

People & Culture Committee

Date of Meeting	18 February 2026
Paper No.	PCC2-E
Agenda Item	5.1.2
Subject of Paper	Health and Safety Monthly Reports
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	January 2026
Action	Discussion

1. Recommendations

The Committee invited to discuss the report and any matters arising from the Health and Safety Monthly Reports for October, November and December 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 assurance that current measures meet statutory obligations. It summarises health and safety activity for October, November, and December 2025, full reports found in **Appendix I**.

During this period, 37 accidents and 9 incidents were reported, none of which met the criteria for RIDDOR reporting. By comparison, August and September 2024 recorded 26 accidents and 1 incident.

A rise in incidents was noted in October, primarily linked to student behaviour. Work is underway with all four Deans of Faculty and the Director of Student Experience to determine appropriate actions. The College maintains a zero-tolerance approach to such conduct.

The November Health and Safety Committee noted a number of behavioural incidents, including sprinkler activation, objects thrown from a stairwell, and tampering with emergency equipment. The Committee reaffirmed the shared responsibility of staff to challenge unsafe behaviour, and work is ongoing with the Director of Student Experience to develop a targeted awareness campaign.

Unannounced fire drills were undertaken at both campuses in December. At City Campus, a scenario-based exercise tested control measures, including evacuation chair deployment, rather than evacuation speed alone.

3.2 Impact and Implications

Reporting of accidents, incidents, near misses, and first aid interventions is a statutory requirement under the Health and Safety at Work etc. Act 1974, the Fire (Scotland) Act 2005, and other associated regulations. While necessary, much of this data is reactive and reflects the dynamic nature of a college learning environment.

The most meaningful indicators of a safe learning and working environment are proactive measures, training completion, thorough risk assessments, staff and student engagement, and ongoing monitoring of safety initiatives. Zero accidents or incidents is an unrealistic expectation. Sustained focus on proactive health and safety activity, timely intervention, and fostering a culture of awareness are the most effective ways to maintain compliance, reduce risk, and promote the wellbeing of the College community.

APPENDIX 1 – MONTHLY REPORTS: OCTOBER, NOVEMBER AND DECEMBER 2025

Senior Management Team

Date of Meeting	19th November 2025
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report October 2025
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	November 2025
Action	Discussion

1. Recommendations

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

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 the period of October 2025.

During this period, 17 accidents and 5 incidents were reported. None of these met the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

It was noted that there has been a concerning rise in incidents recorded this month relating to undesired circumstances, primarily linked to student behaviour. Collaboration is underway with all four Deans of Faculty and the Director of Student Experience to determine the best way forward, as there is zero tolerance for this type of conduct.

Near miss reporting continues to show steady improvement month on month, reflecting increased awareness and a more proactive safety culture. This enables the Health and Safety Team to take timely preventative action where appropriate.

A comprehensive breakdown of accident and Incident data is provided in Appendix 1 and Appendix 2.

3. Impact and Implications

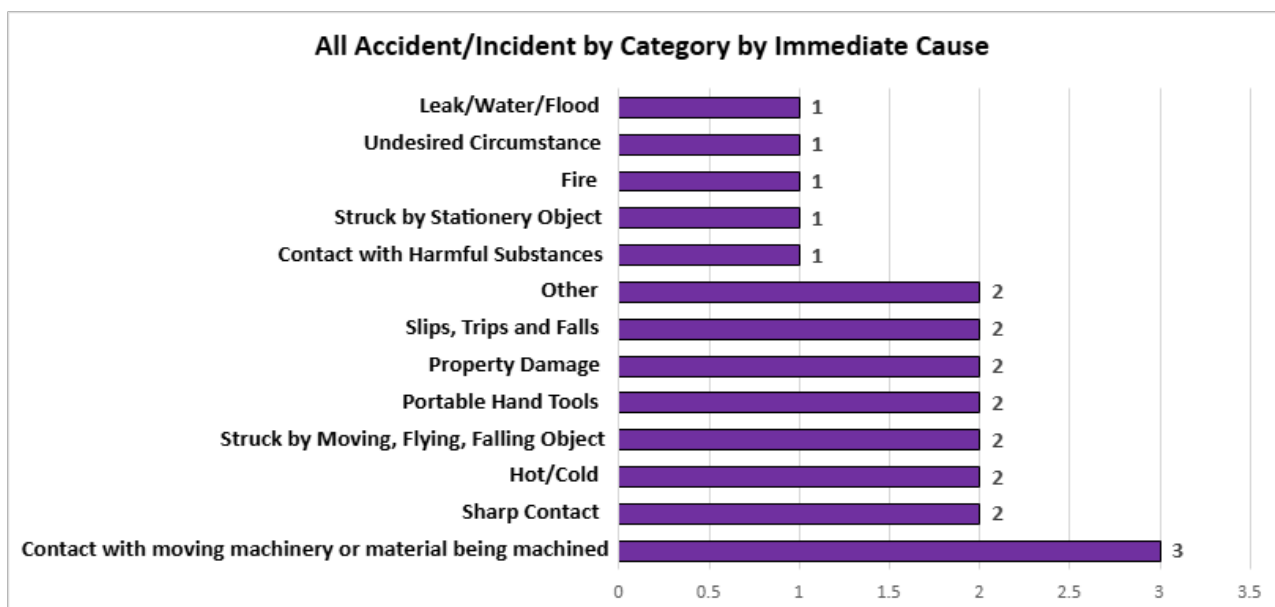
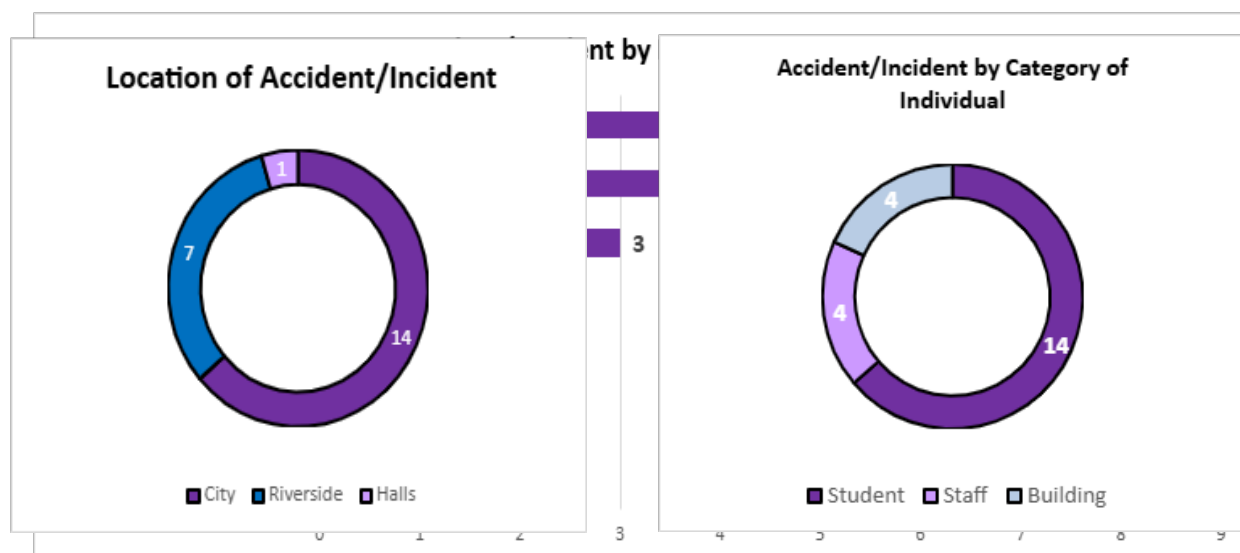
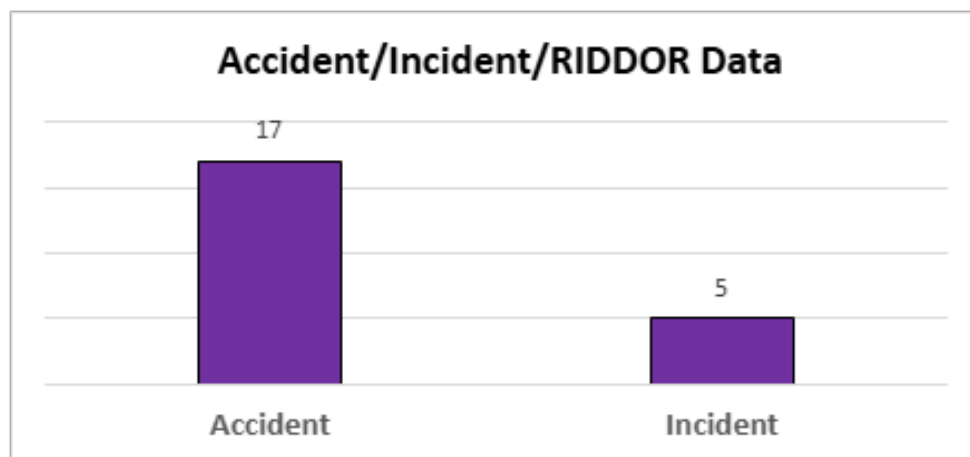
The reporting of accidents, incidents, near misses, and first aid interventions alongside proactive safety measures offers valuable insight into the College's health and safety culture. These activities help identify trends early, support preventative action, and raise awareness, contributing to a safer 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 October 2025

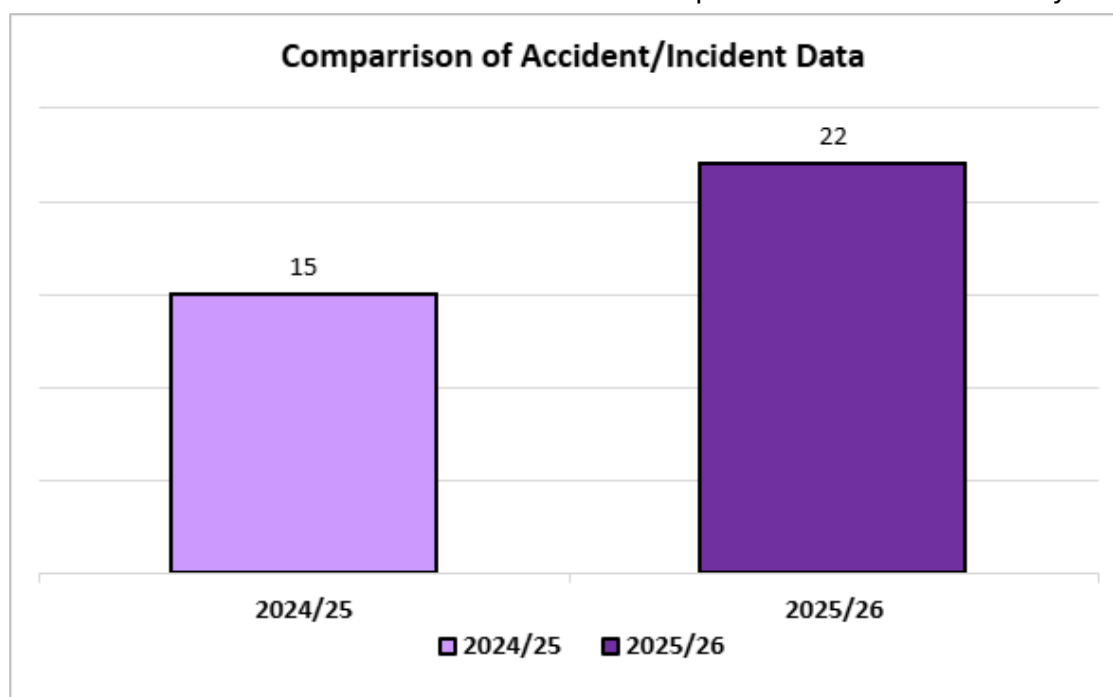


It should be noted that all accidents and incidents we record are categorised in line with the Health and Safety Executive (HSE) classification methods. This allows us to compare our data against HSE data, although their published statistics only include fatalities. The same categorisation is also used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

Sports injuries are recorded separately in our figures, 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 October is presented below. This shows that there were 7 more accidents in 2025/2026 in comparison to this month last year.



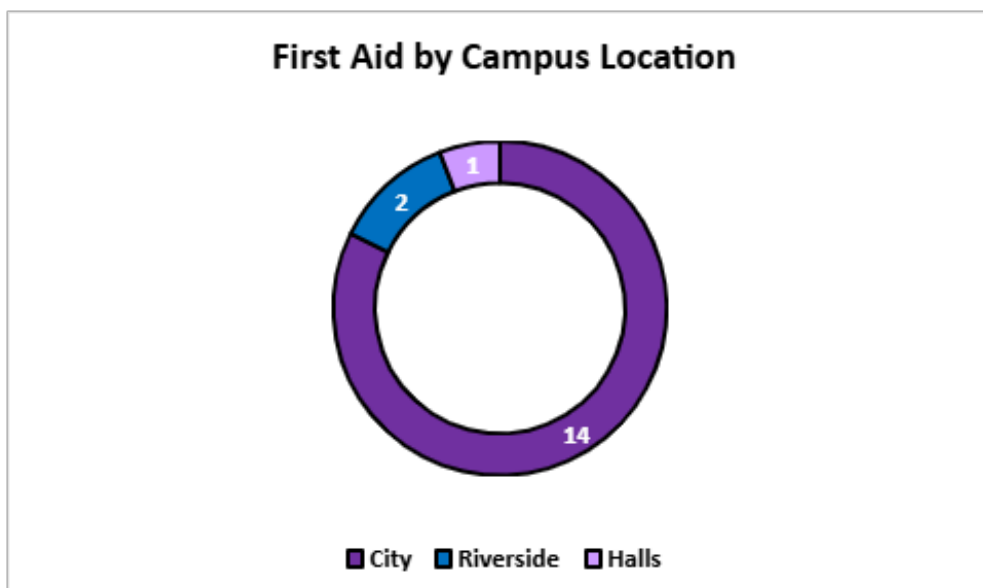
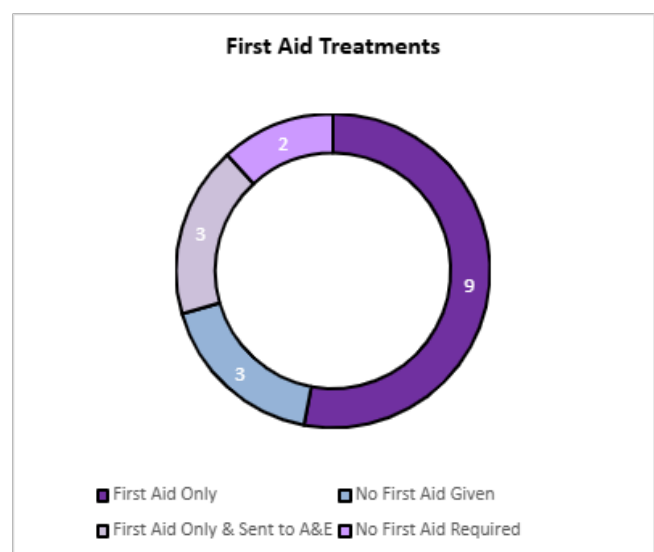
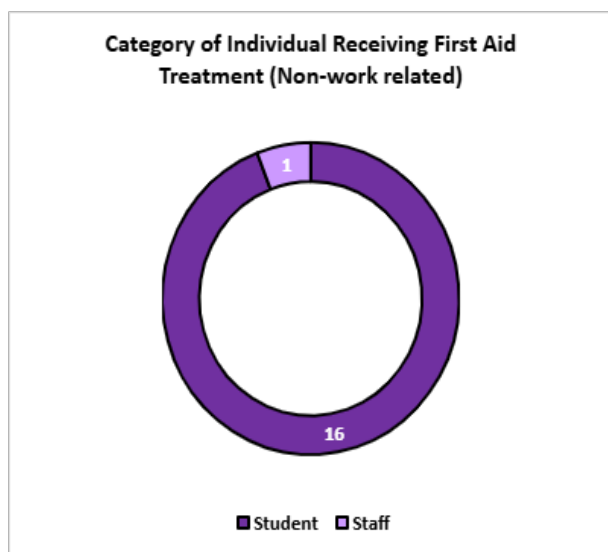
October has seen a concerning rise in behaviour-related incidents. Several of these incidents have been reported and reviewed by the Health and Safety Team in partnership with Front of House, Estates, and OCS Maintenance. A significant number relate to unacceptable behaviour by students.

The Associate Director of Estates and Health and Safety met with the Director of Student Experience to discuss a collaborative campaign to address the issue and remind students of expected conduct on campus. Communication has also been shared with all Faculty Deans to ensure they are aware of the trend, remain vigilant, and reinforce expectations around student behaviour and the consequences of misconduct.

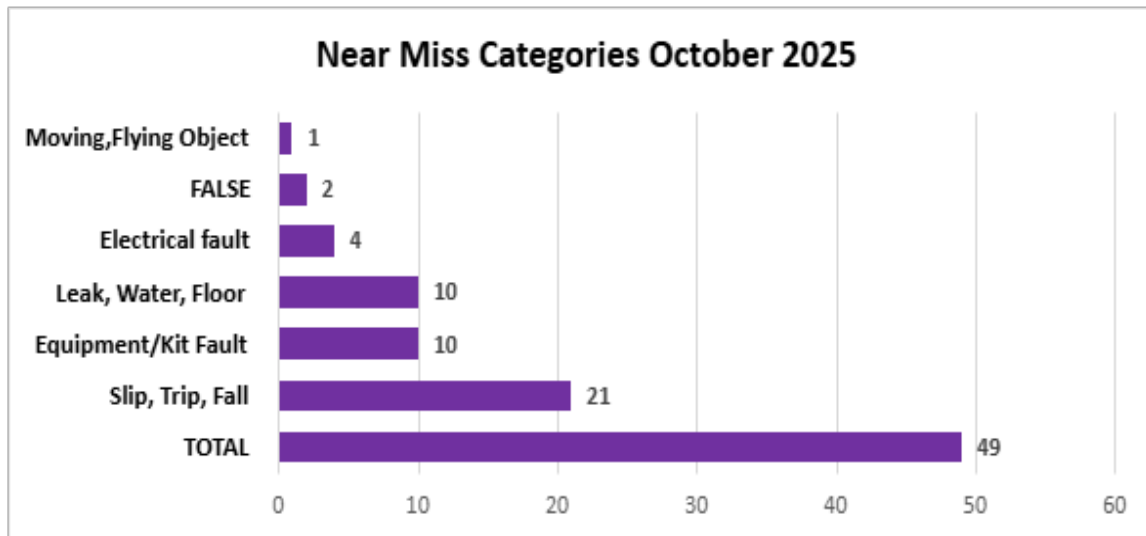
The Health and Safety Team is now supporting regular walk-arounds of the campus and increasing visibility during busy periods. However, as highlighted in communications with the Deans, all staff should remain mindful of this issue and challenge any unruly behaviour they observe on campus. A collaborative, zero-tolerance approach remains the most effective way forward.

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.



Near Miss Reporting

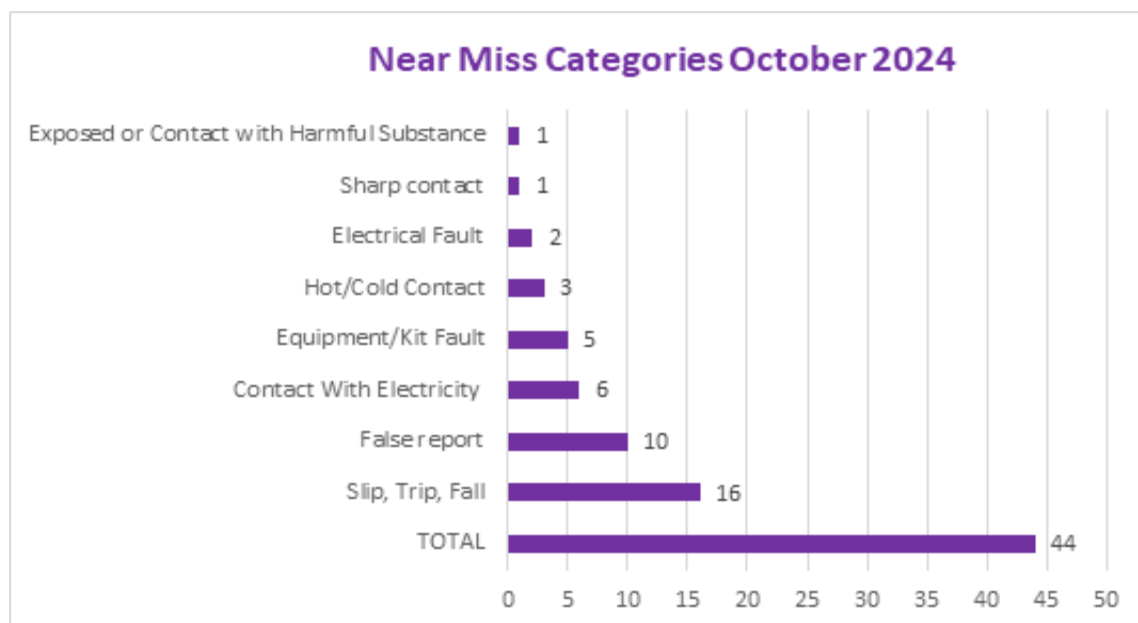


Near Miss reports relate to incidents where something had the potential to cause harm but did not. This does not indicate that the number of hazardous events is increasing, but rather that more are being identified and reported. Near Misses are primarily logged through the Enquirer Helpdesk and are actioned 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 five more Near Misses were reported in October 2025 compared with October 2024. It is important to note that the increase reflects our active encouragement of Near Miss reporting.



Fire Safety Officer

October 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	0	
Riverside Campus	0	N/A
Halls of Residence	15	Cooking Fumes.

Personal Emergency Evacuation Plans (PEEPS)

A total of 28 requests were made in the month of October.

Fire Safety Officer Training	
PIC	0
Fire Warden / Fire Marshal	5
Total	5

Risk Assessments

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

Faculty/Department	Number
Creative Industries	3
Student Experience	1
Corporate Development	1
External Contractors	6
Total	11

Health & Safety Staff Training Modules

Training Type	Staff Number	Staff Total
Risk Assessment Awareness	10	957
Display Screen Equipment	17	814

Appendix 2. Summary list of Accidents / Incidents for October 2025

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	01/10/2025	Student	Student cut finger while applying nails	Hospitality & Leisure	City	N/A	Student to receive further instruction and training	No	Complete
2	01/10/2025	Staff	Staff member slipped on water	Education & Humanities	City	N/A	Full investigation carried out - Root cause was found to be accidental misstep due to footwear	Yes	Complete
3	07/10/2025	Student	Small bruise to left hand fingertip.	Nautical & STEM	Riverside	N/A	Toolbox Talk - Discussion around using lubrication to help free up components in assemblies.	No	Complete
4	09/10/2025	Staff	Slight carpet burns to hands.	Executive Office	City	N/A	Report faulty floor boxes immediately.	Yes	Complete

5	09/10/2025	Student	Student cut finger from sharp tool.	Hospitality & Leisure	City	N/A	Student received toolbox talk from lecturer	No	Complete
6	09/10/2025	Student	Student received small superficial burn to hand	Hospitality & Leisure	City	N/A	Refresher training by lecturer	No	Complete
7	10/10/2025	Student	Student received cuts from machine in workshop	Nautical & STEM	Riverside	N/A	Student was reminded that there is no requirement to cut corners and if he is unsure about how to carry out a task, should always ask first.	No	Complete
8	20/10/2025	Student	Small piece of welding slag hit student eye.	Nautical & STEM	Riverside	N/A	Students were again reminded on the importance of having welding helmet closed prior to the removal of slag - A toolbox talk was provided.	No	Complete
9	22/10/2025	Student	Slight abrasions to right hand fingers below nails.	Nautical & STEM	Riverside	N/A	Toolbox Talk around the safe use of spanners.	No	Complete
10	23/10/2025	Building	Metal stopper thrown from height to Level 2 Core C	Corporate services	City	N/A	Unable to identify culprit. Correspondence sent to all Deans of Faculty regarding student behaviour. Review possible scope of CCTV in stairwells.	Yes	Complete

11	22/10/2025	Student	3 students received cuts when working with machinery	Nautical & Stem	Riverside	N/A	Students did not follow instructions from lecturer. Refresher training for class	No	Complete
12	24/10/2025	Student	Cut to right hand thumb	Creative Industries	City	N/A	Refresher Training for student.	No	Complete
13	27/10/2025	Staff	Hoover started smoking and sparking	Halls of Residence	Halls of Residence	N/A	The HOR Team will address this matter internally. No individual has taken responsibility for attempting to use the device to hoover up water.	No	Complete
14	29/10/2025	Student	A student splashed acetone into their eye	Hospitality & Leisure	City	N/A	Risk Assessment reviewed by lecturer.	No	Complete
15	30/10/2025	Staff	Cut to bridge of nose.	Hospitality & Leisure	City	N/A	Purchase of new equipment to replace faulty paper towel dispenser.	No	Complete
16	30/10/2025	Student	Student received superficial cut to right hand	Nautical & STEM	Riverside		Student was reminded of the safe working procedure.	No	Complete

17	30/10/2025	Student	Burn to left hand.	Hospitality & Leisure	City		Refresher with student on always using an oven cloth when handling hot trays or pans.	No	Complete
18	31/10/2025	Student	Student cut to hand while sawing	Nautical & STEM	City		Staff member will do a toolbox talk with the whole class to reinforce the message. How to handle sharp tools.	No	Complete
19	31/10/2025	Student	Student received cut to right hand	Nautical & STEM	Riverside		Toolbox talk which discussed the correct method for stripping cable.	No	Complete
20	31/10/2025	Building	The defibrillator was removed from the housing and placed in a lift	Corporate services	City		CCTV reviewed and person identified by faculty. Student from school link group after discussion with school they will not be returning to campus	Yes	Complete
21	30/10/2025	Other	Dark Room was flooded.	Creative Industries	City		Lecturers to ensure students are aware to dispose of PPE safely and the importance of keeping drainage clear. A lecturer or other trained member of staff should physically check the room when users are leaving and ensure the facilities are in a safe state to be left unattended.	No	Complete

22	31/10/2025	Other	Paper bag and 4 fire signs had signs of fire damage.	Corporate Services	City		Additional resources of FOH and H&S Teams to patrol around area during busy times. This has also been raised with AD for the area.	Yes	Complete
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Senior Management Team

Date of Meeting	14th January 2026
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report November 2025
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	December 2025
Action	Discussion

4. Recommendations

Senior Management Team (SMT) is invited to discuss as appropriate and note the November 2025 Health and Safety Report.

5. Consultation

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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 the period of November 2025.

During this period, 10 accidents and 2 incidents were reported. None of these met the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Near miss reporting continues to show steady improvement month on month, reflecting increased awareness and a more proactive safety culture. This enables the Health and Safety Team to take timely preventative action where appropriate.

A comprehensive breakdown of accident and Incident data is provided in Appendix 1 and Appendix 2.

6. Impact and Implications

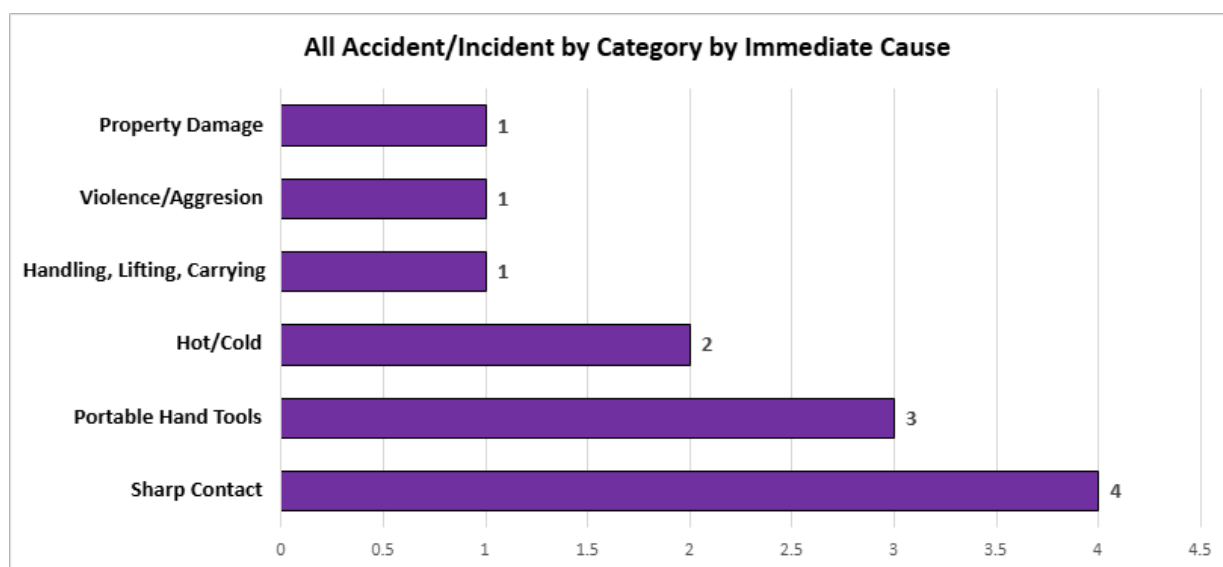
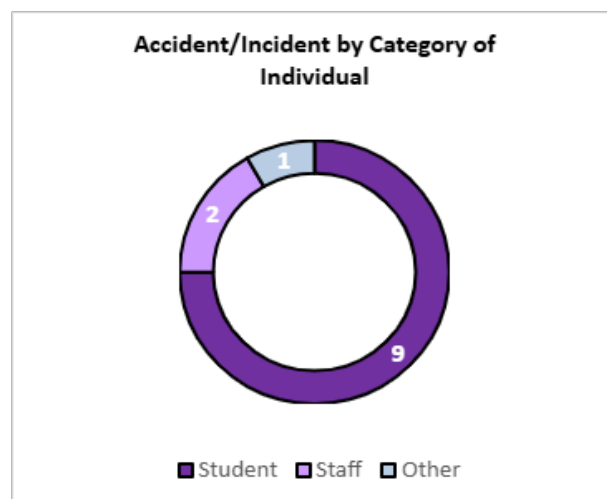
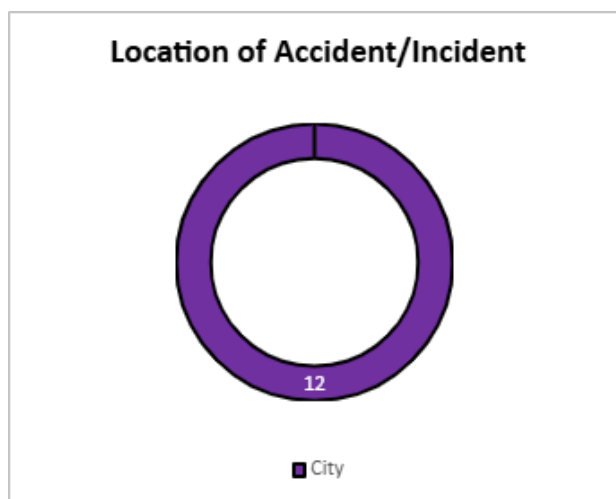
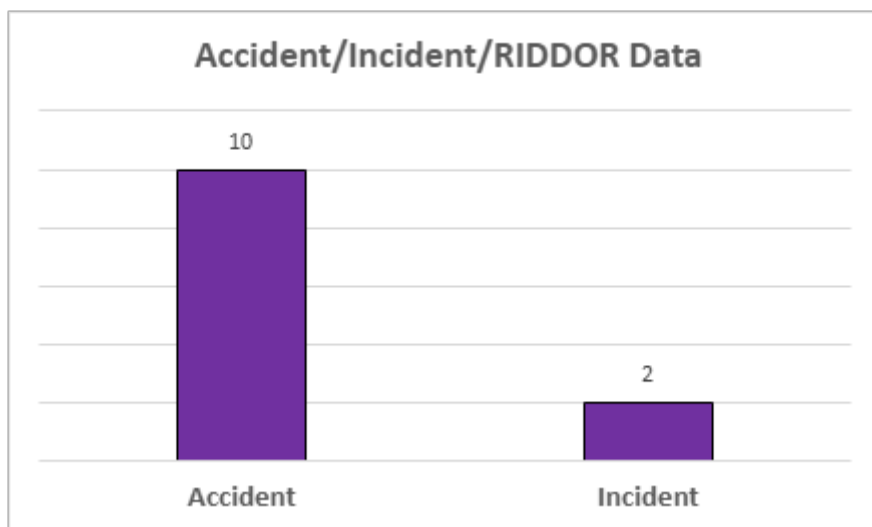
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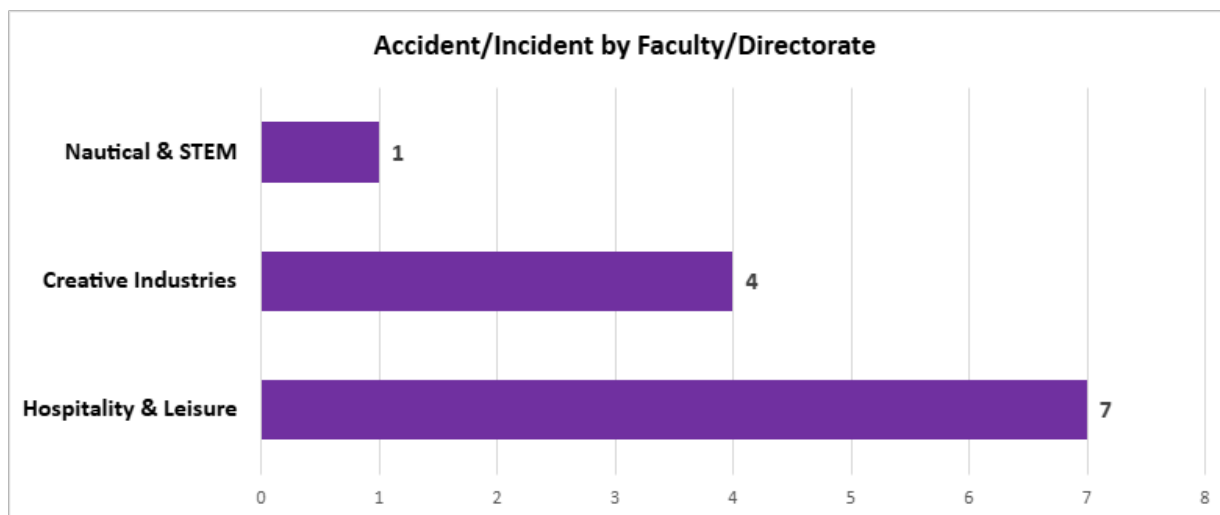
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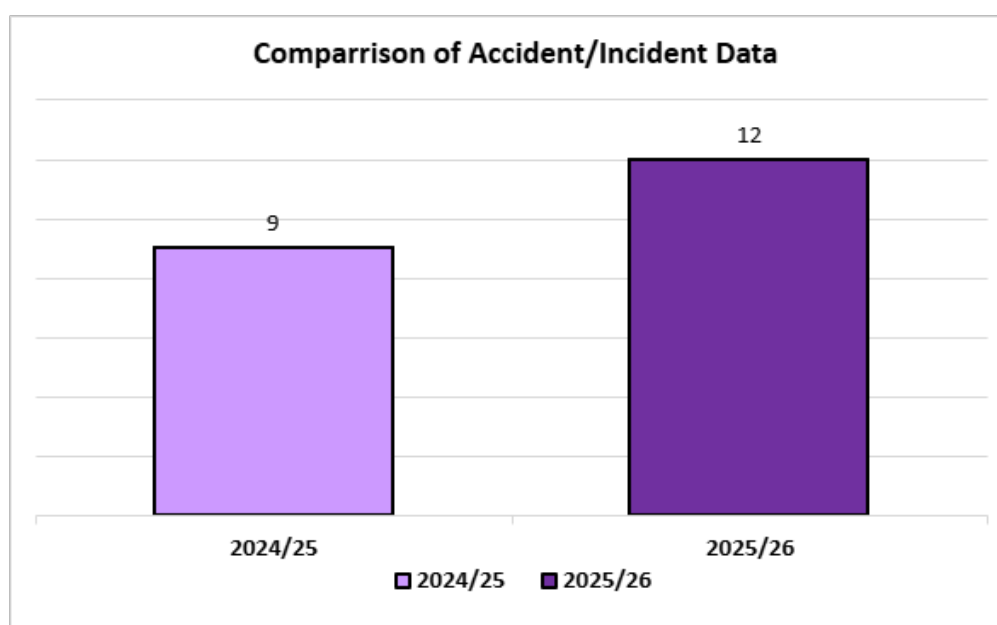
Appendix 1: Accident and Incident Data November 2025





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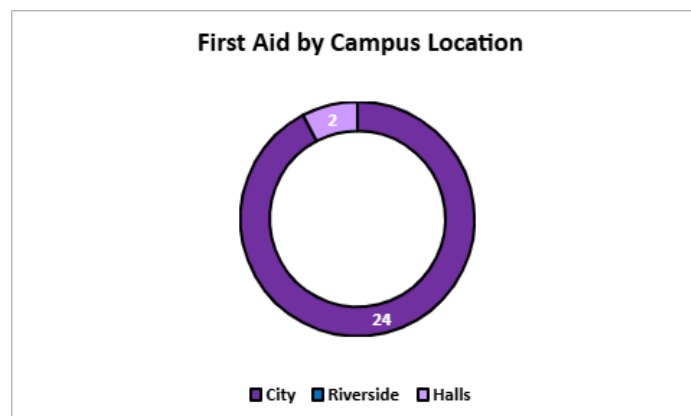
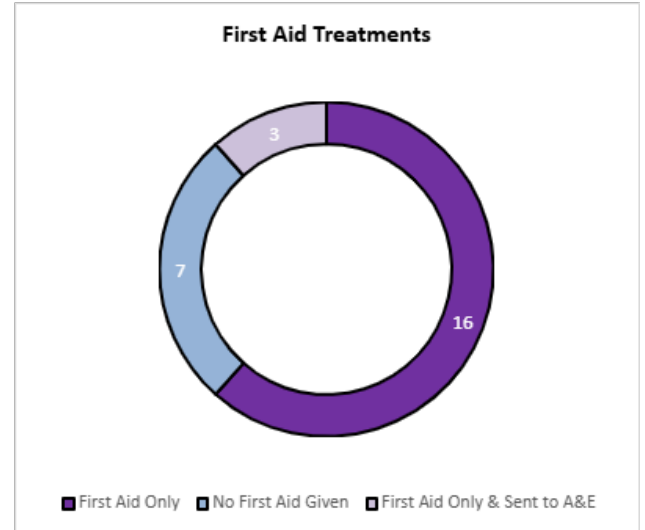
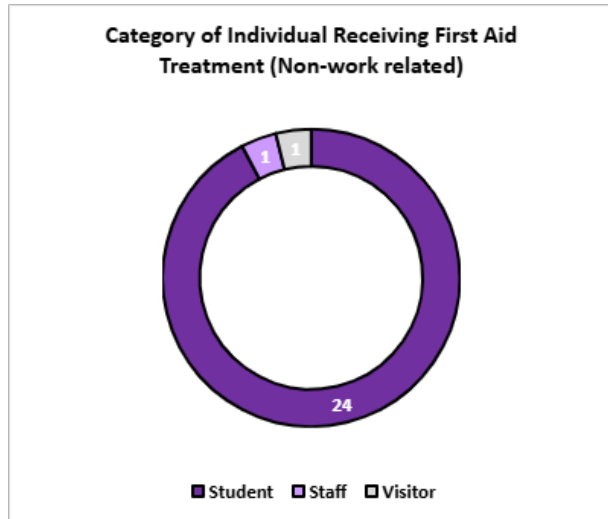
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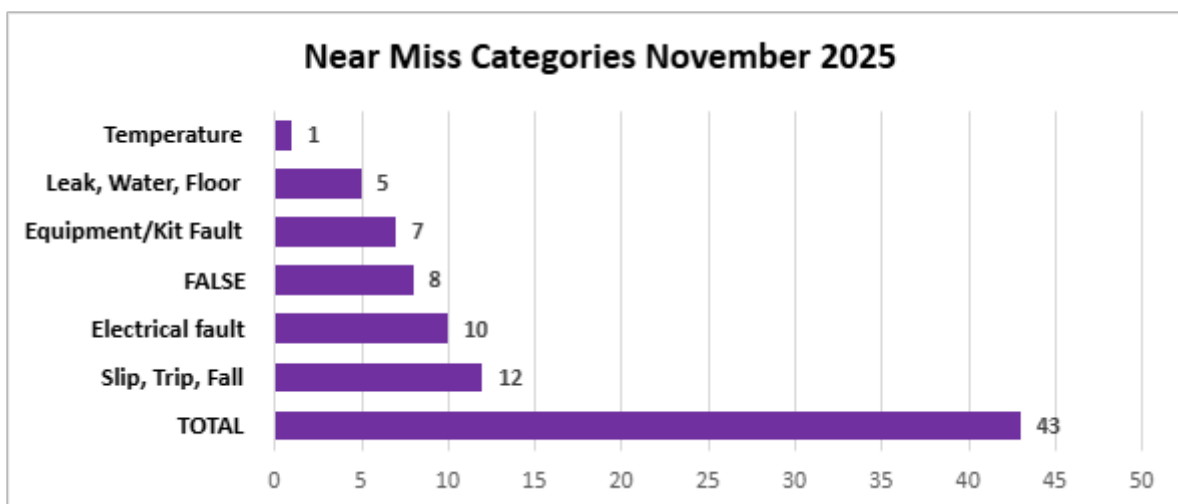
Accident/Incident Data – Comparison Charts A comparison of accident and incident data for November is presented below. This shows that there were 3 more accidents in 2025/2026 in comparison to this month last year.

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.



Near Miss Reporting

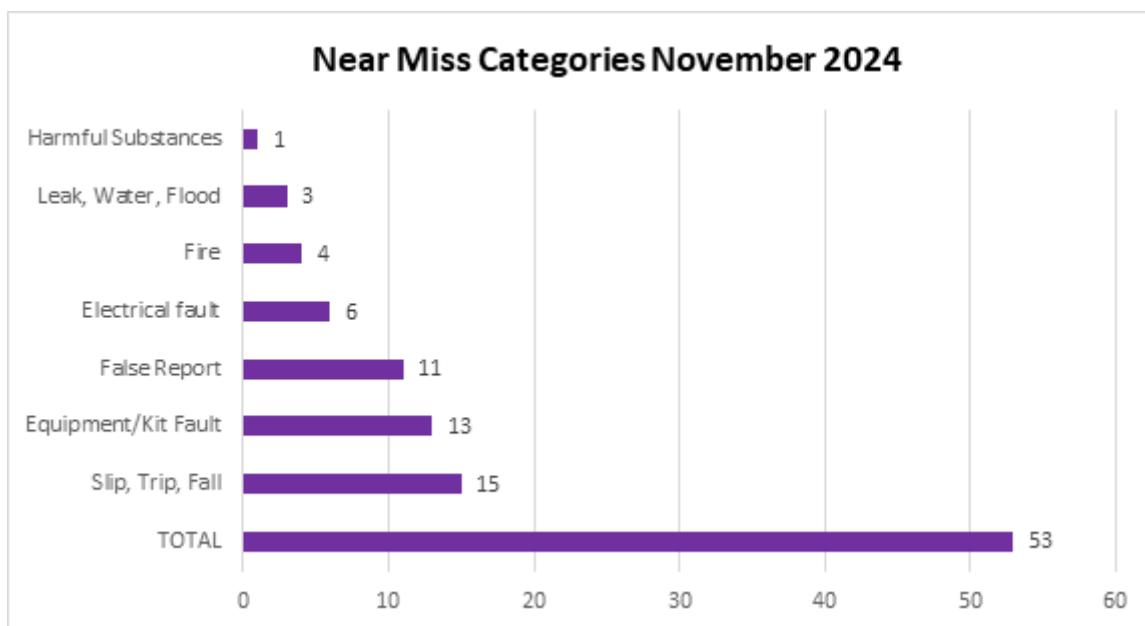


Near Miss reports relate to incidents where something had the potential to cause harm but did not. This does not indicate that the number of hazardous events is increasing, but rather that more are being identified and reported. Near Misses are primarily logged through the Enquirer Helpdesk and are actioned 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 10 more Near Misses were reported in November 2024 compared with November 2025. It is important to note that we actively encourage Near Miss reporting.



Fire Safety Officer

November 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		Cooking Fumes
Riverside Campus	0	N/A
Halls of Residence	10	Cooking Fumes & Steam from Shower/Hairdryer

Personal Emergency Evacuation Plans (PEEPS)

A total of six requests were made in the month of November.

Fire Safety Officer Training	
FOH	4
PIC	0
Fire Warden / Fire Marshal	6
Total	10

Risk Assessments

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

Faculty/Department	Number
Creative Industries	1
Education & Humanities	1
External Contractors	3
Total	5

Health & Safety Staff Training Modules

Training Type	Staff Number	Staff Total
Risk Assessment Awareness	19	976
Display Screen Equipment	13	827

Health and Safety Committee

The first Health and Safety Committee meeting of the academic year was held on 14 November and covered a range of matters.

The Committee received the Health and Safety Annual Report 2024/2025. Particular attention was given to the increasing number of Near Miss reports, which have risen year on year. The Committee discussed this increase and the proactive measures now in place to encourage reporting, including campus safety walks and dedicated Teams channels.

Monthly Health and Safety reports were also presented for noting and comment. Attention was drawn to a rise in behavioural incidents, including a sprinkler activation in Construction, a metal bar being thrown from a stairwell, and incidents involving a student tampering with a defibrillator and fire extinguishers. The Committee discussed the shared responsibility of all staff to challenge unsafe behaviours. Work is currently being undertaken with the Student Experience Director to review and develop a campaign focused on addressing such behaviours.

A number of concerns were raised by the EIS-FELA Nominated Health and Safety Representative regarding general health and safety arrangements within the Nautical & STEM Faculty, particularly within workshop areas. While several of these issues were identified as Faculty matters, specific concern was raised in relation to welding fumes and Local Exhaust Ventilation (LEV).

The Health and Safety Manager advised the Committee that an investigation into welding fume exposure was already underway at the time the concerns were raised. An occupational hygienist had been engaged to carry out exposure sampling, as the College's existing LEV systems should be sufficient to mitigate the risks associated with welding fumes.

The Health and Safety Manager confirmed that the Health and Safety Team will continue to work closely with the Faculty to review all concerns raised and support the implementation of any additional control measures where required.

Health and Safety Team Activities

Following concerns raised regarding potential exposure to welding fumes within the Fabrication Workshop, the Health and Safety Team undertook a comprehensive investigation.

The investigation was initiated immediately upon receipt of the concerns. Relevant documentation was requested, and meetings were held with staff to understand the nature and scope of the issues raised. Initial reviews confirmed that the workshop was equipped with Local Exhaust Ventilation (LEV) systems and that control measures were documented within existing risk assessments. However, staff concerns relating to fumes and particulate exposure were formally noted and progressed for further assessment.

Between 11 and 14 November 2025, the Health and Safety Team reviewed risk assessments, maintenance and inspection records, and the LEV systems in collaboration with Estates colleagues. No defects or compliance failures were identified during these reviews. Given the concerns raised, an independent Occupational Hygienist was engaged to undertake a further assessment of the workshop environment, including personal exposure monitoring.

The appointed Occupational Hygienist, Blue Turtle, attended campus on 25 November 2025 to observe practices, review control measures, and undertake personal exposure monitoring. The workshop environment and equipment were confirmed to be in good condition.

However, observations identified concerns regarding the consistent application of control measures during welding activities. It was reported that welding demonstrations had, at times, been carried out outside of designated welding booths. Staff indicated that they had not been explicitly instructed that this was prohibited and cited time constraints associated with demonstrations within booths. It was noted that alternative control measures were available, including LEV-equipped work areas and portable LEV systems, which could have been utilised.

Personal exposure monitoring did not identify elevated levels of airborne welding fumes where LEV systems were used correctly.

Based on the findings of the Health and Safety investigation and the Occupational Hygienist's assessment, it was recommended that the information, instruction, and training provided to teaching staff be reviewed and strengthened. This would ensure consistent understanding and application of required control measures prior to the resumption of welding and grinding activities.

Given the escalation of this matter from a single issue to a seventeen point Dispute, and the intervention of HSE, a full separate report detailing all the information and action plan will be provided in due course.

Appendix 2. Summary list of Accidents / Incidents for November 2025

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	04/11/2025	Staff	Aggression between two members of staff	Hospitality & Leisure	City	N/A	CCTV was requested, however cameras do not cover this area. Matter to be dealt with by line managers.	No	Complete
2	07/11/2025	Student	Student received cut from chisel	Creative Industries	City	N/A	Staff member will cover how to handle sharp blades as a toolbox talk.	No	Complete
3	11/11/2025	Student	Student burnt hand on dish	Hospitality & Leisure	City	N/A	Lecturer will go over safety around using the hot hold counters with the whole class	No	Complete
4	11/11/2025	Student	Burn to left hand.	Hospitality & Leisure	City	N/A	Student advised not to pick up hot pan handle.	No	Complete
5	14/11/2025	Student	Cut to left hand finger tip.	Creative Industries	City	N/A	Toolbox talk given to students to ensure they understand the dangers present with sharp chisels.	No	Complete

6	14/11/2025	Student	Small cut to right hand thumb	Nautical & STEM	City	N/A	Risk Assessment review.	No	Complete
7	25/11/2025	Other	Tank full of water smashed during a photography class	Creative Industries	City	N/A	Lecturer spoke to students about what could be dropped into the tanks vs what couldn't	No	Complete
8	26/11/2025	Staff	Strain/sprain to chest and right arm	Hospitality & Leisure	City	N/A	Review of Training Records and refresher training in manual handling. Manual handling module has been assigned to all staff in this area as a stop-gap until practical manual handling training can be arranged	Yes	Complete
9	26/11/2025	Student	Student cut thumb with scalpel	Creative Industries	City	N/A	Refresher training on handling knives to be given to staff and students	No	Complete
10	26/11/2025	Student	Punctured the palm of their hand while using tool	Hospitality & Leisure	City	N/A	Lecturer to provide a toolbox talk	No	Complete

11	27/11/2025	Student	Cut to left finger.	Hospitality & Leisure	City	N/A	Students are to be reminded that they must operate any materials and tools safely as per the code of conduct that they sign at the start of the year.	No	Complete
12	27/11/2025	Student	Cuts to right hand	Hospitality & Leisure	City	N/A	Glass kilner to be removed from Bistro area and replaced with plastic/metal water container.	No	Complete

Senior Management Team

Date of Meeting	14th January 2026
Paper No.	
Agenda Item	
Subject of Paper	Health and Safety Monthly Report December 2025
FOISA Status	Disclosable
Primary Contact	John Gribben Vice Principal People and Corporate Services
Date of production	January 2025
Action	Discussion

7. Recommendations

Senior Management Team (SMT) is invited to discuss as appropriate and note the December 2025 Health and Safety Report.

8. 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

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 December 2025.

During this period, 10 accidents and 2 incidents were reported. None met the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Both campuses underwent unannounced fire drills. At City Campus, a scenario-based drill was undertaken in which a stairwell was taken out of use and a staff member role-played requiring assistance via the EVAC Chair, triggering deployment of the EVAC Team. Exercises of this nature are important, as they test the effectiveness of control measures, not solely the speed at which individuals vacate the building.

The Health and Safety Team also continues to progress the dispute actions raised by EIS-FELA colleagues in relation to concerns within the Fabrication Workshop.

A comprehensive breakdown of accident and Incident data is provided in Appendix 1 and Appendix 2.

9. Impact and Implications

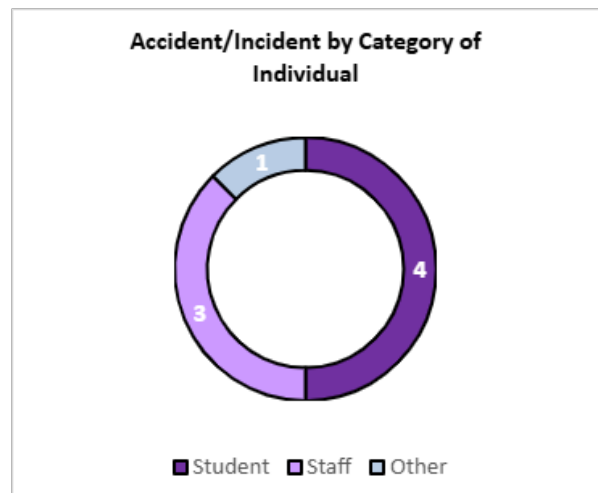
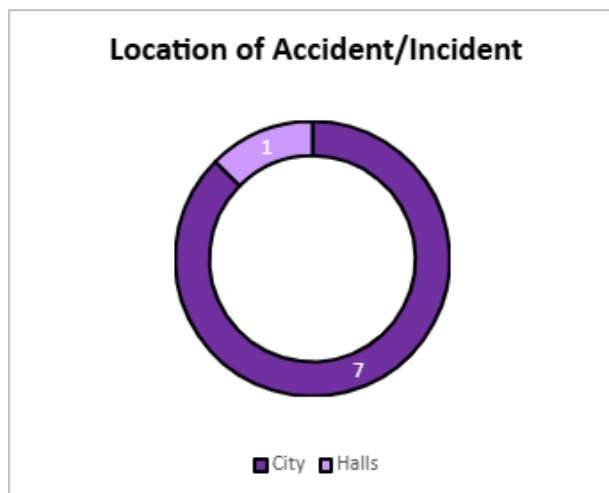
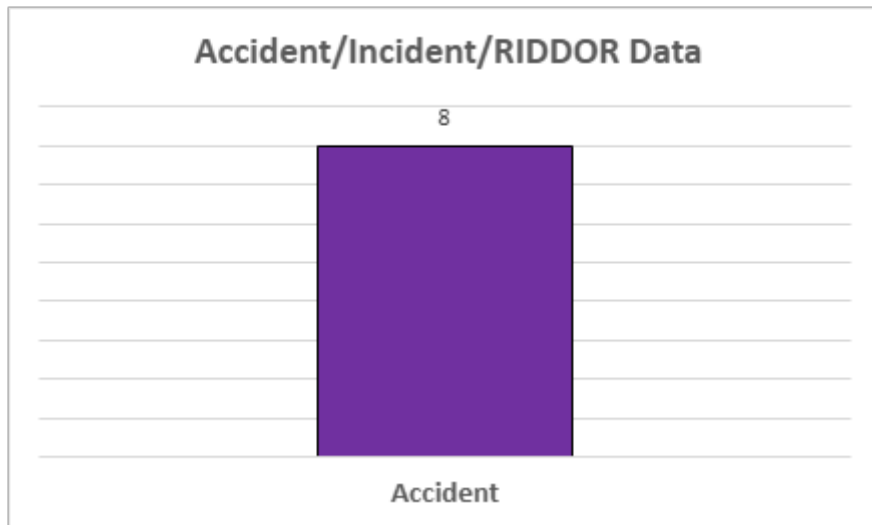
The reporting of accidents, incidents, near misses, and first aid interventions alongside proactive safety measures offers valuable insight into the College's health and safety culture. These activities help identify trends early, support preventative action, and raise awareness, contributing to a safer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

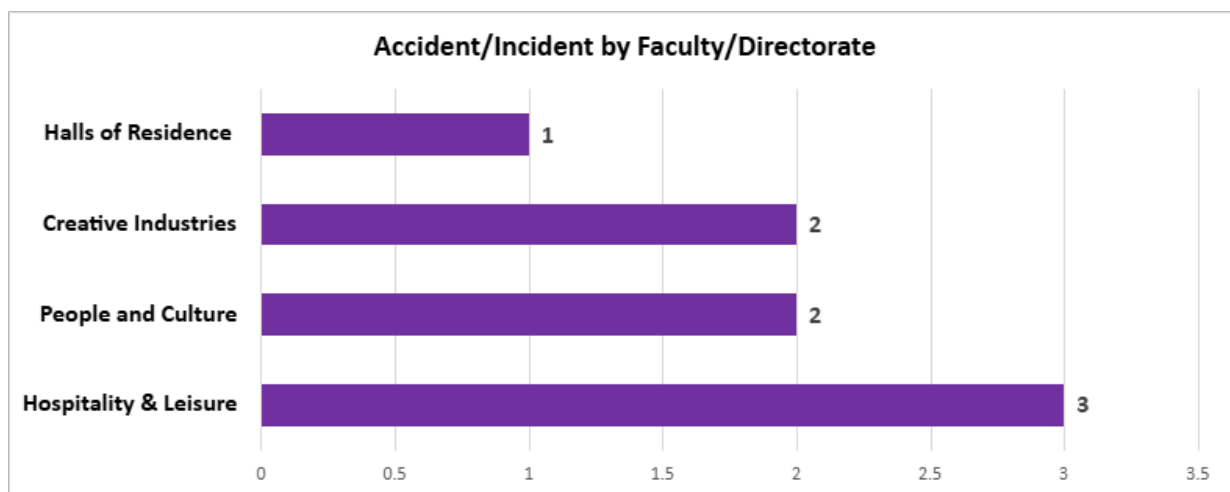
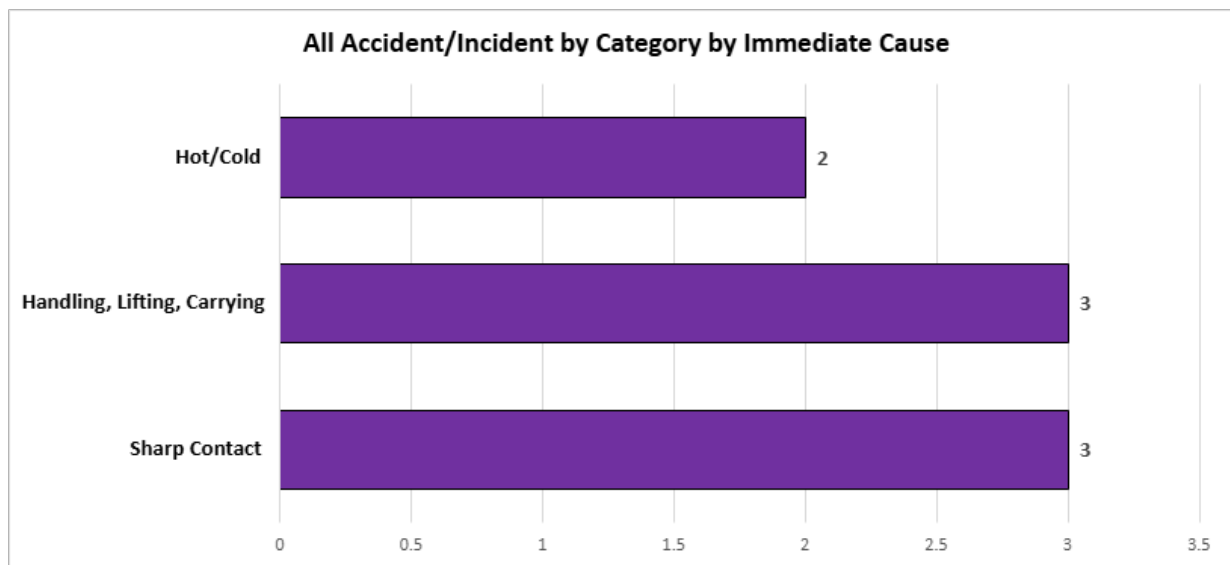
While proactive reporting reflects positive engagement, incidents and near misses may reveal risks or non-compliance needing attention. If unaddressed, these issues could lead to financial costs, operational disruption, or reputational harm. Ongoing monitoring and timely intervention are therefore essential 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 December 2025

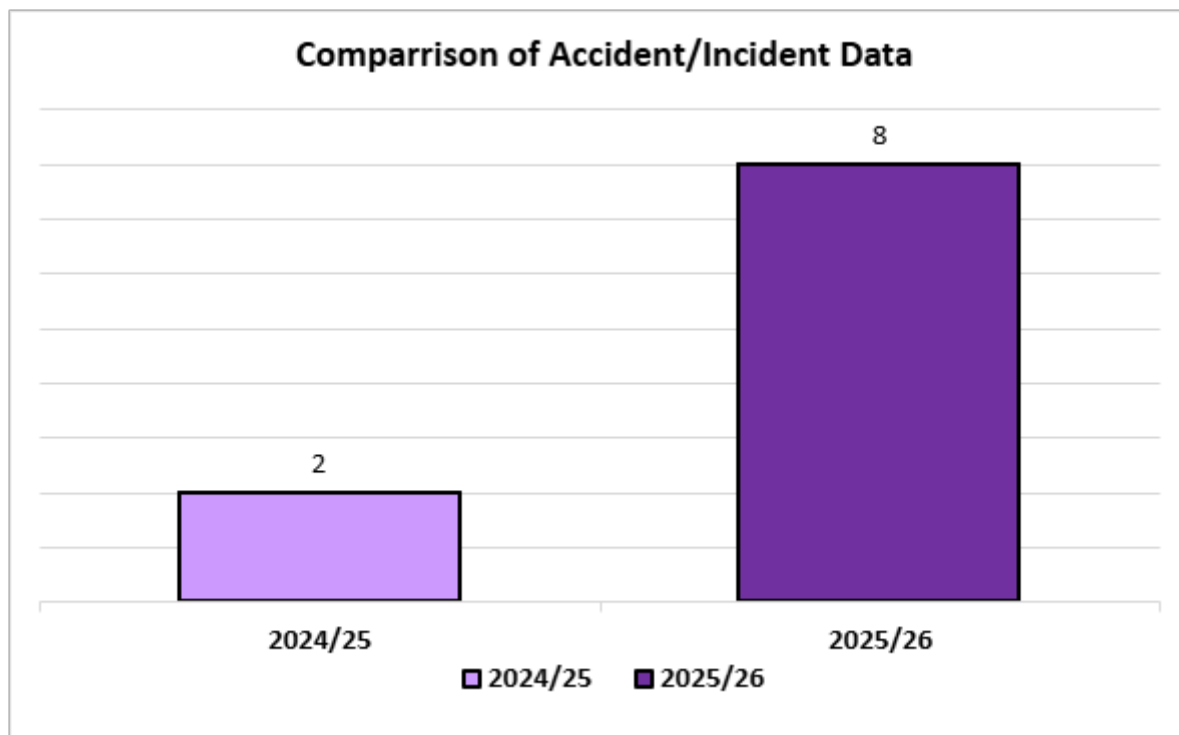




It should be noted that all accidents and incidents we record are categorised in line with the Health and Safety Executive (HSE) classification methods. This allows us to compare our data against HSE data, although their published statistics only include fatalities. The same categorisation is also used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

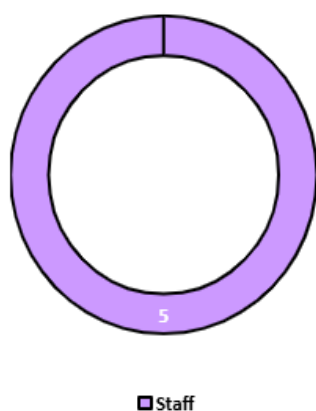
Accident/Incident Data – Comparison Charts A comparison of accident and incident data for December is presented below. This shows that there were 6 more accidents in 2025/2026 in comparison to this month last year.



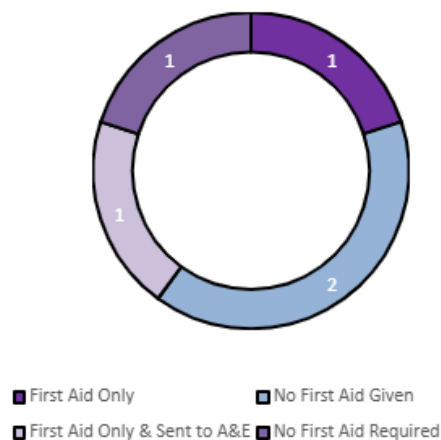
First Aid

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.

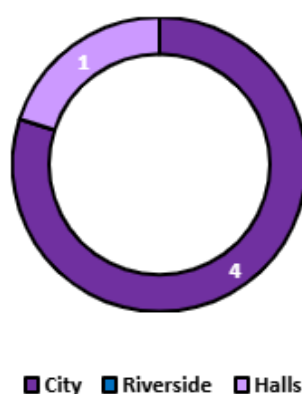
Category of Individual Receiving First Aid Treatment (Non-work related)



First Aid Treatments

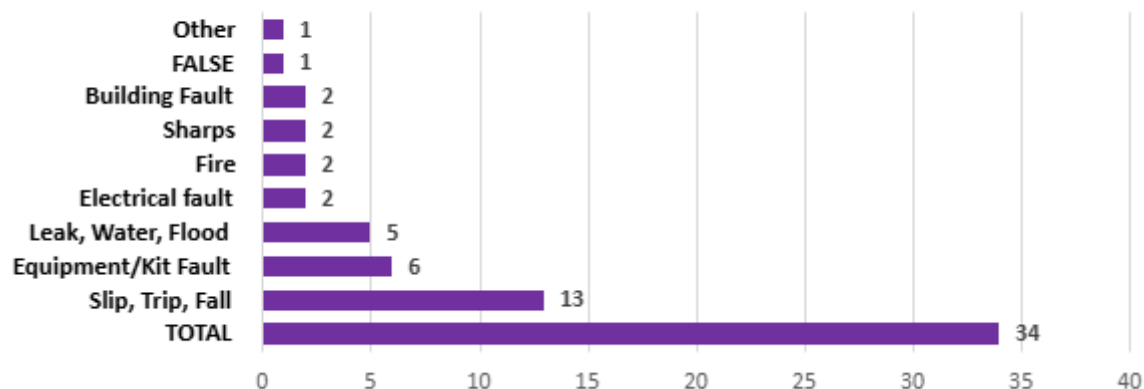


First Aid by Campus Location



Near Miss Reporting

Near Miss Categories December 2025

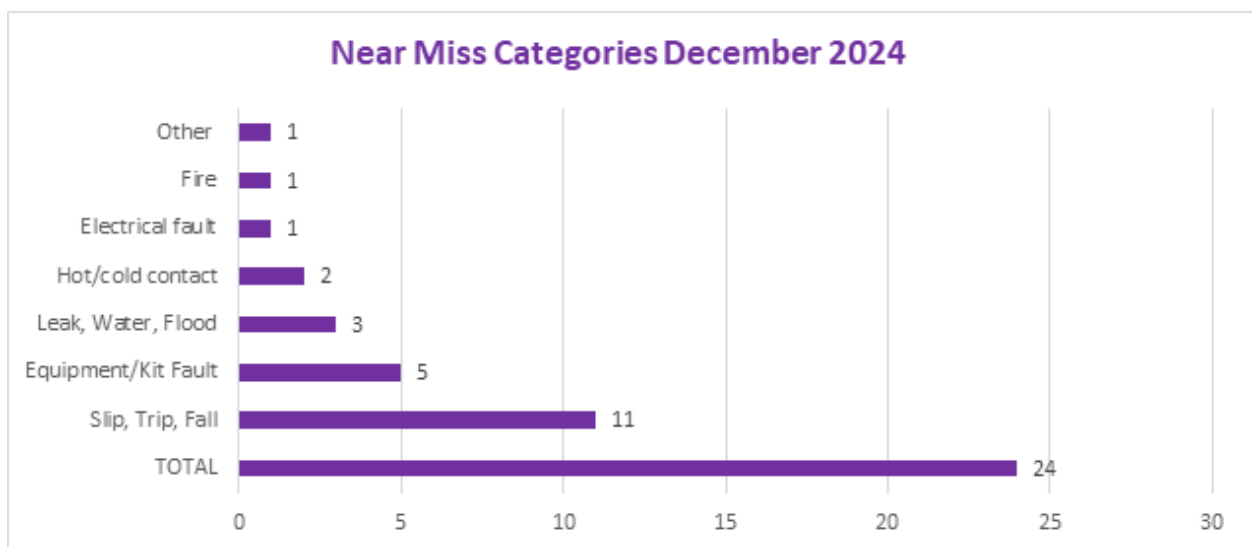


Near Miss reports relate to incidents where something had the potential to cause harm but did not. This does not indicate that the number of hazardous events is increasing, but rather that more are being identified and reported. Near Misses are primarily logged through the Enquirer Helpdesk and are actioned 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 10 more Near Misses were reported in December 2025 compared with December 2024. It is important to note that we actively encourage Near Miss reporting.



Fire Safety Officer

Unannounced Fire Drills

City Campus — 10 December

A scenario-based evacuation was undertaken which aligned to the Fire Emergency Action Plan and included two key injects. The first inject simulated the loss of Core C due to fire. This required occupants to adapt from their familiar staircase and identify an alternative route. Temporary congestion developed on floors 3 to 5 as occupants transitioned toward Core D, and the evacuation only recommenced efficiently once Core G was highlighted as a viable escape route.

The second inject tested the deployment of the EVAC Chair. A member of staff role-played a distressed wheelchair user, allowing the response of the EVAC Team to be observed. The team deployed promptly and demonstrated strong casualty care in transferring the individual to the EVAC chair and exiting the building safely.

Riverside Teaching Block — 17 December

The Riverside evacuation proceeded smoothly and without any notable challenges. Students were observed to be familiar with procedures and responded well to instructions. Additional Fire Warden coverage is required due to recent staffing changes and this action has already been initiated.

Performance and Observations

Both Persons in Charge demonstrated confidence and effective control throughout the exercises. Feedback from both was positive, with appropriate learning points and constructive reflections noted.

Conclusion

Evacuation procedures continue to operate effectively across both campuses. The commitment of Persons in Charge, Fire Marshals, Fire Wardens, the EVAC Team and Front of House staff places the College in a strong position to manage emergency evacuations. Continued assurance and development activity remains part of the Fire Safety Officer's ongoing role.

December 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	1	Fire Drill
Riverside Campus	1	Fire Drill
Halls of Residence	4	Cooking Fumes

Personal Emergency Evacuation Plans (PEEPS)

A total of 3 requests were made and issued in the month of December.

Risk Assessments

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

Faculty/Department	Number
External Contractors	3
Total	3

Health & Safety Staff Training Modules

Training Type	Staff Number	Staff Total
Risk Assessment Awareness	35	1003
Display Screen Equipment	30	846

Health and Safety Team Activities

The month of December saw the Health and Safety Team continue to liaise with the Health and Safety Executive (HSE) regarding the ongoing investigation and Dispute relating to concerns raised in the Fabrication Workshop.

The Health and Safety Executive (HSE) was contacted by the Health and Safety Manager on 5 December 2025 to request that a visiting officer attend the College to provide support and guidance in relation to the ongoing health and safety investigation. Following a discussion outlining the actions already undertaken, the Health and Safety Manager was advised that the College did not meet the criteria for a support visit at that time.

On 8 December 2025, the Health and Safety Manager was subsequently contacted by the HSE Investigations Department in response to an anonymous online concern relating to welding fume control within the Fabrication Workshop. This resulted in an unplanned visit to the College on 9 December 2025.

At the time of the visit, the Health and Safety Manager noted that a prior request for HSE support had been made. The HSE advised that the visiting officer and inspection functions

operate separately and that, due to the nature of the concerns raised through the online report, immediate regulatory attendance was required.

The concerns raised to the HSE were as follows:

- Lack of suitable respiratory protective equipment (RPE) in the welding and fabrication workshop
- Seven members of staff reporting worsening health conditions attributed to the workshop
- Reports of staff and students coughing and producing “black soot”
- No local exhaust ventilation (LEV) training for staff
- Dry sweeping being undertaken in the workshop
- No Standard Operating Procedures (SOPs) in place for the wider campus

During the visit, HSE officers inspected the workshop environment, reviewed information and evidence gathered as part of this investigation, and met with the Health and Safety Manager, members of the Faculty management team, and teaching staff working within the workshop. The HSE were also contacted by EIS-FELA by telephone during the visit.

HSE were provided with full access to investigation documentation, including:

- A review of Faculty processes
- An assessment of the working environment
- Occupational hygienist exposure sampling undertaken during welding activities

As set out within both the internal Health & Safety investigation and the external consultant’s report, it was noted that the College’s processes, environment, and LEV systems are appropriate. However, concerns remain regarding how these controls are being applied in practice.

Additional information was requested by HSE and provided on 9 December 2025, including:

- Workshop risk assessment
- Staff qualifications and training records
- Health & Safety Team action plan
- Blue Turtle air monitoring report
- Clear Air Input maintenance report
- LEV thorough examination reports (including portable LEV)
- Standard Operating Procedures
- Teaching slides
- Welding room worksheets and building drawings

Further information was requested on 17 December following discussions with teaching staff, specifically:

- Information relating to PPE for welding, as lecturers reported experiencing sunburn to the neck while welding
- Information regarding laundering arrangements, including whether laundering provisions are available on site or if lecturers are expected to wash dust coats/PPE at home

As a result, the College received a Notification of Contravention under Regulation 12 of the Control of Substances Hazardous to Health Regulations 2002, relating to insufficient information, instruction and training on welding fume controls. The investigation action plan has been updated to address the material breach and associated advisory points raised by the HSE.

The investigation concluded that the College's health and safety arrangements relating to welding and associated activities within the Fabrication Workshop are suitable and sufficient. No deficiencies were identified in the workshop environment, the Local Exhaust Ventilation (LEV) system, or the wider ventilation arrangements. Independent exposure monitoring confirmed that welding fume exposure levels are significantly below relevant thresholds, and that hazards were controlled at an appropriate level within the hierarchy of control. On this basis, the routine use of Respiratory Protective Equipment (RPE) is not required for welding activities when existing controls are applied correctly.

While the physical environment and control measures are adequate, the investigation identified concerns relating to the consistent application of agreed processes and control measures in practice.

These findings were corroborated by Occupational Hygienist, Blue Turtle, and the Health and Safety Executive. The concerns relate to how welding and associated activities are undertaken by staff, rather than the suitability of the equipment or systems themselves.

No evidence was identified to indicate an absence of baseline competence or qualification among teaching staff or technicians. However, inconsistencies between documented procedures, risk assessments, and observed practice indicate a need to strengthen information, instruction, training, supervision, and assurance arrangements at Faculty level.

Ongoing Dispute and Next Steps

The Dispute between EIS-FELA and the Faculty remains ongoing. The Health and Safety Team continues to work with the Faculty management team and EIS-FELA to close out the Dispute actions and ensure consistency of practice and expectations going forward.

Given the escalation of this matter from a single concern to a seventeen-point Dispute and subsequent HSE intervention, a full standalone report detailing the timeline, findings, and action plan will be provided in due course.

Appendix 2. Summary list of Accidents / Incidents for December 2025

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	03/12/2025	Student	Student lifted hot pan off heat and placed pan on metal worktop. Student then moved pan and placed hand on heated worktop, causing the burn to hand.	Hospitality & Leisure	City	No	Refresher Training given to student re handling hot items.	No	Complete
2	05/12/2025	Staff	Staff member placed a ripped toilet roll holder onto trolley with screws still attached, staff member then picked up the holder and one of the screws pierced left hand thumb, causing pain.	People & Culture	City	No	Toolbox Talk	No	Complete
3	11/12/2025	Staff	Student was in cleaning cupboard washing items in sink, she has lifted head quickly and caught her forehead on side of cleaning cupboard.	HOR	HOR	No	Area reviewed alongside the Inured Person (IP) manager and an IP statement was taken. reminder that items should be stored correctly	No	Complete

4	11/12/2025	Staff	Staff had cut his left hand at tip of thumb. It was a clean cut but was still bleeding. he was in his office putting the knives away and one was upside down and cut his thumb.	Hospitality & Leisure	City	No	Refresher training on handling knives to be given to staff and students	No	Complete
5	11/12/2025	Other (contractor)	Contractor was operating the compactor and believed the latch had been correctly engaged, however strong winds caused the door to close hitting the IPs hand.	People & Culture	City	No	Baxter Storey will undertake further training to ensure the door is correctly seated and the holder and that it's not use during strong windy conditions. Replacement hatch has also been ordered from ENVA.	No	Complete
6	12/12/2025	Student	The student was taking pre wrapped food to the larder freezer, the edge of the gastro tray was hanging over the edge of the trolley the student banged his leg of the edge of the tray and cut through his trousers and cut his left leg.	Hospitality & Leisure	City	No	Refresher training on how to store trays on a trolley. H&S reviewed area and could identify no faults and sharp edges.	No	Complete

7	12/12/2025	Student	Student was using the square and the knife incorrectly, thumb was sticking over the thin part of the square and the blade made cut on the material, they sliced the top of right-hand thumb.	Creative Industries	City	No	Refresher with student on his own and provide with a video on safe working practices. Refresher with whole class.	No	Complete
8	15/12/2025	Student	IP sustained injured to left hand thumb area from using a hot glue gun which came into contact with the area.	Creative Industries	City	No	Refresher Training on safe handling of hot tools.	No	Complete

