

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 27 February 2019
Paper No.	FPRC3-F
Agenda Item	8
Subject of Paper	Health and Safety Report Quarter 1 1st November to 31st January 2019
FOISA Status	Disclosable
Primary Contact	Fares Samara
Date of production	February 2019
Action	For Discussion

1. Recommendations

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

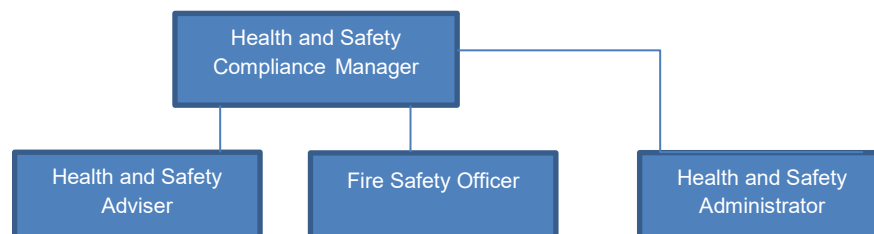
HEALTH AND SAFETY REPORT – 1 November 2018 to 31 January 2019

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. This report covers the Quarter November 2018 to January 2019.

Structure

- No new changes to the current structure of the H&S Team
- The current structure of the H&S Team is as follows:-



- Following the departure of the VP: Infrastructure in March 2019, responsibility for H&S matters will rest with the DP with the H&S Compliance Manager reporting directly to the College Depute.

Accident / Incidents

Health and Safety at Work etc. Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

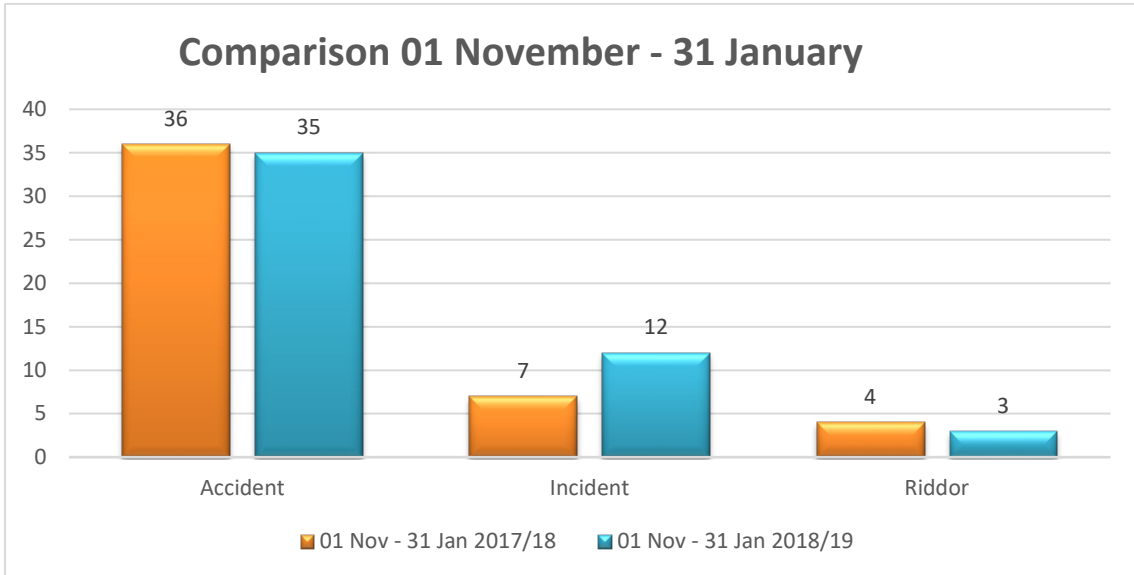
- Numbers of reported accidents and incidents appear to be stable with only a minor increase in reported incidents (near- misses; undesired circumstances) and a minor decrease in RIDDOR reportable accidents / incidents.
- A total of 49 accidents / incidents were reported in this period of which 3 were RIDDOR reportable incidents.
- This compares to a total of 47 accidents / incidents for 2017- 18 of which 4 were RIDDOR reportable incidents.

MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

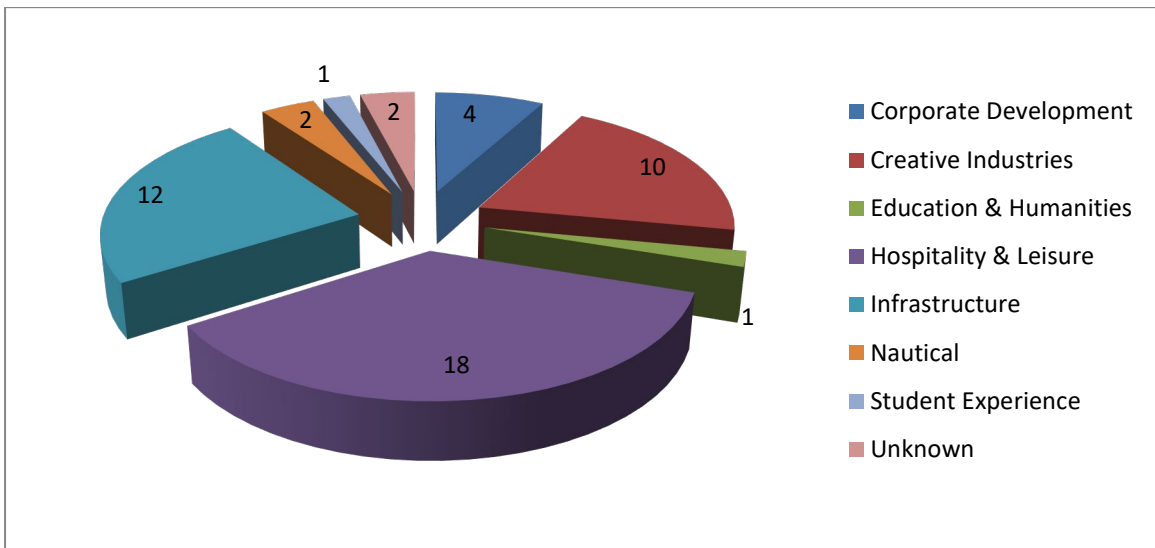
01 Nov - 31 Jan	ACCIDENT	INCIDENT	RIDDOR	Totals
2017 / 18	36	7	4	47

2018 / 2019	35	↓	12	↑	3	↓	49	↑

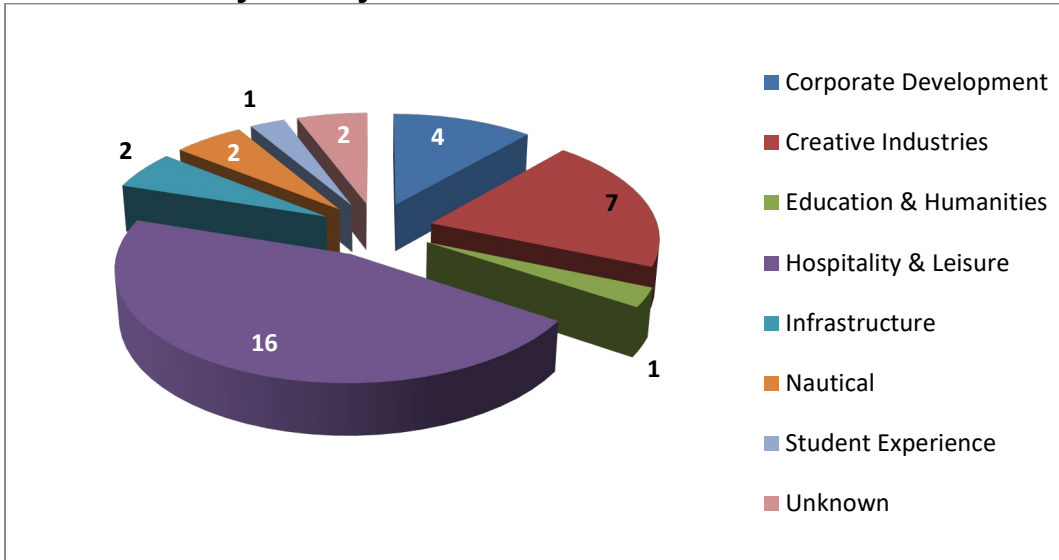
MONTHLYLY / QUARTERLY COMPARISON 2017 / 2018 and 2018 / 2019



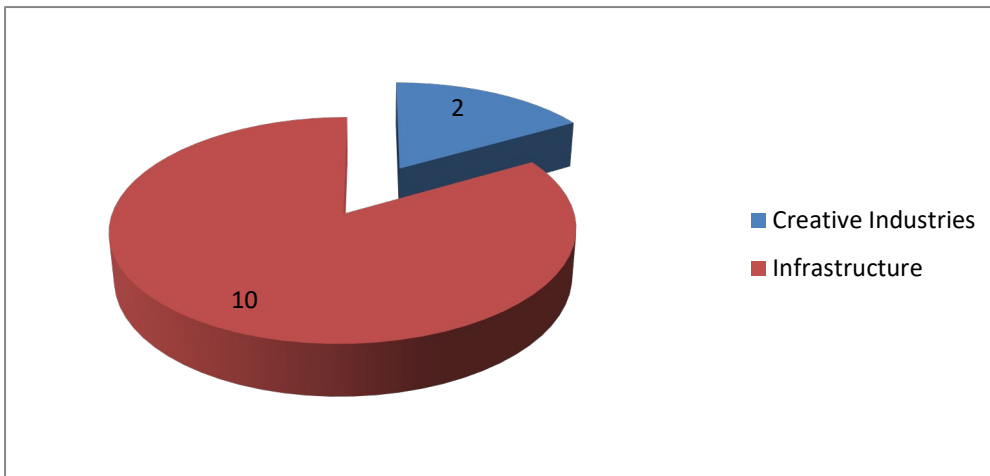
All Accident and Incidents by Faculty / Directorate



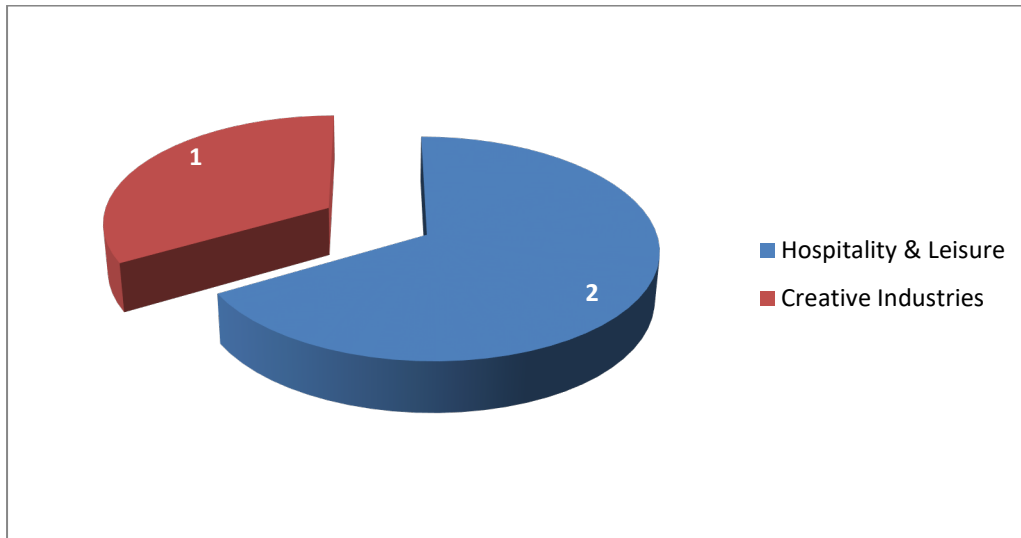
All Accidents by Faculty / Directorate



Incidents by Faculty / Directorate



RIDDOR Reportable Accidents by Faculty / Directorate



ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2017 / 18 Month	2017 / 18 Total	2018 / 19 Month	2018 / 19 Total
August	1	1	4	4
September	20	21	21	25
October	14	35	18	43
November	20	55	23	66
December	12	67	8	74
January	14*	81	18	92
February				
March				
April				
May				
June				
July				

(Note: monthly figures can change as accident / incident reports can be received the following month)

TRAINING

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

DSE Assessor (Face to Face)	Noise Awareness (Face to Face)	EFAP - Key Personnel Fire Training	Fire Safety Awareness	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
0	0	92	14	52	29	30

**TOTAL
217**

H&S Risk Assessments (excluding fire)

Health and Safety at Work etc. Act

Management Of Health and Safety at Work Regulations

- 28 Display Screen Equipment (DSE) workstation self- assessments were completed by staff
- 6 advanced face- to- face DSE assessments were completed by the H&S Team
- 2 referrals were made by the H&S Team for a specialist (external provider) DSE assessment due to pre- existing ill- health conditions
- 7 risk assessments were submitted on Connected

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- 3 Fire alarm evacuations took place as follows:-
 - 2 false fire alarm events took place on 14/11/18 and were associated with a fault- now rectified.
 - The other evacuation was as a result of a frying pan fire in the City Bistro Kitchen On 02/11/18.
- 24 Personal Emergency Evacuation Plans (PEEPs) for staff / students have been developed by the Fire Safety Officer.
- Significant enhancements have been made to the fire information / evacuation signage for City and Riverside Campuses and the Riverside Halls of Residence.
- A student fire safety awareness training presentation has been developed by the Fire Safety Officer for teaching staff to deliver to students as part of their induction.
- All current fire risk assessments for College premises will be reviewed in February 2019 by a fire safety consultancy.

Inspections

- Nothing to report

Henderson Loggie Audit

Management Of Health and Safety at Work Regulations

- Nothing to report

H&S Policies and Procedures

Health and Safety at Work etc. Act

- Nothing to report

Enforcing Authorities

Health and Safety at Work etc. Act

Fire (Scotland) Act

- An Officer of the Health and Safety Executive (HSE) wrote to the College (received on 25/01/19) in relation to an accident involving a member of staff on 23/07/18.
- It was stated that they had information that led them to believe that the incident should have been reported to them as either a major injury or an over- 7- day injury and that the incident should either:-
 - be reported to them forthwith; or
 - advise them within 14 days why it was considered that the incident was not reportable.
- The Health and Safety Compliance Manager provided a written response to the HSE as to why it was considered that the incident was reportable on 30/01/19.
- There has been no further contact from the HSE in relation to the incident.

Accident Claims Cases

- A letter from a solicitor acting on behalf of a member of staff relating to an accident on 23/07/18 was received on November 2018.

H&S Committee

The Safety Representatives and Safety Committees Regulations

- The Quarter 2 meeting of the Health and Safety Committee is scheduled for February 2019. The date is yet to be confirmed.