

## Board of Management

### People & Culture Committee

Date of Meeting	14 May 2025
Paper No.	PCC3-D
Agenda Item	5.2
Subject of Paper	Health & Safety Monthly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben, Vice Principal People and Corporate Service
Date of production	April 2025
Action	For Discussion

#### 1. Recommendations

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

#### 2. Consultation

2.1 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.

### 3. Key Insights

3.1. This paper outlines the monthly Health and Safety reports for January, February, and March 2025.

Over the reporting period, 22 accidents and 3 incidents were recorded, 2 of which were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All RIDDOR-reportable accidents were investigated by the Health and Safety Team. Remedial actions included a review of risk assessment control measures, increased supervision, and the provision of additional instruction and training.

The Health and Safety Manager and Fire Safety Officer conducted a quarterly review of the College's emergency fire arrangements. This included an evaluation of the newly introduced rota system, with specific attention given to:

- Training, drills, and staff competence
- Radios and fire safety equipment
- Rostering, rota, and staff availability

The Health and Safety Manager met with representatives from the College's insurance provider, UMAL, as part of a scheduled audit. A key outcome of the UMAL Insurance Audit was a notable improvement compared to the 2022 results.

The audit uses ten Risk Survey Ratings. In 2022, the College received nine ratings of *General Compliance* and one of *Full Compliance*. In contrast, the 2025 audit shows significant progress, with four ratings of *General Compliance* and six of *Full Compliance*.

### 4. Impact and Implications

4.1 The reporting process provide the Senior Management Team (SMT) the Health and Safety Committee and the Board of Management with information on standards of reactive and pro-active health and safety performance. This allows appropriate management decisions to be taken whilst considering the health and safety implications. 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.

## 5. Appendix 1: Health and Safety Monthly Reports



### H&S January Monthly Report 2025

Date of Meeting	18 <sup>th</sup> February 2025
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report January 2025
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	February 2025
Action	The SMT is invited to note and discuss the contents of this report.

#### 1. Recommendations

The Senior Management Team (SMT) is invited to discuss as appropriate and note the January 2025 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.

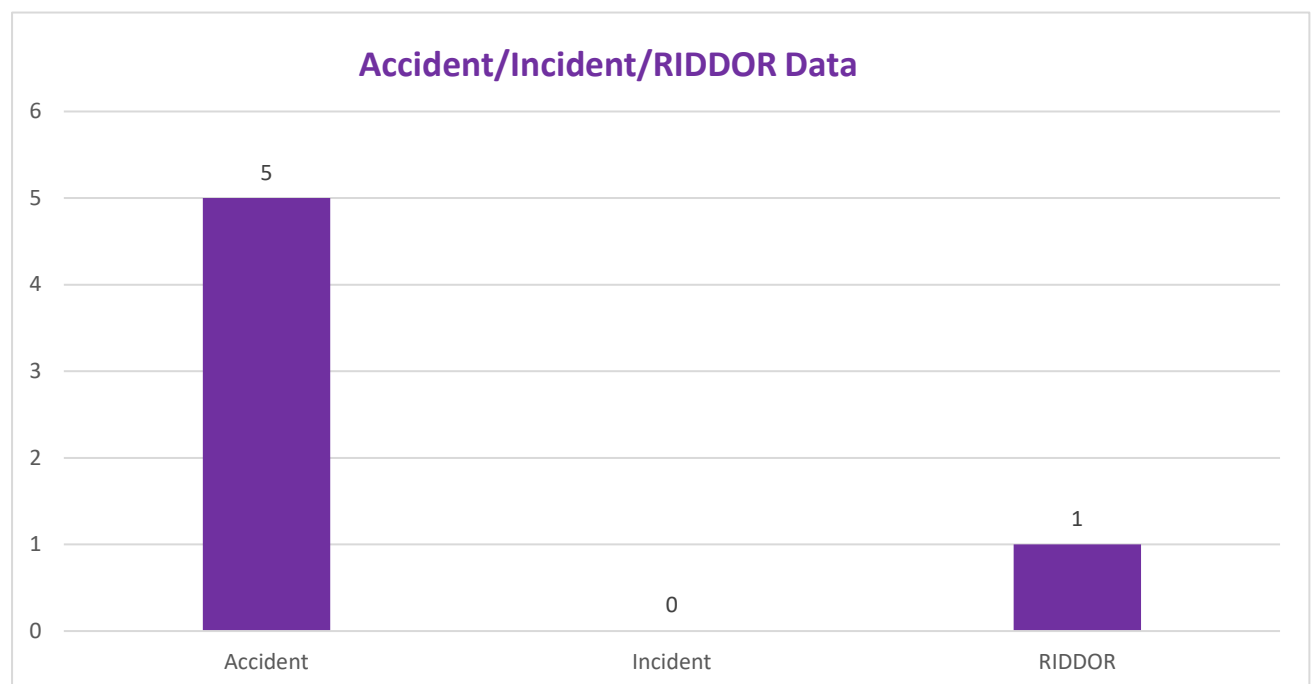
Comprehensive, detailed reports will continue to be provided to both the Health and Safety Committee and the People and Culture Committee for in-depth review and discussion. SMT can also receive additional information as required.

### 3.2 Executive Summary

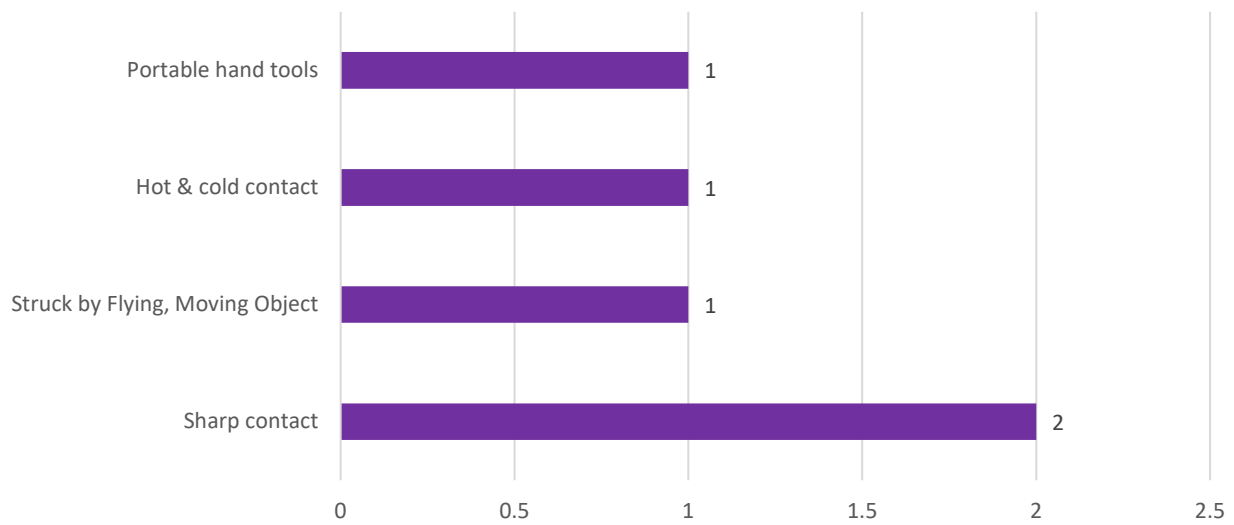
The report aims to provide an overview of management arrangements and give assurances on the adequacy of Health and Safety measures in place to fulfil the College’s statutory obligations. This report provides information relation to activities in January 2025.

In January 2025, there was **5 accidents and 0 incidents**, one of which was RIDDOR-reportable. The RIDDOR-reportable accident involved a staff member who caught hand in door 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.

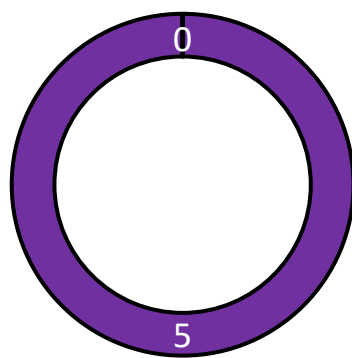
## 4. Accident and Incident Data



### Accident/incident by Immediate Cause

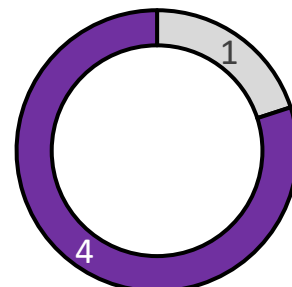


### Location of Accident/Incident



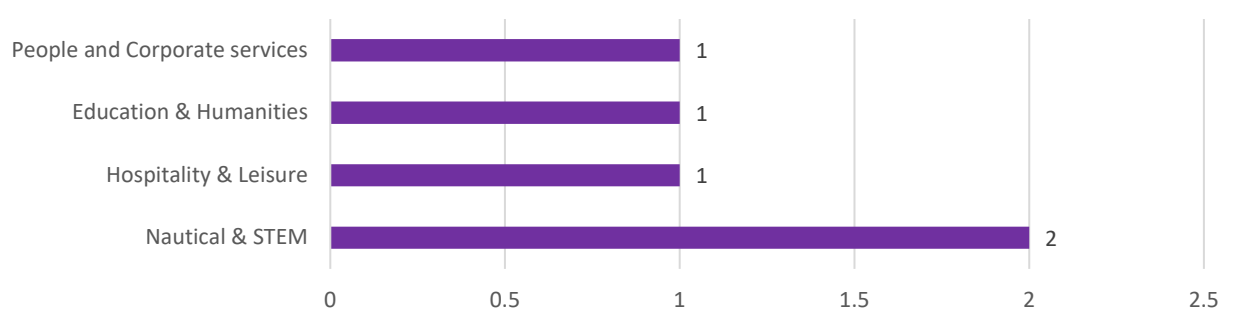
■ CITY ■ RIVERSIDE

### Accident/Incident by Category of Individual



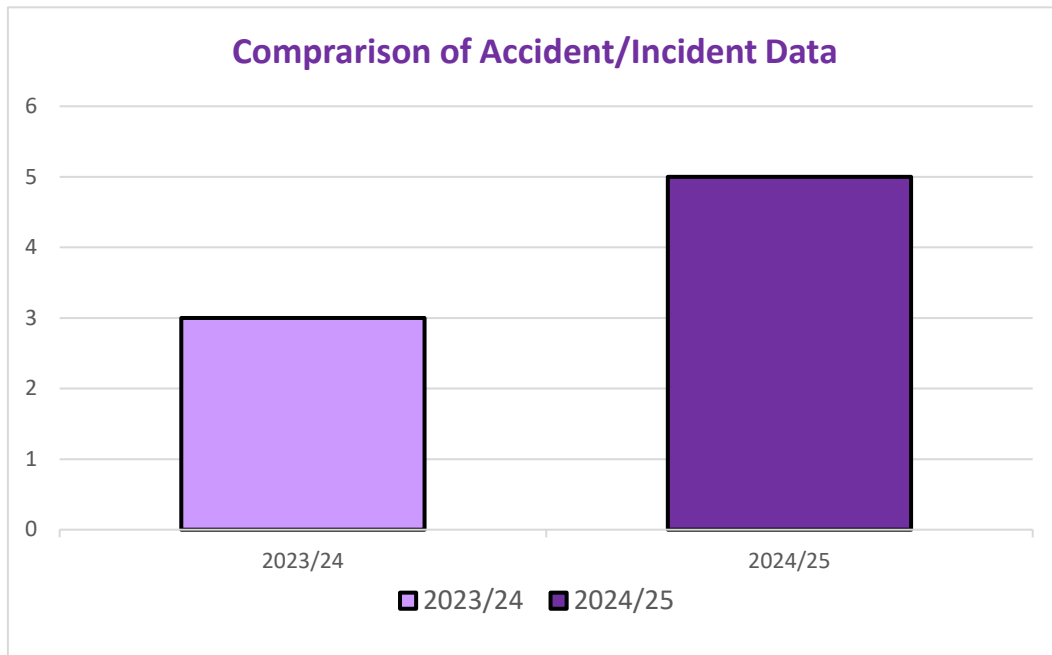
■ Staff 1 ■ Student 4

### Accident/Incident by Faculty/Directorate



#### 4.2 Accident/Incident Data – Comparison Charts

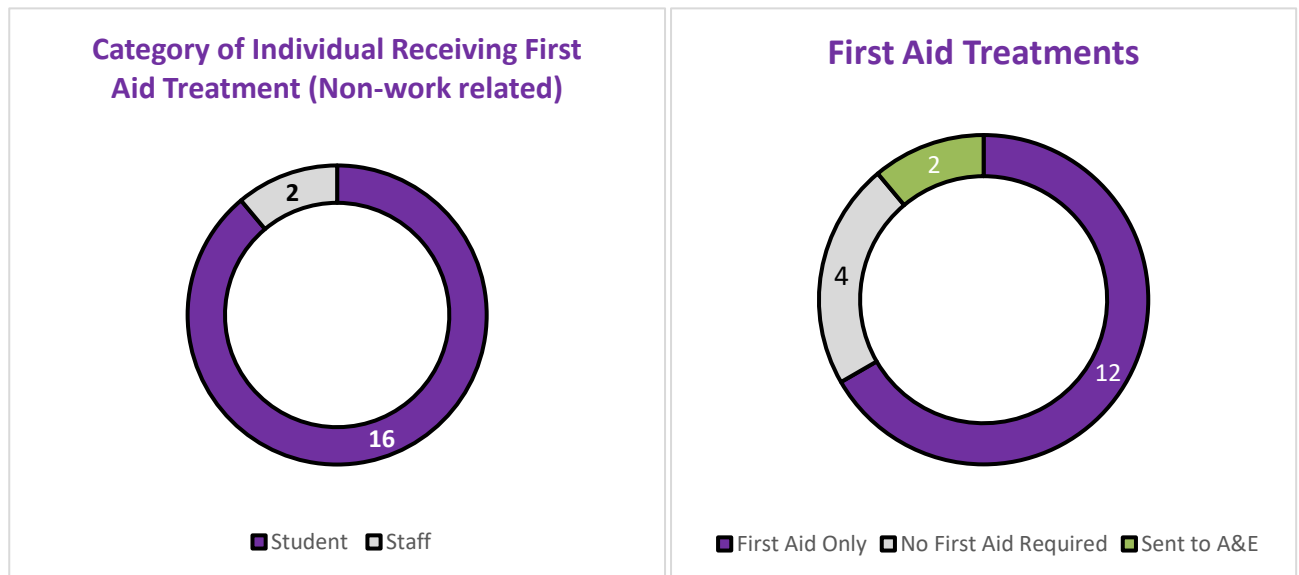
A comparison of accident and incident data for this academic month is presented below. There were 2 more accidents/incidents in the 2024/2025 period, compared to this month last year.



### 4.3 First Aid

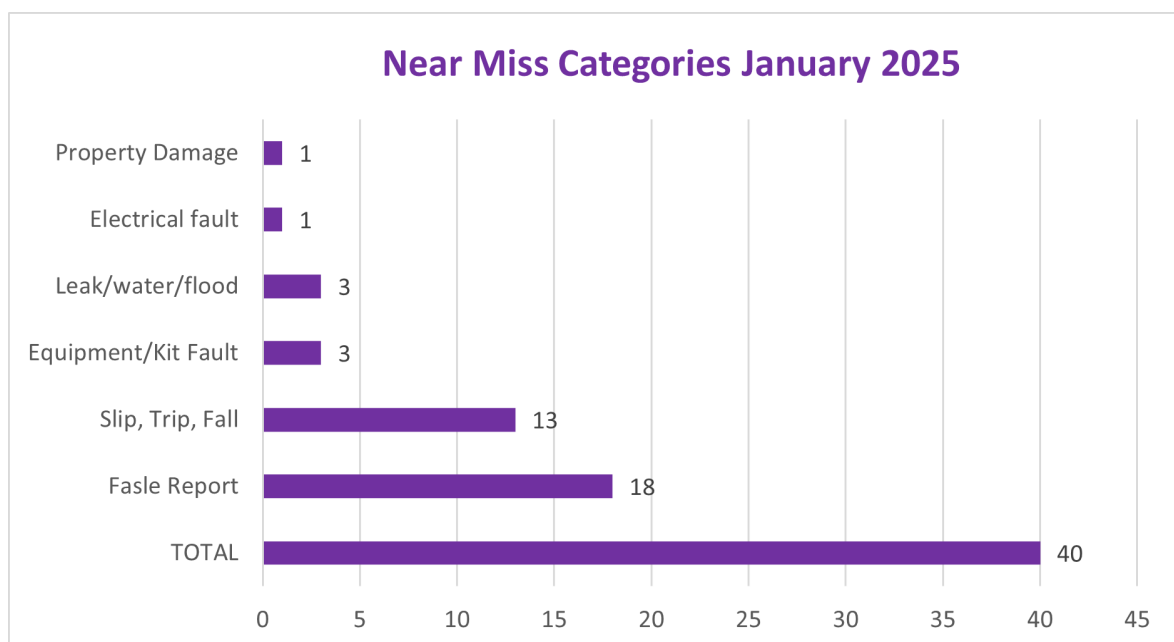
#### First Aid Treatments Only (non-work related)

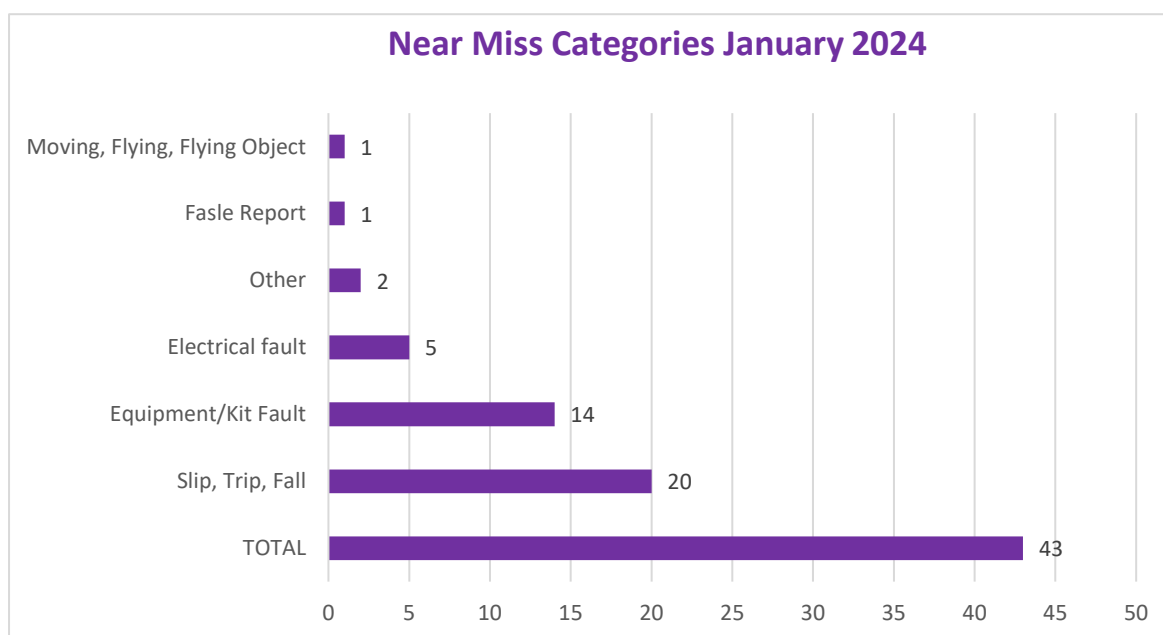
Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying Health issues and instances where the individual should seek medical attention from a Health care professional.



### 5. Near Miss Reporting

The chart below shows that there were 3 more Near Misses Reported in January 2024 than in 2025. To note, we actively encourage Near Miss reporting.





## 6. Fire

### 6.1 January Fire Statistics

No incidents of significance occurred. There is no increase or decrease in the January activations when compared to 2024. All activations are cooking related. The Fire Service was not requested to attend.

### 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	Smoking Fumes T/Kitchen
Riverside Campus	0	
Halls of Residence	8	Resident cooking

### 6.3 Fire Safety Officer

#### Training

200 students received the induction fire Safety talk at Riverside. The aim of this talk is to ensure HOR Students are fire Safety aware, what to do in the event of a fire, reduce unwanted fire alarms and not to interfere with the fire Safety systems withing the College.



## Fire Risk Assessments

A progress meeting took place to sign off and check progress on the Fire Risk Assessment Action Plan. The open action plan document on Teams allows those with responsibilities to track timescales and progress. Meetings will take place every two months to ensure overall control and significant findings are addressed.

## Fire Marshal Safes

All safes in the buildings were checked for contents and updated to ensure all the safes have consistent contents. Regular maintenance of the safes to ensure they function when required all the batteries to be replaced.

## PEEPs

Four student PEEPs and two staff PEEPs were completed.

## 7. Risk Assessments

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

Faculty/Department	Number
Creative Industries	1
Student Experience	1
Education & Humanities	2
<b>Total</b>	<b>4</b>

## 8. Health & Safety Staff Training Modules

Training Type	Staff Number
Risk Assessment Awareness	<b>79</b>
DSE	<b>207</b>

9. Appendix A Summary list of Accidents / Incidents for January 2025 | 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	08/01/25	Student	Student dropped hot food on arm while serving food causing burn	Hospitality & Leisure	City	No	Lecturer has gone over with the students the importance of giving one another room and space to serve	No	Complete
2	13/01/25	Student	Student cut finger on chisel	Nautical & STEM	City	No	Both student and the class were given a H&S talk on using sharp tools, following safe demonstrations by lecturing staff.	No	Complete

3	27/01/25	Student	Cut to left hand while using knife.	Hospitality & Leisure	City	No	Student given a refresher demo on peeling and chopping as well as assistant support/lecturer one to one to help with veg prep task.	No	Complete
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4	29/01/25	Staff	Staff member trapped hand between doors	Corporate Services	City	Yes	Request made for information from line manager: Relevant risk assessments, training records and a review of CCTV has been requested.  Deemed human error.	Yes	Complete
5	30/01/25	Student	Small cut to left index finger while using chisel.	Nautical & STEM	City	No	Student to be provided with refresher training.	No	Complete

## H&S February Monthly Report 2025

Date of Meeting	17 <sup>th</sup> March 2025
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report February 2025
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	March 2025
Action	The SMT is invited to note and discuss the contents of this report.

### 1. Recommendations

The Senior Management Team (SMT) is invited to discuss as appropriate and note the February 2025 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.

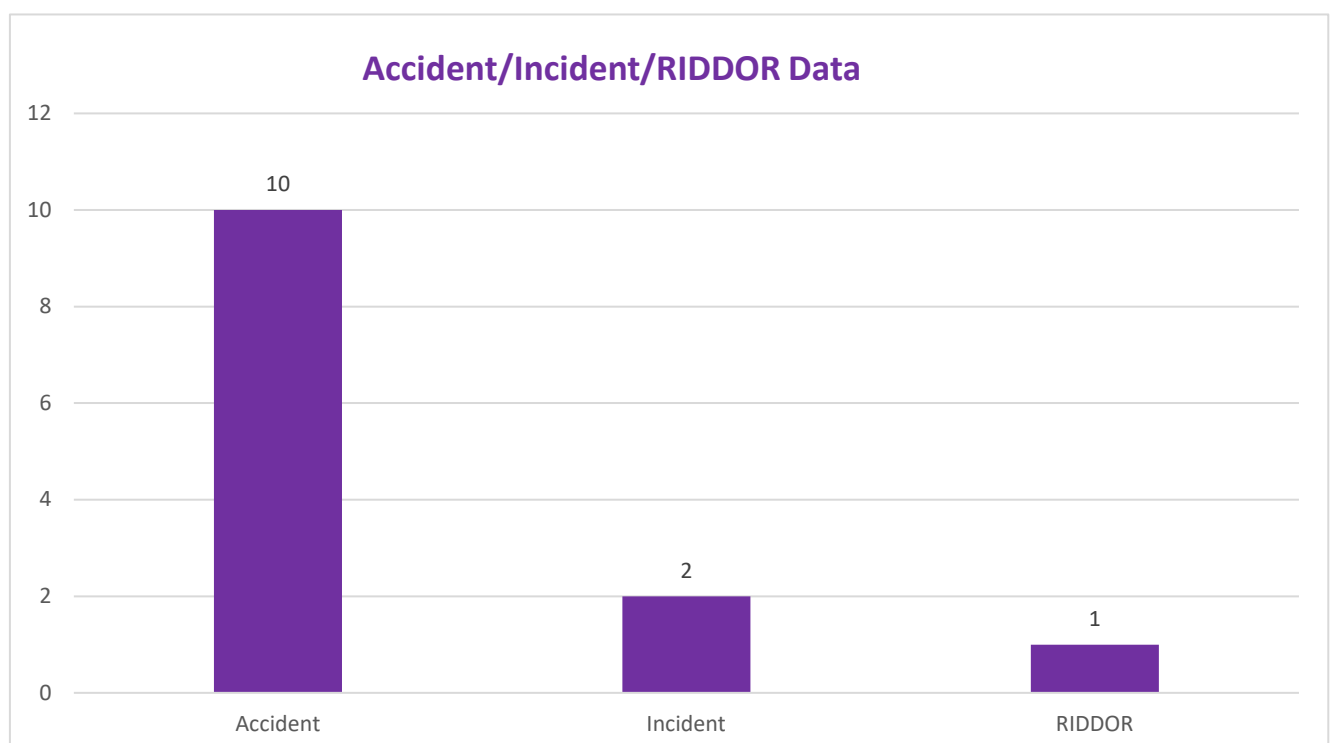
### 3.2 Executive Summary

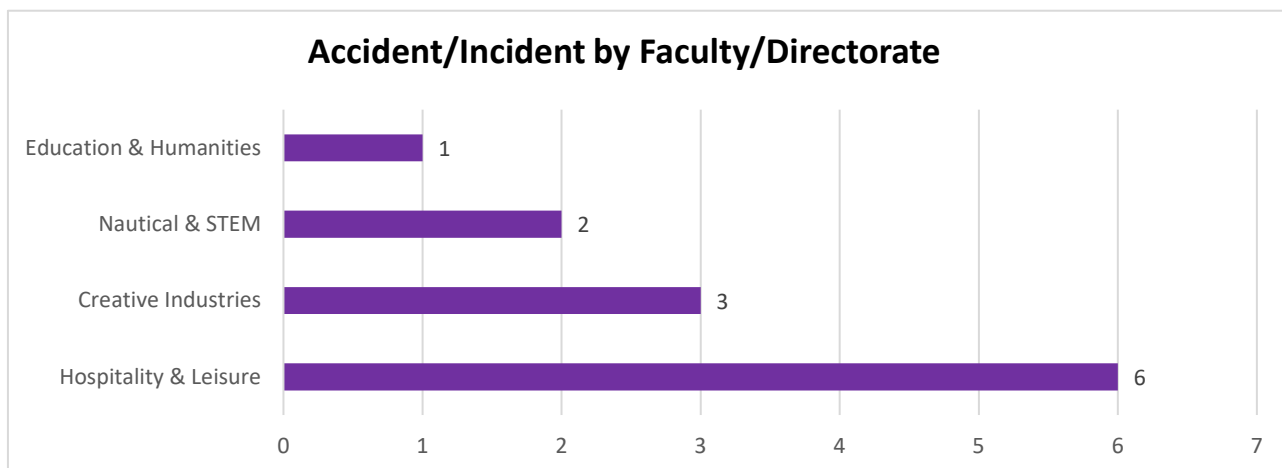
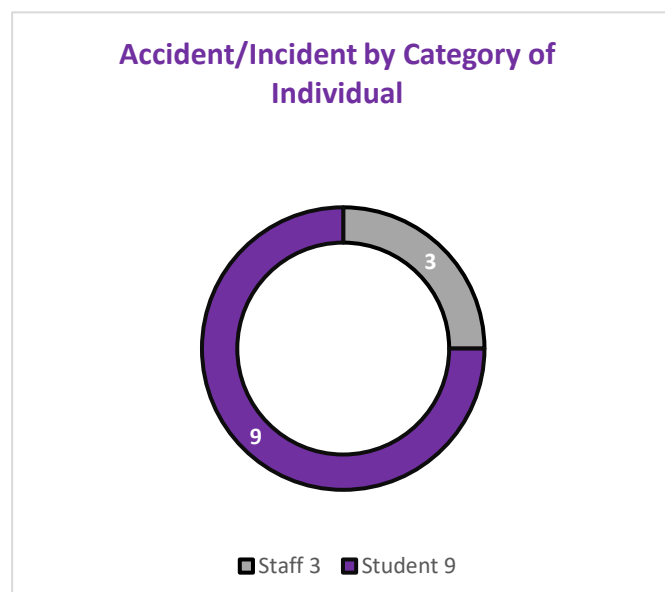
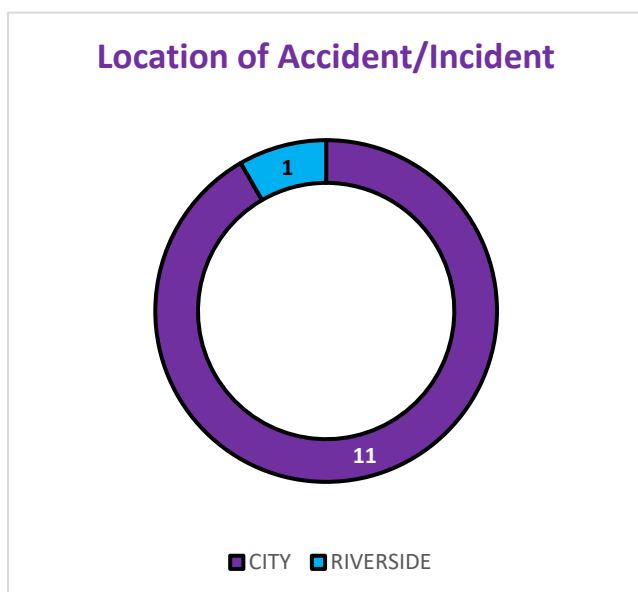
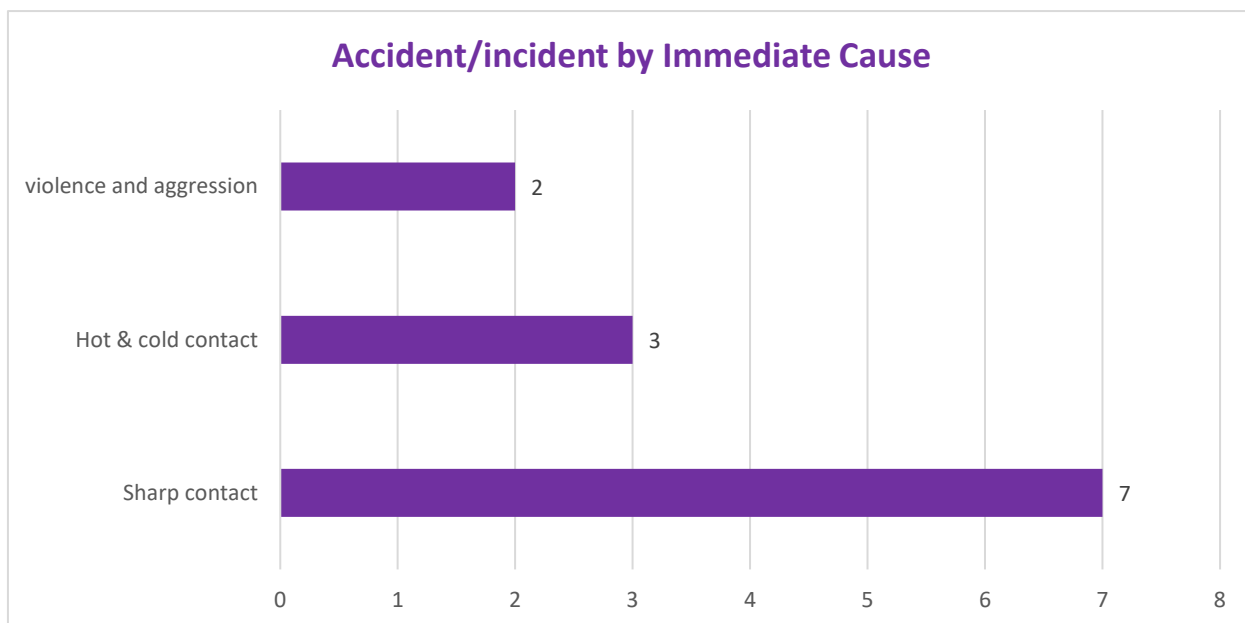
The report aims to provide an overview of management arrangements and give assurances on the adequacy of Health and Safety measures in place to fulfil the College's statutory obligations. This report provides information relation to activities in February 2025.

In February 2025, there was **10 accidents and 2 incidents**, one of which was RIDDOR-reportable. The RIDDOR-reportable injury involved improper handling of sharps by a student, resulting in treatment at hospital – butterfly stitches, thus triggering the notification to the Health and Safety Executive, under RIDDOR guidelines.

## 4. Accident and Incident Data

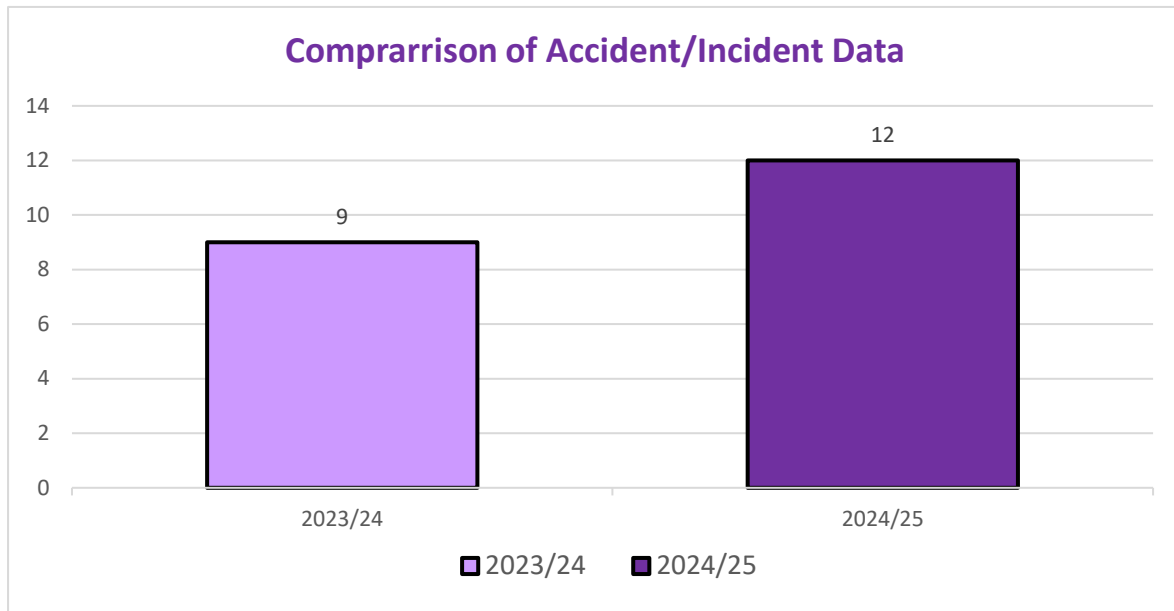
Details of all accidents are contained in Appendix A





## 4.2 Accident/Incident Data – Comparison Charts

A comparison of accident and incident data for February is presented below. There were 3 more accidents/incidents in the 2024/2025 period, compared to this month last year.

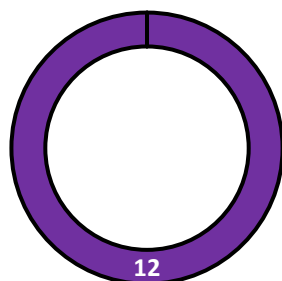


## 4.3 First Aid

### First Aid Treatments Only (non-work related)

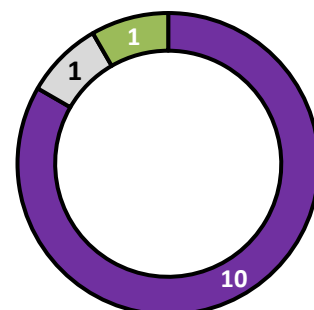
Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying Health issues and instances where the individual should seek medical attention from a Health care professional.

#### Category of Individual Receiving First Aid Treatment (Non-work related)



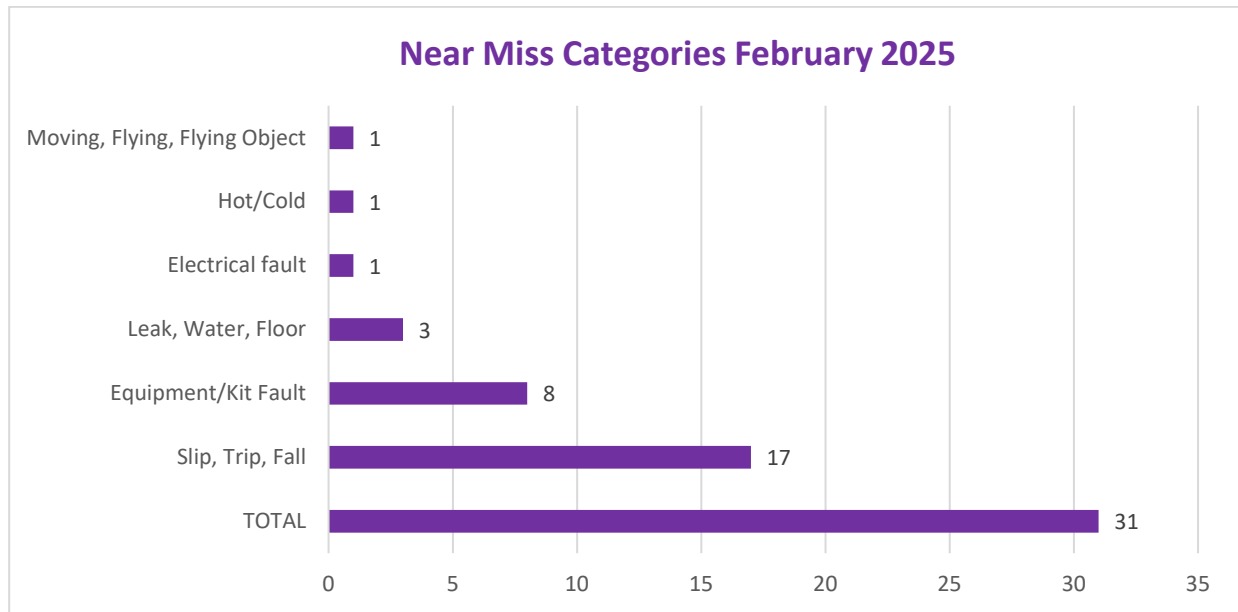
■ Student ■ Staff

#### First Aid Treatments

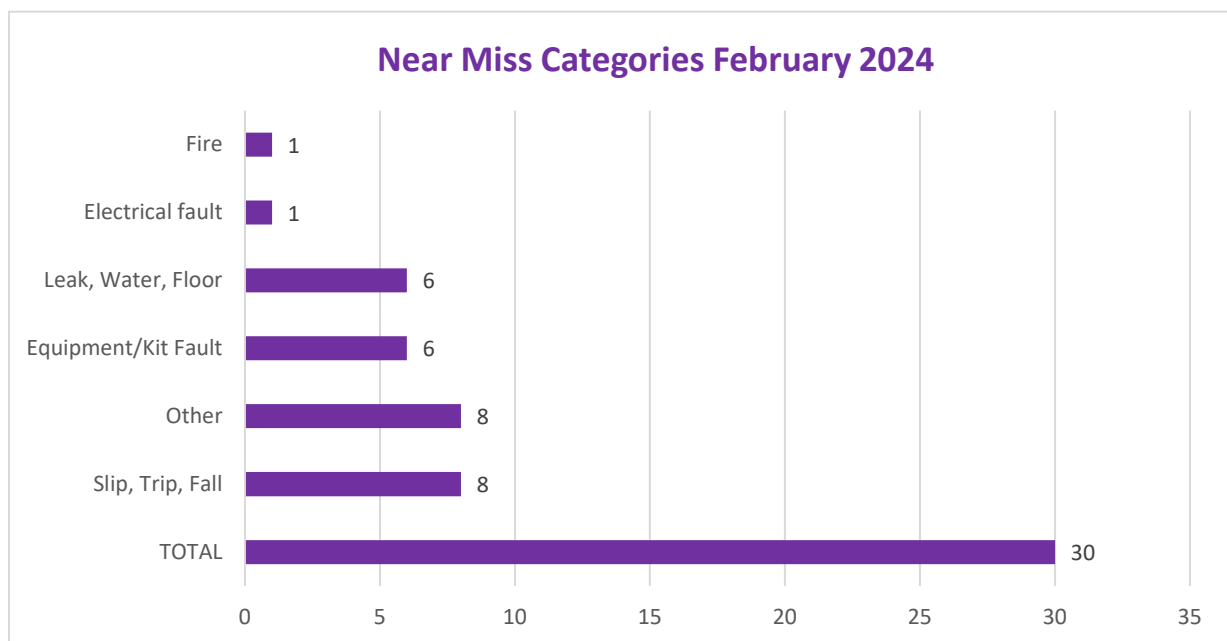


■ First Aid Only ■ No First Aid Required ■ Sent to A&E

## 5. Near Miss Reporting



The chart below shows that there were 1 less Near Miss reported in February 2024 than in 2025. To note, we actively encourage Near Miss reporting.



## 6. Fire

### 6.1 February Fire Statistics

No incidents of significance occurred. All activations are still cooking related.

The Fire Service attended St Lukes on the 24<sup>th</sup> February. This was following a call from the Security Guard on duty who was unable to reset the panel following a false alarm. This is not



standard procedure and was taken up with Mitie. A full refresher training session on the panel and HOR procedure has been provided.

## 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	Smoking Fumes /Kitchen
Riverside Campus	0	
Halls of Residence	9	Resident cooking

## 6.3 Fire Safety Officer

### Fire Marshal Quarterly Review

A review of the Fire Marshal process was conducted via Teams in February. The session was attended by 30 of the 87 managers on the rota and served as a platform to evaluate the current Fire Marshal arrangements, including:

- Training, drills, and competence
- Radios and equipment
- Rostering, rota, and availability

Following the meeting, correspondence was shared with the wider group, and some immediate adjustments were made based on feedback. A quarterly review will take place to assess whether the system is improving. Feedback from these sessions will be collated and presented in a full report.

## PEEPs

2 student PEEPs and a PEEP student familiarisation walkthrough took place.

A meeting with IT took place to further streamline the PEEP process further enhancing the ability to diary PEEPs with Students and provide information on the PEEP process.

## 7. Risk Assessments

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

Faculty/Department	Number
Creative Industries	2
Student Experience	2
Education & Humanities	1
Hospitality & Leisure	2
<b>Total</b>	<b>7</b>

## 8. Health & Safety Staff Training Modules

Training Type	Staff Number
Risk Assessment Awareness	<b>29</b>
DSE	<b>33</b>

## 9. Health & Safety Team Activities

The Health and Safety Manager met with the College's insurance provider, UMAL, as part of a planned audit. The meeting included a review of the actions outlined in the 2022 report, followed by a campus walkthrough to identify potential hazards. A full report of the findings will be provided in due course.

It is worth noting that the visit was positive, with several actions from the previous audit successfully completed.

10. Appendix A Summary list of Accidents / Incidents for February 2025 | 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	05/02/25	Staff	Cut to finger on right hand.	Creative Industries	City	No	Staff member noted to take more care when working with sharps.	No	Complete
2	04/02/25	Student	Cut to index finger.	Hospitality & Leisure	City	No	Toolbox talk was given.	No	Complete
3	05/02/25	Staff	Student was aggressive towards staff.	Hospitality & Leisure	City	No	Ongoing incident that faculty are aware of and are supporting staff member in question and	No	Complete

							dealing with via student disciplinary procedure.		
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4	06/02/25	Student	Student received burn from soldering iron.	Nautical & STEM	Riverside	No	Student received a toolbox talk.	No	Complete
5	03/02/25	Staff	Student expressed aggression against member of staff.	Hospitality & Leisure	City	No	This has been dealt with within the faculty. Support offered to staff member and student disciplinary procedure invoked.	No	Complete

6	13/02/25	Student	Student cut finger with chisel.	Nautical & STEM	City	Yes	Refresher training and toolbox talk given.	No	Complete
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7	14/02/25	Student	Burnt finger on right hand.	Education & Humanities	City	No	Refresher training given to student.	No	Complete
8	26/02/25	Student	Student cut thumb on left hand whilst prepping food.	Hospitality & Leisure	City	No	Student given refresher training.	No	Complete

<b>9</b>	26/02/25	Student	Cut to left index finger.	Creative Industries	City	No	Toolbox Talk/Reminder of safe working practices when using knives.	No	Complete
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<b>10</b>	26/02/25	Student	Burn to right hand palm.	Hospitality & Leisure	City	No	Student given refresher training.	No	Complete
<b>11</b>	27/02/25	Student	Cut to the tip of middle finger	Creative Industries	City	No	Ongoing training on the usage of sharps	No	Complete

12	25/02/25	Student	Student cut finger on the side of the grinder	Hospitality & Leisure	City	No	Signage has been put on equipment and students will be reminded to be careful when using machine for sharp edges.	No	Complete
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## H&S March Monthly Report 2025

Date of Meeting	16 <sup>th</sup> April 2025
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report March 2025
FOISA Status	Disclosable
Primary Contact	John Gribben – Vice Principal People and Corporate Support
Date of production	April 2025
Action	The SMT is invited to note and discuss the contents of this report.

### 1. Recommendations

The Senior Management Team (SMT) is invited to discuss as appropriate and note the March 2025 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.

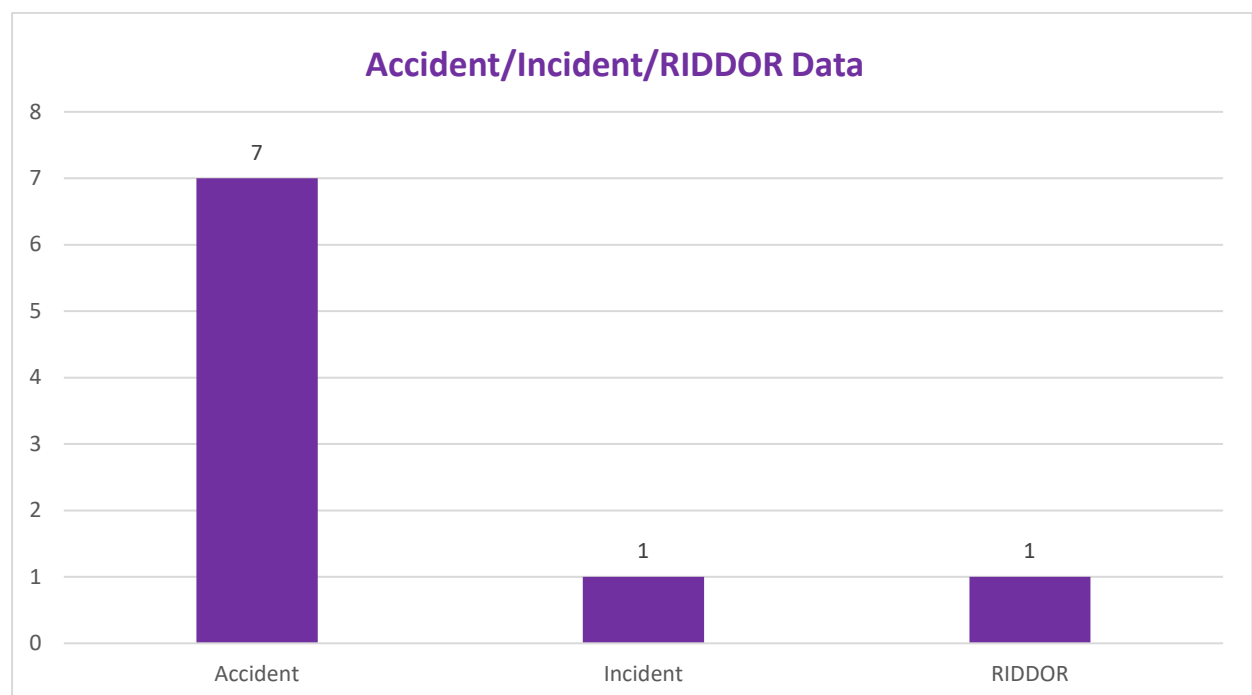
### 3.2 Executive Summary

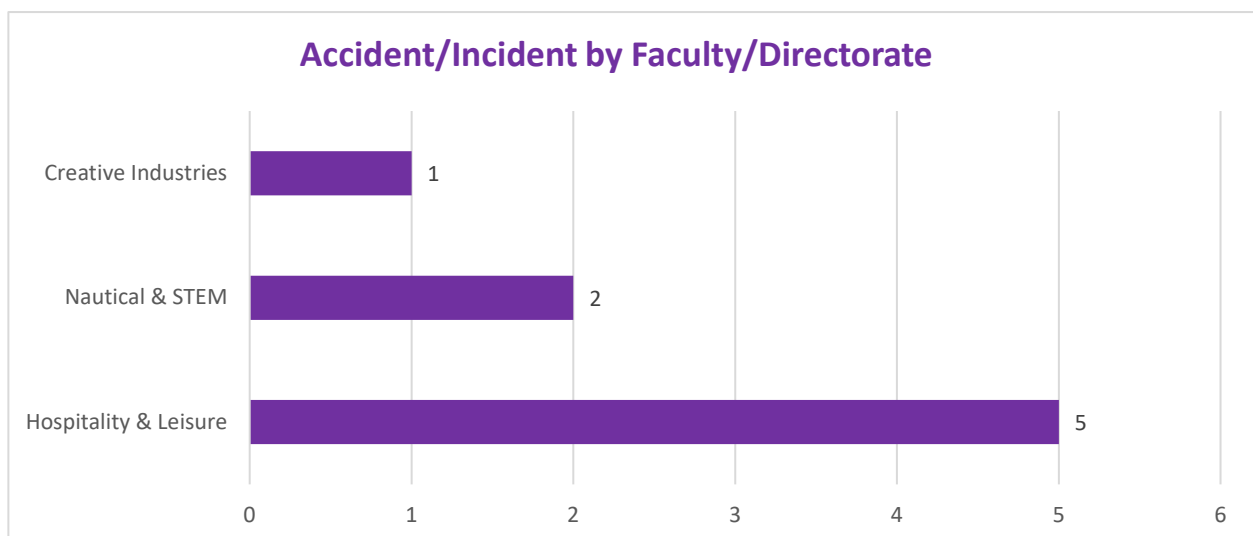
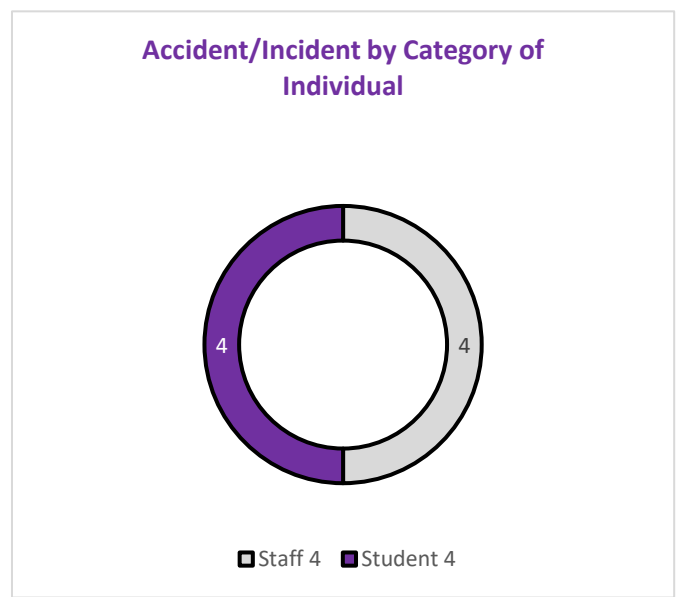
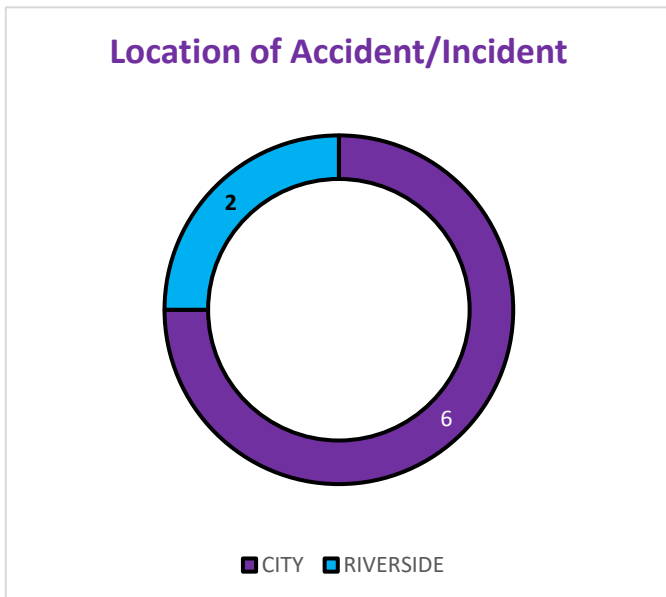
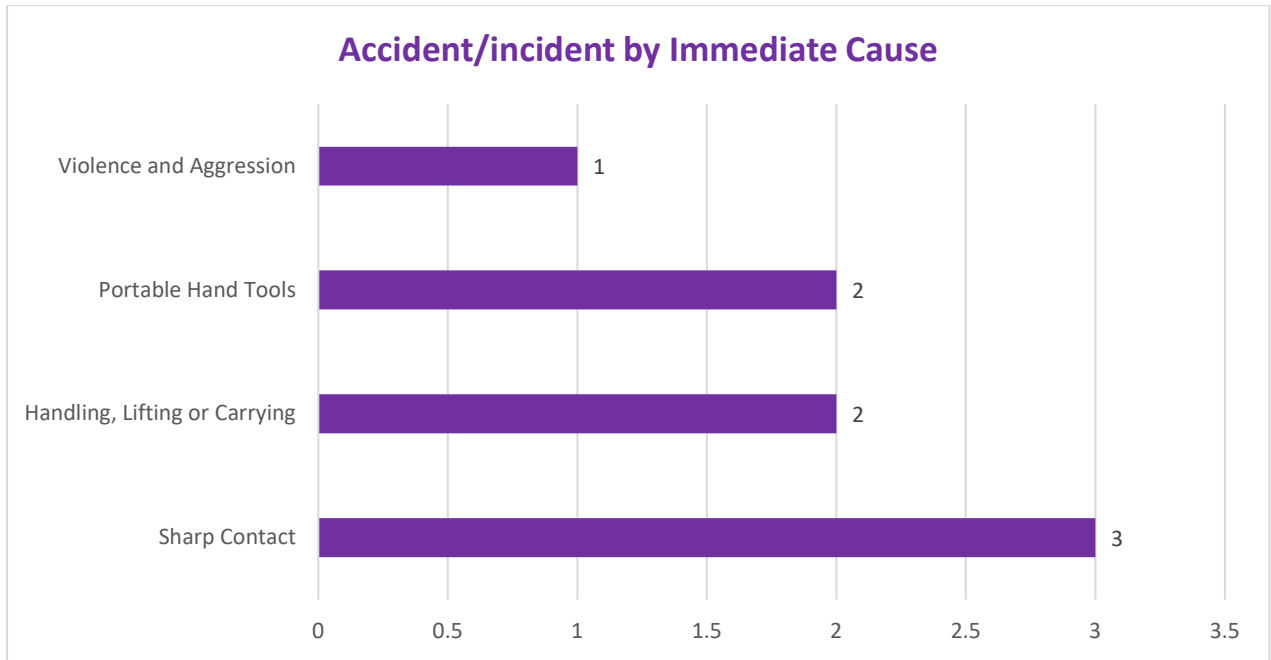
The report aims to provide an overview of management arrangements and give assurances on the adequacy of Health and Safety measures in place to fulfil the College’s statutory obligations. This report provides information relation to activities in March 2025.

In March 2025, there was **7 accidents and 1 incident**, one of which was RIDDOR-reportable. The RIDDOR-reportable injury involved staff member handling goods that resulted in a twisted ankle. Thus, required to be reported to Health and Safety Executive, under RIDDOR guidelines as they were away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

### 4. Accident and Incident Data

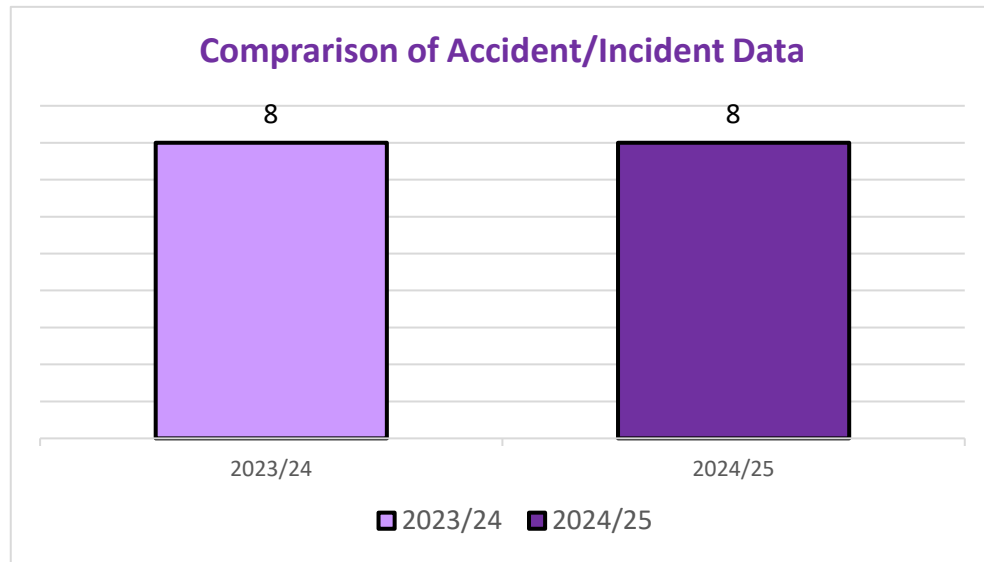
Details of all accidents are contained in Appendix A





## 4.2 Accident/Incident Data – Comparison Charts

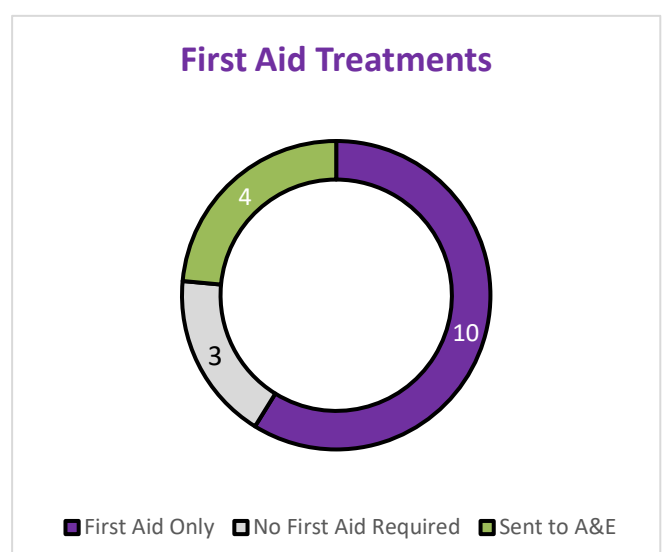
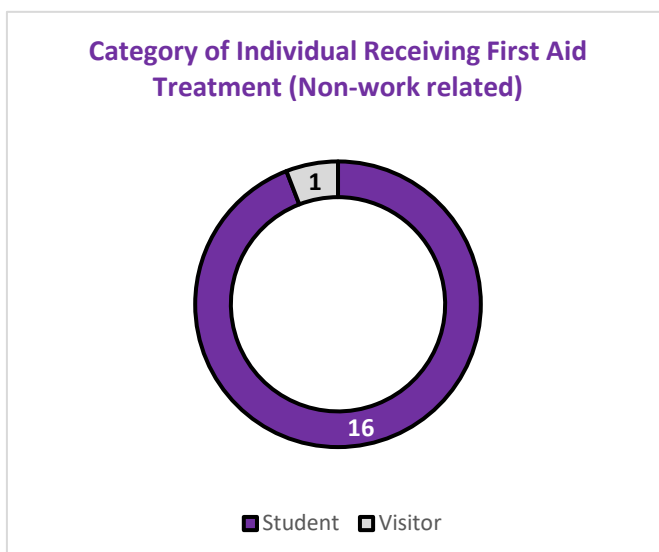
A comparison of accident and incident data for February is presented below. This shows the same number accidents/incidents in the 2024/2025 period, compared to this month last year.



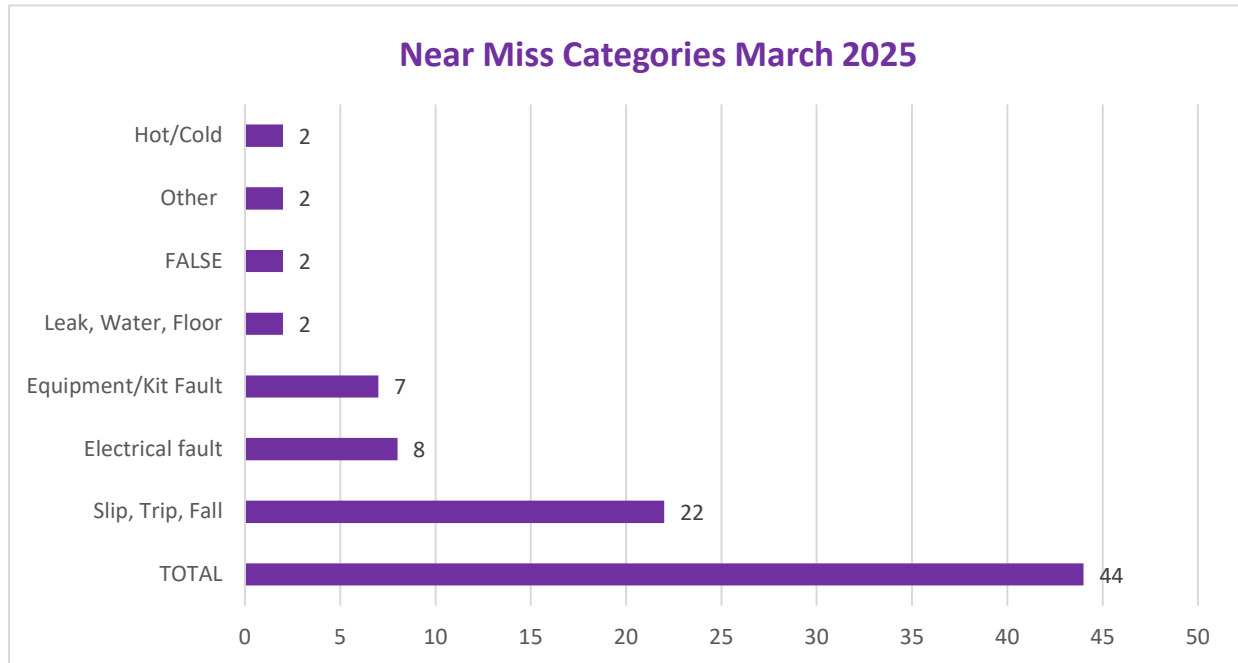
## 4.3 First Aid

### First Aid Treatments Only (non-work related)

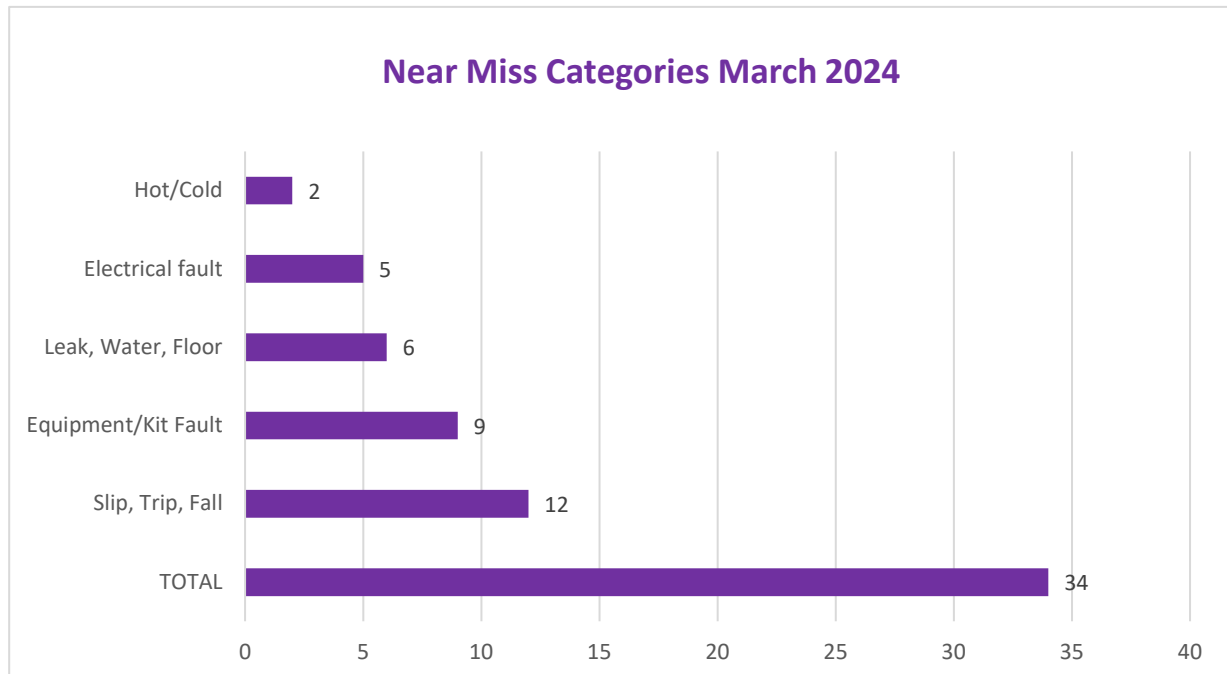
Details of first aid calls are provided in the adjacent diagrams. These statistics are for non-work related first aid interventions and include cases of underlying Health issues and instances where the individual should seek medical attention from a Health care professional.



## 5. Near Miss Reporting



The chart below shows that there were 10 less Near Miss reported in March 2024 than in 2025. To note, we actively encourage Near Miss reporting.



## 6. Fire

### 6.1 March Fire Statistics

No incidents of significance occurred. All activations are still cooking related.

### 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	Smoking Fumes /Kitchen
Riverside Campus	0	
Halls of Residence	8	Resident cooking

### 6.3 Fire Safety Officer

To maintain FOH skills in the operation of the Fire Alarm a training package has been put together and delivered to all FOH staff. Inputs are short duration and cover the following topics.

- What is a Fire Alarm
- COGC Fire Alarm Procedure
- Fire Alarm interpretation

Inputs are delivered in the toolbox format to small groups and last only 30 mins. This has minimum impact of core tasks. The session will last throughout the Easter period. All sessions are put through MyDevelopment to record attendances.

A new Fire Warden module has been developed, and 3 dates have been circulated. These sessions are 60mins and open to all staff in a voluntary capacity. The aim is to increase the Fire Warden Cadre throughout both campuses.

### 6.4 PEEPs

Two requests were made to complete PEEPS for students in the month of March.

## 7. Risk Assessments

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

Faculty/Department	Number
Creative Industries	2
Nautical & STEM	1
Education & Humanities	1
<b>Total</b>	<b>4</b>

## 8. Health & Safety Staff Training Modules

Training Type	Staff Number
Risk Assessment Awareness	<b>28</b>
Display Screen Equipment	<b>44</b>

## 9. Health & Safety Staff Training Modules

There was 1 Health Surveillance clinic in March.

Hand Arm Vibration Syndrome (HAVS)	<b>2</b>
Lung	<b>10</b>
Skin	<b>10</b>
Audio	<b>4</b>

10. Appendix A Summary list of Accidents / Incidents for March 2025 | 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	10/03/25	Student	Cut to left hand thumb while using knife.	Hospitality & Leisure	City	No	Refresher training will be given to the student.	No	Complete
2	12/03/25	Student	Cut to the pad of the right index finger	Hospitality & Leisure	City	No	Lecturer spoke to student to ensure he was aware that using a knife. Using sharps at any time should be handled professionally and again carefully.	No	Complete
3	18/03/25	Staff	Twisted right ankle while moving photocopier	People & Culture	City	Yes	Risk Assessment Review and Toolbox Talk and once IP returns to work make adjustments if needed. IP will be off for 3 weeks. Catch up with line manager scheduled.	No	Ongoing

4	19/03/25	Staff	Bruise above right knee caused by crate in fridge toppled.	Hospitality & Leisure	City	No	Refresher training on removing crate from fridge given.	No	Complete
5	17/03/25	Staff	Aggression from student.	Hospitality & Leisure	City	No	Line Manager has been made aware. Issue being dealt with by Faculty.	No	Complete
6	26/03/25	Student	Cut left index finger while cutting hair.	Hospitality & Leisure	City	No	Toolbox talk to be held at next class session.	No	Complete



7	25/03/25	Staff	Injured right hand while removing cable clips	Nautical & STEM	City	No	Toolbox talk to be held at next class session.	No	Complete
8	28/03/25	Student	Puncture in soft tissue between base of left thumb and index finger.	Nautical & STEM	City	No	Toolbox talk will be given to student on the importance of the correct use of tools.	No	Complete