



Board of Management

Date of Meeting	10 December 2025
Paper No.	BoM2-N
Agenda Item	5.5
Subject of Paper	Health and Safety Annual Report 2024-25
FOISA Status	Disclosable
Primary Contact	John Gribben, Vice Principal People & Corporate Services
Date of production	September 2025
Action	For Noting

1. Recommendations

The Board is asked to note the Health and Safety Report 2024-25 that was discussed at the People and Culture Committee meeting held on 29 October.

People & Culture Committee

Date of Meeting	29 October 2025
Paper No.	PCC1-C
Agenda Item	5.1
Subject of Paper	Health and Safety Annual Report
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	September 2025
Action	Discussion

1. Recommendations

The Board of Management is invited to discuss as appropriate the Health and Safety Annual Report 2024/2025.

2. Consultation

The Senior Management Team (SMT) receives a monthly report on health and safety matters. The Health and Safety Committee and the People and Culture Committee receive the monthly reports at each of its meetings, which are held three times per year.

Members of the SMT, the Health and Safety Committee, and representatives from the Trade Unions are invited to review and provide feedback on the contents of the monthly reports.

This annual report is presented at the People and Culture Committee and the Health and Safety Committee.

Key Insights

3.1 Executive Summary

This report provides an overview of the College's health and safety management arrangements and assurance that robust measures are in place to meet statutory obligations. It highlights the key control systems established to minimise risk, ensure compliance, and reinforce the College's commitment to a safe learning and working environment.

City of Glasgow College's ongoing focus on health and safety performance in AY2024–2025 has delivered the following key achievements:

- Completion of the College's first Health and Safety Faculty Audits to ISO45001 (International Organization for Standardisation) standards.
- Collaboration with an external consultant to undertake Fire Risk Assessments across all College buildings and Halls of Residence, including action plans for identified risks.
- Development and launch of tailored online Health and Safety training modules.
- Participation in the Association of Colleges Benchmarking Exercise 2024/2025, with the Health and Safety Manager undertaking Scottish representative duties.

3. Impact and Implications

The College's reporting of accidents, incidents, near misses, and first aid interventions, combined with proactive safety measures, provides valuable insight into its health and safety culture. These activities help identify trends, support preventative action, and raise awareness, contributing to a safer learning and working environment in line with the College's duty of care.

While most reporting is reactive, it highlights areas requiring attention to mitigate risk, prevent operational disruption, and protect the College's reputation. Ongoing monitoring and timely intervention, alongside proactive initiatives such as training, risk assessments, and staff and student engagement, are essential for maintaining compliance and continuous improvement.

City of Glasgow College has statutory duties under the Health and Safety at Work etc. Act 1974 and the Fire (Scotland) Act 2005, supported by regulations. These require robust risk management, planning, and review of preventative measures to protect the College community and ensure regulatory compliance.

Appendix 1 – Annual Report Health and Safety 2024/2025

Appendix 1 – Annual Report Health and Safety 2024/2025

1. Overview

This annual report provides an overview of Health and Safety performance from 1 August 2024 to 31 July 2025 and outlines key priorities for the current academic session. All information within this report has been shared monthly with the Senior Management Team, and the Executive Leadership Team, and quarterly with the Health and Safety Committee and is a standing agenda item at the People and Culture Committee.

1.1 Health and Safety Team

Health and Safety Team for 2024- 2025 comprises:

- **Debbie Gordon** - Health and Safety Manager.
- **Audrey Waugh** - Health and Safety Advisor.
- **Euan Cosgrove**, Health and Safety Advisor, previously Health and Safety Administrator, Euan was appointed to this role in April 2025.
- **Marty Brandrick**, Fire Safety Officer.
- **Lewis Rafferty**, Health and Safety Administrator, Lewis joined the College in July 2025.
- Health and Safety Advisor 1 FTE vacancy.

The Health and Safety Team would like to thank Grant Burns and Nicholas Fatoye, who left the College in February and August 2025 respectively, for their valuable contributions to the team.

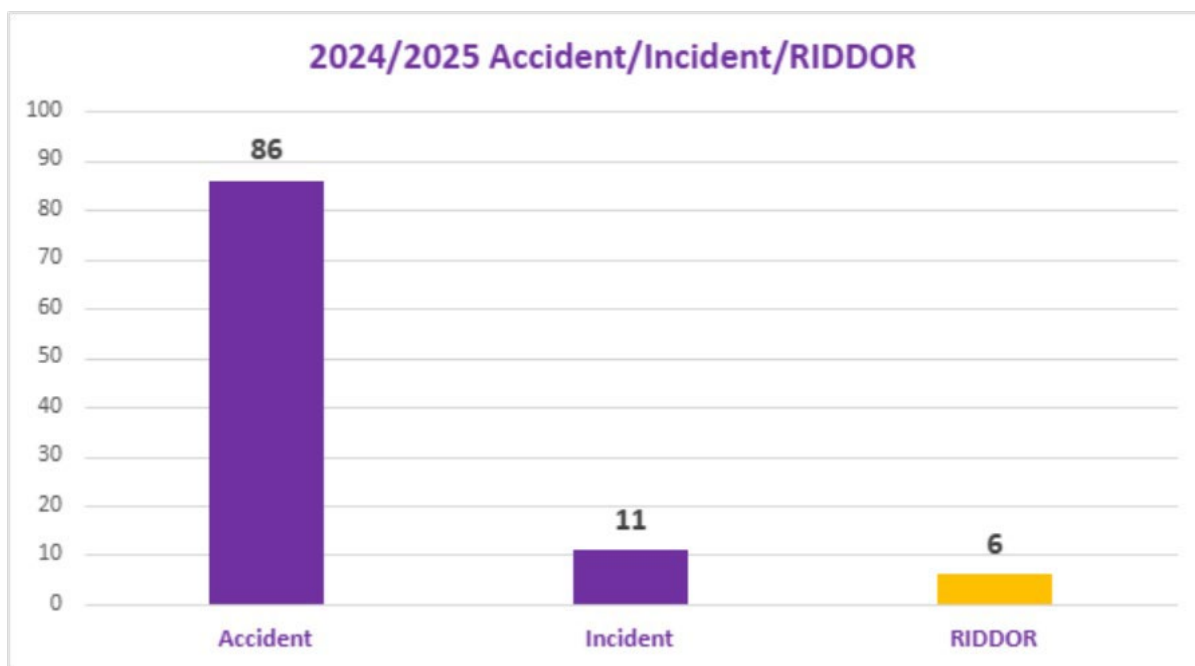
The team is currently operating with one FTE Advisor vacancy, which we hope to fill in the coming months.

The Health and Safety Team continues to report to Les Paterson, Associate Director of Estates and Health and Safety, with ongoing oversight from John Gribben, Vice Principal of People and Corporate Services.

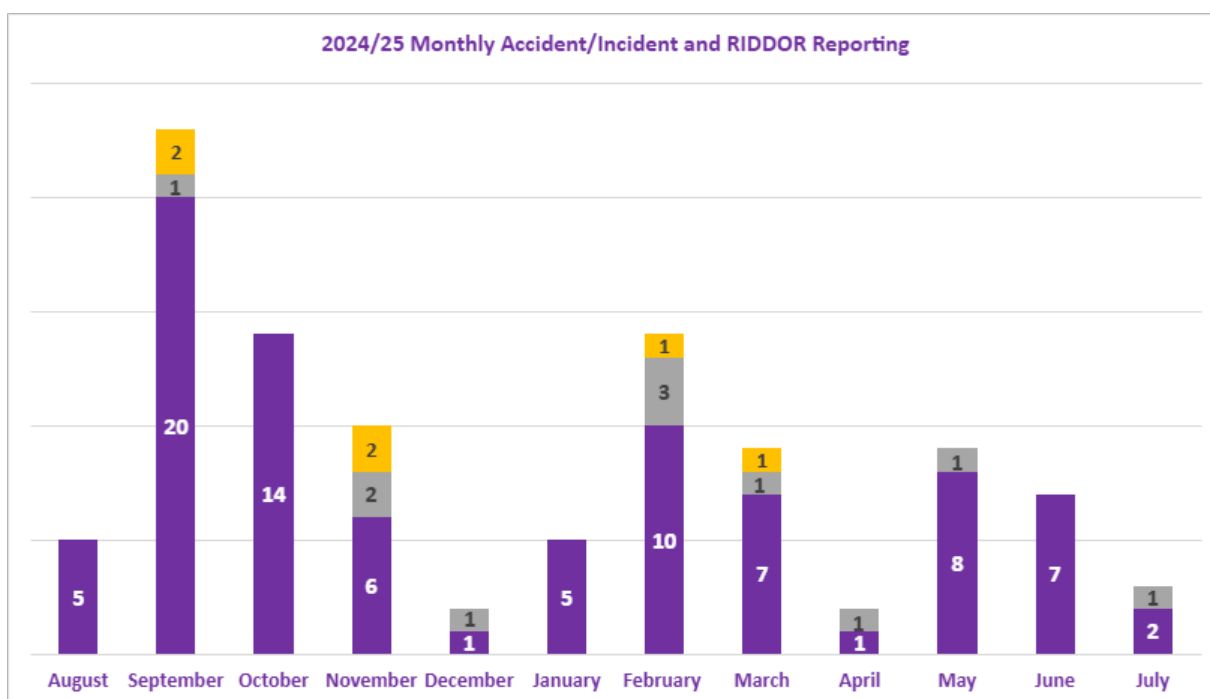
2. Accident and Incidents

The City of Glasgow College evaluates performance based on a number of health and safety performance indicators. Below is a summary of the main health and safety data monitored and reviewed by the Health & Safety Team.

There were 92 accidents and 11 incidents recorded in 2024–25. 6 of the accidents met the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The locations and categories of individuals involved are detailed below.



A breakdown of each month from 2024/2025 is provided in the table below.



Appendix 1

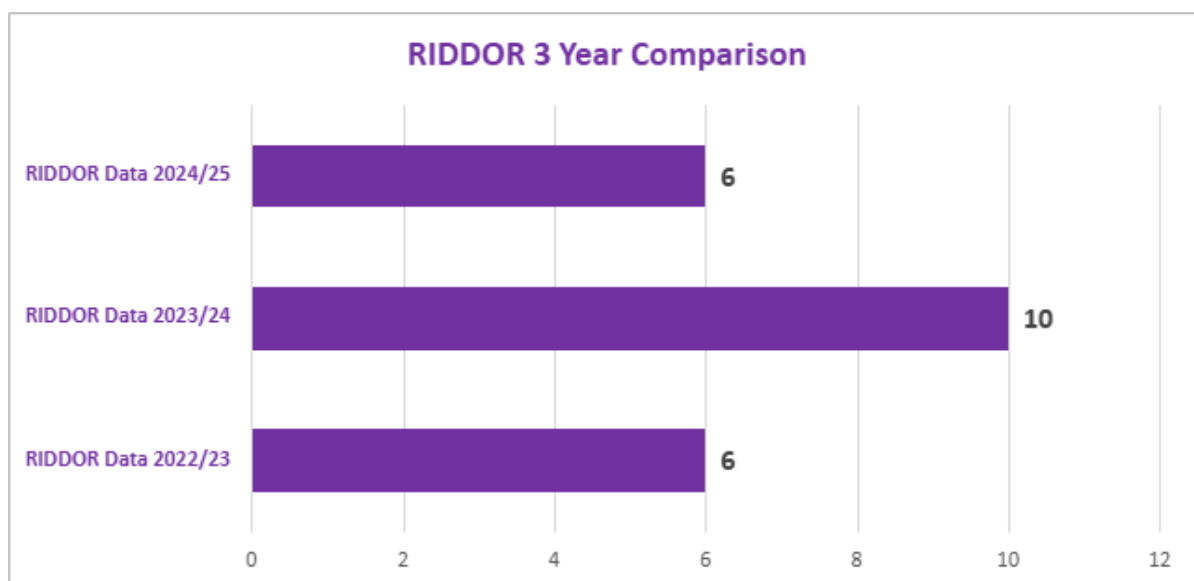
Category Key	Accident	Incident	RIDDOR
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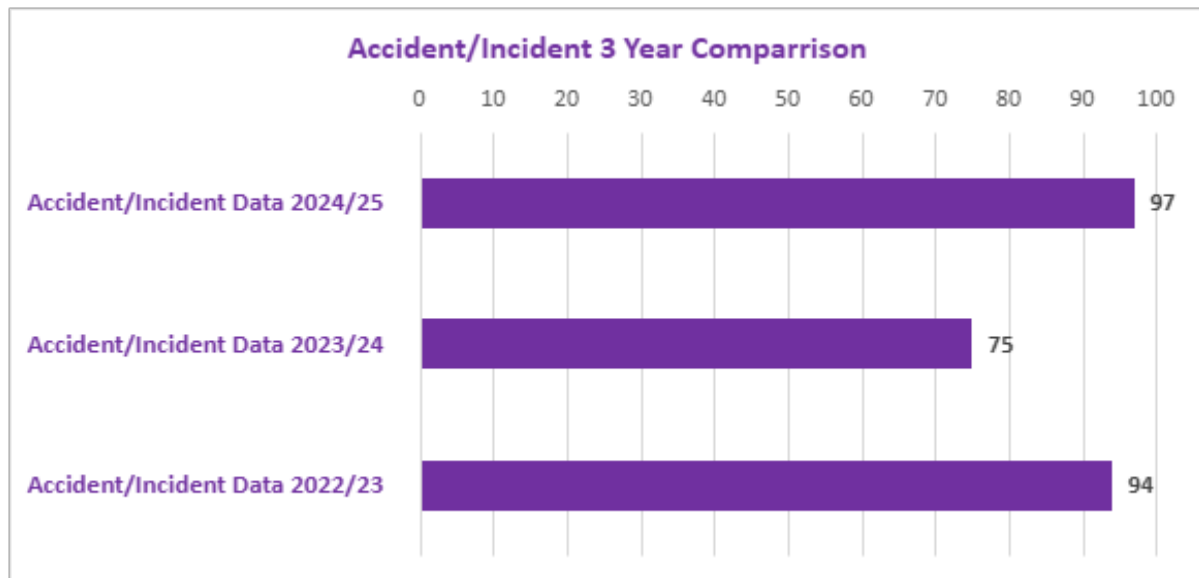
2.1 Accident and Incident Comparison

City of Glasgow College recorded six RIDDOR-reportable incidents involving both students and staff. None required intervention by enforcing authorities. Each case was fully investigated by the Health and Safety Team to confirm that appropriate control measures were in place. Remedial actions included reviewing and updating risk assessments, identifying additional training needs, and strengthening monitoring and supervision.

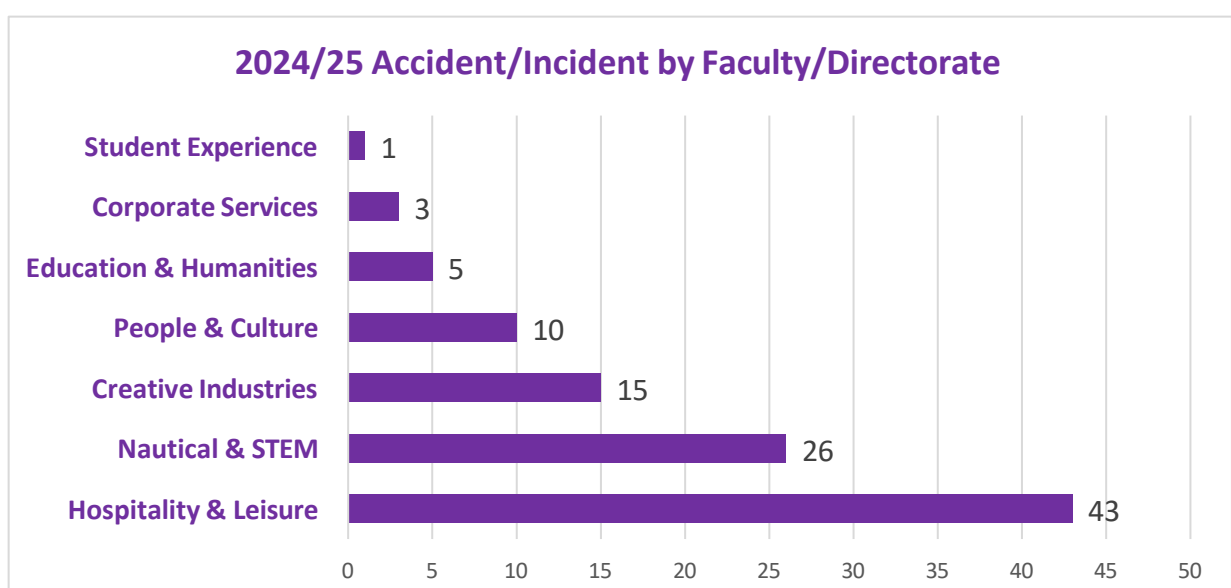
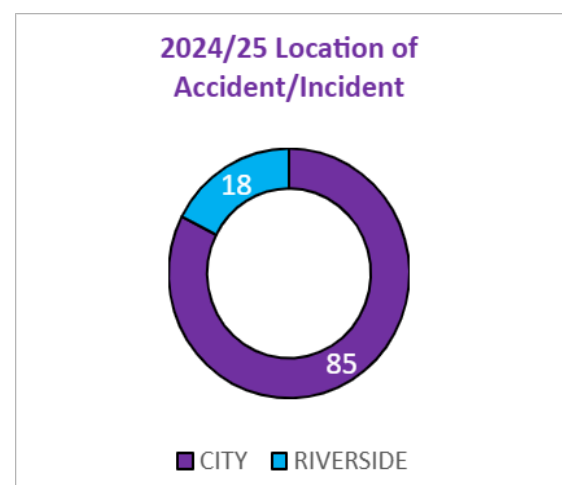
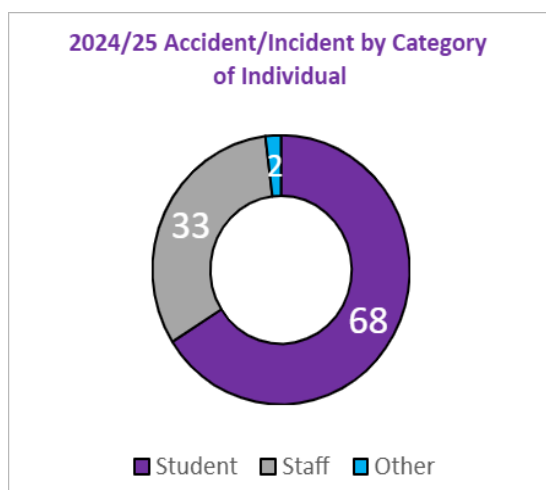
The investigations did not identify any significant concerns or failures. Encouragingly, the number of RIDDOR-reportable incidents decreased, even as the campus population of staff and students increased. A three-year comparison of figures is provided below.

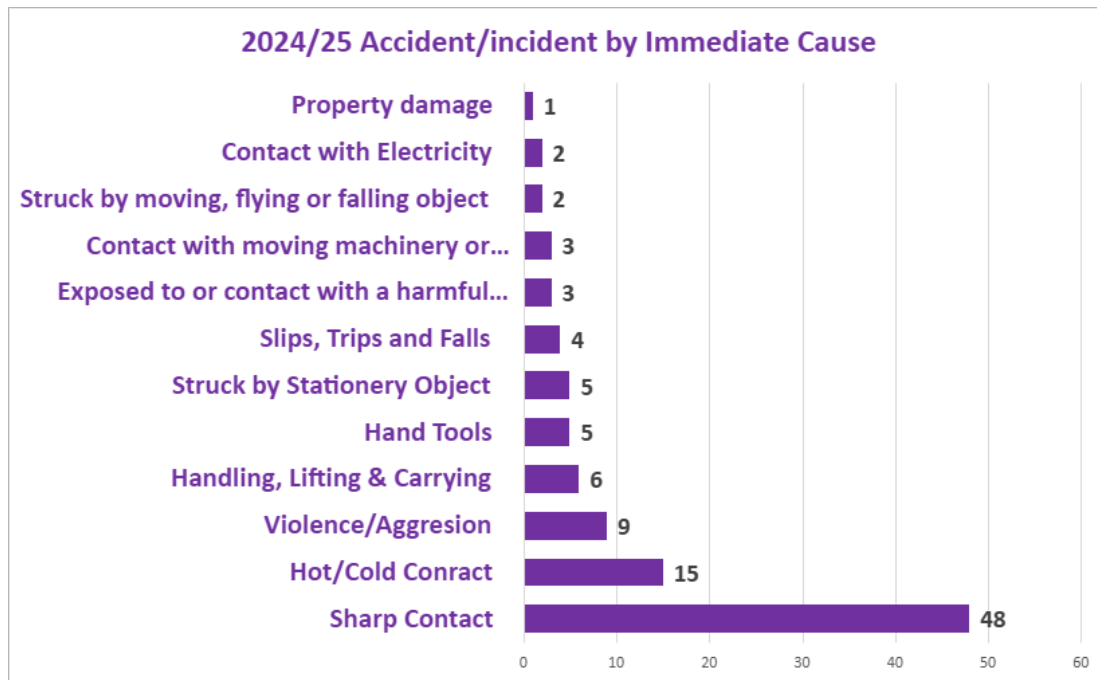
While there was an overall increase of 22 accidents and incidents reported in 2024/25, this is not considered a cause for concern. The Health and Safety Team note that the rise reflects improvements in reporting, supported by a more streamlined and automated process. Given the practical nature of many College activities and the varying competency levels of new students, annual fluctuations in the number of reported incidents are expected.





2.2 Accident/Incident Subset Data



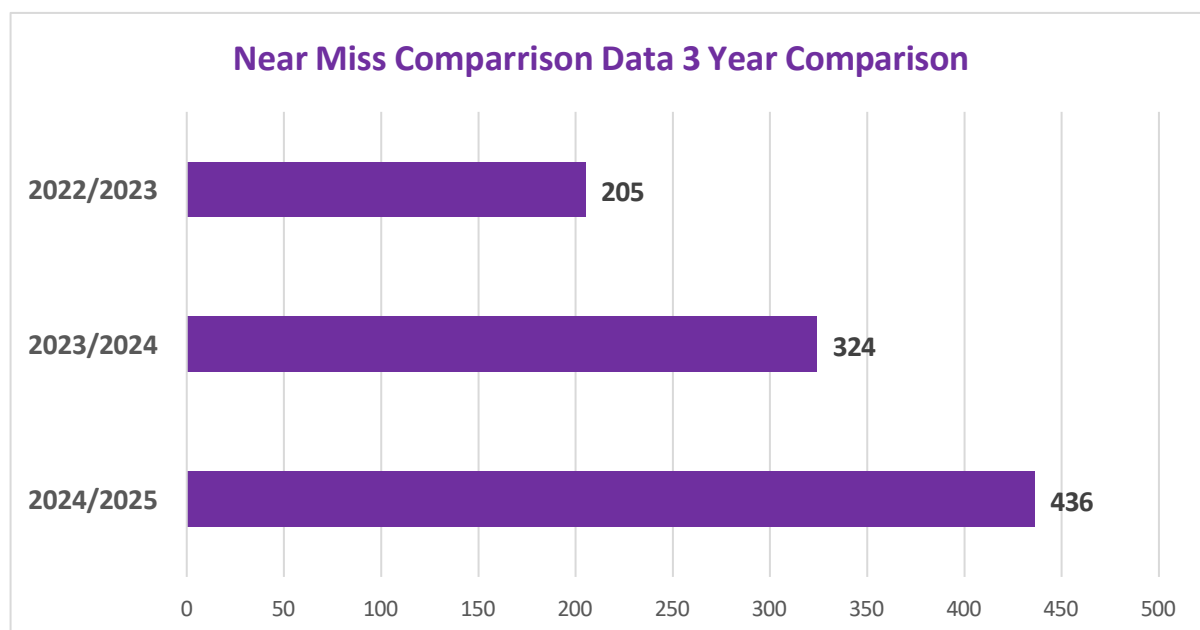
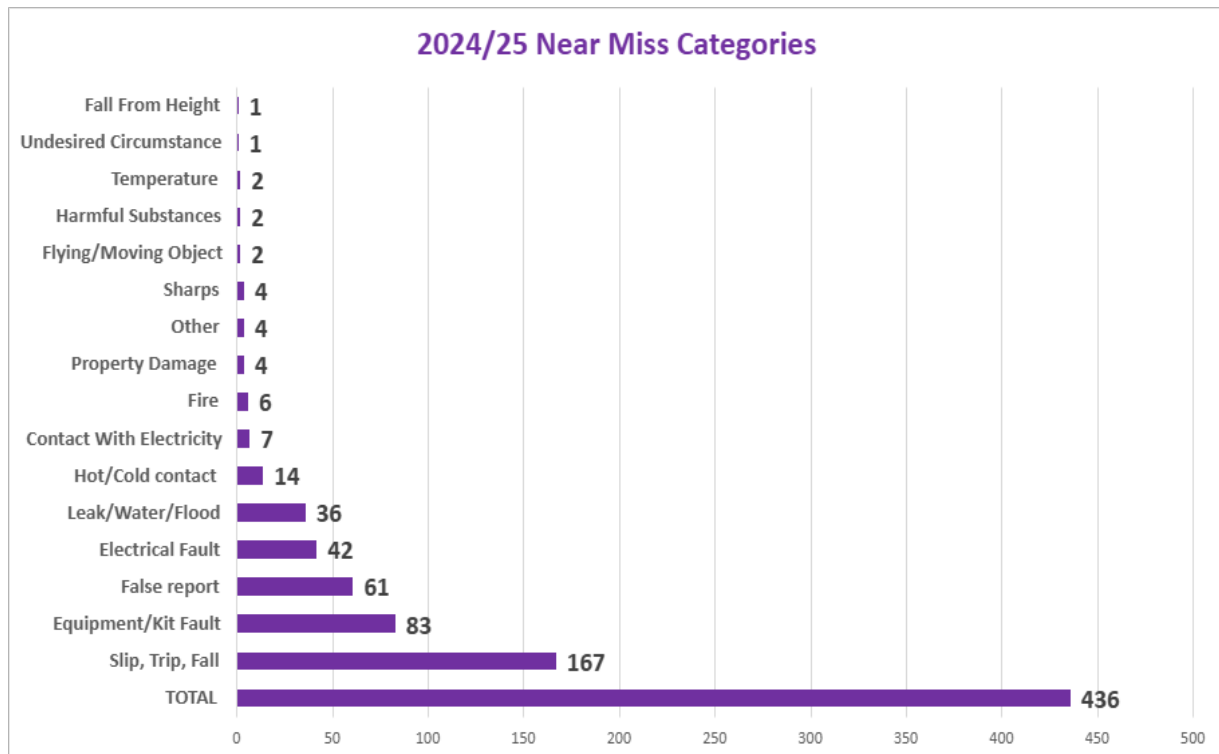


2.3 Near Miss

Near miss reporting is an important part of proactive Health and Safety reporting. Recording a Near Miss can help identify and address potential safety issues before they become serious accidents or incidents. A near miss is defined by the Health and Safety Executive as any hazard observation or event that doesn't lead to harm but does have the potential to cause illness or injury.

Near Misses are an invaluable source of information as Henrich's triangle (also known as the Accident Triangle) suggests that there are approximately 90 near misses for every serious accident at work. In the UK, the Health, and Safety at Work etc. Act 1974 requires employers to report and investigate accidents and near misses, and failure to do so can result in legal consequences.

The Health and Safety Team sought to improve Near Miss reporting in academic year 2022-2023 by creating an automated form and the addition of a 'Near Miss' button to the Enquirer Operations Desk. These developments have further improved reporting for academic year 2024-2025. The number of Near Misses for 2024-2025 are detailed below.

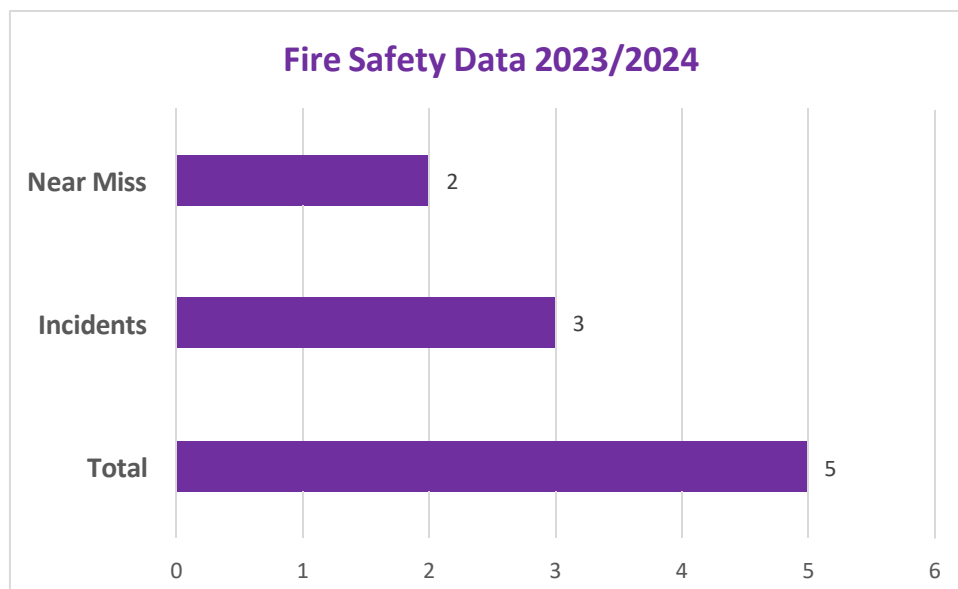
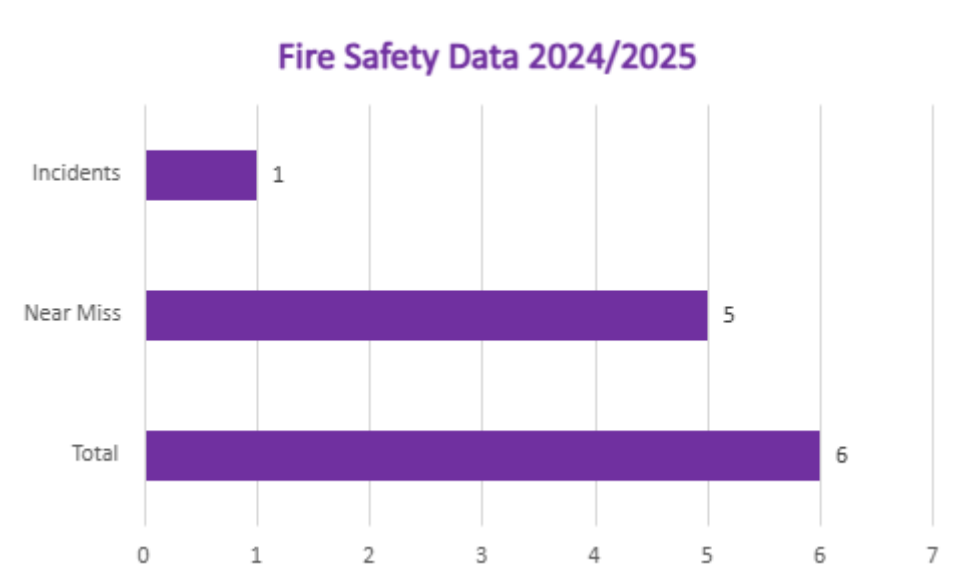


3. Fire Safety Report

3.1 Fire Safety Data

The College has a legal duty to comply with all fire safety legislation. The team also carries out scheduled evacuations and monitoring of unscheduled evacuations and provides input into building projects, general fire advice and guidance and training and information for all staff.

Statistics relating to fire safety data are provided below. There has been a marked improvement in Near Misses and Incidents compared to the previous reporting year. This can be attributed to the proactive measures such as Fire Safety Training and Awareness from the Fire Safety Officer.



3.2 Fire Drill Evacuations Completed

Scheduled evacuations were carried out at both campuses and student accommodation by the Health & Safety Team. Detailed reports were compiled, with any actions assigned to the relevant Faculty or Department. Full details of the evacuation reports were shared with Senior Management Team (SMT) and the Executive Leadership Team (ELT) and were included in the Health and Safety Committee papers.

3.3 Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEPs) are developed for staff and students who may require assistance to safely evacuate a building in the event of an emergency. In response to the increased number of staff and students returning to campus, the Health & Safety Team, in collaboration with the Fire Safety Officer, undertook a comprehensive review of all outstanding PEEP requests.

In total, 118 requests were considered. This resulted in the creation of 31 new PEEPs and the review and update of 47 existing PEEPs. All individuals were contacted and provided with both their PEEP information and a formal guidance document outlining the procedures to follow during a fire evacuation.

Working in partnership with Student Support and the IT Team, a new online form has also been developed. This form can now be uploaded to Enquirer student profiles, allowing academic staff to view PEEP information directly. This system enhances the ability of the Fire Safety Officer and Health & Safety Team to provide timely and effective support for individuals with higher-risk needs.

From the next academic term, it is intended that PEEP arrangements for individuals assessed as lower risk will be managed by Faculty staff and Student Support at the induction stage, supported by the information and guidance document.

3.4 Fire Risk Assessments

Fire Risk Assessments were carried out at the College's City Campus, Riverside Campus, Marine Skills Centre, Halls of Residence, St Luke's, and the Charles Oakley Building. These assessments are conducted every two years in line with fire safety legislation in Scotland, namely the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.

Action plans addressing the significant findings were produced and shared with the relevant parties. Progress on these action plans is a standing item at the Health and Safety Committee.

4. Health and Safety Competence

4.1 Training

City of Glasgow College delivers comprehensive health and safety training through a variety of platforms, including e-learning via MyDevelopment, in-house courses, and externally accredited programmes. Training is coordinated by the Health and Safety Team in partnership with the Organisational Development Team.

All new staff members are required to complete mandatory health and safety modules, covering areas such as fire safety, evacuation procedures, and display screen equipment (DSE) assessments. In addition, Faculties and Departments are responsible for identifying role-specific training needs to support professional development.

During Academic Year 2024/2025, the Health and Safety Team advanced the development of bespoke training modules, designed to replace external e-learning provision in due course. These new modules are being integrated into the MyDevelopment platform as they are finalised.

Early results show strong completion rates for the College-developed modules, which were launched less than a year ago and created collaboratively by the Health and Safety and Organisational Development Teams. In comparison, the mandatory module delivered by an external provider has been in place for three years. This highlights the value of tailoring training content to the College's specific activities and operational context.

A summary of health and safety training initiatives for 2024/2025 is provided below.

Course	Type of Course	Number of Staff Completing	Completion Rate
Health and Safety Roles & Responsibilities	Mandatory Online (external)	226 this year 1007 total	90%
Risk Management	Mandatory Online (external)	226 this year 1007 total	90%
Fire Safety	Mandatory Online (external)	226 this year 1007 total	90%

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Manual Handling Awareness	Mandatory Online (external)	226 this year 1007 total	90%
Risk Assessment	Mandatory Online (Bespoke College)	955	86%
DSE Training	Mandatory Online (Bespoke College)	792	81%

Course	Type of Course	Number of Staff Completing	Completion Rate
Front of House Fire Safety	Face to Face	16	100%
Person in Charge and Duty Manager Training	Face to Face	116	81%
Fire Warden and Fire Marshal	Face to Face	116	81%

4.2 Risk Assessments

The total number of risk assessments reviewed by the Health and Safety team are summarised below:

Faculty/Department	Number
Creative Industries	17
Education and Humanities	18
Hospitality and Leisure	2
Nautical and STEM	7
Student Experience	6
Corporate Development	1
People and Culture	1
TOTAL	52

4.3 Health Surveillance

An important part of occupational health is how work, and the work environment, can impact on health.

The College ran 4 Health Surveillance clinics with our Occupational Health provider PAM (People Asset Management) The following screenings were carried out:

Health Surveillance	
Number of Clinics	4 clinics
Staff Attendance	31
HAVS	8
Skin	27
Respiratory	26
Noise	18

4.4 UMAL Insurance Audit

The College was subject to a two-yearly audit by our insurance auditors UMAL, in March 2025. The report showed a marked improvement compared to the audit conducted in 2022.

There are 10 Risk Survey Ratings. In 2022, we received:

- 9 rated as *General Compliance*
- 1 rated as *Full Compliance*

This year, we've made significant improvements based on the recommendations, and now have:

- 4 rated as *General Compliance*
- 6 rated as *Full Compliance*

4.5 Health and Safety Committee

In the last reporting year, the Health and Safety Committee resumed holding quarterly meetings. The Committee provides a forum for communication and consultation between College management and staff and their representatives, to raise and discuss specific health and safety issues and matters.

The meetings took place as below:

- 20 September
- 10 January
- 28 May

Key themes discussed at the Health and Safety Committee meetings included:

- Health and Safety at Work Act Newsletter
- Accident/Incident Action
- AOC Benchmarking
- Faculty Audit Action Plans

- Fire Risk Assessment Report
- Equipment Process
- UMAL Audit Action Plan

5. Health and Safety Benchmarking Audit

Over the academic year 2024/2025 the Health and Safety Team carried out a benchmarking audit across the Faculties of Creative Industries, Hospitality and Leisure, Nautical, and STEM. The audit was conducted in line with internal processes outlined in ISO 45001, the international standard for workplace health and safety

The purpose of the audit was to assess the efficiency and effectiveness of current health and safety systems, processes, and performance in relation to regulatory compliance. Findings informed the development of a tailored Health and Safety Management System and established the Team's work plan for the academic year. This system included a centralised risk assessment index, COSHH (Control of Substances Hazardous to Health) assessments, and an inspection and internal audit action plan.

The audit reviewed:

- Risk Assessments
- COSHH Assessments
- Inspection and Audit Arrangements
- Training Records

A total of 255 risk assessments across the three of the four faculties were reviewed. Recommendations and actions were issued, and a Risk Assessment Index has been developed to reduce duplication and improve consistency. Meetings with Associate Deans have taken place and agreed action plans are now in place and a standing item at the Health and Safety Committee.

Work is ongoing to streamline and centralise documentation, with adjustments varying by faculty. Each department will continue this process in partnership with a nominated Health and Safety Team member.

Hospitality and Leisure had previously collaborated with the Team to implement automated COSHH Assessment forms, supported by Material Safety Data Sheets (MSDS). This has been identified as good practice and will be rolled out across other faculties once risk assessment reviews are complete. COSHH will therefore form the next stage of the audit action plan.

Following completion of risk and COSHH assessments, the Team will work with faculties to establish inspection schedules. These will be tailored to faculty needs and may cover

equipment, documentation processes, or other areas identified as necessary. This work will be undertaken in partnership with the Fire Safety Officer.

In addition, a provisional Health and Safety Training Matrix has been developed. This will be refined in collaboration with faculties and the Organisational Development team as the audit progresses.

The Health and Safety Team would also like to thank the Faculty of Education and Humanities, who piloted the benchmarking process. Their audit is now complete, with all actions closed.

Once the full programme of faculty audits is complete, each faculty will receive a dedicated Health and Safety Guide to support ongoing best practice.

6. Association of Colleges Benchmarking Exercise

Given the nature of the College environment, where students come to learn and develop practical skills, benchmarking reactive health and safety data can be challenging. With new student cohorts joining twice a year, the population changes frequently, making direct year-on-year comparison difficult. Benchmarking against wider industry data, such as that published by the Health and Safety Executive (HSE), also presents limitations, as HSE figures are largely based on workplace fatalities, thankfully, not a feature of the College environment.

To address this, the Association of Colleges (AoC) has reinstated its national benchmarking exercise, inviting all UK colleges to participate. The exercise compares data drawn from staff and student numbers, as well as the total number of accidents and incidents recorded in an academic year. A standard formula is applied to calculate an average rate per 1,000 individuals, known as the *Benchmarking Incident Rate*. This figure represents the total number of accidents, incidents, and ill-health (first aid) cases per 1,000 students and staff.

In the 2023/24 academic year, participating colleges reported a combined total of 15,652 non-fatal accidents, incidents, and ill-health cases, resulting in an overall Incident Rate of 41 per 1,000 students and staff.

For City of Glasgow College, the corresponding Incident Rate for the same period was 10 per 1,000, significantly lower than the national average.

The Near Miss Incident Rate across all participating further education colleges was 4 per 1,000, compared with 14 per 1,000 for City of Glasgow College, reflecting strong engagement and proactive near-miss reporting across the organisation.

The College has again participated in the Association of Colleges (AoC) Benchmarking Exercise, with all accident, incident, and near-miss data included in this report submitted for analysis. A full national report is expected in December 2025. City of Glasgow College is now represented within the AoC benchmarking group, with the Health and Safety Manager serving as the Scottish representative and main point of contact.

7. Health and Safety Key Priorities 2025-2026

- Continue progressing Health and Safety Audit action plans across all faculties.
- A formal review will be undertaken in 2025/2026 to identify resource requirements for the next stage.
- Further develop, implement, and support faculties and departments in establishing customised Health and Safety Management Systems.
- Design and roll out additional tailored Health and Safety Training Modules.
- Introduce Hazard Observation Inspections, building on the successful audit process.
- Complete outstanding action plans arising from Fire Risk Assessments carried out in 2024/2025.
- Work collaboratively across departments and with external partners to ensure compliance with forthcoming Martyn's Law requirements.