

Board of Management

Date of Meeting	Wednesday 23 August 2017
Paper No.	BoM1-H
Agenda Item	10
Subject of Paper	Health and Safety Annual Report 1 August 2016 – 31 July 2017
FOISA Status	Disclosable
Primary Contact	Fares Samara
Date of production	August 2017
Action	For Approval

1. Recommendations

- 1.1** The Board is invited to discuss and approve the report.

2. Purpose of Report

2.1 Managing for health and safety is key priority for the College and is an integral part of effective service delivery. This annual report serves to provide a review of the College's health and safety performance and is the first annual report following the new format covering the year 1 August 2016 to 31 July 2017. Our health and safety performance impacts all aspects of college life, our staff, our students, all contractors and any member of the public using our estate. All health and safety risks created by College premises; facilities and activities must be effectively controlled and managed. This is achieved through compliance with relevant health and safety legislation and through the continuing development and implementation of our health and safety management systems.

2.2 Attached as appendices are the 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 4th quarter will be submitted to the next FPRC in September and at the next H&S Committee meeting in August) Only three Quarterly Reports have been submitted to the F&PRC over the Reporting Period-

- October- December 2016;
- January- March 2017; and
- April to July 2017.

2.3 In order to standardise the reporting periods it is proposed that the Quarterly Reports are provided as follows:-

Quarter	Q1	Q2	Q3	Q4
Reporting Period	Aug- Oct	Nov- Jan	Feb- April	May- July
Report to F&PRC	Nov	Feb	May	August

2.4 In addition, the Annual Report is proposed to report on the period 1 August to 31 July.

3. Context

3.1 The reporting of Health and Safety performance was historically limited to members of the H&S Committee and the Annual Report to the Board of Management. This approach did not provide early information on H&S matters at SMT level. The new reporting structure was established to promote engagement, encourage buy-in and to ensure co-operation and coordination across the College on health and safety matters. The approach aims to raise the profile and emphasises compliance with the relevant

statutory provisions with monthly reports to the SMT. The reporting process also aims to provide Senior Management with the opportunity to use H&S performance information to make appropriate strategic and operational decisions that fully takes account of health and safety performance standards and the relevant statutory provisions.

3.2 The current health and safety reporting requirements are:

3.2.1 Monthly report to SMT

3.2.2 Quarterly report to FPRC and H&S Committee (cumulative monthly reports)

3.2.3 Annual report to Board of Management (cumulative quarterly reports)

4. Impact and implications

4.1 The reporting process provides College Senior Management and the Board with information on standards of reactive and active health and safety performance. This allows Senior Management to make appropriate management decisions whilst taking health and safety implications into consideration. It also provides the Board of Management with information on the College's health and safety performance and will help them to determine if health and safety is being managed appropriately and effectively.

4.1 The Health and Safety at Work etc. Act 1974 (HSAWA) sets out the general health and safety duties of the College as an employer to ensure the health and safety of our employees and those persons not in the employment of the College that could foreseeably be affected by our work activities, so far as is reasonably practicable. The Fire (Scotland) Act 2005 (FSA) places a similar duty on the College as an employer in respect of premises which we occupy. Failure to comply with the provisions of health and safety and fire safety law can ultimately lead to enforcement action which can include improvement and prohibition notices; criminal prosecution leading to fines and publicity orders and individual prosecution leading to fines and / or custodial sentences as well as significant reputational damage. Failures in health and safety management can also pose a risk of civil action against the College as an employer.

4.2 If a health and safety offence is committed with the consent or connivance of, or is attributable to a neglect of a duty on the part of any director, manager, secretary or other similar officer then that person or persons (as well as the organisation) can be prosecuted under the HSAWA and FSA.

4.3 The Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 set out specific legal duties which support compliance with the HSAWA and the FSA respectively, including assessing risks and making appropriate arrangements for the effective planning, organisation, monitoring, control, and review of the preventive and protective measures.

- 4.4 The Corporate Manslaughter and Corporate Homicide Act 2007- Under this Act an offence will be committed where failings by the senior management of the College are a substantial element in any gross breach of a duty of care owed to the College's employees or members of the public, which results in death.

Health and Safety Annual Report – 1 August 2016 – 31 July 2017

Our Health and Safety Policy sets out the high- level corporate aims, targets and objectives for managing health and safety and the corporate planning arrangements and structures for its implementation.

All College service areas are required to implement and give effect to the Policy and turn these high level targets into local actions to manage and control risks to safety and health across all areas and activities of the College.

In order to ensure the management system is effective in achieving what it has set out to do, it is essential that performance is monitored, measured and reported to learn any lessons and to provide a feedback loop into the management system to act upon any identified issues and to identify and implement corrective actions to ensure that performance is continually improved.

H&S performance reporting is therefore important to College service managers; Senior Management and the Board of Management to identify if current performance is adequate or whether more needs to be done to ensure that risks to safety and health are being adequately controlled.

This Annual Report is presented in accordance with the agreed reporting approach for health and safety which has seen significant improvements in the information flow and visibility of health and safety matters and performance. With the appointment of the new H&S Compliance Manager it is appropriate to review the reporting systems and structures to ensure that there is continuous improvement not just in the information presented but in the overall health and safety management system

Subject to further consultation and addition discussion an improvement proposal will be presented to the SMT and the FPRC. A summary is presented here as an early indication of our intent to continuously review and improve operational H&S arrangements.

Using the Health and Safety Executive recommendation that organisations should develop internal management systems based on the PLAN – DO – CHECK - ACT approach, we intend to:

- develop and implement a comprehensive health and safety management system that relates to the College risk profile.
- review of the risk assessment and risk management procedures to ensure that risk assessments continue to be effective in identifying hazards and

risks and identifying proportionate risk control measures that reduce the risks to a level as low as is reasonably practicable.

- develop and implement a range of active and reactive health and safety monitoring tools including the development of a health and safety auditing strategy to more accurately measure and report on health and safety overall performance.

Health and Safety Structure

- The Vice Principal Infrastructure is the nominated senior manager with additional responsibilities for health and safety management.
- The Head of Health and Safety left the employment of the College in December 2016 and the remit of the Head of Estates now includes responsibilities for health and safety management.
- A Health and Safety Compliance Manager was recruited and appointed on 18 April 2017.
- No subsequent changes to the current Health and Safety Team structure have taken place since the appointment of the Health and Safety Compliance Manager.

The current Health and Safety Team structure is as follows -

- Health and Safety Compliance Manager;
- Health and Safety Adviser; and,
- Health and Safety Administrator.

Accident / Incidents

Health and Safety at Work etc. Act
Management of Health and Safety at Work Regulations
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Certain categories of work- related accidents and incidents involving workers and in some cases those persons not in employment may be reportable to the Health and Safety Executive.

- There is a clear increase in the number of all reported accidents and incidents from 116 to 190.
- The most significant causes of all accidents were slips / trips and falls and contact with sharp objects followed by being struck by falling / stationary or moving objects and hot or cold contact.
- Accidents and incidents may identify where existing control measures are not effective or are not fully implemented.
- Historically accidents and incidents have not been subject to effective investigation either by service areas or by the Health and Safety Team and as such, appropriate measures to prevent a recurrence may not have been identified and implemented. A new incident investigation matrix has been developed to determine the class of investigation required for specific incidents. Since the development of the matrix 4 accidents have been investigated by the Health and Safety Team and reports submitted to service areas for action.
- RIDDOR incidents reportable to the Health and Safety Executive also show an increase however the overall numbers are considered to be fairly low- however these types of accidents may indicate the potential for a more severe outcome if the events leading up to the incident were to be repeated.
- For the current reporting period 26 accidents / incidents have taken place where

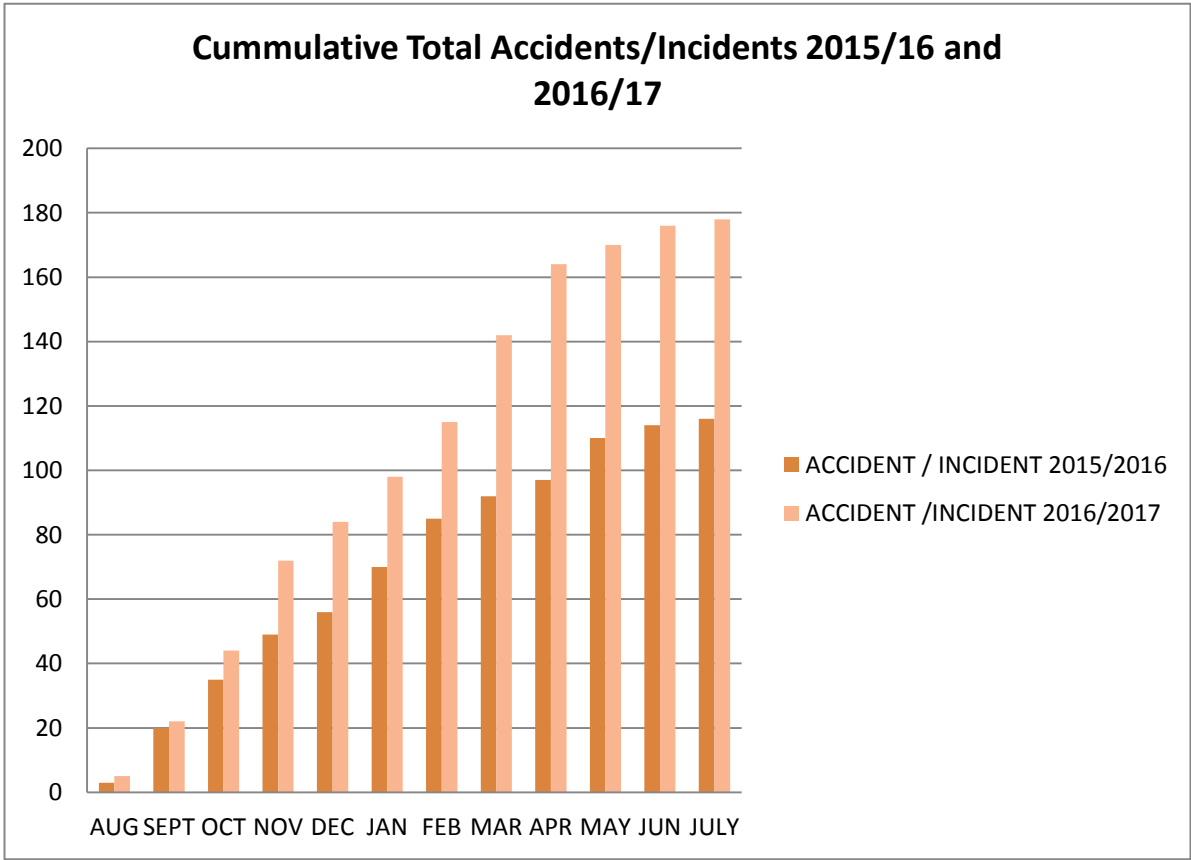
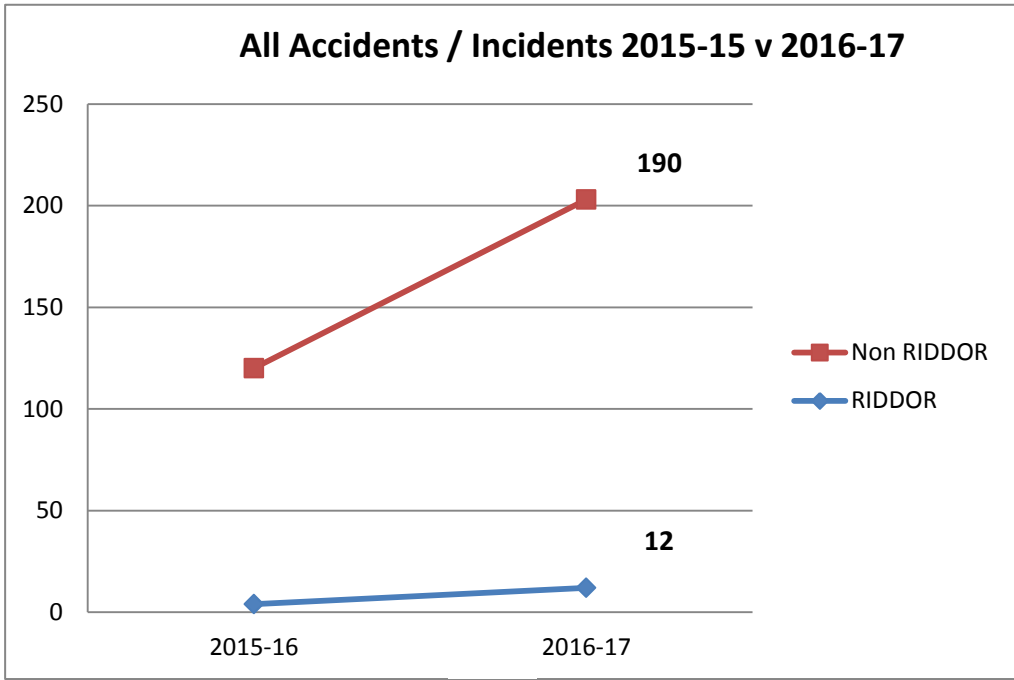
- an accident / incident report has not been submitted by the relevant work area.
- The limitations of accidents / incident reports as a measure of health and safety performance include-
 - It is a historic measure of performance and cannot predict future performance
 - Accidents may not be reported; recorded or disclosed
 - The absence of accidents does not necessarily indicate that conditions and procedures are safe
 - Does not measure the actual or potential severity of accidents
 - Unable to identify high consequence low probability risks

ANNUAL COMPARISON TO LAST REPORTING YEAR for reporting period

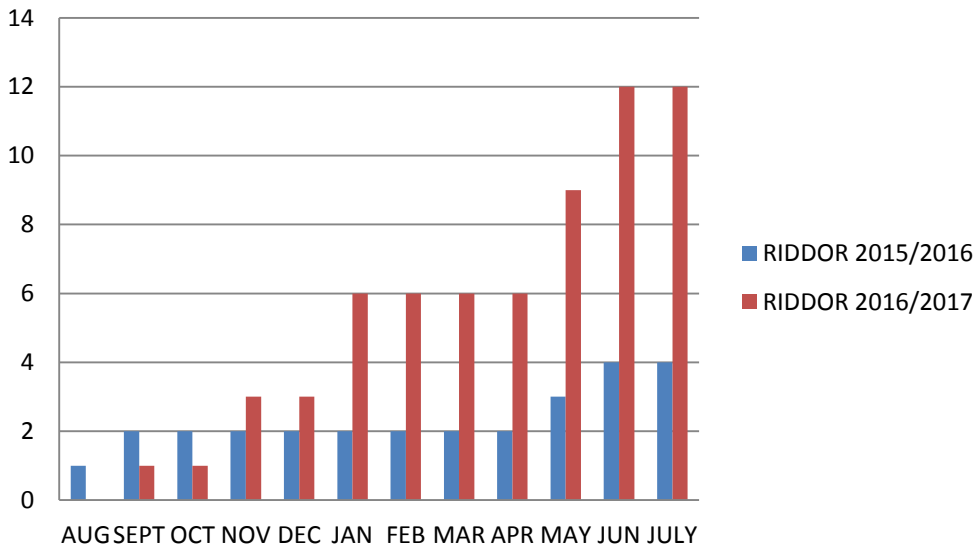
01 August 2016 – 31 July 2017	ACCIDENT	INCIDENT	RIDDOR	TOTALS
2015/2016	103	9	4	116
2016/2017	136	42	12	190

MONTHLY / ANNUAL COMPARISON TO LAST REPORTING YEAR for reporting period

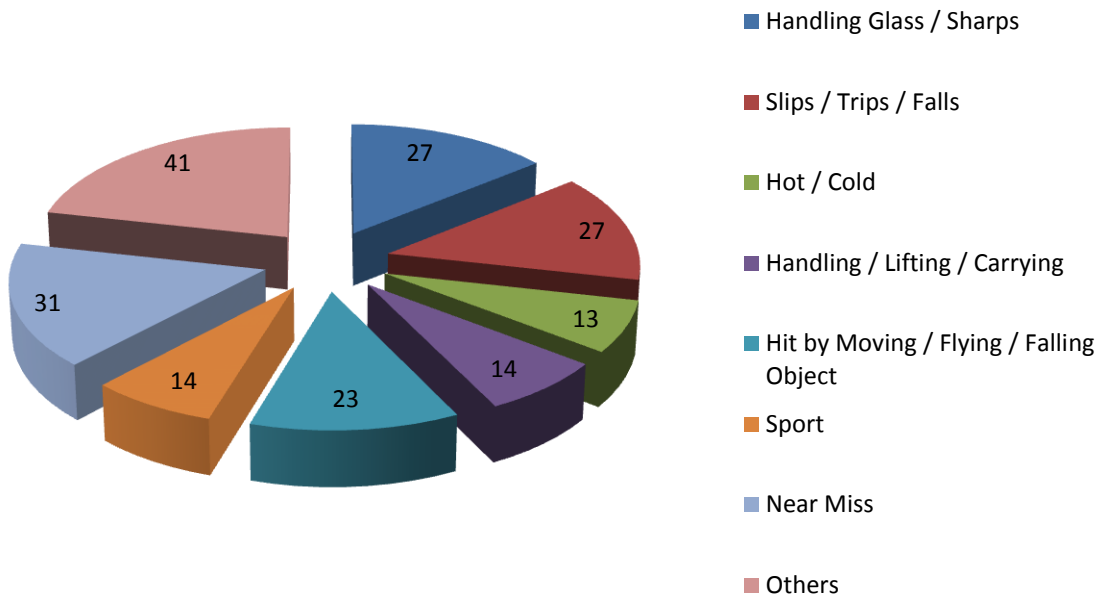
Accidents/Incidents	2015 / 16 Month	2015 / 16 Total	2016 / 17 Month	2016 / 17 Total
August	3	3	5	5
September	17	20	18	23
October	14	34	23	46
November	15	49	29	75
December	7	56	12	87
January	14	70	17	104
February	15	85	17	121
March	7	92	27	148
April	5	97	22	170
May	13	110	9	179
June	4	114	9	188
July	2	116	2	190



Cummulative Total RIDDOR 2015/16 and 2106/17



Accident/Incidents 2016-2017 by Type



H&S Risk Assessments (excluding fire)

Health and Safety at Work Act

Management of Health and Safety at Work Regulations

- Approximately 80 risk assessments have been submitted on Connected in this reporting period.

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- Fire Safety law requires that employers and those organisations in control of premises ensure that appropriate and effective measures to reduce the risk of fire are in place and include specific duties to ensure that adequate measures are in place to:-
 - Control the risk of fire
 - Control fire spread
 - Ensure that the means of escape are available at all material times
 - Fight fires
 - Detect fire
 - Give warning of fire
 - Ensure that arrangements are in place to ensure that appropriate action is taken in the event of fire
 - Ensure that employees and relevant persons receive suitable information, instruction and training in the fire safety arrangements.
- In addition, employers are also required to ensure that any fire safety systems and equipment are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- Where more than one duty- holder share a premises then those organisations must put in place adequate arrangements to secure cooperation and coordination in respect of complying with the duties under fire safety law.

Fire Event Category	City Campus	Riverside Campus	Marine Skills Centre	Halls of Residence
Fire	1	-	-	-
Evacuation Drill	1	1	1	2
Unwanted Fire Alarm Signal (leading to a full evacuation)	7	2	0	2

- A minor fire incident took place on 22 / 03 / 17 in 1st 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. A review of the risk assessment was carried out

and a number of improvement actions were carried out to prevent a recurrence.

- A fire safety risk assessment was carried out for the City Campus in June by a fire safety consultant.
- A number of actions for improvement have been highlighted in the report and an action plan has been developed to monitor their completion.
- Fire safety risk assessments for the remainder of the College estate will be carried out over the coming year.

Training

Health and Safety at Work etc. Act and Relevant Statutory Provisions
 Fire (Scotland) Act
 Fire Safety (Scotland) Regulations

- Health and Safety and Fire Safety law places duties on employers to provide suitable information, instruction and training to staff in relation to the risks to health and safety and safety from fire. In certain cases this can extend to persons not in their employment. Employers are also responsible for ensuring that employees are competent to carry out their duties without risks to their own and others health and safety or safety from fire.
- Training completed in the reporting period is as follows:-

Course	Type of Course	Numbers of Staff Completing
Introduction to Health and Safety at Work	Internal- Online- Certificated	85
Fire Safety and Evacuation	Internal- Online- Certificated	98
Assessrite Display Screen Equipment	External- Online- Certificated	102
Evacuation Team- Fire	Internal- face- to- face	5
Assembly area Fire Marshal	Internal- face- to- face	11
Responsible Person / Duty Manager- Fire	Internal- face- to- face	25
Evacuation Communications Coordinator- Fire	Internal- face- to- face	10
First Aid at Work	External- Certificated	10
Manual Handling	Internal- face- to- face	1
Safe use of stepladders	Internal- face- to- face	75
	Total	422

BDO Audit

Management Of Health and Safety at Work Regulations

- A review of the implementation of the BDO Audit recommendations by Henderson Loggie is scheduled for 07/08/17.
- 5 of the 6 actions identified in the BDO Audit have been implemented.
- The outstanding action, the creation of a Health and Safety Risk Register, is currently under development.

Enforcing Authorities

Health and Safety at Work Act

- No regulatory contact with the College has been made by the Health and Safety and Fire Safety enforcing authorities.

H&S Policies and procedures

Health and Safety at Work Act

- There are currently 13 Health and Safety policies and procedures including the Fire Safety Policy and Procedure.
- 11 of these policies / procedures are now due for review.
- A draft Fire Safety Risk Management Policy and Organisation and Arrangements has been submitted to Senior Management for consideration.

Accident Claims Cases

- There have been three personal injury claims made to the College for this period.
- One incident related to a lift incident that occurred in October 2105 at NHS.
- One incident took place in January 2017 at the City Campus as a result of a slip / trip fall incident.
- The remaining incident related to a table top detaching from its base resulting in a student falling and being struck by the table.

H&S Committee

The Safety Representatives and Safety Committees Regulations

- The Health and Safety Committee is the main forum for communication and consultation between College management and staff and their representatives
- The Health and Safety Committee meets quarterly and receives a Health and Safety report similar to the F&PRC Quarterly Report.
- Management and staff are able to raise and discuss specific health and safety issues and matters.
- At the last meeting a new proposed Constitution and Terms of Reference was presented to the Committee to stimulate discussion on improvements to the work of the Committee.

Inspections

- No formal inspections carried out but various faults / issues observed have been reported or taken forward.
- The Health and Safety Team are currently developing a Manager's H&S Inspection checklist for the conduct of inspections in individual work areas.
- Discussions have taken place between the Health and Safety Team and EIS Trade Union Safety Representatives on the development of a programme of joint Management / Safety Representative Inspections for the forthcoming year.

Benchmarking

- The Health and Safety Executive (HSE) have historically produced annual statistics based on reportable injuries to employees- no statistics are currently available for benchmarking purposes. A significant limitation of these figures is that they only apply to employees.
- Benchmarking statistics are also not currently available from the College Development Network- Health and Safety.