

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 20 November 2019
Paper No.	FPRC2-G
Agenda Item	4.3
Subject of Paper	Health and Safety Report Quarter 1 1st August to 31st October 2019
FOISA Status	Disclosable
Primary Contact	Dr Sheila Lodge
Date of production	November 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 August to 31 October 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 August, September, October 2019.

Structure

- No new changes to the current structure of the H&S Team





Accident / Incidents

Health and Safety at Work etc. Act

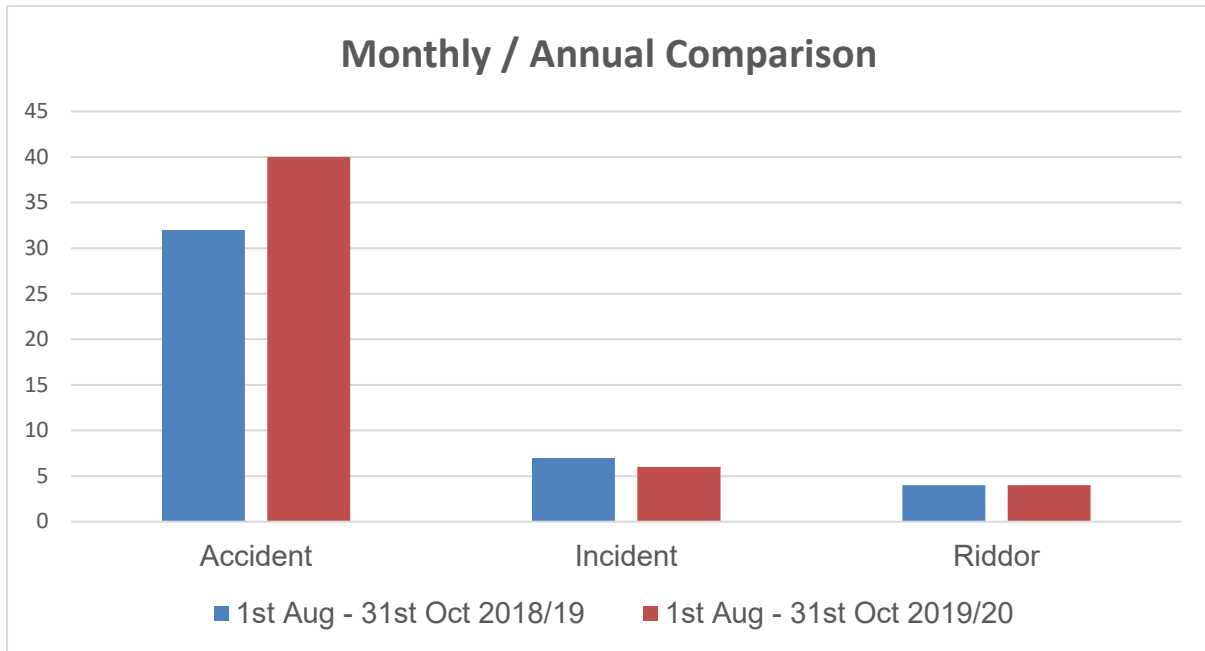
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 50 accidents / incidents were reported in this period of which 4 were RIDDOR reportable incidents.
- This compares to a total of 43 accidents / incidents for 2018-19 of which 4 were RIDDOR reportable incidents.

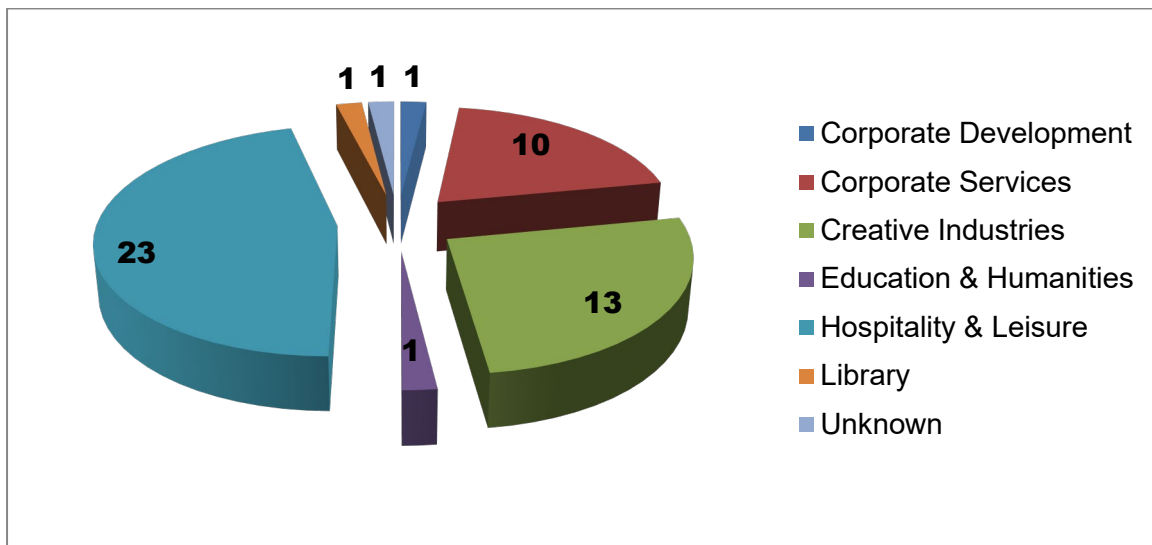
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Aug - 31 Oct	ACCIDENT		INCIDENT		RIDDOR		Totals	
2018 / 2019	32		7		4		43	
2019 / 2020	40		6		4		50	

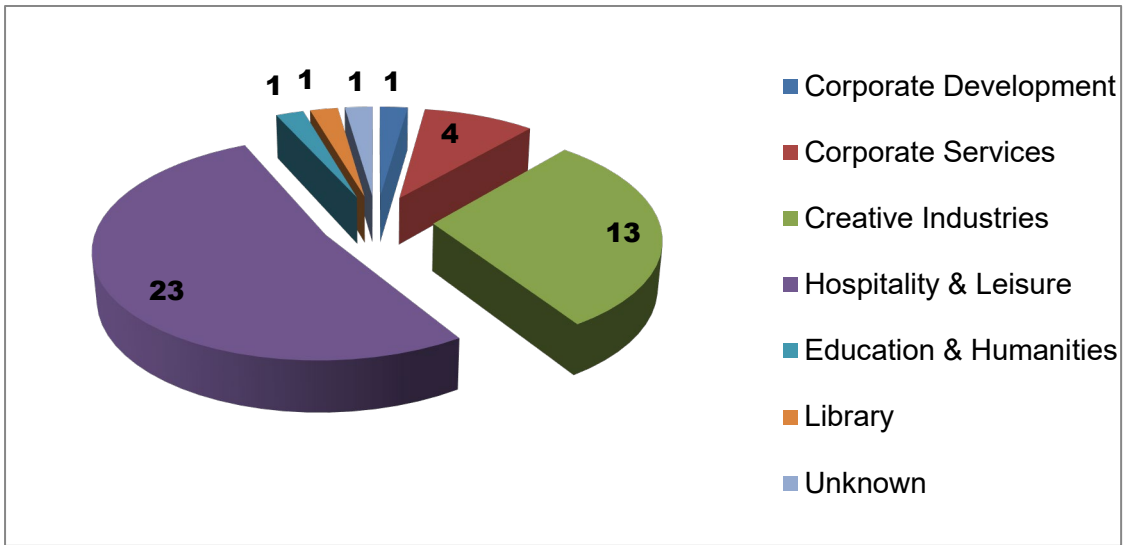
MONTHLYLY / QUARTERLY COMPARISON 2018 / 2019 and 2019 / 2020



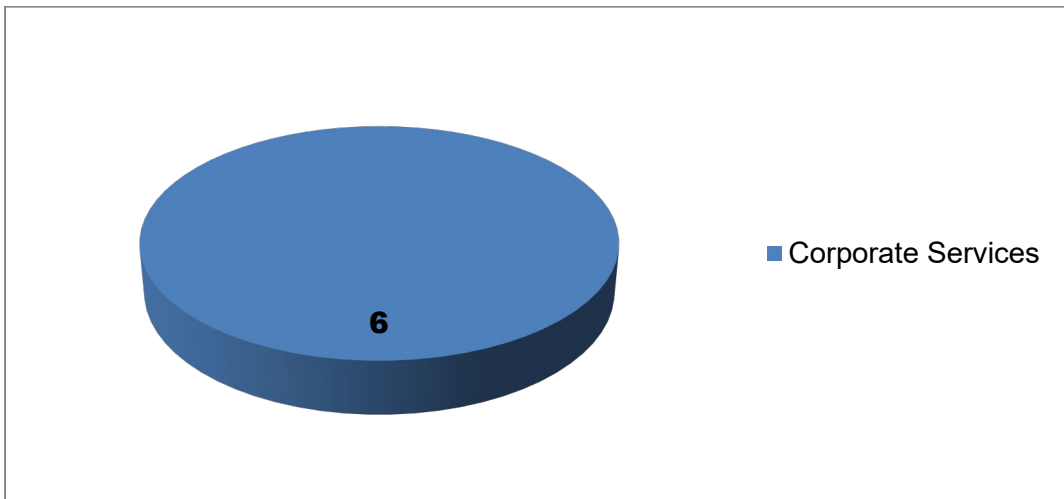
All Accident and Incidents by Faculty / Directorate



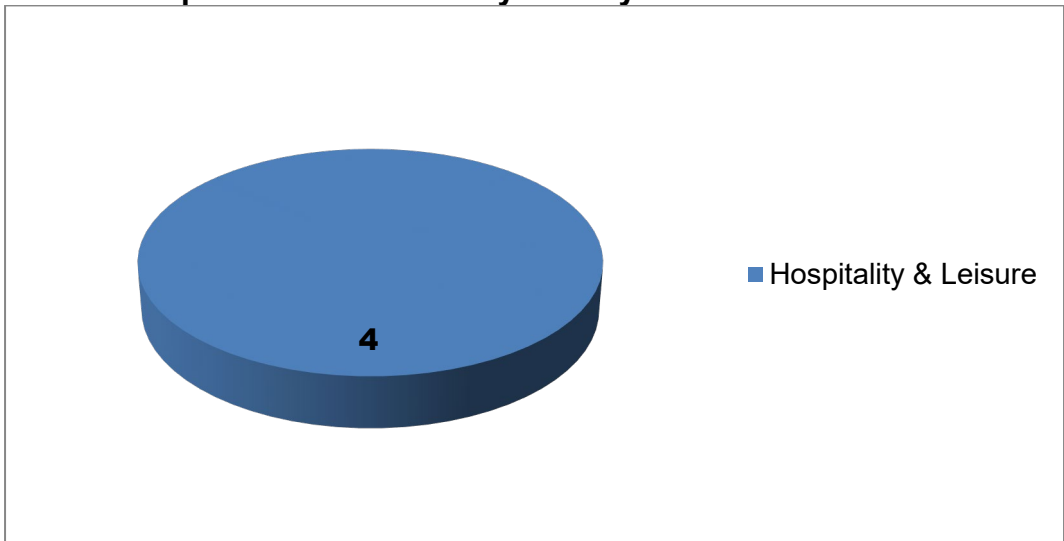
All Accidents by Faculty / Directorate



Incidents by Faculty / Directorate



RIDDOR Reportable Accidents by Faculty / Directorate



ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2018 / 19 Month	2018 / 19 Total	2019 / 20 Month	2019 / 20 Total
August	4	4	12	12
September	21	25	15	27
October	18	43	23	50
November				
December				
January				
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

IOSH Managing Safely	Evac Team Training	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)
34	1	13	22	21	31	29
TOTAL	151					

H&S Risk Assessments (excluding fire)

Health and Safety at Work etc. Act

Management Of Health and Safety at Work Regulations

- 7 risk assessments were submitted on Connected
- 21 DSE self- assessments were completed.
- 6 face- to- face DSE assessments were conducted by the H&S Team
- 3 referrals were made for a specialist DSE assessment to be carried out due to pre- exiting ill- health conditions that could be affected by DSE work.

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

- 2 external fire events, on 4th September and 12th September; wilful fire raising. Police Scotland and Estates informed;
- 2 false alarms, 1 pre alarm and 1 unwanted fire alarm signal. External Gas Store. Apparatus changed to dual alarm and sensitivity lowered;
- Notification of 70 PEEPs (staff and students) to end of September;
- An UFAS off line event occurred 0920hrs on Saturday 05 October; FES FM event;
- 1 pre alarm out of hours, 1404hrs on Sunday 19 October; FES FM event;
- Near miss event, fire, on Thursday 03 October, on floor 7 gallery and adjacent classroom. White spirit saturated canvas piece of work plus hairdryer;
- City Campus fire drill at 1405hrs on Wednesday 23 October;
- Riverside Halls of Residence fire drill at 1932hrs on Wednesday 30 October;
- EFAP (Emergency Fire Action Plan) Out of Hours procedure drafted in September;
- Pre alarm movement from 3 to 5 minutes following the SFRS audit, to be progressed once radios have been procured;
- Notification of 105 PEEPs (staff and students) to end of October;
- Fire Drill Guidance briefing note 07 of 2019;
- KONE fire lift training has been sourced, OD to arrange.

Henderson Loggie Audit

Management Of Health and Safety at Work Regulations

- Henderson Loggie carried out a review of the audit carried out in March 2019.
- The review took place in September with 1 further recommendation - To install the 'First Aid Procedure – How to Obtain a First Aider' onto Connected Home Page Ribbon. This has been completed.
- The findings of the review are expected to be made available soon.

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

- Nothing to report

Civil Claims

- A Pre – Action Protocol Claim Form from a solicitor acting on behalf of a member of staff relating to an accident on 09/01/17 was received on 22/10/19.

Health & Safety Committee

The Safety Representatives and Safety Committees Regulations.

- The Q4 meeting of the Committee took place on 13 September 2019. The following agenda items were discussed:
- Health & Safety Committee Terms of Reference
- Health & Safety Quarter 4 Report
- Faculty Reports
- Directorate Reports
- Unison national stress survey results.
- First aiders.
- Student access to classrooms.
- Next Health and Safety committee meeting Thursday 07 November 2019.

Inspections

- Nothing to report.