

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 26 September 2018
Paper No.	FPRC1-G
Agenda Item	10
Subject of Paper	Health and Safety Report Quarter 4 1st May to 31st July 2018
FOISA Status	Disclosable
Primary Contact	Fares Samara
Date of production	September 2018
Action	For Discussion

1. Recommendations

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

HEALTH AND SAFETY REPORT – 1 May to 31 July 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 May, June, July 2018.

Structure

- The temporary Fire Safety Officer post has now been made permanent.





Accident / Incidents

Health and Safety at Work etc. Act

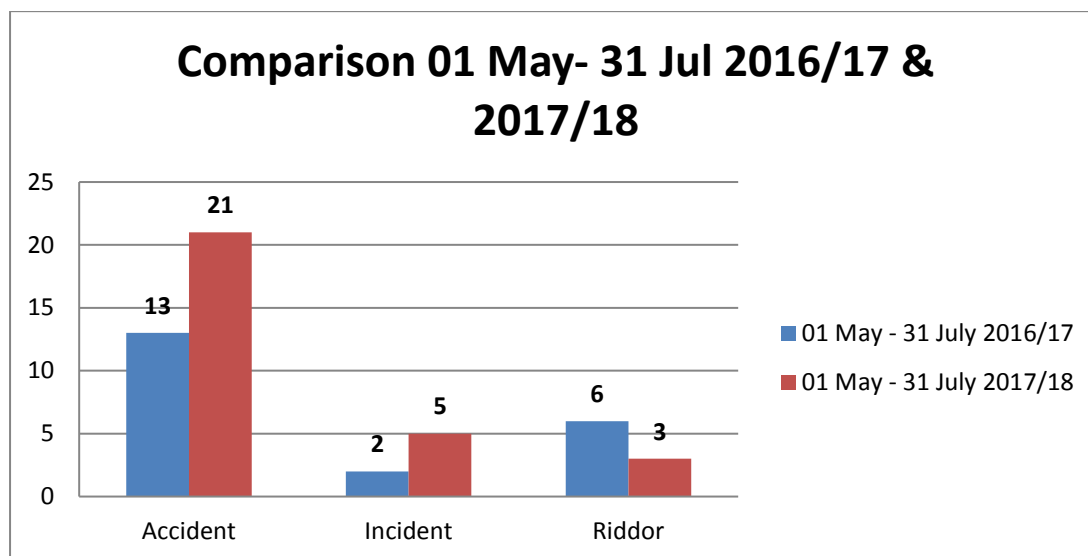
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 29 accidents / incidents were reported in this period of which 3 were RIDDOR reportable incidents.
- This compares to 21 accidents / incidents and 6 RIDDOR reportable incidents for 2016- 17.

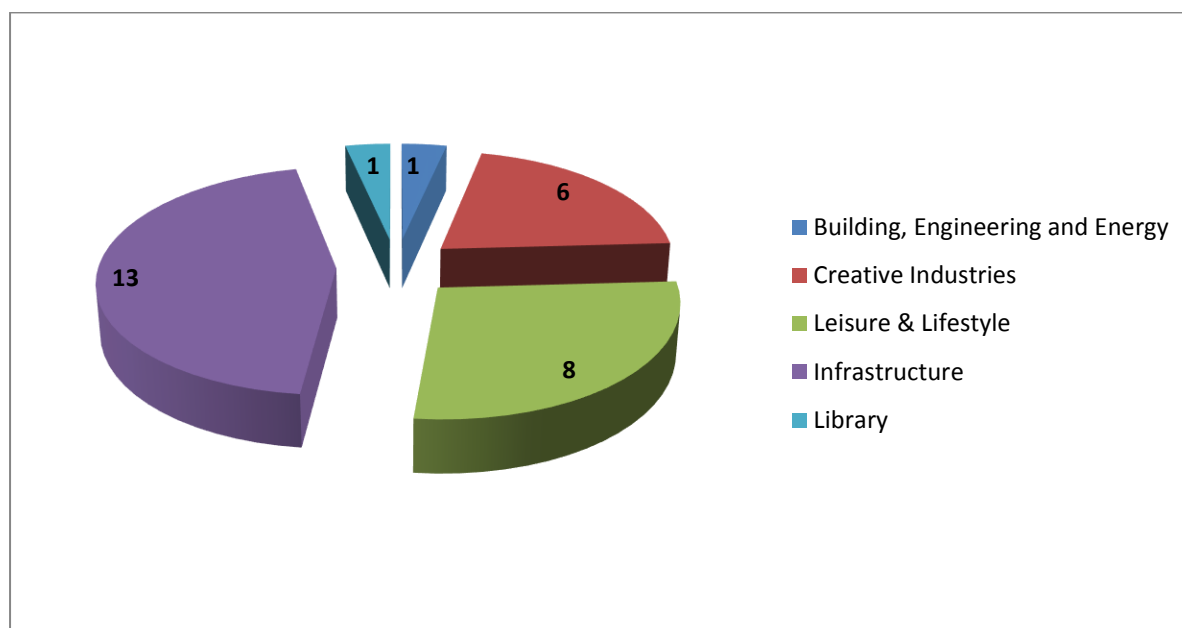
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 May - 31 Jul	ACCIDENT		INCIDENT		RIDDOR		Totals	
2016 / 17	13		2		6		21	
2017 / 18	21		5		3		29	

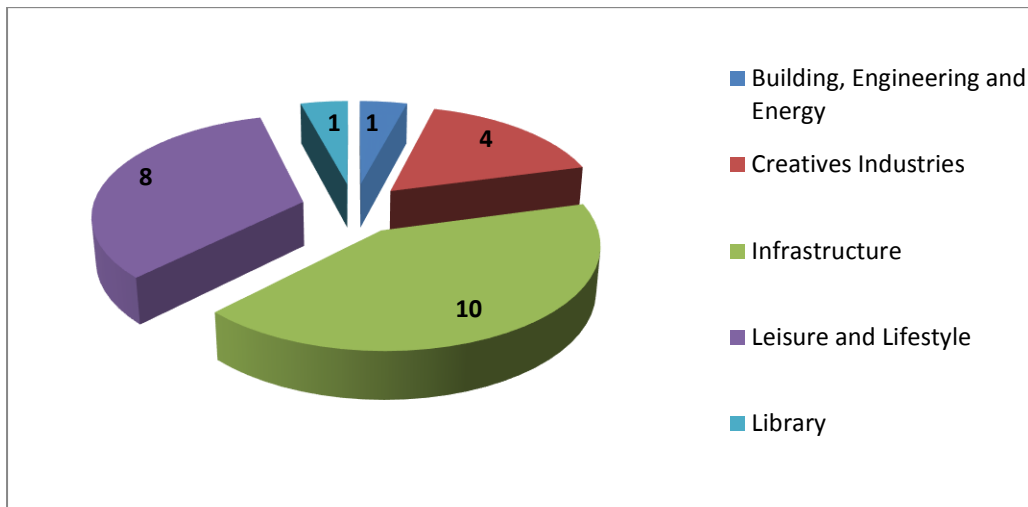
MONTHLYLY / QUARTERLY COMPARISON 2016 / 2017 and 2017 / 2018



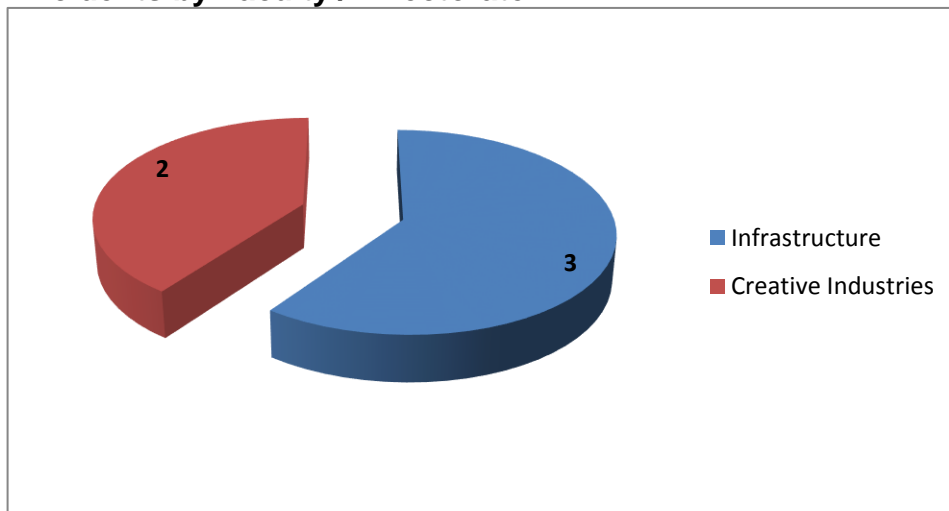
ALL Accident and Incidents by Faculty / Directorate



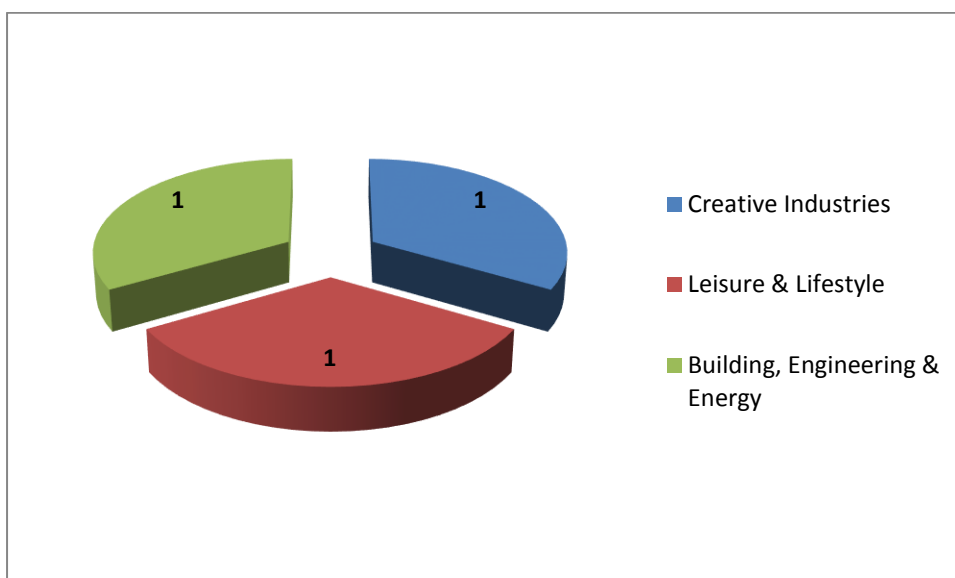
Accidents by Faculty / Directorate



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	15*	82*
February	17	121	25*	107*
March	28	149	26	133
April	22	171	14*	147*
May	9	180	20*	167*
June	9	189	6*	173*
July	3	192	3	176

(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

- 8 risk assessments were submitted on Connected
- 14 DSE self- assessments were completed.

Fire

Fire (Scotland) Act
Fire Safety (Scotland) Regulations

- Nothing to report

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	14	0*	0*
Total H&S Training completed	14		

*statistical information is not available at present

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

- Nothing to report

H&S Policies and Procedures

Health and Safety at Work etc. Act

- A RoSPA consultant developed a COSHH policy document.

Accident Claims Cases

- Nothing to report

H&S Committee

The Safety Representatives and Safety Committees Regulations

- The Quarter 3 meeting of the Committee was cancelled.
- The Quarter 4 meeting will be scheduled in due course.

Inspections

- Findings of H&S Inspections will be shared with the SMT in September.