety at Work Regulations

2 out of 5 recommendations completed. Current position of 3 outstanding:

- Risk assessment review - started
- H&S Committee role - will be actioned at next meeting on 26 Nov
- Risk register - not started

## Enforcing Authorities

Health and Safety at Work Act

- Fire Service - arranged familiarisation visits for new Riverside buildings.

<b>H&amp;S Policies and procedures</b>
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Health and Safety at Work Act
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| <ul style="list-style-type: none"><li>• Revised H&amp;S at Work Policy Organisation and Responsibilities put on Connected</li></ul> |
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<b>Claims cases</b>
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| <ul style="list-style-type: none"><li>• Letter from Solicitors received Sept 2015 re accident dated 27 Feb 2015.</li></ul> |
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## APPENDIX 1

### Summary list of accidents from 1 July 2015 – 31 October 2015

Month	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/SERVICE/ DEPARTMENT	LOCATION/ BUILDING	RIDDOR
JULY		None reported			
AUG	Student	TRIP - over packing crates	Nautical	EG8 (old) Riverside	
	Staff	TRIP - going through door carrying mop and bucket	Estates	3.211 St Lukes	
	Staff	Put back out whilst going under car-park barrier	Business	Car Park Charles Oakley	Y
SEPT	Student	CUT - finger using knife to cut vegetables	Leisure & Lifestyle	Kitchen 410 Townhead	
	Student	Jammed finger between desks	Leisure & Lifestyle	214 Townhead	
	Student	TRIP - over lecturer's foot in doorway	Leisure & Lifestyle Food	Kitchen 525 Townhead	
	Student	BURN - to thumb using soldering iron.	Nautical	Room 2.13 Riverside	
	Student	TRIP - stood on their shoelace	Creative Industries	7th Floor corridor, NHS	
	Student	CUT - hand on glass	Creative Industries	Room 506, NHS	
	Student	TRIP - tripped over trolley but didn't fall, caught foot on wheel	Leisure & Lifestyle	Floor 2 Charles Oakley	
	Student	CUT - cutting Sally Head and cut hand with scissors	Leisure & Lifestyle	Floor 2 Charles Oakley	
	Student	BURN - using a steam machine, ejected hot water burning side of face	Leisure & Lifestyle	3/15 Charles Oakley	
	Student	CUT - palm of hand while cutting cheese	Leisure & Lifestyle	Bistro Kitchen Townhead	
	Student	CUT - left hand thumb	Leisure & Lifestyle	Kitchen 549 Townhead	
	Student	CUT - thumb in floor laying class	Building, Engineering & Energy	Room 008 Dornoch St	
	Student	CUT - finger while cutting potatoes	Leisure & Lifestyle	Kitchen 405 Townhead	
	Staff	In coffee queue when person in front stepped back onto her right toe	Finance	Coffee cart @ Foyer, NHS	Y

	Staff	SLIP - on floor outside lifts	Estates	1st Floor at lifts, NHS	
	Staff	Caught hand and wrist between new security barriers at Riverside campus	Education & Society	Ground Foyer Riverside	
	Contractor	FALL - fell off loose toilet seat onto floor hurting hip	Estates	1st floor toilet Riverside	
<b>OCT</b>	Student	CUT - Student cut left hand finger while chopping carrots	Leisure & Lifestyle	Kitchen 401, Townhead	
	Students (15 in lift)	Lift stuck between floors. Overhead lighting covers fell. Students prized open door to get out. One student had a panic attack and hit on head with falling lighting cover	Estates	Lift, 8 <sup>th</sup> floor, NHS	
	Student	SLIP - Student slipped on flyers at the Glasgow Science Centre and put out knee (recurring injury)	Leisure & Lifestyle	External –Glasgow Science Centre foyer	
	Student	CUT- Student cut right thumb.	Leisure & Lifestyle	Kitchen 549, Townhead	
	Student	CUT - Student cut small finger on right hand below nail. Struck hand against lathe	Nautical	Engineering Workshop	
	Student	Student got dust and grit into eye when using a scraper to remove plaster from a wall surface.	Building, Engineering & Energy	Rogart St	
	Student	CUT - Student cut left index finger with a scalpel blade.	Creative Industries	Room 512, NHS	
	Student	FALL - Student lost footing when coming down stairs, going over ankle on right foot.	Estates	Middle stairwell between 1st & 2nd floors, Townhead	
	Student	CUT - Student cut right forearm while working with a sharp lathe boring bar.	Nautical	Engineering Workshop	
	Student	BURN - Student burnt left forearm removing hot tray from the oven.	Leisure & Lifestyle	Room 630, Townhead	
	Student	Student was working on lathe cleaning metal swarf and cut tip of finger on right hand	Nautical	Engineering Workshop	

	Student	Student cut left thumb when cutting vinyl flooring.	Building, Engineering & Energy	Room 004, Dornoch St	
	Staff	SLIP - Staff member slipped on floor at top of ramp outside staff toilets, on ground floor.	Business	Ground Foyer Townhead	
	staff	Electrical fault in tumble dryer in laundry room, caused flames from melted switch.	Leisure & Lifestyle	Laundry Room Townhead	



## HEALTH AND SAFETY QUARTERLY REPORT – 1 November 2015 to 31 January 2016

### Accident/Incidents

Health and Safety at Work Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

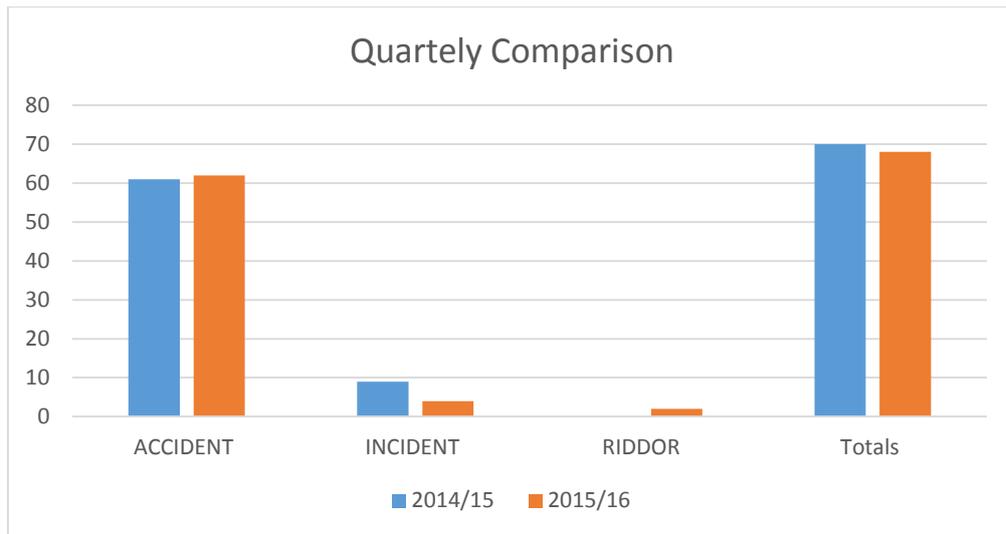
- A summary of all accidents/incidents for this reporting period is attached at Appendix 1.
- Monthly and annual comparison figures and the representative chart are below.
- Total number of accident/incidents reported is down by 2 compared to same period last year.
- No Riddor cases reported this quarter.

Patterns/Trends/Actions

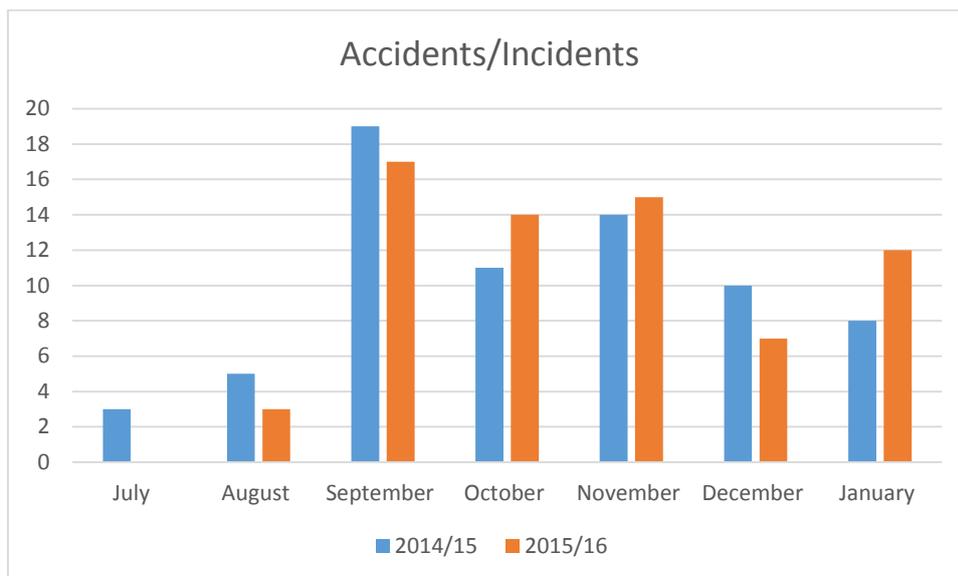
- 2 fire incidents - details under fire section below.
- Cuts in kitchens. In January email sent to Heads with details of "finger guards in kitchen" suggesting they consider a trial for some of these. Possibly one of these could be suitable for student beginners to help them get used to finger positioning when they first begin knife skills. Also noted that a high percentage of cuts this term have taken place in the morning between 10.15am and 11.30am. Faculty Director and Heads have been advised of this.
- 16 accidents involving slips, trips and falls have taken place since 1 July. An all staff email issued 6 Jan providing general safety advice to reduce the risk of slips, trips and falls within the college grounds and buildings. Also email sent to Student Engagement to communicate to students via class reps and/or Mycity.
- 2 accidents in same class involving students using a chisel. Advised this was a new class and lecturer re-enforced safety procedures.

### MONTHLY/ANNUAL COMPARISON TO LAST YEAR for reporting period

01 July -31 Jan	ACCIDENT	INCIDENT	RIDDOR	Totals
2014/15	61	9	0	70
2015/16	62	4	2	68



Accidents/Incidents	2014/15 Month	2014/15 Total	2015/16 Month	2015/16 Total
July	3	3	0	0
August	5	8	3	3
September	19	27	17	20
October	11	38	14	34
November	14	52	15	49
December	10	62	7	56
January	8	70	12	68



## H&S Risk Assessments (excluding fire)

Health and Safety at Work Act

Management Of Health and Safety at Work Regulations

- New on-line recording and review process for H&S generic risk assessments rolled out on 30 Nov. The new process is an improvement on the existing set up as all assessments submitted under new on-line process will be checked by H&S team before being published. Also a review date will be set and an automatic reminder email will be sent to assessor when due for review. All new assessments should be recorded using the new on-line process on Connected. Staff will be able to view all assessments and be able to filter to Faculty/Service/Department. 42 assessments for Riverside have been recorded on the new system.
- Existing risk assessment review - spreadsheet of risk assessments requiring review provided to Faculty Directors. Confirmation received from Leisure & Lifestyle, Nautical, and Building, Engineering & Energy Faculties that assessments have been reviewed. Education & Society, Creative Industries and Business still to confirm. 198 out of 275 assessments have been reviewed. The reviewed figure also includes 18 assessments from Service areas due for review. The assessments have not been updated on Connected for 2 reasons. Each Faculty/Service would have to do this as it cannot be done centrally by H&S. The existing assessments will need to be reviewed again at preoccupation stage of City campus and then put on new on-line system. To avoid duplication decision made to wait until then. The remaining assessments are part of the planned approach to City Campus occupation and assessment based on approach adopted in the run up to Riverside Campus handover.

## Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

### Fire Risk Assessments (FRA)

- FRA report completed for Riverside Teaching. 21 action items. Most of these relate to signage or storage in stairwells
- FRA reviews completed for Thistle suite and Allan Glen suite this month. Main concerns were combustible materials/storage in stairwells and poster displays on corridor walls, particularly in Thistle suite.

### Fire Drill

- Fire drill carried out in NHS on 25 Nov. It went well and full evacuation took 8 minutes.
- Fire drill (for staff and students) for Riverside Teaching took place on 4 Dec. The drill went well and building was emptied in 5 minutes. The main issue reported was congestion in Stair B, next to lifts. This is the stairwell that staff/students are most familiar with and use, so it is likely be more congested. But it was also reported that, in this same stairwell, only one of the double fire exit doors out of the building was pushed open. So this would have slowed down the evacuation and contributed to the congestion. An email has been issued to key personnel asking them to advise students/staff to use all 3 stairwells on evacuation and to push open all final exit doors. Appropriate signage has also been put on the final exit doors clearly indicating both doors can be pushed open.
- Fire drills now completed for all buildings. Next batch of fire drills will take place March to May 2016.

### Key Personnel shortages

- We remain in need of additional Fire Marshalls and response to repeated requests is disappointing. Next step is for H&S team to visit sites and staffrooms to try and encourage staff to take on these roles.

### Fire Incidents - brief details

- November - Gas Welding room, Riverside - acetylene regulator to torch was on fire. Staff quickly isolated the area and extinguished the small flame coming from the regulator. The room was cleared of staff and students. On investigation it was noted that the connections to this torch were loose and lecturers questioned position of flashback preventer. Confirmation of works completed that all flashback preventers repositioned and connections checked.

11 January - Thistle Suite - The automatic fire alarm was activated by a burned out distribution board in room 011 and the building was evacuated. The Fire Service arrived, dealt with the fire, made the area safe and handed the building back. Staff/students were not allowed back into building to resume work as the partly burned out distribution board affected the lighting and fire alarm system in the building. Temporary electrical repair work carried out on 12 Jan and the building reopened on 13 January. Full electrical work carried out and damaged distribution board replaced (starting 16 Jan and full building back in use) Cause of fire still under investigation. Advised that distribution board sent away for inspection and awaiting report.

## Training

### Health and Safety at Work Act

Almost all Regulations include requirement for training

- Fire Safety - fire marshal - 3 staff trained
- Handling/disposal of sharps - 12 staff trained
- See comments re fire safety training in Enforcing Authorities section below

## BDO Audit

### Management Of Health and Safety at Work Regulations

3 out of 5 recommendations now completed.

- H&S Committee role - recommendation for improved reporting. New H&S reporting approach outlined at H&S Committee meeting on 26 Nov. Also copies of SMT reports covering period 1 July - 30 Oct issued. Action completed and ongoing.
- Existing assessments due for review - part completed (see risk assessment section above)
- Risk register - Started

## Enforcing Authorities

### Health and Safety at Work Act

- Fire Service audit carried out at Thistle suite on 26 January as a result of fire incident on 11 January (see fire section above for details of fire incident). The audit includes a check of records and an inspection of the premises.
- The main observations : (1) during the walkround it was noted that most cross corridor doors were not closing properly. This was already noted in Fire Risk Assessment and details have been passed to Estates to action; (2) Lack of evidence of basic fire safety training/refresher training completed by staff. This is an area of concern that has been raised in previous audits and H&S will prepare a separate paper with proposals to address this.
- For previous audits the College has received a standard letter from Fire Service which indicates areas for improvement and the letter does not require a formal response. My understanding is that will be the case for this audit (awaiting report).
- A further update will be provided on receipt of the Fire Service report/letter.

## H&S Policies and procedures

### Health and Safety at Work Act

- Violence at Work Procedure issued and published on Connected
- Personal Emergency Evacuation Procedure (PEEP) revised and published on Connected.

## H&S Committee

### The Safety Representatives and Safety Committees Regulations

1 meeting of the College H&S committee took place during the period of this report. The meeting took place 8 March (Agenda attached @ Appendix 2). The H&S Committee also assessed the Run, Hide, Tell information film from police Scotland. The Committee agreed to show the advisory film more widely within the college.

## Accident Claims cases

### The Safety Representatives and Safety Committees Regulations

- No new cases during this period. The 2 cases referred to in previous reports are still ongoing. Will provide details once cases are finalised.

## Inspections

- The new College insurance provider UMAL, as part of their service carried out an inspection and produced H&S and Property risk management reports. There are 49 recommendations in total. A meeting has taken place within Infrastructure Team to discuss recommendations and to identify owners for the recommendations. The actions are split between the H&S staff, the building services manager and Head of Facilities. An updated action plan will be provided to UMAL in due course.
- Joint inspections (TU and H&S) carried out at NHS, Townhead, Charles Oakley and Florence St. Actions have been issued.
- H&S Team carried out inspection of rooms 604/5 in NHS. Actions have been raised with manager concerning fire safety and housekeeping.

## APPENDIX 1

### Summary list of accidents 1 November 2015 – 31 January 2016

Month	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/SERVICE/ DEPARTMENT	LOCATION/ BUILDING	RIDDOR
NOV	Student	CUT - Student cut middle finger of left hand while chopping onions.	Leisure & Lifestyle	Bistro, Townhead	
	Student	TRIP - Student tripped over own trousers hurting metatarsal area of foot.	Leisure & Lifestyle	1 <sup>st</sup> floor, Charles Oakley	
	Student	CUT - Student cut left index finger while chopping cabbage.	Leisure & Lifestyle	Scholars, Townhead	
	Student	TRIP - Student lost footing coming down three stairs at coffee bar- swollen ankle.	Leisure & Lifestyle	Ground floor foyer, Townhead	
	Student	BURN - Student had chef's jacket sleeves rolled up and burnt elbow on corner of hot oven.	Leisure & Lifestyle	Room 501, Townhead	
	Student	TRIP - Student lost footing coming down stairs hurting left foot.	Leisure & Lifestyle	Stair to games hall, Townhead	
	Student	Student hurt pinky finger on left hand using a trowel that snapped.	Building, Engineering & Energy	Rogart Street	
	Student	CUT- Student cut left hand whilst using a scalpel.	Creative Industries	Room 508, NHS	
	Student	CUT - Student cut left hand index finger when using a scalpel.	Creative Industries	NHS	
	Student	CUT- Small cut to left hand thumb.	Leisure & Lifestyle	Room 410, Townhead	
	Student	Student accidentally splashed droplet of Wella Bleach in right eye.	Leisure & Lifestyle	Room 2/6, Charles Oakley	
	Student	CUT - Student cut left thumb.	Leisure & Lifestyle	Townhead	
	Staff	CUT - Staff member jabbed middle finger of right hand whilst picking up a syringe.	Infrastructure	Room 4/4, Charles Oakley	
	Staff	FALL - Staff member stumbled and fell after leg gave way coming upstairs, hitting head against wall.	Education & Society	Stairwell B, 2/3 floor, Riverside	
	Other	FIRE- student using welding torch, the acetylene regulator on torch was on fire.	Nautical	Welding workshop, Engineering	

<b>DEC</b>	Student	BURN - student working with piece of metal dropped it and picked it up burning fingers.	Creative Industries	Room 502, NHS	
	Staff	CUT - Staff member was locked in a room and broke glass in door panel to free themselves, resulting in a cut to left hand.	Infrastructure	Room 007A, Dornoch St	
	Student	FALL - Student fell going down external stairs and cut top lip, hand and arm scrapes.	Business	Allan Glen's Suite	
	Student	CUT - Student practising cut with left hand when knife slipped and cut right hand between thumb and index finger.	Building, Engineering & Energy	Room 004, Dornoch St	
	Student	BURN - Student filling coffee pot while talking to a friend, pot lid closed splashing boiling water on hand.	Leisure & Lifestyle	Scholars, Townhead	
	Student	Student playing football was hit on wrist by ball forcing wrist backwards.	Leisure & Lifestyle	7th Floor Gym, Charles Oakley	
	Staff	FALL - Staff member lost footing on stairs, falling forward onto both knees and hurting back.	Creative Industries	TV Studio, NHS	
<b>Jan</b>	Staff	SLIP - Staff member slipped on floor in corridor hurting left arm and leg.	Finance	NHS, 1 <sup>st</sup> floor corridor outside Finance office	
	Staff	Near miss - door frame on 7th floor stairwell was damaged, with sharp part of wooden frame sticking out from door with a nail exposed. No injury.	People and Culture	NHS, 7th Floor Stairwell	
	Student	Student bumped head off desk when bending forward to pick something off floor.	Education & Society	Thistle Suite, Room 105	
	Student	CUT – Student cut left finger.	Leisure & Lifestyle	Townhead, Kitchen 426	
	Student	CUT - Student cut index finger left hand while pulling out small reamer from work piece.	Building, Engineering & Energy	Riverside, Engineering Workshop	
	Student	Student hit index finger, right hand with hammer whilst centre punching.	Building, Engineering & Energy	Riverside, Engineering Workshop R.00.86	
	Student	CUT- Student was using a chisel when it slipped and cut left thumb under fingernail.	Building, Engineering & Energy	Rogart Street, 2nd Floor, Joiners workshop	

	Student	CUT- Student was chopping veg and knife slipped causing cut to finger on left hand.	Leisure & Lifestyle	Townhead, Bistro Kitchen	
	Student	CUT- Student was using a chisel	Building, Engineering	Rogart Street,	
		when it slipped and cut left index finger.	& Energy	2nd Floor, Joiners workshop	
	Student	CUT - Student cut 2nd finger left hand, whilst cutting	Leisure & Lifestyle	Townhead/Kitchen 408	
	Student	BURN - Student burnt middle finger of left hand whilst welding.	Building, Engineering & Energy	Riverside, Welding Workshop	
	Student	BURN - Student burnt left forearm with a pot.	Leisure & Lifestyle	Townhead, Kitchen 408	

**HEALTH & SAFETY COMMITTEE MEETING**

**8 March 2016 (2.30pm)**

**Location – Seminar Room B, NHS**

**AGENDA**

1. Welcome and apologies
2. Minutes of last meeting
3. Matters Arising from last minutes
4. Standing items
  - 4.1 Accident/Incidents
  - 4.2 Risk Assessment (see separate paper re new risk assessment process)
  - 4.3 Fire
  - 4.4 Training
  - 4.5 Inspections (including UMAL report)
5. Updates
  - 5.1 Policies, procedures and guidance
  - 5.2 New legislation
  - 5.3 Healthy Working Lives (see separate report)
6. New College Preparations
7. Any Other Business raised by members
8. Date of next meeting (scheduled for 31 May 2016)

Note: Agenda items 4 and 5 are covered in H&S quarterly report for committee.

## HEALTH AND SAFETY QUARTERLY REPORT – 1 February to 30 April 2016

### Accident/Incidents

Health and Safety at Work Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A summary of all accidents/incidents for this period is at Appendix 1.
- Monthly and annual comparison figures and the representative chart are below.
- Total number of accident/incidents reported for year to date is down by 7 compared to same period last year.
- No Riddor cases reported this quarter.

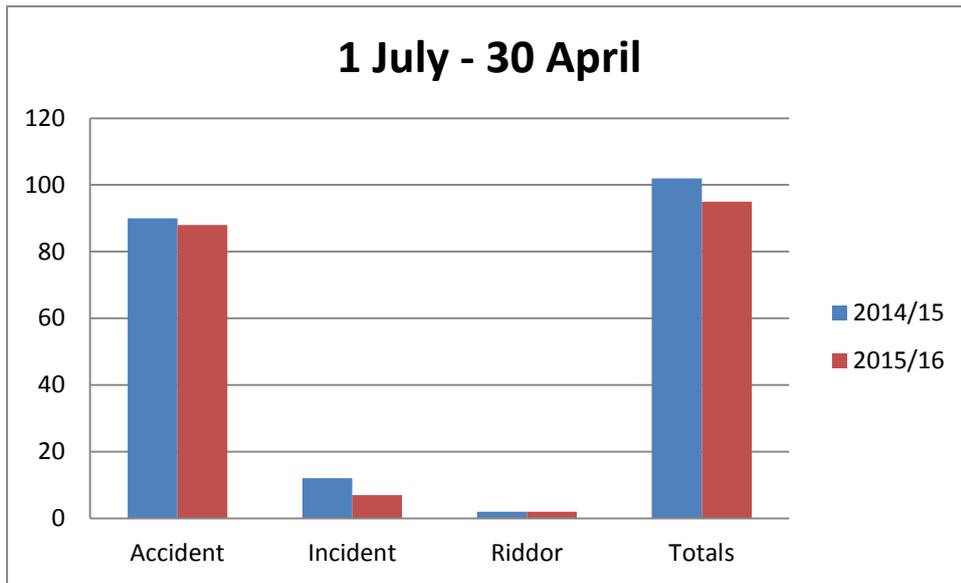
#### Patterns/Trends/Actions

- Number of Riddors reported to date this year is 2, which is the same as last year.
- Number of accidents reported for quarter is 29 compared to 34 for same period last year
- Number of accidents reported for April is 4, which is low compared to previous months and similar to figure for April last year. April includes Spring break which is likely to be a contributory factor to the lower figure.
- 2 external accidents. A member of staff in car accident sustained a compound ankle fracture, broken arm and fractured ribs. Also a student fell off a bike on a day trip to Isle of Cumbrae.
- During high winds a metal panel blew off the roof in Riverside and landed on Crown St. Police were advised and they cordoned off Crown St. Repair carried out the next day.
- Violence incident - students laughing at another student sneezing led to one student attacking another.
- 2 accidents involving cuts reported in April for Construction Crafts, Dornoch St. This makes it a total of 5 accidents reported this year compared to 1 last year. H&S Team have contacted Director and Head to review procedures and risk assessment for using cutting tools in floor laying.

#### March incident to note

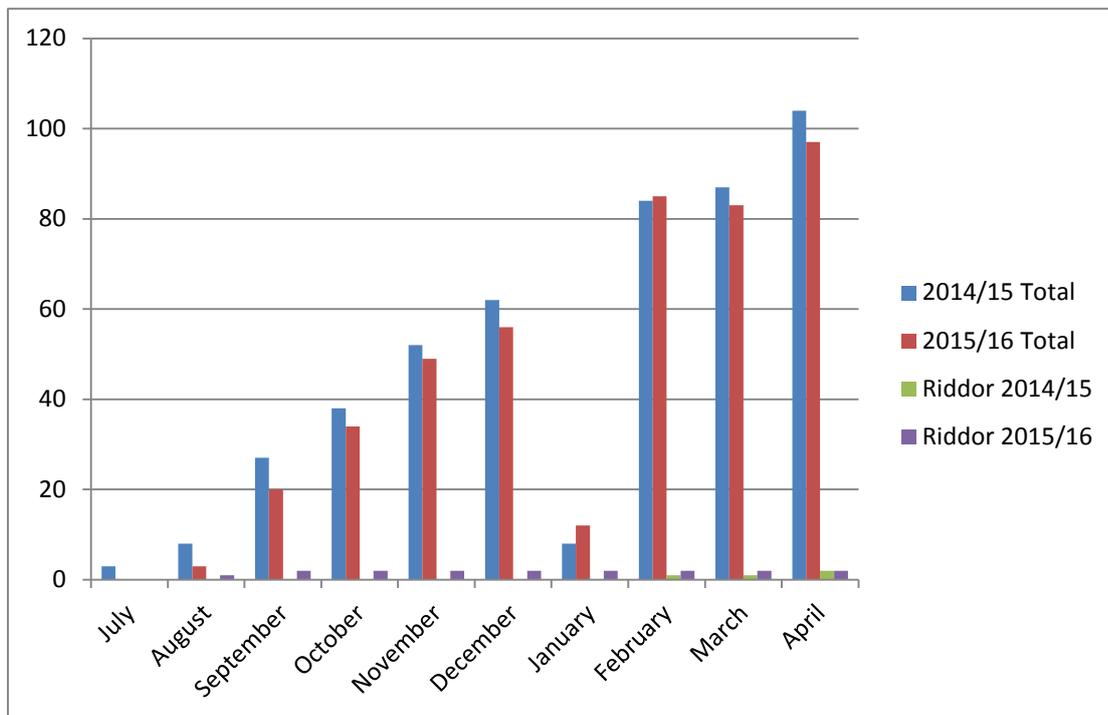
On 1 March it was reported that a metal corrugated panel a couple of foot square was blown from the partially demolished Tower, beyond the boundary exclusion fences, and landed at the engineering building. It happened around 7am before demolition work commenced and there was a bit of wind. Nobody was injured. This was raised with the contractor. They have responded that they monitor weather forecast, continue to check fences etc are secure and as demolition progresses they will continue to carry out regular visual checks to ensure no material is left loose on the building. Where the weather conditions are not suitable for the high reach excavator the works will stop.

## ANNUAL COMPARISON TO LAST YEAR



01 July-30 April	ACCIDENT	INCIDENT	RIDDOR	Totals
<b>2014/15</b>	90	12	2	104
<b>2015/16</b>	88	7	2	97

## MONTHLY COMPARISON TO LAST YEAR (1 July – 30 April)



Accidents/Incidents	2014/15 Month	2014/15 Total		2015/16 Month	2015/16 Total
July	3	3		0	0
August	5	8		3	3
September	19	27		17	20
October	11	38		14	34
November	14	52		15	49
December	10	62		7	56
January	8	70		12	68
February	14	84		17	85
March	16	100		7	92
April	4	104		5	97

(Note: monthly figures can change as accident/incident reports can be received the following month)

## BENCHMARKING

The Health and Safety Executive (HSE) produce annual statistics based on Riddor reportable information provided re ill health at work and workplace accidents. One of the calculations they use for Incidence Rate is number of accidents reported X 100,000 divided by number of employees. The HSE figures for last 2 years are below. Applying college figures for each year of 3 Riddor cases X 100000 divided by 1200 staff gives an incidence rate of 250 per 100,000 employees. The HSE provisional and final figures are produced between July and Oct.

Year	HSE Incidence Rate	College Incidence Rate
2013/14	307.4	250
2014/15	292.9	250

For the first time the colleges H&S Development Steering group collated accident statistics for year 2013/14 based on information provided by 12 out of 26 colleges that participated and averages were produced to compare against individual college submission. These figures were included in a follow-up report in June 2015 to the H&S annual report 2014/2015. This exercise was not repeated in 2014/15 which is likely to be due to mergers taking place.

## H&S Risk Assessments (excluding fire)

Health and Safety at Work Act

Management Of Health and Safety at Work Regulations

- Existing risk assessment review - to close this off the H&S team looked at the remaining outstanding assessments and confirmed almost all of these are still valid. As such the 275 assessments have been confirmed as reviewed. Note the actual dates have not been amended for the individual assessments on Connected but we have documentation to confirm they are still valid. The bulk of these will need to be recorded onto the new on-line risk assessment recording process as part of the pre-occupancy preparations for new City campus and any amendments to improve content of assessments can be addressed at this time.
- H&S pre-occupancy risk assessments for City Campus - email sent to Directors and other relevant staff on 15 April asking them to nominate staff to attend a 1 day training session which will be delivered by consultant. This approach was taken for Riverside campus last year. The assessors will be expected to prepare the required pre-occupancy generic H&S risk assessment for their areas in the new City campus by 30 June. The assessors will also be tasked with updating the developed risk assessment post occupation. Courses are scheduled for 29 April and 3 May.
- 3 staff attended the H&S risk assessor 1 day training course on 29 April (note a further 8 staff attended same course on 13 May). Attendance was lower than expected and a few nominees could not be released on these dates. There were no nominations/attendees for Creative Industries. The trained assessors made a start on the pre-occupancy assessments for City campus. The consultant will return for a follow-up with assessors, early June, to offer one to one advice. H&S Team have and will continue to monitor progress and provide advice to all assessors. Directors are asked to monitor progress in their area and allow assessors time to complete the assessments.
- A number of assessments for Nautical have also been completed and put on new assessment recording process on Connected.
- 2 pregnancy risk assessments carried out.

## Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- To address the issue of fire marshal shortages, the Board of Management have agreed that all Heads of Service, Curriculum Heads and above will be fire marshals. Directors were asked to communicate this to their Heads.
- The H&S Team has started work on preparing pre-occupancy fire management arrangements for new City Campus. This will include fire evacuation procedures, assembly points, fire marshal requirements/training, fire risk assessment etc.
- Meetings took place with Head of Estates to identify fire extinguisher requirements/locations and fire signage (fire action notices, fire extinguisher and break glass call points) for City campus. Estates submitted requirements to SRM on 5 May.
- Overview of fire alarm system for City Campus scheduled for 23 May.

## Training

Health and Safety at Work Act

Almost all Regulations include requirement for training

- Introduction to H&S - 10 staff attended
- Fire Safety training - 79 staff (cleaners) -delivered to those starting early morning
- Fire marshal training - 6 staff
- Arrangements for contacting a first aider included in ribbon section on Connected.
- 3 staff attended H&S risk assessor course

## BDO Audit

Management Of Health and Safety at Work Regulations

Update on 2 outstanding recommendations:

- Existing assessments due for review- completed (see H&S risk assessments above)
- Risk register - Started

Only 1 recommendation to be completed.

## Enforcing Authorities

Health and Safety at Work Act

In March, HSE Inspector contacted Head of Safety and Wellbeing to arrange a visit to discuss an incident involving a passenger lift in NHS on 1 Oct 2015. The HSE were contacted by a third party and advised the lift dropped from the 14th floor to the 2<sup>nd</sup> floor, and that because students were inside at the time, paramedics were called to give them oxygen. HSE do not divulge the source of the report. HSE were advised there was an incident but these details were incorrect.

2 x HSE inspectors met with Head of Safety and Wellbeing on 14 March. They were provided with details of incident (see below) and provided with/sent copies of all papers requested.

The incident related to a passenger lift in NHS coming to an emergency stop about 12 inches from the 8<sup>th</sup> floor. A student opened the door from the inside and the occupants (approximately 15) got out. 2 x ceiling covers also fell inside the lift. A college first aider was called and attended to one student, who had a panic attack and was hit by a falling ceiling cover in the lift. All the other students had left by the time the first aider arrived. The lift was sealed off and lift contractor called. They attended immediately and isolated the plant and carried out a full review on 3 Oct. The lift contractors report indicated that the type of fault they identified was common from harsh movements in the lift car, for example persons jumping in the lifts. They also said the lift car displaying the floor number would display position "O" albeit the lift stopped on the 8<sup>th</sup> floor. The ceiling covers were secured and the lift brought back into use. Later, statements were taken from 5 of the students identified and some of them said they were hit on the head. But only the student who had the panic attack waited for the first aider and all other students left

the scene of their own accord. The statements from the staff show they asked students if they were alright. Head of Safety and Wellbeing also spoke to some of the students to advise them of lift contractor's findings and ask them to report any horseplay in lifts and to await the first aider before dispersing as we want to ensure they have not been injured, shaken etc from the experience.

One of the students mother called and was spoken to the next day. She was complaining about no first aid being given and to advise that she took her daughter to hospital on the night of the incident for head trauma and double vision. She was advised that investigation was still ongoing and that a first aider responded to the incident.

The HSE also asked why it was not reported under RIDDOR as a Dangerous Occurrence. It was explained that all accidents/incidents are reported to H&S team. The H&S team will investigate and decide if reporting under RIDDOR is necessary. In this case if the lift fell from 12th to ground floor it would have been reported, but as it appeared the lift came to an emergency stop from the floor above and possibly due to persons jumping, the H&S Team decided it was not reportable.

Email received from HSE on 6 April indicating they are happy with the information provided and will not be taking it any further. They also agreed that, on this occasion, the incident was not reportable. Also offered advice re ensuring any lift failures are investigated and reported to HSE, if applicable. H&S will contact Operations re this advice. Case closed.

## H&S Policies and procedures

Health and Safety at Work Act

- Nothing to report

## Accident Claims cases

- 1 new claim received this quarter relating to accident on 30 April 2015 - member of staff was running down external stairs from Allan Glen suite and went over on her ankle. Suffered fractures.
- The above is the 3rd accident claims case received this year to date. Will provide details of outcomes once cases are finalised.

## H&S Committee

The Safety Representatives and Safety Committees Regulations

- College H&S committee meeting took place on 8 March.
- The H&S Committee assessed the Police Scotland advisory film "Stay Safe: Fire Arms and Weapons Attack" which included information under headings Run, Hide and Tell. The Committee agreed to show the advisory film more widely within the college. The film has been included in the ribbon section on Connected.
- Next meeting 31 May.

## Inspections

- Further to H&S and Property risk management reports from our insurer UMAL in December, a response was provided in March.
- 3 x SDS work placement visits carried out at hair salons.



## APPENDIX 1

### Summary list of accidents from 1 February – 30 April 2016

Note: 2 for January have been included in Feb stats. Adjustments can happen due to reports from month being received the following month or not recorded on H&S summary spreadsheet.

Month	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/SERVICE/ DEPARTMENT	LOCATION/ BUILDING	RIDDOR
JAN		FIRE - Small fire in electrical distribution board at Thistle Suite.		Thistle Suite	
	Student	BURN – student burnt left hand palm whilst welding	Nautical	Welding Workshop	
FEB	Student	CUT - Student cut top of right hand thumb.	Leisure & Lifestyle	Townhead, Scholars Kitchen	
	Student	BURN - Student spilt boiling water on hand when moving pot to sink.	Leisure & Lifestyle	Townhead, Kitchen 501	
	Student	Student twisted ankle after landing awkwardly when playing volleyball.	Leisure & Lifestyle	Townhead, Games Hall	
	Student	Student was hit above left eye by plaster thrown across classroom.	Building, Engineering & Energy	Rogart Street, 2nd Floor Workshop	
	Student	FALL - Student fell off bike, going over handlebars, dislocation of joint on hand, minor head injury and graze to left cheek. Daytrip	Nautical	Isle of Cumbrae	
	Student	Student was punched in the face by another student.	Creative Industries	NHS, 6th floor corridor	
	Student	BURN - Student dropped pencil underneath radiator as they bent down to pick up, touched hot radiator.	Education & Society	Thistle Suite, room 204	
	Student	BURN - Student burnt right hand.	Leisure & Lifestyle	Townhead, Kitchen 430	
	Student	CUT - Student cut right hand palm whilst cutting through a bread roll.	Leisure & Lifestyle	Townhead, Bistro Kitchen	
	Student	Student found glass shards in her coffee which was purchased from the Coffee Cart in foyer.	Infrastructure/Operations	NHS, coffee cart ground floor foyer	
	Staff	TRIP - Staff member tripped over broken doorstep and banged head off recycling bin.	Admissions and Student Support	NHS, Foyer Ground Floor	
	Staff	TRIP - Staff member tripped over Hoover wire, going head	Infrastructure, Facilities	Townhead, 6th floor	

		first into wall.			
	Staff	Fence at demolition site at Riverside, partially collapsed when a gust of wind caught it. (No injury – near miss)	Education & Society	Riverside at Crown St	
	Staff	Staff member was involved in a car accident whilst out on college business.	Education & Society	Dumfries	
	Other	During storm single panel was blown off roof, landing at Crown Street (No injury – near miss)		Riverside roof	
<b>MAR</b>	Student	Student hit head off low level studio light, was concussed and sick.	Creative Industries	NHS, Room 140, TV studio	
	Student	CUT - Student received a deep cut to left index finger whilst using a knife.	Leisure & Lifestyle/Food	Townhead, kitchen	
	Staff	FALL - Staff member walking down steps inside room and missed last step, and fell hurting head, back and arm.	Infrastructure	NHS, Lecture Theatre	
	Student	Students laughed at another student sneezing in class and this lead to an argument and fight.	Education & Society/ESOL	Charles Oakley, room 310	
	Student	BURN - Student burnt 3 fingers whilst working with silver, forgot to use tweezers to pick up silver.	Creative Industries	NHS, Room 505	
	Other	Visitor had a nose bleed after a trip/fall based on first aider report. Still to clarify details	N/A	Townhead, Reception	
	Student	Student cut into thumb on left hand when trying to cut gyprock. Also felt faint.	Building, Engineering & Energy	Rogart St. Plaster workshop, 1st floor	
<b>APR</b>	Student	Student playing sit down volleyball hurt little finger when ball caught it.	Leisure & Lifestyle	Townhead, Dance Studio	
	Student	CUT - Student was cutting carpet at skirting when knife slipped cutting left knee.	Building, Engineering & Energy	Dornoch Street, Room 008	
	Student	CUT- Student was cutting plywood when knife slipped resulting in cut to left thumb.	Building, Engineering & Energy	Dornoch Street, Room 008	
	Student	BURN - Student had hot oil splash in right eye.	Leisure & Lifestyle	Townhead, Bistro Kitchen	
	Student	Student hurt ankle.	Leisure & Lifestyle	Townhead, Games Hall	

## HEALTH AND SAFETY QUARTERLY REPORT – 1 May to 30 June 2016

### Accident/Incidents

Health and Safety at Work Act

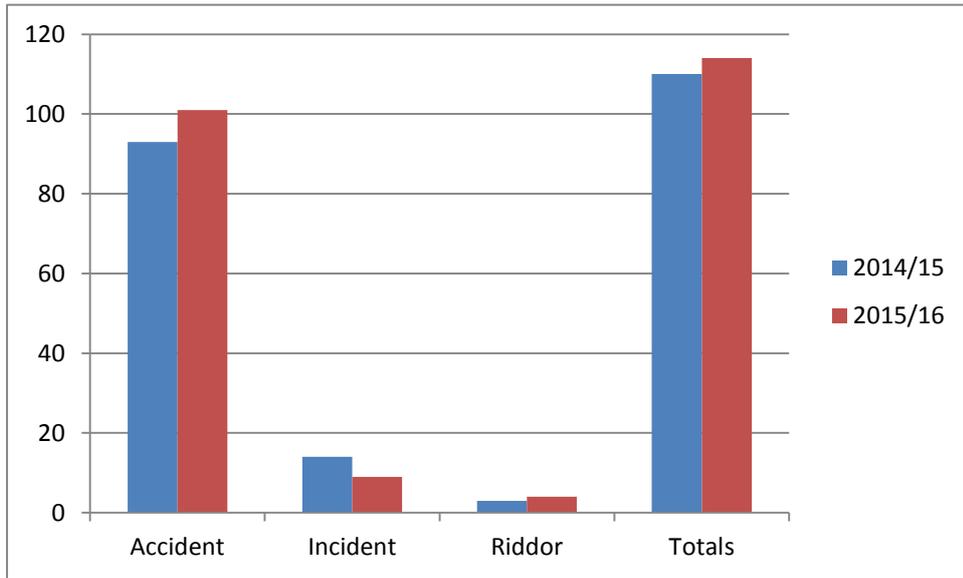
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A summary of all accidents/incidents for this period is at Appendix 1.
- Monthly and annual comparison figures and chart are below. Total number of accident/incidents reported for year 2015/16 has increased by 4 compared to year 2014/15.
- 2 Riddor cases reported during this period- (1) member of staff tripped/fell at side of Charles Oakley building near fire exit; taken to hospital - broken knee bone. (2) member of staff (cleaner) cleaning bedroom in Riverside accommodation; stood on end of bed frame to dust a shelf, lost footing and fell about 18 inches; went to hospital - broken bone in foot.

Patterns/Trends/Actions

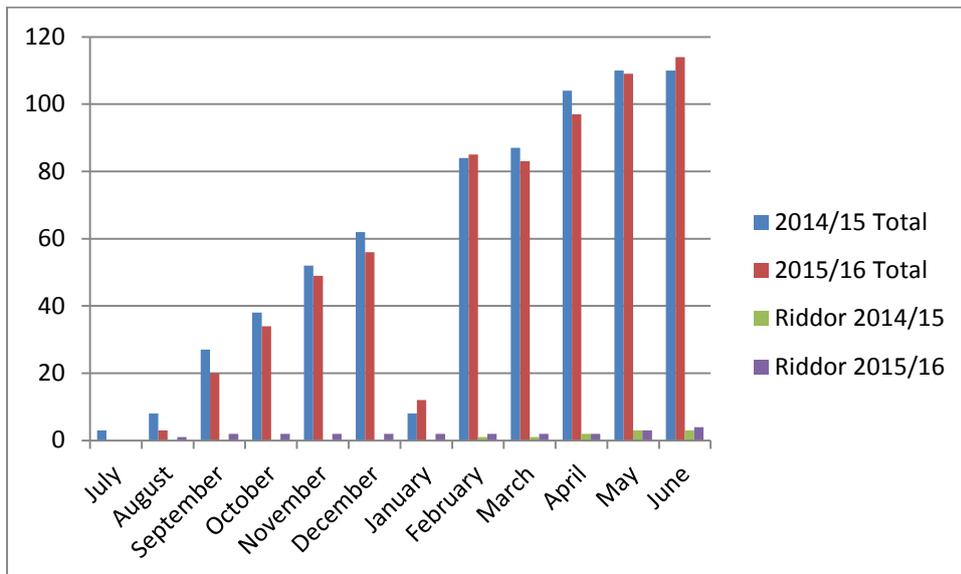
- Number of accidents/incidents reported for May/June is 200% higher compared to same period last year.
- Total number of Riddors for 2015/16 is 4, an increase of 1 compared to year 2014/15. The 4 Riddor accidents involved staff.
- For the year 2015/16 - 75% involved students and 19% involved staff. The other 6% were fires, near misses and visitors/contractors/pupils
- Handling glass/sharps and slips/trips/falls remain our 2 highest categories at 35% and 20% respectively for year 2015/16.

## ANNUAL COMPARISON TO LAST YEAR



01 July-30 June	ACCIDENT	INCIDENT	RIDDOR	Totals
<b>2014/15</b>	93	14	3	110
<b>2015/16</b>	101	9	4	114

## MONTHLY COMPARISON TO LAST YEAR (1 July – 30 June)



Accidents/Incidents	2014/15 Month	2014/15 Total	2015/16 Month	2015/16 Total
July	3	3	0	0
August	5	8	3	3
September	19	27	17	20
October	11	38	14	34
November	14	52	15	49
December	10	62	7	56
January	8	70	12	68
February	14	84	17	85
March	16	100	7	92
April	4	104	5	97
May	6	110	12	109
June	0	110	5	114

(Note: monthly figures can change as accident/incident reports can be received the following month)

## BENCHMARKING

The Health and Safety Executive (HSE) produce annual statistics based on Riddor reportable information provided re ill health at work and workplace accidents. One of the calculations they use for Incidence Rate is the number of Riddor accidents reported X 100,000 divided by number of employees. The HSE provisional and final figures for 2015/16 have not been issued yet.

H&S Team will source other comparable benchmarking statics in the FE sector.

## H&S Risk Assessments (excluding fire)

Health and Safety at Work Act  
Management Of Health and Safety at Work Regulations

- 8 staff attended the H&S risk assessor 1 day training course on 13 May. The course was delivered by a consultant. The trained assessors made a start on the pre-occupancy assessments for City campus and a number of have been completed and published on Connected. Target date to complete pre-occupancy assessments for City campus is 30 June. (The consultant returned for a follow-up with assessors, on 13 June, to offer one to one advice.) H&S Team have and will continue to monitor progress and provide advice to all assessors. Directors are asked to monitor progress in their areas and allow assessors time to complete the assessments. Creative Industries are the only Faculty that did not nominate staff for H&S assessor training.
- At end of June approximately 125 pre-occupancy risk assessments for City campus have been completed and published on Connected. Also a number of assessments for Riverside (Nautical) have been put on Connected.
- 4 individual risk assessments carried out 2 x workplace and 2 x pregnancy)

## Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- Staff representatives from Infrastructure attended an overview of the fire strategy for City Campus presented by SRM on 23 May. This covered automatic fire alarm system, fire safety suppression systems including sprinklers, fire lifts, refuge areas etc. All very similar to Riverside campus but on a much larger scale. There was also a discussion re options for assembly area on the East/West/North/South sides of the building given that up to 5000 persons could be evacuating in event of a fire alarm.
- College has submitted requirements for number, types and locations of fire extinguishers and fire safety signage (fire action notices, alarm call points and fire extinguishers).
- Fire assembly areas have been identified on the East/West/North/South sides of City campus. Work has started on the fire evacuation procedures to be in place for occupancy.
- Key personnel (responsible persons, fire marshals, evacuation team) will need to be identified and be provided with information/training to manage the evacuation and control assembly areas. The support and involvement of senior management will be needed to ensure we have enough key personnel to cover all areas of the buildings.
- Pre-occupancy fire risk assessment is underway but full fire risk assessment cannot take place until after occupancy.

## Training

Health and Safety at Work Act

Almost all Regulations include requirement for training

- 8 staff attended H&S risk assessor course.
- 2 H&S staff attended short training session re evacuation of persons requiring assistance using an "albacmat". The mat is a flexible stretcher that can be used in emergency evacuation from hospitals, nursing homes, schools, hotels etc.
- Manual handling training for cleaners - 86 attended
- Moving laptop trolley - 12 staff at Riverside attended

## BDO Audit

Management Of Health and Safety at Work Regulations

Nothing to report.

## Enforcing Authorities

Health and Safety at Work Act

Nothing to report

## H&S Policies and procedures

Health and Safety at Work Act

Fire Policy and Fire Safety Procedure are due for review. This will take place over the next few months.

No Smoking Policy/procedure is due for review to reflect new policy of no smoking within College premises (buildings, grounds and outside entrances) from 15 Aug. Draft submitted for SMT meeting on 20 July.

## Accident Claims cases

No new cases. 3 claims cases received this year to date. Will provide details of outcomes once cases are finalised.

## H&S Committee

The Safety Representatives and Safety Committees Regulations

- College H&S committee meeting took place on 31 May.

## Inspections

- Nothing to report



## APPENDIX 1

### Summary list of accidents from 1 May – 30 June 2016

Note: 1 accident for May (denoted \*\*) was received in June and has been included in June total in table above.

Month	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/SERVICE/ DEPARTMENT	LOCATION/ BUILDING	RIDDOR
MAY	Staff	TRIP - Staff member tripped and fell at side of building near fire exit. Taken to hospital – has a broken knee bone.	Business	Outside fire exit on ground floor, west side, Charles Oakley	Y
	Student	CUT - Student cutting gyprock when knife slipped cutting left hand under thumb.	Building, Engineering & Energy	Plaster Workshop/Rogart Street	
	Student	IRRITATION- Student rendering wall got splash of sand and lime in left eye.	Building, Engineering & Energy	1st Floor Tile bay/Rogart Street	
	Student	FALL - Student warming up in sports class collided with fellow students, fell onto right elbow which cracked.	Leisure & Lifestyle	Games Hall/Townhead	
	Student	Student dislocated left knee whilst participating in a sports tournament outside college.	Leisure & Lifestyle	Ibrox Stadium	
	Student	CUT - Student was cutting plywood when knife slipped cutting left index finger.	Building, Engineering & Energy	Room 008/Dornoch Street	
	Student	CUT - Student cutting timber when saw slipped and cut middle finger, left hand.	Building, Engineering & Energy	Joinery Workshop, 2nd floor/Rogart Street	
	Student	CUT - Student cut left middle finger while chopping carrots.	Leisure & Lifestyle	Kitchen 401/Townhead	
	Student	CUT - Student was using a hacksaw when it slipped causing small laceration to middle finger, right hand.	Nautical	Fitting workshop No 3/Riverside	
	Student	CUT - Student using a scalpel as part of a prop for a photo shoot accidentally stabbed top of right leg.	Creative Industries	Photography Store/NHS	

	Student	Student was struck on face by football playing 5-a-side, causing a nose bleed.	Leisure & Lifestyle	Games Hall/Townhead	
	Visitors	NEAR MISS – a few speakers at ceiling level fell to floor in room. All others taken down. Room occupied by visitors but nobody hurt.	Infrastructure	Room 07-013, Riverside	
<b>MAY</b> <b>**</b>	Student	AGGRESSIVE BEHAVIOUR - Student threatened 4 other students in class with a chisel. Suspended.	Building, Engineering & Energy	Rogart Street, Room 314	
<b>JUNE</b>	Student	CUT - Student cutting carrots suffered a deep cut to left hand thumb through nail.	Leisure & Lifestyle	Townhead, Kitchen 501	
	Student	BURN - Staff member was removing shelf from Spec tank; the shelf fell into the tank, splashing hot water onto stomach area	Leisure & Lifestyle	Townhead, Scholars kitchen	
	Staff	CUT -Staff member cut left shin -when moving an upturned desk, the legs came apart and the desk top fell and hit shin.	Creative Industries	NHS, Room 907	
	Staff	FALL - cleaner stood on end of bed frame to dust a shelf, lost footing and fell about 18 inches. Went to hospital – broken bone in foot	Infrastructure	Riverside Accommodation, Room 3.1.4	Y