

Board of Management

People & Culture Committee

Date of Meeting	Wednesday 13 May 2026
Paper No.	PCC3-E
Agenda Item	3.1.1
Subject of Paper	Health and Safety Monthly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	April 2026
Action	Discussion

1. Recommendations

The Committee invited to discuss the report and any matters arising from the Health and Safety Monthly Reports for January, February and March 2026.

2. Consultation

Monthly reports are shared with the Senior Management Team (SMT) on a monthly basis. Health and Safety monthly reports are a standing item at both the People and Culture Committee and the Health and Safety Committee, ensuring regular consultation and oversight across key governance groups.

3. Key Insights

3.1 Executive Summary

This report provides an overview of the College's health and safety management arrangements and offers assurance on the adequacy of current measures in meeting statutory obligations. It summarises health and safety activity for January, February and March 2026.

During this period, **20 accidents and 4 incidents were reported, 2** of which met the criteria for reporting under RIDDOR. By comparison, January, February and March 2026 recorded **23 accidents and 3 incidents, 3** of which were RIDDOR reportable. While the reduction is positive, the Committee should note that accident and incident data are not typically benchmarked due to the unique nature of our students, learning environments, and competency levels. Benchmarking instead focuses on proactive indicators such as training completion, risk assessments, and engagement with staff and students.

Near miss reporting continues to improve steadily, reflecting increased awareness and a more proactive safety culture. This enables the Health and Safety Team to take timely preventative action where appropriate. Full monthly reports are attached in Appendix 1.

The College continues to manage an ongoing dispute with the EIS-FELA, with a small number of staff currently undertaking industrial action. Mitigations have been implemented to maintain continuity of learning, including the use of appropriately trained staff to support delivery within affected areas such as the Fabrication Workshop. The College remains committed to working constructively with EIS-FELA representatives to seek a resolution, while ensuring that safe systems of work and student experience are maintained throughout.

The Health and Safety Team has introduced a Faculty Audit Programme to strengthen assurance and provide a consistent approach to compliance across all Faculties. The programme combines targeted reviews and on-site audits, with initial activity focused on higher-risk areas, and will be rolled out across four Faculties annually. Early outcomes from the pilot phase are informing action planning and supporting improved visibility of risk and governance. In parallel, updated College-specific mandatory training has been implemented to enhance staff awareness and capability, alongside the continued use of in-person delivery where required.

From March, Front of House and Security functions have transitioned into the Health and Safety Team, with future reporting reflecting a more integrated and coordinated approach to safety, security and operational oversight across the College.



Senior Management Team

Date of Meeting	21 st April 2026
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report January 2026
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	February 2026
Action	Discussion

1. Recommendations

Senior Management Team (SMT) is invited to discuss as appropriate and note the January 2026 Health and Safety Report.

2. Consultation

This paper is shared with the Senior Management Team (SMT) on a monthly basis and is a standing item at both the People and Culture Committee and the Health and Safety Committee, ensuring regular consultation and oversight across key governance groups.

3. Key Insights

3.1 Executive Summary

This report provides an overview of the College's health and safety management arrangements and offers assurance regarding the adequacy of current measures in meeting statutory obligations. It summarises health and safety activity for January 2026.

During this period, 6 accidents and 1 incident were reported. One met the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). A comprehensive breakdown of accident and Incident data is provided in **Appendix 1 and Appendix 2**.

The Health and Safety Team has commenced a Faculty Audit Programme (FAP) to provide a structured and consistent approach to compliance assurance across all Faculties. The programme combines desktop reviews and on-site audits to assess fire safety systems, statutory maintenance, risk assessments, training compliance and general health and safety controls.

Initially focused on higher-risk curriculum areas, with Creative Industries supporting the pilot phase, the FAP will audit four Faculty areas annually. Findings will be formally reported with clear action plans and tracked through the Safety Culture platform. The programme strengthens governance, enhances visibility of risk, and promotes a collaborative and proactive safety culture across the College.

4.Impact and Implications

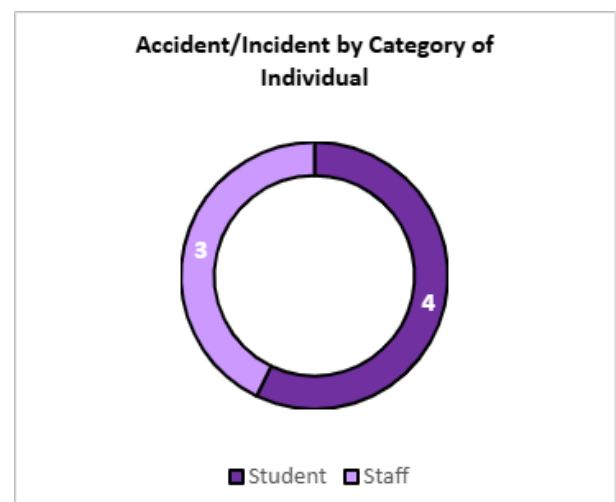
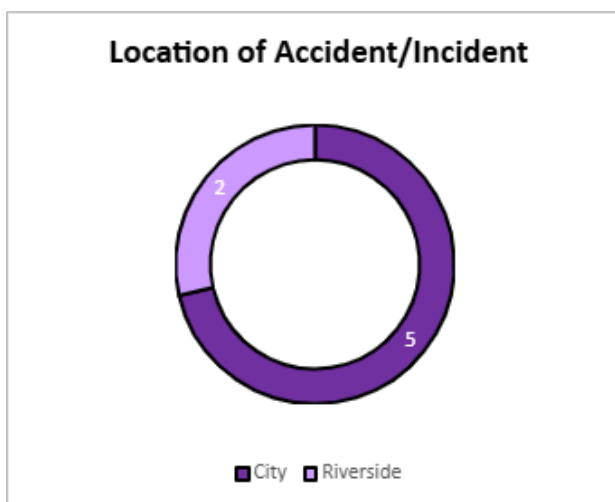
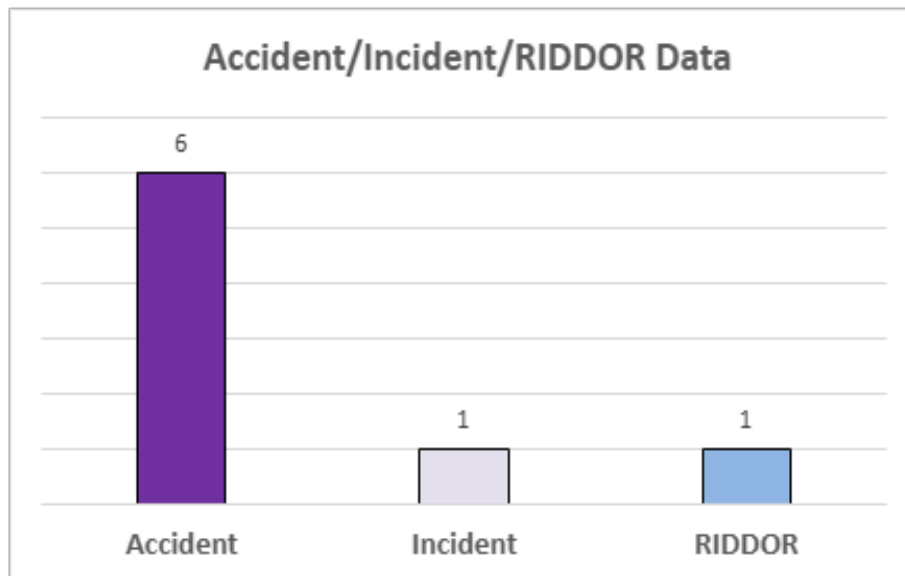
The reporting of accidents, incidents, near misses, and first aid interventions alongside proactive safety measures offers valuable insight into the College's health and safety culture. These activities help identify trends early, support preventative action, and raise awareness, contributing to a safer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

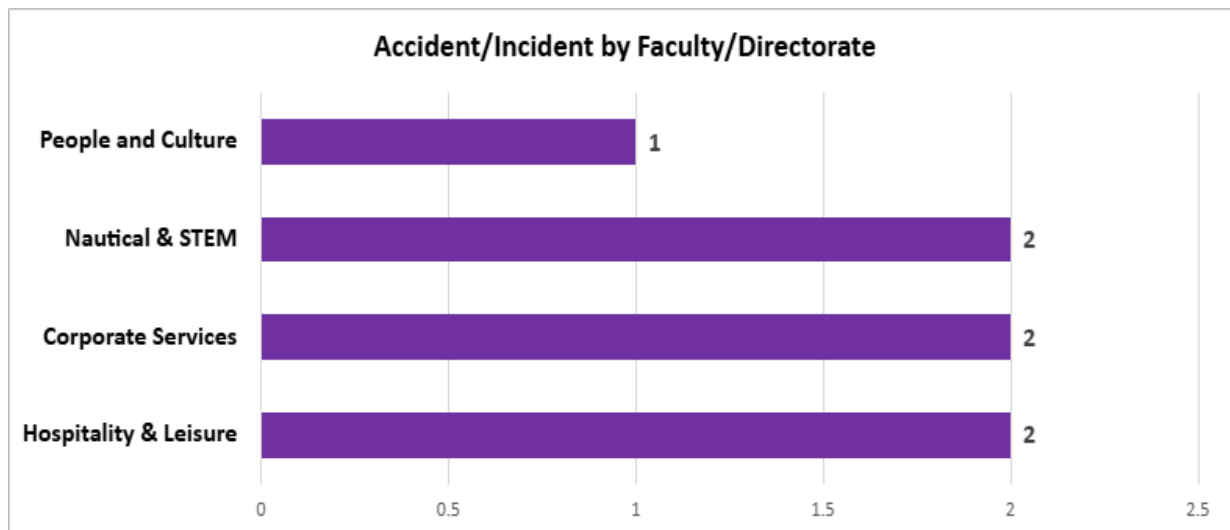
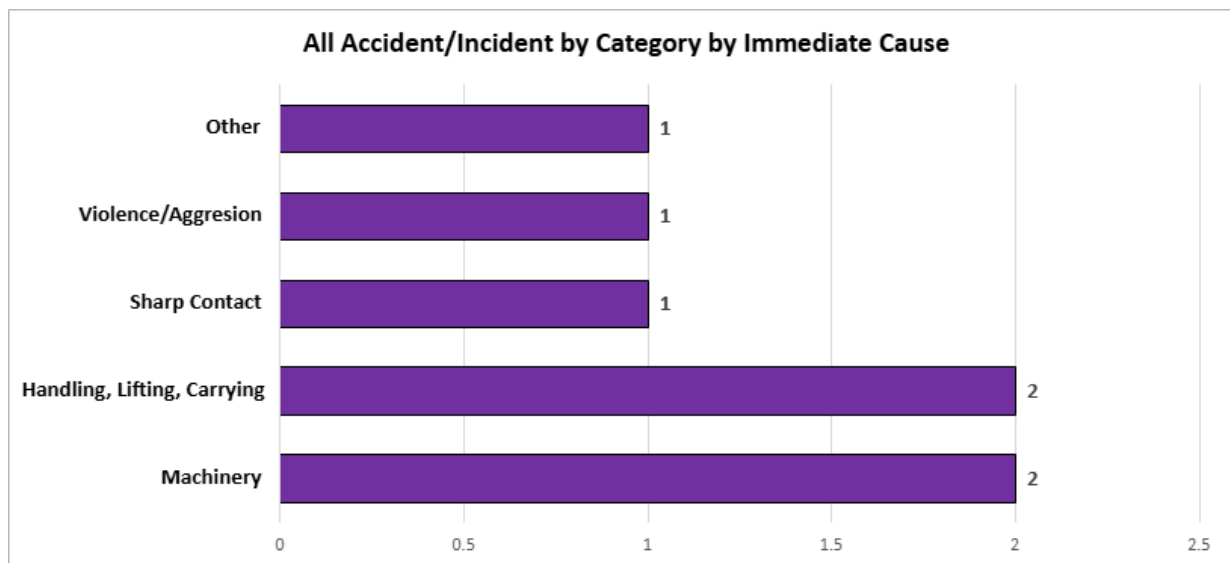
While proactive reporting reflects positive engagement, incidents and near misses may reveal risks or non-compliance needing attention. If unaddressed, these issues could lead to financial costs, operational disruption, or reputational harm. Ongoing monitoring and timely intervention are therefore essential for legal compliance and continuous improvement.

The College has a statutory duty under the Health and Safety at Work etc. Act 1974 to ensure, as far as reasonably practicable, the safety of staff and others affected by its activities. The Fire (Scotland) Act 2005 places similar duties around fire safety. Failure to meet these could result in enforcement action.

Supporting legislation including the Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 sets out duties such as risk assessment and the planning, monitoring, and review of preventative measures, which are key to maintaining compliance and protecting the College community.

Appendix 1: Accident and Incident Data January 2026

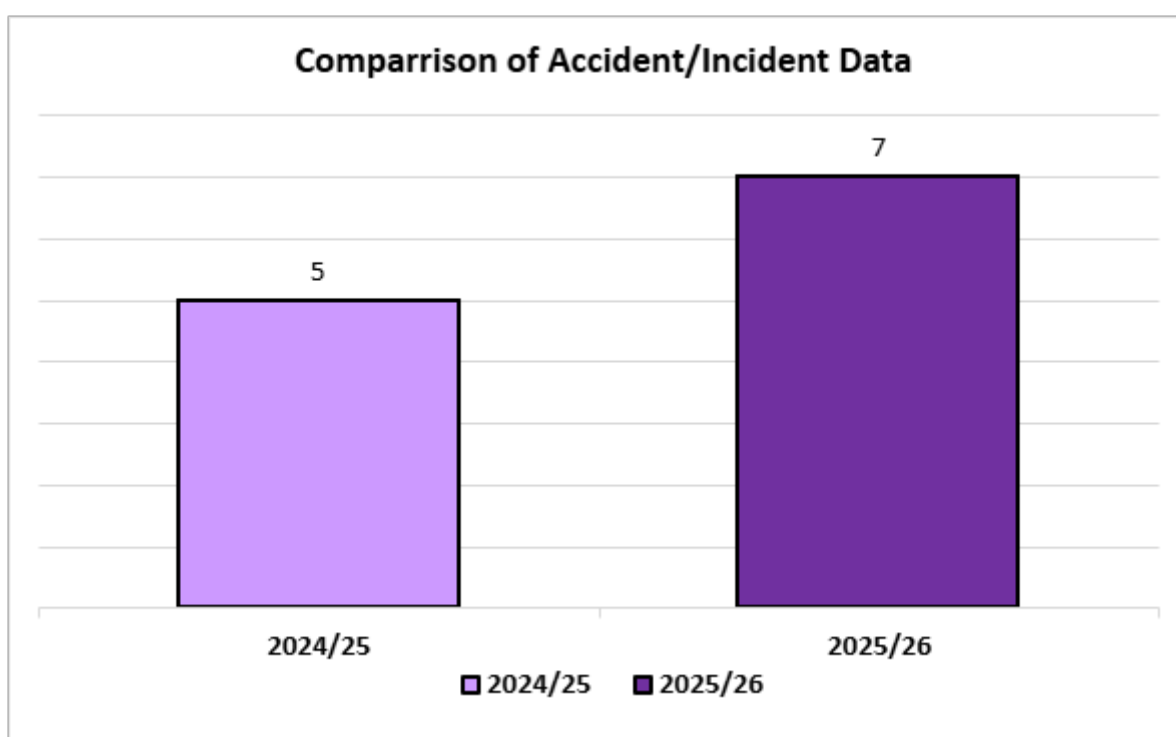




It should be noted that all accidents and incidents we record are categorised in line with the Health and Safety Executive (HSE) classification methods. This allows us to compare our data against HSE data, although their published statistics only include fatalities. The same categorisation is also used for Association of Colleges (AoC) benchmarking data.

Sports injuries are recorded separately as part of annual figures only, as they are in both HSE and AoC data sets. Due to the nature of sport, there is already a perceived and expected level of risk, and limitations on the control measures that can reasonably be applied. For example, being struck by a basketball or any other contact-sport related impact, is not something that can be fully eliminated through the hierarchy of control.

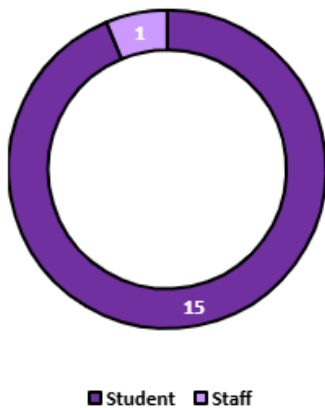
Accident/Incident Data – Comparison Charts A comparison of accident and incident data for January is presented below. This shows that there were 2 more accidents/incidents in 2025/2026 in comparison to this month last year.



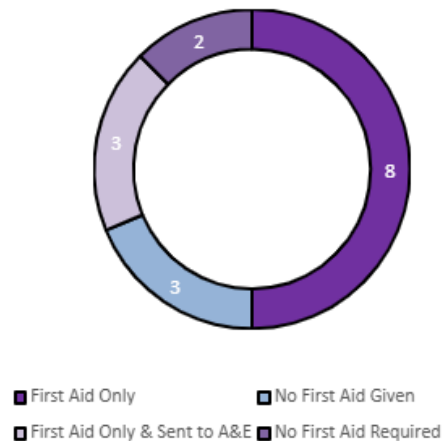
First Aid

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.

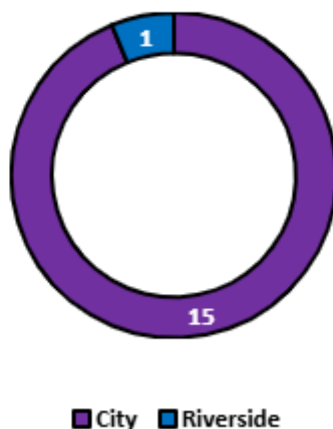
Category of Individual Receiving First Aid Treatment (Non-work related)



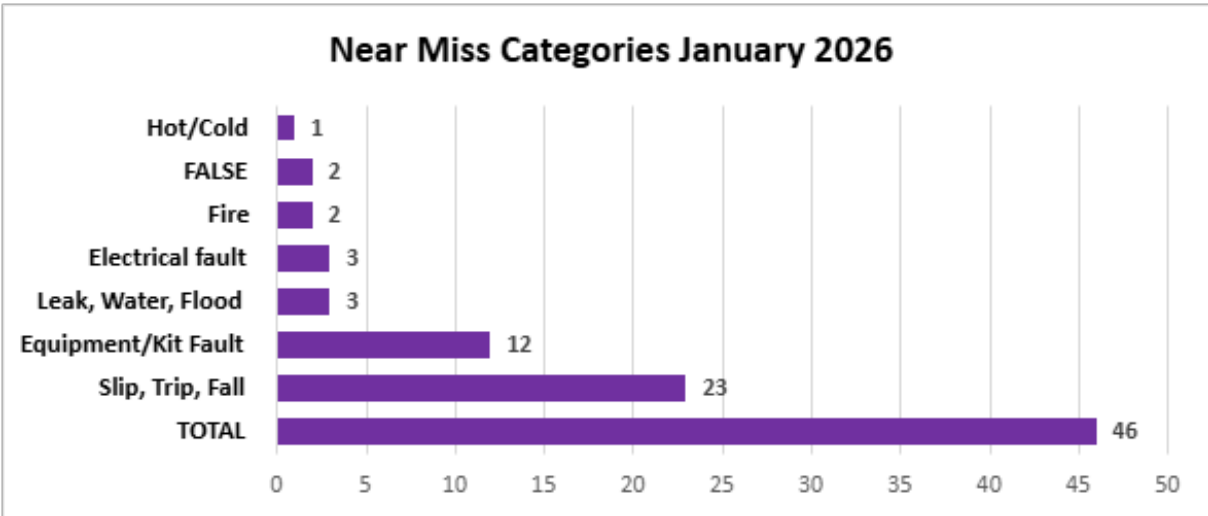
First Aid Treatments



First Aid by Campus Location



Near Miss Reporting

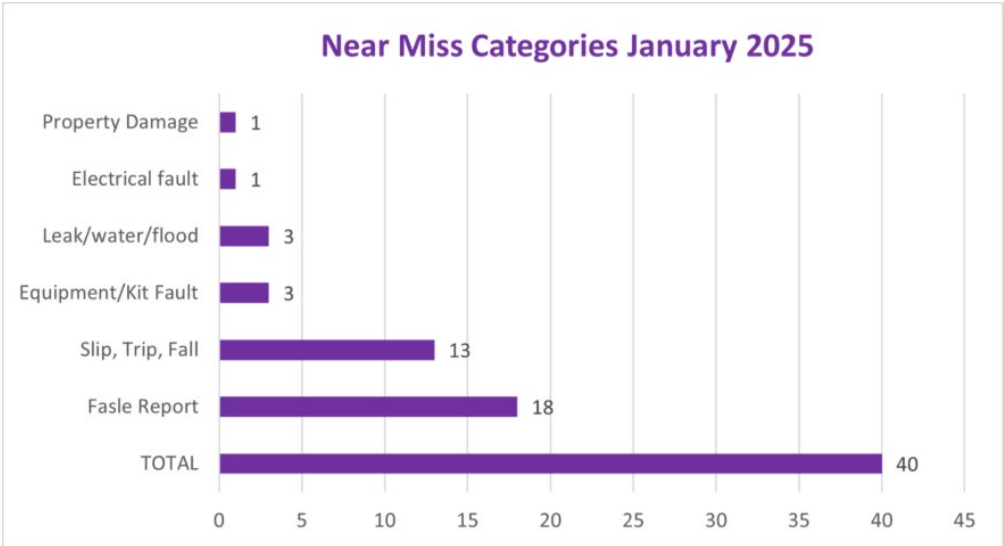


Near Miss reports relate to incidents where something had the potential to cause harm but did not. This does not indicate that the number of hazardous events is increasing, but rather that more are being identified and reported. Near Misses are primarily logged through the Enquirer Helpdesk and are actioned immediately by the relevant department, typically for maintenance or repair.

Any Near Miss that raises particular concern is fully investigated by the Health and Safety Team, with recommendations issued where required. However, most Near Misses are resolved and closed through routine maintenance or repair work.

Near Miss reporting is encouraged, and a higher number of reports is viewed positively, as it demonstrates staff awareness, vigilance, and engagement in identifying and reporting hazards.

The chart below shows that 6 more Near Misses were reported in January 2026 compared with January 2025. It is important to note that we actively encourage Near Miss reporting.



Fire Safety Officer

Training – FM/PIC Riverside

- Eight Managers have received PIC training for Riverside Campus this is to allow an increase in the available PIC cadre for that campus.
- Eleven Managers have received Fire Marshal Training for City Campus. These are individuals who have recently been promoted, not been on the rota or done less than two.

Faculty Audit Programme

A new proactive work package has been developed to be more proactive for H&S and Fire Safety. A further detailed breakdown is provided within the Health and Safety Team Activities.

January Fire Statistics

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	Servicing Equipment/ Gas cookers
Riverside Campus	0	N/A
Halls of Residence	13	Cooking Fumes

Personal Emergency Evacuation Plans (PEEPS)

A total of 4 new requests were made and issued in the month of January and 6 were completed. 4 were for staff members.

Risk Assessments

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

Faculty/Department	Number
Creative Industries	4
External Contractors	1
Total	5

Health & Safety Staff Training Modules

Training Type	Staff Number Completed	Total Staff Completed
Risk Assessment Awareness	21	1024
Display Screen Equipment	25	871

Health and Safety Team Activities

Faculty Audit Programme

The Health and Safety Team has commenced a Faculty Audit Programme (FAP), a structured assurance framework designed to strengthen compliance, oversight and safety culture across all Faculties. The programme supports the College in meeting its statutory duties under health and safety and fire safety legislation, while promoting proactive risk management and continuous improvement.

The FAP combines desktop reviews and on-site audits, initially focusing on higher-risk curriculum areas involving machinery and workshop activity, including Nautical & STEM, Creative Industries, and Hospitality and Leisure. Four Faculty areas will be audited annually as part of the Health & Safety Department's strategic objectives.

Creative Industries has agreed to work in partnership with the Health and Safety Team to pilot the programme, supporting the development of a consistent and collaborative audit model ahead of wider rollout.

Audits review fire safety systems, emergency arrangements, statutory maintenance, risk assessments, training records, housekeeping standards, PPE compliance and general health and safety controls. Training compliance will be reviewed in collaboration with Organisational Development via MyDevelopment, alongside Faculty documentation and local operating procedures.

Findings will be formally reported to Faculties with clear action plans and deadlines. Outcomes will be presented to the Health & Safety Committee, with progress tracked through the Safety Culture platform. A compliance scorecard will monitor improvement trends, highlight good practice and ensure accountability.

The programme positions the Health and Safety Team as a collaborative partner and critical friend, providing constructive challenge and practical support to strengthen governance and consistency across the College.

Fabrication Workshop – EIS-FELA Dispute

While agreement has not been reached with EIS-FELA on all aspects of the dispute, which is now subject to a ballot for strike action, the College has ensured that the full investigation report and supporting evidence have been made available to staff in the interest of transparency.

The dispute between EIS-FELA and the Faculty remains ongoing. The Health and Safety Team continues to work with Faculty management to progress and close out the identified actions, ensuring clarity, consistency of practice, and shared expectations moving forward.

The College will continue to follow due process in relation to staff matters and remains committed to addressing any individual concerns through the appropriate procedures.

Appendix 2. Summary list of Accidents / Incidents for January 2026

RIDDOR Reportable Accidents highlighted in yellow

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	06/01/2026	Student	Rash on right arm	Hospitality & Leisure	City		Isolated reaction to cleaning spray. Advised student not to use this going forward.	No	Complete
2	07/01/2026	Student	Cut to left hand finger.	Hospitality & Leisure	City		Refresher training given to student.	No	Completed
3	09/01/2026	Student	Student injured thumb while using lathe	Nautical & STEM	Riverside		Class made aware and now included in my toolbox talk or initial introduction to classes.	No	Complete
4	16/01/2026	Student	Student was hit handle from boxpan	Nautical & STEM	Riverside		Reported to Technician team to review arm of machinery. Review of area, student also bypassed exclusion area of box pan, potentially knocking arm of machine which caused it to fall.	No	Complete

							Reminder to students of exclusion zones whilst working.		
5	16/01/2026	Staff	Staff member injured arm while lifting box	Front of House	City	Yes	H&S reviewed training – staff member has completed manual handling awareness as part of H&S modules. Practical Manual Handling awareness recommended on return to duties	No	Complete
6	27/01/2026	Staff	Staff verbally abused another member of staff	Front of House	City		Matter reported to the appropriate line manager to be dealt with internally. Staff member reminded of the car parking procedure.	No	Complete
7	20/01/2026	Staff	Staff member hurt back during Evac Chair training	People & Culture	City		Correct technique for handling the chair was demonstrated again at the time and the importance on the correct handling of the chair was emphasised to prevent injury to the evac team member and the person in the chair.	No	Complete

Senior Management Team

Date of Meeting	17th March 2026
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report February 2026
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	February 2026
Action	Discussion

5. Recommendations

Senior Management Team (SMT) is invited to discuss as appropriate and note the February 2026 Health and Safety Report.

6. Consultation

This paper is shared with the Senior Management Team (SMT) on a monthly basis and is a standing item at both the People and Culture Committee and the Health and Safety Committee, ensuring regular consultation and oversight across key governance groups.

Key Insights

7. Executive Summary

This report provides an overview of the College's health and safety management arrangements and offers assurance regarding the adequacy of current measures in meeting statutory obligations. It summarises health and safety activity for February 2026.

During this period, 9 accidents and 0 incidents were reported. One met the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). A comprehensive breakdown of accident and Incident data is provided in Appendix 1 and Appendix 2.

A Health & Safety audit of the Creative Industries Faculty was undertaken as part of the Faculty Audit Programme, incorporating both a desktop review and physical inspection of teaching and workshop areas. The audit considered key areas including risk assessments, COSHH arrangements, training records, maintenance checks and general workplace safety. A detailed report and action plan will be issued to the Dean, with outcomes reported through governance channels.

Updated mandatory Health & Safety training modules were launched in February via MyDevelopment. The new College-tailored modules cover Health & Safety Awareness, Fire Safety Awareness and Manual Handling Awareness, replacing generic content and enhancing relevance for staff. In-person training will continue where practical instruction is required.

8. Impact and Implications

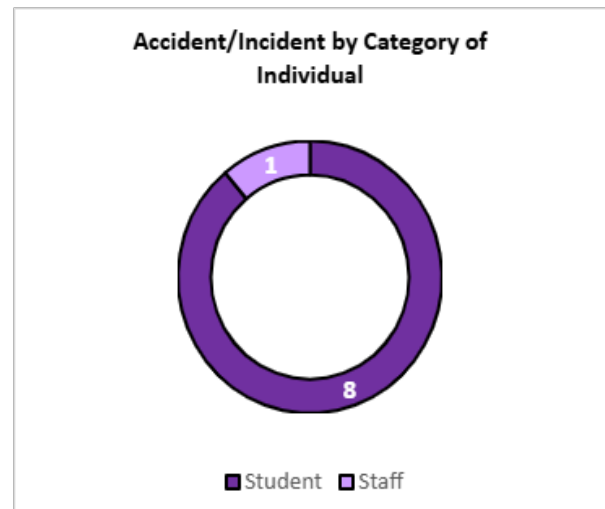
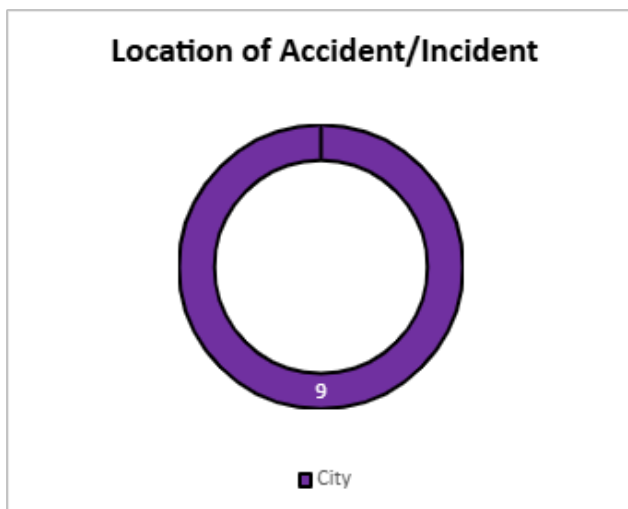
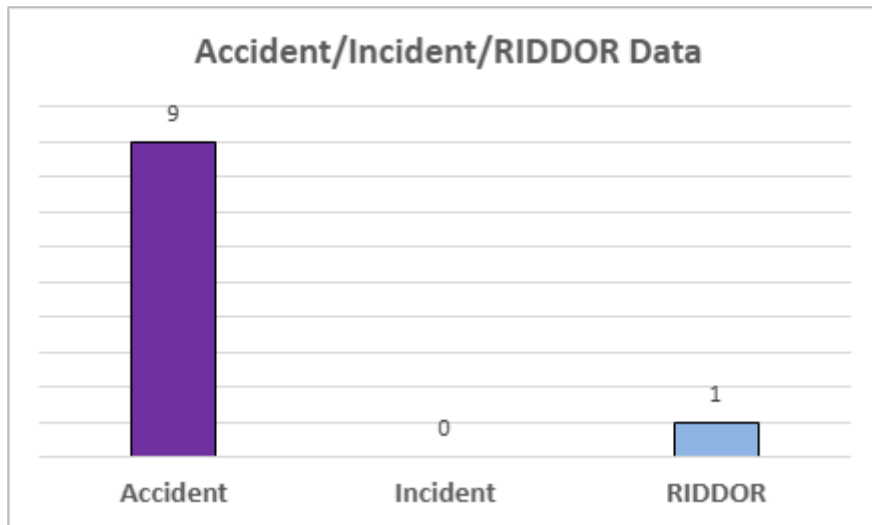
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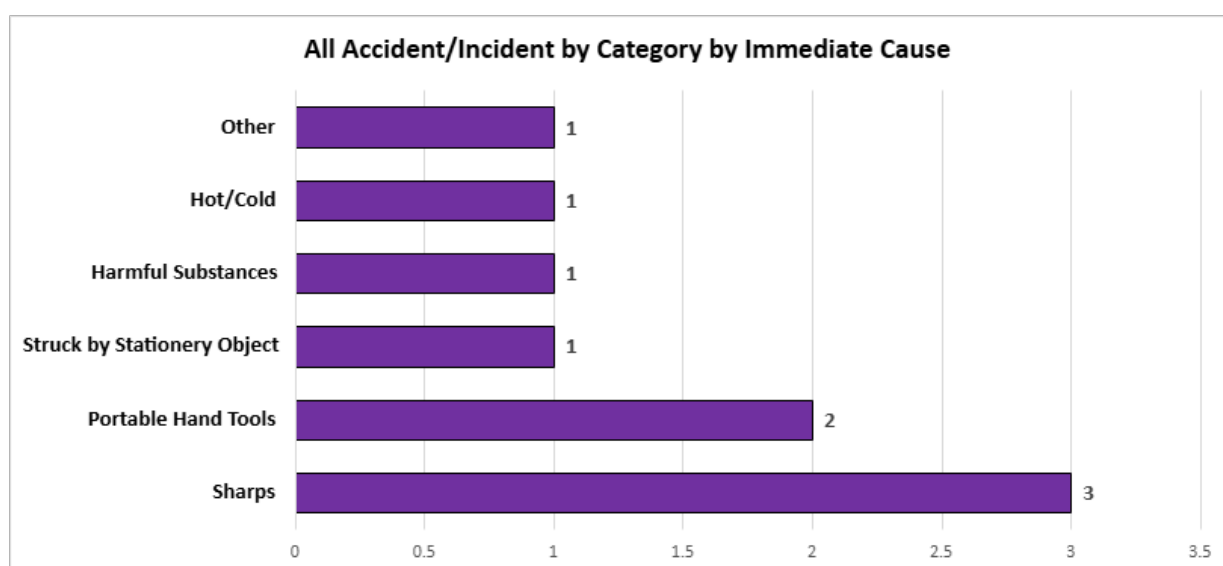
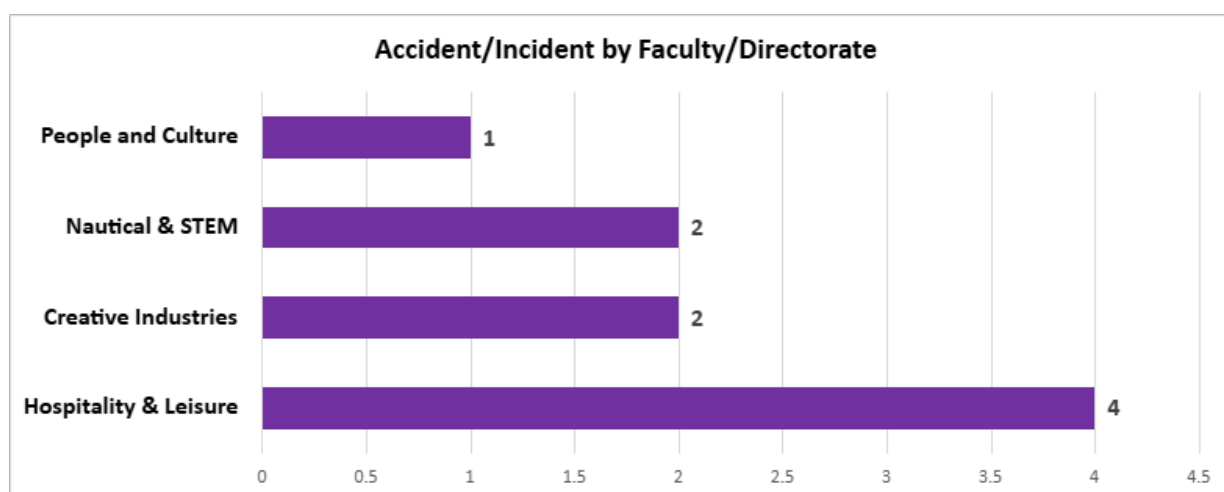
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Supporting legislation including the Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 sets out duties such as risk assessment and the planning, monitoring, and review of preventative measures, which are key to maintaining compliance and protecting the College community.

Appendix 1: Accident and Incident Data February 2026

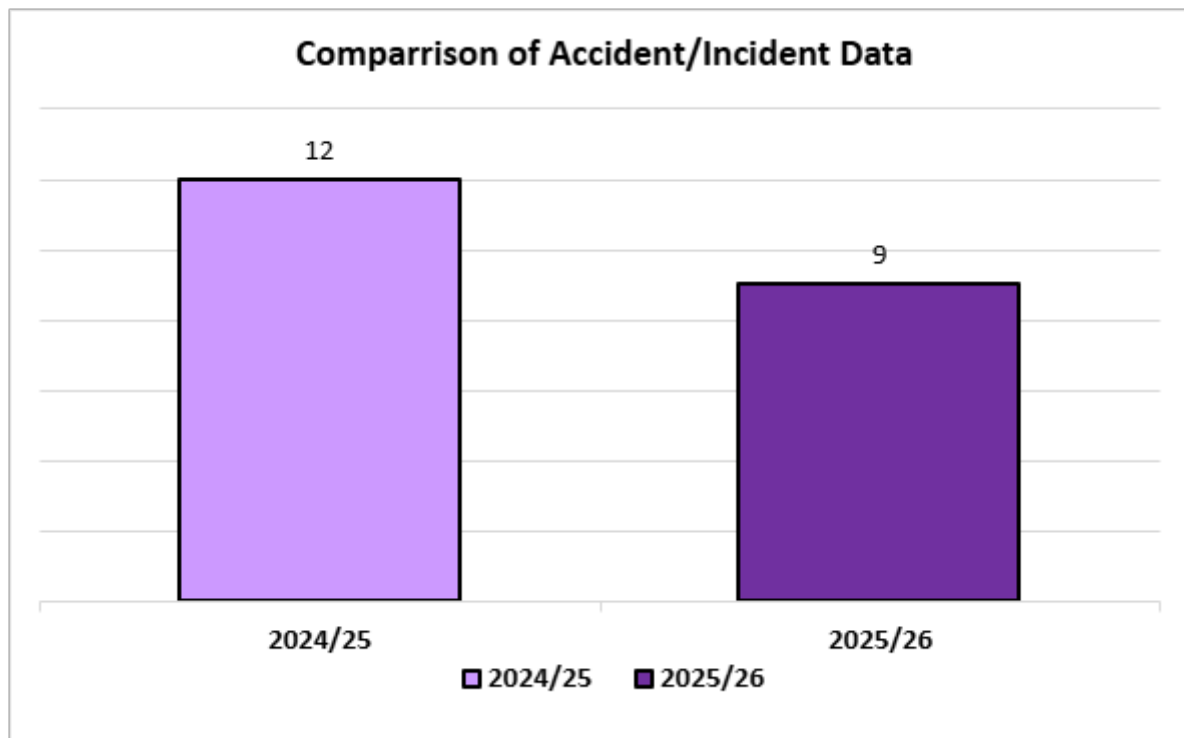




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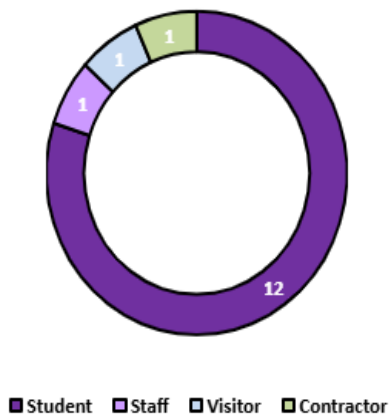
Accident/Incident Data – Comparison Charts A comparison of accident and incident data for February is presented below. This shows that there were 3 more accidents/incidents in 2024/2025 in comparison to this month this year.



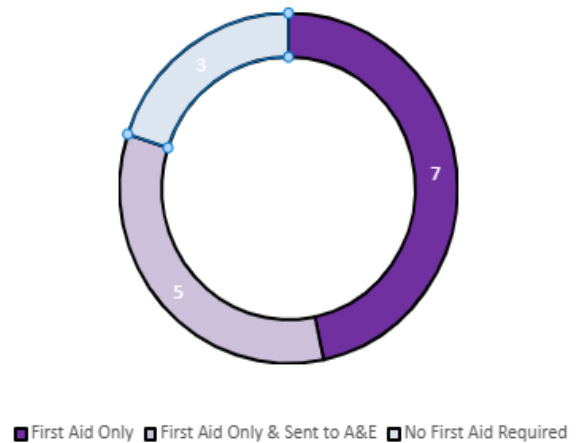
First Aid

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.

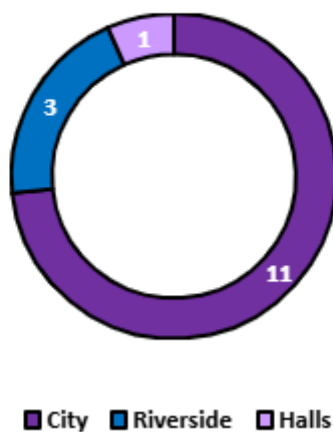
Category of Individual Receiving First Aid Treatment (Non-work related)



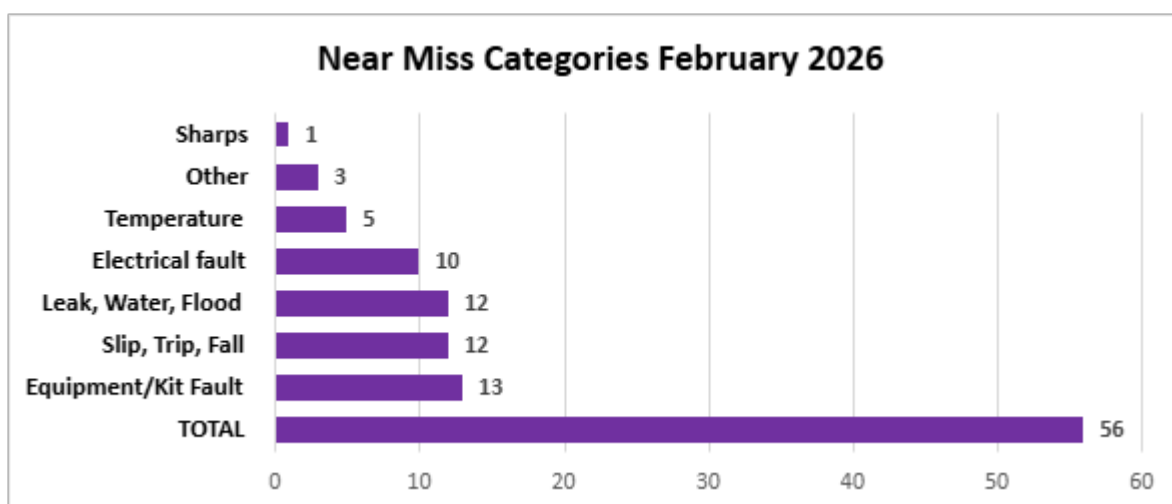
First Aid Treatments



First Aid by Campus Location



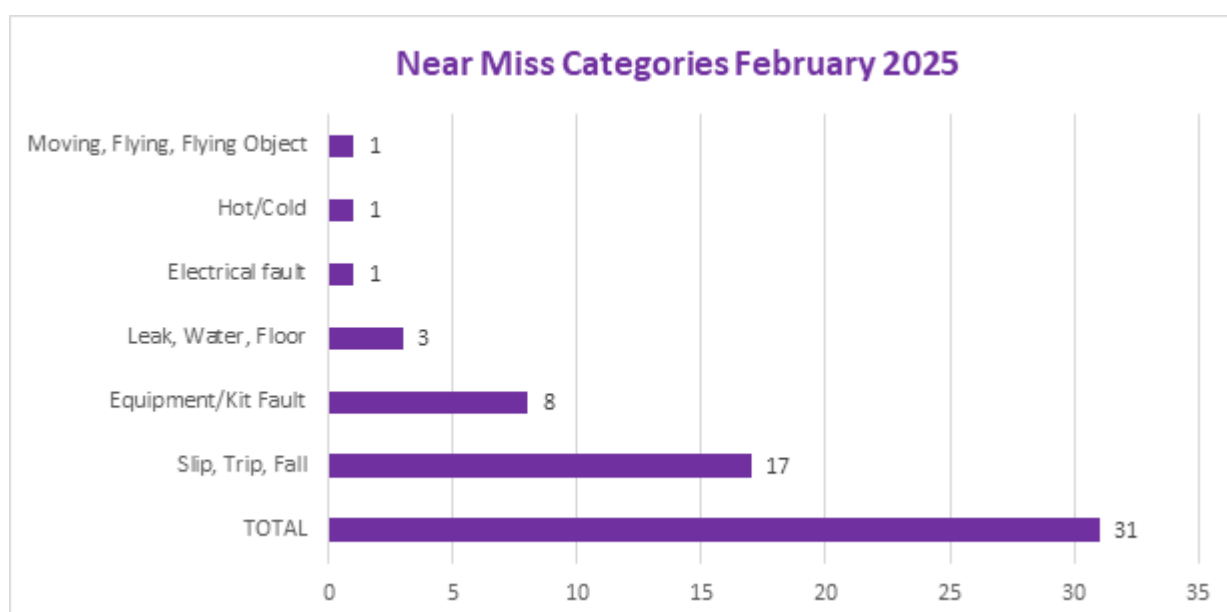
Near Miss Reporting



Near Miss reports relate to incidents where something had the potential to cause harm but did not. This does not indicate that the number of hazardous events is increasing, but rather that more are being identified and reported. Near Misses are primarily logged through the Enquirer Helpdesk and are actioned immediately by the relevant department, typically for maintenance or repair.

Any Near Miss that raises particular concern is fully investigated by the Health and Safety Team, with recommendations issued where required. However, most Near Misses are resolved and closed through routine maintenance or repair work.

Near Miss reporting is encouraged, and a higher number of reports is viewed positively, as it demonstrates staff awareness, vigilance, and engagement in identifying and reporting hazards. The chart below shows that 25 more Near Misses were reported in February 2026 compared with February 2025. It is important to note that we actively encourage Near Miss reporting.



Fire Safety Officer

Training – FM/PIC Riverside

- Four Managers have received PIC training for Riverside Campus this is to allow an increase in the available PIC cadre for that campus.
- Four Managers have received Fire Marshal Training for City Campus. These are individuals who have recently been promoted, not been on the rota or done less than two.

Audit Activity

SFRS and Glasgow City council Licencing attended St Lukes to carry out an audit relating to the HMO license. This was completed and licence approved as the premises was deemed satisfactory at time of inspection.

The Faculty Audit Programme (FAP) Pilot was carried out on the Creative Industries Faculty. Numerous areas of non- compliance were recorded. Door wedges, poor housekeeping, excessive storage were common throughout. The results of the Audit were verbally communicated to the Dean and Associate Dean. Completed paperwork will be sent to the Dean with an action plan and presented to the Health & Safety Committee to ensure completion.

February Fire Statistics

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
Riverside Campus	0	N/A
Halls of Residence	10	Cooking Fumes

Personal Emergency Evacuation Plans (PEEPS)

A total of 6 new requests were made and issued in the month of February and 3 were completed, 2 for members of staff.

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
External Contractors	3
Total	5

Health & Safety Staff Training Modules

Training Type	Staff Number Completed	Total Staff Completed
Risk Assessment Awareness	15	1039
Display Screen Equipment	14	885

Course	Type of Course	Number of Staff Completing
Evac Chair Training	In Person	25

Health and Safety Team Activities

Launch of New Health & Safety Training Modules

The Health & Safety Team launched updated mandatory training modules in February. These modules are now fully tailored to the College and delivered through MyDevelopment, replacing the previously used generic training content.

This development builds on the existing College-specific modules already in place for Risk Assessment Awareness and Display Screen Equipment Awareness, helping ensure that training content is directly relevant to the College environment and improving engagement with staff.

The Health & Safety Team would like to extend its thanks to the Organisational Development Team for their support in developing and delivering these updated modules.

The new modules include:

Health & Safety Awareness - This module provides an overview of the College's health and safety arrangements, including roles and responsibilities. It introduces staff to recognising hazards, risks and near misses, and outlines the College's processes for reporting health and safety concerns.

Fire Safety Awareness - This module provides an overview of common fire risks and prevention measures within the College environment. It explains the responsibilities of the

College as an organisation, as well as those with specific roles such as Persons in Charge and Fire Marshals, alongside the general responsibilities of all staff. The module also outlines the College's arrangements for raising the alarm and the actions to take during a fire evacuation.

Manual Handling Awareness - This module introduces manual handling principles for all staff, not only those whose roles involve regular manual tasks. It explains how to identify manual handling hazards and risks and provides guidance on safe lifting techniques and common manual handling situations that may arise within the College environment.

While these modules provide essential awareness training, it is recognised that some roles require additional practical learning. As such, Fire Safety Awareness and Manual Handling Awareness will also continue to be supplemented by in-person training where appropriate.

Requests for additional or bespoke training sessions from departments or Faculties can be made directly to the Health & Safety Team.

Faculty Audit Programme

Faculty Audit Programme – Creative Industries

As part of the Health & Safety Team's Faculty Audit Programme (FAP), an audit of the Creative Industries Faculty was undertaken to review key health and safety management arrangements within the faculty environment.

The audit forms part of a wider programme of proactive assurance activity designed to support compliance with health and safety legislation, strengthen local safety management systems, and promote a consistent approach to risk management across the College.

The review included both a desktop audit of documentation and a physical inspection of teaching spaces, classrooms and workshop areas. Key areas considered as part of the review included:

- Risk assessments and safe systems of work
- Control of Substances Hazardous to Health (COSHH) arrangements
- Health and safety training records and safety communications
- Maintenance checks and equipment records
- First aid provision, housekeeping and workplace conditions
- Availability and condition of personal protective equipment (PPE)

The audit was undertaken collaboratively with the Faculty and forms part of the College's wider programme of continuous improvement in health and safety management.

A detailed report and action plan will be shared with the Dean of Faculty in the first instance, with outcomes subsequently reported through the appropriate College governance channels.

Appendix 2. Summary list of Accidents / Incidents for February 2026

RIDDOR Reportable Accidents highlighted in yellow

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	02/02/2026	Student	Small chipping of wood entered the students' right eye	Nautical & STEM	City		Lecturer discussed (both with the individual and the rest of the class) measures to take to prevent similar incident from occurring again. Risk Assessment review advised by H&S Team and the mandatory use of safety glasses within woodworking area.	No	Complete
2	03/02/2026	Student	Cut to students left hand index finger	Hospitality & Leisure	City		Lecturer spoke with student and reminded them of the importance of knife safety and knife handling.	No	Complete
3	03/02/2026	Student	Student cut finger on knife	Hospitality & Leisure	City		Retraining took place in the class the following week how knives should be cleaned safely to prevent reoccurrence	No	Complete

4	02/02/2026	Student	Cut to left finger.	Nautical & STEM	City		Toolbox Talk to class on being more careful when cleaning work benches.	No	Complete
5	09/02/2026	Student	Student was using a saw and cut her left thumb	Creative Industries	City	Yes	The lecturer has delivered a Toolbox Talk to the student, reiterating the importance of maintaining safe handling positioning. Risk Assessment of the area reviewed and reiterated to class on the control measures.	Yes	Complete
6	11/02/2026	Student	Student burned his first finger on his left hand taking a hot tray from the oven.	Hospitality and Leisure	City		Class and individual involved were advised on how to safely remove pans/ unload pans from a hot oven, both verbally and by demonstration from lecturer	No	Complete
7	18/02/2026	Student	Brush cleaner entered students' eye	Hospitality and Leisure	City		Lecturer to review the risk assessment. Student provided with additional information and instruction.	No	Complete
8	20/02/2026	Staff	Cut to left hand fingernail	People & Culture	City		Staff member provided with toolbox talk, and reminded to use appropriate PPE (gloves)	No	Complete

9	27/02/2026	Student	Student cut finger with scalpel	Creative Industries	City		Lecturer reiterated previous toolbox talks on use of sharp blades. This will be repeated to students and there will be increased supervision next lessons.	No	Complete
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Senior Management Team

Date of Meeting	23rd February 2026
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report February 2026
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	March 2026
Action	Discussion

9. Recommendations

Senior Management Team (SMT) is invited to discuss as appropriate and note the March 2026 Health and Safety Report.

10. Consultation

This paper is shared with the Senior Management Team (SMT) on a monthly basis and is a standing item at both the People and Culture Committee and the Health and Safety Committee, ensuring regular consultation and oversight across key governance groups.

Key Insights

11. Executive Summary

This report provides an overview of the College's health and safety management arrangements and offers assurance regarding the adequacy of current measures in meeting statutory obligations. It summarises health and safety activity for March 2026.

During this period, 5 accidents and 3 incidents were reported. One met the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). A comprehensive breakdown of accident and Incident data is provided in Appendix 1 and Appendix 2.

From March, Front of House and Security now sit within the Health and Safety Team. From the start of the new academic term the reporting format will be updated to include operational data from these areas. In the meantime, any general updates will continue to be noted within this section where relevant.

12. Impact and Implications

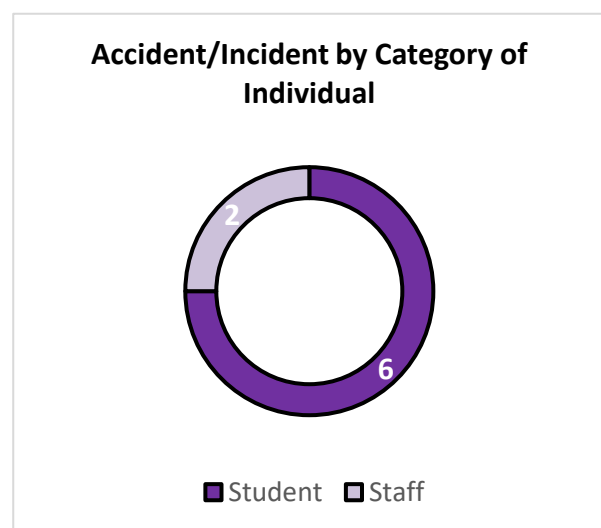
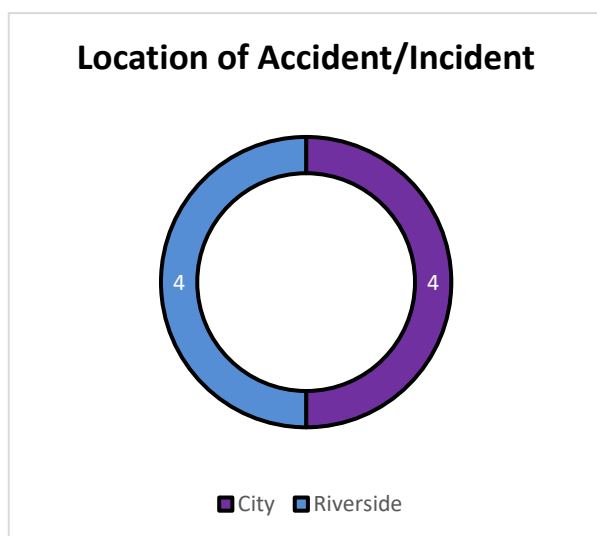
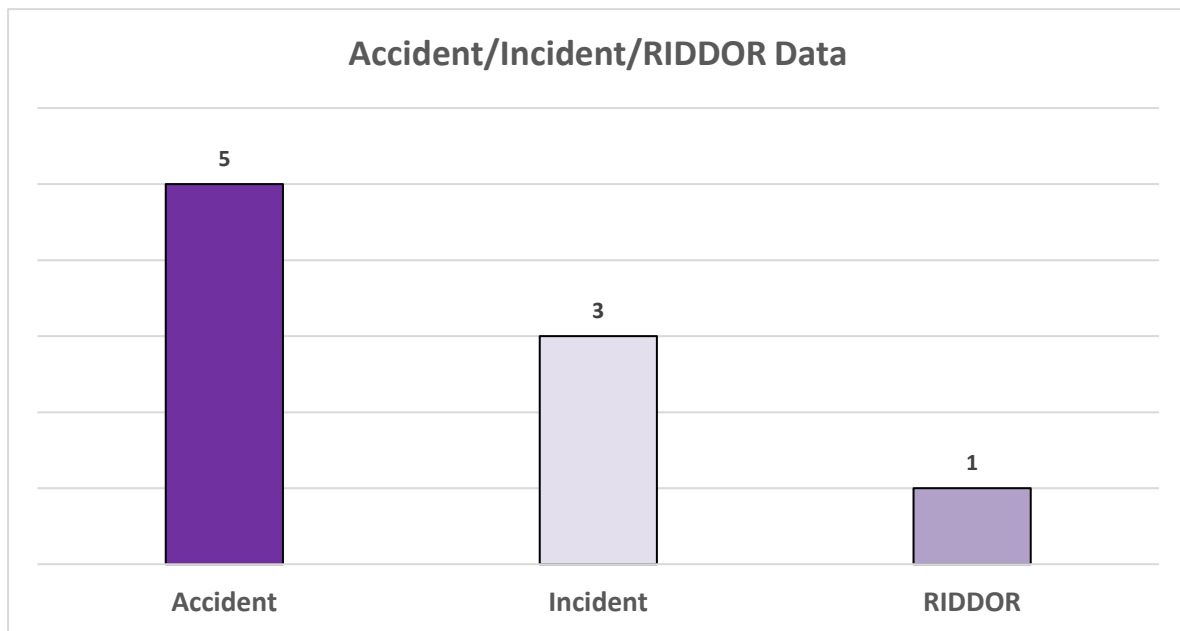
The reporting of accidents, incidents, near misses, and first aid interventions alongside proactive safety measures offers valuable insight into the College's health and safety culture. These activities help identify trends early, support preventative action, and raise awareness, contributing to a safer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

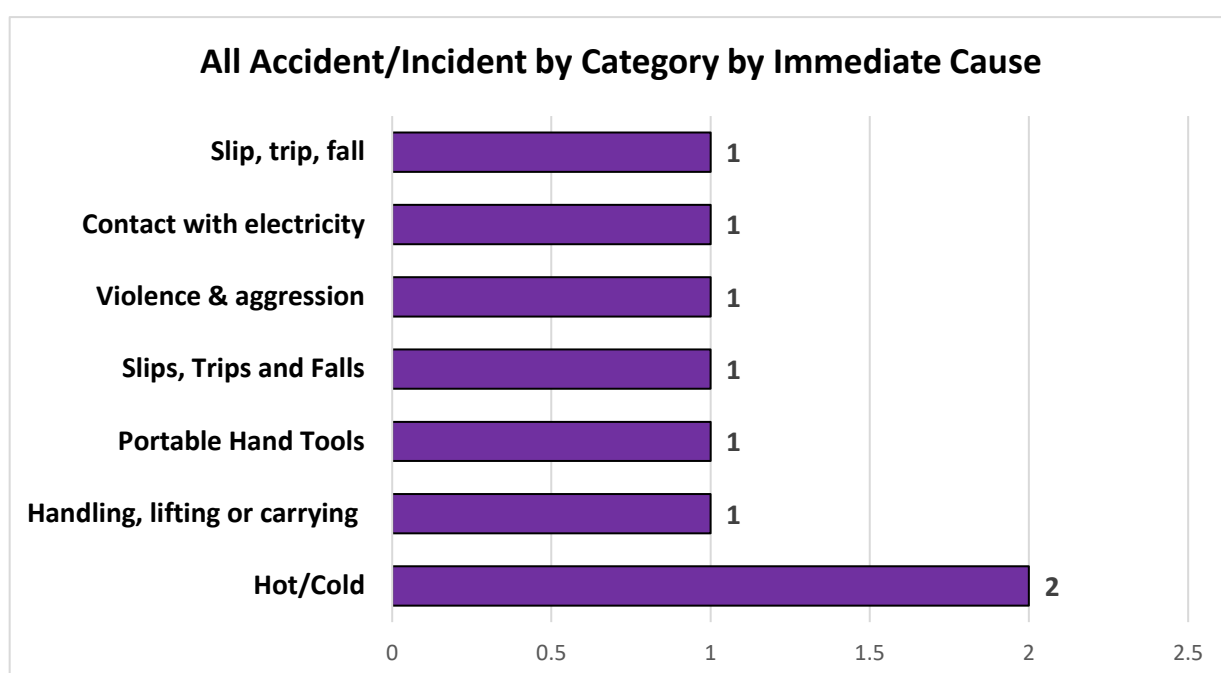
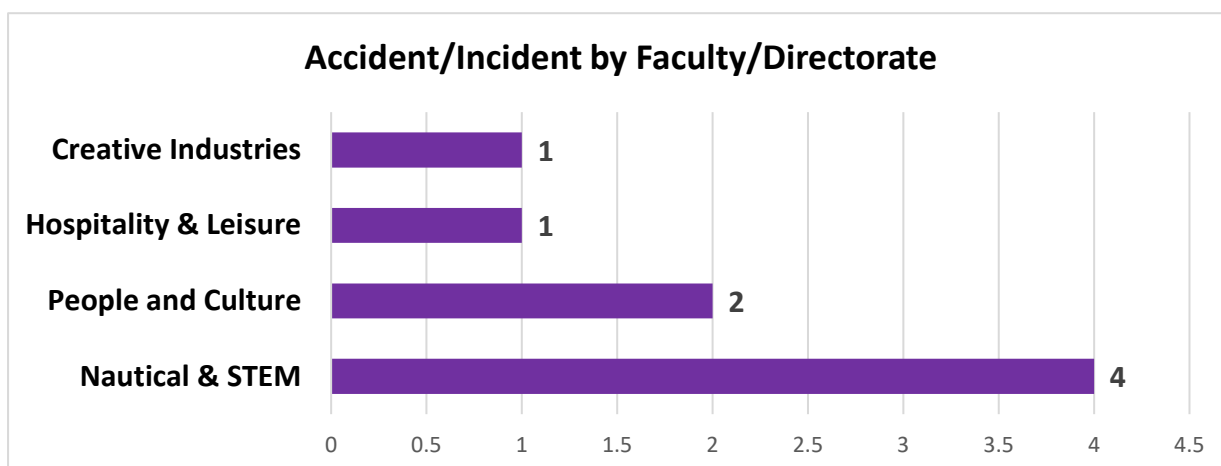
While proactive reporting reflects positive engagement, incidents and near misses may reveal risks or non-compliance needing attention. If unaddressed, these issues could lead to financial costs, operational disruption, or reputational harm. Ongoing monitoring and timely intervention are therefore essential for legal compliance and continuous improvement.

The College has a statutory duty under the Health and Safety at Work etc. Act 1974 to ensure, as far as reasonably practicable, the safety of staff and others affected by its activities. The Fire (Scotland) Act 2005 places similar duties around fire safety. Failure to meet these could result in enforcement action.

Supporting legislation including the Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 sets out duties such as risk assessment and the planning, monitoring, and review of preventative measures, which are key to maintaining compliance and protecting the College community.

Appendix 1: Accident and Incident Data March 2026

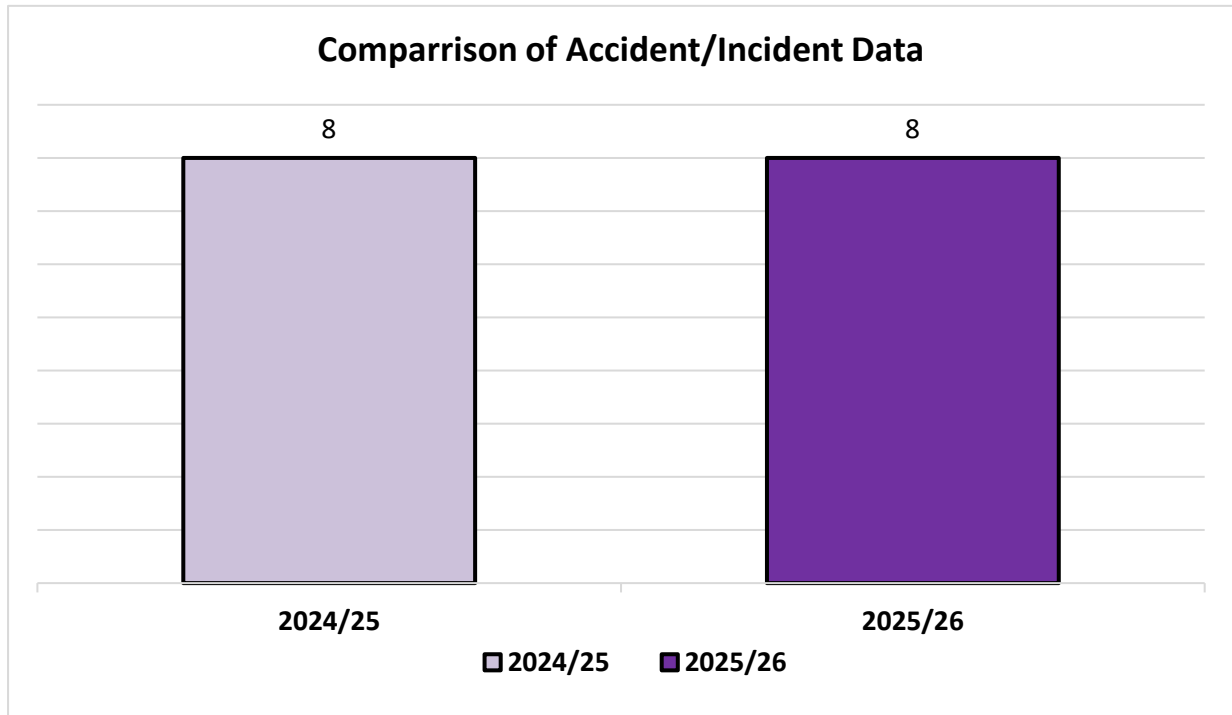




It should be noted that all accidents and incidents we record are categorised in line with the Health and Safety Executive (HSE) classification methods. This allows us to compare our data against HSE data, although their published statistics only include fatalities. The same categorisation is also used for Association of Colleges (AoC) benchmarking data.

Sports injuries are recorded separately as part of annual figures only, as they are in both HSE and AoC data sets. Due to the nature of sport, there is already a perceived and expected level of risk, and limitations on the control measures that can reasonably be applied. For example, being struck by a basketball or any other contact-sport related impact, is not something that can be fully eliminated through the hierarchy of control.

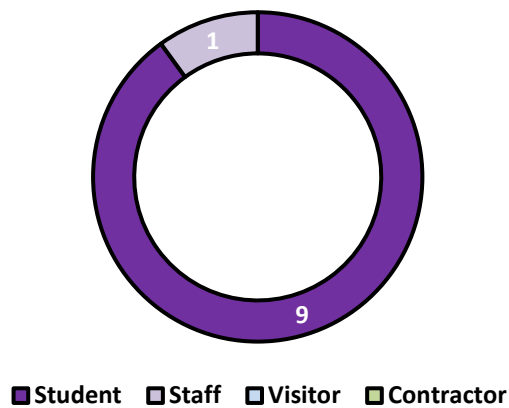
Accident/Incident Data – Comparison Charts A comparison of accident and incident data for February is presented below. This shows that there were the same number of accidents/incidents in 2024/2025 in comparison to this month this year.



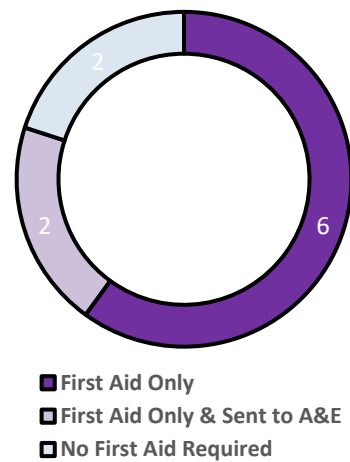
First Aid

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.

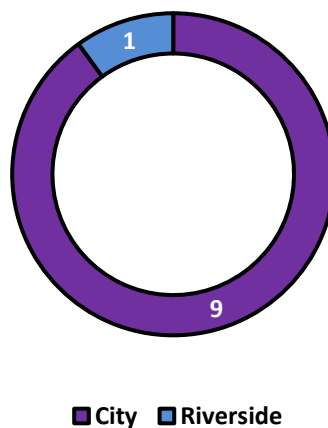
Category of Individual Receiving First Aid Treatment (Non-work related)



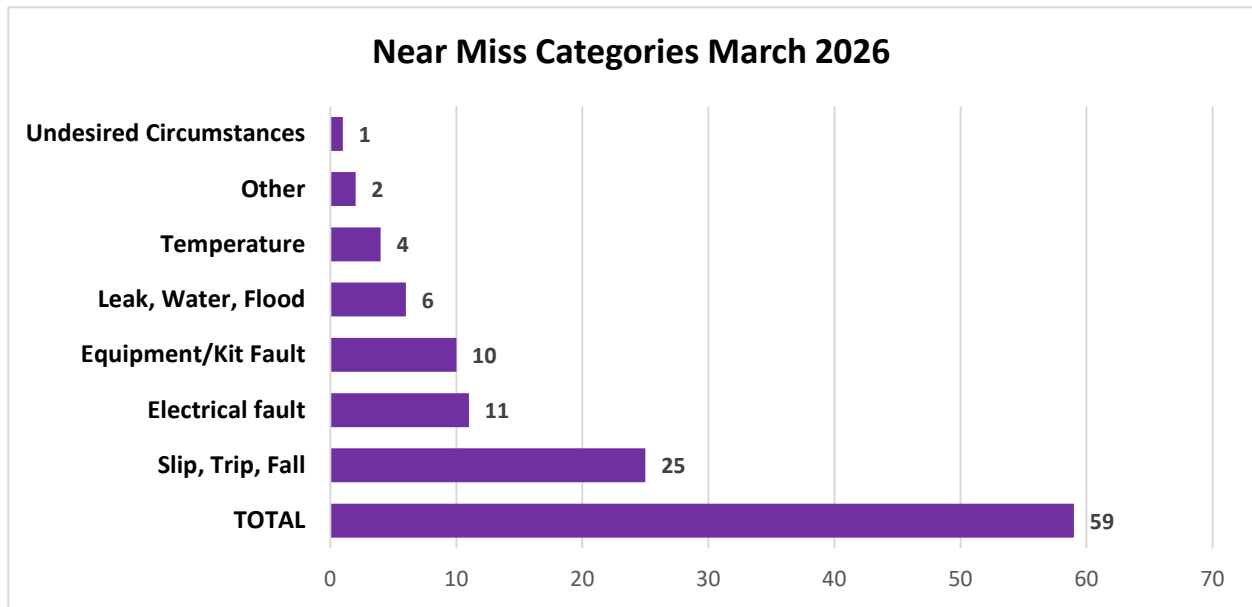
First Aid Treatments



First Aid by Campus Location



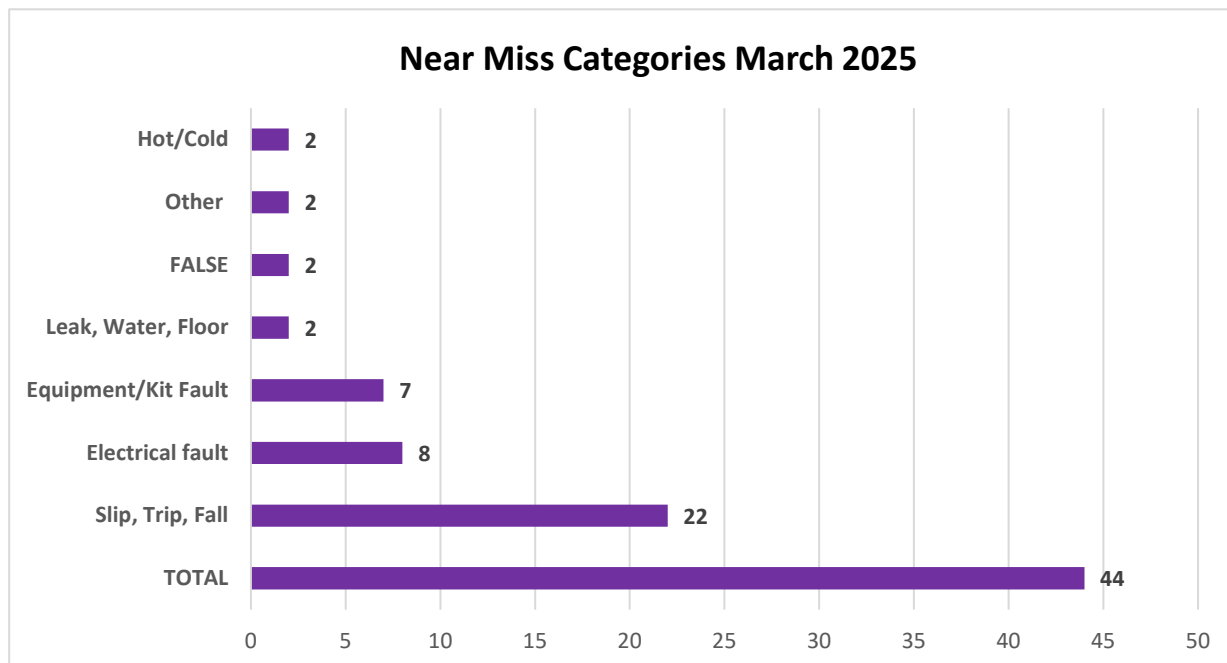
Near Miss Reporting



Near Miss reports relate to incidents where something had the potential to cause harm but did not. This does not indicate that the number of hazardous events is increasing, but rather that more are being identified and reported. Near Misses are primarily logged through the Enquirer Helpdesk and are actioned immediately by the relevant department, typically for maintenance or repair.

Any Near Miss that raises particular concern is fully investigated by the Health and Safety Team, with recommendations issued where required. However, most Near Misses are resolved and closed through routine maintenance or repair work.

Near Miss reporting is encouraged, and a higher number of reports is viewed positively, as it demonstrates staff awareness, vigilance, and engagement in identifying and reporting hazards. In comparison to the chart below, it shows that 15 more Near Misses were reported in March 2026 compared with March 2025. It is important to note that we actively encourage Near Miss reporting.



Fire Safety Officer

Training – FM/PIC

Three Managers have received Fire Marshal Training for City Campus. These are individuals who have recently been promoted or have not undertaken a Fire Marshal slot in over three months.

March Fire Statistics

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
Riverside Campus	0	N/A
Halls of Residence	10	Cooking Fumes

Personal Emergency Evacuation Plans (PEEPS)

A total of 3 new requests were made and issued in the month of March, all 3 were members of staff.

Risk Assessments

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

Faculty/Department	Number
Creative Industries	1
Education & Humanities	1
Contractor	9
Total	11

Health & Safety Staff Training Modules

Training Type	Staff Number Completed	Total Staff Completed
Risk Assessment Awareness	13	1052
Display Screen Equipment	14	899

Health Surveillance Clinic

Test Type	Staff Number Completed
HAVS	0
Respiratory	9
Skin	8
Audio	5

Health & Safety Team – March Update

During March, the Health & Safety Team continued the Faculty audit programme within the Creative Industries area, working alongside the Associate Dean, Curriculum Heads and technical staff to review and refresh risk assessments across the Art, Craft and Design areas.

Risk assessments have been reviewed and reorganised into a single central folder within the Faculty Teams directory to provide a consistent single source of access for staff. The structure has been updated to group assessments by activity and teaching area, rather than by floor, recognising that many activities take place across multiple rooms and specialist spaces.

The Faculty has taken a proactive role in reviewing these assessments with their teams to ensure they accurately reflect current activities and working practices. Once reviews are complete, QR codes and paper copies will be introduced within relevant spaces to improve access to safety documentation.

Alongside this work, the Faculty has begun trialling staff competency checklists within workshop areas to help record staff competence against specialist equipment. The Health & Safety Team continues to provide guidance and support as this work progresses.

During March, the team also managed a high volume of statutory information requests, including eight detailed Subject Access Requests alongside several Freedom of Information requests. Due to the statutory timeframes associated with these requests and the volume of documentation that required review, this work required a significant allocation of team resource and temporarily limited capacity to progress some audit activity within other areas.

Overall, the programme has demonstrated positive engagement from the Faculty, with teams taking increased ownership of local risk management arrangements while being supported through the College's wider health and safety framework.

Appendix 2. Summary list of Accidents / Incidents for March 2026

RIDDOR Reportable Accidents highlighted in yellow

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	06/03/2026	Student	Student cut finger	Creative Industries	City		Recommendation for further information, instruction and training.	No	Closed
2	13/03/2026	Student	Student cut tip of finger with knife	Hospitality and Leisure	City		Reiterated the importance of knife safety and care.	No	Closed
3	12/03/2026	Student	Injury to left hand	Nautical & STEM	Riverside		Student was wearing gloves at the time, classed as user error, momentary lack lapse of concentration.	No	Closed
4	26/03/2026	Staff	Cleaner slipped and fell on wet floor due to leak	People & Culture	City	Yes	Staff member slipped on water at elevator.	Yes	Closed

5	26/03/2026	Student	Student cut and bruised his middle finger	Nautical & STEM	Riverside		Risk assessments are conducted by the students prior to starting the activity and pinch points is highlighted by the lecturer during this and during the toolbox talk, despite this the student did not keep his hand clear of the pinch point. This will be enforced again.	No	Closed
6	23/03/2026	Student	Student stuck testing probes directly into a kettle lead causing a flash and power trip.	Nautical & STEM	Riverside		Risk Assessment to be reviewed. Proper testing process reinforced to student.	No	Closed
7	27/03/2026	Staff	Member of FOH team verbally abused by student	Front of House	City		Faculty were advised of student behaviour and will follow student discipline procedure	No	Closed
8	26/03/2026	Student	Damage to shoe, reported as burn	Nautical & STEM	Riverside		Accident investigation resulted there was no burn to footwear, this was deemed as a tear. Not possible to determine if this happened whilst on Campus.	Yes	Closed

							Incident is closed from H&S perspective, but remedial actions referred back to Faculty due to potential data breach.		
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