

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 22 march 2017
Paper No.	FPRC4-H
Agenda Item	10
Subject of Paper	Health and Safety Report 1st January to 28th February 2017
FOISA Status	Disclosable
Primary Contact	Fares Samara
Date of production	13 March 2017
Action	For Discussion

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 from 1st January to 28th February 2017, as per the agreed H&S reporting format. These 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 report is produced from the H&S monthly reports already delivered to SMT covering January and February of 2017. These 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 the 3 month period 1st October – 31st December 2016 was produced for last F&PRC.

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 Summary list of accidents/incidents for period 1st January to 28th February 2017.

HEALTH AND SAFETY REPORT – 1 Jan to 28 Feb 2017

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Structure

- The Head of Health, Safety and Wellbeing retired at the end of December and is to be replaced by a Health and Safety Compliance Manager. The new Health and Safety Compliance Manager is due to start work on 18th April 2017.

Accident/Incidents

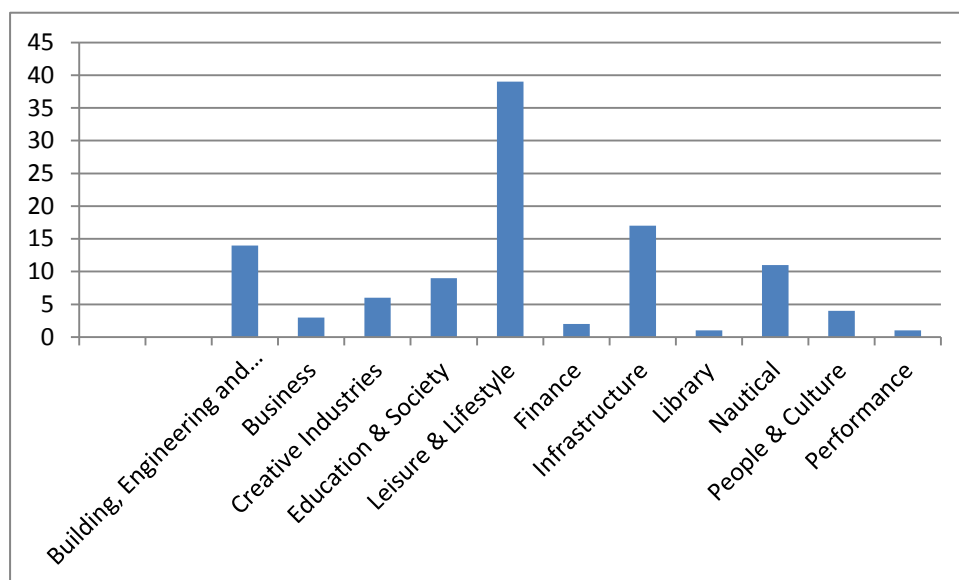
Health and Safety at Work Act

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 39 compared to same period for last year 2015/16.
- 3 RIDDOR cases reported during this period 1 Jan – 28 Feb
 - (1) Staff member caught foot in loose mesh netting at car park, tripped and fell. Specified Injury, bone fracture. Head of Estates wrote to SRM asking them to ensure the adequacy and safety of fencing around the demolition site, ensuring College Employees/Students are not exposed to risk when moving from the temporary car park to the City Building. They confirmed the fencing will be inspected daily.
 - (2) Staff member tripped outside at flagpole base falling on their right hand side, suffering cuts and grazing and swelling to head. More than 7 day absence. Head of Estates wrote to FES pointing out that it was expected when the flag pole was removed, the protruding base presented a trip hazard and it was for them to put in place measures to remove this hazard .FES have now removed the mount and cemented over the paving stone and have now refixed the flagpole.
 - (3) Staff member tripped over an electrical floor box that was not closed properly. More than 7 day absence. The room has been re-designed so that floor boxes are not in passageways.

Patterns/Trends/Actions

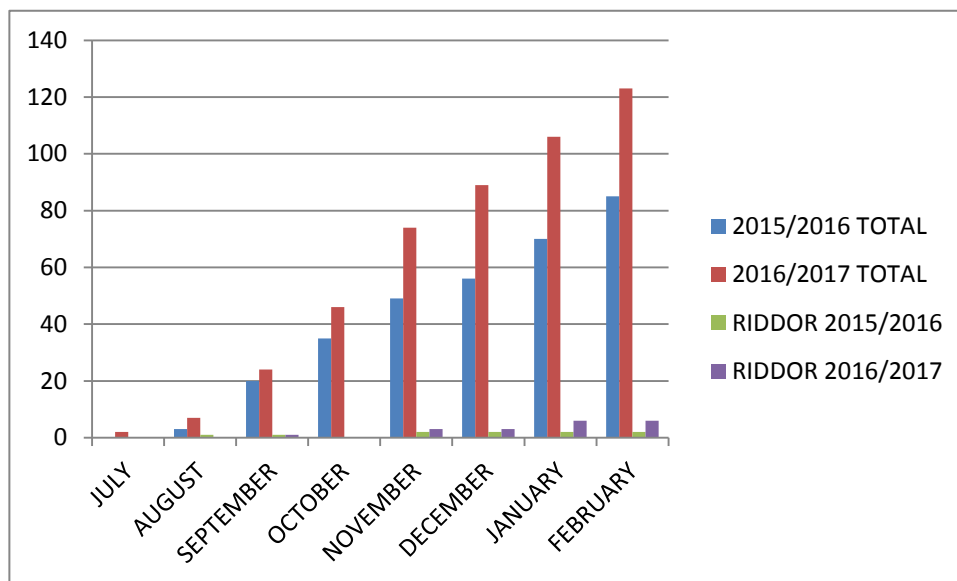
- 27 took place at City and 8 at Riverside
- There were 3 RIDDOR cases for this period compared with none for the same period last year.
- The number of staff involved in accidents/incidents for this period compared to the same period last year has again risen. 6 for 2016 to 10 for 2017.
- 3 more accidents involving security barriers in January, February now bringing the total since August to 6.
- The College has undertaken a review of accidents and the following is a chart of the number by faculty/service.
- We have seen the number of accidents/incidents increase compared to same period last year. Historically there have been issues with accidents not being properly reported and since the relocation to 2 centralised buildings and improved reporting arrangements it is considered that this may be partly responsible for the increase in accident/incident reports and we will monitor this going forward.



- The Health and Safety Committee will review these trends and instigate an action plan as required.

MONTHLY/ANNUAL COMPARISON TO LAST YEAR for reporting period

01 July-28 Feb	ACCIDENT	INCIDENT	RIDDOR	Totals
2015/16	77	6	2	85
2016/17	106	12	6	124



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	17	20	17	24
October	14	34	23	47
November	15	49	27	74
December	7	56	15	89
January	14	70	17	106
February	15	85	18	124
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

- There is an increase of individual staff workplace/workstation assessments carried out compared to the same period for last year.

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- Larger directional signage for fire assembly points at City installed.
- Assembly point signage for 2 new assembly points at Riverside installed. Fire Action Notices also amended in Core B stairwell and Engineering Block to show new assembly points.
- 5 out of 25 Fire Marshals for Riverside, attended Refresher Fire Marshal Training. H&S will offer further dates/times in March.
- Fire Safety Policy and Fire Safety Procedure Reviewed Drafts Produced.

Training

Health and Safety at Work Act

Almost all Regulations include requirement for training

- 55 Cleaning Operatives received demonstration/training on mobile safety steps between January and February.
- 7 Day Cleaners attended training on hoovering stairs.
- As reported above. Refresher Fire Marshal Training was offered to Riverside Fire Marshals.

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

- See Fire Safety Policy and Procedure at Fire above.
- Risk Assessment Procedure. Educational Visits and Field Trips Procedure. Work Placement Procedure Reviewed Drafts Produced.

Accident Claims cases

- Nothing to Report

H&S Committee

The Safety Representatives and Safety Committees Regulations

- First H&S meeting of the year took place on 26 January. Issues raised/discussed included First Aid Arrangements, Fire Evacuation + Assembly Points, Joint Inspections, Toilet Brushes and a proposal to have 2 H&S Sub Committees, 1 for Riverside and 1 for City. Several Actions emerged from the discussions which were:
 - First Aid Procedure with reception phone number in Pantry Areas – Complete.
 - Meeting with First Aiders to be reported back on at next meeting – Meeting Complete.
 - New Reporting Procedures PowerPoint Slide to be forwarded to H&S Committee members – Complete.
 - Meeting with Fire Marshals Riverside re new assembly areas (refresher training) – Started.
 - Fire Risk Assessment and Fire Emergency Action Plans for each campus to committee before next meeting - Fire Risk Assessment for Riverside updated. Fire Risk Assessment for City to be completed. Fire Emergency Action Plans for both Riverside and City, updated and on Connected.
 - MC to meet with EIS re risk assessments process - MC Invite to meet with EIS sent 04/03/17.
 - EIS to meet with F Samara re Joint Inspections – EIS Action.
 - List of First Aiders and Evac Team for each campus along with numbers of student/staff PEEPS to be sent to committee before next meeting – Not started.
 - Campaign to encourage students to use the stairs more – DG Action.
 - PEEP Procedure report before next H&S meeting – DG/MC Action.
 - Floor boxes, not closed properly becoming trip hazards – Part Complete.
 - Proposal from EIS that the H&S committee takes place every 2 months – To be discussed at next H&S Committee Meeting.

Inspections

- No formal inspections carried out but various faults/issues observed have been reported or taken forward.

APPENDIX 1

Summary list of accidents/incidents for period 1st January to 28th February 2017.

Month	STAFF/ STUDENT/ CONTRACTOR VISITOR	DESCRIPTION	FACULTY/SERVICE/ DEPARTMENT	LOCATION/ BUILDING	RIDDOR
Jan	Staff	Staff member caught foot in loose mesh netting at car park and tripped and fell.	Infrastructure	City/Path adjacent to staff car park at Townhead building	YES
	Staff	Staff member tripped outside at flagpole falling on their right hand side, suffering cuts and grazing and swelling to head.	Infrastructure	City/External plaza leading to 2 nd floor entrance	YES
	Student	CUT - Student filing piece of metal in vice, file slipped cutting right thumb nail and causing 1cm cut at top of thumb.	Building, Engineering and Energy	Riverside/Marine Engineering Workshop	
	Student	Student playing basketball, ball hit direct on middle finger left hand, possible break?	Leisure and Lifestyle/Sport	City/Basketball Court	
	Staff	Staff member caught left hand index finger in door hinge when the door closed on them.	Infrastructure	City/8 th floor Core H	
	Visitor	Visitor Having hair bleached had an allergic reaction to bleach, hands, ears and right eye started to swell.	Leisure & Lifestyle/Hair	City/Hair Salon	
	Contractor	Contractor lifted lid off faulty pedal bin to dispose of rubbish, there was a sharp edge of bin and it caught their left thumb below nail, removing a chunk of skin.	Baxter - Storey	City/2 nd floor Refectory	
	Student	Student caught in barriers, scratched/bruised left outside thigh.	Education & Society	Riverside/Ground floor	

	Student	Student hit on right eyebrow with a brush pole while using for a project.	Creative Industries	City/Room 07.005	
	Student	Student jarred right hand forefinger when they tried to catch a basketball during class.	Leisure & Lifestyle/Sport	City/Basketball Court	
	Staff	SLIP - Staff member slipped at refectory area (2nd floor) and fell onto left side.	Baxter - Storey	City/2 nd floor Refectory	
	Student	CUT - Student removing marking blue from job in chuck with emery paper the right hand forefinger struck a protruding piece of swarf, causing a small cut to top of finger.	Nautical	Riverside/Lathe Shop 2	
	Student	CUT - Student holding a box cutter knife, dropped the knife and in trying to retrieve it dragged the knife across thigh causing a cut.	Building, Engineering and Energy	City/Room 01.153	
	Student	Student hit hand off wall during sporting session	Education & Society	City/ Townhead Village Hall	
	Staff	Staff member caught in security barriers	Infrastructure	City/2 nd floor security barriers	
	Student	CUT - tip of students right index finger taken off when using a mandolin.	Leisure & Lifestyle/Food	City/Scholars Kitchen	
	Staff	Staff member tripped over an electrical floor box that was not closed properly.	Nautical	Riverside/ Room 02.023	YES

Month	STAFF/ STUDENT/ CONTRACTOR VISITOR	DESCRIPTION	FACULTY/SERVICE/ DEPARTMENT	LOCATION/ BUILDING	RIDDOR
Feb	Student	FALL - Student fell back and landed heavily on wrist.	Infrastructure	City	
	Student	CUT - Student cut right hand on barrier when it closed quicker than expected.	Infrastructure	Riverside	
	Student	CUT - Student cleaning swarf from lathe, lifted swarf causing small cut to right hand thumb.	Nautical	Riverside	
	Student	Student hit back on table, leaving a scratch.	Leisure & Lifestyle	City	
	Student	CUT - Student cut 2nd and 3rd fingers on right hand when they caught them on sharp edge of crankcase door whilst removing bearing from diesel engine.	Nautical	Riverside	
	Student	A cup of coffee was spilt on floor and it immediately leaked through floor into classroom downstairs, onto a student and 3 pcs.	Creative Industries	City	
	Staff	Member of staff bumped left hand side of head off beam in hospitality store.	Leisure & Lifestyle	City	
	Student	SLIP - Student slipped on food wastage on floor of 1 st floor refectory, landing on back left side.	Baxter - Storey	Riverside	
	Other (school pupil)	Student caught right hand in revolving door at ground entrance.	Infrastructure	City	
	Student	BURN - Student's middle and index finger, right hand had come into hot end of glue gun.	Creative Industries	City	

	n/a	Staff member found keys in chemical storage cupboard door in unsecured dark room, possibly left there all weekend.	Creative Industries	City	
	n/a	Staff member found chemical storage unlocked in an unsecured room.	Creative Industries	City	
	Staff	Clock fell off wall, hit sink edge and fell in chemistry causing a splash to face of staff member who was cleaning the area at the time.	Creative Industries	City	
	Staff	Staff member received verbal abuse from a customer (student?) in bakery shop; the door to the bakery shop was also broken during this incident.	Leisure & Lifestyle	City	
	Staff	Staff member while putting a chain around the forks of the forklift to secure the skip before it was lifted; there was a roll of vinyl sticking out from the skip. The staff member's arm became wedged between the vinyl and the metal cage of the forklift.	Building, Engineering and Energy	City	
	Student	Student playing basketball came into contact with another student who scratched him on chest.	Leisure & Lifestyle	City	
	Student	TRIP? - Student injured right ankle whilst going down stairs, Core B stairwell.	Building, Engineering and Energy	City	

The Health and Safety Committee receive more detailed information on accidents and discuss accidents, trends and what remedial measures are undertaken to address issues.