

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 29 September 2021</b>
<b>Paper No.</b>	<b>FPRC1-J</b>
<b>Agenda Item</b>	<b>4.1</b>
<b>Subject of Paper</b>	<b>Health and Safety Annual Report (interim) 1 August 2020 – 31 July 2021</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben</b>
<b>Date of production</b>	<b>September 2021</b>
<b>Action</b>	<b>For Discussion</b>

#### **1. Recommendations**

- 1.1 The Board is invited to discuss and comment on the report.

## 2. Purpose of Report

- 2.1 To provide the Committee an **annual** report on Health and Safety with a focus on:
- COVID & Routine Working Arrangements
  - Health and Safety team
  - Overview and review of Performance, 1 August 2020 – 31 July 2021
- 2.2 Attached as appendices are the Quarterly reports which are submitted at various points to the College H&S committee and the F&PRC:-
- Q1 August- October 2020
  - Q2 November 202- - January 2021
  - Q3 February- April 2021
  - Q4 May – July 2021

## 3. Context

### COVID & Routine Working Arrangements:

- 3.1 The primary focus of the Health and Safety team for the year 2020 - 2021 has been preparing, addressing and responding to COVID issues. However there have been many developments throughout the year. These are inclusive but not restricted to the following:
- Facilitated a successful visit to the City Campus by the HSE (Health & Safety Executive) and Glasgow City Council Environmental Health.
  - Developed and delivered a new H&S Policy.
  - Developed and delivered a new Risk assessment policy and procedure.
  - Developed and delivered comprehensive training to all Managers on H&S Policy, Risk assessments, Occupational health, Health surveillance, Staff wellbeing, H&S Compliance etc.
  - Developed and delivered comprehensive training to all staff on H&S Policy, Risk assessments, Occupational health, Health surveillance, Staff wellbeing, Fire & Evacuation, Personal emergency evacuation planning, Incident/accident reporting etc.
  - Developed My Connect hub with policies, procedures, advice and completed risk assessments.
  - Developed and implemented cross faculty and directorate audits for dangerous machinery and COSHH.
  - Provided authoritative advice, support and guidance to all staff in a plethora of circumstances, ranging from individual DSE assessments to advising ELT on all H&S compliance/responsibilities.
  - Purchased, developed and implemented DSE assessment toolkit software to support emergency homeworking arrangements.
  - Developed guidance to ensure roles and responsibilities can be undertaken off and on campus with the introduction of the Hybrid Working toolkit.

- Additional resource for the Security/Concierge team to support on campus health and safety initiatives and compliance.
- Redesigned key work plan to focus on priorities, and address activity
- Continued to deliver operational requirement of collective and individual role at unprecedented time for a Health and Safety team.
- Completed all but one action point in Henderson Logie audit from 2019. Point 10 in relation to localised audits in faculties & directorates which are underway but not fully complete at time of report.
- Developed operational plan for H&S team and activity.
- Contributed to the People and Culture strategy.

### **Health and Safety team:**

3.2 During the period 2020 to 2021 there have been significant changes to the Health and safety team and the structure within which the team sits.

- Chris Keenan, appointed Associate Director People & Culture, picks up responsibility and compliance for Health & Safety, Concierge & Security and the front of house Administrative services teams.
- Martin Clark, continues to temporarily assume additional duties to supervise and coordinate the workload of the team
- Audrey Waugh, continuation of acting up arrangements to Health and Safety adviser
- Continuation of two temporary Health and Safety advisers, Debbie Gordon and Andrew McKee who bring extensive and valued experience to support the team.
- H&S Manger vacancy remains vacant.

It is envisaged that over the coming months further work will be undertaken to stabilise and future proof the team structure. At the time of writing this report, providing appropriate backfill arrangements are in place, priorities are refocused, and subject to no further significant changes the resources are.

### **Overview and review of performance 1 August 2020 – 31 July 2021**

3.3 An overview of the performance measurements is attached as Appendix A

## **4. Impact and implications**

- 4.1 The reporting process provides College Senior Management, the H&S Committee and the Board with information on standards of reactive and active health and safety performance. This allows Senior Management to make appropriate management decisions whilst taking health and safety implications into consideration. It also provides the Board of Management with information on the College's health and safety performance and will help them to determine if health and safety is being managed appropriately and effectively.
- 4.1 The Health and Safety at Work etc. Act 1974 (HSAWA) sets out the general health and safety duties of the College as an employer to ensure the health and safety of our employees and those persons not in the employment of the College that could foreseeably be affected by our work activities, so far as is reasonably practicable. The Fire (Scotland) Act 2005 (FSA) places a similar duty on the College as an employer in respect of premises which we occupy. Failure to comply with the provisions of health and safety and fire safety law can ultimately lead to enforcement action which can include improvement and prohibition notices; criminal prosecution leading to fines and publicity orders and individual prosecution leading to fines and / or custodial sentences as well as significant reputational damage. Failures in health and safety management can also pose a risk of civil action against the College as an employer.
- 4.2 If a health and safety offence is committed with the consent or connivance of, or is attributable to a neglect of a duty on the part of any director, manager, secretary or other similar officer then that person or persons (as well as the organisation) can be prosecuted under the HSAWA and FSA.
- 4.3 The Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 set out specific legal duties which support compliance with the HSAWA and the FSA respectively, including assessing risks and making appropriate arrangements for the effective planning, organisation, monitoring, control, and review of the preventive and protective measures.
- 4.4 The Corporate Manslaughter and Corporate Homicide Act 2007- Under this Act an offence will be committed where failings by the senior management of the College are a substantial element in any gross breach of a duty of care owed to the College's employees or members of the public, which results in death.
- 4.5 The Health and Safety Offences Act 2008 allows for fines up to £20,000 per offence in the lower courts for individuals and corporate bodies. Higher courts are able to apply fines without limit. In addition, for most health and safety offences, the Act allows lower courts to imprison individuals for up to one year and higher courts to imprison for up to two years. This can be in addition to any fine imposed.

## APPENDIX A

### Health and Safety Annual Report – 1 August 2020 – 31 July 2021

Our Health and Safety Policy sets out the high-level corporate aims, targets and objectives for managing health and safety and the corporate planning arrangements and structures for its implementation.

All College service areas are required to implement and give effect to the Policy and turn these high-level targets into local actions to manage and control risks to safety and health across all areas and activities of the College.

In order to ensure the management system is effective in achieving what it has set out to do, it is essential that performance is monitored, measured and reported to learn any lessons and to provide a feedback loop into the management system to act upon any identified issues and to identify and implement corrective actions to ensure that performance is continually improved.

H&S performance reporting is therefore important to College service managers; Senior Management and the Board of Management to identify if current performance is adequate or whether more needs to be done to ensure that risks to safety and health are being adequately controlled.

The effective measurement of health and safety performance is based on two different, but complimentary techniques that can provide a satisfactory level of assurance of overall performance.

**Active** monitoring ensures that health and safety standards are correct *before* instances of accidents; incidents and ill-health occur and is essentially preventive in nature. Active monitoring is concerned with checking standards before an unwanted event takes place and the intention is to identify: -

- Conformance with standards so that good performance is recognised and maintained;
- Non-conformance with standards can be identified and suitable corrective action can be identified and implemented to remedy any shortcomings.

**Reactive** monitoring uses accidents, incidents and ill-health as indicators of performance to highlight areas of concern. Monitoring should take place at the local and corporate levels and it is essential that management at all levels participate fully in monitoring local health and safety performance.

## Accident / Incidents

Health and Safety at Work etc. Act

Management of Health and Safety at Work Regulations

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. (RIDDOR)

Certain categories of work- related accidents and incidents involving workers and in some cases those persons not in employment may be reportable to the Health and Safety Executive.

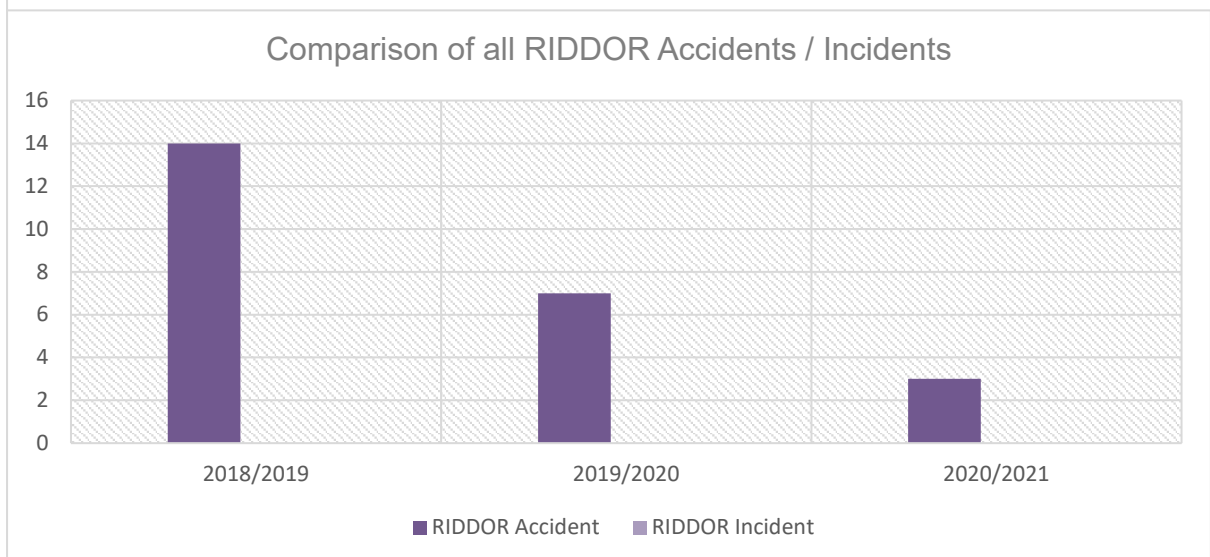
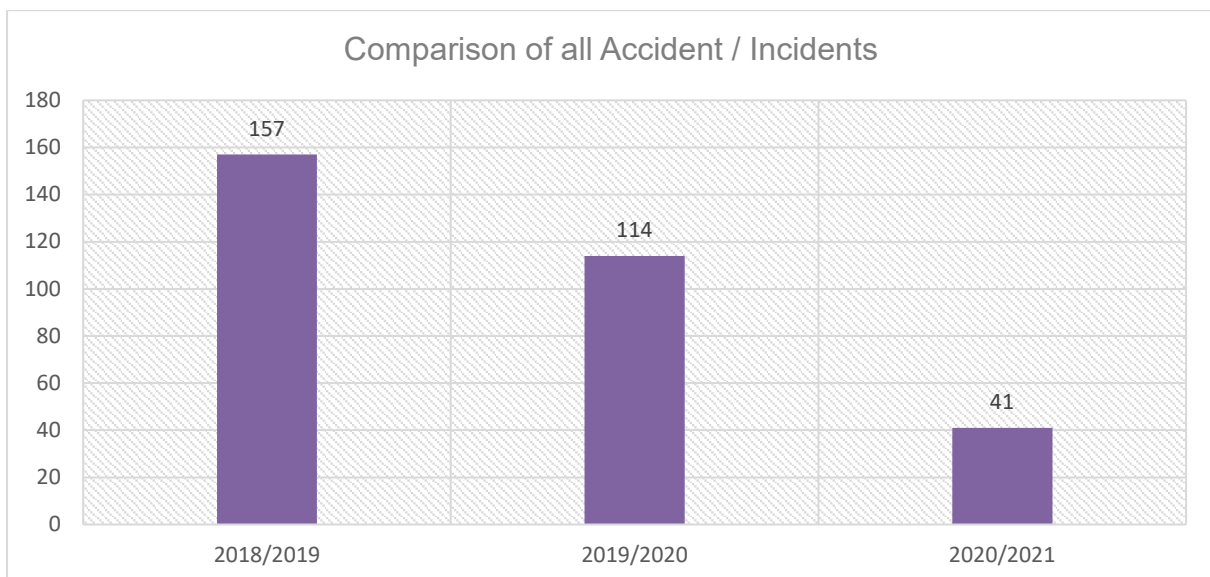
- Given remote working and blended learning throughout a significant part of the reporting year further activity will be required on comparisons. It would be fair to say an unoccupied campus would almost eliminate accident / incidents
- There has been a decrease in the total number of accidents / incidents. This number had fallen from 114 to 41 at 31 July 2021.
- The most significant cause for all accidents and incidents reported this year were in relation to sharp contact. Since last year this number which is down from 38 to 20.
- A total of 41 accident / incident investigations were carried out by the Health and Safety Team.
- RIDDOR accidents and incidents that are reportable to the Health and Safety Executive have shown a significant decrease from 7 to 3.

### ANNUAL COMPARISON FOR LAST 3 REPORTING YEARS

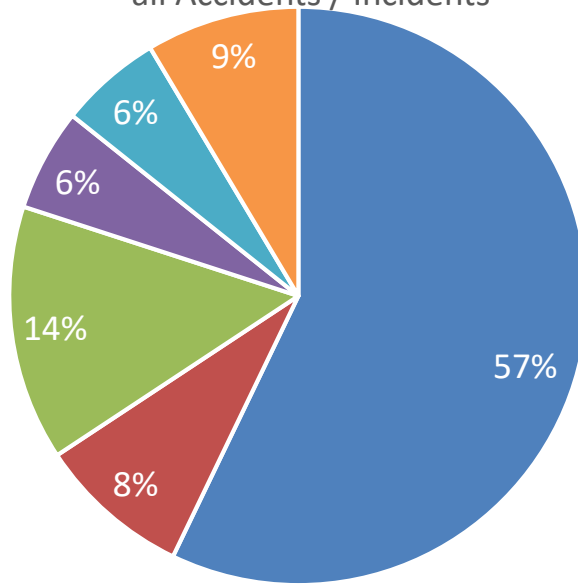
01 Aug – 31 July	NON- RIDDOR ACCIDENT	NON- RIDDOR INCIDENT	RIDDOR ACCIDENT	RIDDOR INCIDENT	ALL ACCIDENT / INCIDENT TOTALS
2018 / 2019	107	30	14	0	157
2019 / 2020	96	11	7	0	114
2020 / 2021	33	5	3	0	41

**MONTHLY / ANNUAL COMPARISON TO LAST REPORTING YEAR for reporting period**

All Accidents / Incidents	2019 / 20 Monthly	2019 / 20 Year Total	2020 / 21 Monthly	2020 / 21 Year Total
August	12	12	3	3
September	15	27	5	8
October	23	50	11	19
November	26	76	3	22
December	6	82	1	23
January	23	105	0	23
February	8	113	0	23
March	1	114	0	23
April	0	114	5	28
May	0	114	6	34
June	0	114	7	41
July	0	114	0	41

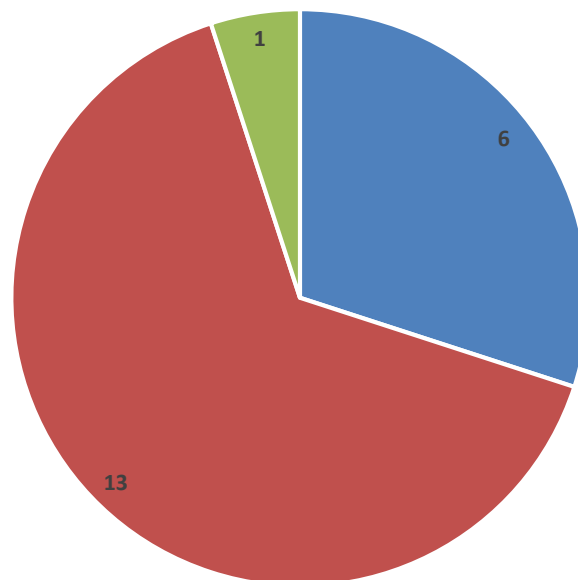


Top 6 causes of Accidents / Incidents as a % of all Accidents / Incidents



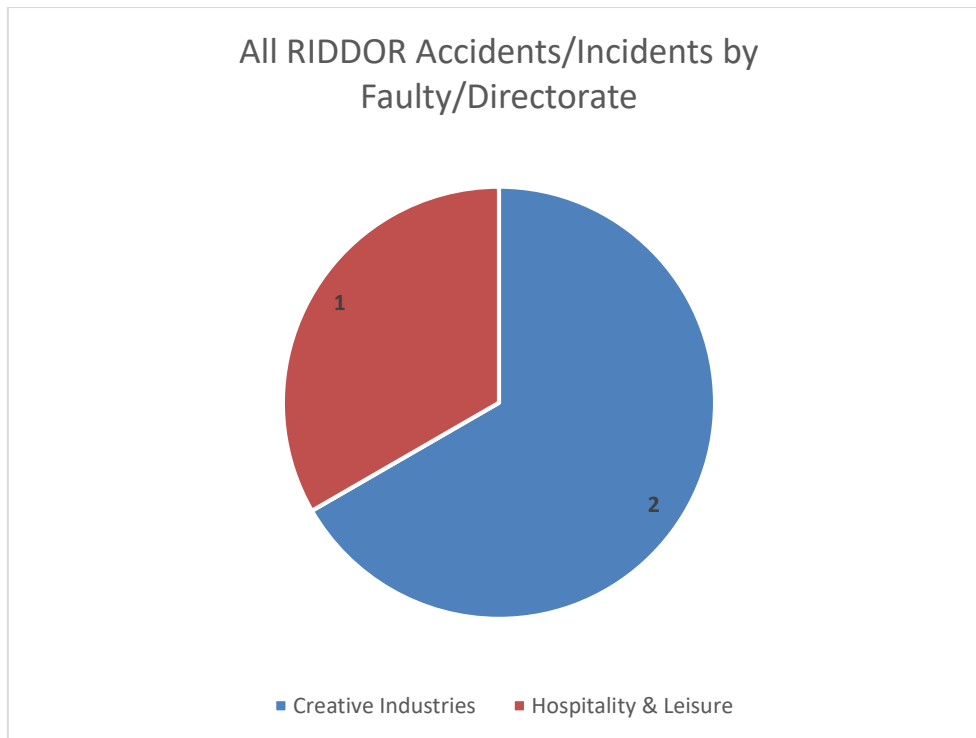
- Handling Glass / Sharps
- Hot / Cold
- Harmful Substance
- Machinery
- Portable Handtools
- Violence/Aggression

Sharp contact by Faculty / Directorate



- Creative Industries
- Hospitality & Leisure
- Nautical & STEM





### **H&S Risk Assessments (excluding fire)**

Health and Safety at Work Act

Management of Health and Safety at Work Regulations

Details for each quarter are summarised in the attached appendices.

Total Risk assessments submitted and reviewed 152 for year broken down as follows

Creative industries faculty 40

Education & Humanities 19

Hospitality & Leisure 37

Nautical & STEM 24

Support 32

This represents a significant increase in risk assessment activity for the H&S team with the associated training given to all staff throughout the year.

Revised College General COVID – 19 Risk Assessment V7 in conjunction with Scottish Government Beyond Level 0 Guidance.

A total of 479 staff DSE assessments were completed through our Workrite system with the associated remedial work and assignment of office furniture arranged to staff homes for emergency home working.

## **Fire**

Fire (Scotland) Act  
Fire Safety (Scotland) Regulations

Details for each quarter are summarised in the attached appendices.

Interim fire and evacuation arrangements were implemented from August 2020. These continued throughout this reporting year with close contact with the Scottish Fire and Rescue Service

Fire risk assessments were reviewed by H&S team for all occupied college premises as follows:-

- City Campus
- Riverside Campus and Engineering Block
- Riverside Accommodation
- Marine Skills Centre
- St Luke's Accommodation

Personal Emergency Evacuation Plans. 18 staff and student PEEPs were created or reviewed in this reporting year. This was reduced due to emergency home working with a significant rise expected in 2021-2022 due to the return to campus.

## **Training**

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

- Health and Safety and Fire Safety law places duties on employers to provide suitable information, instruction and training to staff in relation to the risks to health and safety and safety from fire. In certain cases this can extend to persons not in their employment. Employers are also responsible for ensuring that employees are competent to carry out their duties without risks to their own and others health and safety or safety from fire.
- Training completed in the reporting period is as follows:-

<b>Course</b>	<b>Type of Course</b>	<b>Number of Staff Completing</b>
Introduction to Health and Safety at Work	Internal- Online- Certificated	148
Fire Safety and Evacuation	Internal- Online- Certificated	129
Emergency Fire Action Plan – PIC	Internal - face-to-face	7
Internal H&S Sessions	Internal- face- to-face online	977
Assessrite Display Screen Equipment – Homeworking	External- Online- Certificated	305
Assessrite Display Screen Equipment	External- Online- Certificated	53
Evac Chair Training	External- face- to-face- Certificated	4
	<b>Total</b>	<b>1623</b>

- As part of the college’s commitment to continual improvement of health and safety management, All Managers were trained in H&S policy, Risk assessment, Occupational health and health surveillance.
- All staff were trained on risk assessment, incident/accident reporting, DSE and other subjects

## **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 audit report identified that the system had weaknesses that could prevent it achieving control objectives and requires improvements.
- All but one of the 11 identified weaknesses have been fully addressed and implemented with the last one only standing on a final technicality. Point 10 in relation to localised audits in faculties & directorates which are underway but not fully complete at time of report.

## **Enforcing Authorities**

### **Health and Safety at Work Act**

- HSE Visit – The College received a proactive visit from the HSE's HM Inspector of Health & Safety and a Local Authority Environmental Health Officer on 21/10/2020 October. The scope of the visit was to assess how the college is controlling the risks from covid-19, particularly in relation to practical sessions which involve close contact. Therefore, the visit concentrated on the Hair and Beauty department. Student movement, access/egress, and enhanced cleaning measures were also discussed during the visit. The College was described by the inspector as best practice for the overall and specific COVID risk mitigation measures.

## **H&S Policies and procedures**

### **Health and Safety at Work Act**

- Draft Revised Occupational Health and Safety Policy presented to the Health & Safety Committee for consultation in November.
- Draft Risk Assessment Procedure was also presented to the November Health & Safety Committee for consultation.
- Draft Revised Occupational Health and Safety Policy presented to the Board of Management for approval on 16 December. The Policy was approved with recommendations on amended wording on H&S training.

## **Accident Claims Cases**

- Nothing to report.

## **H&S Committee**

### **The Safety Representatives and Safety Committees Regulations**

- The Health and Safety Committee is the main forum for communication and consultation between College management and staff and their representatives.
- The Health and Safety Committee formally meets quarterly (Now Monthly due to COVID) and receives a Health and Safety report similar to the F&PRC Quarterly Report.
- Management and staff are able to raise and discuss specific health and safety issues and matters.
- Meetings of the Health and Safety Committee took place as follows:-
  - 24 September 2020
  - 22 October 2020
  - 30 November 2020

- 21 January 2021
- 22 February 2021
- 29 March 2021
- 26 April 2021
- 24 May 2021
- 28 June 2021
- 28 July 2021

## Inspections

- The H&S Team carried out 2 investigations into the potential immediate and/or underlying causes of 2 Covid outbreaks amongst students within the Nautical & STEM Faculty (Nautical Simulation Learning Spaces Riverside Campus) and the Hospitality & Leisure Faculty (Sports Therapy City Campus)
- Risk Assessments from both areas were reviewed by the H&S Team as part of the investigation.
- Through speaking with Staff in charge of the areas, talking through risk assessments and safe systems of work, observing lessons and inspections of areas, the H&S Team are satisfied that relevant precautions and guidance provided in the RAs are being adhered to.
- During the investigations it was identified that:
  - In regards to the Nautical & STEM students, class bubbles are not always the same as bubbles in halls of residence.
  - Staff are not confident that social distancing outside of classes/campus is being followed. One staff member witnessed students' playing cards in rest area and not adhering to social distancing.
  - In regards to the Sports students, there are differing classes, different coaching bubbles, students involved in outbreaks are not in at the same time and they are not friends. As a result, it is very difficult to account for any pattern or similarity.
- In conclusion the H&S Team investigators are confident that the risk assessments, safe systems of work and guidance in place are appropriate, sufficient and are being adhered to
- The H&S Team carried out 2 investigations in November regarding the potential immediate and/or underlying causes of 2 Covid outbreaks amongst students within the Nautical & STEM Faculty (Electrical Engineering) and the Hospitality & Leisure Faculty (Sports Coaching City Campus)
- Risk Assessments from both areas were reviewed by the H&S Team as part of the investigation.
- Through speaking with Staff in charge of the areas, talking through risk assessments and safe systems of work, observing lessons and inspections of areas, the H&S Team are satisfied that relevant precautions and control measures provided in the RAs are being adhered to.
- During the investigations it was identified that:

- In regards to the Nautical & STEM students, that it is unclear if the reported cluster of positive COVID cases can be linked to the Electrical Engineering department at Riverside Campus.
- That a review of the risk assessment be carried out and for it to reflect the layout of the workshop and the use of benches to create a 1 way system while still maintaining social distancing. It is also recommended that some of the vices on the benches be strategically taped off out of use, to allow for social distancing while using vices.
- In regards to the Sports students, that physical distancing is more than adequate as within each class there was already reduced capacity.
- That there has been no crossover of the students (Different classes and different days of attendance).

In conclusion the H&S Team investigators are confident that the risk assessments, safe systems of work and guidance in place are appropriate, sufficient and are being adhered to.

- In July, the H&S Team arranged for audit inspections within Creative Industries and Hospitality & Leisure faculties to review dangerous plant and equipment, as well as COSHH. The audit inspections reviewed inspection and maintenance records and will be benchmarked against relevant standards and regulations.
- The audits will look to highlight areas for improvement but also share good practice amongst faculties. The H&S team visited areas and worked alongside ADS, CH and technicians whilst on site.

Audits and actions to be completed aiming to have complete by start of next academic year.

-

## APPENDIX 1



# Finance and Physical Resources Committee

<b>Date of Meeting</b>	
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 1 1<sup>st</sup> August to 31<sup>st</sup> October 2020</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben, Director HR</b>
<b>Date of production</b>	<b>November 2020</b>
<b>Action</b>	<b>For Discussion</b>

### 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 2020

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 2020.

The Committee will note that in line with Scottish Government guidance a phased return to on campus learning and working, as part of a blended model, with some remote teaching and home working, commenced from July / August. This blended model has continued through August, September and October with staff and students on campus, albeit less frequently and in lower numbers than before the lockdown.





### Accident / Incidents

Health and Safety at Work etc. Act

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

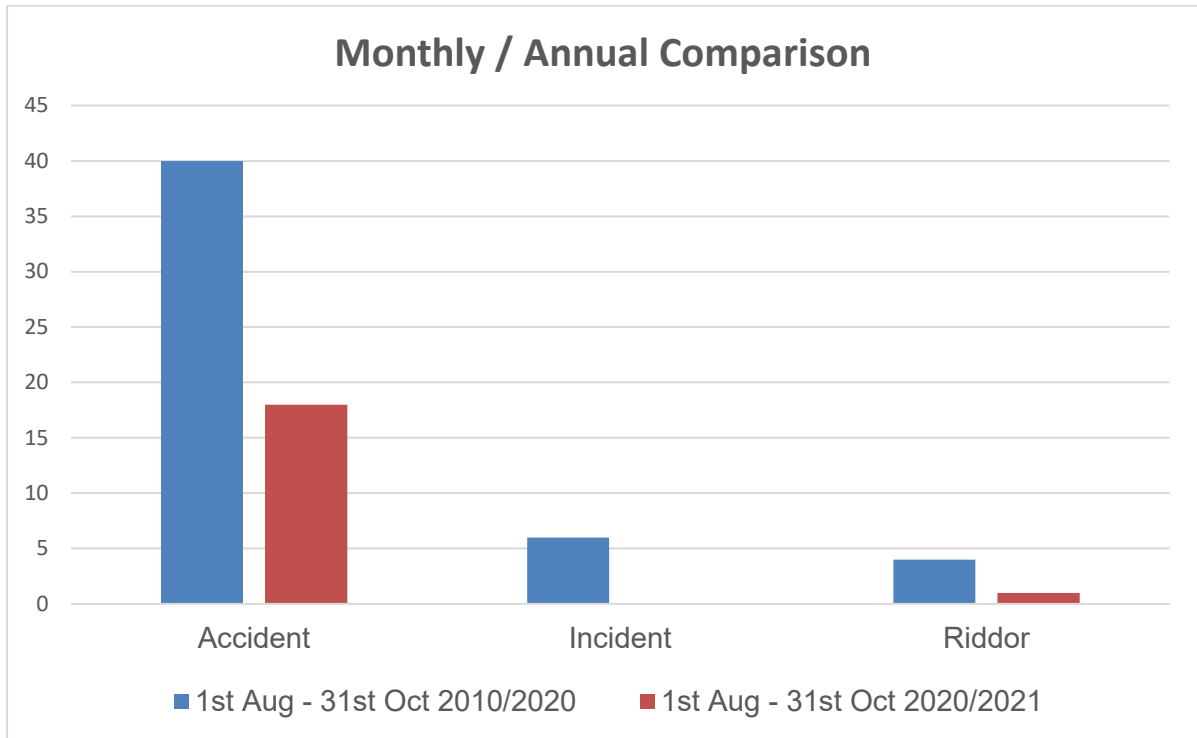
- A total of 19 accidents / incidents were reported in this period of which 1 was RIDDOR reportable.
- This compares to a total of 50 accidents / incidents for 2019-20 of which 4 were RIDDOR reportable incidents.

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

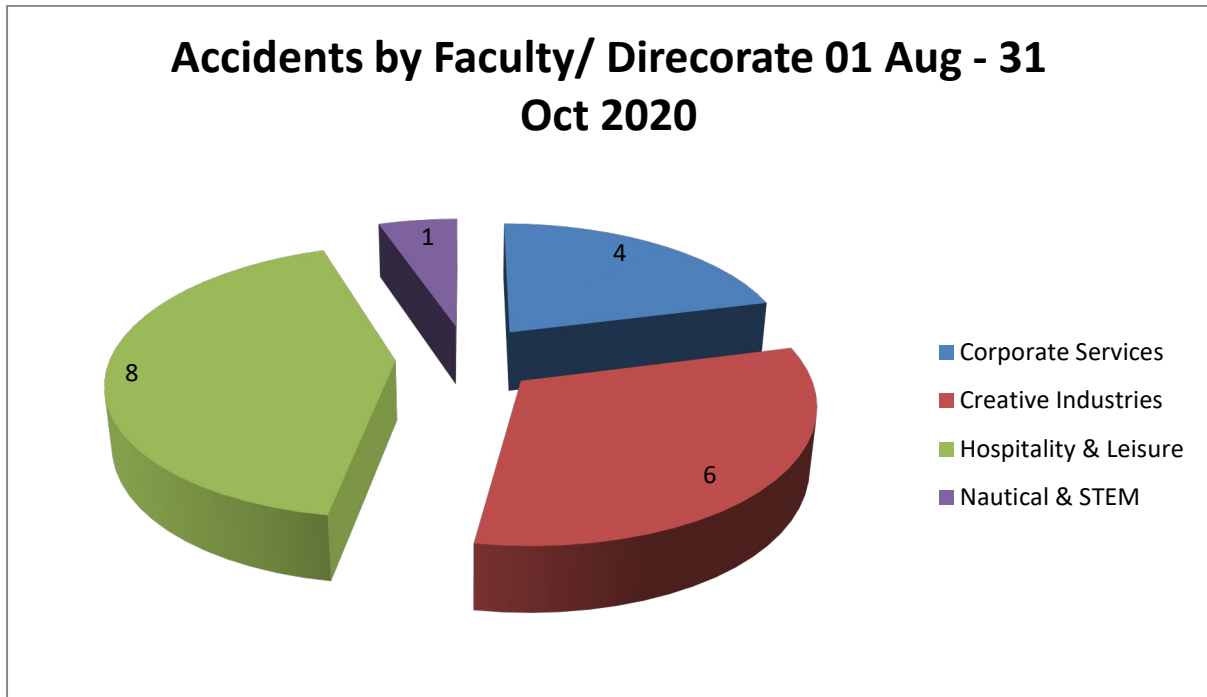
01 Aug - 31 Oct	ACCIDENT		INCIDENT		RIDDOR		Totals	
2019 / 2020	40		6		4		50	
2020 / 2021	18		0		1		19	



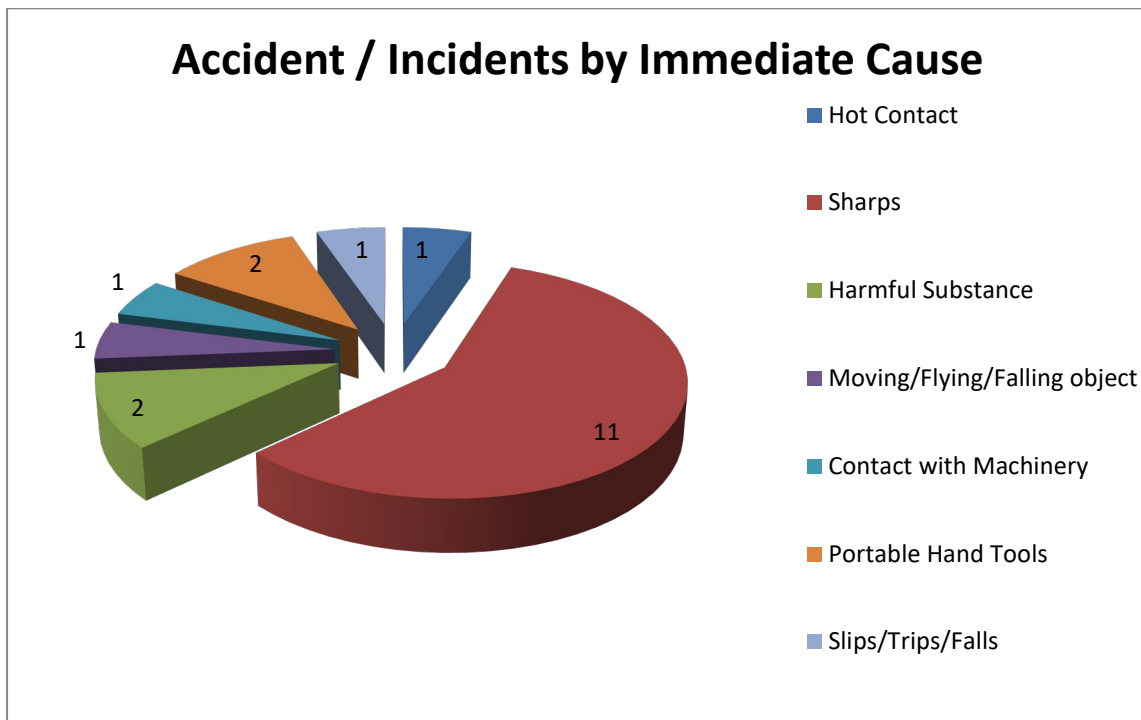
**MONTHLY / QUARTERLY COMPARISON 2019 / 2020 and 2020 / 2021**



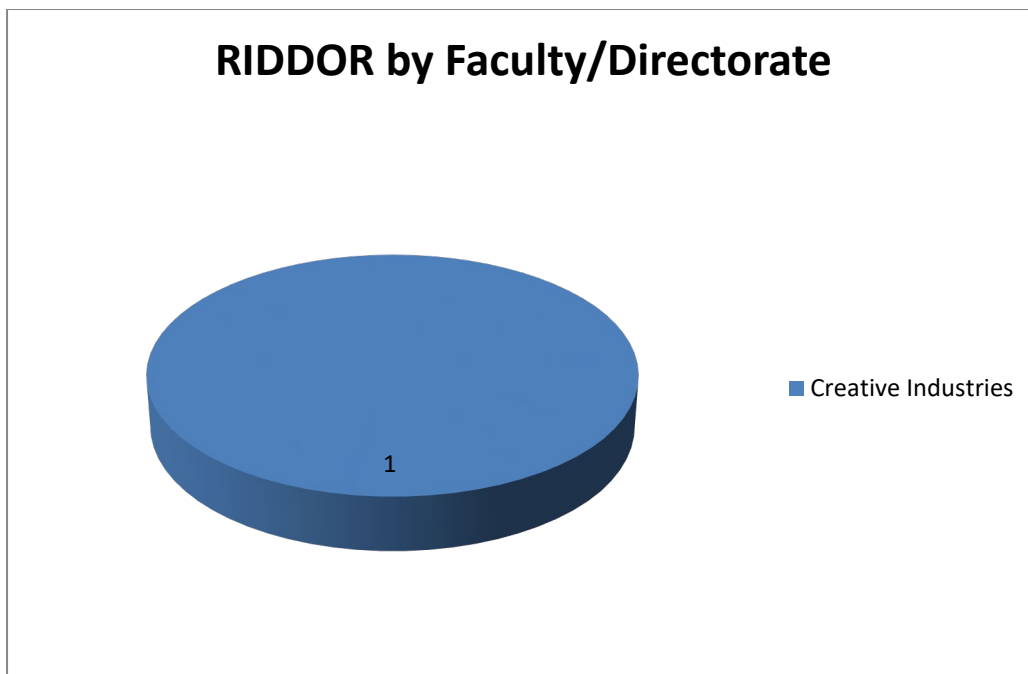
**All Accidents by Faculty / Directorate**



## Accidents/ Incident by Immediate Cause



## RIDDOR Reportable Accidents by Faculty / Directorate



## ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2019 / 20 Month	2019 / 20 Total	2020 / 21 Month	2020 / 21 Total
August	12	12	3	3
September	15	27	5	8
October	23	50	11	19
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

EFAP Pic Training	Evac Chair Training	IOSH Training	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
7	4	0	14	27	29
<b>TOTAL</b>	<b>81</b>				

## H&S Risk Assessments (excluding fire)

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

The Scottish Government, working with colleges and trade unions, produced the CORONAVIRUS (COVID-19): guidance for universities, colleges and student accommodation providers. <https://www.gov.scot/publications/coronavirus-covid-19-universities-colleges-and-student-accommodation-providers/>

The guidance emphasizes that all colleges need to carry out an appropriate COVID-19 risk assessment, and in particular the importance of colleges undertaking robust and ongoing risk assessments for specialised training facilities, such as practical workshops, hairdressing and beauty salons and other specialised vocational training facilities, as well as Support Services and spaces. Risk assessments will underpin general protocols describing how people can access and use a college building.

The City of Glasgow College initiated this process of Risk Assessment with the College Generic Coronavirus Risk Assessment <https://sites.google.com/view/city-check-in-cogc/important-information-and-risk-assessment>

Faculty and Departmental Risk Assessments have been compiled and ongoing. Consultation and review of the risk assessments with our recognized trade union partners UNISON and EIS has been facilitated through additional facility time release for the union safety reps.

A Flow Chart has been produced for the process of compiling risk assessments through to approval and can be found on the Staff Resource Hub

<https://www.cityofglasgowcollege.ac.uk/staff-hub>

Once approved, these risk assessments are published on the College Staff Resource Hub

<https://sites.google.com/view/city-check-in-cogc/risk-assessment-information>

Individual Risk Assessments (those which would allow individuals to be identified) will remain confidential and will not be published.

A weekly report has also been produced for the Depute Principal.

Below is a summary of all risk assessments submitted for the Quarter of August 01 – 31 October

- 7 Operational risk assessments submitted – Hospitality & Leisure.
- 119 Covid related risk assessments submitted for this period – Currently, 2 are with the trade unions for review and 0 with health and safety
- 60 are currently awaiting sign off from Deans/Directors – chasing ongoing
- 71 have been signed off and published overall to date.
- 47 Individual risk assessments submitted for this period.
- 10 DSE self- assessments were completed.

## **Fire**

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

In line with Scottish Government guidance, the phased return to College campuses commenced in July / August. The guidance also advises that if work can be done remotely, i.e. at home, it should be done so. This resulted in the college installing interim arrangements for emergency evacuation as all nominated PIC's, Fire Marshall and EVAC teams may not be to their full complement. Below is a summary of the interim arrangements introduced from August.

- 1) All staff and students to be aware of these arrangements, inclusive of identifying emergency exit routes and assembly points.
- 2) All staff and students within the building should proceed via the closest indicated emergency exit and leave the building. Making their way to the existing assembly points already indicated in the existing emergency evacuation plan.
- 3) All Senior managers (ELT, SMT, Deans/Directors & AD's) from each faculty or staff department will be nominated and rota'd as being present by their areas.

- 4) Senior staff present must ensure the evacuation happens on each of their assigned floors and areas acting as the Fire Marshall's. The most senior staff member on duty (ELT or SMT in city campus and including AD's Riverside campus) must act as PIC in each building.
- 5) PIC will head to the emergency evacuation command point (level 0 reception in either building) and begin to receive confirmation from fire marshalls verbally of floors and areas being cleared.
- 6) PIC will liaise with Scottish Fire and Rescue Service or other emergency services upon their attendance and control re-entry to the building upon advice from emergency services.
- 7) Concierge and / or EVAC member of staff to proceed to evacuation panels to control any personal evacuation assistance required via fire control lifts or evac chairs. Each concierge staff member also to communicate via radio. This is only required where we have people requiring assistance and evacuation is absolutely necessary.
- 8) Identification of those requiring personal evacuation assistance will be made via email to the college Health and safety team either directly from the person (Staff or student) or via a staff member prior to arrival on campus. Health and safety advisors can then ascertain what assistance is required and where the person will be within the campus building to ensure appropriate allocated assistance.
- 9) Members of SMT received training on PIC responsibilities 10/09/2020 for some this was refresher training. This training was followed up 14/09/2020 by a toolbox talk / walkthrough for SMT members not familiar with the Incident Control Point.

Attending to those requiring assistance is truncated as the nominated Evac Team may also not be to the full complement, and therefore interim arrangements for the deploying of the Evac Team was also required. Below is a summary of the interim arrangements

1. When members of the EVAC Team is attending the College, they will report to the Health and Safety Team, that they will be in the building that day.
2. ALL Evac Team members will now muster at the Incident Control Points at Level 0 in both campuses, maintaining physical distancing.
3. Green box in all stairwell refuge areas (and accessible toilets) for persons requiring assistance is linked to Emergency Comms Panel next to fire alarm panel at Level 0, reception in both campuses
4. Evac team members trained on answering comms panel will make way to panel.
5. The primary method of evacuating those persons requiring assistance will be using fire lifts. There are 4 fire lifts in City campus and 1 in Riverside. The fire lifts can only be operated by a key. A Concierge, with a fire lift key, will be directed by the Person in Charge to operate the fire lifts wherever required i.e. stairwells B, C, E or G in City and stairwell B in Riverside.. A member of the Evac Team will be directed to accompany the Concierge.
6. The Concierge will advise the PIC, by radio, when the evacuation is completed.
7. In the event that the fire lift is not available then back up will be the use of the Evac chairs. If Evac chair method has to be used then the Evac Team will have to go upstairs. They will be instructed through the PIC.

8. This is only required where we have people requiring assistance and evacuation is absolutely necessary.

9. Identification of those requiring personal evacuation assistance will be made to the concierge staff on campus entry or by prior arrangement for visitors. ALL staff entering the building will advise if they require evacuation assistance in the event of an emergency. All students scheduled to attend campus will have a PEEP (Personal Emergency Evacuation Plan) in place where necessary.

10. As with every other part of the Temporary Fire Evacuation Arrangements, the Evac Team arrangements will be reviewed four weekly as a minimum and treated as a temporary arrangement.

- Evac Chair Training. – 4 members of staff undertook Evac Chair training. 3 at City Campus, 1 at Riverside.
- 1 new member of the Evac team at Riverside received training on the emergency communications panel.
- 24 Student PEEPs submitted in this period. 18 confirmed as remote learning. 4 completed as blended learning and 2 booked for consultation.
- Whilst at Riverside during October it was identified that a number of wooden pallets were stacked against the cladding of the building and a quantity of combustible materials were stored on the ground floor of the emergency escape stairwell. This was reported to Estates and was promptly rectified.
- It was also identified that at the South escape door, Stairwell B, traffic cones had been placed in front of the escape door causing an obstruction. This was also reported to Estates and promptly rectified

## **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

- HSE Visit – The College received a proactive visit from the HSE's HM Inspector of Health & Safety and a Local Authority Environmental Health Officer on 21<sup>st</sup> October. The scope of the visit was to assess how the college is controlling the risks from covid-19, particularly in relation to practical sessions which involve close contact. Therefore, the visit concentrated on the Hair and Beauty department. Student movement, access/egress, and enhanced cleaning measures were also discussed during the visit.

- Initial feedback from the HSE Inspector commended the college's systems and covid measures as some of the best practice they had observed.
- The information for visitors and risk assessments provided to the HSE Inspector prior to the visit, were also noted as good practice.

## **H&S Policies and Procedures**

Health and Safety at Work etc. Act

- Nothing to report.

## **Civil Claims**

- Nothing to report.

## **Health & Safety Committee**

The Safety Representatives and Safety Committees Regulations.

Health & Safety Committee met on 27 August 2020 and the following agenda items were discussed:-

- Preparations for academic session 2020-21
- Track & Trace System
- Individual Risk Assessment & Scoring System
- Risk Assessment;
- First Aid Numbers (current and new volunteers);
- Fire Safety Arrangements;
- Transitions Questionnaire;
- Safety Reps within City of Glasgow College

Health & Safety Committee met on 24 September 2020 and the following agenda items were discussed:-

- Health & Safety Committee Terms of Reference
- Risk Assessments
- Track & Protect: data protection
- Transitions questionnaire: provision of equipment
- Notification of COVID diagnoses by staff and students: flowcharts
- 6.2 Hospitality & Leisure – Hairdressing Salons
- H&S Training for new managers

Health & Safety Committee met on 22 October 2020 and the following agenda items were discussed:-

- HSE Visit
- Health & Safety Policy Document
- Update Individual Risk Assessments
- Covid Reporting Flow Chart
- Risk Assessment Report
- DSE Home Working Assessment
- Monthly Reports (March – Sept 2020)
- Quarterly Report (4) (May, June, July)

- Update Estates & IT Equipment
- 1 Co-ordination of resources, information & support for COVID related matters on the ground.

### **Inspections / Investigations (non accident)**

- The H&S Team carried out 2 investigations into the potential immediate and/or underlying causes of 2 Covid outbreaks amongst students within the Nautical & STEM Faculty (Nautical Simulation Learning Spaces Riverside Campus) and the Hospitality & Leisure Faculty (Sports Therapy City Campus)
- Risk Assessments from both areas were reviewed by the H&S Team as part of the investigation.
- Through speaking with Staff in charge of the areas, talking through risk assessments and safe systems of work, observing lessons and inspections of areas, the H&S Team are satisfied that relevant precautions and guidance provided in the RAs are being adhered to.
- During the investigations it was identified that:
  - In regards to the Nautical & STEM students, class bubbles are not always the same as bubbles in halls of residence.
  - Staff are not confident that social distancing outside of classes/campus is being followed. One staff member witnessed students' playing cards in rest area and not adhering to social distancing.
  - In regards to the Sports students, there are differing classes, different coaching bubbles, students involved in outbreaks are not in at the same time and they are not friends. As a result, it is very difficult to account for any pattern or similarity.
- In conclusion the H&S Team investigators are confident that the risk assessments, safe systems of work and guidance in place are appropriate, sufficient and are being adhered to



## APPENDIX 2



# Finance and Physical Resources Committee

<b>Date of Meeting</b>	
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 1 1<sup>st</sup> November 2020 to 31<sup>st</sup> January 2021</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben, Director HR</b>
<b>Date of production</b>	<b>February 2021</b>
<b>Action</b>	<b>For Discussion</b>

### 1. Recommendations

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

## HEALTH AND SAFETY REPORT – 1 November 2020 to 31 January 2021

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 November, December 2020 and January 2021.

The Committee will note that in line with Scottish Government guidance, from 20/11/2020 up until the festive break, the College had been operating whereby learning and teaching was primarily online with an exception for the delivery of critical and time-sensitive learning, assessments and work placements that could not be delivered remotely or postponed. And that following the festive break due to the First Minister's statement to Parliament 04/01/2021, which set out further restrictions in light of the spread of the new variant of the Covid-19 virus, the Principal took the decision to keep our College buildings closed for the remainder of January. The College did not reopen on the scheduled date 05/01/2021, after the festive break. Since then, only our FES colleagues have been in the buildings, carrying out essential maintenance and checks. An essential minimum of some staff, required to carry out critical functions have also been permitted access. These staff were only permitted access through a strict and robust "Access to Buildings Process."





### Accident / Incidents

Health and Safety at Work etc. Act

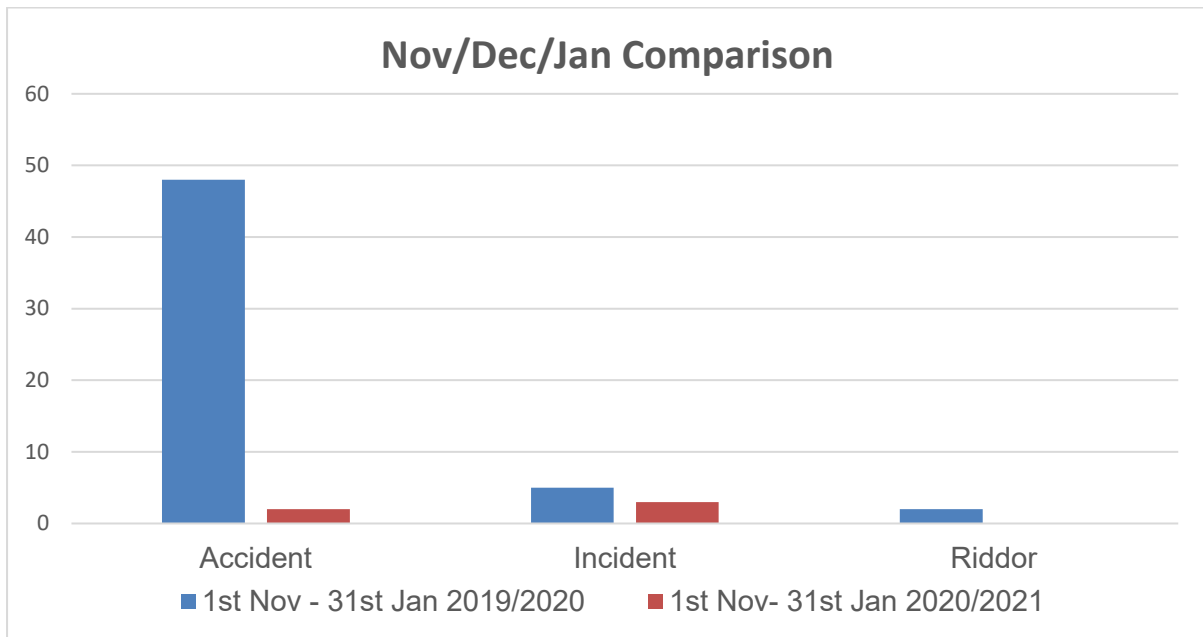
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 5 accidents / incidents were reported for this period 2020/2021.
- This compares to a total of 55 accidents / incidents for 2019-20 of which 2 were RIDDOR reportable incidents.

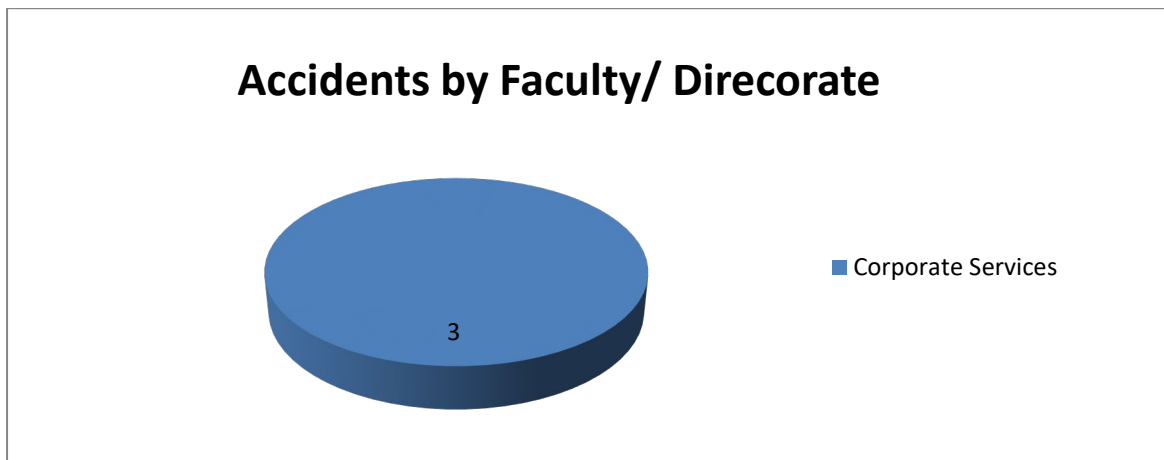
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Nov - 31 Jan	ACCIDENT		INCIDENT		RIDDOR		Totals	
2019 / 2020	48		5		2		55	
2020 / 2021	2		3		0		5	

## MONTHLY / QUARTERLY COMPARISON 2019 / 2020 and 2020 / 2021

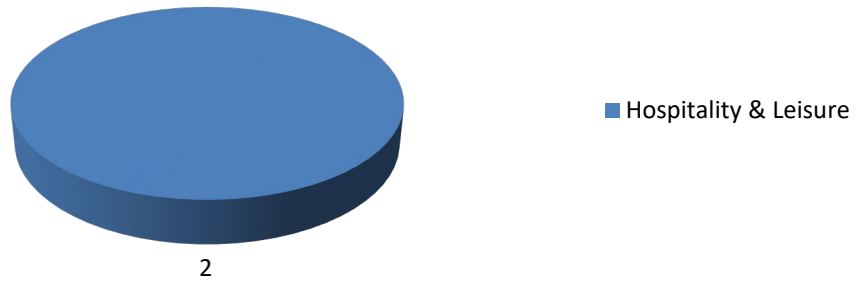


## All Accidents by Faculty / Directorate



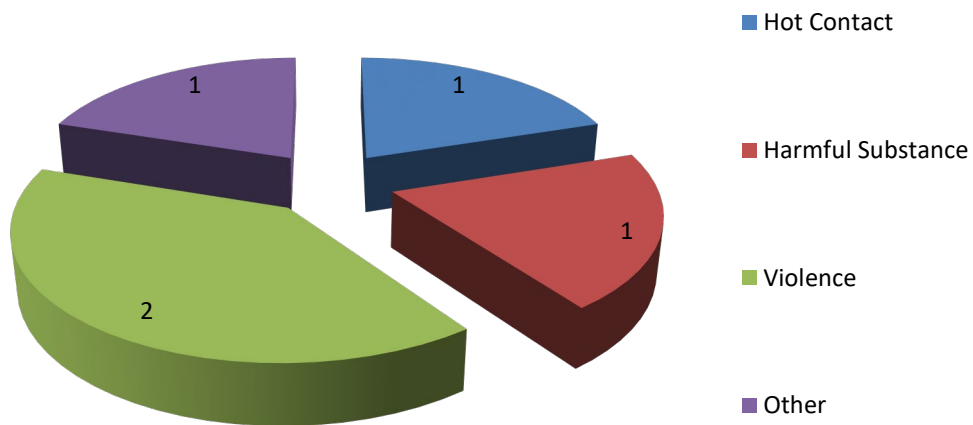
## All Incidents by Faculty/Directorate

### Incidents by Faculty/Directorate



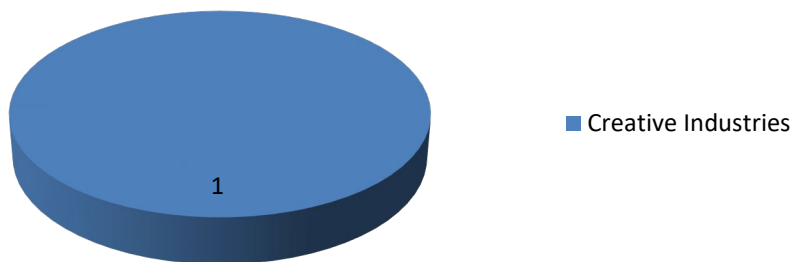
### Accidents/ Incident by Immediate Cause

### Accident / Incidents by Immediate Cause



### RIDDOR Reportable Accidents by Faculty / Directorate

### RIDDOR by Faculty/Directorate



## ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2019 / 20 Month	2019 / 20 Total	2020 / 21 Month	2020 / 21 Total
August	12	12	3	3
September	15	27	5	8
October	23	50	11	19
November	26	76	4	23
December	6	82	1	24
January	23	105	0	24
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

EFAP Pic Training	Evac Chair Training	DSE Homeworkng (online)	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
0	0	36	37	26	31
<b>TOTAL</b>	<b>130</b>				

## H&S Risk Assessments (excluding fire)

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

Below is a summary of all risk assessments submitted for the Quarter of November 01 – 31 January.

- 5 Covid related risk assessments submitted in November – 1 Education & Humanities, 1 Student Experience, 1 Corporate Services and 2 Hospitality & Leisure.
- Whilst determining which learning and teaching activities or essential services were to continue over the Level 4 restriction period from 20/11/2020, the risk assessments for those activities and services were reviewed to ensure they remained relevant.
- 8 Individual Risk Assessments were submitted in November.
- 4 Risk assessments were submitted for access to building in January:
  - Staff member to pack and arrange the courier of Learning Support laptops
  - Concierge or other Estates staff members attending building
  - IT access for distribution of student laptops
  - Sports therapy staff, prepare student consumable / unit completion packs

## **Fire**

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

In line with Scottish Government guidance, the phased return to College campuses commenced in July / August. The guidance also advises that if work can be done remotely, i.e. at home, it should be done so. This resulted in the college installing interim arrangements for emergency evacuation as all nominated PIC's, Fire Marshall and EVAC teams may not be to their full complement. These interim arrangements carried through from August to the festive break in December. They are expected to continue once staff return to college buildings. Below is a summary of the interim arrangements introduced from August.

- 1) All staff and students to be aware of these arrangements, inclusive of identifying emergency exit routes and assembly points.
- 2) All staff and students within the building should proceed via the closest indicated emergency exit and leave the building. Making their way to the existing assembly points already indicated in the existing emergency evacuation plan.
- 3) All Senior managers (ELT, SMT, Deans/Directors & AD's) from each faculty or staff department will be nominated and rota'd as being present by their areas.
- 4) Senior staff present must ensure the evacuation happens on each of their assigned floors and areas acting as the Fire Marshall's. The most senior staff member on duty (ELT or SMT in city campus and including AD's Riverside campus) must act as PIC in each building.
- 5) PIC will head to the emergency evacuation command point (level 0 reception in either building) and begin to receive confirmation from fire marshalls verbally of floors and areas being cleared.
- 6) PIC will liaise with Scottish Fire and Rescue Service or other emergency services upon their attendance and control re-entry to the building upon advice from emergency services.
- 7) Concierge and / or EVAC member of staff to proceed to evacuation panels to control any personal evacuation assistance required via fire control lifts or evac chairs. Each concierge staff member also to communicate via radio. This is only required where we have people requiring assistance and evacuation is absolutely necessary.
- 8) Identification of those requiring personal evacuation assistance will be made via email to the college Health and safety team either directly from the person (Staff or student) or via a staff member prior to arrival on campus. Health and safety advisors can then ascertain

what assistance is required and where the person will be within the campus building to ensure appropriate allocated assistance.

- 9) Members of SMT received training on PIC responsibilities 10/09/2020 for some this was refresher training. This training was followed up 14/09/2020 by a toolbox talk / walkthrough for SMT members not familiar with the Incident Control Point.

Attending to those requiring assistance is truncated as the nominated Evac Team may also not be to the full complement, and therefore interim arrangements for the deploying of the Evac Team was also required. Below is a summary of the interim arrangements

1. When members of the EVAC Team is attending the College, they will report to the Health and Safety Team, that they will be in the building that day.
2. ALL Evac Team members will now muster at the Incident Control Points at Level 0 in both campuses, maintaining physical distancing.
3. Green box in all stairwell refuge areas (and accessible toilets) for persons requiring assistance is linked to Emergency Comms Panel next to fire alarm panel at Level 0, reception in both campuses
4. Evac team members trained on answering comms panel will make way to panel.
5. The primary method of evacuating those persons requiring assistance will be using fire lifts. There are 4 fire lifts in City campus and 1 in Riverside. The fire lifts can only be operated by a key. A Concierge, with a fire lift key, will be directed by the Person in Charge to operate the fire lifts wherever required i.e. stairwells B, C, E or G in City and stairwell B in Riverside.. A member of the Evac Team will be directed to accompany the Concierge.
6. The Concierge will advise the PIC, by radio, when the evacuation is completed.
7. In the event that the fire lift is not available then back up will be the use of the Evac chairs. If Evac chair method has to be used then the Evac Team will have to go upstairs. They will be instructed through the PIC.
8. This is only required where we have people requiring assistance and evacuation is absolutely necessary.
9. Identification of those requiring personal evacuation assistance will be made to the concierge staff on campus entry or by prior arrangement for visitors. ALL staff entering the building will advise if they require evacuation assistance in the event of an emergency. All students scheduled to attend campus will have a PEEP (Personal Emergency Evacuation Plan) in place where necessary.
10. As with every other part of the Temporary Fire Evacuation Arrangements, the Evac Team arrangements will be reviewed four weekly as a minimum and treated as a temporary arrangement.

- 7 new PEEPs submitted in November - 7 carried out and complete, 1 booked in for consultation from October was not able to be completed due to the consultation not taking place as the student did not attend college due to Level 4 restrictions.
- Estates reported in November that the training kitchens did not have fire extinguishers within them. Following some low level investigation and researching the current fire risk assessment, it was established that the provision of fire extinguishing appliances is adequate, as the kitchen areas were covered by a gas suppression system and that provisions were adequate.
- It was also identified from the fire risk assessment that outstanding actions may not have been completed. A R.A.G. register has been formed to determine the status of actions.

- 2 new PEEPs submitted in December - These were to be carried out in January when students returned from the festive break. Due to the new Covid – 19 restrictions these will be carried over and arranged for when the students are allowed on campus.
- 3 peeps to be carried out when students return to the college buildings. 2 of which are carried over from December and there is 1 new notification for January.

### **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

- Draft Revised Occupational Health and Safety Policy presented to the Health & Safety Committee for consultation in November.
- Draft Risk Assessment Procedure was also presented to the November Health & Safety Committee for consultation.
- Draft Revised Occupational Health and Safety Policy presented to the Board of Management for approval on 16 December. The Policy was approved with recommendations on amended wording on H&S training.

### **Civil Claims**

- Nothing to report.

### **Health & Safety Committee**

The Safety Representatives and Safety Committees Regulations.

H&S Committee met 30 November 2020. The following agenda items were discussed:-

- Health & Safety Policy Document
- Quarterly Report (1) (Aug, Sept, Oct)



- Risk Assessments
- Individual Risk Assessments
- Covid Cases – summary
- HR Metrics – Staff Absence report
- Home Working DSE Assessment – Workrite
- Staff Survey
- Support available for all staff
- Patterns and trends for accidents relating to sharps and hot contact
- Directorate Reports - Corporate Services - Fire exit and lighting signage
- Faculties Reports - Education & Humanities and Nautical & STEM
- EIS - Reporting of work-related stress in the accident and incident reports

H&S Committee met 21 January 2021. The following agenda items were discussed:-

- COVID update : Building Access Process
- DSE training and assessment for Home Working
- Staff Survey
- Support available for staff
- H&S Training
- Directorate Reports - Corporate Services -
- Faculties Reports - Education & Humanities, Hospitality & Leisure, Nautical & STEM and Creative Industries
- Unison – No items for agenda
- E.I.S. – No items for agenda.

### **Inspections / Investigations (non accident)**

- The H&S Team carried out 2 investigations in November regarding the potential immediate and/or underlying causes of 2 Covid outbreaks amongst students within the Nautical & STEM Faculty (Electrical Engineering) and the Hospitality & Leisure Faculty (Sports Coaching City Campus)
- Risk Assessments from both areas were reviewed by the H&S Team as part of the investigation.
- Through speaking with Staff in charge of the areas, talking through risk assessments and safe systems of work, observing lessons and inspections of areas, the H&S Team are satisfied that relevant precautions and control measures provided in the RAs are being adhered to.
- During the investigations it was identified that:
- In regards to the Nautical & STEM students, that it is unclear if the reported cluster of positive COVID cases can be linked to the Electrical Engineering department at Riverside Campus.

- That a review of the risk assessment be carried out and for it to reflect the layout of the workshop and the use of benches to create a 1 way system while still maintaining social distancing. It is also recommended that some of the vices on the benches be strategically taped off out of use, to allow for social distancing while using vices.
- In regards to the Sports students, that physical distancing is more than adequate as within each class there was already reduced capacity.
- That there has been no crossover of the students (Different classes and different days of attendance).
- In conclusion the H&S Team investigators are confident that the risk assessments, safe systems of work and guidance in place are appropriate, sufficient and are being adhered to.

## APPENDIX 3



# Finance and Physical Resources Committee

<b>Date of Meeting</b>	
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 3 1<sup>st</sup> February 2021 to 30<sup>th</sup> April 2021</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben, Director HR</b>
<b>Date of production</b>	<b>May 2021</b>
<b>Action</b>	<b>For Discussion</b>

### 1. Recommendations

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

## HEALTH AND SAFETY REPORT – 1 February 2021 to 30 April 2021

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 2021.

The Committee will note that in line with Scottish Government guidance, whereby only a minimum number of students may return where face to face teaching and in-person assessment are critical to the successful conclusion of their studies, remained in place up until 22/02/2021. From 23rd February and until 5th April, revised Scottish Government guidance set out that the numbers attending colleges should be kept at the absolute minimum with no more than 5% of students on campus at any one time for in-person learning. The College decided not to commence the 5% attendance until 15th March. Since then the attendance of students at the College have been below the stated 5%. Furthermore though, From 5 April, colleges were also permitted to return students within the top 3 priority groups identified by Colleges Scotland as being most at risk of not completing this academic year (engineering, construction, hairdressing, beauty and complementary therapies), which equates to approximately 29% of FE students. This approach was in place until Scotland moved into the level restrictions on 26 April. From 26 April, Scotland moved to a modified Level 3, whereby Colleges should implement a restricted blended learning model. The Scottish Government do not intend to make any further changes until 17 May





### Accident / Incidents

Health and Safety at Work etc. Act

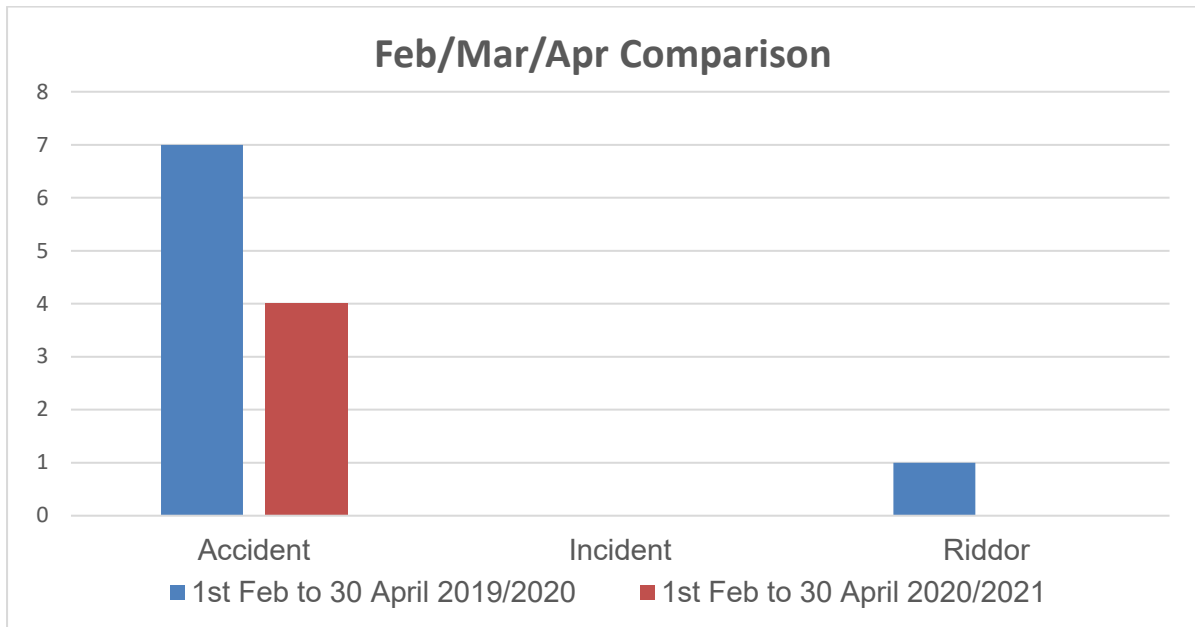
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 4 accidents / incidents were reported for this period 2020/2021.
- This compares to a total of 9 accidents / incidents for 2019-20, 1 of which was RIDDOR reportable.

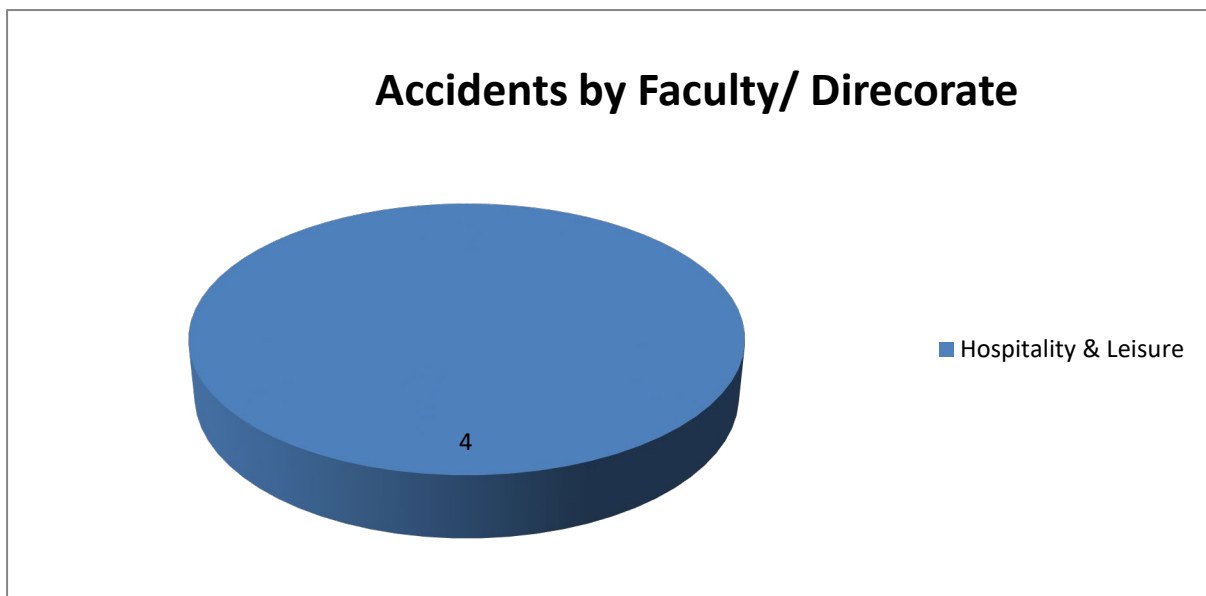
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 Feb - 30 Apr	ACCIDENT		INCIDENT		RIDDOR		Totals	
2019 / 2020	8		0		1		9	
2020 / 2021	4		0		0		4	

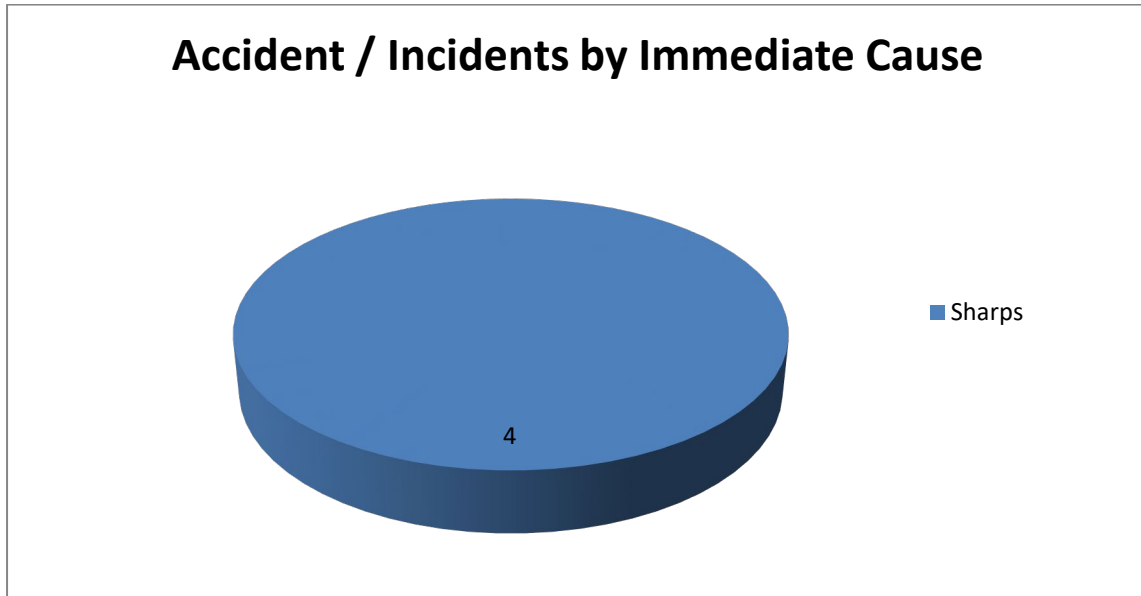
## MONTHLYLY / QUARTERLY COMPARISON 2019 / 2020 and 2020 / 2021



## All Accidents by Faculty / Directorate



**Accidents/ Incident by Immediate Cause**



**ACCIDENTS / INCIDENTS BY MONTH / YEAR**

Accidents/Incidents	2019 / 20 Month	2019 / 20 Total	2020 / 21 Month	2020 / 21 Total
August	12	12	3	3
September	15	27	5	8
October	23	50	11	19
November	26	76	3	22
December	6	82	1	23
January	23	105	0	23
February	8	113	0	23
March	1	114	0	23
April	0	114	4	27
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

Internal H&S Training Sessions (online)	Evac Chair Training	DSE Homeworking (online)	Display Screen Equipment (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
860		260		31	36
<b>TOTAL</b>	<b>1187</b>				

## H&S Risk Assessments (excluding fire)

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

Below is a summary of all risk assessments submitted for the Quarter of 01 February to 30 April 2021.

- The College wide COVID – 19 General Risk Assessment was reviewed and updated.
- A safe system of work was developed, taking cognisance of the College COVID – 19 General Risk Assessment, for the preparation of distributing chrome books to ESOL Students. The ESOL Students need to attend City Campus to pick up the devices, and receive an instruction session as well as validate their loan agreement of the chrome books. The first floor Atrium area and the lecture theatre were identified to be used for the sessions to allow for physical distancing.
- RLSS First Aid Qualification for Sports Students.
- Sports Injury Clinic
- Revised Practical Teaching and Delivery of all Hair and Beauty Curriculum Courses Hairdressing, Barbering and Make-up Artistry Activities
- Revised City Campus Library and Riverside Campus Library
- Student Engagement Running Club
- Student Engagement Boot Camp
- Student Engagement Dr Bike (bike maintenance) sessions
- Education & Humanities Moving and Assisting Training
- Revised Practical Teaching and Delivery of all Hair and Beauty Curriculum Activities for commencement from 6<sup>th</sup> April.
- Nautical & STEM Electrical Fault Finding Training Rig
- Nautical & STEM Maintaining Electrical Equipment & ETO Units
- Nautical & STEM Process Control Training Rig
- The Following Risk Assessments submitted to H&S Team in April:

- Dr Bike Sessions
- Video filming of screens and equipment in Bridge Simulator Suites by external company
- Moving and Assisting Training – 1.5 Day course

## Fire

### Fire (Scotland) Act

### Fire Safety (Scotland) Regulations

In line with Scottish Government guidance, the phased return to College campuses commenced in July / August. The guidance also advises that if work can be done remotely, i.e. at home, it should be done so. This resulted in the college installing interim arrangements for emergency evacuation as all nominated PIC's, Fire Marshall and EVAC teams may not be to their full complement. These interim arrangements have remained in place. They are expected to continue once staff return to college buildings. Below is a summary of the interim arrangements introduced from August.

- 1) All staff and students to be aware of these arrangements, inclusive of identifying emergency exit routes and assembly points.
- 2) All staff and students within the building should proceed via the closest indicated emergency exit and leave the building. Making their way to the existing assembly points already indicated in the existing emergency evacuation plan.
- 3) All Senior managers (ELT, SMT, Deans/Directors & AD's) from each faculty or staff department will be nominated and rota'd as being present by their areas.
- 4) Senior staff present must ensure the evacuation happens on each of their assigned floors and areas acting as the Fire Marshall's. The most senior staff member on duty (ELT or SMT in city campus and including AD's Riverside campus) must act as PIC in each building.
- 5) PIC will head to the emergency evacuation command point (level 0 reception in either building) and begin to receive confirmation from fire marshalls verbally of floors and areas being cleared.
- 6) PIC will liaise with Scottish Fire and Rescue Service or other emergency services upon their attendance and control re-entry to the building upon advice from emergency services.
- 7) Concierge and / or EVAC member of staff to proceed to evacuation panels to control any personal evacuation assistance required via fire control lifts or evac chairs. Each concierge staff member also to communicate via radio. This is only required where we have people requiring assistance and evacuation is absolutely necessary.
- 8) Identification of those requiring personal evacuation assistance will be made via email to the college Health and safety team either directly from the person (Staff or student) or via a staff member prior to arrival on campus. Health and safety advisors can then ascertain what assistance is required and where the person will be within the campus building to ensure appropriate allocated assistance.
- 9) Members of SMT received training on PIC responsibilities 10/09/2020 for some this was refresher training. This training was followed up 14/09/2020 by a toolbox talk / walkthrough for SMT members not familiar with the Incident Control Point.

Attending to those requiring assistance is truncated as the nominated Evac Team may also not be to the full complement, and therefore interim arrangements for the deploying of the Evac Team was also required. Below is a summary of the interim arrangements



1. When members of the EVAC Team is attending the College, they will report to the Health and Safety Team, that they will be in the building that day.
2. ALL Evac Team members will now muster at the Incident Control Points at Level 0 in both campuses, maintaining physical distancing.
3. Green box in all stairwell refuge areas (and accessible toilets) for persons requiring assistance is linked to Emergency Comms Panel next to fire alarm panel at Level 0, reception in both campuses
4. Evac team members trained on answering comms panel will make way to panel.
5. The primary method of evacuating those persons requiring assistance will be using fire lifts. There are 4 fire lifts in City campus and 1 in Riverside. The fire lifts can only be operated by a key. A Concierge, with a fire lift key, will be directed by the Person in Charge to operate the fire lifts wherever required i.e. stairwells B, C, E or G in City and stairwell B in Riverside. A member of the Evac Team will be directed to accompany the Concierge.
6. The Concierge will advise the PIC, by radio, when the evacuation is completed.
7. In the event that the fire lift is not available then back up will be the use of the Evac chairs. If Evac chair method has to be used then the Evac Team will have to go upstairs. They will be instructed through the PIC.
8. This is only required where we have people requiring assistance and evacuation is absolutely necessary.
9. Identification of those requiring personal evacuation assistance will be made to the concierge staff on campus entry or by prior arrangement for visitors. ALL staff entering the building will advise if they require evacuation assistance in the event of an emergency. All students scheduled to attend campus will have a PEEP (Personal Emergency Evacuation Plan) in place where necessary.
10. As with every other part of the Temporary Fire Evacuation Arrangements, the Evac Team arrangements will be reviewed four weekly as a minimum and treated as a temporary arrangement.

- No new PEEP notifications for February. 1 outstanding from January and 3 outstanding from 2020.
- There is 1 new student PEEP notification for March, this will be arranged when the student is back on campus. 1 outstanding from January and 3 outstanding from 2020. The Faculties concerned have been notified to contact the H&S team when these students return to campus.
- There was a fire alarm activation resulting in an evacuation from City Campus on 18<sup>th</sup> March at 20:41. The Scottish Fire and Rescue Service (SFRS) attended. The alarm was due to a fault located in the Atrium Faast Unit on the 7<sup>th</sup> floor in the main atrium. The device was disabled as it continually returned to a “fire state”. An engineer attended and was unable to reset the faulty device, the system was restored to “live” after the fault was disabled. They returned the following morning to enable the device after it had settled.
- 1 Fire alarm on the 26<sup>th</sup> April 2021 - Alarm actuated in training kitchen due to some burnt food and an Issue with the ventilation in the Kitchen.  
Estates informed Health and Safety that said ventilation is now working properly.  
Concierges staff responded to the 3 min pre-alarm, when they reached the kitchen and discovered a false alarm they radioed back to the fire panel and instructed a

silence/reset. It was during the silence/reset that the full alarm sounded for a few seconds before the reset had fully taken place.

This resulted in the attendance of the SFRS who were happy with the explanation. SFRS as part of their procedure investigated the burnt food at the kitchen.

The college did not evacuate as the alarm only sounded for a few seconds before the reset had taken. The decision was made not to resound the alarm as it might cause confusion and concierge had already confirmed a false alarm.

- 1 Staff PEEP completed, 1 student PEEP completed. 1 outstanding from January and 3 outstanding from 2020. The Faculties concerned have been notified to contact the H&S team when these students return to campus.

### **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

- Nothing to report.

### **Civil Claims**

- Nothing to report.

### **Health & Safety Committee**

The Safety Representatives and Safety Committees Regulations.

H&S Committee met 22 February 2021. The following agenda items were discussed:-

- H&S Quarterly Report
- DSE and Supporting Data
- Risk Assessment
- Training
- Health Intervention
- Directorate Reports - Corporate Services -

- Faculties Reports - Education & Humanities, Hospitality & Leisure, Nautical & STEM and Creative Industries
- Unison – No items for agenda
- E.I.S. – No items for agenda.

H&S Committee met 29 March 2021. The following agenda items were discussed:-

- H&S Training
- Return to Campus
- Flexible Working
- Equipment Requests
- Staff Survey
- Health Intervention
- Monthly Report February
- Directorate Reports - Corporate Services -
- Faculties Reports - Education & Humanities, Hospitality & Leisure, Nautical & STEM and Creative Industries
- Unison – No items for agenda
- E.I.S. – No items for agenda.

H&S Committee met on 26 April 2021. The following agenda items were discussed:

- H&S Training
- Return to Campus
- Flexible Working
- Equipment Requests
- Staff Survey
- Health Intervention
- Monthly Report February
- Directorate Reports - Corporate Services -
- Faculties Reports - Education & Humanities, Hospitality & Leisure, Nautical & STEM and Creative Industries
- Unison – No items for agenda
- E.I.S. – No items for agenda.

### **Inspections / Investigations (non accident)**

- Nothing to report.

## Appendix 4



# Finance and Physical Resources Committee

<b>Date of Meeting</b>	
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 4 1<sup>st</sup> May 2021 to 31<sup>st</sup> July 2021</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben, Director HR</b>
<b>Date of production</b>	<b>August 2021</b>
<b>Action</b>	<b>For Discussion</b>

### 1. Recommendations

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

## HEALTH AND SAFETY REPORT – 1 May 2021 to 31 July 2021

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 2021.

The Committee will note that in line with Scottish Government guidance for the college, university and student accommodation sectors in Scotland, from 26 April, Scotland moved to a modified Level 3, whereby the College implemented a restricted blended learning model. Glasgow remained in Level 3 throughout the month of May and until 5<sup>th</sup> June, whereby Glasgow moved into level 2 protection level. Colleges in levels 0-2 operated on a blended learning model. This approach reflected the Scottish Government’s Strategic Framework which set out how the Scottish Government planned to restore, in a phased way, greater normality to our everyday lives. Scotland then went to Level 0 from 19 July. Following updated Scottish Government guidance, the College implemented a blended learning model whereby Staff and students may spend time on campus, albeit not in the numbers or as frequently as before the virus. This included continued working or studying from home, whereby and in accordance with Scottish Government guidance on working from home, institutions, accommodation providers and student associations should ensure that only those staff who are required to support essential activities are requested to attend in person, and for no longer than is necessary.





### Accident / Incidents / Near Miss

Health and Safety at Work etc. Act

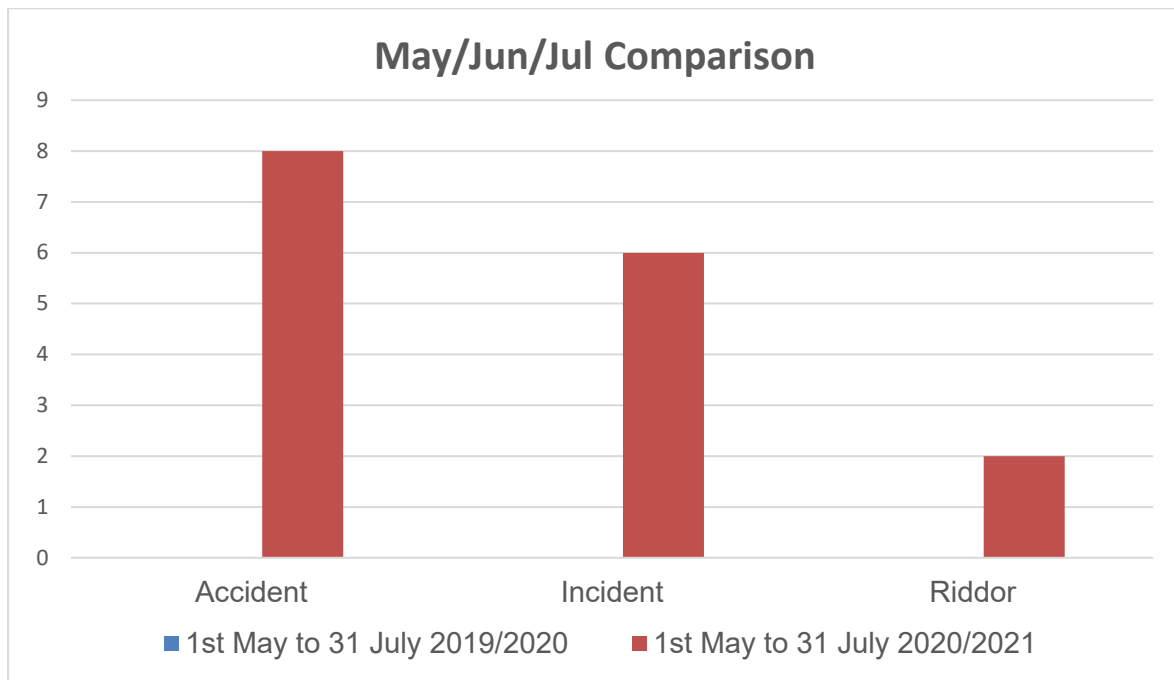
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 13 accidents / incidents / near misses were reported for this period 2020/2021.
- This compares to a total of 0 accidents / incidents for 2019-20.

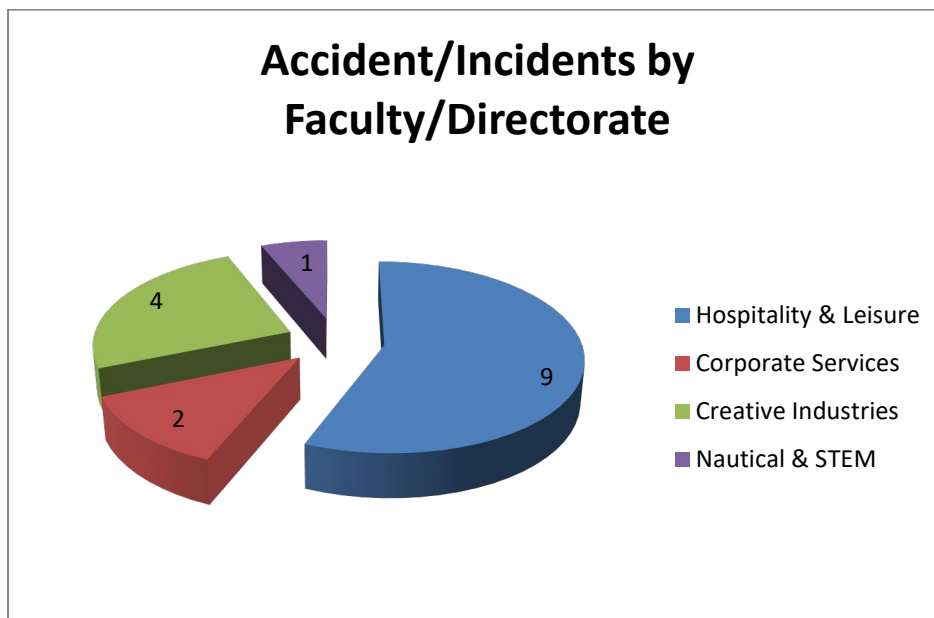
### MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 May - 31 July	ACCIDENT		INCIDENT		RIDDOR		Totals	
2019 / 2020	0		0		0		0	
2020 / 2021	8		6		2		16	

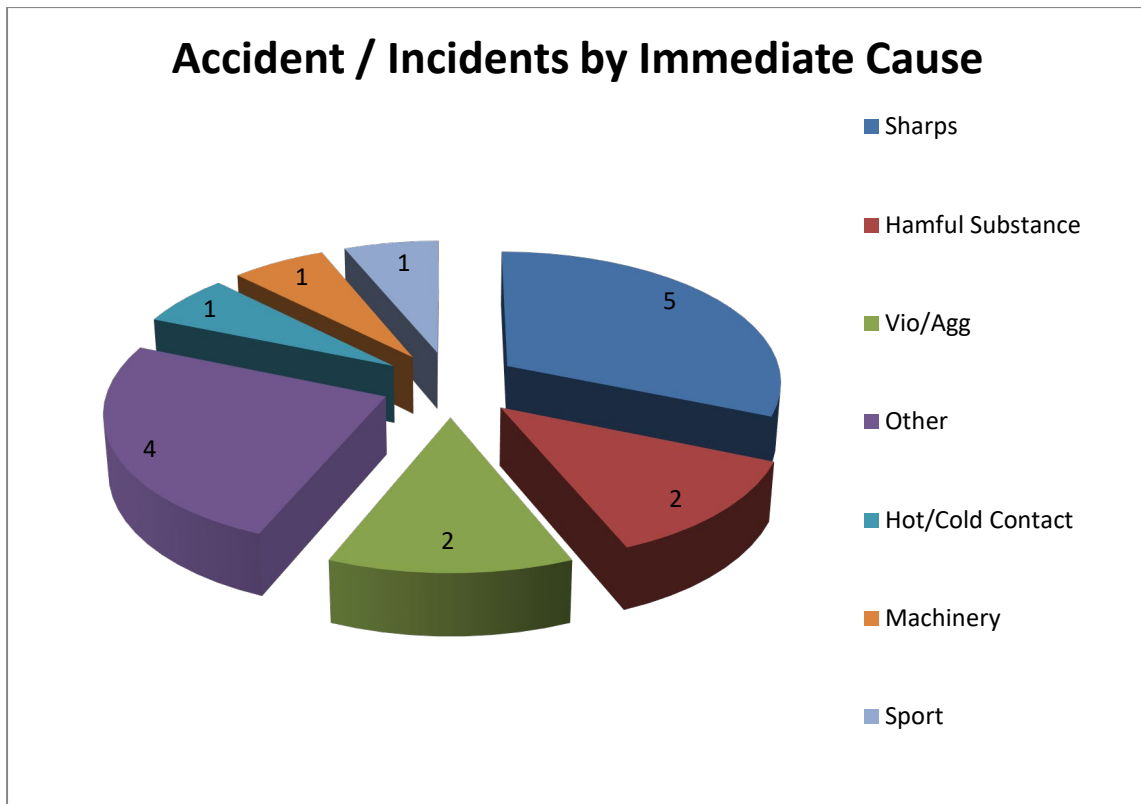
## MONTHLYLY / QUARTERLY COMPARISON 2019 / 2020 and 2020 / 2021



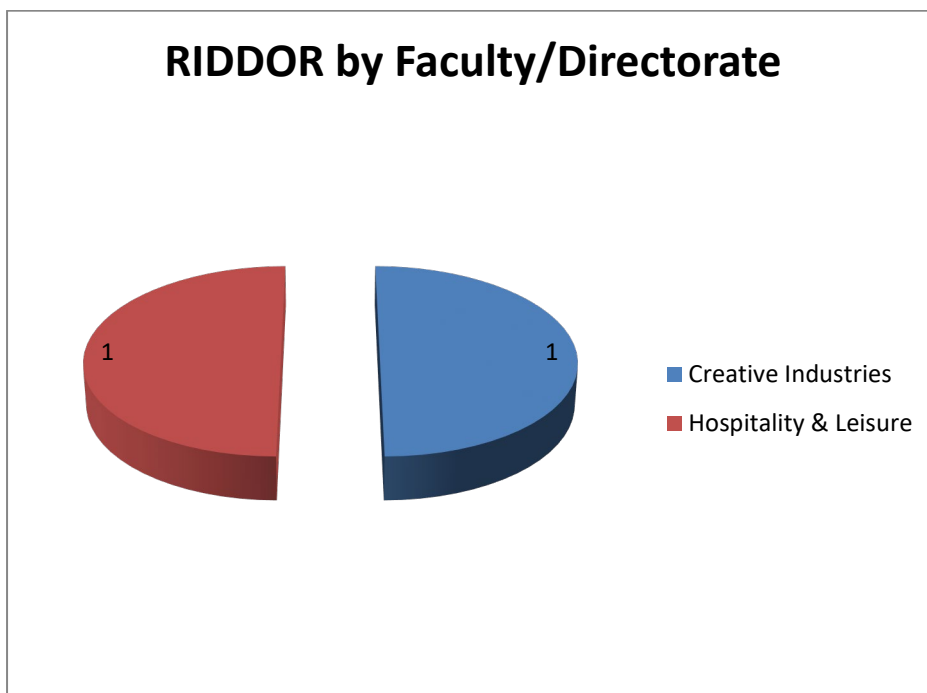
## All Accidents/ Incident by Faculty / Directorate



### Accidents/ Incident by Immediate Cause



### RIDDOR Accidents by Faculty/Directorate



## ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents/Incidents	2019 / 20 Month	2019 / 20 Total	2020 / 21 Month	2020 / 21 Total
August	12	12	3	3
September	15	27	5	8
October	23	50	11	19
November	26	76	3	22
December	6	82	1	23
January	23	105	0	23
February	8	113	0	23
March	1	114	0	23
April	0	114	4	27
May	0	114	6	33
June	0	114	8	42
July	0	114	0	42

(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

Internal H&S Training Sessions (online)	Evac Chair Training	DSE Homeworking (online)	Display Screen Equipment Campus (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
117		9	2	45	52
<b>TOTAL</b>	<b>225</b>				

## H&S Risk Assessments (excluding fire)

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



Below is a summary of all risk assessments submitted for the Quarter of 01 May to 31 July 2021.

- Room Capacity of R.05.018 to increase to 16 +1
- Use of Barista Machine
- Support staff duties including support of delivery of on and off site training programmes.
- Portable Appliance Testing Frequency
- Delivery of face to face teaching theory only by Lecturers and Associate Trainers (Visitors) and students attending.
- Essential Staff Face to Face Meetings On Site
- Updated Practical Teaching and Delivery of all Hair and Beauty Curriculum Activities- Covid- 19
- Updated delivery of hairdressing units – general hairdressing and barbering salons
- Composter – Provision of food waste, wood chip and operation of composter.
- Revised College General COVID – 19 Risk Assessment V7 in conjunction with Scottish Government Level 0 Guidance.

## Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

The College continued with the Interim Emergency Evacuation Arrangements introduced July / August 2020, which can be found as an appendix within the College Operational Protocols.

These arrangements will be reviewed four weekly and amended as required.

Below is a summary of incidents / activities in relation to Fire for the reporting period of 01 May to 31 July 2021.

- 1 Fire alarm and evacuation on the 6th May 2021 @ 0801hrs - Alarm actuated at Riverside Campus due to accidental activation of a manual call point. This resulted in the attendance of the SFRS who inspected the call point. The fire panel was reset following the reset of the call point.
- 1 Staff PEEP completed, 1 outstanding student PEEP from January and 3 outstanding from 2020. The Faculties concerned have been notified to contact the H&S team when these students return to campus.
- 2 Fire alarms and 2 Pre-alarms occurred in June;
- Fire alarm activation 4/6/2021 @ 0727 - Optical smoke detector activation due to burst rubber gland on a main pump. Water pressure from area was such that it hit the detector. Burst was isolated and detector replaced. Zone 15 was isolated for the time it took to replace the gland and clean area.
- SFRS attended and were happy with explanation given.
- Fire alarm activation 30/6/2021 - Unwanted Fire Alarm Signal (UFAS) at Riverside campus. Activation was due to maintenance being carried out by FES on the sprinkler system prior to the system being put offline. Fire service attended.
- 2 Pre-alarms 1/6/21 at 1209hrs & 9/6/21 at 1238hrs - in room C.10.005 there was a faulty compressor venting pressurised steam. Due to 5 the minute pre-alarm, no fire service

attendance or evacuation was made. The compressor has now been isolated and is awaiting parts for repair.

- 3 Staff PEEP completed, 2 Student PEEPs completed. 1 student PEEP outstanding from 2020. 1 Student PEEP not returning to finish course, PEEP no longer required. The Faculty concerned has been notified to contact the H&S team when the students return to campus.
- 3 Full activations occurred during July, as follows;
- Fire alarm activation - 05/7/2021 @ 0730 City campus. Fire Alarm actuated in the FFAST (Fire Alarm Aspiration Sensing Technology) unit on level 4 core D. Initially the Pre-Alarm sounded but quickly proceeded to full alarm. The cause of this is not clear however FES have investigated and state the system is working correctly. Alarm was caused by poor house keeping and dust was drawn into system. SFRS attended and alarm was reset. The area has since been cleaned.
- Fire Alarm Activation- 29/7/2021 @ 18:27 Riverside Halls of Residence, 8th floor lift lobby area, manual call point. SRM engineers were working in the area and accidentally knocked the device causing a full alarm, building was evacuated and SFRS attended. The alarm was reset before the arrival of SFRS, they advised the alarm should be left alone until their arrival. When leaving the premises SFRS were trapped due to a malfunctioning gate, on-call FES engineer attended and resolved the issue. SFRS raised their concerns over this.
- Fire Alarm Activation – 30/07/2021 @ 10:22 Riverside Halls of Residence, 6th floor lift lobby area, manual call point. SRM engineers were working in the area and accidentally knocked the device causing a full alarm, building was evacuated and SFRS attended. Engineers were advised by staff that they must be more careful. Alarm was reset under instruction from SFRS.
- Notification of 2 new student PEEPs to be carried out in September.

## 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

- Nothing to report.

## Civil Claims

- Nothing to report.

## **Health & Safety Committee**

### **The Safety Representatives and Safety Committees Regulations.**

H&S Committee met 24 May 2021. The following agenda items were discussed:-

- H&S Training update
- Covid-19 Developments
- Lateral Flow Tests update
- Risk Assessment
- H&S Quarterly Report (Feb/Mar/Apr)
- Staff Survey update
- Directorate Reports - Corporate Services.
- Faculties Reports - Education & Humanities, Hospitality & Leisure, Nautical & STEM and Creative Industries.
- Unison – No items for agenda
- E.I.S. – No items for agenda.

H&S Committee met 28 June 2021. The following agenda items were discussed:-

- Plant & Equipment Audits
- Covid-19 Developments
- Risk Assessment
- Mental health training
- Hybrid Working
- Staff Survey update

Directorates Reports

- Corporate Services

Faculty Reports

- Creative Industries
- Education & Humanities
- Hospitality & Leisure
- Nautical & STEM

Trade Union Safety Representatives Reports / Issues

- Unison - No items for agenda
- EIS - No items for agenda

## **Inspections / Investigations (non accident / incident)**

- In July, the H&S Team arranged for audit inspections within Creative Industries and Hospitality & Leisure faculties to review dangerous plant and equipment, as well as COSHH. The audit inspections reviewed inspection and maintenance records and will be benchmarked against relevant standards and regulations.

- The audits will look to highlight areas for improvement but also share good practice amongst faculties. The H&S team visited areas and worked alongside ADS, CH and technicians whilst on site.
- Audits and actions to be completed aiming to have complete by start of next academic year.