

Board of Management

People & Culture Committee

Date of Meeting	Wednesday 12 February 2025
Paper No.	PCC2-F
Agenda Item	5.4
Subject of Paper	Health and Safety Monthly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben, Vice Principal People and Corporate Services
Date of production	January 2025
Action	For Discussion and Decision

1. Recommendations

The Committee is invited to discuss the report and any matters arising as appropriate.

2. Purpose

The purpose of this paper is to update the Committee on the standards of the College's health and safety performance and to provide a platform for the Committee to demonstrate their ongoing commitment to the effective management of health and safety.

The health and safety reporting process involved a production of a monthly health and safety report to be presented to the Health and Safety Committee, Senior Management Team (SMT) and subsequently to the People and Culture Committee. This paper provides monthly reports

produced from data and health and safety activity covering October 2024, November 2024, and December 2024.

3. Consultation

The Health and Safety Monthly Reports are shared with the SMT and Executive Leadership Team (ELT) each month. The reports are a standing item for consultation and feedback with the Health and Safety Committee and our Trade Union Colleagues.

4. Key Insights

4.1 Executive Summary

This paper details the monthly Health and Safety reports for October, November, and December 2024.

During these three months, 26 accidents and incidents were recorded, 2 of which were Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) reportable. All RIDDOR reportable accidents were investigated by the Health and Safety Team. Remedial actions taken included a review of risk assessment control measures, increased supervision, and additional instruction and training.

The Health and Safety Manager prepared a Security and Safety Report, which was shared with ELT October. The report outlined the events following a fatal incident in the community near the City Campus service yard Wednesday 29th of October.

The report highlighted key concerns, particularly the delayed communication from local enforcement authorities. Despite extensive media coverage of the incident, no formal notification was received from the local police liaison regarding potential threats to the college or the community until Friday 1st November, three days later.

This incident highlighted significant security concerns, particularly given its severity, and emphasises the critical importance of adhering to the safety protocols outlined in Martyn's Law.

The report shared with the ELT recommended an immediate investment in resources to enhance security measures. This includes establishing a physical presence through a dedicated security team, complemented by systems such as the Critical Arc System—a mobile app offering security tracking and alert capabilities. However, maintaining an on-campus physical presence is also crucial to ensure reports and alerts are managed effectively.

The business case for implementing this system is in its final stages. Additionally, a Crime Prevention Survey will be conducted by the Safer Communities department of Police Scotland,

who can carry out a comprehensive internal and external site survey upon request. The College has been advised that proceeding with this survey will require a commitment to adopting the recommendations provided.

The full report can be found in **Appendix A**.

In November, the Health and Safety Manager received a comprehensive report from the Association of Colleges (AoC). The College participated in an annual benchmarking exercise, which involved submitting all data related to accidents, incidents, and near-misses for the 2023/2024 academic year. Of the 93 colleges invited to participate, 43 provided data.

The aim of the exercise is to offer an overview of accident, incident, and near-miss rates, calculated using the following formula:

(Number of accidents, incidents, and cases of ill health ÷ total headcount of staff and students) × 1000

For the 2023/2024 academic year:

- The overall incident rate across participating colleges is 41 per 1000 headcount.
- At City of Glasgow College (CoGC), the incident rate is 10 per 1000 headcount.

The full report can be found in **Appendix b** of the November report.



CITY OF GLASGOW
COLLEGE

HEALTH & SAFETY

**Interim Safety Report
Security Concerns
29/10/204**



1. Executive Summary

On Tuesday, October 29th, a female was tragically killed in broad daylight near the City Campus grounds. This report outlines key concerns regarding the incident and the delayed communication from local enforcement authorities. Despite extensive media coverage of the event, no formal communication was received from the local police liaison about potential threats to the college or the community until Friday, three days later.

The college area was subsequently cordoned off, which disrupted campus deliveries and operations. Due to this lack of timely updates, staff and students were left uncertain about any potential threat level. This delay has raised concerns that, given the campus's public access, an attacker could have potentially entered and moved through campus undetected.

This incident has highlighted significant security concerns, especially in light of past incidents, and underscores the importance of the safety protocols expected under Martyn's Law.

1.1 Report References

Domestic Terrorism refers to violent acts intended to intimidate or coerce civilians, influence government policy, or impact political or social conduct, carried out by individuals or groups within their own country. Unlike international terrorism, domestic terrorism is motivated by issues specific to the perpetrator's home country.

Femicide In the UK, femicide refers to the killing of a woman or girl due to her gender, often linked to domestic abuse, honour-based violence, or misogyny. It highlights gender-based violence where women are targeted specifically because they are female.

Martyn's Law, officially known as the Protect Duty, is proposed UK legislation aimed at enhancing public safety against terrorist attacks. Named in memory of Martyn Hett, a victim of the 2017 Manchester Arena attack, the law requires organisations to take proactive security measures to protect the public. The law applies to public spaces with a capacity over a certain threshold, aiming to create safer environments through structured risk management and preparedness.

Additional information can be found in **Appendix A**.

2. Background

In August 2021, enhanced security measures were introduced on campus in preparation for COP26, including the appointment of a Security Team Leader and four additional Security Officers, all required to hold valid SIA (Security Industry Authority) licences. These licences demonstrate that each individual is qualified, meets industry standards, and has undergone government-approved training to manage security responsibilities effectively.

However, in August 2023, organisational restructuring combined Security and Concierge duties into a single Front of House (FOH) role. This merger led to the departure of several experienced personnel, leaving only two out of the original six SIA-trained officers on the team.

The FOH role now combines concierge and janitorial tasks with security responsibilities, raising concerns about staff competency. High staff turnover, an ageing workforce, and frequent absences are thought to affect the FOH team's ability to respond effectively to significant security incidents.

Currently, the FOH staff lack the specialised training and expertise required for dedicated security roles, such as risk assessment, emergency response, and conflict de-escalation. Their primary responsibilities focus on maintenance and facility upkeep rather than on threat detection and incident management—critical skills for maintaining security on college premises.

2.1 Key Concerns

- **Proximity of incident to campus**
 - **Delay in communication** from local police liaison
 - **Lack of updates to staff and students**, risk and threat level on the day of the incident and in the days following, including road closure information
 - **Nature of incident:** Although this appears to be an isolated case, with potential links to domestic terrorism or femicide, the absence of assurance raises concern that a similar individual could enter campus undetected
 - **Martyn's Law Compliance:** Gaps in safety measures required to comply with upcoming law
 - **Competency of FOH (Front of House) Staff:** Security-related responsibilities often fall to FOH staff who may lack the training and experience to handle such incidents
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3. Timeline of Events

A timeline of events has been provided by Front of House Manager, Pamela Marshall (PM) and Associate Director of Facilities and Front of House, Allison Miller (AM).

Date	Time	Detail	Our Steps
Tuesday 29 th October	1255	Incident reported to Emergency services	
	1400	FOH learn St. James Rd is closed off	
	1600	PM made aware of the police incident.	
	1630	PM learns back gate is inside cordon, college car needs left outside level 2 overnight	The college car is parked in the main car park overnight.
	1800	PM talks to police outside gate, who cannot confirm any information or when St. James Rd will reopen	PM back on site in case CCTV is requested urgently.
	1830	Lights in carpark reported as off, staff member asks to be walked to their car due to the incident	Lights reported to FES
	1900	Car park lights restored by FES.	
	1920	FOH Officers believe a student has witnessed the incident and Ross Baillie picked up the student.	PM updates JG who passes on to ELT. Ross Baillie is no longer on Campus. No follow up on Student from FOH.
	2000	PM off campus	
Wednesday 30 th October	0625	Back gate still inside cordon, PM talks to Police Scotland, no	Arranged with the College Food Store and Baxter Storey to be prepared to

		predicted time for opening the road.	take deliveries through main entrances.
	0630-1000	Some deliveries are allowed round to the yard, others are sent to Cathedral St and Allan Glen Way.	
	Approximately 1100	Police Scotland attend campus to request CCTV.	DPA requested, no footage is viewed – request is for a straight lift of 12 hours.
	1200	Police start allowing vehicles coming onto Campus down St. James Rd.	
Friday 1 st November		Police Scotland Attend Campus with further request for CCTV, then contacted the college 11.48 a.m offering support and reassurance.	Police Scotland is advised a DPA must be issued.
Thursday 7 th November	1900	<p>Allison Miller and Pamela Marshall attended the Townhead Community Council meeting where police Scotland were present and provided and update on the incident.</p> <p>Local councillors confirmed that Police Scotland had been quick to reassure them that there was no further immediate threat.</p>	No further action. PM will attend December meeting as representative for the College.

4. Observations and Findings

- FOH Staffing and Responsibilities**

FOH staff can be called away for last-minute tasks, including room setups, package deliveries, litter picking, first aid and event support, often leaving the security presence

in the building compromised. Although two SIA-trained security personnel remain, the role is increasingly unattractive for trained individuals due to high demands and low resources.

- **Increased Incident Frequency**

Recent data indicate a rise in disruptive incidents, including student violence, aggression, and increased unauthorised activities (e.g., smoking, vaping). Security incidents such as student protests, attempted roof access, students remaining in classrooms during closing times, increased drug use, and rough sleeping have also been noted, particularly at COB (City of Business).

Data collected from Front of House Manager notes that:

There have been eight needle sweeps completed at the COB since August 2024 – Charged at a total of £2159

Combined security incidents in 2022 and 2023 there were 119 incident reports when we had a dedicated security team of 4 Security Officers and a Security Team Leader.

Since the role changed there has been significantly less reported. In 2024, there are only two reports in the old-style word document between January and April and a further 36 from April to present this Calander year since moving to a Nintex form.

The data suggests that with the reduction in Security Services and the return of more staff and students to campus, there are now insufficient resources to adequately support reporting needs.

- **Reduced Security Visibility**

Security presence is often lost during peak times due to FOH demands, impacting response effectiveness and general campus safety. Specific incidents include students bypassing security during strike actions and demonstrations. Other notable events include an incident detailed within this report and Palestine Demonstration at Bells Park.

- **CCTV and Monitoring Requests**

A rise in CCTV requests highlights increased concerns for monitoring and evidence collection, reflecting broader concerns over campus safety and the adequacy of current security measures. There have been 45 requests to review CCTV in 2024, 12 of these were from Police Scotland, and British Transport Police.

5. Overview of Requirements Martyn's Law

Martyn's Law, also known as the "Protect Duty," is proposed UK legislation to enhance security in public spaces, including colleges, to safeguard against terrorist threats. Named after Martyn Hett, a victim of the 2017 Manchester Arena attack, the law mandates several key measures for public buildings:

Risk Assessment and Security Planning

Risk Assessments: Colleges must assess potential vulnerabilities to terrorist threats.

Security Plans: Develop plans to manage risks, including incident response procedures.

Training and Preparedness

Staff Training: Equip staff to identify suspicious behaviour and respond to threats.

Security Awareness: Promote general security awareness among students and visitors.

Physical Security Measures

Enhanced Security: Use controlled access points, CCTV, and barriers to prevent unauthorised access.

Building Design: Adjust entry points to control and monitor flow where needed.

Communication and Incident Response

Law Enforcement Coordination: Establish communication with local security agencies.

Incident Response: Maintain practiced response plans, including lockdown and evacuation protocols.

Public Education and Engagement

Safety Information: Display emergency procedures and contact info.

Encouraging Vigilance: Educate the public to remain vigilant and report suspicious activities.

It should be noted that the College already has various levels of mitigation factors in place. However, the incident that occurred on Tuesday, 29th October, provided the College with an opportunity to benchmark these mitigation factors in a potential security situation.

6. Recommendations and Options

It is recommended that there is an **immediate investment** in resources dedicated to increased security measures. This should be by a physical presence of a dedicated security team. A Dedicated Security Team should be established on campus, equipped with body cameras and trained to manage on-campus incidents. Their roles would include

- Providing continuous presence on Level 0 and Level 2 at City Campus and Level 0 at Riverside Campus
- Conducting regular patrols, monitoring for disruptive behaviours in stairwells and classrooms
- Supporting FOH during VIP events
- Addressing unauthorized smoking and vaping
- Increasing visibility at COB and offering support during high-risk hours at HOR

This dedicated team would work in conjunction with the previously suggested measures:

Critical Arc System

Consider implementing the Critical Arc system, which offers security tracking and alert capabilities via a mobile app. However, it is recommended to also maintain a physical presence on campus to handle reports and alerts effectively.

Dalek CCTV Security

A mobile security device (e.g., "Dalek") could provide CCTV and alarm coverage around the COB. However, it may cause disruption to neighbouring properties, which should be considered.

Crime Prevention Survey

Would be completed by the Safer Communities department of Police Scotland, who can complete a full internal and external site survey if requested. The college has been advised that to proceed with the survey there will be expectations that the recommendations will be adopted by the college.

When asked specifically for support with a rising number of Gender Based Violence (GBV) reports submitted, aiding to prepare for Martyn's Law and the potential benefits of a system such as Safezone provided by Critical Arc.

7. Sub note from Allison Miller, Associate Director Facilities and Front of House.

Following the recent organisational change and restructure it has become evident that the reduction in service in this area has been too deep. We have to prioritise available resources which are further impacted by sickness and accommodating annual leave while under increasing pressure to ensure that both our campuses are safe and welcoming, whilst managing the ever-increasing demand as the initial point of contact for advice and guidance.

The reduction in staffing has resulted in a negative impact on the ability to deliver day to day operations and a previous request for the introduction of three Front of House Team Leaders was rejected, however without additional investment, the standard of safety and security the college aspires to will simply not be possible.

8. Update November 2024 – Associations of Colleges Accident/Incident Benchmarking Exercise

In November, the Health and Safety Manager participated in a benchmarking exercise organised by the Association of Colleges (AoC). The exercise invited 93 colleges across the UK to submit their accident and incident data for the 2023/24 academic year. Now in its second year, this initiative not only enables participants to benchmark their performance against one another but also helps to identify trends from the previous year.

A concerning trend identified by the AoC related to physical assault, with a 7% increase reported compared to the previous year, amounting to 412 recorded cases. This issue has been highlighted by the AoC for discussion on causation at national forum meetings.

The Health and Safety Manager presented this issue at the most recent Health and Safety Committee meeting, where the challenges faced by the college were discussed in detail. It was noted that academic staff often lack clarity regarding the reporting process and what incidents fall under the college's definition of violence and aggression, leading to underreporting.

It was agreed at the meeting that a cross-college campaign involving all relevant parties is essential to eliminate any ambiguity regarding the college's zero-tolerance approach to violence and aggression. The campaign will aim to raise staff awareness of the reporting process and clearly communicate the consequences of breaches.

9. Appendix A Additional Information

Martyn's Law

Protect Duty, is proposed UK legislation designed to improve security in public spaces, including college buildings, to protect against terrorist threats. It requires venues to conduct risk assessments, implement security measures, and provide staff training to respond to potential threats. For colleges, this means enhancing physical security, such as controlled access points and CCTV, and ensuring staff and students are aware of safety protocols. The law aims to create safer environments in places where large numbers of people gather, including educational settings.

Violence Against Women

In 2024, violence against women in the UK remains a critical issue, with reports showing that a woman is killed by a man roughly every three days. This rate has stayed relatively stable over time. Many of these cases involve domestic or intimate partner violence, as highlighted by the Femicide Census and other sources. Recent statistics from organizations such as Women's Aid and the UN point to deep-seated issues in how violence against women is addressed and recorded across different regions in the UK. The data suggests that most of these tragedies stem from relationships with current or former partners, making intimate partner violence a significant factor in female homicides.

Despite the existing legal framework, advocates argue that more centralised, well-coordinated efforts and robust funding for frontline organizations are essential to effectively address and prevent such violence. Moreover, the UK government has recently designated violence against women as a "national threat," which underscores the urgency of these issues and the need for systemic improvements in safety measures, accountability, and support for victims.

International Day to End Violence Against Women

The International Day for the Elimination of Violence against Women is on November 25th. It's a day to raise awareness of the violence that women face, including rape, domestic violence, and other forms of gender-based violence. It also marks the start of the 16 Days of Activism against Gender-Based Violence, which runs until International Human Rights Day on December 10th.

Appendix A – Health and Safety Monthly Reports



H&S October Monthly Report 2024

Date of Meeting	
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report October 2024
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	November 2024
Action	The SMT is invited to note and discuss the contents of this report.

1. Recommendations

The Senior Management Team (SMT) is invited to note the October 2024 Health and Safety report and discuss any matters as appropriate.

2. Purpose of report

The purpose of this paper is to update SMT on the standards of the College's health and safety performance, and to provide a platform for SMT to demonstrate their ongoing commitment to the effective management of health and safety.

3. Key Insights

3.1 Reporting Format

Beginning in the 2024/2025 academic term, the Health and Safety Monthly Report adopted a new, more concise format. This streamlined version will focus primarily on accidents, incidents,

near misses, and corrective actions, ensuring that attention is directed to the most critical safety concerns. By presenting complex information in clear, actionable insights, the revised format will enhance the effectiveness of communication and ensure key issues are easily understood and addressed.

Comprehensive, detailed reports will continue to be provided to both the Health and Safety Committee and the People and Culture Committee for in-depth review and discussion.

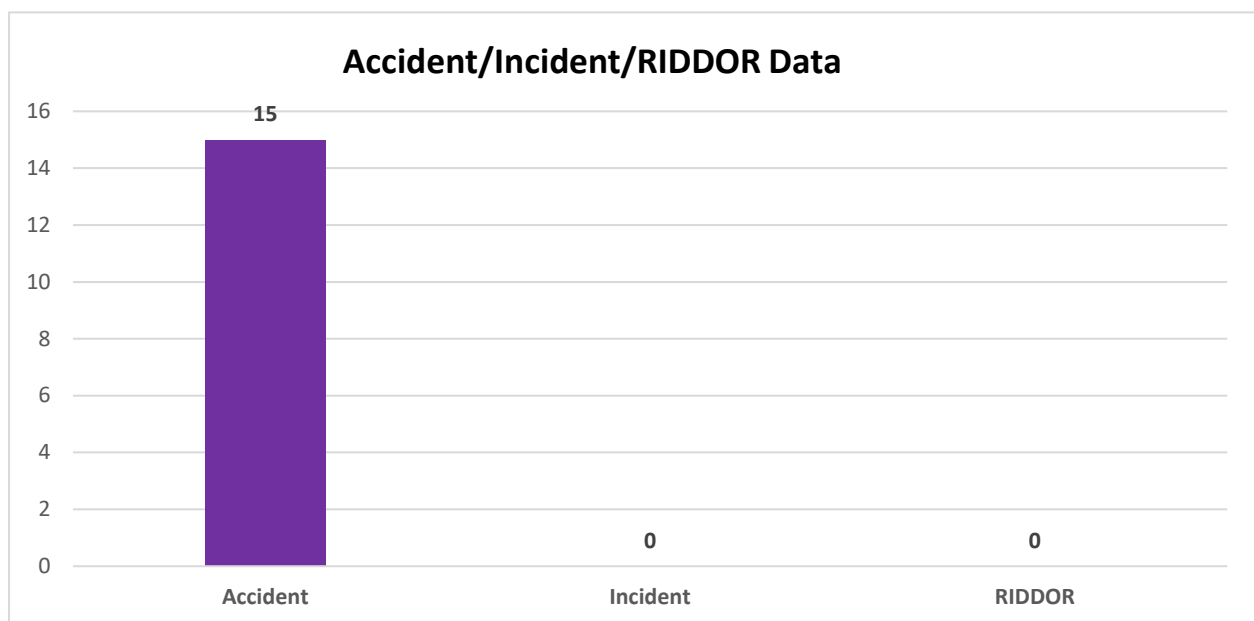
3.2 Executive Summary

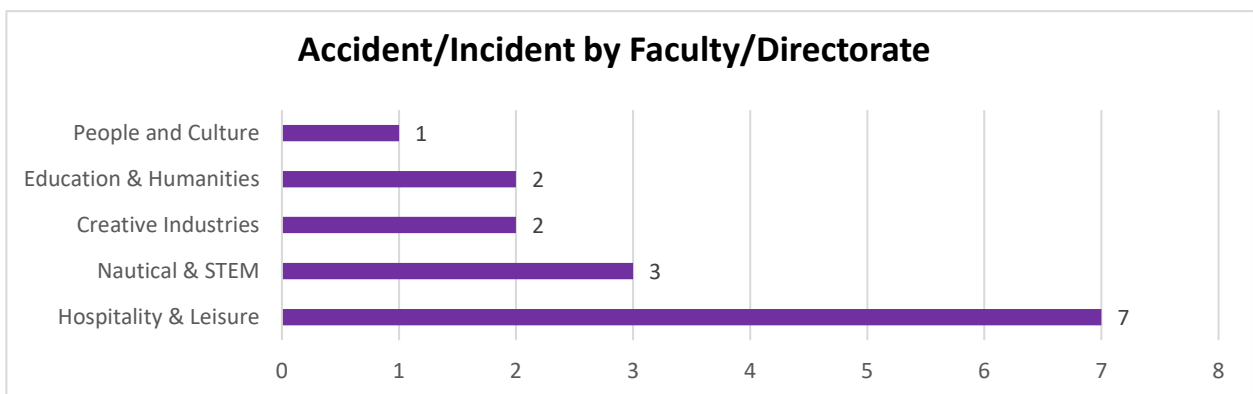
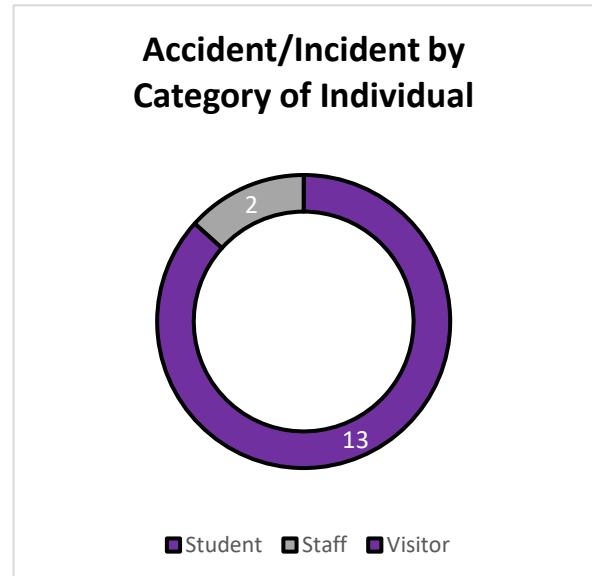
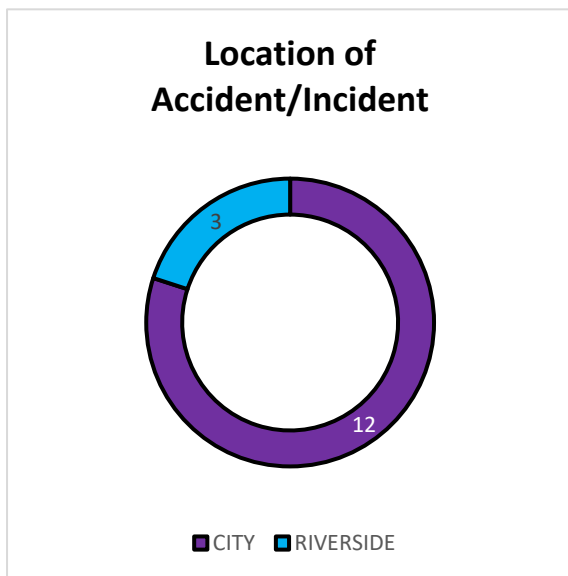
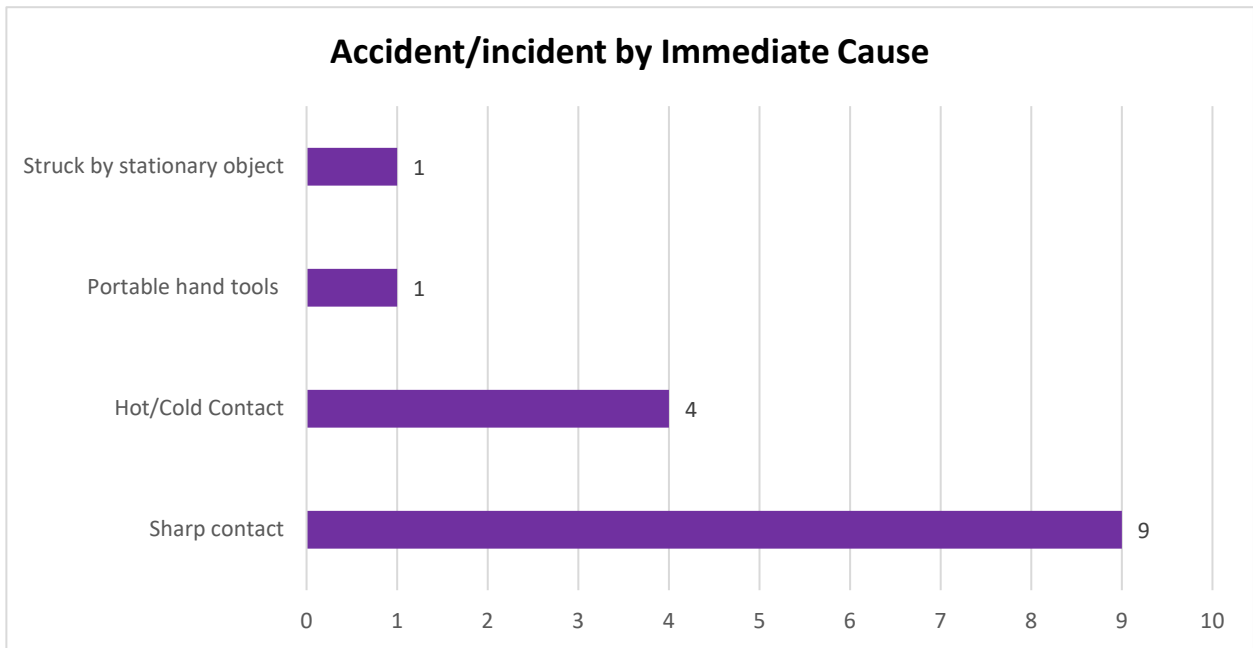
The report aims to provide an overview of management arrangements and give assurances on the adequacy of health and safety measures in place to fulfil the College’s statutory obligations. This report provides information relation to activities in October 2024.

In October 2024, there were **15 accidents and 0 incidents**, none of which were RIDDOR-reportable.

4. Accident and Incident Data

Details of all accidents are contained in Appendix A

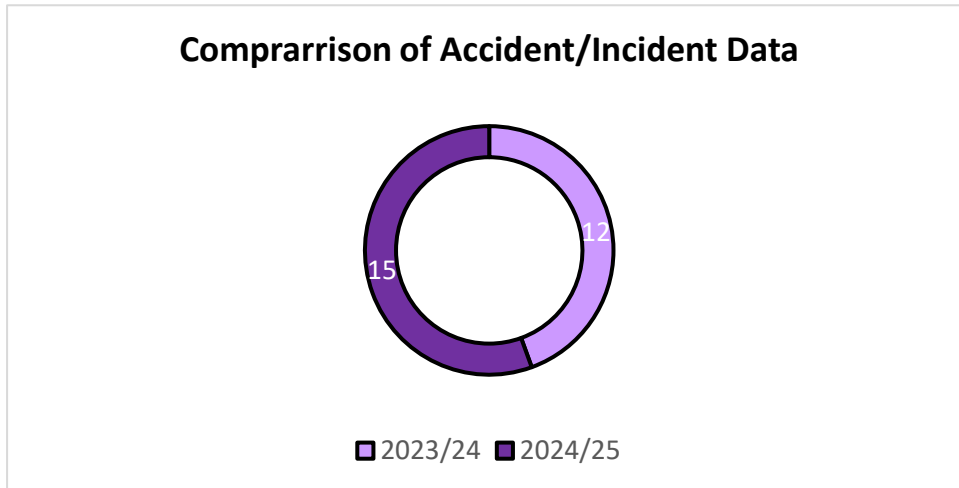




4.2 Accident/Incident Data – Comparison Charts

A comparison of accident and incident data for this academic month is presented below. There has been an increase of 3 accidents/incidents compared to the corresponding period in the 2023/2024 academic year.

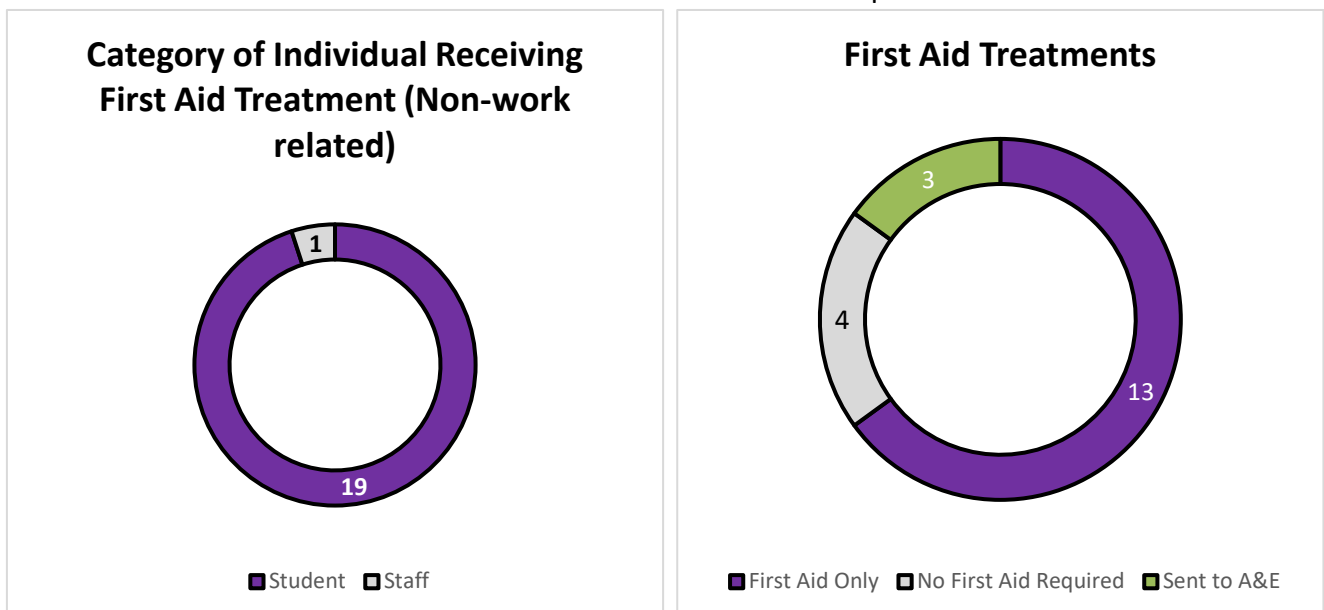
It is important to note that the rise in reported cases can be attributed to a lower volume of practical work conducted during the 2023/2024 academic year, primarily due to industrial strike action.



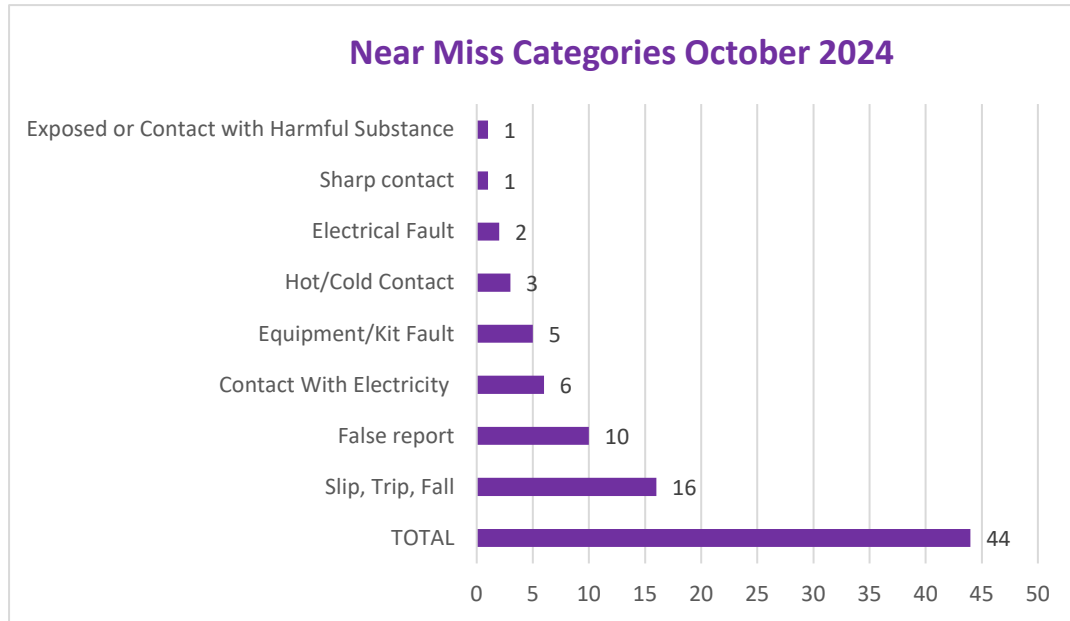
4.3 First Aid

First Aid Treatments Only (non-work related)

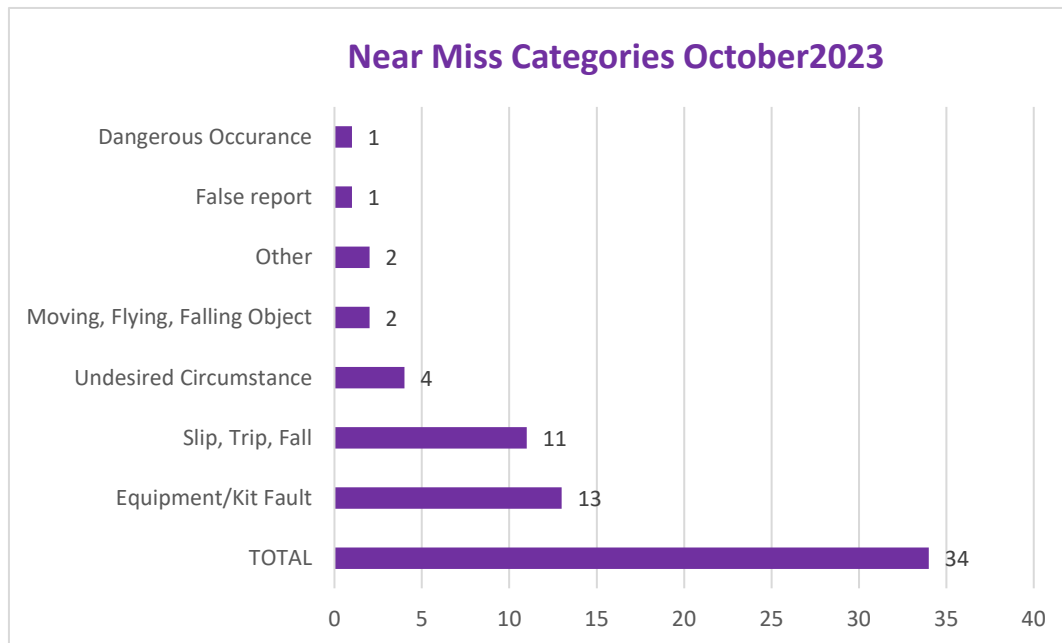
Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying health issues and instances where the individual should seek medical attention from a health care professional.



5. Near Miss Reporting



The chart below shows that there were 10 more Near Misses Reported in October 2024 than in 2023. To note, we actively encourage Near Miss reporting.



6. Fire

6.1 October Fire Statistics

6.2 Fire and Pre-Alarm Activations

The Health & Safety Team is provided with the statistics relating to fire and pre-alarm activations monthly. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a 5-minute time limit for investigation prior to a full fire alarm actuation. Fire pre-alarms can be triggered by smoke, steam, cooking fumes, or general faults.

Location	Alarm Status	Cause
City Campus	1	Fire Evacuation Drill
Riverside Campus	0	N/A
Halls of Residence	6	Cooking Fumes

6.3 Fire Safety Officer

Training

- An unannounced Fire Drill took place at City Campus on 4th October.

PEEPS – All PEEP applicants receive an information sheet on enquirer on what to do in the event of an evacuation. On checking Enquirer they are prioritised based on mobility, sensory or cognitive ability. Priority ones (most vulnerable) are directly contacted by the Fire Safety Officer to organise a PEEP meeting. 31 priority one students have all been processed and contacted with dates for the meetings arranged.

- 11 Peeps where organised in October 5 took place with 6 no shows.
- The remainder of the Priority 1 PEEPs have been organised for November.
- A further email through enquirer and a direct email to Students who failed to show will be sent out for further PEEP meetings in January.
- Stage 2 and 3 are carried out when students contact PEEP email inbox.

Fire Risk Assessments

White Swan Consultants have completed the Fire Risk Assessments for all premises. These are with the Fire Safety Officer who is completing an action plan and paper to cover the assessments. This will be presented to stakeholders and a presentation by the Consultants to explain rationale and findings at a meeting in December.

7. Risk Assessments

There have been no risk assessments reviewed by the Health & Safety Team in October.

8. Health and Safety Audit

The Health and Safety Team met with the Faculty of Nautical and STEM in October who provided the following pre audit documentation:

- Risk Assessments
- Control of Substances Hazardous to Health (COSHH) Assessments
- Inspection and Audit Arrangements
- Training Records

8.2 Audit Planning & Preparation

The Health and Safety Team met with the Faculty Dean, Curriculum Heads, Senior Technician and Faculty Business Manager to review audit requirements and to identify the scope of the audit, the objectives of the audit, and the resources required.

8.2.1 Risk Assessments

Faculty	Number Uploaded	Number in Archive
Nautical & STEM	24	57

The Health and Safety Team assessed the Risk Assessments and issued recommendations and actions. A Risk Assessment Index has been developed, with the relevant Associate Deans identified to determine whether Risk Assessments should be changed or deleted. It is anticipated that the index will lower the number of documents where there is overlap Meetings with the relevant Curriculum Heads to finalise Action Plans.

8.2.2 COSHH Assessments

Faculty	Number Uploaded	Number in Archive
Nautical & STEM	25	0

Nautical and STEM technician team were part of a previous collaboration to implement automated COSHH Assessment forms, alongside the Material Safety Data Sheet (MSDS). A MSDS is a document containing information about specific chemical substances and the potential hazards of a product. It details the chemicals it contains, the possible hazards (health, fire, reactivity, and environmental), and how to safely handle, store, and dispose of it.

9. Health and Safety Activities

9.1 Level 3 Lights

The Health and Safety Team conducted a review of lighting levels (LUX) on Level 3, Atrium side, following concerns raised by staff regarding brightness and headaches.

Various options were explored, including the use of light-dimming sleeves and adjustments to desk positions. These measures were implemented in line with recommendations from the Health and Safety Executive (HSE) and the Chartered Institution of Building Services Engineers (CIBSE) guidelines.

However, the review found that there is no definitive solution to address the issue collectively for the entire area.

It is recommended that desks on Level 3 be returned to their original positions and that the sleeves be removed from the lights. A comprehensive report detailing the findings has been shared with relevant stakeholders, including HR, Estates, FES, and the Faculty Dean. The report confirms that all potential solutions to support individuals have been thoroughly considered. Any further issues should be addressed on a case-by-case basis.

The recommendations were unanimously agreed upon by all parties. A follow-up meeting will be arranged for any staff members who remain dissatisfied with the current arrangements. Representatives from Health and Safety, Estates, and HR will be available to address concerns.

9.2 Security Safety Incident

The Health and Safety Manager has prepared a Security and Safety Report, which will be shared with the Executive Leadership Team. This report outlines the events following an incident on 29th October in the community near the City Campus service yard.

The report highlights key concerns, particularly the delayed communication from local enforcement authorities. Despite extensive media coverage of the incident, no formal notification was received from the local police liaison regarding potential threats to the college or the community until Friday, three days later.

This incident has brought significant security concerns to light, especially in view of previous events, and underscores the critical importance of adhering to the safety protocols outlined in Martyn's Law.

10. Appendix A Summary list of Accidents / Incidents for October 2024 RIDDOR Reportable Accidents highlighted in yellow

**Please note, wording is derived from First Aid and Accident Forms submitted*

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
1	2/10/24	Student	Student cut inside middle finger from a flat metal sheet they were working with.	Nautical & STEM	Riverside		This accident occurred because the student admitted that he wanted to complete the task hastily. Toolbox talk	No	Complete
2	3/10/24	Student	Student was using a mallet to shape metal and accidentally hit own index finger.	Creative Industries	City		Tool handling training given to student and rest of class. More supervision of students and students told to ask for assistance if unsure of technique.	No	Complete

3	8/10/24	Student	Student picked up hot metal frying pan with no cloth or gloves and received burn to right palm.	Hospitality & Leisure	City		Student has been advised to always use an oven cloth when handling hot pans, refresher training given.	No	Complete
4	8/10/24	Student	Student Burnt finger with soldering iron	Nautical & STEM	Riverside		Toolbox talk provided. Review of Risk Assessments recommended.	No	Complete
5	8/10/24	Student	Student received a small cut to left index fingernail whilst chopping cabbage.	Hospitality & Leisure	City		Student will be retrained in knife handling and told to focus when working.	No	Complete
6	10/10/24	Student	Student accidentally cut her	Education & Humanities	City		Student will be re-trained on how to use craft knife.	No	Complete

			thigh with a craft knife.						
7	11/10/24	Student	Student burned back of right hand on electric hob in kitchens	Hospitality & Leisure	City		Toolbox Talk provided	No	Complete
8	17/10/24	Staff	Staff walked into hanging defibrillator sign	People & Culture	City		None. Review of accident and CCTV. Deemed Human Error	Yes	Complete
9	18/10/24	Staff	Staff member cut arm while binning wood waste into the skip	Education & Humanities	City		Staff member will not undertake duties that are not within their role.	Yes	Complete

10	21/10/24	Student	Cut to left pinkie (tip) while working in the kitchen.	Hospitality & Leisure	City		Toolbox Talk Provided.	No	Complete
11	22/10/24	Student	Student cut tip of left thumb while cutting an onion in class.	Hospitality & Leisure	City		Student given refresher on safe use of knives.	No	Complete
12	23/10/24	Student	Student cut tip of left thumb in class when peeling a courgette.	Hospitality & Leisure	City		Student was given refresher training on using peeler.	No	Complete

13	25/10/24	Student	Student received a small cut to lip after trimming a false beard they were wearing.	Creative Industries	City		Safe practices reiterated to students on handling sharps.	No	Complete
14	29/10/24	Student	Student hit on neck by a small piece of hot slag from weld they were working on, causing a small burn.	Nautical & STEM	City		Students were reminded to keep their overalls fastened up and their helmets down when chipping the welding slag and to chip it away from themselves.	No	Complete

15	31/10/24	Student	Student cut left thumb with a knife.	Hospitality & Leisure	City		Refresher training given and students reminded to take care when using chef's knives when cutting hard vegetables.	No	Complete
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H&S November Monthly Report 2024

Date of Meeting	
Paper No.	
Agenda Item	
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FOISA Status	Disclosable
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Date of production	December 2024
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1. Recommendations

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2. Purpose of report

The purpose of this paper is to update SMT on the standards of the College's health and safety performance, and to provide a platform for SMT to demonstrate their ongoing commitment to the effective management of health and safety.

3. Key Insights

3.1 Reporting Format

Beginning in the 2024/2025 academic term, the Health and Safety Monthly Report adopted a new, more concise format. This streamlined version will focus primarily on accidents, incidents, near misses, and corrective actions, ensuring that attention is directed to the most critical safety

concerns. By presenting complex information in clear, actionable insights, the revised format will enhance the effectiveness of communication and ensure key issues are easily understood and addressed.

Comprehensive, detailed reports will continue to be provided to both the Health and Safety Committee and the People and Culture Committee for in-depth review and discussion. SMT can also receive additional information as required.

3.2 Executive Summary

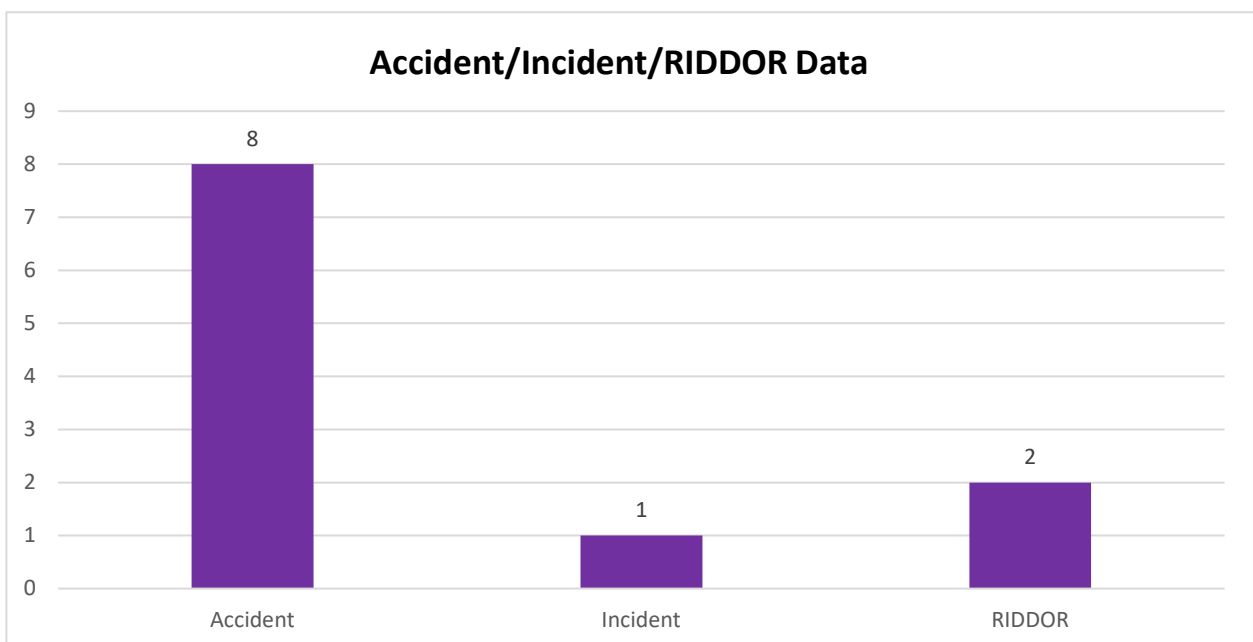
The report aims to provide an overview of management arrangements and give assurances on the adequacy of health and safety measures in place to fulfil the College's statutory obligations. This report provides information relation to activities in November 2024.

In November 2024, there were **8 accidents and 1 incident**, 2 of which were RIDDOR-reportable. One of these accidents occurred as a result of a slip, trip and fall and required to be reported due the employee being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

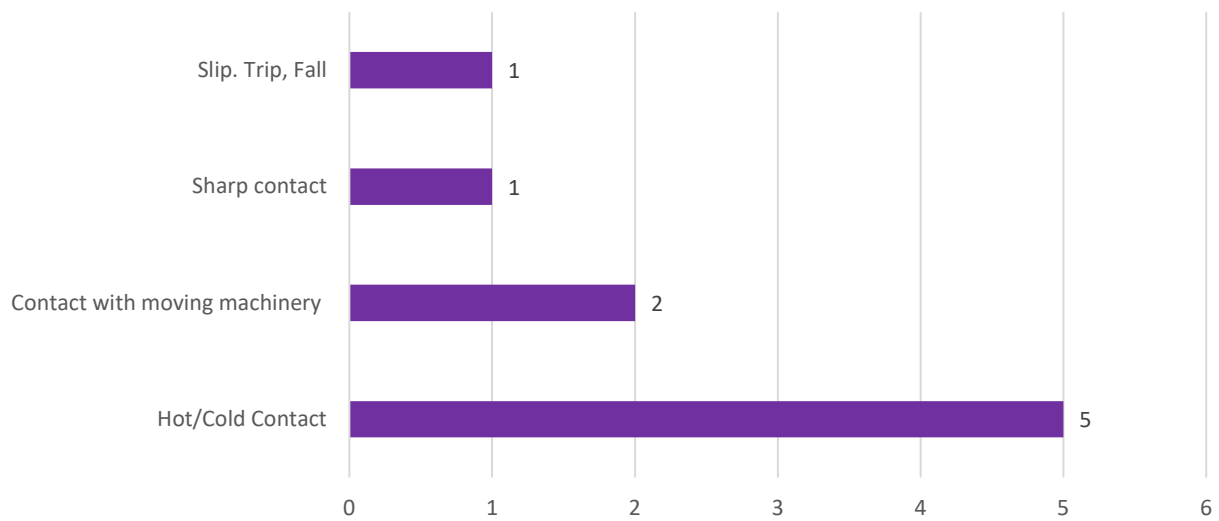
The other RIDDOR-reportable accident involved a student who was injured by moving machinery. This accident was reported because the student was taken directly from the scene to the hospital for treatment.

4. Accident and Incident Data

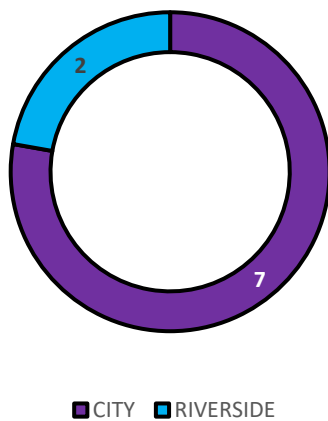
Details of all accidents are contained in Appendix A



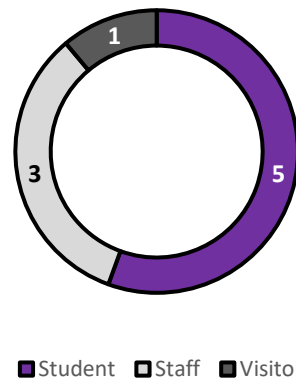
Accident/incident by Immediate Cause



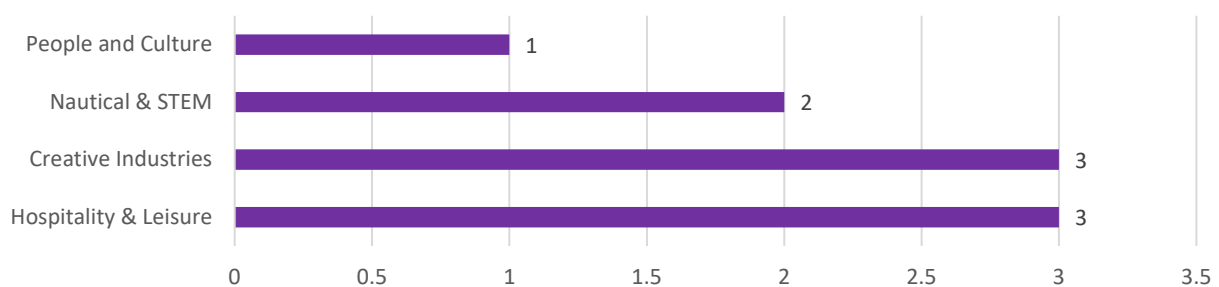
Location of Accident/Incident



Accident/Incident by Category of Individual

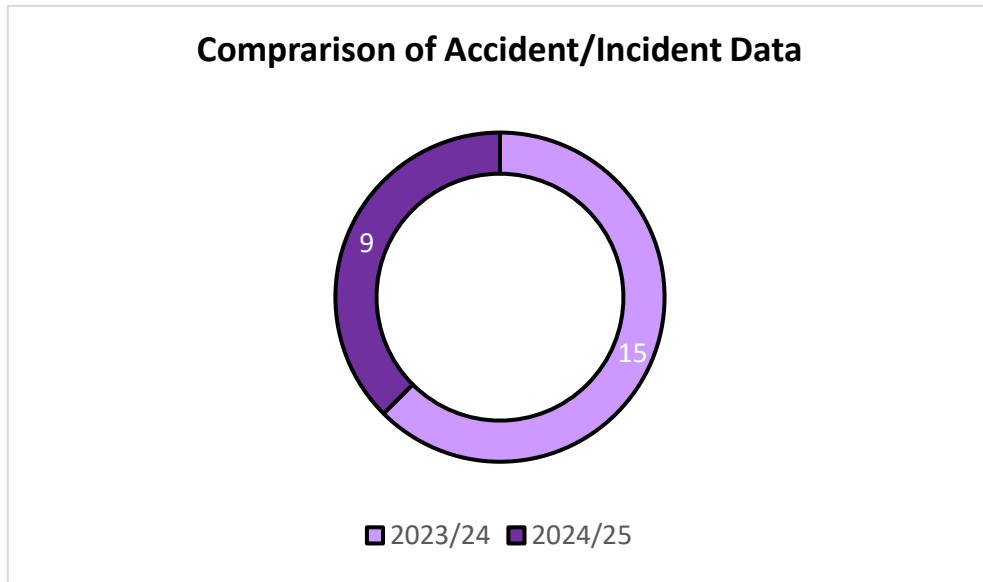


Accident/Incident by Faculty/Directorate



4.2 Accident/Incident Data – Comparison Charts

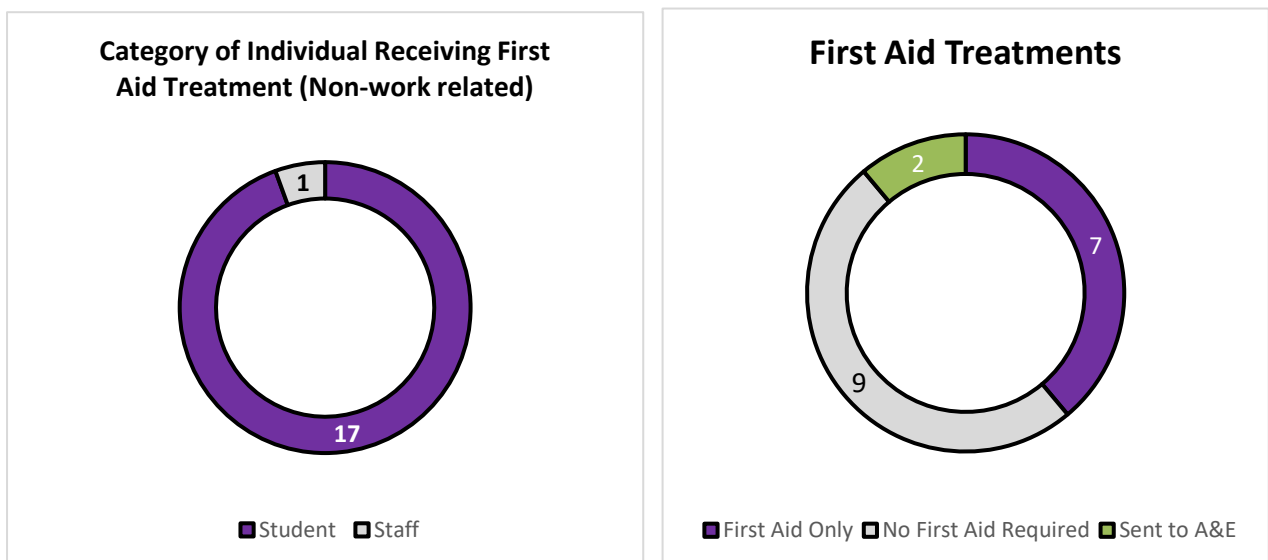
A comparison of accident and incident data for this academic month is presented below. There were 6 more accidents/incidents in the 2023/2024 period, compared to this year.



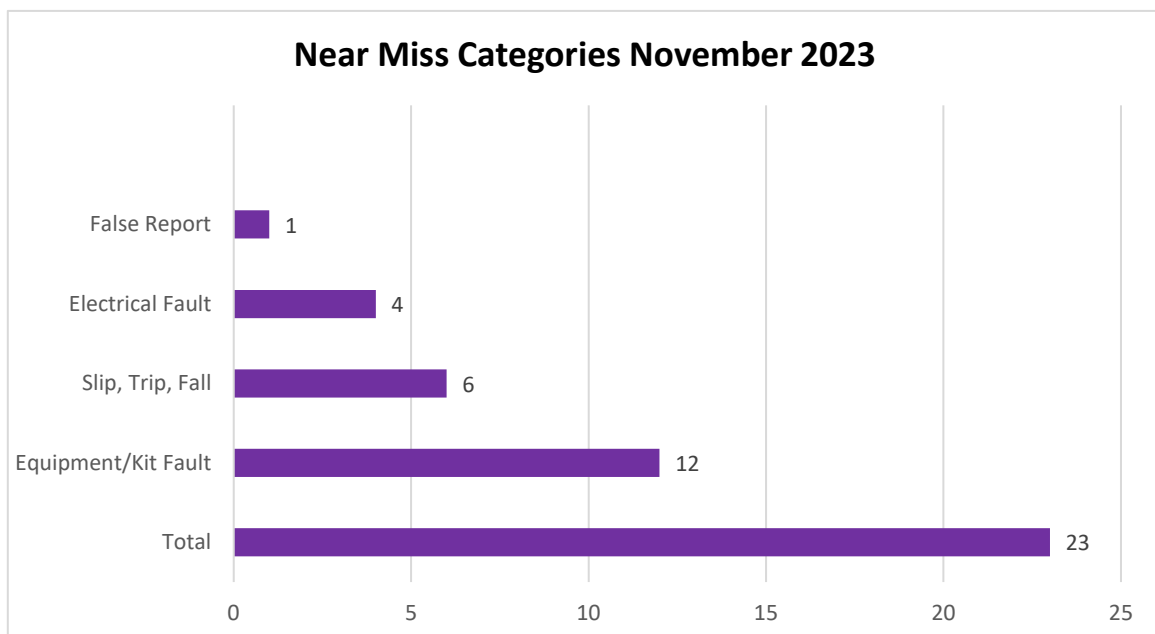
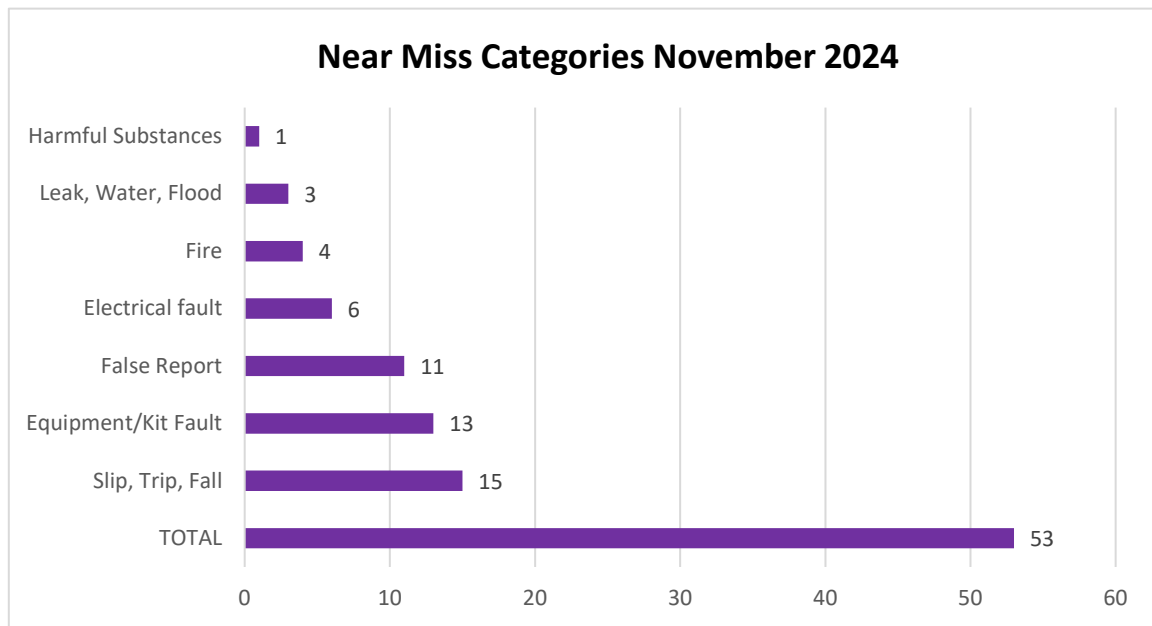
4.3 First Aid

First Aid Treatments Only (non-work related)

Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying health issues and instances where the individual should seek medical attention from a health care professional.



5. Near Miss Reporting



The chart below shows that there were 30 more Near Misses Reported in November 2024 than in 2023. To note, we actively encourage Near Miss reporting.

6. Fire

6.1 November Fire Statistics

There is a large increase in cooking fume fires within the Halls of residence at Riverside. During the cold months windows are closed. This had an adverse effect on the cooking fumes that

causes the fumes to rise. Comparing November 2023, the figures are similar. The extract recycles the cooking fumes back into the room near the window. if the window is closed it can cause the detector within the room to activate.

6.2 Fire and Pre-Alarm Activations

The Health & Safety Team is provided with the statistics relating to fire and pre-alarm activations monthly. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a 5-minute time limit for investigation prior to a full fire alarm actuation. Fire pre-alarms can be triggered by smoke, steam, cooking fumes, or general faults.

Location	Alarm Status	Cause
City Campus	2	Cooking Fumes from Training Kitchens
Riverside Campus	0	N/A
Halls of Residence	16	

6.3 Fire Safety Officer

St Lukes Halls of Residence was audited by Scottish Fire and Rescue Officers on the 18th. The outcome of the audit was positive with a no adverse comments to Glasgow City Council in relation to HIMO licence.

Fire Marshal Practical Training

In response to concerns about the responsibilities of Fire Marshals, the Health and Safety Team has organised and delivered practical training sessions. These sessions provide Marshals with a face-to-face walkthrough of their specific duties, ensuring they have a clear understanding and confidence in their roles. The training is now available for staff to book via MyDevelopment. In November, 25 staff members attended.

PEEPS

- 13 Peeps where organised on October 7 took place with 6 no shows.
- A further email through enquirer and a direct email to Students who failed to show will be sent out for further PEEP meetings in January.
- Stage 2 and 3 are carried out when students contact PEEP email inbox.

Fire Risk Assessments

White Swan Consultants have completed the Fire Risk Assessments for all college premises. These are with the Fire Safety Officer who is completing an action plan and paper to cover the

assessments. This will be presented to stakeholders and a presentation by the Consultants to explain rationale and findings at a meeting in December.

The action plan was completed and sent to attendees prior to the meeting on the 5th December.

7. Risk Assessments

The total number of risk assessments reviewed by the Health & Safety Team in September is summarised below:

Faculty/Department	Number
Creative Industries	2
Education & humanities	11
Corporate Development	1
Nautical & STEM	3
Student Experience	1
Total	18

8. Health surveillance

A breakdown of health surveillance types referred by the Health & Safety Team in November is summarised below:

HS Type	Number
Lung Function	8
Skin Test	6
HAVS Tier 1 & 2 Screening	2
Audio Screening	7
Total	23

9. Health and Safety Audit

In November, Phase One of the Health and Safety Audit for the Education and Humanities Faculty was successfully completed.

Working alongside their Health and Safety Team Representative, the faculty streamlined 52 risk assessments into a consolidated index of 10, ensuring comprehensive coverage of all faculty activities.

In the new year, the H&S Representatives will commence Phase Two of the audit. This phase will involve creating a Control of Substances Hazardous to Health (COSHH) index and

collaborating with the faculty to develop inspection templates that can be utilised by the faculty and audited by the H&S Team.

10. Health and Safety Activities

10.1 Association of Colleges Benchmarking Survey

The Health and Safety Team participated in the second year of the Association of Colleges' (AoC) Benchmarking Exercise. This involved submitting all data related to accidents, incidents, and near misses for the academic year 2023/2024. Of the 93 colleges invited to take part, 43 provided data. The AoC noted that this was an increase compared to previous years, and they hope participation will continue to grow as awareness improves.

The report also includes details about resources allocated to health and safety, as well as staff and student numbers. The aim is to provide an overview of accident, incident, and near-miss rates. These rates are calculated using the formula:

(Number of accidents, incidents, and cases of ill health ÷ total headcount of staff and students) × 1000.

For the 2023/2024 academic year:

- The overall incident rate across participating colleges is **41 per 1000 headcount**.
- At City of Glasgow College (CoGC), the incident rate is **10 per 1000 headcount**.

For near misses:

- The overall near-miss rate across participating colleges is **4 per 1000 headcount**.
- At City of Glasgow College, the near-miss rate is **14 per 1000 headcount**.

It's worth noting that the number of near misses should ideally be three times the number of accidents. Although CoGC's near-miss rate is higher than the average, this is a positive indicator, as it reflects strong reporting practices and a proactive safety culture.

There were 7 Colleges from Scotland that took part in the exercise. As COGC was a participant we were provided with a copy of the raw data submitted to allow us to use for a more detailed comparison.

- The overall incident rate across Scottish participating colleges is **13 per 1000 headcount**.
- The overall near-miss rate across participating colleges is **6 per 1000 headcount**.

The full report can be found in Appendix B.

10. Appendix A Summary list of Accidents / Incidents for November 2024 | RIDDOR Reportable Accidents highlighted in yellow

**Please note, wording is derived from First Aid and Accident Forms submitted*

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
1	01/11/24	Student	Student cut right hand with knife whilst doing course work	Hospitality & Leisure	City	No	Lecturer to remind student of safe working practices when using scalpel	No	Complete
2	01/11/24	Visitors	Visitors were stuck in a lift and one visitor was feeling anxious.	N/A	City	No	Persons were freed from the lift by Kone engineer	No	Complete

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
3	06/11/24	Student	Student had cut to the right hand while cutting potatoes.	Hospitality & Leisure	City	No	Student was given refresher training as student had been absent from class from a while before coming back to class on the day of the incident.	No	Complete
4	07/11/24	Student	Student received small cut to forehead	Creative Industries	City	No	Accident form completed; risk assessment sent over. IP aware of human error and toolbox talk given.	No	Complete
5	08/11/24	Student	Student received cut to left index finger with a scalpel.	Creative Industries	City	No	Lecturer has demonstrated how to safely use a scalpel. They have also sent out a do and don't document which everyone has read and signed electronically.	No	Complete

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
6	13/11/24	Staff	Member of staff has two broken bones in right foot due to falling down steps.	Hospitality & Leisure	City	Yes	Line manager to look at lighting in area. No other remedial actions listed. Initial findings indicate human error.	Yes	Ongoing

7	14/11/24	Student	Student was using the Guillotine and jammed his middle finger under the guard.	Nautical & STEM	Riverside	Yes	Investigation complete and full report available on request.	Yes	Complete
8	14/11/24	Student	Student sustained a minor cut to right forefinger.	Nautical & STEM	Riverside	No	Toolbox talk, statement provided my lecturer. 'Student to be reminded that although minor cuts and scrapes can be anticipated when carrying out electrical installation work, we should always exercise care and use techniques and skills to limit the likelihood of a recurrence'.	No	Complete
No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDD OR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
9	19/11/24	Student	Student cut area between arm and right hand with a craft knife that was in their pocket.	Creative Industries	City	No	Risk assessment update and reminder to students on handling sharp objects.	No	Complete



Health and Safety at Work Summary Statistics for Further Education

**Academic Year
2023-2024**

Introduction

In January 2022 the national health and safety forum re-established the national benchmarking exercise which was historically conducted by the Association Of College (AOC).

Of the 93 Colleges who form part of the National Health and Safety Forum 43 Colleges submitted data for the last academic year (August 2023 – July 2023). This is an increase on the previous year and we hope that this exercise will

continue to grow again in 2024 as awareness of the forum expands.

Executive Summary

This report is written supportively and is not aimed at finding weakness with regards to individual Colleges health and safety performance and management but rather to identify key trends to drive continual improvement in safety culture and performance within the FE Sector as a whole. It is apparent from the 43 colleges that submitted data there continues to be significant differences in staff resources available to manage health and safety and this trend has continued in to the 2023 – 2024 academic year

There was a total of 6,939 incidents of ill health reported in the 2023 – 2024 academic year which exceeded the total number of work-related accidents by 6%. Ill health in the context of this report relates to students or staff receiving first aid due to an acute or pre-existing illness or ill health condition, not in relation to ill health caused by a college work activity. It is clear that colleges need a strong first aid provision to deal with these high levels of ill health and to ensure that students receive immediate treatment on campus which in turn contributes to the best possible outcomes should they need to attend hospital.

There were no fatal injuries reported but there was a total of 136 accidents reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which is a 17% reduction in comparison to the previous academic year.

The figures for other accidents show a strong accident reporting culture across the sector however it should be noted that there was a total of only 1373 near misses reported by all colleges which is an average of 36 near misses per college for the 2023/24 academic year. There has been a continuous focus on near miss reporting and this figure represents a 16% increase in comparison to the previous academic year.

There were a total number of 20 fires reported in the 2023 - 2024 academic year which is a 43% decrease in comparison to the previous academic year. Arson remains as the leading causation of fire within the sector and this been a leading causation of fire within the sector since 2022 when we first launched the benchmarking exercise.

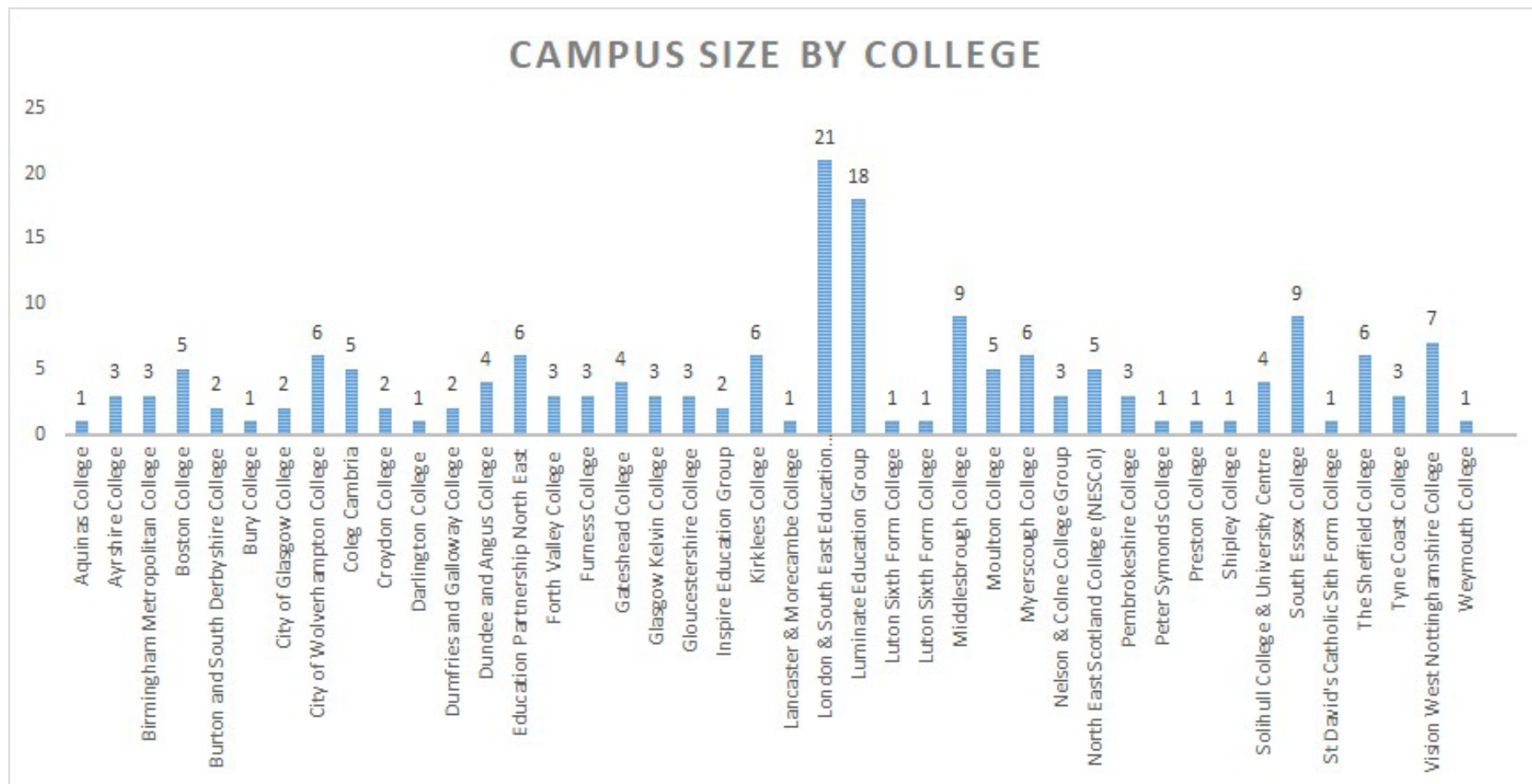
Resources and Geographical Size

It was evident that many colleges operate with small Health and Safety teams yet have large areas of responsibility covering many campuses. It is important to note that key to a strong health and safety performance and culture within any organisation is to ensure that there are adequate physical and financial resources available to implement and manage all aspects of the health and safety management system. This in turn will improve reporting and will have a positive impact on both culture, performance and will also reduce the risk of civil liabilities within the organisation. From the exercise it is clear that many of those responsible for Health and Safety within their organisation have other roles and responsibilities such as:

- Catering
- Security
- Estates and Facilities
- Wellbeing
- Environmental and Sustainability
- Business Continuity
- Work Place Vetting

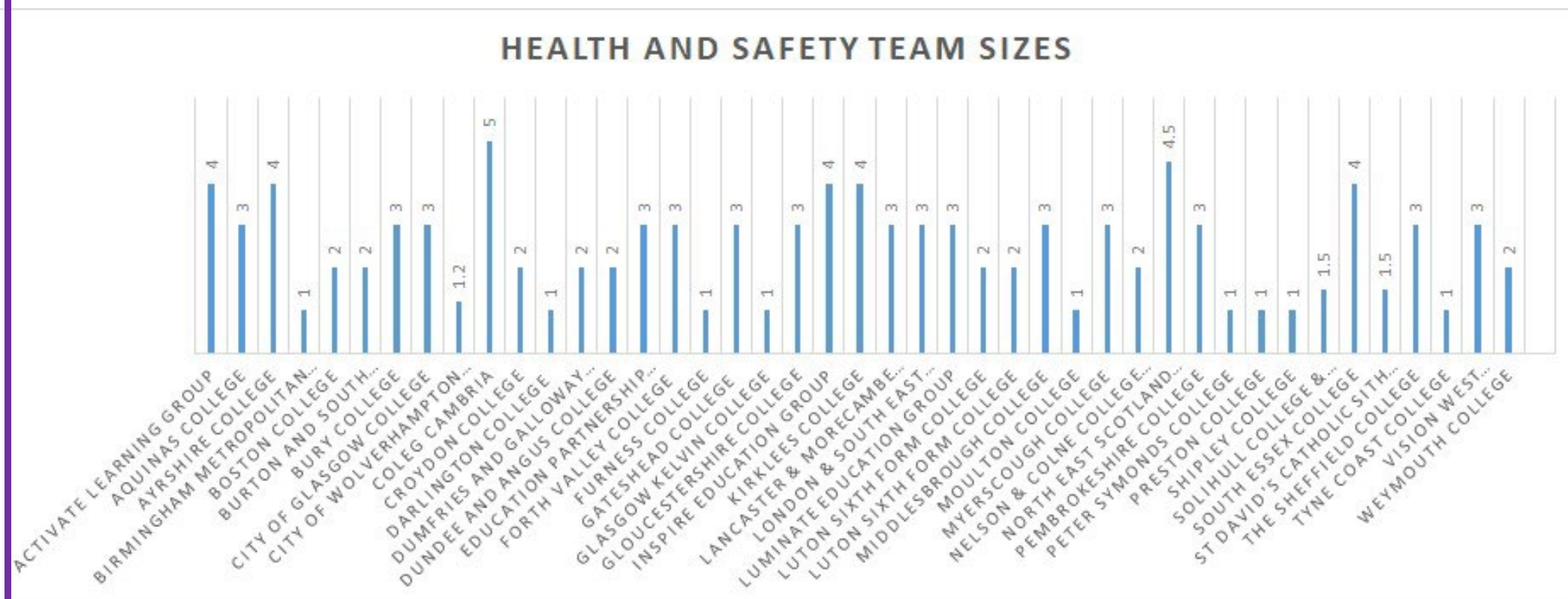
As per previous benchmarking exercises Sustainability, Estates and Facilities management features heavily as part of the roles and responsibilities of those managing Health and Safety within the FE sector. With the introduction of Martyn's Law this could bring further responsibilities to those responsible for Health and Safety within their organisations and this could place further pressure on teams that are potentially already stretched further diluting the time that individuals or teams can devote to their core duties.

Of the colleges that submitted their data it was clear that there is a broad range of college size with some Colleges operating within one campus and with others operating across as many as 20+, the average number of campuses per College was 4.



It must be noted that a campus size doesn't necessarily mean the college is small, some colleges operating within just one campus could still be considered large when taking into consideration the square footage of the campus and the broad range of curricular activities that take place.

It was also clear that the size of health and safety teams vary greatly with an average headcount of 2.5 staff members which is in line with previous academic years, the largest health and safety team consisted of 5 staff members to individual advisers or managers working on their own. In total there are 104 health and safety team members operating within the 43 colleges that submitted data, of which there are a total of 347,888 students This equates to 1 Health and Safety team member for every 3,345 students.



Geographical size and distance of campuses should also be taken into consideration when determining staffing levels, some colleges who submitted their data had campuses all within close proximity of one another, however there were some who submitted data who had geographical areas that had average travel times of 60+minutes between campuses. Longer travel times combined with small teams

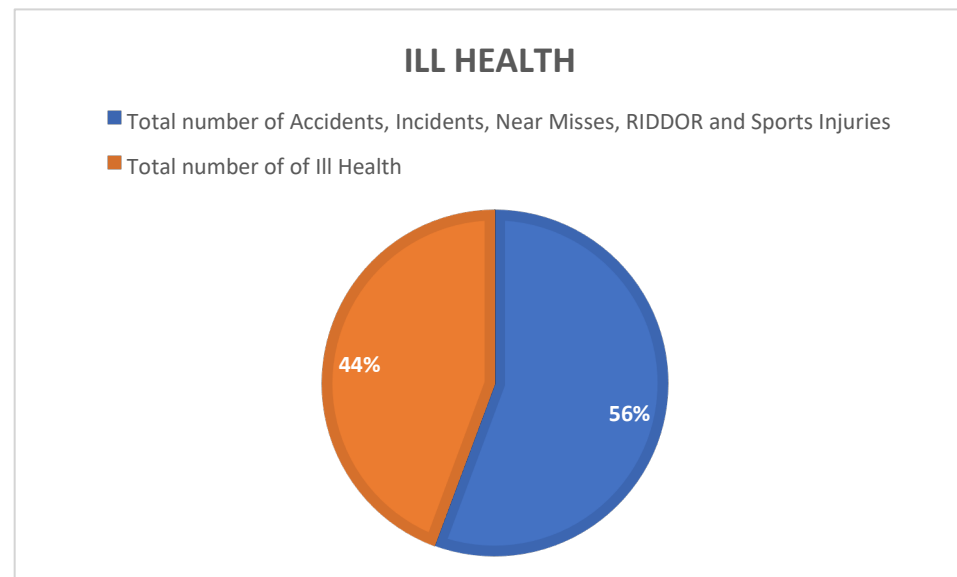
leads to inefficient working patterns and can make it more difficult for health and safety professionals to maintain their visibility across their college group.

Key Statistics

Ill Health

From the 43 colleges who submitted data there were a total number of 15,652 incidents reported (accidents, near misses, RIDDOR reports, sports injuries and ill health reports). Of these reports 6,939 (44%) were ill health reports not relatable to college activities during this reporting period.

Ill health reports relate to requests for first aid to deal with illness that in most cases are not directly caused by college activities e.g. fainting, sickness or pre-existing medical conditions like seizures. This is a high number of incidents for college first aiders to respond to



Fatal Injuries

There were 0 fatal injuries to workers in the academic year 2023 - 2024.

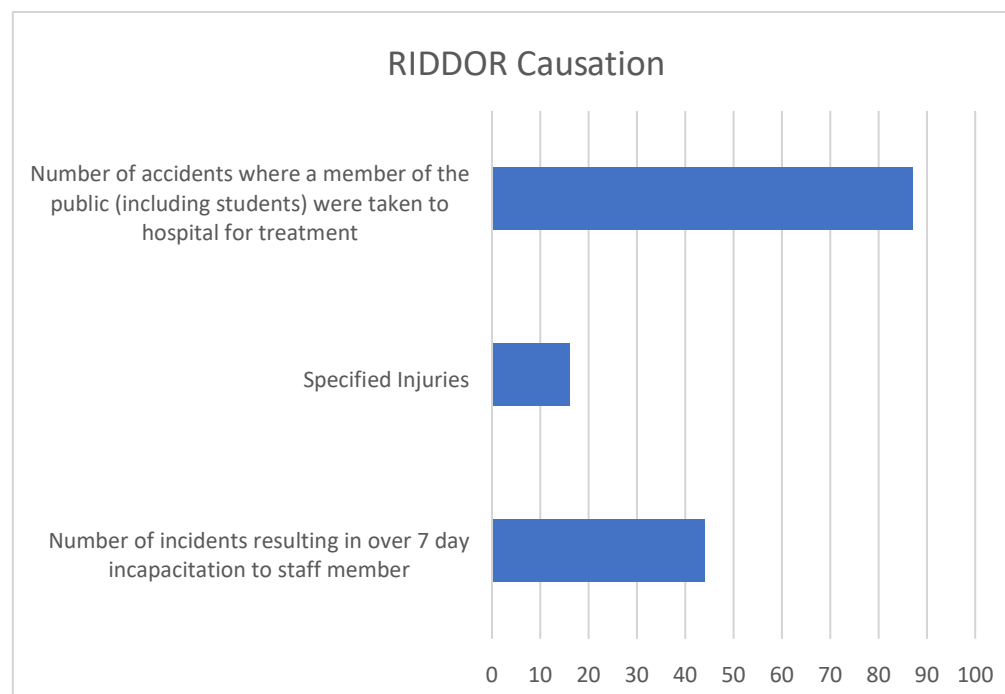
There were 0 fatal injuries to members of the public in the academic year 2023 - 2024.

RIDDOR

In the academic year August 2023 – July 2024 there were a total number of 141 RIDDOR reportable accidents and incidents which is a decrease of 14% in comparison to the previous academic year. Of the 43 colleges who submitted data 33 colleges had reported RIDDOR reportable accidents and 10 colleges did not. The average number of RIDDOR reports for the sector in this year's report is 4.

Of these:

- 44 (31%) were over seven-day injuries to staff members
- 16 (11%) were specified injuries (injuries specifically defined in RIDDOR) to staff
- 96 (61%) were members of the public (mainly students) taken to hospital which is line with last years benchmarking results.



<https://www.hse.gov.uk/riddor/specified-injuries.htm>

None of the colleges reported the following specified injuries to staff: amputations, burns, permanent loss of sight or reduction in sight; crush injury; scalping injury; or injuries arising from working in an enclosed space.

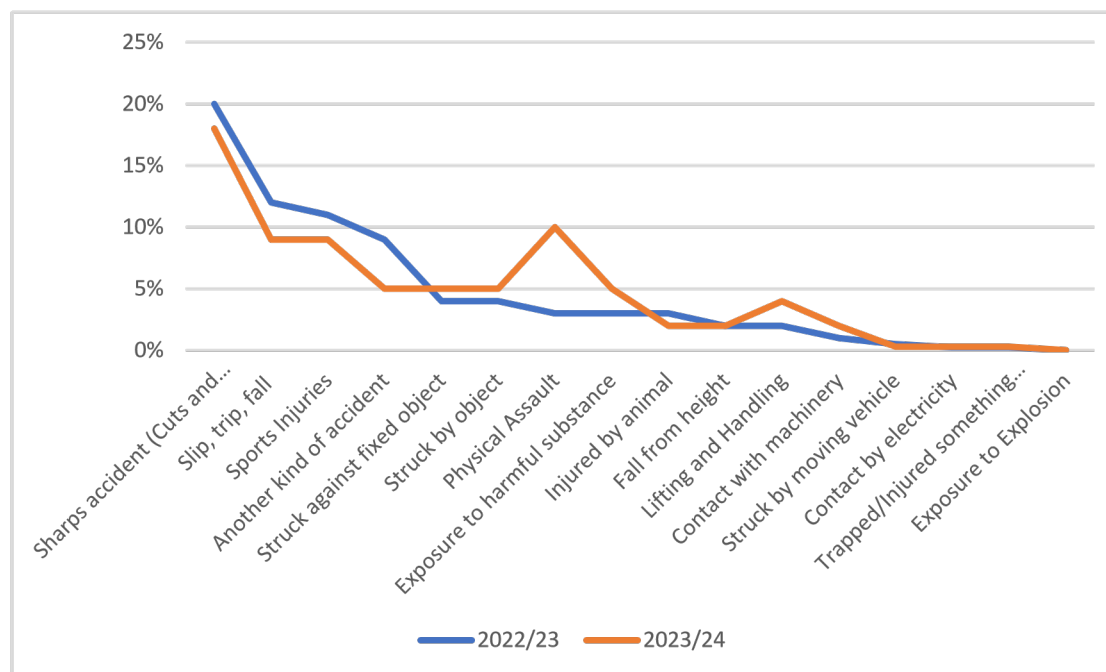
None of the colleges reported dangerous occurrences and only 1 college reported an occupational disease linked to occupational asthma.

Other Accidents Arising Out of or in Connection with College Activities

There was a total of 7,204 other accidents arising out of college activities to workers and students in the period August 2023 to July 2024.

Of these 7,204 accidents the most commonly identified injuries fell under the category 'Sharps accident (cuts and Lacerations) 18%, besides this the other categories of accidents within the FE Sector were:

Category	2022/23	2023/24
Sharps accident (Cuts and lacerations)	20%	18%
Slip, trip, fall	12%	9%
Sports Injuries	11%	9%
Another kind of accident	9%	5%
Struck against fixed object	4%	5%
Struck by object	4%	5%
Physical Assault	3%	10%
Exposure to harmful substance	3%	5%
Injured by animal	3%	2%



Fall from height	2%	2%
Lifting and Handling	2%	4%
Contact with machinery	1%	2%
Struck by moving vehicle	0.50%	0.30%
Contact by electricity	0.25%	0.30%
Trapped/Injured something collapsing	0.25%	0.30%
Exposure to Explosion	-	0.02%

From this data there appears to be a notable rise in incidents involving “Physical Assault” and this will be explored further as part of our termly national forum meetings throughout the academic year to understand causation

Near Misses

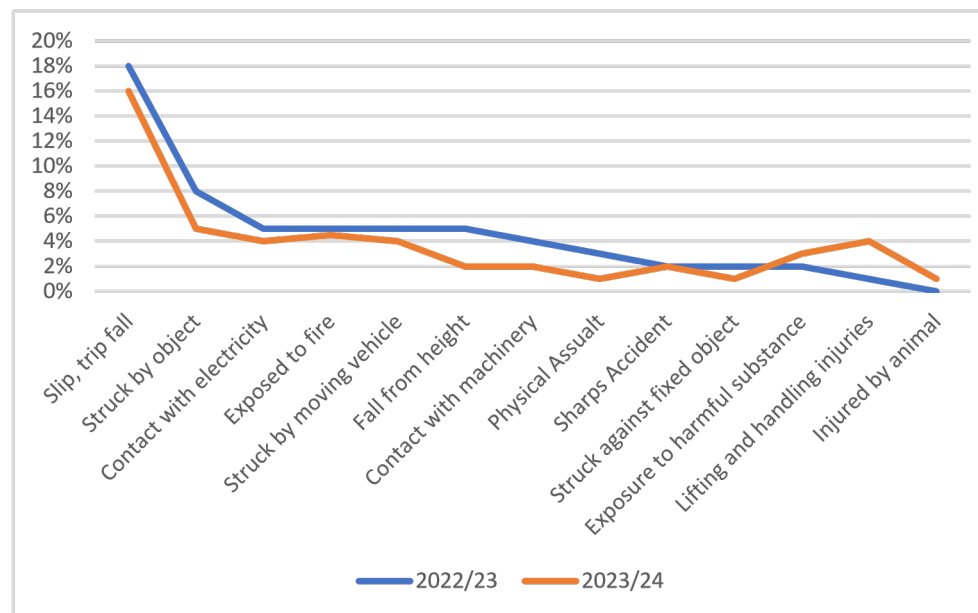
In the academic year August 2023 – July 2024 there were a total number of 1373 Near Misses reported.

Of the 43 colleges who submitted data as part of the exercise 38 colleges reported Near Misses and 5 colleges reported none in the same reporting period. The average number of near misses reported by colleges was 36.

The highest number of near misses fell under “Slip, Trip, Fall Same Level” with 16%.

For all Near Misses reported the category of near miss within the FE Sector was:

	2022/23	2023/24
Slip, trip fall	18%	16%
Struck by object	8%	5%
Contact with electricity	5%	4%
Exposed to fire	5%	5%
Struck by moving vehicle	5%	4%
Fall from height	5%	2%
Contact with machinery	4%	2%
Physical Assault	3%	1%
Sharps Accident	2%	2%
Struck against fixed object	2%	1%
Exposure to harmful substance	2%	3%
Lifting and handling injuries	1%	4%
Injured by animal	-	1%



From this year’s benchmarking exercise there has been a 16% increase in reportable data and it is evident that some colleges have made significant improvement, near misses have also featured heavily in our forum meetings throughout the 2023 – 2024 academic year. Although an increase it should be noted that near miss reporting remains low within the FE sector with near misses making up only 15% of all accidents and incidents which does represent a 4% increase year on year however but there is still some work to be done within the sector to continually improve near miss data.

As defined by the HSE:

“Near misses are less severe than accidents. However, near misses should not be ignored or treated lightly, as they can provide valuable insight into how well you are managing health and safety in your workplace.”

Near misses may seem trivial but they provide valuable insight and information, colleges that take time to review the underlying causes are likely to reduce risk, improve health and safety, and save the college time and money. The Heinrich Accident Triangle Theory suggests that there around 300 near misses for every serious accident, so by encouraging the reporting and addressing of the nearmisses’ colleges can reduce the risk of a serious accidents and as a direct result reduce the risk of civil liabilities and prosecution.

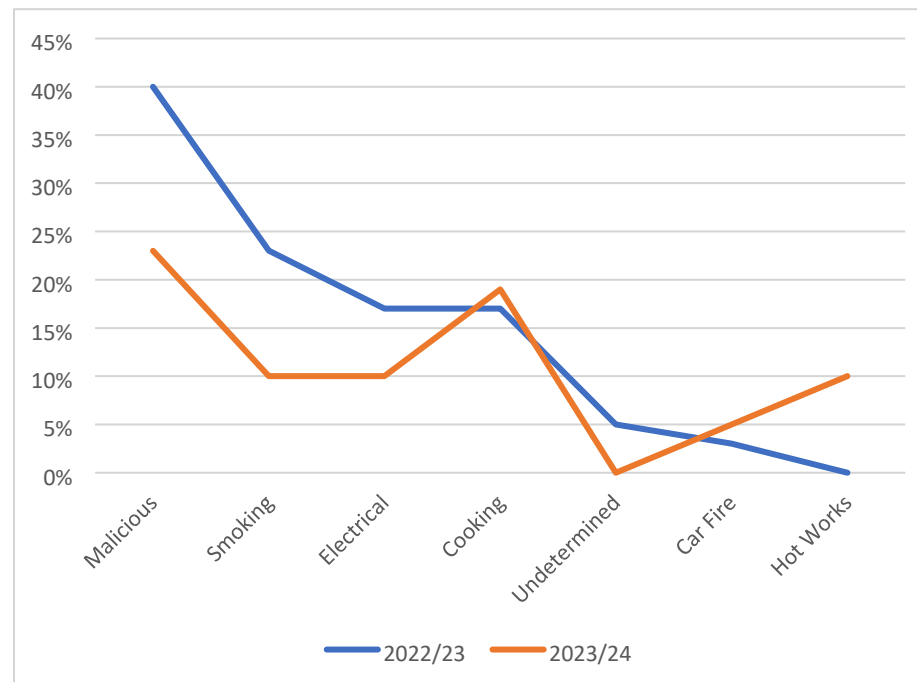
Fires

	2022/23	2023/24
Malicious	40%	23%
Smoking	23%	10%

Electrical	17%	10%
Cooking	17%	19%
Undetermined	5%	-
Car Fire	3%	5%
Hot Works	-	10%
Fire Cause - Other		23%

In the academic year August 2023 – July 2024 there were a total number of 21 fires reported by 14 colleges.

For all Fires reported as part of the exercise the key identifiable causation within the FE Sector were as follows:



Accident Incident and Near Miss Rates 2023/24

Accident, Incident, Sports Injuries and Ill Health Incidence Rate

There were a total number of 15,652 non-fatal accidents, incidents, and ill health reports in the 2023/24 academic year.

The Incident Rate for the 2023/24 academic year is **41 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

Near Misses

There were a total number of 1373 Near Misses in the 2023/24 academic year as part of work activities.

The Near Miss Incident Rate for the 2023/24 academic year is **4 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

Accident Incidence Rate Formula

Number accidents, incidents, ill health and sport Injuries (15,652) / total number of staff (headcount) and students (379,328) × 1,000

It is a measure of the number of accidents, incidents, sports injuries and ill-health per 1,000 employees and students and is usually calculated over a period of time, e.g. a year.

Near Miss Incidence Rate Formula

Total number of Near Misses (1152) / total number of staff (headcount) and students (379,328) × 1,000

It is a measure of the number of near misses per 1,000 employees and students and is usually calculated over a period of time, e.g. a year.

Accident Incident and Near Miss Rates Trend Analysis

The Incident Rate for the 2023/24 academic year is **41 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

The Incident Rate for the 2022/23 academic year is **26 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

The Incident Rate for the 2021/22 academic year is **32 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

The Near Miss Incident Rate for the 2023/24 academic year is **4 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

The Near Miss Incident Rate for the 2022/23 academic year is **3 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**

The Near Miss Incident Rate for the 2021/22 academic year is **2 per 1000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise)**



H&S December Monthly Report 2024

Date of Meeting	
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report December 2024
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	January 2024
Action	The SMT is invited to note and discuss the contents of this report.

1. Recommendations

The Senior Management Team (SMT) is invited to note the December 2024 Health and Safety report and discuss any matters as appropriate.

2. Purpose of report

The purpose of this paper is to update SMT on the standards of the College's health and safety performance, and to provide a platform for SMT to demonstrate their ongoing commitment to the effective management of health and safety.

3. Key Insights

3.1 Reporting Format

Beginning in the 2024/2025 academic term, the Health and Safety Monthly Report adopted a new, more concise format. This streamlined version will focus primarily on accidents, incidents, near misses, and corrective actions, ensuring that attention is directed to the most critical safety

concerns. By presenting complex information in clear, actionable insights, the revised format enhances the effectiveness of communication and ensure key issues are easily understood and addressed.

Comprehensive, detailed reports will continue to be provided to both the Health and Safety Committee and the People and Culture Committee for in-depth review and discussion. SMT can also receive additional information as required.

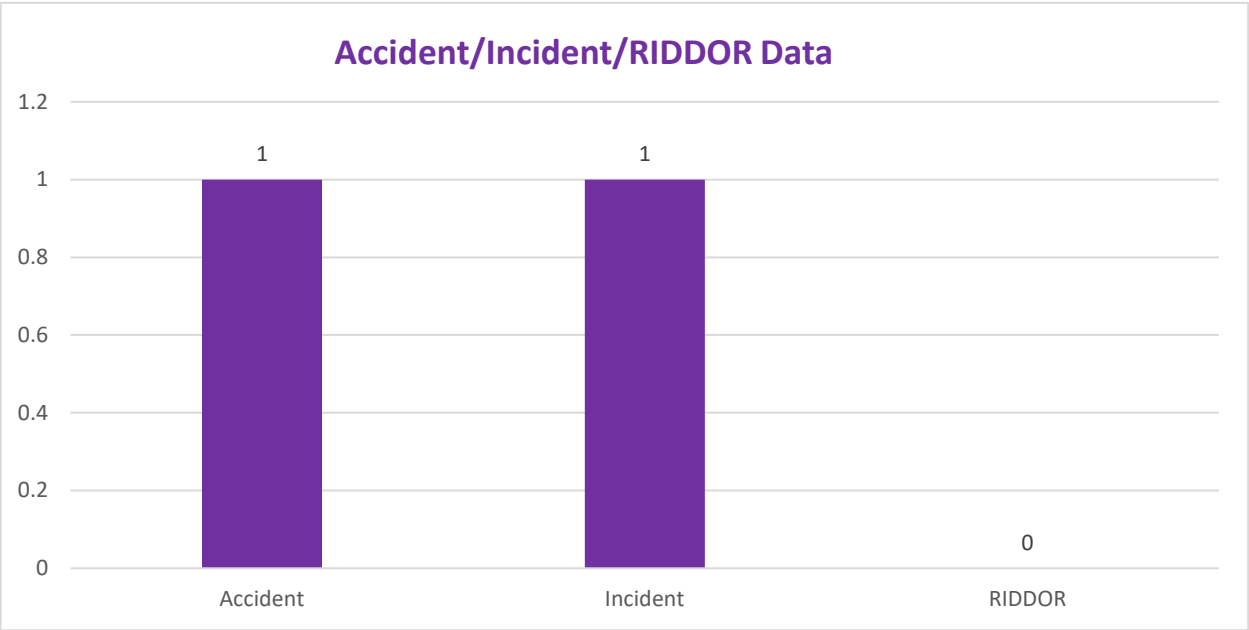
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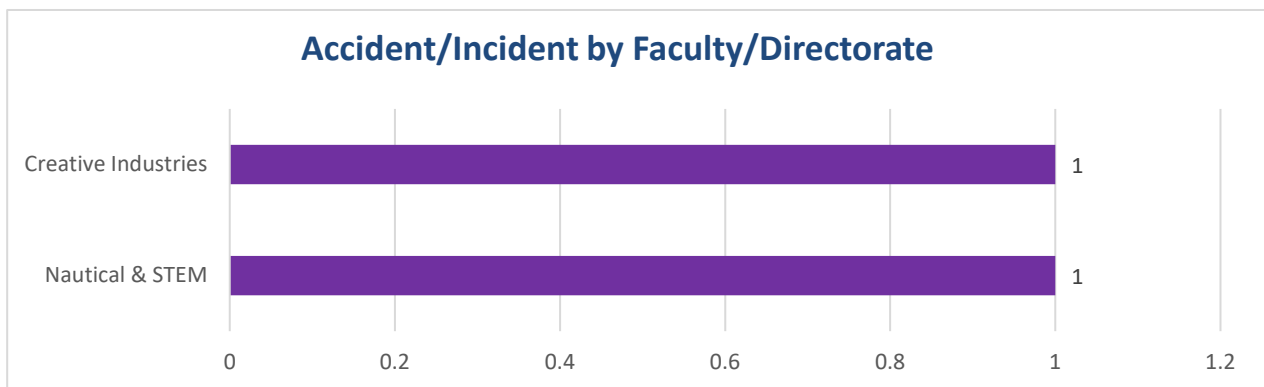
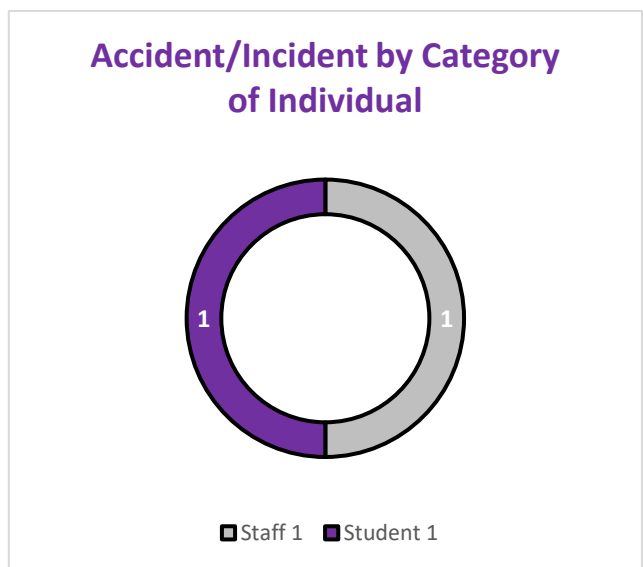
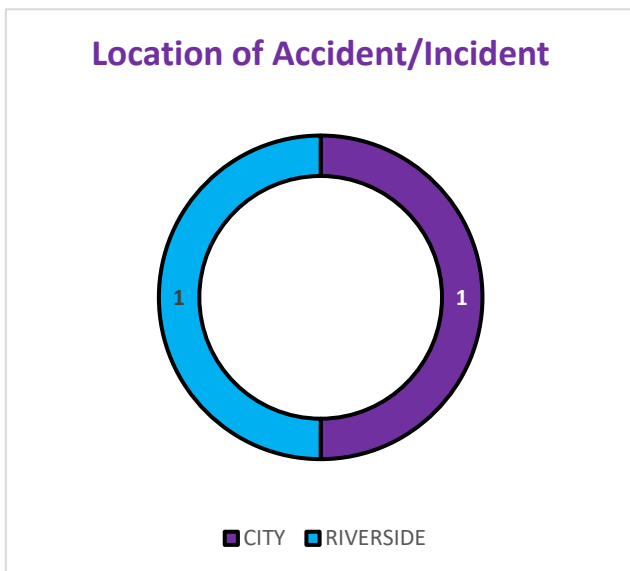
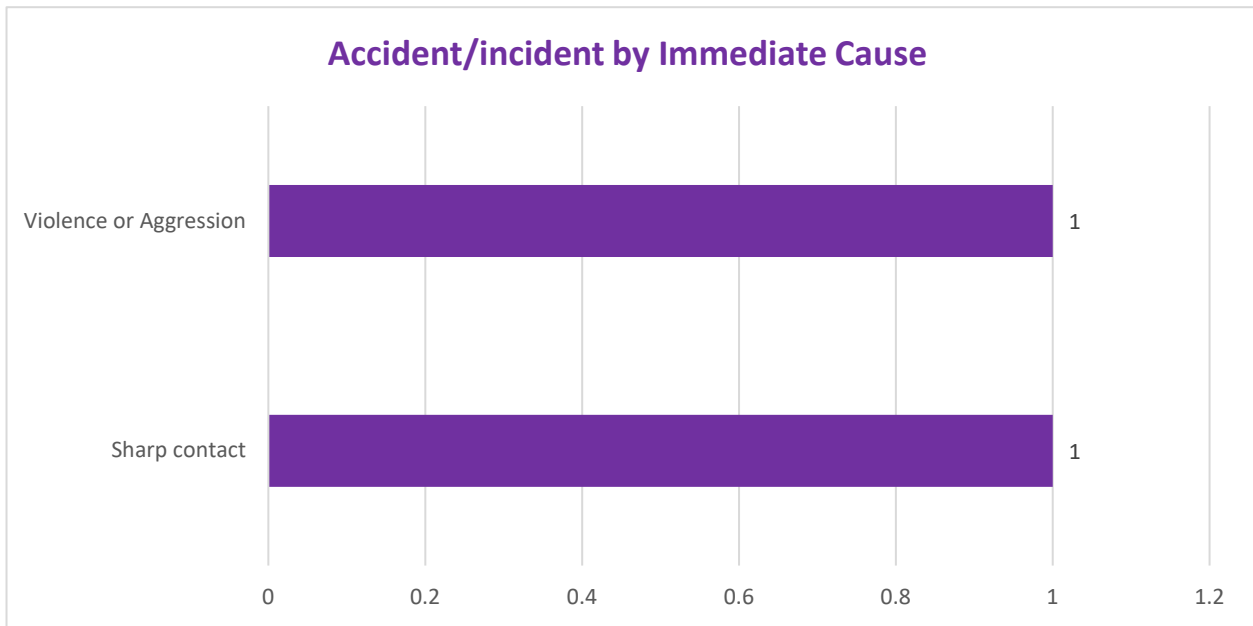
The report aims to provide an overview of management arrangements and give assurances on the adequacy of health and safety measures in place to fulfil the College’s statutory obligations. This report provides information relation to activities in December 2024.

In December 2024, there was **1 accident and 1 incident**, none of which were RIDDOR-reportable.

4. Accident and Incident Data

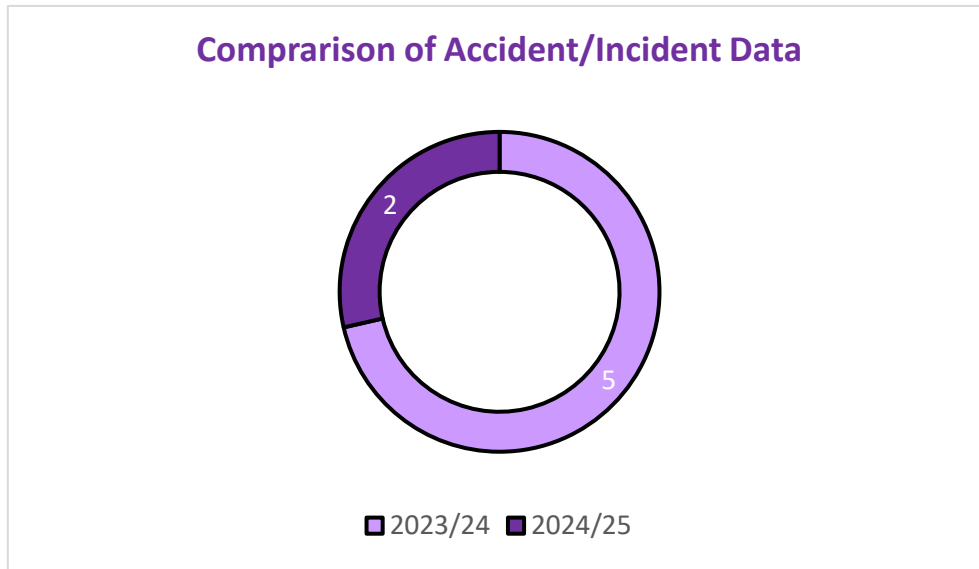
Details of all accidents are contained in Appendix A





4.2 Accident/Incident Data – Comparison Charts

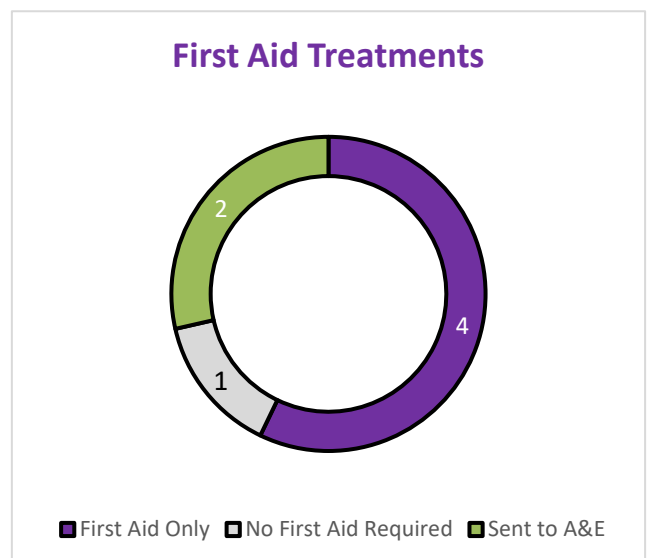
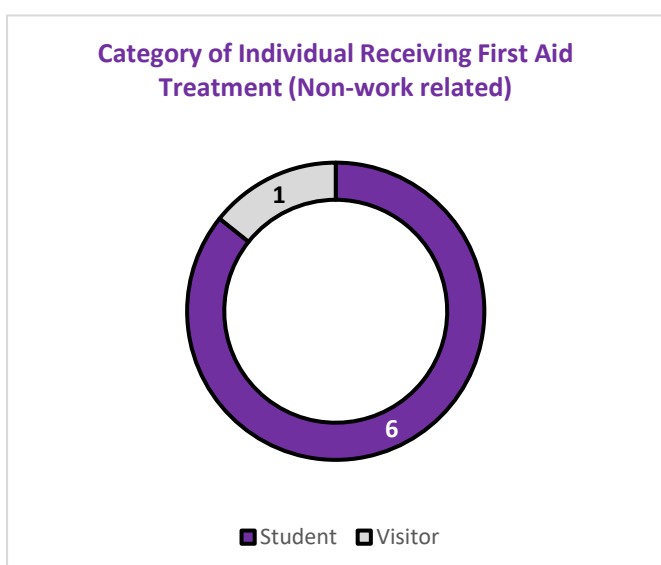
A comparison of accident and incident data for this academic month is presented below. There were 3 more accidents/incidents in the 2023/2024 period, compared to this year.



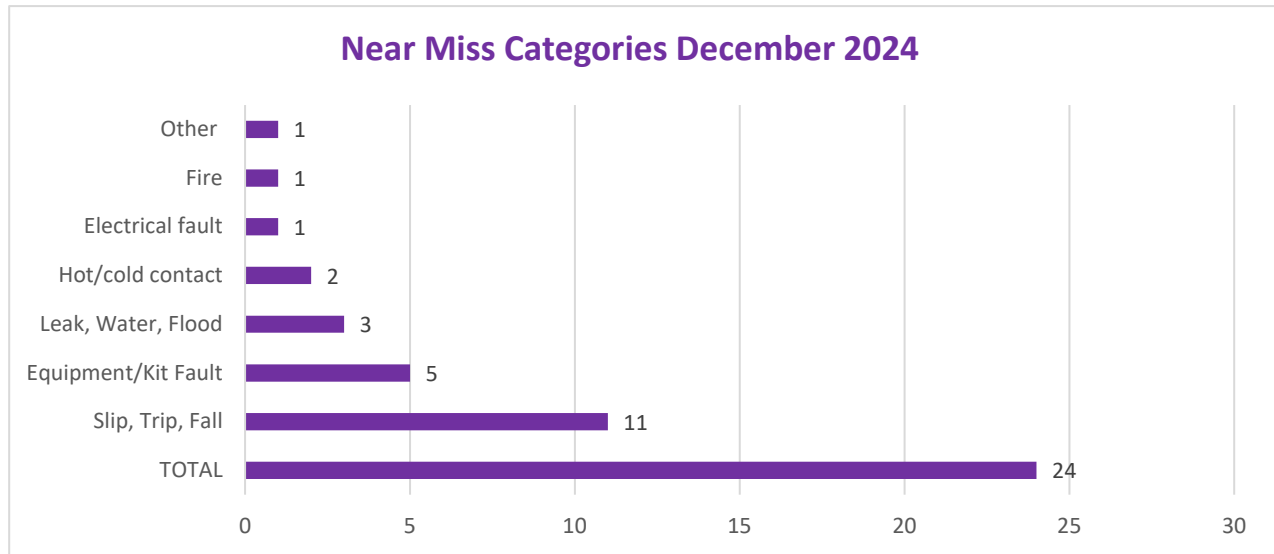
4.3 First Aid

First Aid Treatments Only (non-work related)

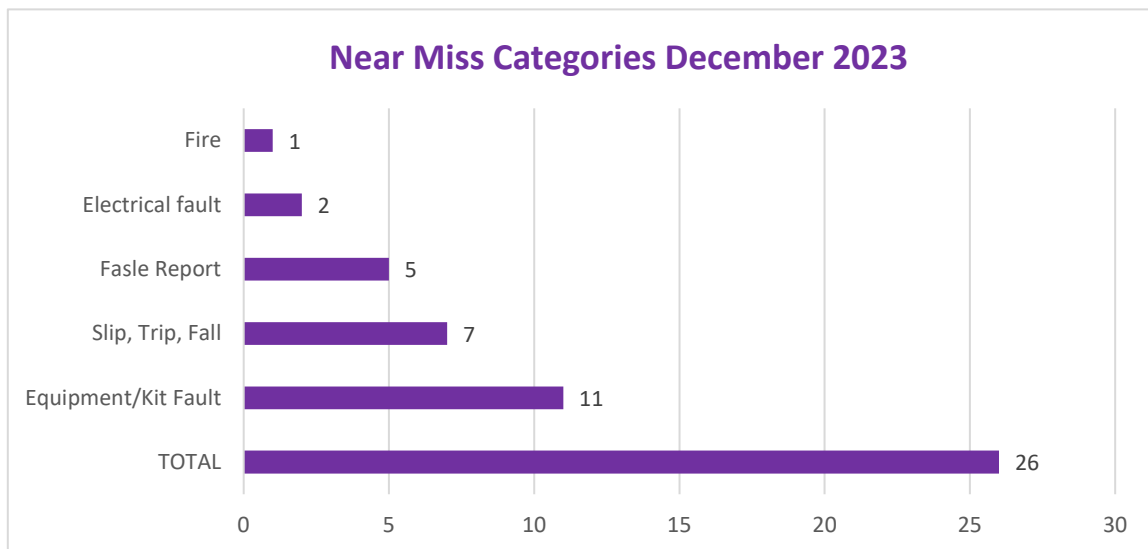
Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying health issues and instances where the individual should seek medical attention from a health care professional.



5. Near Miss Reporting



The chart below shows that there were 2 more Near Misses Reported in December 2023 than in 2024. To note, we actively encourage Near Miss reporting.



5. Fire

5.1 December Fire Statistics

This year there has been an increase of activations of 11 (91) compared to the previous year (80). The majority (95%) being attributed to cooking fumes within the HORs. SFRS did not attend in 2024, as all activations were managed by internal procedures. The number of cooking related incidents can be further reduced by the purchasing of Air Fryers.

6.2 Fire and Pre-Alarm Activations

The Health & Safety Team is provided with the statistics relating to fire and pre-alarm activations monthly. The pre-alarm activations indicate times where a signal has been sent to the control panel which provides a 5-minute time limit for investigation prior to a full fire alarm actuation. Fire pre-alarms can be triggered by smoke, steam, cooking fumes, or general faults.

Location	Alarm Status	Cause
City Campus	0	
Riverside Campus	0	
Halls of Residence	4	2 cooking Fumes 1 hairdryer 1 fire Evacuation Drill

6.3 Fire Safety Officer

An evacuation drill took place on 13th December. This involved the teaching and engineering blocks at Riverside. The report was circulated to responsible Managers.

Fire Risk Assessments

The physical Fire Risk Assessment process concluded on the 5th December. A presentation was delivered by the Consultant on the significant findings. The action plan was circulated to all involved and timescales for further meetings timetabled. This is to ensure the significant findings are actioned.

7. Risk Assessments

The total number of risk assessments reviewed by the Health & Safety Team in December is summarised below:

Faculty/Department	Number
Education & humanities	1
Nautical & STEM	2
Student Services	1
Total	4

8. Health & Safety Staff Training Modules

Training Type	Staff Number
Risk Assessment Awareness	111
DSE	84

9. Appendix A Summary list of Accidents / Incidents for December 2024 | RIDDOR Reportable Accidents highlighted in yellow

**Please note, wording is derived from First Aid and Accident Forms submitted*

No	Date of Incident	Class of Individual	Description	Faculty / Department	Campus Location	RIDDOR	Identified Actions from Accident Report Form	H&S Investigation carried out	Comments
1	04/12/24	Staff	Student expressed aggression against member of staff.	Creative Industries	City	No	CCTV was reviewed to identify the student; Faculty will deal with this matter.	No	Complete
2	12/12/24	Student	Student cut finger with junior hacksaw	Nautical & STEM	Riverside	No	Student was not wearing gloves when carrying out the task. Risk assessment control shows the need to wear gloves. AD is now sourcing gloves as a layer of protection would have prevented this injury. H&S to review CCTV 06/01/2025 H&S will tie in with AD 07/01/2025 to discuss remedial actions.	Yes	Complete