

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 23 November 2016
Paper No.	FPRC2-I
Agenda Item	11
Subject of Paper	Quarterly Health and Safety Report 1 July – 30 Sep 2016
FOISA Status	Disclosable
Primary Contact	Brian Ahern, Head of Safety And Wellbeing
Date of production	15 November 2016
Action	For Noting

1. Recommendations

The Committee is invited to note the paper, and discuss any matters as appropriate.

2. Purpose of paper

This paper includes a report on Health and Safety related matters over the quarter to 30 September, as per the agreed H&S reporting format. These quarterly reports are set out under several key headings, and include a running total and comparative data over time relating to accidents and incidents within College premises. RIDDOR (reportable accidents/incidents) are included.

3. Context

The committee will note that the H&S reporting process requires a monthly H&S report to SMT which 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 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. This Quarterly report is produced from the H&S monthly reports already delivered to SMT covering July, August and September. These quarterly reports are set out under several key headings, and include a running total and comparative data over time relating to accidents and incidents within College premises. RIDDOR (reportable accidents/incidents) are included.

A report covering 2 month period 1 July – 31 Aug was produced for last F&PRC. The month for Sep has been added to give a quarterly report. The next H&S quarterly report for F&PRC will cover Oct to Dec 2016.

4. Impact and implications

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.

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.

APPENDICES: H&S Quarterly Report 1 July to 30 Sept 2016

HEALTH AND SAFETY 1st QUARTERLY REPORT – 1 July to 30 Sep 2016

Accident/Incidents

Health and Safety at Work Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

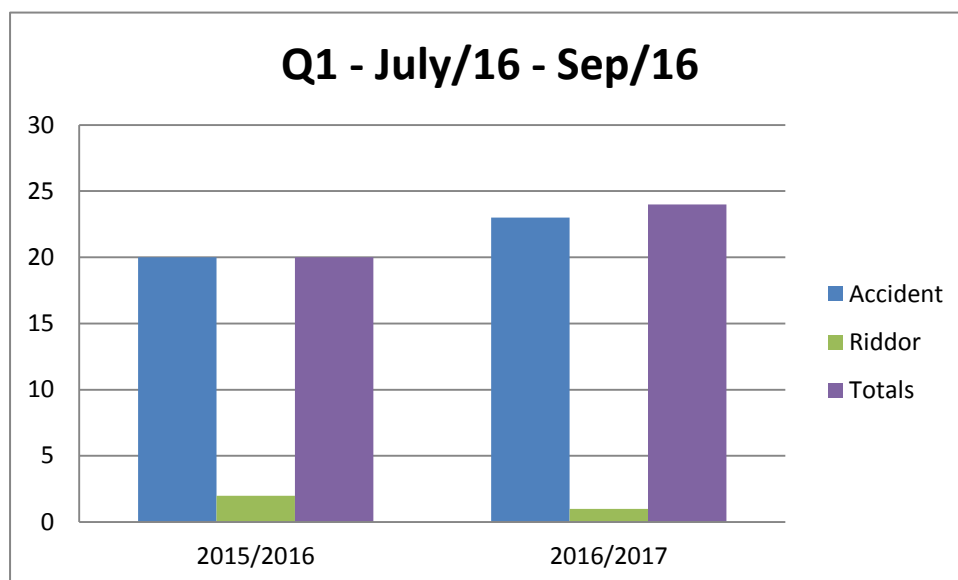
- A summary of all accidents/incidents for this period is at Appendix 1.
- Monthly and annual comparison figures and chart are below. Total number of accident/incidents reported for year 2016/17 has increased by 4 compared to same period for last year 2015/16.
- 1 x RIDDOR case during this period compared to 2 for same period last year. A Dangerous Occurrence was reported under Riddor to HSE following an unintentional damage to Asbestos Insulation Board in room 601, Towhead, on 8 September. See Enforcing Authorities section for details.

Patterns/Trends/Actions

- 2 accidents, same time, same day in Floor laying due to students not wearing protective gloves.
- 2 accidents linked to preparations for migration to City campus.
- 13 involved staff (just over 50%)
- 17 of the 24 accidents took place at City campus

MONTHLY/ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Jul - 30 Sept	ACCIDENT	INCIDENT	RIDDOR	Totals
2015/16	18	0	2	20
2016/17	23	0	1	24



Accidents/Incidents	2015/16		2016/17	
	Month	Total	Month	Total
July	0	0	2	2
August	3	3	5	7
September	17	20	17	24
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

- A pre (student) occupancy risk assessment identified a slip/trip hazard at atrium stairway and seating area. The issue was raised with GLQ and a temporary solution was agreed - GLQ installed black grip tape to the edge of the steps in question. A better, safer and more permanent solution was sought following an accident involving a student who tripped in the atrium where the stairway and seating areas meet. Proposal exists to add an additional railing.
- Staff have been settling in and a detailed review of pre-occupancy risk assessments completed as part of the planning for migration will be carried out by identified risk owners within the Faculty/Service - work is outstanding and will be carried out shortly.
- A detailed **Health and Safety Risk Assessment for 27 Sept 2016 – City Campus** was developed as a contingency (covering: key Personnel, security, delivery yard, Fire Evacuation, First Aid and emergency contact details) arrangement for Unison Strike 27 Sept 2016.

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.

- We have a detailed fire evacuation strategy (this will remain in place until the completion of the external works @ City - August 2017) - we now need to consider how to more widely communicate the fire evacuation arrangements to staff and Key Personnel (responsible persons, fire marshals, evacuation team) and students.

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. Senior staff have been added to rota list, effective from October and weekly/monthly rota produced. Arrangement put in place for pickup/return the required radios. Notes issued re role and training sessions offered.
- All staff email re fire procedure 28 Aug.
- Meeting with 16+ evacuation team 29 Aug has taken place.
- Meeting with the 50+ fire marshals 30 Aug has taken place
- 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).
- Fire drill for staff carried out on 2 Sep.
- Review of external directional signage for assembly areas carried out and additional signage has been ordered and put in place by SRM.
- Evacuation procedures put on homepage banner on Connected which included key personnel roles, assembly points, and fire marshal designated floor/zones to be checked.
- Advance notice of change to weekly fire alarm test from Thursday (at 11am) to Monday (9am) put on homepage banner on Connected. This will be effective from 31 October.
- Email to Directors of Creative Industries and Leisure & Lifestyle seeking names of fire marshals for zones within their Faculty areas.
- Working with Learning Support and Faculties managers to put in place Personnel Emergency Action Plans (PEEP) for students requiring assistance to evacuate the building.
- Evacuation chairs have been put in place in stairwell refuge areas throughout building.

Items scheduled for review/completion

- Post occupancy Fire Risk Assessment
- Fire Drill at City campus (Note - this will rescheduled from the planned 8/Nov date following 2 further full evacuations involving students - the evacuations took place 31 Oct and 4 Nov - a full lessons learned and report will appear in subsequent H&S quarterly reports).
- Fire Emergency Action Plan

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.
- Responsible Person training
- Working @ Heights (Ladder) training - 20 catering assistants 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.
- An initial Corporate (H&S) Risk Register is now available - this is an extensive document which could, given time/resource, form our H&S operational manual.

Enforcing Authorities

Health and Safety at Work Act

HSE contacted Head of Safety and Wellbeing on 12 Sept following Riddor report sent by College on 9 Sept re damaged asbestos in room 601, Townhead building.

Thursday, 8 Sept

At 08.53am City of Glasgow College (COGC) notified by Sir Robert McAlpine (SRM) that their sub-contractor (Dem-Master) along with their specialist sub-contractor (Acron Asbestos) were looking around the upper levels of the Townhead building, and noted that pipe boxing/ panelling that was clad in Asbestos Insulated Board had been damaged.

Once COGC advised that this was in room 601, the room was closed immediately. The building was vacant at the time apart from janitor on ground floor and a telecoms contractor working on the roof. COGC specialist contractor, Carymar, were contacted immediately.

Friday, 9 Sept

At 10.51am report from Carymar confirming room sealed with further proposals for removal. COGC met with SRM at 12 noon as SRM planning to demolish Townhead building College sent Riddor report to HSE. No further contact from HSE to date.

Additional info:

COGC have Asbestos Register for Townhead building and SRM have seen this. Room 601 is in the register. The content and equipment in Townhead was subject to auction on 31 Aug 2016. Collection of items took place after this. Wilsons Auctioneers were responsible for arranging when collection took place. One of these items was a sink we believe was sold by auction and damage was caused when purchaser attempted to remove sink. COGC have contacted Turner and Townsend Consultants (they appointed Wilsons) and they are trying to establish who purchased the sink.

Tuesday, 15 Nov - THB handed over to SRM, who have been fully aware and involved, for demolition and we have had no further contact from HSE.

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.
- A simple one page policy document is available and will be shared and circulated.

Accident Claims cases

- No new cases for Q1 period.

H&S Committee

The Safety Representatives and Safety Committees Regulations

- Next meeting scheduled for 27 October.

Inspections

- The H&S team have been familiarising themselves with the building, identifying and dealing with a variety of issues. No formal inspections carried out. Joint inspections are planned and will be carried out in Q2.

APPENDIX 1

Summary list of accidents/incidents for period 1 July to 30 Sep 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 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, broad steps at front door, swollen ankle and	Business	External steps , City Campus	

		grazed knee.			
	Staff	When lifting a machine off a shelf, the machine and shelf fell over and hit person's foot. The shelf was not fixed correctly.	Leisure and Lifestyle	R.03.062, City Campus	
SEPTEMBER	Contractor	Report of damaged asbestos in room 601.	N/A	Townhead/6th floor	YES
	Staff	BURN - Staff member received a shock burn to left hand index finger when coffee machine shorted	Leisure & Lifestyle/Food	City/Room 01.013	
	Staff	Staff member jammed her left hand finger between a table and chair, causing swelling to her left ring finger.	Building, Engineering and Energy/Marine	Riverside/7th Floor Exam Hall	
	Staff	Staff member pressed accessible door button, whilst opening the right hand door, a piece of metal fell from door narrowly missing staff member.	Library	City/Level 4 Library Room 04.102	
	Student	CUT - Whilst chopping chillies student looked away and caught thumb with knife.	Leisure & Lifestyle/Food	City/Scholars Kitchen	
	Student	CUT- Whilst dicing onions student cut tip of thumb.	Leisure & Lifestyle/Food	City/Room 01.080	
	Student	Student working with chillies got some in their eye.	Leisure & Lifestyle/Food	City/Room 01.078	
	Student	CUT - Tip of middle finger on left hand.	Leisure & Lifestyle/Food	City	
	Student	CUT - Left middle finger.	Leisure & Lifestyle/Food	City/Room 01.102	
	Student	Student dropped a ball on another	Leisure & Lifestyle/Sport	City/Fitness Suite	

		student's nose which caused it to bleed.			
	Staff	Staff member bruised wrist after hitting it off fire door whilst taking a cage of rubbish out to bins.	Infrastructure/Facilities	City/Back door on 1st floor	
	Staff	Staff member was caught and trapped by security barrier on second floor.	Infrastructure	City/2nd floor	
	Student/ employee	Student was in a crash whilst in taxi from City to Riverside Campus.	People & Culture/Student Association	In transit from City to Riverside	
	Student	CUT - Student cutting vinyl not wearing gloves, knife slipped and cut the left hand index finger.	Building, Engineering and Energy	City/Floorlaying workshop	
	Student	CUT - Student cutting vinyl not wearing gloves, knife slipped and cut the left hand index finger.	Building, Engineering and Energy	City/Floorlaying workshop	
	Student	BURN - Student burnt/scalded right hand picking up a hot pot.	Leisure & Lifestyle/Food	City/Kitchen 01.004	
	Staff	Staff member trapped wrist between door and cage when taking rubbish out to bins.	Infrastructure/ Facilities	City/door out to yard	