

## Board of Management Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 31 May 2017</b>
<b>Paper No.</b>	<b>FPRC5-G</b>
<b>Agenda Item</b>	<b>8</b>
<b>Subject of Paper</b>	<b>Health and Safety Report 1<sup>st</sup> January to 31<sup>st</sup> March 2017</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Fares Samara, Vice Principal Infrastructure</b>
<b>Date of production</b>	<b>17 May 2017</b>
<b>Action</b>	<b>For Discussion</b>

### **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 1<sup>st</sup> January to 31<sup>st</sup> March 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; February and March 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 2 month period 1<sup>st</sup> January – 28<sup>th</sup> February 2017 was produced for last F&PRC.

### 4. Impact and implications

**The Health and Safety at Work 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 1<sup>st</sup> January to 31<sup>st</sup> March 2017.**

#### **HEALTH AND SAFETY REPORT – 1 Jan to 31 Mar 2017**

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#### **Structure**

- A Health and Safety Compliance Manager has been appointed and commenced employment on 18<sup>th</sup> April 2017.
- The Health and Safety Compliance Manager is a Chartered Member of the Institution of Occupational Safety and Health and an experienced Chartered Safety and Health Practitioner with significant experience of the management of Health and Safety in the further education sector and the wider public sector environment.
- Currently reviewing existing H&S arrangements including
  - the development and completion of a comprehensive Fire Risk Assessment
  - the development of a corporate H&S risk register.

#### **Accident / Incidents**

Health and Safety at Work Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 61 accidents / incidents were reported in the current reporting period.
- 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 59 compared to same period for last year 2015 / 16.
- 3 RIDDOR reportable incidents were notified to the HSE during this period 1 Jan – 31 March 2017.
  - (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

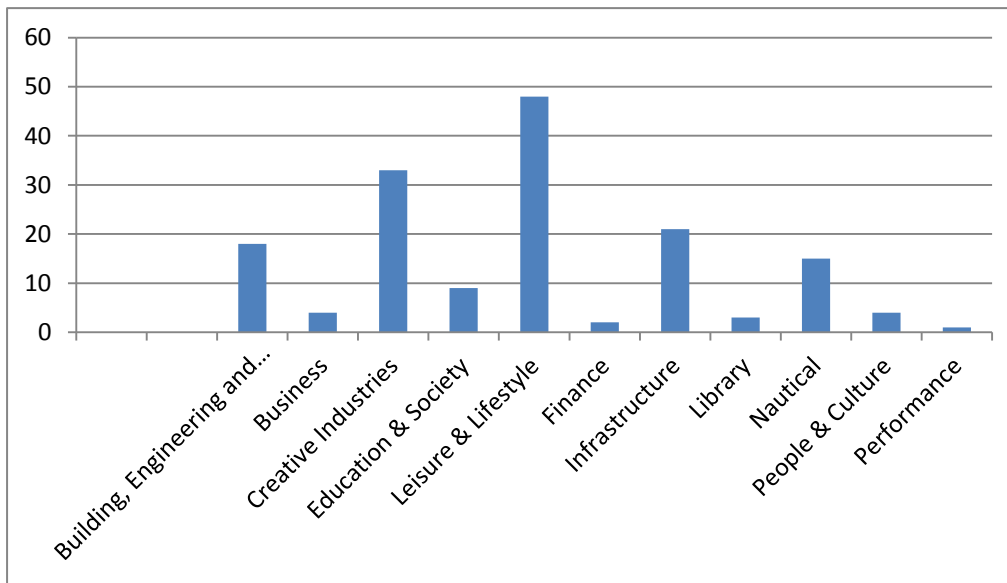
will be inspected daily.

- (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**

- A total of 52 accidents / incidents took place at the City Campus and 9 at the Riverside Campus.
- There were 3 RIDDOR reportable incidents for this period compared with 0 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 risen- 7 for 2016 to 17 for 2017.
- There is an increase in the number of accidents / incidents for 16 / 17 compared to 15 /16. 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.
- Further accident / incident investigation may be required to determine the immediate and underlying causes of incidents which would allow the College to identify and implement corrective actions to prevent further occurrences.
- A breakdown of accidents / incidents by Directorate / Faculty is provided in the graph below:

### ACCIDENTS/INCIDENTS BY DIRECORATE/FACULTY AREA

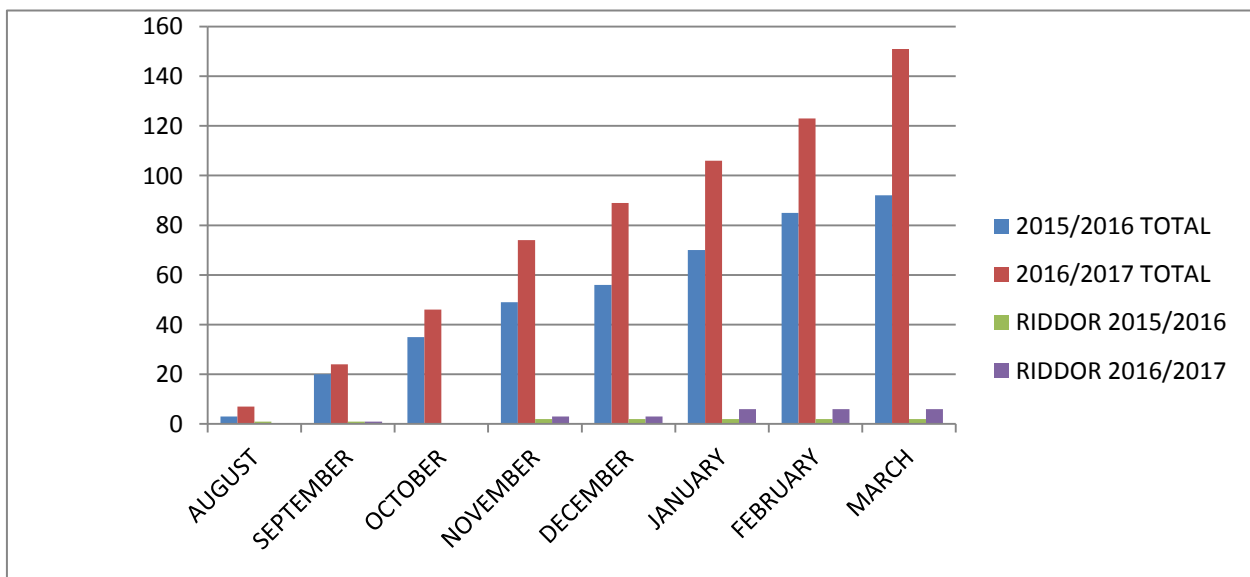


The Health and Safety Committee will review and discuss these trends and recommend any further actions where necessary.

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

01 July-31 Mar	ACCIDENT	INCIDENT	RIDDOR	Totals
2015 / 16	83	7	2	92
2016 / 17	124	21	6	151

### MONTHLY / ANNUAL COMPARISON 15 / 16 and 16 / 17



## ACCIDENTS / INCIDENTS BY MONTH / YEAR

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	7	92	27	151
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 total of 26 risk assessments were submitted on Connected in the current reporting period.
- Around 20 individual staff workplace / workstation assessments were carried out in the current reporting period.

### Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- A minor fire incident took place on 22 / 03 / 17 in 1<sup>st</sup> floor Construction area. Hot working operations were found to be responsible for the fire event. The fire was extinguished in- house by a member of staff and the fire and rescue service attended the incident. It was identified that the cause and effect programming for the fire detection and fire alarm system was incorrect which led to an initial partial evacuation as the 3 minute investigation phase was not programmed throughout the entire system
- Remedial actions have been identified and implemented in Construction to prevent a recurrence.
- The fire detection and fire alarm system 'cause and effect' programming has now been reprogrammed to ensure that the entire system operates with a 3 minute investigation phase unless a break glass call point is activated or 2 detectors activated.
- An unwanted fire alarm signal occurred on 23 / 03 / 17 as a result of steam from a running hot water tap activating an automatic fire detector within a cleaner's cupboard. The fire and rescue service attended. Fire detectors have been reprogrammed to prevent activation from a similar incident.
- 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.
- Selection/appointment of a competent Fire Risk Assessor is currently underway to allow a fire risk assessment to be carried out for the City Campus.

### **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.
- 21 Duty Manager / Responsible Person
- 6 Emergency Communications for Evacuation

### **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**

- A claim has been made to the college's insurer in relation to an alleged personal injury that was reported in January 2017. This incident was a RIDDOR reportable incident and was notified to the Health and Safety Executive (HSE) The immediate cause of the alleged incident was rectified. See Section Accidents / Incidents (2) for further details of the specific incident.

## **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 1<sup>st</sup> January to 31 March 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 <sup>nd</sup> 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 <sup>th</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> floor security barriers	
	Student	CUT - tip of student's 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 <sup>st</sup> 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	
<b>Mar</b>	Staff	FALL - Staff member lost footing and fell upstairs between 2 and 3 floor, Stairwell C, injuring right hand and left knee.	Leisure & Lifestyle	City	

	Student	TRIP - Student tripped over a large piece of plaster outside workshop on 1st Floor.	Building, Engineering and Energy	City	
	Staff	SLIP - Staff member whilst mopping toilet slipped on liquid soap that had dripped onto floor, hurting right shoulder and lower back.	Infrastructure	City	
	Student	BURN - Student removed a pot from oven without using a towel/glove and lightly burned palm of right hand and index finger.	Leisure & Lifestyle	City	
	n/a	Staff member found chemical storage unlocked with keys in lock in unsecured darkroom, which they had previously locked that morning.	Creative Industries	City	
	n/a	Staff member found chemical storage unlocked with keys in lock in unsecured processing room which they had previously locked that morning.	Creative Industries	City	
	n/a	A clock that has been reported twice on enquirer for falling off wall was found propped against the wall.	Creative Industries	City	
	Student	CUT - Whilst chopping veg student lost concentration and removed part of tip of left index finger.	Leisure & Lifestyle	City	
	Staff	Staff member was hit by car barrier when out cleaning the area.	Infrastructure	City	

	Staff	FALL - Staff member was using a trolley when it rolled away they tried to catch trolley resulting in both staff member and trolley falling over, twisting ankle in the fall.	Infrastructure	City	
	Student	CUT - Cut to left index finger whilst student was chopping cabbage.	Leisure & Lifestyle	City	
	Student	Student mixing plaster when some of the plaster mixture got into left eye.	Building, Engineering and Energy	City	
	Staff	SLIP - Staff member slipped on wet floor. Floor was wet but there were wet floor signs in place.	Infrastructure	City	
	n/a	FIRE - Complete building evacuation.	Building, Engineering and Energy	City	
	Student	CUT - Student cleaning lathe had a small piece of swarf embedded in left thumb	Nautical	Riverside	
	n/a	FIRE - Complete building evacuation.		City	
	Student	SLIP - Student slipped on a grape on refectory floor, falling onto knee and spilling hot coffee over themselves.	Infrastructure	City	
	n/a	Staff member found keys in the lock of the chemical storage which was unsecured. The darkroom cannot be secured so there is a security risk for these chemicals.	Creative Industries	City	
	n/a	Staff member found chemical storage unsecured, open and unattended, chemicals also left unsecured out of storage.	Creative Industries	City	

	n/a	Staff member found keys in the lock of the chemical storage which was unsecured. The darkroom cannot be secured so there is a security risk for these chemicals.	Creative Industries	City	
	Student	Student whilst cleaning workbenches of waste plastic laminate disturbed shards and dust which flew into their eyes causing much discomfort.	Building, Engineering and Energy	City	
	Staff	Staff member pulled a muscle in left side/hip when working alone carrying laptops from caddies back to desk. A lot of lifting and twisting involved.	Library	City	
	Student	CUT - Student cut middle finger of left hand.	Leisure & Lifestyle	City	
	Student	CUT - Student setting up a room cut right hand pinkie nail on a glass object.	Creative Industries	City	
	Staff	Staff member was complaining of a sore hand/wrist after handing out laptops for most of the day.	Library	City	
	Student	Student dropped a weight on middle finger right hand.	Leisure & Lifestyle	City	
	n/a	Staff member found keys in the lock of the chemical storage which was unsecured. The darkroom cannot be secured so there is a security risk for these chemicals.	Creative Industries	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.