

## Board of Management

## Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 22 November 2017</b>
<b>Paper No.</b>	<b>FPRC2-H</b>
<b>Agenda Item</b>	<b>10</b>
<b>Subject of Paper</b>	<b>Health and Safety Report 1<sup>st</sup> August to 31<sup>st</sup> October 2017</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Fares Samara</b>
<b>Date of production</b>	<b>November 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> August to 31<sup>st</sup> October 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 August; September and October 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 period 1<sup>st</sup> April to 31<sup>st</sup> July 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.

## HEALTH AND SAFETY REPORT – 1 Aug to 31 Oct 2017

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### Structure

- We identified the need for a Fire Safety Officer (on a temporary basis). The recruitment process is now complete and a suitable candidate has been identified and offered the post.

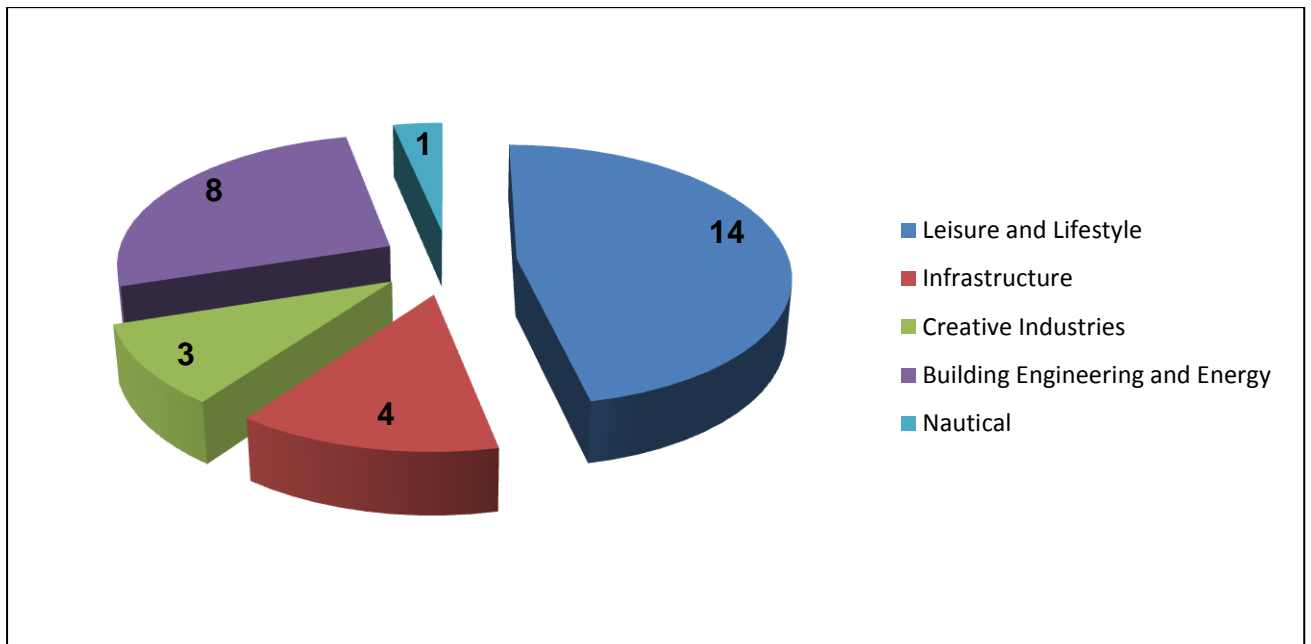
### Accident / Incidents

Health and Safety at Work etc. Act

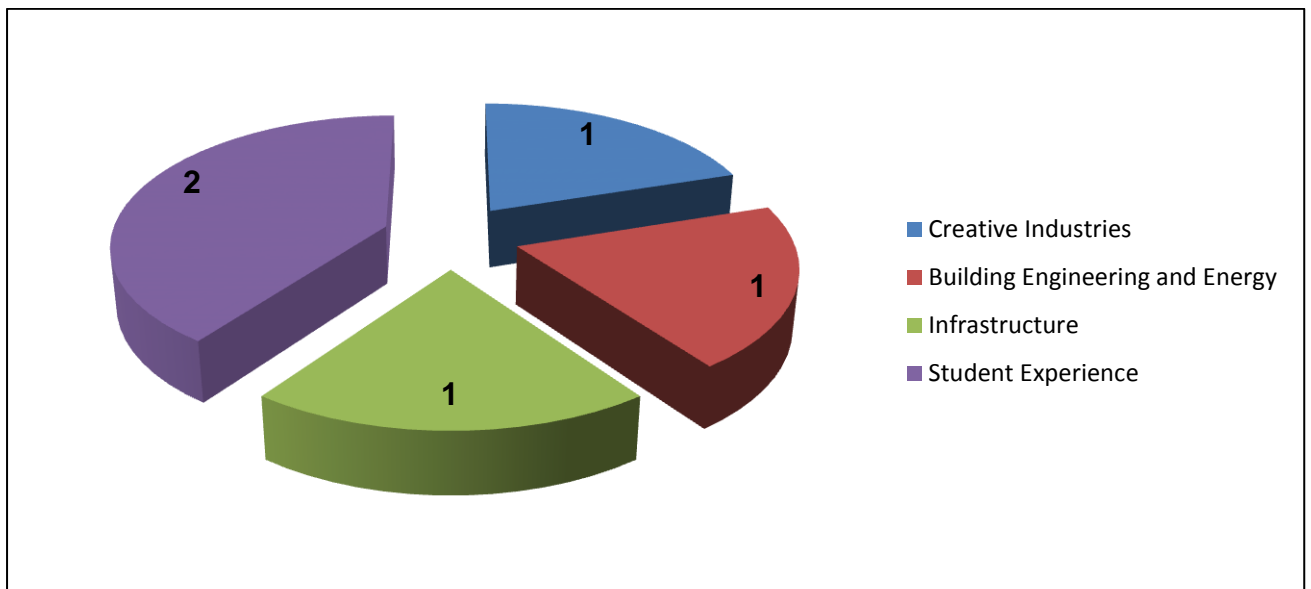
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 35 accidents / incidents were reported in this period of which 7 were RIDDOR reportable incidents.
- This compares to 46 accidents / incidents and 2 RIDDOR reportable incidents for 2016- 17.

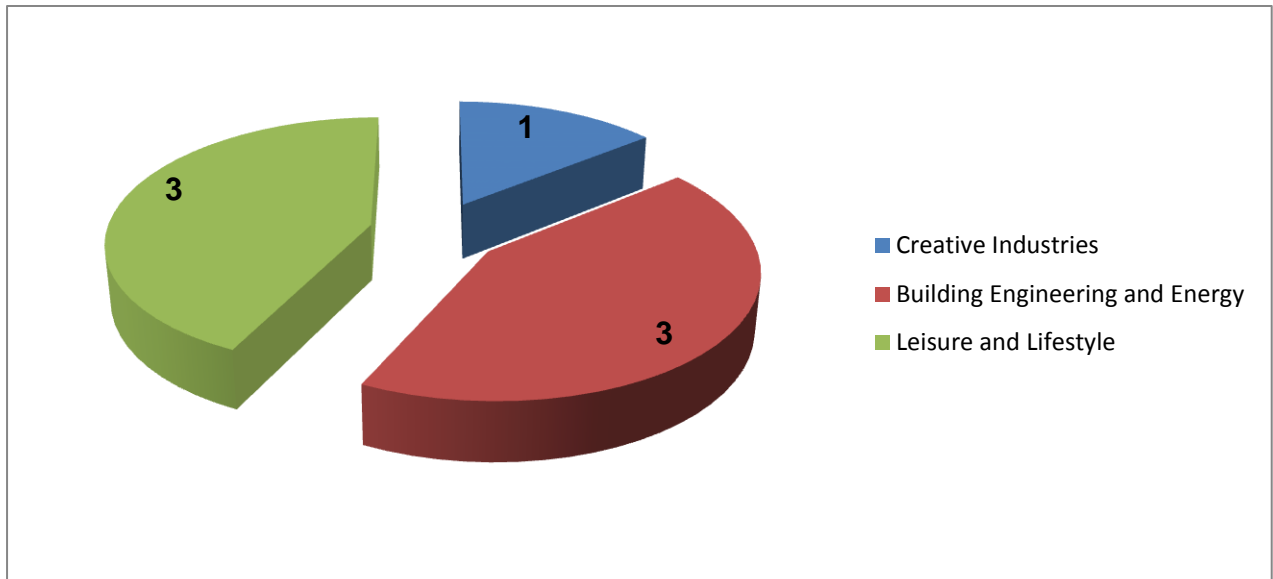
### Accidents by Faculty / Directorate



### Incidents by Faculty / Directorate



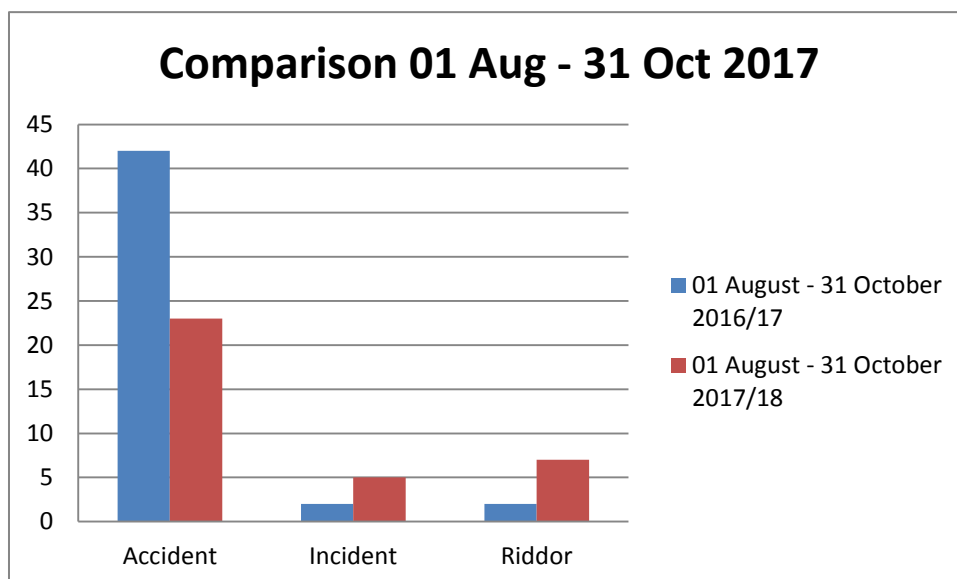
## RIDDOR Reportable Accidents by Faculty / Directorate



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

01 Aug - 31 Oct	ACCIDENT	INCIDENT	RIDDOR	Totals
2016 / 17	42	2	2	46
2017 / 18	23	5	7	35

## MONTHLY / QUARTERLY COMPARISON 2016 / 2017 and 2017 / 2018



## ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2016 / 17 Month	2016 / 17 Total	2017 / 18 Month	2017 / 18 Total
August	5	5	1	1
September	18	23	20	21
October	23	46	14	35
November				
December				
January				
February				
March				
April				
May				
June				
July				

(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 etc. Act

Management Of Health and Safety at Work Regulations

- A total of 7 risk assessments have been submitted on Connected for the current reporting period.
- 7 members of staff completed the Assessrite Display Screen Equipment (DSE) Workstation Self- Risk Assessment.
- An occupational hygiene consultant carried out an assessment of the noise levels in the Marine Engine Room at Riverside to inform the risk assessment process.

### Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- Fire evacuation tests for both campuses were conducted over 23 and 24 August.
- Fire Risk Assessments have now been completed for the City Campus; the Riverside Halls of Residence; the Riverside Campus. The Fire Risk Assessment for St. Luke's is programmed to take place in November.
- 4 unwanted fire alarm signals took place during the current reporting period.
- A number of corrective actions have been identified to reduce unwanted fire alarm signals and actions are currently being implemented.
- Additional Fire Marshals have been appointed to assist in the evacuation process for City Campus.

## Training

Health and Safety at Work etc. Act

Almost all Regulations include requirement for training

Training Course	Display Screen Equipment (online)	Safe Use of Ladders (face-to-face internal)	Manual Handling Operations (face-to-face external provider)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
Number of Persons Completing Course	9	7	7	22	15
Total H&S Training Courses Delivered	60				

## BDO Audit

Management Of Health and Safety at Work Regulations

- The draft Corporate Risk Register will be completed for the end of November.

## Enforcing Authorities

Health and Safety at Work etc. Act

Fire (Scotland) Act

- The Health and Safety Executive (HSE) requested that additional information be provided in relation to the circumstances surrounding a RIDDOR reportable incident involving a penetrating eye injury to a student taking part in an evening class on 12/09/17. Additional information was provided to the HSE on 30/10/17. At the time of this report no further contact has been received.
- Scottish Fire and Rescue Enforcement Officers carried out a desktop audit of the College's fire safety arrangements on 31/10/17. A follow-up site visit has been arranged for 23/11/17.

## **H&S Policies and procedures**

Health and Safety at Work etc. Act

- Nothing to report

## **Accident Claims Cases**

- Teaching Staff Member v City of Glasgow College (R1300.00566) A Diet of Proof has been fixed to take place at Glasgow Sheriff Court on 29 and 30 November 2017. (trip and fall incident 30/04/15)
- Teaching Staff Member - letter of claim received 03/10/17 in relation to a trip and fall incident in January 2017.
- Support Staff Member - letter of claim received on 03/11/16 in relation to an incident in December 2014. (manual handling injury)
- Student - letter of claim received 15/09/16 in relation to injuries sustained in demolishing a wall.
- Support Staff Member - letter of claim received 28/03/17 in relation to a trip and fall incident on 12/01/17.
- Student - letter of claim received 04/17/16 in relation to a sustaining a laceration on 30/05/17.

## **H&S Committee**

The Safety Representatives and Safety Committees Regulations

- A meeting of the Health and Safety Committee took place on 25/08/17.
- The next meeting of the Health and Safety Committee is scheduled for 24/11/17.

## **Inspections**

- A joint Trade Union Safety Representative / H&S Team H&S Inspection was carried out at the Riverside Campus on 26/10/17.
- A programme of H&S inspections to cover all Faculty / Directorates is currently being developed by the H&S Team.