

## Board of Management Finance & Physical Resources Committee

Date of Meeting	2 October 2019
Paper No.	FPRC1-L
Agenda Item	4.3
Subject of Paper	Health & Safety Quarterly Report – Quarter 4
FOISA Status	Disclosable
Primary Contact	Dr Sheila Lodge
Date of production	August 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<sup>st</sup> May to 31<sup>st</sup> July**

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 and July 2019.




## Accident / Incidents

Health and Safety at Work etc. Act

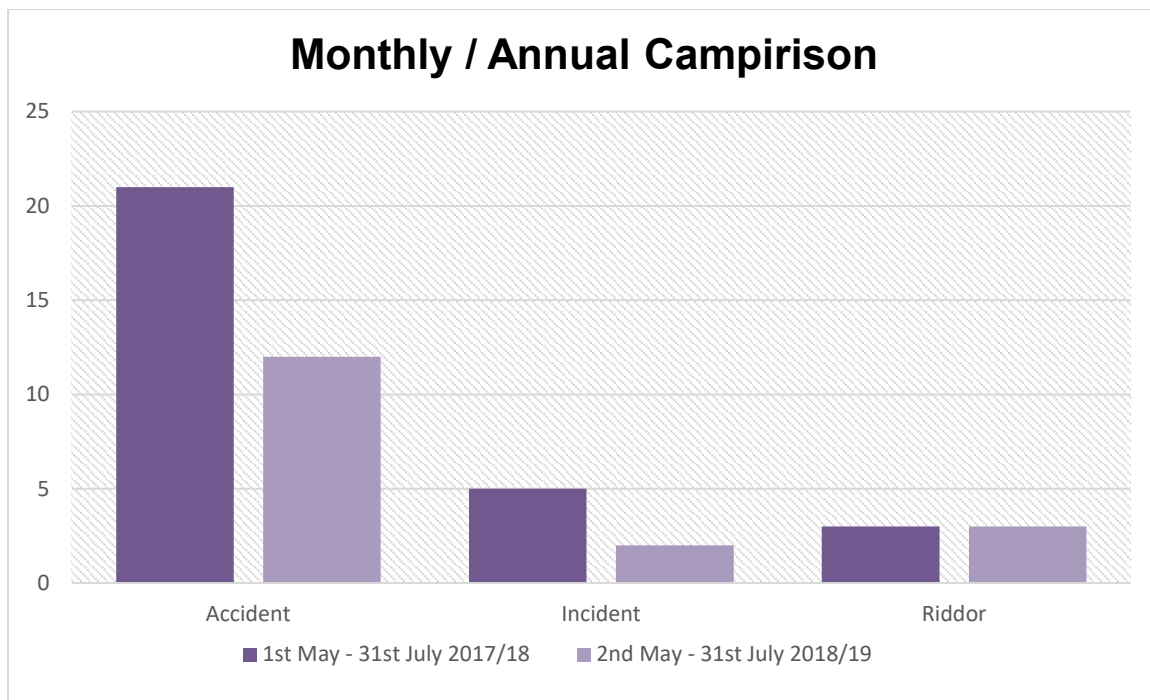
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- 3 RIDDOR reportable accidents occurred as follows-:
  - City Campus 14/05/19. Student suffered a deep cut to the hand in a Hospitality and Leisure class.
  - City Campus 04/06/19. Student cut top of thumb with a chisel in Creative Industries, Construction class.
  - Riverside Campus 13/06/19. Student trapped finger in vice in Nautical STEM class.
- There were 3 instances (all involving students) where no First- Aid staff were available to respond to work- related accidents. 2 of these students were sent to A&E.
- The Riverside Campus was closed for a half day due to concerns over what appeared to be a defective glazing panel and the Estates Team are currently liaising with GLQ in relation to this and a number of other glazing panel failures across the City and Riverside Campuses.
- As part of the review of the college's First Aid arrangements, 4 staff have been identified to undergo First Aid training, further recruitment of staff to act as First Aiders is now underway.
- 10 additional defibrillator units have been purchased to improve access to this potentially lifesaving equipment.

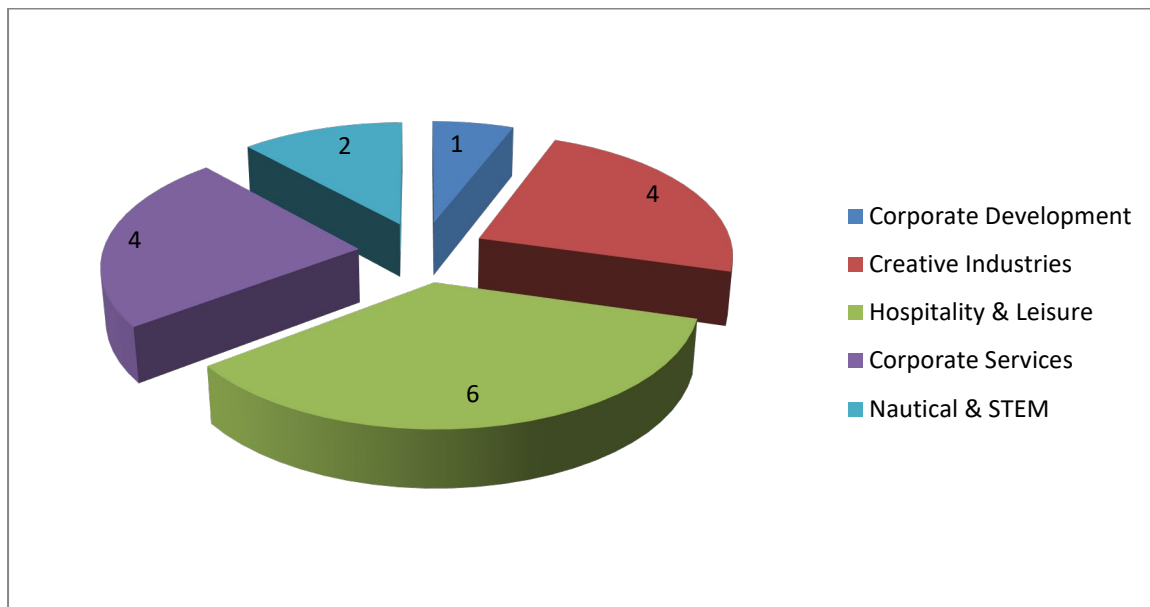
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 May - 31 July	ACCIDENT		INCIDENT		RIDDOR		Totals	
2017 / 2018	21		5		3		29	
2018 / 2019	12		2		3	-	17	

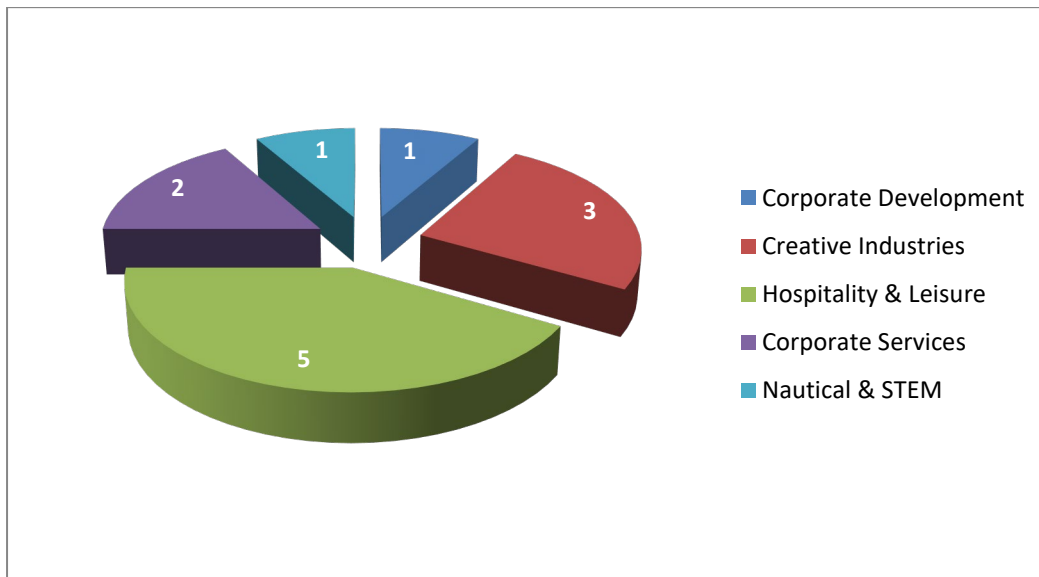
**MONTHLY / QUARTERLY COMPARISON 2017 / 2018 and 2018 / 2019**



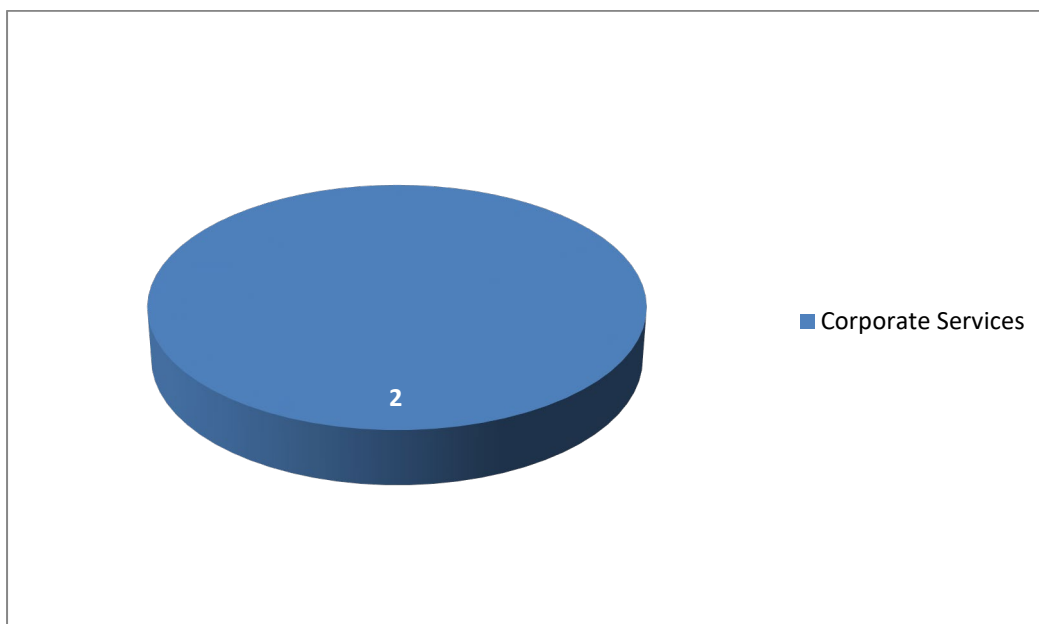
**All Accident and Incidents by Faculty / Directorate**



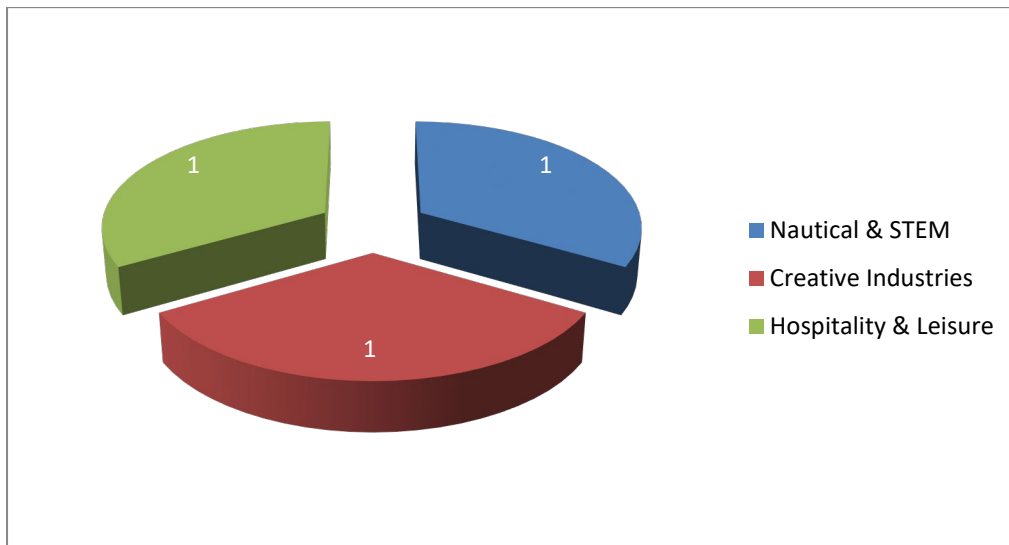
### All Accidents by Faculty / Directorate



### 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	20	167	7	144
June	14	181	5	149
July	3	184	4	153

(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	7	2	19	41	48
<b>TOTAL 117</b>						

## H&S Risk Assessments (excluding fire)

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

- 19 Display Screen Equipment (DSE) workstation self-assessments were completed by staff during this quarter.
- 7 advanced face to face DSE assessments were completed by the Health and Safety team.
- 4 referrals were made by the Health and Safety team for a specialist (external provider) DSE assessment due to individual issues.
- 2 risk assessments were submitted on connected.

## Fire

Fire (Scotland) Act  
Fire Safety (Scotland) Regulations

- 5 unwanted fire alarms took place as follows:-
- City Campus on the 18th and 19th of May (Sat & Sun)- both involved the external gas store in the Service Yard.
- City Campus on 02/06/19. An automatic fire detector at the level 2 Reception appeared to malfunction.
- City Campus on the 24/07/19 and 25/07/19. Both events were the result of the activation of aspirating smoke detection equipment in the Comms Room on level 01 @ Core B.

## 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

- Nothing to Report

## Accident Claims Cases

- A claim was received in relation to a slip and fall accident involving a member of support staff which occurred in April 2019.

## H&S Committee

The Safety Representatives and Safety Committees Regulations

- The Q3 meeting of the Committee took place on Thursday the 13th of June 2019. The following agenda items were discussed:-
- Stress survey action plan
- First aid provision
- Henderson Loggie – Health & Safety Audit
- IOSH Training
- Updated PEEP procedure
- Additional information to incident report form.