

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 22 May 2019
Paper No.	FPRC4-C
Agenda Item	5
Subject of Paper	Health and Safety Report Quarter 3 1st February to 30th April 2019
FOISA Status	Disclosable
Primary Contact	Dr Sheila Lodge, Depute Principal
Date of production	May 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 February to 30 April 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 covering February, March and April 2019.





Accident / Incidents

Health and Safety at Work etc. Act

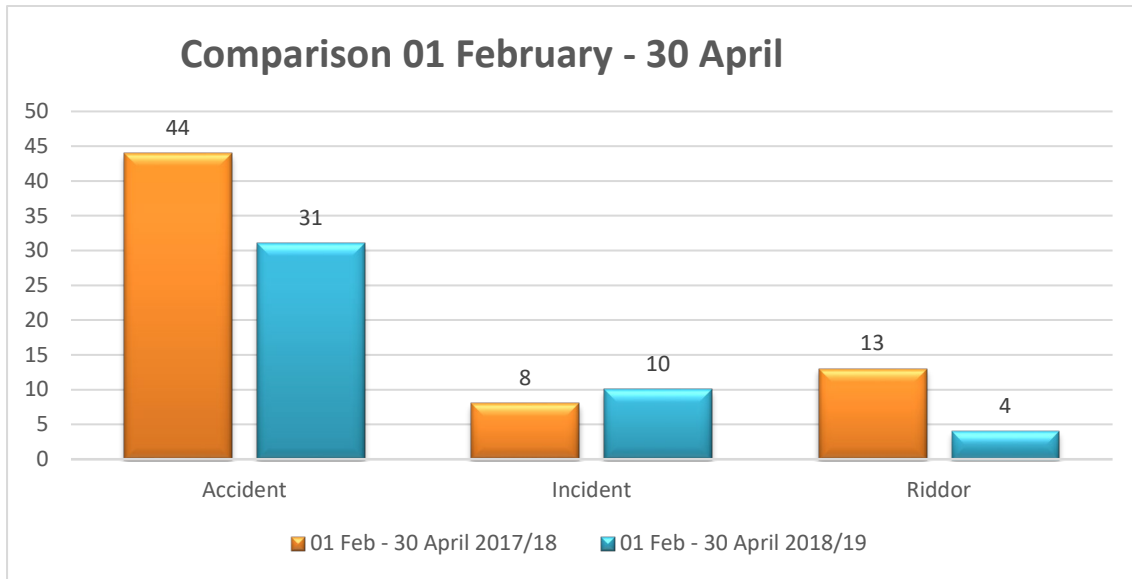
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- Numbers of reported accidents and incidents show an overall reduction with only a minor increase in reported incidents (near- misses; undesired circumstances) and an overall decrease in RIDDOR reportable accidents / incidents.
- A total of 45 accidents / incidents were reported in this period of which 4 were RIDDOR reportable incidents.
- This compares to a total of 65 accidents / incidents for 2017- 18 of which 13 were RIDDOR reportable incidents.
- A member of staff sustained a serious personal injury as a result of a trip and fall at the City Campus (Cathedral Street footpath) on 02 / 04 / 19.
 - The member of staff dislocated their shoulder and fractured the joint.
 - This resulted in an over- 7- day absence and this was reported to the HSE as a RIDDOR reportable incident.
 - Interim investigations indicate that this was a preventable incident. Records indicate that an inspection of the area was carried out on 11 / 04 / 19 which identified trip hazards at this location.
 - Action to control the hazard appears only to have taken place after the accident.
 - A repair to the area the now been completed.
- 4 violent incidents were reported- 2 involved objects being thrown at Estates / Facilities staff, 1 involved verbal abuse when a member of staff asked smokers to refrain from smoking at the level 2 entrance and the other involved a school pupil brandishing a knife and making threats to staff in a Hospitality and Leisure class.

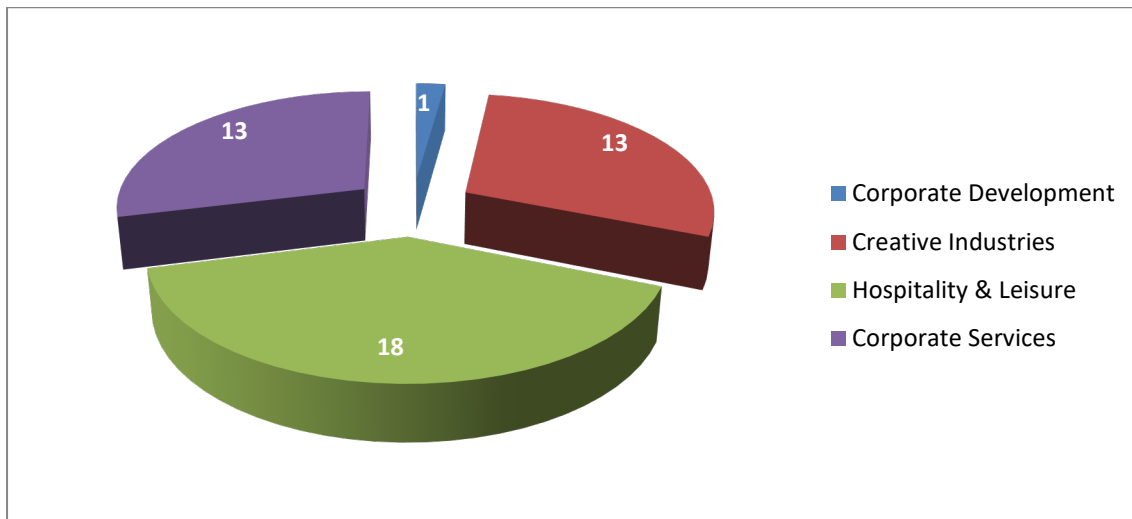
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Feb - 30 April	ACCIDENT		INCIDENT		RIDDOR		Totals	
2017 / 2018	44		8		13		65	
2018 / 2019	31		10		4		45	

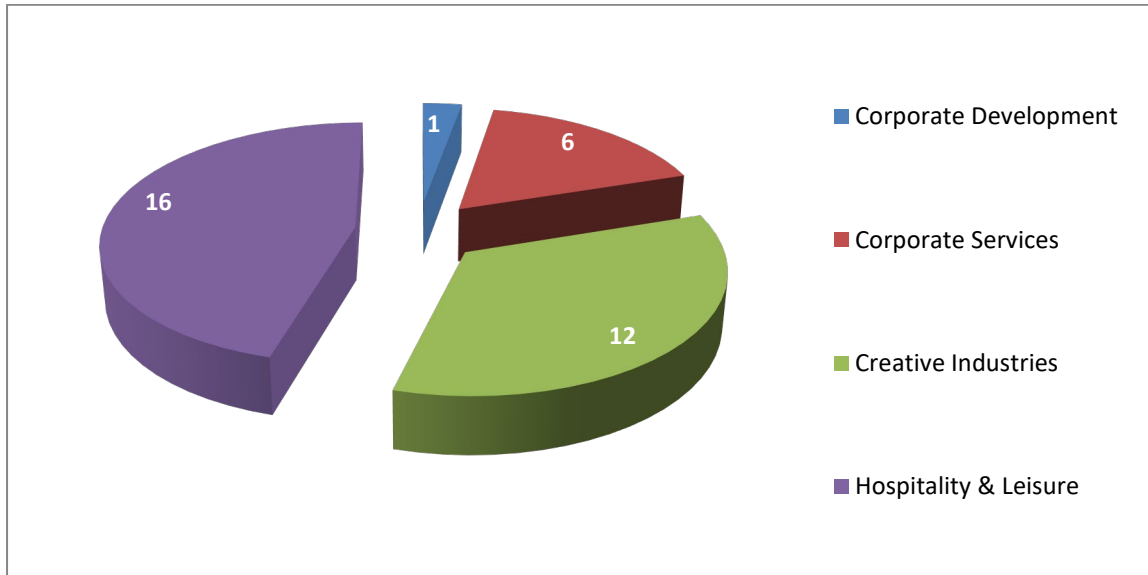
MONTHLY / QUARTERLY COMPARISON 2017 / 2018 and 2018 / 2019



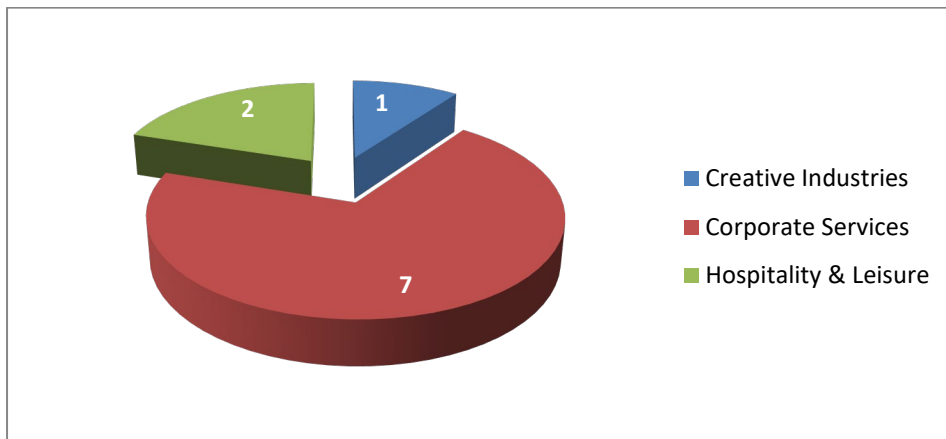
All Accident and Incidents by Faculty / Directorate



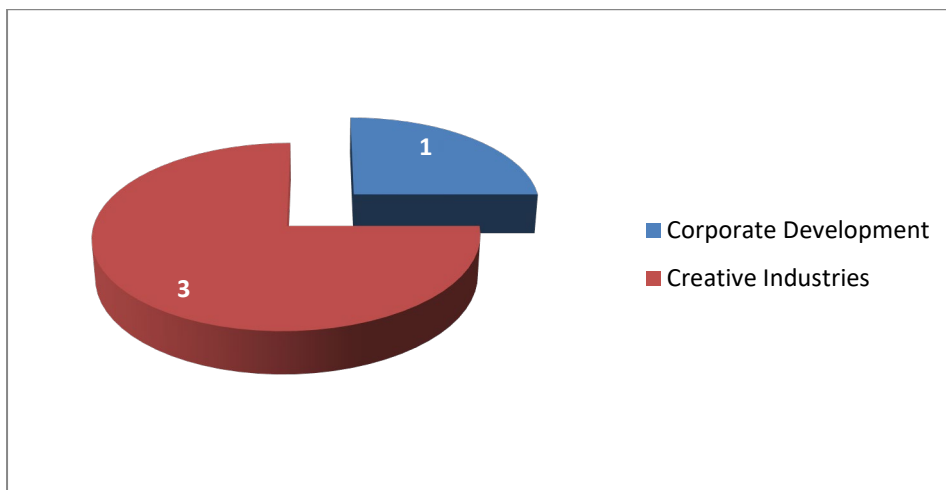
All Accidents by Faculty / Directorate



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	25	106	16	108
March	26	132	20	128
April	15*	147	9	137
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	10	9	18	41	56
TOTAL 134						

H&S Risk Assessments (excluding fire)

Health and Safety at Work etc. Act
Management Of Health and Safety at Work Regulations

- 18 Display Screen Equipment (DSE) workstation self- assessments were completed by staff
- 16 advanced face- to- face DSE assessments were completed by the H&S Team.
- 4 referrals were made by the H&S Team for a specialist (external provider) DSE assessment due to pre- existing ill- health conditions / individual issues.
- 5 risk assessments were submitted on Connected

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- All current fire risk assessments for College premises were subject to a programmed review in February 2019 by a fire safety consultancy. Action plans have been developed to implement identified actions.
- An unwanted fire alarm signal (caused by cooking) leading to a full evacuation at Riverside Halls of Residence took place on 22 / 02 / 19.
- A fire occurred in a kitchen at the St Lukes Halls of Residence on 29 / 04 /19. The fire was quickly extinguished by a student and did not result in the alarm being raised or an evacuation.
- Initial investigations indicate that the fire was of an electrical origin within a cooker hood extract unit. The unit involved was disconnected and removed. It was recommended that all units of the same make / model be taken out-of use until they can be examined.
- A total of 8 personal evacuation plans were completed. 2 for staff and 6 for students.

Inspections

- During an Occupational Health Physician walk- round in March it was noted that poor risk control measures, for staff involved in the washing of screen printing screens, were in place in the Screen-wash Room which is located between C.06.023 and C.06.021. The H&S Compliance Manager made a number of interim recommendations to the Associate Dean responsible for this work area to improve risk management to include:-
 - Substitution of hazardous substances to less harmful alternatives;
 - Reduce duration / frequency of activity;
 - Increase ventilation / relocate outdoors;
 - Provide additional PPE / RPE.
 - Medium to long- term recommendations for risk control measures include:-
 - Installation of a designed ventilation system;
 - Enclosure of the work activity.

Henderson Loggie Audit

Management Of Health and Safety at Work Regulations

- Henderson Loggie carried out an audit in March to review the College's overall arrangements for dealing with H&S issues and to consider if these are adequate and operating effectively in practice at each main campus site.
- The completed audit report has now been submitted to the College. The audit report identifies that the system has weaknesses that could prevent it achieving control objectives and requires improvements. 11 recommendations have been made to improve performance.

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

- Nothing to report.

Accident Claims Cases

- Nothing to report.

H&S Committee

The Safety Representatives and Safety Committees Regulations

- The Q2 meeting of the Committee took place on 14 March 2019. The following agenda items were discussed:-
 - Health & Safety Committee Terms of Reference and Constitution
 - First Aid
 - COSHH Management
 - Risk Assessments for classrooms (EIS)
 - Health & Safety Training (EIS)