

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 27 September 2017
Paper No.	FPRC1-H
Agenda Item	10
Subject of Paper	Health and Safety Report 1st April to 31st July 2017
FOISA Status	Disclosable
Primary Contact	Fares Samara
Date of production	September 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 April to 31st July 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 April; May; June and July 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 1st January – 28st February 2017 was produced for the 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 April to 31st July 2017.

HEALTH AND SAFETY REPORT – 1 Apr to 31 July 2017

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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 April, May and June 2017.

Structure

- No changes to the current Health and Safety Team structure since the appointment of the Health and Safety Compliance Manager.

Accident / Incidents

Health and Safety at Work Act

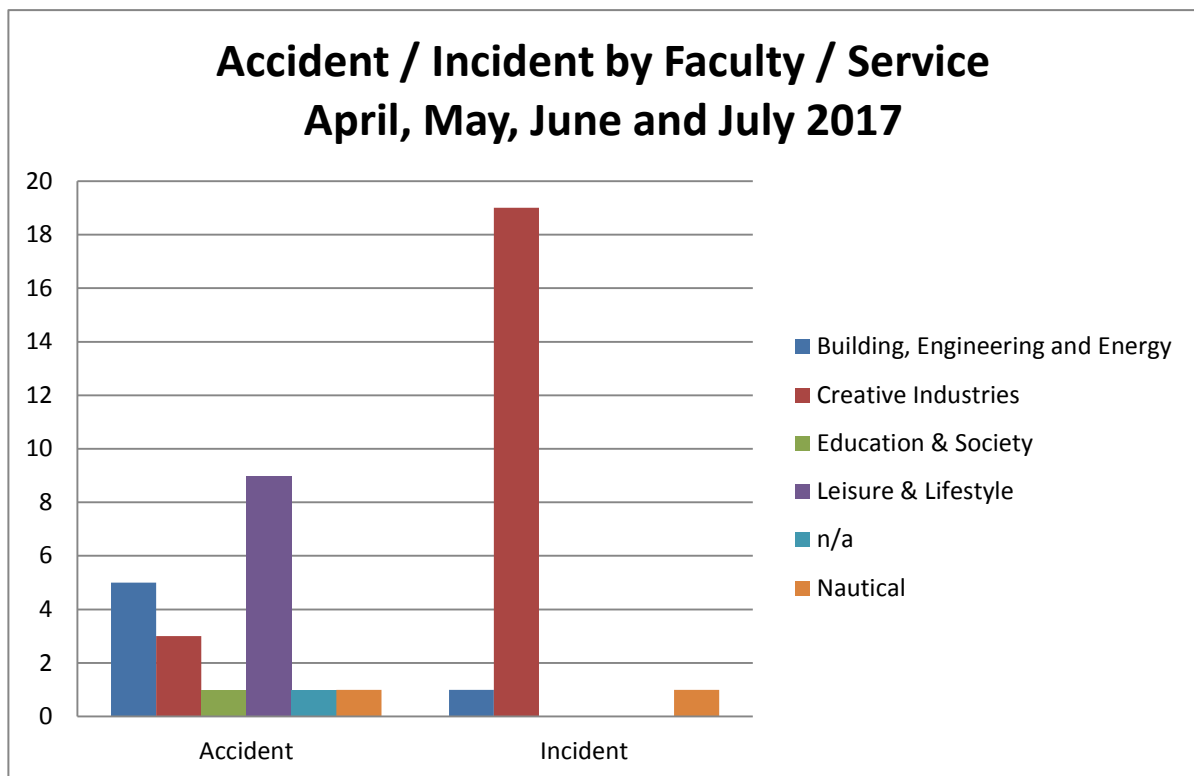
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 42 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 charts are presented below. The total number of accident / incidents reported for the reporting period for the year 2016 / 17 has increased by 20 compared to same period for last year 2015 / 16.
- 6 RIDDOR reportable incidents were notified to the HSE during this period 1 April – 31 July 2017- all involved students and all were taken straight to hospital from the College for treatment.
 - (1) Student landed badly when playing basketball, sustaining a possible sprain or fracture.
 - (2) Student received severe burns to right hand after removing a hot pan from the oven without using an oven cloth.
 - (3) Student who was taking part in a game injured left knee.
 - (4) Student leaned on a table top that was not fixed to the legs, the top gave way and the student fell to the floor with the corner of the table hitting the right shoulder.
 - (5) Student fell over during games, hurting right foot, unable to stand.
 - (6) Student was cutting plastic sheeting with scalpel when it slipped cutting left hand index finger

Patterns / Trends / Actions

- A total of 39 accidents / incidents took place at the City Campus and 3 at the Riverside Campus.
- There were 6 RIDDOR reportable incidents for this period compared with 2 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 from 6 for 2016 to 20 for 2017.
- There is an increase in the number of accidents / incidents for 16 / 17 compared to 15 / 16. Further accident / incident investigation may be required to determine the immediate; underlying and root causes of accidents / 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 following graph.

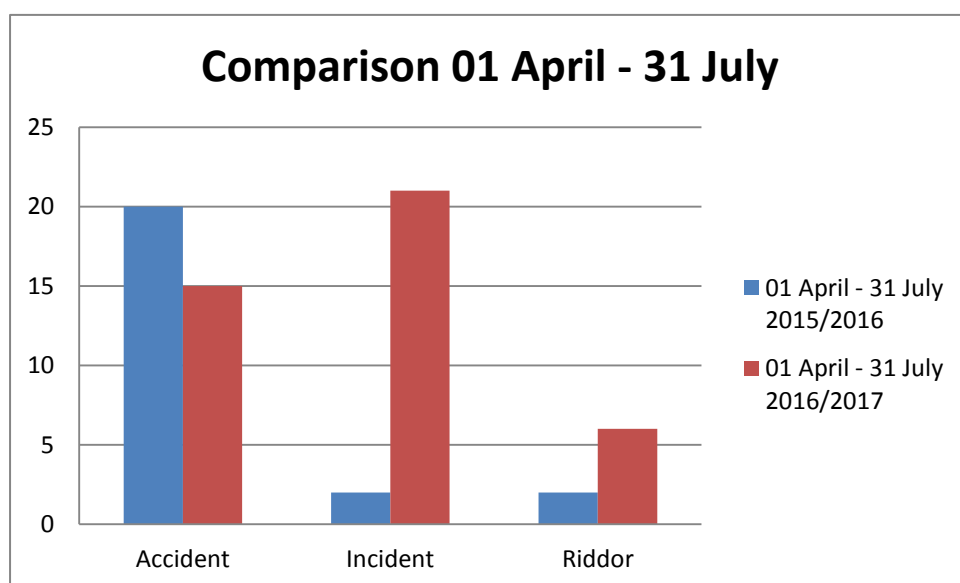


- The Health and Safety Committee will review and discuss these trends and recommend any further actions to reduce the likelihood of a recurrence where necessary.

MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Apr-31 Jul	ACCIDENT	INCIDENT	RIDDOR	Totals
2015 / 16	20	2	2	22
2016 / 17	15	21	6	42

MONTHLY / QUARTERLY COMPARISON 2015 / 2016 and 2016 / 2017



ACCIDENTS / INCIDENTS BY MONTH / YEAR

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

(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 5 risk assessments were submitted on Connected in the current reporting period.

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- An unwanted fire alarm signal occurred on 20/072017 as a result of dust contamination of an automatic fire detector leading to a full evacuation of the City Campus.
- A fire safety risk assessment was completed by a fire safety consultant for the City Campus in June 2017. An action plan has been developed to implement a number of identified remedial actions.
- A revised draft Fire Safety Risk Management Policy and Organisation and Arrangements has been completed.

Training

Health and Safety at Work Act

Almost all Regulations include requirement for training

- A total of 18 staff completed the Introduction to Health and Safety at Work online course in the reporting period.
- A total of 20 staff completed the Fire Safety and Evacuation online course in the reporting period.
- A total of 8 staff completed the Display Screen Equipment online course in the reporting period.

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.

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 Risk Management Policy and Organisation and Arrangements in the Fire section above.

Accident Claims Cases

- A letter of claim for a personal injury has been received by the College in relation to an accident to a student on 01/06/17. This incident was a RIDDOR reportable incident and was notified to the Health and Safety Executive (HSE) See appendix (32) for further details of the specific incident.

H&S Committee

The Safety Representatives and Safety Committees Regulations

- A meeting of the Health and Safety Committee took place on 23/06/13. Issues raised / discussed included a draft terms of reference and constitution for the Health and Safety Committee; fire safety management and fire safety risk assessments; environmental noise at work; dust at the City Campus associated with the Construction teaching areas; Joint Trade Union / Management Health and Safety Inspections, and further discussions on the proposal to have 2 H&S Sub Committees, 1 for Riverside and 1 for City. Several Actions emerged from the discussions which were:
- To forward the results of noise monitoring at the City Campus to all Committee members- complete.
- To forward a copy of the Fire Safety Risk Assessment for the Riverside Campus to all Committee members- complete.
- To arrange an environmental dust monitoring exercise at the City Campus- ongoing- Health and Safety Team liaising with an Occupational Hygiene Consultant on carrying out a monitoring exercise.
- Develop a programme of joint Trade Union / Management Health and Safety Inspections- ongoing discussions taking place between Trade Unions / Health and Safety Team.

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 April to 31st July 2017.

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
1	Contractor	TRIP - Contractor tripped over some plywood while transporting scaffolding poles.	N / A	City				
2	Staff	Chemical storage was found damaged and unsecured, evidence of forced entry.	Creative Industries	City				
3	Staff	Chemical storage was found open and unattended.	Creative Industries	City				
4	Staff	Chemical storage was found damaged and unsecured, evidence of forced entry, 6l bottle of chemistry has gone missing.	Creative Industries	City				

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
5	Student	Student was discovered working alone, unsupervised without the safety lights on, therefore workspace was inadequately lit. Chemistry was also left unsecured in a damaged storage unit under sink.	Creative Industries	City				
6	Staff	Chemical containers found uncapped, exposing the chemistry to contamination or risk. Drinking bottles had been abandoned and kit left in-sit, litter left lying after class.	Creative Industries	City				

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
7	Staff	Darkroom was found unsecured with spent and exposed chemistry baths, presented a risk to the unsupervised lone student working in this area. Lights, electrics and water faucet were found running also.	Creative Industries	City				
8	Student	Student dropped weighing scales on right foot, injuring big toe and foot.	Leisure & Lifestyle	City				
9	Staff	Students were discovered working in computer lab unsupervised.	Creative Industries	City				
10	Staff	Student was discovered working alone in studio, unsupervised.	Creative Industries	City				

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
11	Staff	Student was discovered leaving the darkroom which, when checked, had spent and exposed chemistry baths.	Creative Industries	City				
12	Staff	Unsupervised students and unregistered visitors were discovered eating and drinking food in studio spaces. There are trailing electrical cables and portable ladders also found here.	Creative Industries	City				
13	Staff	Unsupervised students and unregistered visitors were discovered eating and drinking food in studio spaces. There are trailing electrical cables and portable ladders also found hear.	Creative Industries	City				

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14	Staff	Unsupervised students and unregistered visitors were discovered eating and drinking food in studio spaces. There are trailing electrical cables and portable ladders also found here. Door was also propped open with a chair.	Creative Industries	City				
15	Staff	Unsupervised students and unregistered visitors were discovered eating and drinking food in studio spaces. There are trailing electrical cables and portable ladders also found here.	Creative Industries	City				

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
16	Staff	Chemical containers found uncapped exposing the chemistry to contamination or risk.	Creative Industries	City				
17	Staff	Room that contains unsecured chemicals had been found abandoned and door propped open by furniture for 2nd time in a day.	Creative Industries	City				
18	Staff	Student had been left unsupervised in a class which contains unsecured chemicals.	Creative Industries	City				
19	Staff	Unsupervised student left in room with high temperature machinery which was abandoned and active.	Creative Industries	City				

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20	Staff	Students left unsupervised in class where a student was using very sharp blades to prepare course work.	Creative Industries	City				
21	Staff	Chemical storage which was reported previously is still damaged and presenting a risk.	Creative Industries	City				
22	Student	Cut right hand thumb with knife	Leisure and Lifestyle	City				
23	Student	Landed badly when playing basketball- possible sprain of fracture	Leisure and Lifestyle	City	YES			
24	Student	Student was storing a chuck on a shelf when the shelf dislodged and collapsed, no injury.	Nautical / Marine Engineering	Riverside				

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25	Student	BURN - Student received severe burns to right hand after removing a hot pan from the oven without using an oven cloth.	Leisure & Lifestyle / Food	City	YES			
26	Student	CUT - Student chopping vegetables cut tip and nail of forth finger, right hand.	Leisure & Lifestyle / Food	City				
27	Student	CUT - Student extracting a plug from electric cable, screwdriver slipped causing a 2cm cut to the right of inner thumb.	Nautical / Marine Engineering	Riverside				
28	Student	Student who was taking part in a game injured left knee.	Leisure & Lifestyle / Sport	City	YES			

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
29	Student	Student whilst putting and chair into the upholstery storage area a chair and fabric roll fell backwards, the edge of the heavy wooden frame fell on left foot, causing swelling and bruising.	Creative Industries / Upholstery	City				
30	Student	Student was hit on left side of face with a football during a coaching session.	Leisure & Lifestyle / Sport	City				
31	Student	Student sustained burns to her left hand and on finger tips across 4 fingers during class.	Leisure & Lifestyle / Food	City				

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/SER VICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
32	Student	Student lent on a table top that was not fixed to the legs, the top gave way and the student fell to the floor with the corner of the table hitting the right shoulder.	Education & Society	City	YES	Table quarantined	YES- Incident Investigation forwarded to Faculty	Report contains a number of recommendations to manage the risks to H&S.
33	Student	Two students sharing a bay taking down plaster from the walls, one student was hit on the face by a flying piece of plaster when the other student hacked at plaster with a hammer.	Building, Engineering and Energy / Construction	City		No Accident Report form received	NO	Faculty contacted to provide Accident Report
34	Staff	FALL – Member of staff working from ladder bringing bags of floor screed down from storage rack, fell approx. 1.5 meters off ladder onto floor.	Building, Engineering and Energy / Construction	City		Ladder taken out of use. Work at height training to be carried out. Staff reminded of safe systems of work.	YES	Report contains a number of recommendations to manage the risks to H&S has been submitted to the relevant Faculty.

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM ACCIDENT REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
35	Student	Student fell over during games, hurting right foot, unable to stand.	Leisure & Lifestyle / Sport	City	YES	None	NO	
36	Student	CUT - Student cutting plastic sheet with scalpel when it slipped cutting left hand index finger	Creative Industries / Art and Design	City	YES	Lecturer advised on safe systems of work and safe use of scalpels.	YES	Report contains a number of recommendations to manage the risks to H&S has been submitted to the relevant Faculty.
37	Staff (Agency)	Pain in lower back after lifting a box	Leisure and Lifestyle / Catering	City		Line Manager to identify if further manual handling training is required.	NO	
38	Student	CUT - Student cut left arm.	Building, Engineering and Energy / Construction	City		This was a self- inflicted injury.	NO	The student has been referred to a Student Adviser.
39	Staff	Staff member jammed left index finger when moving boards into lift.	Creative Industries / Technical	City		No Accident Report form received	NO	Faculty contacted to provide Accident Report

	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/ SERVICE/ DEPARTMENT	CAMPUS LOCATION	RIDDOR	IDENTIFIED ACTIONS FROM REPORT FORM	H&S INVESTIGATION CARRIED OUT	H&S COMMENTS
40	Student	CUT - Student using chisel slipped and cut right hand finger.	Building, Engineering and Energy / Construction	City		Toolbox talk on safe use of hand tools with all students in class.	NO	
41	Other	FIRE - Full evacuation at City Campus	Building, Engineering and Energy	City				Smoke detector to be replaced with a heat detector to prevent / minimise unwanted fire alarm systems. The fire evacuation procedures are currently under review.
42	Student	Student working with Kromhout Diesel Engine, bottom end bearing slipped and hit back of students left hand.	Building, Engineering and Energy	Riverside			YES	This accident is currently under investigation and an investigation report will be produced in due course.

Individual work areas investigate accidents / incidents and identify and implement remedial actions to prevent a recurrence of accident / incidents. The Health and Safety Committee discusses and reflects on trends or patterns of accidents / incidents and may call for further investigation of accidents / incidents to identify immediate, underlying and root causes of accidents / incidents to ensure that there is continuous improvement of the health and safety management system.