

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 1 December 2021
Paper No.	FPRC2-I
Agenda Item	4.1
Subject of Paper	Health and Safety Report Quarter 1 1 st August 2021 to 31 st October 2021
FOISA Status	Disclosable
Primary Contact	John Gribben, Director HR
Date of production	November 2021
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 2021 to 31 October 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 August, September and October 2021.

The Committee will note that from 09 August, Scotland moved to a modified Level, Beyond Level 0. And therefore, in line with Scottish Government guidance for the college, university and student accommodation sectors in Scotland, the College continued with a blended learning model with consideration to the need for limiting direct face-to-face learning involving very large numbers of students. In considering this, the College ensured that this was done without detriment to learning or the overall student experience. The College also introduced a Hybrid Working model for Staff.

This approach was supported by the College implementing “Beyond Level 0” Protocols and a new General College COVID “Beyond Level 0” Risk Assessment.




Accident / Incidents / Near Miss

Health and Safety at Work etc. Act

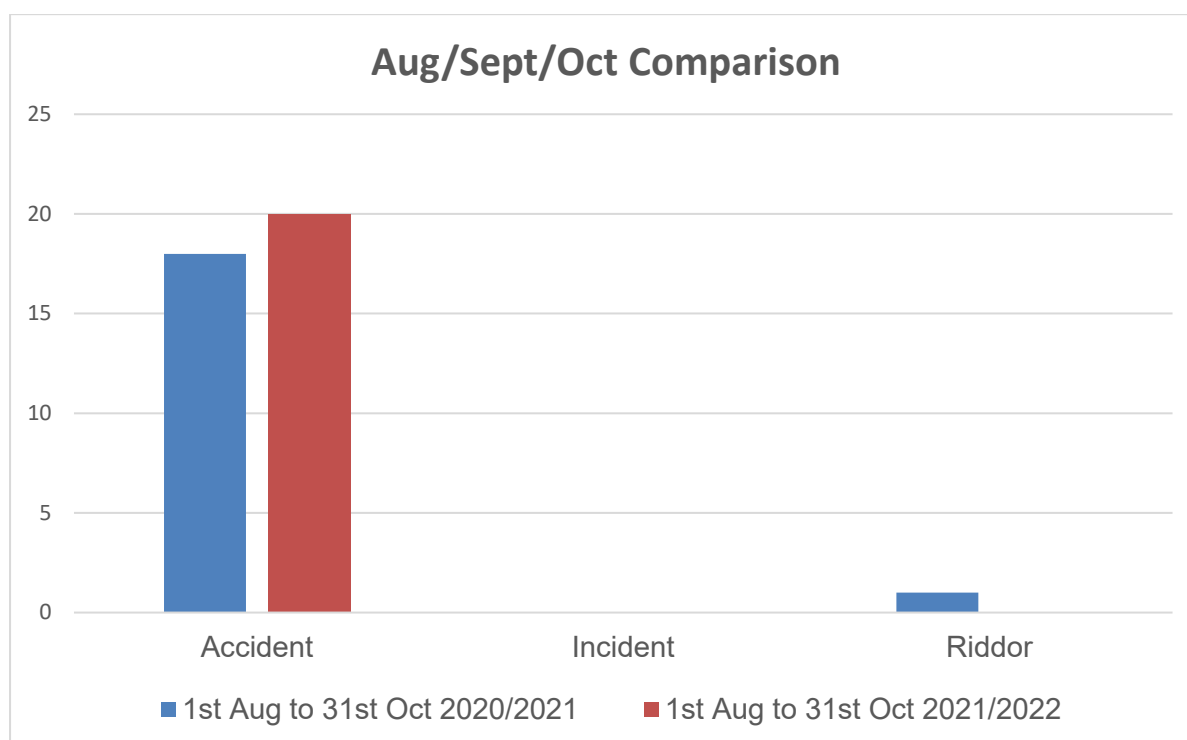
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A total of 20 accidents / incidents / near misses were reported for this period.
- This compares to a total of 19 accidents / incidents / near misses for 2020-21

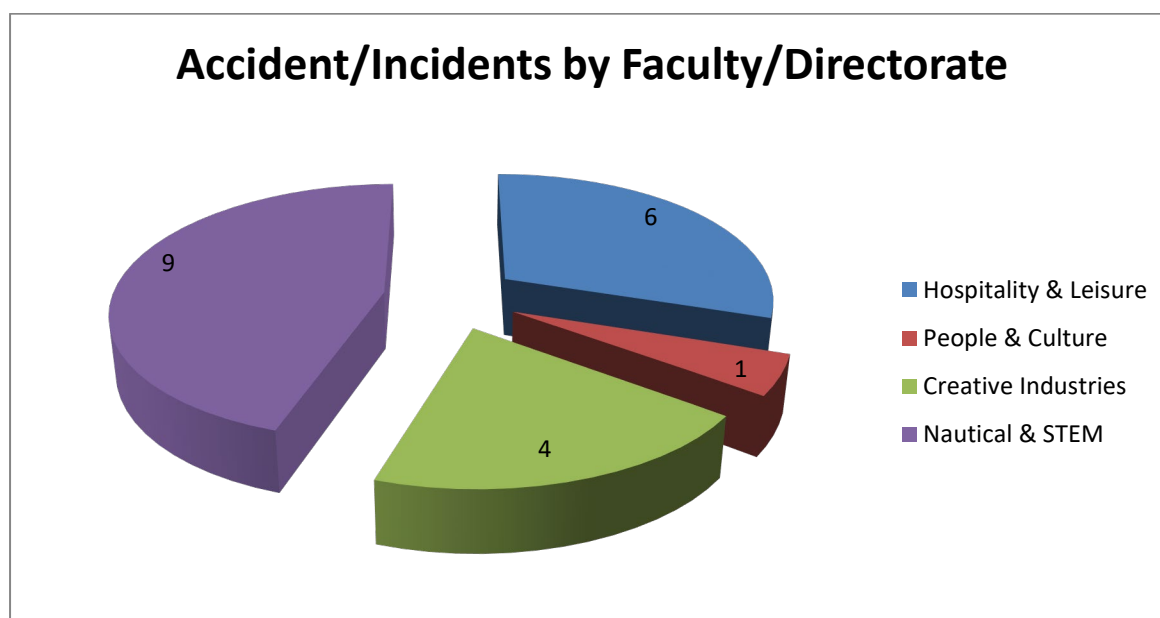
MONTHLY / ANNUAL COMPARISON TO LAST YEAR for reporting period

01 August - 31 October	ACCIDENT / INCIDENT / NEAR MISS		RIDDOR		Totals	
2020 / 2021	18		1		19	
2021 / 2022	20		0		20	

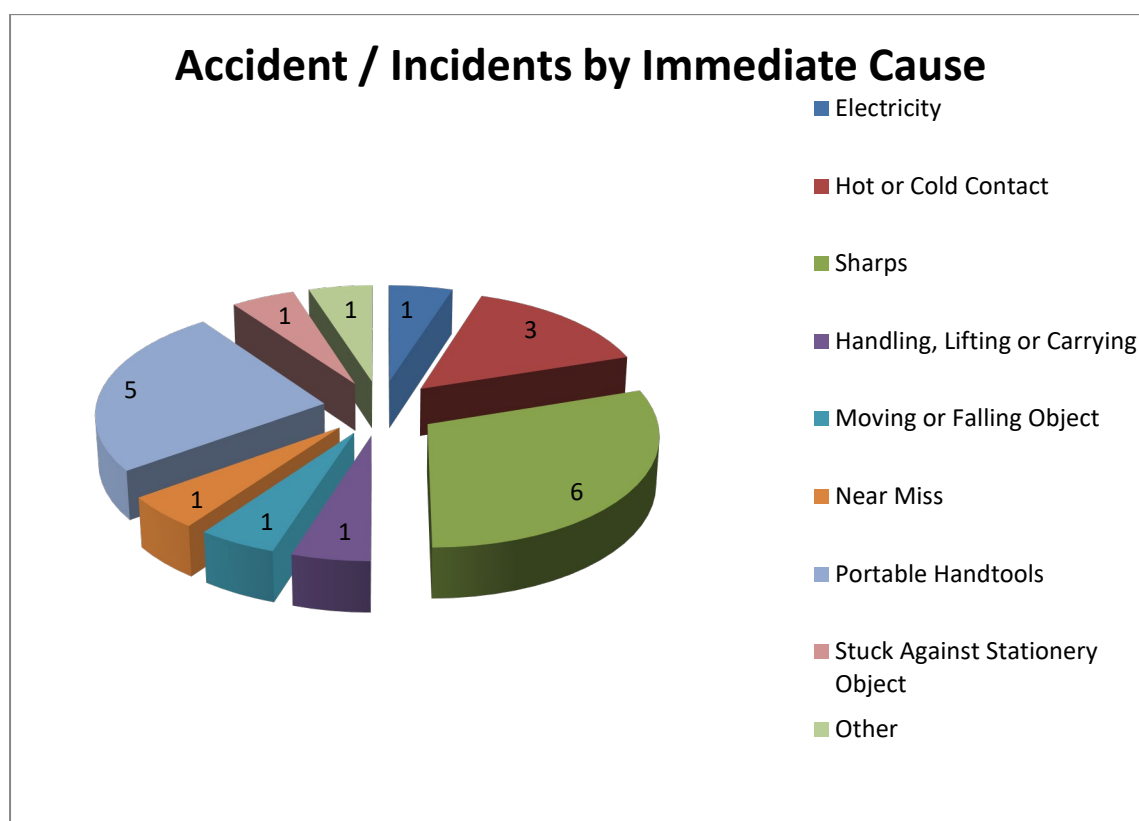
MONTHLYLY / QUARTERLY COMPARISON 2020 / 2021 and 2021 / 2022



All Accidents/ Incident by Faculty / Directorate



Accidents/ Incident by Immediate Cause



ACCIDENTS / INCIDENTS BY MONTH / YEAR

Accidents / Incidents / Near Misses	2020 / 21 Month	2020 / 21 Total	2021 / 22 Month	2021 / 22 Total
August	3	3	3	3
September	5	8	7	10
October	11	19	10	20
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

Fire Safety & Evacuation Awareness (Face to Face)	Evac Chair Training	DSE Homeworking (online)	Display Screen Equipment Campus (online)	Fire Safety and Evacuation (online)	Introduction to Health and Safety at Work (online)
15	0	5	4	30	32
TOTAL	86				

(*Note: figures can change from monthly reports as Risk Assessments can be received for the reporting period the following

H&S Risk Assessments (excluding fire)

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

Following refresher “Drop in Sessions” early August, on Risk Assessments, arranged by the H&S Team, whereby attendees were advised to review and revise Risk Assessments, a number of Risk Assessments have been submitted to the H&S Team in this reporting period of August, September and October, including Risk Assessments for COP 26 Events. Below are numbers pertaining to each Faculty / Directorate.

- Creative Industries – 21
- Education & Humanities – 20
- Hospitality & Leisure – 101
- Nautical & STEM – 25
- Student Experience – 6
- Corporate Development and Innovation – 3
- Corporate Services – 3
- World Skills - 2

month)

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 August to 31 October 2021.

- There were 2 pre-alarms only, at Riverside Halls of Residence in August. No fire service personnel attended.

- 7th September, 14:50, City campus pre-alarm in training kitchen - C01.106. The alarm panel was reset to avoid full activation.
- 29th September, Riverside campus, detector head actuated on the 8th floor plantroom, SFRS attended and investigated. outcome was a faulty head and FES fire were requested to replace the detector head.
- 18th October, 11:34, City campus pre-alarm in training kitchen - C01.104. The alarm panel was reset to avoid full activation. Due to ventilation.
- 20th October, 12:19 City Campus Pre-Alarm in training Kitchen – C01.102. The alarm panel was reset to avoid full activation
- 31 Requests for Student/Staff PEEPs were submitted to the H&S Team for the reporting period of 01 August to 31 October 2021.

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 17 August 2021. The following agenda items were discussed:-

- Plant and Equipment Audits
- Beyond Level 0
- Risk Assessment
- College Protocols
- Hybrid Working
- H&S Quarterly Report
- Faculty / Directorate Reports

There were no agenda items from Unison or EIS.

H&S Committee met 23 September 2021. The following agenda items were discussed:-

- Risk Assessment
- Face Coverings – Staff/Student
- COVID Vaccinations
- Flu Vaccine
- Sickness Absence
- Robertson Cooper Survey
- Transitions Equipment
- Faculty / Directorate Reports

There were no agenda items from Unison or EIS.

H&S Committee met 26 October 2021. The following agenda items were discussed:-

- COP26
- Evacuation Drills
- PCR Testing & Vaccination bus
- Body Worn Cameras (security)
- Risk Assessment
- H&S August & September Monthly Reports
- H&S Annual Report 2020/2021
- Flu Vaccinations
- Wellbeing Update
- Directorates & Faculties Reports

There were no agenda items from Unison or EIS.

Inspections / Investigations (non accident / incident)

- Nothing to report