

## **Board of Management**

### **Finance & Physical Resources Committee**

<b>Date of Meeting</b>	<b>Wednesday 23 May 2018</b>
<b>Paper No.</b>	<b>FPRC4-H</b>
<b>Agenda Item</b>	<b>10</b>
<b>Subject of Paper</b>	<b>Health and Safety Report - Quarter 3 1<sup>st</sup> February to 30 April 2018</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>May 2018</b>
<b>Action</b>	<b>For Discussion</b>

#### **1. Recommendations**

The Committee is invited to note the paper, and discuss any matters as appropriate.

## HEALTH AND SAFETY REPORT – 1 February to 30 April 2018

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 February, March and April 2018.

### Structure

- No changes to the structure of the H&S Team since the previous report.

### Accident / Incidents

Health and Safety at Work etc. Act

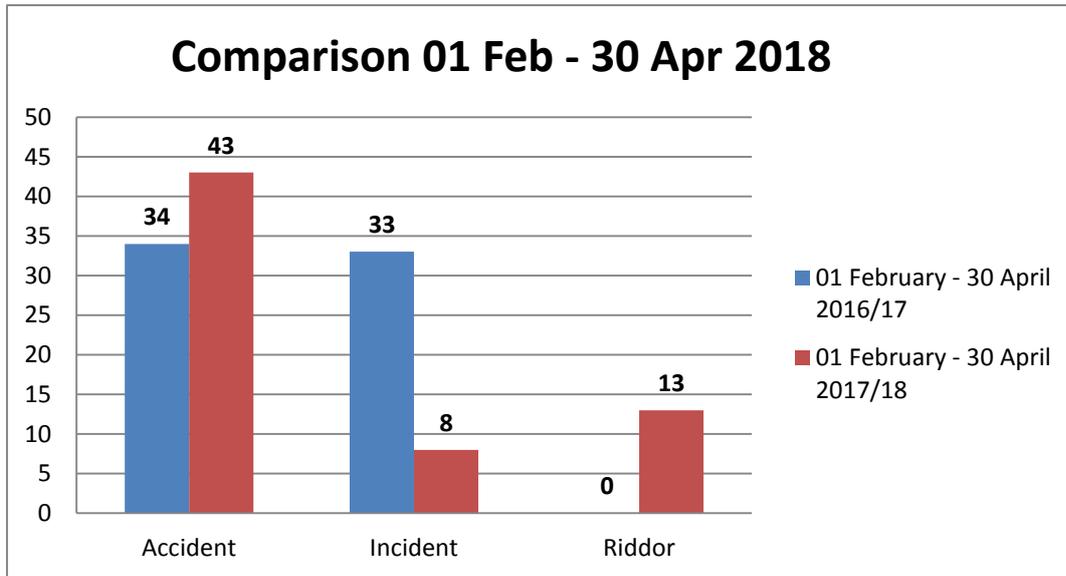
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- The College has procured an online Accident Management System which will allow for online reporting of accidents / incidents. The H&S Team are working with the provider on the implementation of the system.
- A Dangerous Occurrence was reported to the Health and Safety Executive (HSE) as a result of an explosion within the exhaust flue of the working engine at the Riverside Campus. There has been no contact with from the HSE in relation to this incident as yet.
- A total of 46 accidents / incidents were reported in this period of which 4 were RIDDOR reportable incidents.
- This compares to 58 accidents / incidents and 4 RIDDOR reportable incidents for 2016- 17.

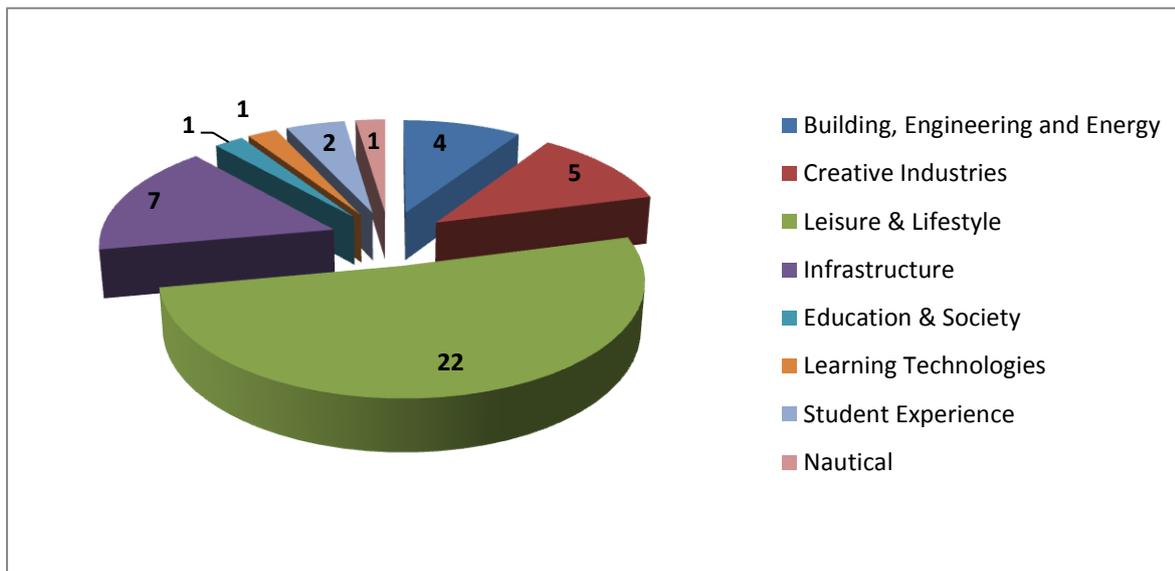
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Feb - 30 Apr	ACCIDENT		INCIDENT		RIDDOR		Totals	
2016 / 17	34		33		0		67	
2017 / 18	43		8		13		64	

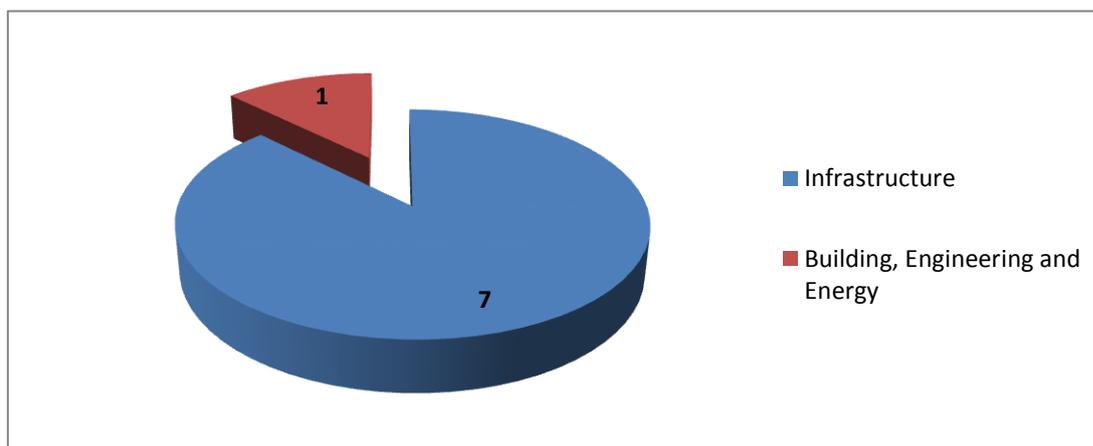
## MONTHLYLY / QUARTERLY COMPARISON 2016 / 2017 and 2017 / 2018



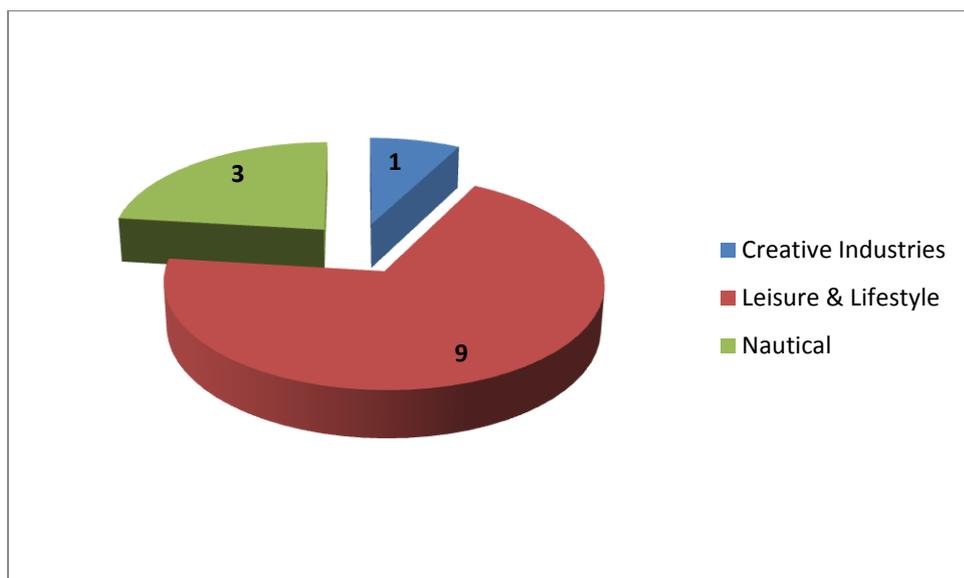
### Accidents by Faculty / Directorate



### Incidents by Faculty / Directorate



## RIDDOR Reportable Accidents by Faculty / Directorate



## 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	29	75	20	55
December	12	87	12	67
January	17	104	14	81
February	17	121	25	106
March	28	149	26	132
April	22	171	13	145
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

- The College has procured an online risk management package to assist in the implementation of the risk assessment process. The H&S Team are working with the provider on the implementation of the system.
- A total of 27 risk assessments have been submitted on Connected for the current reporting period.
- 6 members of staff completed the Assessrite Display Screen Equipment (DSE) Workstation Self- Risk Assessment.
- A consultant Occupational Hygienist carried out monitoring of Noise and Dust exposures in the Construction workshops at the City Campus in February. The Reports have made a number of recommendations for improvements.
- A meeting between H&S and the School of Construction to discuss the actions required took place on 20 / 04 /18 with a subsequent meeting requested to monitor progress.
- In addition, noise and dust exposure monitoring was also carried out in Creative Industries workshops at the City Campus in April.

### **Fire**

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- A total of 3 unwanted fire alarm signals have occurred during the reporting period.
- An unwanted fire alarm signal occurred on 06 / 02 / 18 @ 14:16 at the City Campus as a result of an activation of an automatic fire detector during FES contractor operations. This resulted in the full evacuation of the City Campus and the attendance of the Scottish Fire and Rescue Service (SFRS)
- On 22 / 03 / 18 @ 08:04 FES testing resulted in an alarm signal which the operative silenced and a partial evacuation took place. Discussions are ongoing between the College and FES to prevent a recurrence.
- On 26 / 03 / 18 @ 19:15 a malicious activation of a call-point. This resulted in the full evacuation of the City Campus and the attendance of the SFRS.
- To reduce the occurrence of malicious activation of fire alarm call points, covers will now be fitted to all fire alarm call points.

**Training**

Health and Safety at Work etc. Act

Almost all Regulations include requirement for training

Training Course	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
Number of Persons Completing H&S Training	11	0	0
Total H&S Training completed	11		

**Henderson Loggie Audit**

Management Of Health and Safety at Work Regulations

- Nothing to report

**Enforcing Authorities**

Health and Safety at Work etc. Act

Fire (Scotland) Act

- An Officer from the HSE carried out a site visit on 06 / 04 / 18 in relation to a reportable trip and fall incident which resulted in a member of staff being knocked unconscious. There has been no subsequent contact from the enforcing authority in relation to this incident.
- A Scottish Fire and Rescue Service Enforcement Officer attended Riverside Campus on 04 / 04 / 18 in relation to the Dangerous Occurrence of 15 / 03 / 18 and requested information on the general fire safety measures. There has been no subsequent contact with the Enforcement Officer.

**H&S Policies and Procedures**

Health and Safety at Work etc. Act

- Nothing to report.

**Accident Claims Cases**

- Three civil claims have now been settled without going to proof.
- A trip and fall incident involving a member of staff in April 2015 was settled for £3500.
- A trip and fall incident involving a member of staff in January 2017 was settled for £8374.30. The College's Insurer has intimated that they will make a counter-claim against GLQ.
- An incident involving an alleged struck by injury to a student in October 2015 by a suspended ceiling tile as a result of a sudden lift stop was settled for £9548.10.
- A letter of claim was received by the College in March in relation to an alleged injury sustained by a former member of staff in 2016. A representative of the College's Insurer carried out a site visit in April and is yet to provide a decision on what action to take.

<b>H&amp;S Committee</b>
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The Safety Representatives and Safety Committees Regulations
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| <ul style="list-style-type: none"><li>• The Quarter 2 meeting of the Committee took place on 16 / 02 /18.</li><li>• The Quarter 3 meeting of the Committee is scheduled for May- the date of the meeting is to be confirmed.</li></ul> |
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<b>Inspections</b>
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| <ul style="list-style-type: none"><li>• A total of 26 H&amp;S inspections have been carried out by the H&amp;S Team.</li><li>• Reports on the findings of the inspections are issued to the relevant work areas containing actions required to improve performance where relevant.</li></ul> |
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