

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 1 February 2017
Paper No.	FPRC3-J
Agenda Item	12
Subject of Paper	Quarterly Health and Safety Report 1 Oct – 31 Dec 2016
FOISA Status	Disclosable
Primary Contact	Fares Samara
Date of production	18 January 2017
Action	For Noting

1. Recommendations

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

2. Purpose of paper

This paper includes a report on Health and Safety related matters over the quarter to 31 December, as per the agreed H&S reporting format. These quarterly reports are set out under several key headings, and include a running total and comparative

data over time relating to accidents and incidents within College premises. RIDDOR (reportable accidents/incidents) are included.

3. Context

The committee will note that the H&S reporting process requires a monthly H&S report to SMT which aims to provide an early focus on any H&S issues which may have arisen during the reporting period, usually the previous month. The idea is to ensure full SMT engagement with H&S issues and to allow a means which facilitates early exposure to risk and hence early intervention.

The reporting process also involves the production of a Quarterly H&S report to be presented to the H&S committee and subsequently to the FPRC. This Quarterly report is produced from the H&S monthly reports already delivered to SMT covering October, November and December. These quarterly reports are set out under several key headings, and include a running total and comparative data over time relating to accidents and incidents within College premises. RIDDOR (reportable accidents/incidents) are included.

A report covering 2 month period 1 July – 31 Aug was produced for last F&PRC. The month for Sep has been added to give a quarterly report. The next H&S quarterly report for F&PRC will cover Jan to March 2017.

4. Impact and implications

The Health and Safety at Work etc. Act 1974 (HSAWA) sets out the general health and safety duties of the College, its board members, managers and employees, and places a duty on the College to ensure the health and safety of our employees and those that are affected by our activities, so far as is reasonably practicable. **The Fire (Scotland) Act 2005** (FSA) places a similar duty on the College in respect of premises which we control.

If a health and safety offence is committed with the consent or connivance of, or is attributable to any neglect on the part of any manager or board member then that person (as well as the organisation) can be prosecuted under the HSAWA and FSA.

The Management of Health and Safety at Work Regulations 1999 and the **Fire Safety (Scotland) Regulations 2006** set out more specific duties which support compliance with the HSAWA and the FSA (respectively), including assessing risks and making appropriate arrangements for the effective planning, organisation, control, review and monitoring of preventive and protective measures.

APPENDICES: H&S Quarterly Report 1 October to 31 December 2016.

HEALTH AND SAFETY QUARTERLY REPORT – 1 Oct to 31 Dec 2016

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Structure

- The Head of Health, Safety and Wellbeing retired at the end of December and is to be replaced by a Health and Safety Compliance Manager. Interviews took place in January and an offer of appointment was made and accepted. We are currently in discussions with the successful candidate and we are also looking at the potential of including Well Being as part of the remit.

Accident/Incidents

Health and Safety at Work Act

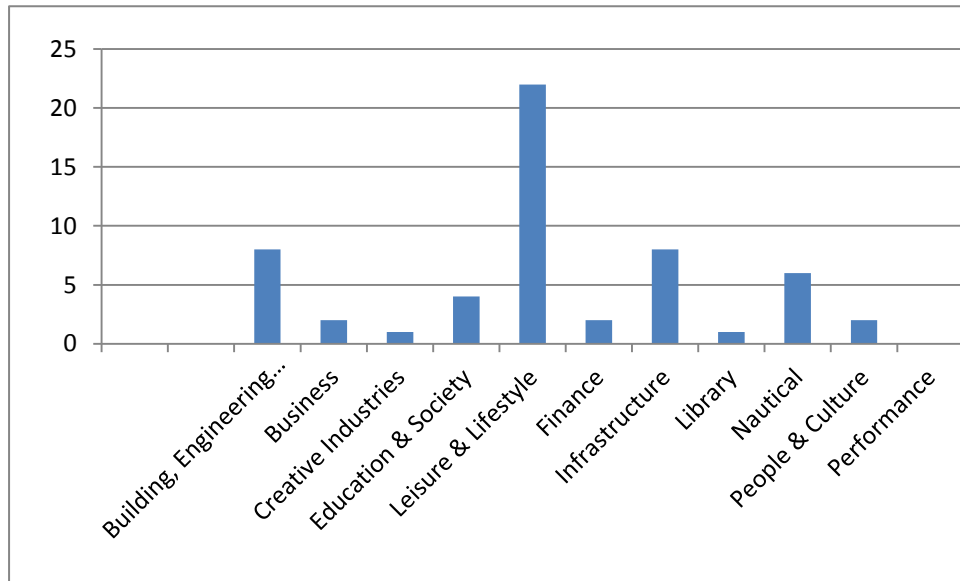
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- A summary of all accidents/incidents for this period is at Appendix 1.
- Monthly and annual comparison figures and chart are below. Total number of accident/incidents reported for year 2016/17 has increased by 33 compared to same period for last year 2015/16.
- 2 RIDDOR cases reported during this period 1 Oct – 31 Dec- (1) Staff member walking along corridor, stumbled forward falling onto floor, landing on left shoulder and arm causing dislocated shoulder. More than 7 day absence. (2) Staff member (Janitor) had pain in hip and groin when moving furniture. More than 7 day absence.

Patterns/Trends/Actions

- 54 took place at City and 11 at Riverside
- We have seen the number of accidents/incidents increase by 80% compared to same period last year. Historically there have been issues with accidents not being properly reported and since the relocation to 2 centralised buildings and improved reporting arrangements it is considered that this may be partly responsible for the increase in accident/incident reports and we will monitor this going forward.
- There were 2 RIDDOR cases for this period compared with none for the same period last year.
- There is a marginal increase of more staff involved in accidents/incidents for this period compared to the same period last year 16.6% - 2015/16 to 21% - 2016/17.
- The College has undertaken a review of accidents and the following is a chart of

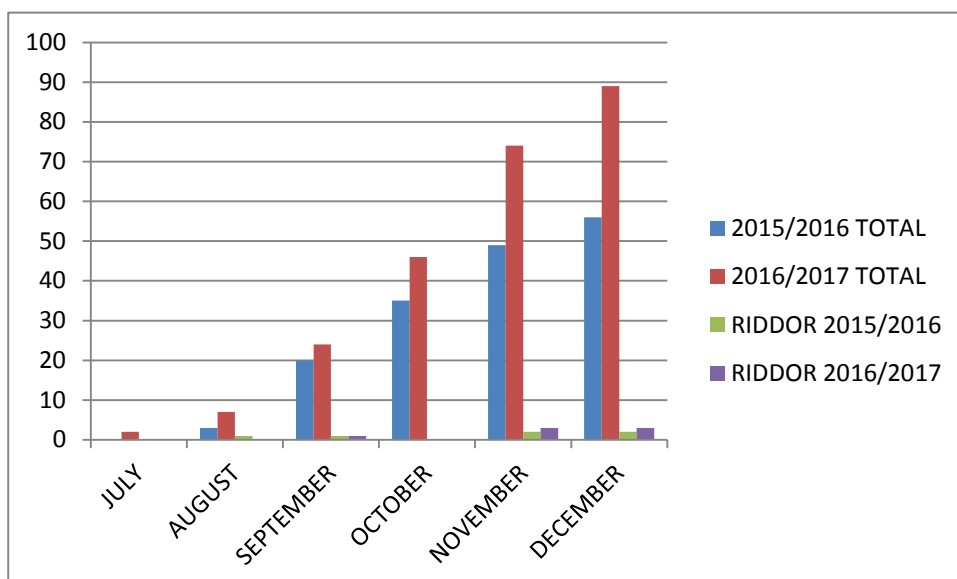
the number by faculty/service.



- The Health and Safety Committee will review these trends and instigate an action plan as required.
- The College is aware that on occasions it can prove difficult to reach a first aider. The College will review arrangements.

MONTHLY/ANNUAL COMPARISON TO LAST YEAR for reporting period

01 July-31 Dec	ACCIDENT	INCIDENT	RIDDOR	Totals
2015/16	52	2	2	56
2016/17	76	10	3	89



Accidents/Incidents	2015/16 Month	2015/16 Total	2016/17 Month	2016/17 Total
July	0	0	2	2
August	3	3	5	7
September	17	20	17	24
October	14	34	23	47
November	15	49	27	74
December	7	56	15	89
January				
February				
March				
April				
May				
June				

(Note: monthly figures can change as accident/incident reports can be received the following month).

H&S Risk Assessments (excluding fire)

Health and Safety at Work Act

Management Of Health and Safety at Work Regulations

- Cleaners/Estates risk assessments were submitted and checked by H&S. H&S recommends some amendments, however the assessor for Cleaners/Estates was on a seconded post and is no longer in post to amend. A new Cleaning Manager is in place and H&S will now liaise with the new Cleaning Manager to review Cleaners/Estates risk assessments.
- Leisure and Lifestyle – Food completed post occupancy risk assessments for the activities in that department. 4 of which were amended and approved in November all others approved between August and October. In total 18 risk assessments approved in November including assessments for Building, Engineering & Energy – Gas Section, Nautical and some trips & excursions.
- 17 individual staff workplace/workstation assessments were carried out and completed for this reporting period with almost all reasonable adjustments recommended complete.

Fire

Fire (Scotland) Act

Fire Safety (Scotland) Regulations

General

- We developed a detailed fire evacuation strategy. This is widely circulated and published on **connected**. The College have had a number of fire alarm activations, mostly at City since Service Availability. There have been a number of reasons for these false alarms ranging from inappropriate food materials placed in a microwave, faulty detectors, faulty fire alarm panel programming and accidental use of a fire break glass unit. The details of all activations are reported to the Health and Safety Committee and where

appropriate actions are undertaken to prevent a recurrence.

- The College has had a number of local fire officers on site to familiarise themselves with the layout of the building.
- The College has arranged a follow up meeting with the Fire Station Master on 2nd February 2017 to review City Fire Arrangements.
- Additional external directional signage for fire assembly points at City are now in place and following review larger signs have been ordered.
- The weekly fire alarm test has been changed from a Thursday morning @ 11.00 am to a Monday morning @ 9.00 am.
- Fire drill for Riverside Teaching took place 22nd November. The drill went well with 2 newly introduced fire assembly points, the Service/Delivery Yard and car parks to the south of the building. Full evacuation took 4 minutes. Janitor and Fire Marshals helped direct evacuees exiting by south fire exits and Engineering Block to new Assembly Points. Fire Emergency Action Plan will be amended to show new Assembly Points. Fire Action notices in building will be amended to show new Assembly Points. New Fire Assembly Point signs have been ordered.
- Fire Drill at City was not undertaken specifically as it was felt the number of false alarms presented an adequate opportunity to review arrangements.
- Student do's and don'ts in fire evacuation was commissioned by Student Services with assistance from H&S Team, and are currently being broadcast on the one-lan screens in foyers.
- A Draft Reviewed PEEP procedure was submitted to SMT 09/12/16 at the request of Student Services. Learning Support and H&S liaised to work on this Draft.
- The appointment of the Health and Safety Compliance Manager will give the College an opportunity to review evacuation arrangements and work with the local fire brigade to ensure compliance and improvement.

Training

Health and Safety at Work Act

Almost all Regulations include requirement for training

- A further 4 staff members were trained in the Communications panel and phone at Riverside to aid persons with mobility problems to evacuate.

BDO Audit

Management Of Health and Safety at Work Regulations

- Nothing to report.

Enforcing Authorities

Health and Safety at Work Act

- Nothing to report.

H&S Policies and procedures

Health and Safety at Work Act

- Risk Assessment Procedure. Educational Visits and Field Trips Procedure. Work Placement Procedure all due for review. Martin Clark working on draft reviews.

Accident Claims cases

- Claim received dated 7 Oct 2016 – relates to student involved in passenger lift incident at NHS in Oct 2015.

H&S Committee

The Safety Representatives and Safety Committees Regulations

- First H&S meeting of new term took place on 27 October. Issues raised/discussed included security barriers, smoking around building (City campus) and toilets. Minutes will be published on Connected in due course.

Inspections

- The H&S team having been familiarising themselves with the building, identifying and dealing with a variety of issues. No formal inspections carried out. The H&S committee will meet this term and will agree a set of dates for the joint inspections to take place.

APPENDIX 1

Summary list of accidents/incidents for period 1 Oct to 31 Dec 2016

Month	STAFF/ STUDENT/ CONTRACTOR	DESCRIPTION	FACULTY/SERVICE/ DEPARTMENT	LOCATION/ BUILDING	RIDDOR
OCTOBER	Staff	FALL - Staff member fell then rolled down full flight of stairs.	Performance/EQFM	City/Stairwell G, 6th Floor	
	Student	Student twisted left foot during evening basketball sports club.	Leisure & Lifestyle/Sport	City/Sports Hall	
	Staff	TRIP - Staff member tripped over a 1 inch bolt sticking out of the floor service hatch, ripping sole of shoe and fell hurting left foot	Leisure & Lifestyle/Hair	City/Room 02.062	
	Student	CUT - Student chopping in kitchen cut left hand thumb at tip of nail.	Leisure & Lifestyle/Food	City/Room 01.088	
	Student	BURN - Student was heating sugar and whilst cooking, scalded middle and index fingers on right hand.	Leisure & Lifestyle/Food	City/Room 01.035	
	Staff	Whilst demonstrating hacksaw techniques, saw pushed forward too quickly causing hand to hit workpiece and injuring small finger on left hand.	Nautical/Marine	Riverside/Workshop 2	
	Student	CUT - Student was chiselling timber, chisel slipped cutting left hand index finger.	Building, Engineering and Energy Construction	City/Workshop	
	Student	CUT - Student was filing sheet metal when they received a cut to right hand little finger.	Nautical/Marine	Riverside/ Welding Workshop	
	Staff	CUT - Staff member banged hand on a socket when pulling a chair back.	Infrastructure	City/Room 02.057	
	Staff	Staff member's wrist was hurt when an aggressive student	Business	City/Room 04.086	

		pushed another student into member of staff.			
	Student	BURN - Student burnt right forearm on toaster in Bistro kitchen.	Leisure & Lifestyle/Food	City/Bistro Kitchen	
	Student	Student sprained fingers while playing volleyball during dynamic coaching lesson.	Leisure & Lifestyle/Sport	City/Sports Hall	
	Student	Boards that had been left against wall outside games hall fell over and scraped down the back of student's leg causing a graze.	Leisure & Lifestyle/Sport	City/Outside Sports Hall	
	Student	CUT- Student sliced tip of thumb with bread knife when making cake.	Leisure & Lifestyle/Food	City/0.086	
	Student	CUT - Whilst using cable cutters student cut thumb.	Nautical/Marine	Riverside/Renewables Workshop	
	Other	GALA LAUNCH - Person struck on head with flag pole, which toppled; caused by breeze when doors opened.		City	
	Staff	Staff member's left foot was caught in doors by students who were horsing around with the revolving doors.	Finance	City/Doors at front entrance level 0	
	Other	FIRE - Smoke in Stairwell D, Level 1 after Gala event, caused by discarded cigarettes falling into a gap between outside wall and ground. This is unfinished work around perimeter of the building.	Infrastructure/Estates & Facilities	City/Stairwell D, Level 1	
	Other	FIRE - chestnut put in microwave resulting in smell of smoke and fume which set off fire alarm and full evacuation.	Education & Society	City/Pantry area room 04.128	
	Student	Student caught right leg in security		City/2nd floor	

		barriers.			
	Staff	FALL - Staff member caught heel of shoe in air vent duct.	Finance	City/5th floor office	
	Student	CUT - student caught fourth finger of left hand on crankcase door whilst overhauling a large diesel engine.	Nautical/Marine	Riverside/Workshop	
	Student	CUT – washing bread knife and cut right index finger when drying with paper towel.	Education & Society	City, room 04.027	
Nov	Student	CUT - Student punctured hand with Stanley blade.	Building, Engineering and Energy	City/Woodwork workshop	
	Student	BURN - Student lifting a tray misjudged how hot it was and burnt right hand on handle.	Leisure & Lifestyle/Food	City/Bistro Kitchen	
	Student	CUT - Student cut left hand index finger on a protruding piece of swarf on a pipe.	Nautical/Engineering	Riverside/Pipe Fitting Workshop	
	Student	Student sprained ankle while playing football.	Leisure & Lifestyle/Sport	City/Sports Hall	
	Student	Whilst tightening a tool holder on lathe, student's right hand slipped causing small piece of metal swarf to enter middle finger of right hand.	Nautical/Engineering	Riverside/Lathe Workshop	
	Student	BURN - Student burnt fingers on right hand when methylated spirits ignited whilst carrying out sugar work.	Leisure & Lifestyle/Food	City/Room 01.135	
	Student	Student opened door of room but did not move out of way and banged nose off door resulting in a nose bleed.	Education & Society	City/Room 04.034	
	Student	CUT - Student while working on diesel engine overhaul, hand slipped whilst assisting to move, back of right hand struck off crankcase door causing cut to middle finger.	Nautical/Engineering	Riverside/Marine Workshop	

	Other	Visitor attending an interview, arm was hit by barrier, causing bruise to arm.	People & Culture	City/2 nd floor barriers near Reception	
	Student	Student strained ligament in left arm whilst playing volleyball.	Leisure & Lifestyle/Sport	City/Gym Hall	
	Staff	TRIP - Staff member tripped over a screw that was sticking out of floor.	Infrastructure	City/3rd floor breakout area	
	Staff	FALL - Staff member walking along corridor, stumbled forward falling onto floor, landing on left shoulder and arm.	Infrastructure	City/4th floor Corridor at Core G Stair	Yes
	Student	TRIP - Student tripped over a broken/collapsed slab and fell onto his right arm.	Infrastructure	City/7th Floor Garden	
	Staff	TRIP - Staff member tripped over own feet on way to toilet, hitting head off wall at back of cubicle.	Infrastructure	City/3rd floor toilets	
	Student	Student walked into glass door at Library hurting nose.	People & Culture	City/4 th floor Library	
	Staff	Staff member cut three fingers of right hand on piece of metal protruding from blind cord.	People & Culture	City/5 th floor staff office	
	Staff	Staff member was subjected to abusive behaviour/aggression from another staff member.	Building, Engineering & Energy	Riverside/Room 00.069	
	Student	Student burnt right hand finger on glue from hot glue gun when picking up their model.	Education & Society	City/Room 04.013	
	Student	Student had blisters on both hands from hot glue gun when picking up their model.	Education & Society	City/Room 04.013	
	Other	FIRE - Fire Evacuation at City Campus	Infrastructure	City	
	Other	FIRE - Fire Evacuation at Riverside Campus. Activation of smoke sensor outside main	Infrastructure	Riverside/1 st floor Canteen/Kitchen	

		kitchen. Kitchen staff cooking using purpose made char grill creating smoke, possibly caused by over volume of meats to be cooked on char grill.			
	Student	CUT - Student cut left thumb.	Leisure & Lifestyle/Food	City/Room 01.084	
	Student	Student rubbed eyes after handling chillies.	Leisure & Lifestyle/Food	City/Room 01.077	
	Student	SLIP - Student slipped on 1st floor steps at landing and twisted ankle.	Infrastructure	City/1 st floor landing stairs	
	Student	CUT - Cut index finger and nail with knife during class.	Leisure & Lifestyle/Food	City/Room 01.077	
	Student	BURN - Student received a burn to right hand thumb when removing a metal tray from oven.	Leisure & Lifestyle/Food	City/Room 01.082	
	Staff	Staff member had pain in hip and groin when moving furniture.	Infrastructure	City/2 nd floor	Yes
Nov	Student	Student staved right thumb in practice coaching class.	Leisure & Lifestyle/Sport	City/Sports Hall	
	Student	FALL - Student fell on stairs at front of college - Level 2?? Abrasions to both knees.	Infrastructure	City/External Stairs	
	Student	Student tried to catch a chisel that had fallen off bench, cut small finger left on blade.	Building, Engineering and Energy	City/Room 01.143	
Dec	Student	CUT - Student removing a cutting tool from Milling Machine, tool dropped quickly causing the cut to right hand palm.	Nautical	Riverside/Fitting Shop1	
	Student	Two school pupils. One pupil pushed a low speed hand drill into other students shoulder resulting in tear in overalls.	Nautical/Engineering	Riverside/Room 01.040	
	Student	BURN - Student burnt left wrist and left index finger on a hot	Leisure & Lifestyle/Food	City/Bistro	

		tray they were placing into oven.			
	Student	FALL - Student walking down stairs, misjudged steps whilst looking for handrail and fell onto left side of body and bumped head.	Infrastructure	City/Stairwell G between 5th & 4th Floor	
	Student	BURN - Student poured coffee over right hand whilst working in Bistro.	Leisure & Lifestyle/Food	Bistro	
	Staff	FALL - Staff member whilst sitting putting arm weight on chair which gave way, causing them to fall to floor hurting knee.	Education & Society	City/Room 04.116	
	Student	VIOLENCE - A fellow pupil pinged an elastic band into other pupil's eye.	Business	City/Mail Room	
	Staff	Staff member was hit when a piece of timber they were cutting was ejected from saw, causing cut and bruising to right index finger and nail.	Building, Engineering and Energy	City/Room 01.145	
	Student	CUT - Student caught finger in grater when grating turnip.	Leisure & Lifestyle/Food	City/Bistro	
	Student	CUT - Student cut right index finger whilst chopping.	Leisure & Lifestyle/Food	City/Bistro	