

Board of Management

Finance & Physical Resources Committee

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| Date of Meeting | Wednesday 21 September 2016 |
| Paper No. | FPRC1-H |
| Agenda Item | 12 |
| Subject of Paper | Health and Safety Quarterly Report (Combined from SMT Monthly reports for periods 1 May – 30 June 2016 and 1 July – 31 August 2016) |
| FOISA Status | Disclosable |
| Primary Contact | Fares Samara, Executive Director Infrastructure Brian Ahern, Head of Safety And Wellbeing |
| Date of production | 15 September 2016 |
| Action | For Discussion |

HEALTH AND SAFETY QUARTERLY REPORTS – 1 May – 30 June 2016 and 1 July – 31 August 2016

The Committee are reminded that the 2016 H&S reporting process requires a monthly H&S report to SMT. The monthly report aims to provide an early focus on any H&S issues which may have arisen during the reporting period, usually the previous month. The idea is to ensure full SMT engagement with H&S issues and to allow a means which facilitates early exposure to risk and hence early intervention.

The new reporting process also involves the production of a Quarterly H&S report to be presented to the H&S committee and subsequently to the FPRC.

Due to timing of FPRC meeting the reports cover a 4 month period which have already been delivered to SMT covering the reporting months of May, June, July and August.

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

Accident/Incidents

Health and Safety at Work Act

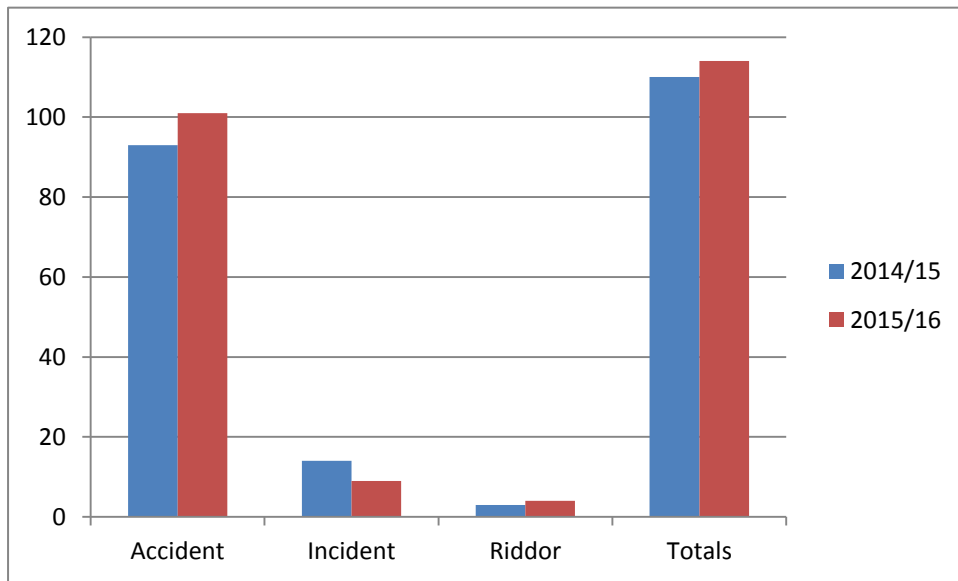
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- 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

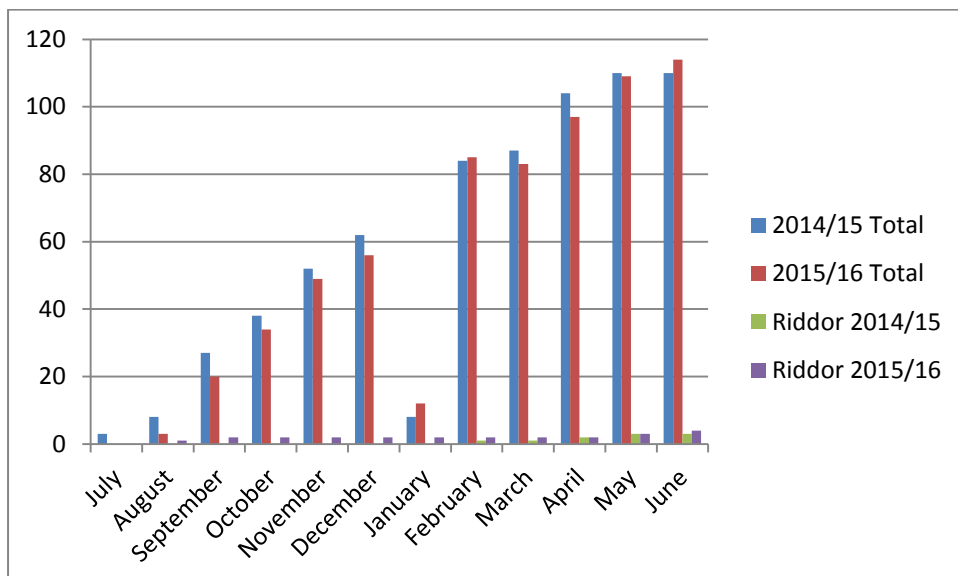
- Number of accidents/incidents reported for May/June is 200% higher compared to same period last year.
- Total number of Riddors for 2015/16 is 4, an increase of 1 compared to year 2014/15. The 4 Riddor accidents involved staff.
- For the year 2015/16 - 75% involved students and 19% involved staff. 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 |
|-----------------|----------|----------|--------|--------|
| 2014/15 | 93 | 14 | 3 | 110 |
| 2015/16 | 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 | |
| MAY ** | Student | AGGRESSIVE BEHAVIOUR - Student threatened 4 other students in class with a chisel. Suspended. | Building, Engineering & Energy | Rogart Street, Room 314 | |
| JUNE | 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 |

HEALTH AND SAFETY MONTHLY REPORT – 1 July to 31 Aug 2016

Accident/Incidents

Health and Safety at Work Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

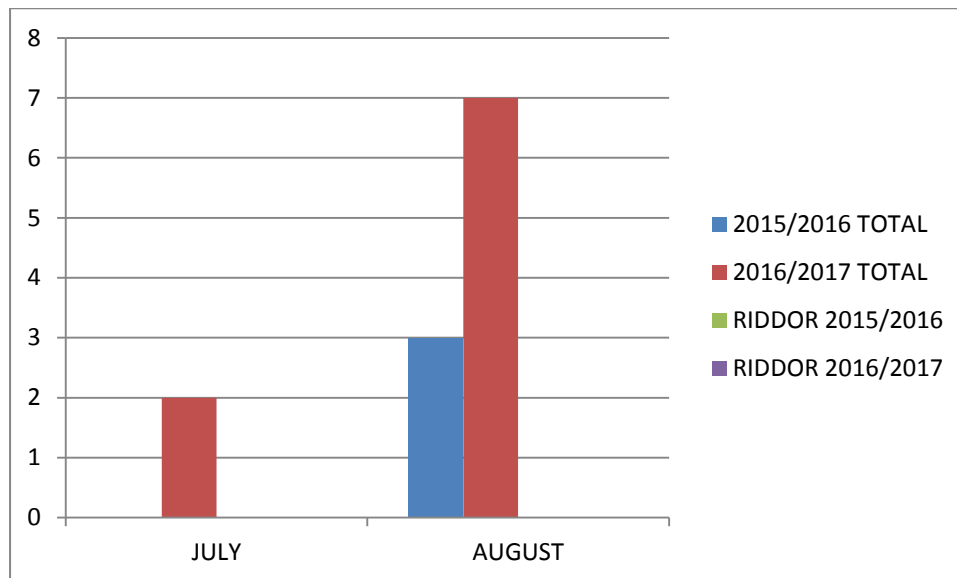
- A summary of all accidents/incidents for this period is at Appendix 1.
- Monthly and annual comparison figures and chart are below. Total number of accident/incidents reported for year 2016/17 has increased by 4 compared to same period for last year 2015/16.
- No RIDDOR cases during this period.
- To note - a Dangerous Occurrence was reported under Riddor to HSE following an unintentional damage to Asbestos Insulation Board in room 601, Townhead, on 8 Sep.

Patterns/Trends/Actions

- Number of accidents increased by 100% in 2 month period compared to last year.
- All 7 accidents involved staff. 3 of these happened in City campus.
- 2 accidents linked to preparations for migration to City campus.

MONTHLY/ANNUAL COMPARISON TO LAST YEAR for reporting period

| 01 July-30 Aug | ACCIDENT | INCIDENT | RIDDOR | Totals |
|----------------|----------|----------|--------|--------|
| 2015/16 | 3 | 0 | 0 | 3 |
| 2016/17 | 7 | 0 | 0 | 7 |



| Accidents/Incidents | 2015/16 Month | 2015/16 Total | 2016/17 Month | 2016/17 Total |
|---------------------|------------------|------------------|------------------|------------------|
| July | 0 | 0 | 2 | 2 |
| August | 3 | 3 | 5 | 7 |
| September | | | | |
| October | | | | |
| November | | | | |
| December | | | | |
| January | | | | |
| February | | | | |
| March | | | | |
| April | | | | |
| May | | | | |
| June | | | | |

(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

- After occupancy a slip/trip hazard at atrium stairway and seating was raised with GLQ to provide a permanent solution. As a temporary solution GLQ installed black grip tape to the edge of the steps in question, prior to students starting. A student has an accident in the atrium where the stairway and seating areas meet.

Fire

Fire (Scotland) Act
Fire Safety (Scotland) Regulations

Bulk of July/August has been taken up with preparation work for City campus as follows:

- Preparing external directional signage for assembly areas.
- Developing strategy and evacuation procedures - this includes how to manage the evacuation, roles of key personnel, identifying zones for checking by floor fire marshals, preparing evacuation checklists, communication between key personnel, dealing with calls from emergency communication system in refuge areas, arrangements to evacuate persons needing assistance.
- Consider how to communicate the fire evacuation arrangements to staff and Key Personnel (responsible persons, fire marshals, evacuation team) asap after occupancy.

Since occupancy on 22 Aug:

- Work continues on developing and improving strategy.
- Infrastructure providing key personnel for first few weeks i.e. Responsible Person and Assembly Area Fire Marshals. This will need to be extended to a larger group

and (for info) H&S Team will be asking SMT members to add to this group.

- All staff email re fire procedure 28 Aug.
- Meeting with evacuation team 29 Aug.
- Meeting with fire marshals 30 Aug.
- There have been 2 fire alarms resulting in full evacuation of staff in City campus on 23 Aug (problem with sprinkler system set alarm off) and 30 Aug (testing ovens in kitchens activated heat detector).
- Note - Fire drill for staff carried out on 2 Sept.
- Post occupancy Fire Risk Assessment will be carried out over the next couple of months.

Training

Health and Safety at Work Act

Almost all Regulations include requirement for training

- Fire marshal meeting - covered evacuation strategy and fire marshal role - approximately 50 attended.
- Albacmat - alternative method used for evacuation for a student requiring specific assistance - 6 staff trained.
- Introduction to H/S for new staff transferred from Kelvin College - 15 attended.

BDO Audit

Management Of Health and Safety at Work Regulations

- BDO follow up to H&S audit took place on 4 August. 4 out of 5 completed. The other action to develop risk register was started. It was agreed to revisit this following occupancy of City Campus.

Enforcing Authorities

Health and Safety at Work Act

- Nothing to report.

H&S Policies and procedures

Health and Safety at Work Act

- Draft review of No Smoking Policy/procedure was submitted for inclusion to SMT. Awaiting feedback.

Accident Claims cases

- No new cases for year to date.

H&S Committee

The Safety Representatives and Safety Committees Regulations

- Nothing to report. Meeting dates for 2016/17 to be arranged.

Inspections

- The H&S team having been familiarising themselves with the building, identifying and dealing with a variety of issues. No formal inspections carried out.

APPENDIX 1

Summary list of accidents/incidents for period 1 July to 31 Aug 2016

| Month | STAFF/ STUDENT/ CONTRACTOR | DESCRIPTION | FACULTY/SERVICE/ DEPARTMENT | LOCATION/ BUILDING | RIDDOR |
|-------|----------------------------------|--|--------------------------------|---|--------|
| July | Staff | Hurt back when tried to sit on a chair that had an incorrectly fitted back rest attached, resulting in pushing them forward and bumping into desk. | People and Culture | Reception Office, Townhead | |
| | Staff | Twisted left wrist when moving tables in exam hall. | Infrastructure | Exam Hall, Riverside | |
| Aug | Staff | Staff member caught dress on corner of purple crate as there wasn't much room between crate on floor and furniture. | Education & Society | Room 4/11, Charles Oakley | |
| | Staff | TRIP - Staff member whilst carrying large boards downstairs, caught foot on board and tripped down five stairs, landing on knees. | Creative Industries | 10-11 th floor, NHS | |
| | Staff | Member of staff picked up what they thought was their own water bottle from pantry area, to discover that it was Turps that had been decanted into a water bottle. | Infrastructure | 3 rd floor pantry, Core H, City Campus | |
| | Staff | TRIP - Member of staff missed a step due to bright sunlight, on the broad steps at front door, swollen ankle and grazed knee. | Business | External steps , City Campus | |
| | Staff | When lifting a machine off a shelf, the machine and shelf fell over and hit person's foot. The shelf was not fixed. | Leisure and Lifestyle | R.03.062, City Campus | |