

## People & Culture Committee

|                    |                                                              |
|--------------------|--------------------------------------------------------------|
|                    |                                                              |
| Date of Meeting    | 29 October 2025                                              |
| Paper No.          | PCC1-D                                                       |
| Agenda Item        | 5.2                                                          |
| Subject of Paper   | Health and Safety Monthly Reports                            |
| FOISA Status       | Disclosable                                                  |
| Primary Contact    | John Gribben<br>Vice Principal People and Corporate Services |
| Date of production | September 2025                                               |
| Action             | Discussion                                                   |

### 1. Recommendations

The Committee invited to discuss the report and any matters arising from the Health and Safety Monthly Reports for August and September 2025

### 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 August and September 2025.

During this period, 16 accidents and 2 incidents were reported, none of which met the criteria for reporting under RIDDOR. By comparison, August and September 2024 recorded 28 accidents and 1 incident. 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.

### **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 August 2025**

**Appendix 2 – Monthly Reports September 2025**



## Senior Management Team

|                           |                                                                      |
|---------------------------|----------------------------------------------------------------------|
|                           |                                                                      |
| <b>Date of Meeting</b>    | <b>12<sup>th</sup> September 2025</b>                                |
| <b>Paper No.</b>          |                                                                      |
| <b>Agenda Item</b>        |                                                                      |
| <b>Subject of Paper</b>   | <b>Health and Safety Monthly Report August 2025</b>                  |
| <b>FOISA Status</b>       | <b>Disclosable</b>                                                   |
| <b>Primary Contact</b>    | <b>John Gribben<br/>Vice Principal People and Corporate Services</b> |
| <b>Date of production</b> | <b>September 2025</b>                                                |
| <b>Action</b>             | <b>Discussion</b>                                                    |

### 1. Recommendations

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

During this period, 3 accidents and 0 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.

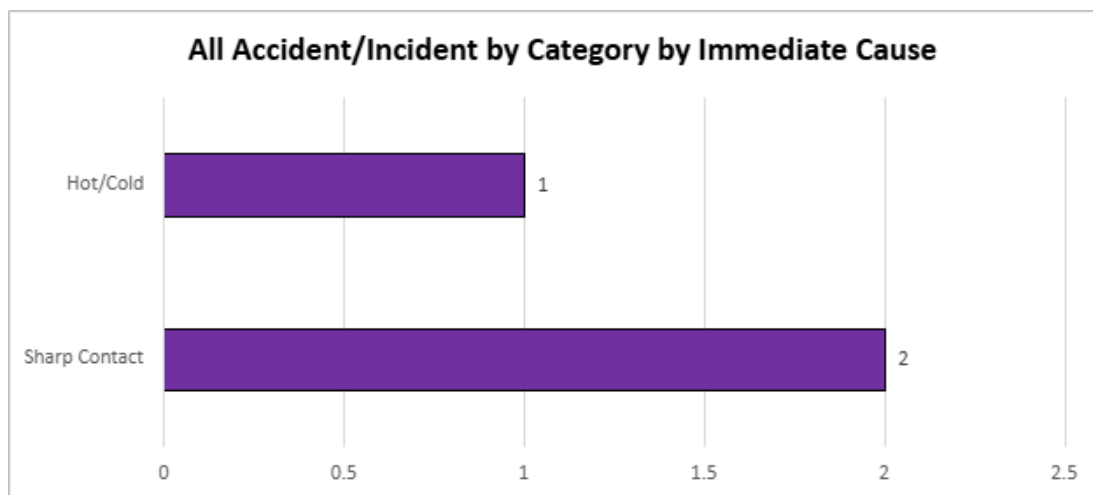
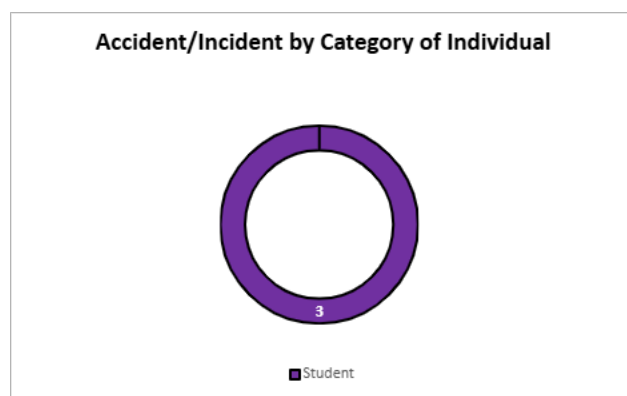
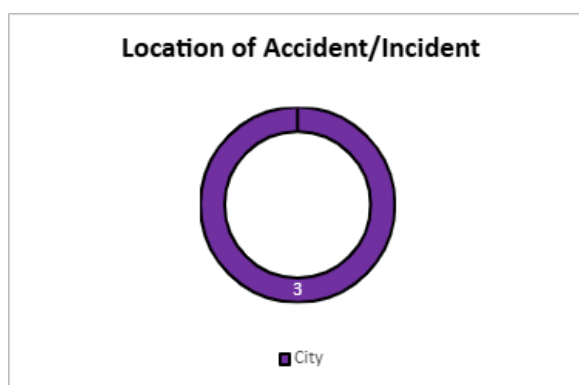
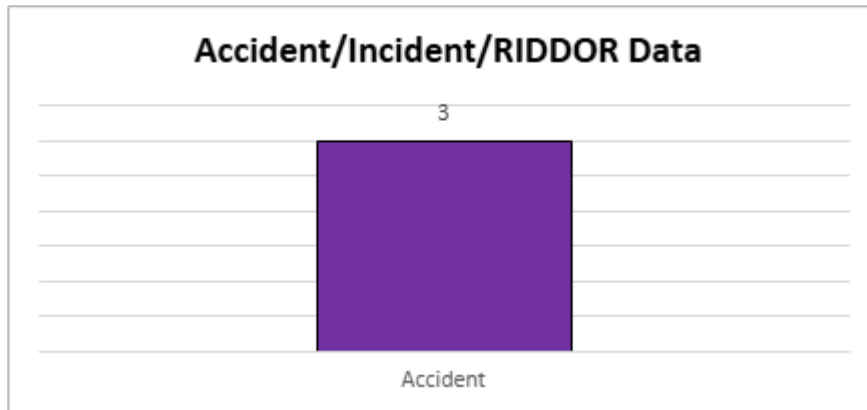
A comprehensive breakdown of accident and Incident data is provided in Appendix 1 and Appendix 2.

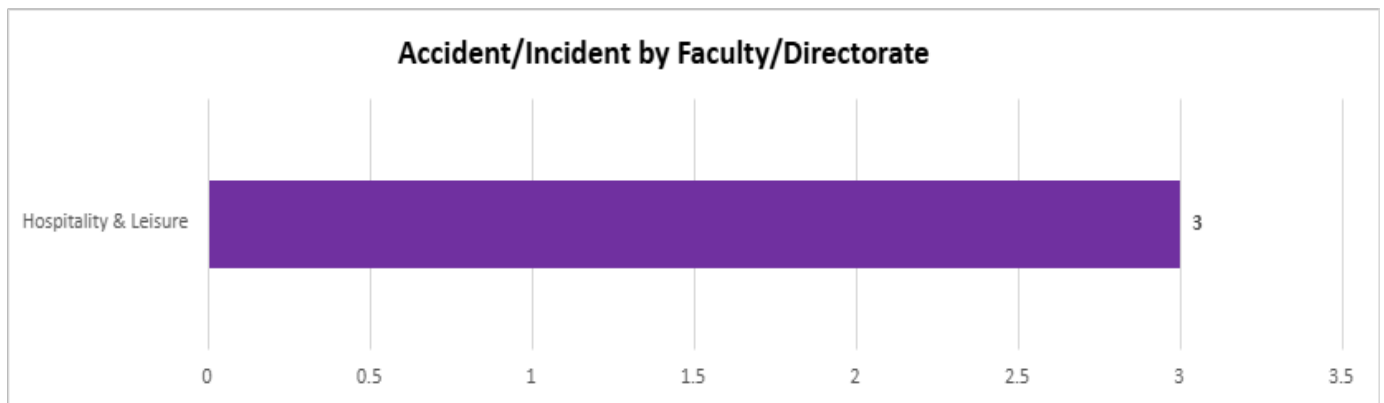
### **3. Impact and Implications**

While the reporting of accidents, incidents, near misses, and first aid interventions is a statutory requirement under the Health and Safety at Work etc. Act 1974 and related legislation, much of this data is inherently reactive.

Positive indicators of a safe learning and working environment are better reflected in proactive measures, such as training completion, risk assessments, and active engagement with staff and students. Given the nature of a college environment, zero incidents is unlikely; ongoing monitoring, timely interventions, and sustained proactive initiatives are key to maintaining compliance, promoting wellbeing, and fostering a strong health and safety culture.

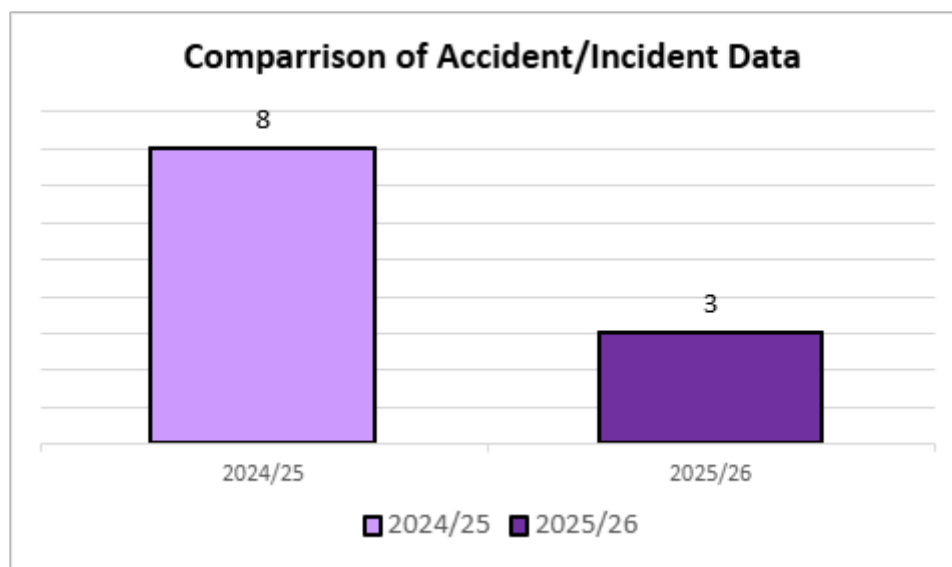
## **Appendix 1: Accident and Incident Data August 2025**





### Accident/Incident Data – Comparison Charts

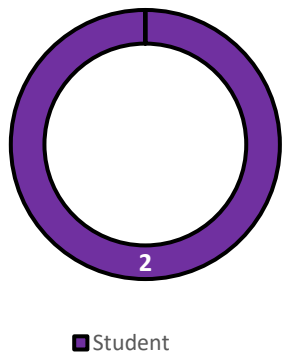
A comparison of accident and incident data for August is presented below. This shows that there were 5 less accidents in 2025/2026 in comparison to this month last year.



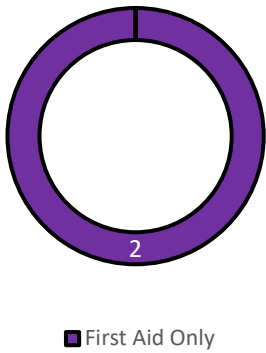
### First Aid

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)

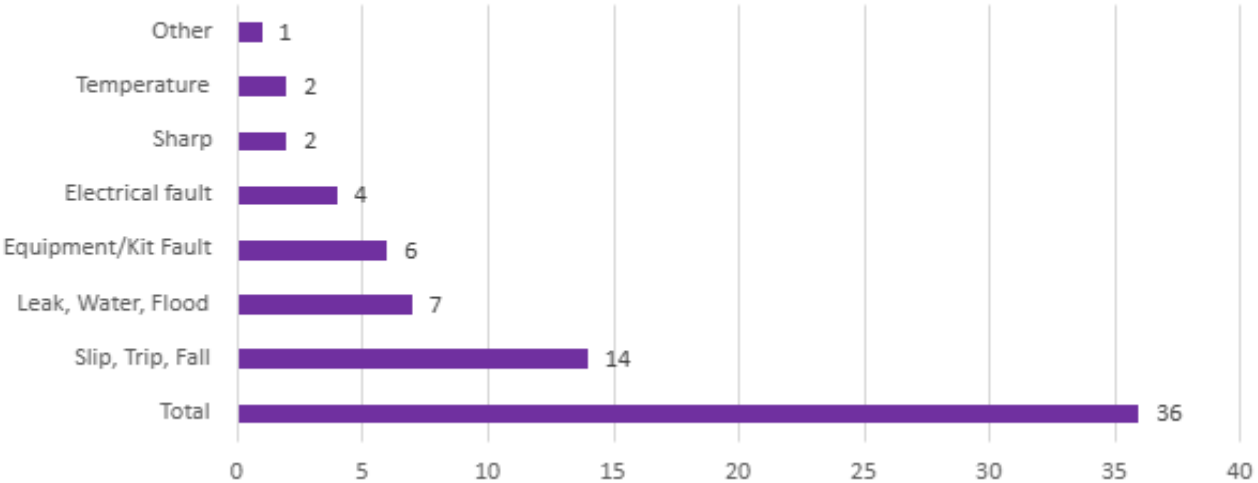


First Aid Treatments



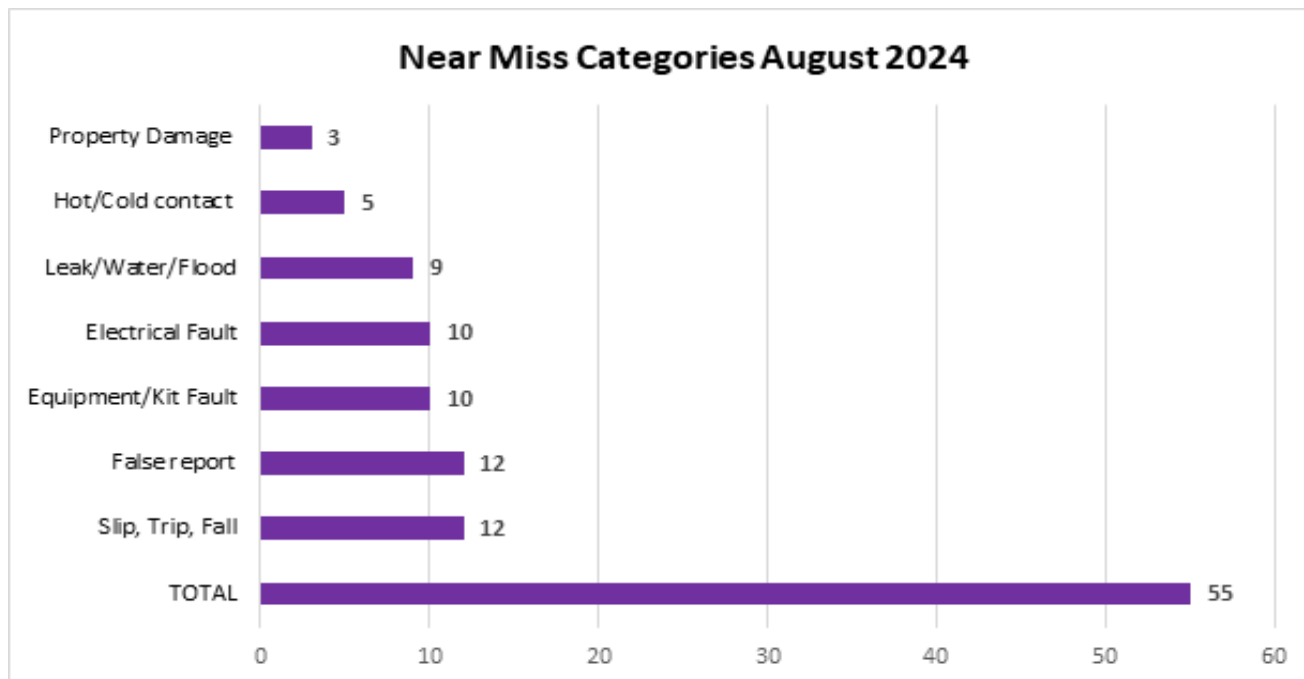
Near Miss Reporting

Near Miss Categories August 2025



## Appendix 1

The chart below shows that there were 19 more Near Miss reported in August 2024 than in 2025. To note, we actively encourage Near Miss reporting.



### August Fire Statistics

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

### 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            | N/A               |
| Riverside Campus   | 0            | N/A               |
| Halls of Residence | 1            | Fault with sensor |

### Fire Safety Officer

#### Student PEEPs

Student PEEPs are now being received from Learning Support and are being managed on a priority basis, with priority one cases invited first. In August, 21 new requests were received, bringing the total to 68 requests so far.

## Appendix 1

All students have been prioritised at levels 1–3, with mobility impairments given precedence. Each student has been contacted and provided with PEEP guidance and information documentation. This documentation has been uploaded to the student profiles on *Enquirer* to enable academic staff to see which students have been contacted and who has an active PEEP.

It is anticipated that PEEP numbers will fluctuate throughout the year. PEEPs may be requested at any time by staff or students depending on individual circumstances. Therefore, it is not possible to provide a fixed number of “outstanding” requests, as this figure is subject to change.

### Risk Assessments

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

| Faculty/Department    | Number   |
|-----------------------|----------|
| Creative Industries   | 1        |
| Corporate Development | 1        |
| External Contractors  | 3        |
| <b>Total</b>          | <b>5</b> |

### Health & Safety Staff Training Modules

| Training Type             | Staff Number | Staff Total |
|---------------------------|--------------|-------------|
| Risk Assessment Awareness | <b>15</b>    | <b>987</b>  |
| Display Screen Equipment  | <b>15</b>    | <b>831</b>  |

## Appendix 2. Summary list of Accidents / Incidents for August 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  | 21/08/2025       | Student             | Student was using a knife in class and cut their right-hand thumb. Cut was superficial. | Hospitality and Leisure | City            | N/A    | Refresher training and increased supervision for the student. | No                            | Complete |
| 2  | 26/08/2025       | Student             | Student was cutting vegetables in class and cut the top of their left-hand thumb.       | Hospitality and Leisure | City            | N/A    | Refresher training and increased supervision for the student. | No                            | Complete |
| 3  | 27/08/2025       | Student             | Student was cooking and received minor burn to the palm of her hand                     | Hospitality and Leisure | City            | N/A    | Refresher training and increased supervision for the student. | No                            | Complete |



## Senior Management Team

|                           |                                                                      |
|---------------------------|----------------------------------------------------------------------|
|                           |                                                                      |
| <b>Date of Meeting</b>    | <b>16<sup>th</sup> October 2025</b>                                  |
| <b>Paper No.</b>          |                                                                      |
| <b>Agenda Item</b>        |                                                                      |
| <b>Subject of Paper</b>   | <b>Health and Safety Monthly Report September 2025</b>               |
| <b>FOISA Status</b>       | <b>Disclosable</b>                                                   |
| <b>Primary Contact</b>    | <b>John Gribben<br/>Vice Principal People and Corporate Services</b> |
| <b>Date of production</b> | <b>October 2025</b>                                                  |
| <b>Action</b>             | <b>Discussion</b>                                                    |

### 4. Recommendations

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

### 5. 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 September 2025.

During this period, 13 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**

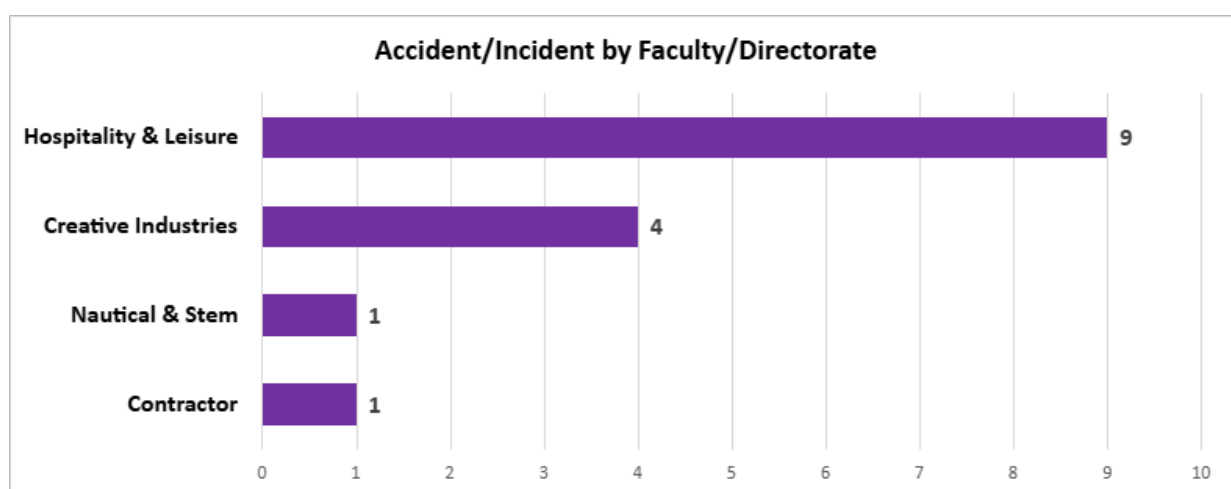
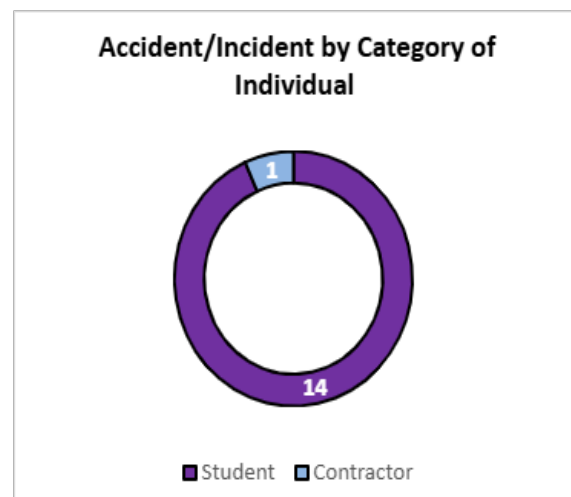
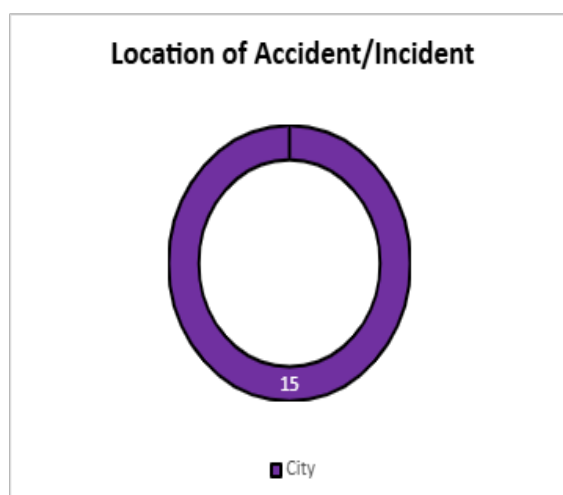
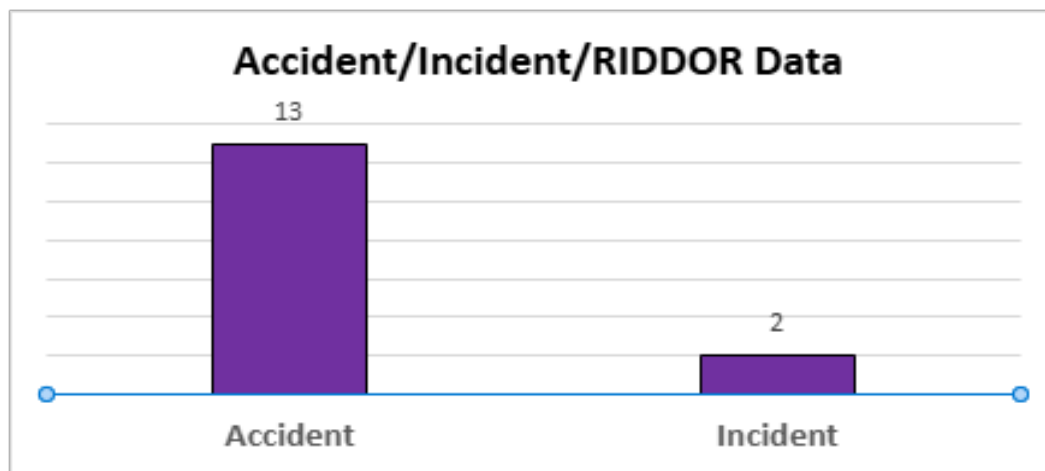
The reporting of accidents, incidents, near misses, and first aid interventions alongside proactive safety measures offers valuable insight into the College's health and safety culture. These activities help identify trends early, support preventative action, and raise awareness, contributing to a safer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

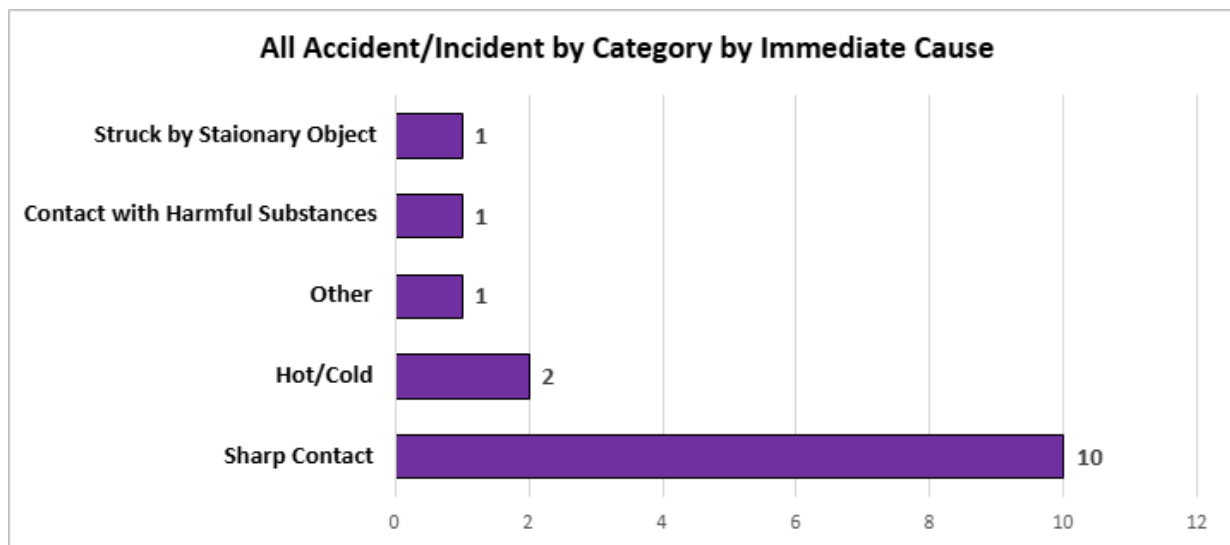
While proactive reporting reflects positive engagement, incidents and near misses may reveal risks or non-compliance needing attention. If unaddressed, these issues could lead to financial costs, operational disruption, or reputational harm. Ongoing monitoring and timely intervention are therefore essential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

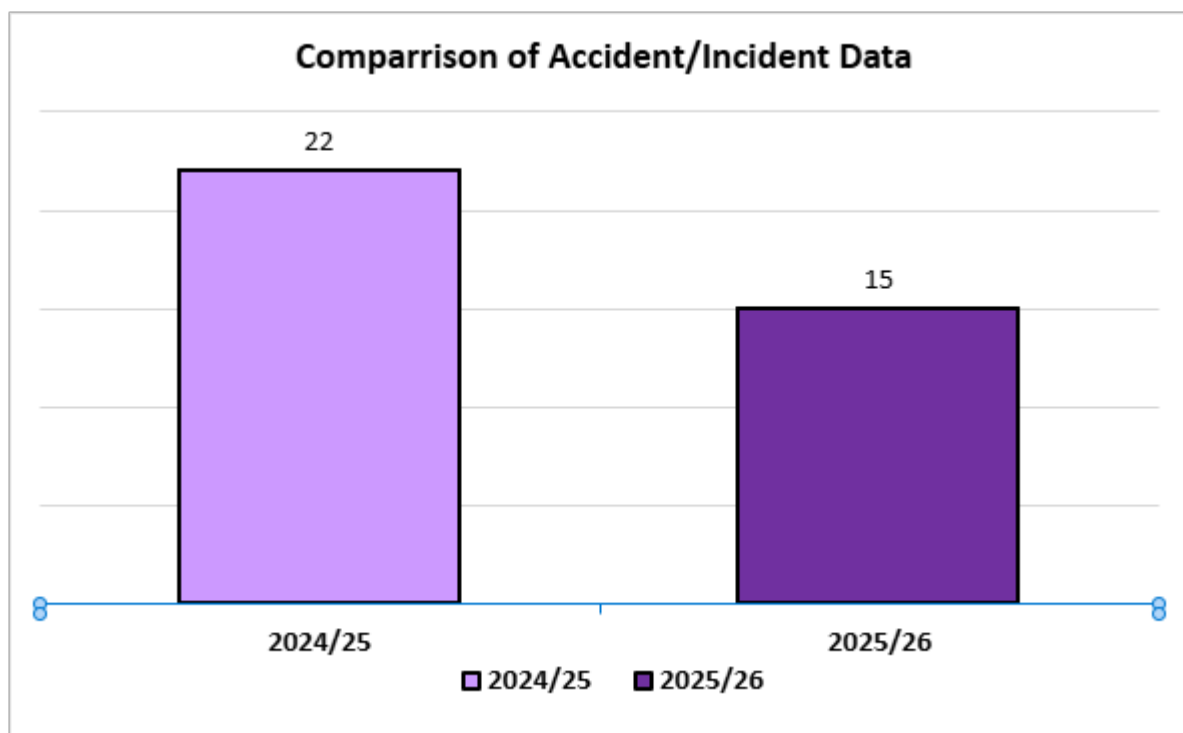
## Appendix 1: Accident and Incident Data September 2025





### Accident/Incident Data – Comparison Charts

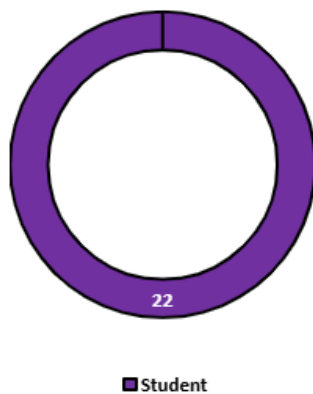
A comparison of accident and incident data for September is presented below. This shows that there were 7 less accidents in 2025/2026 in comparison to this month last year.



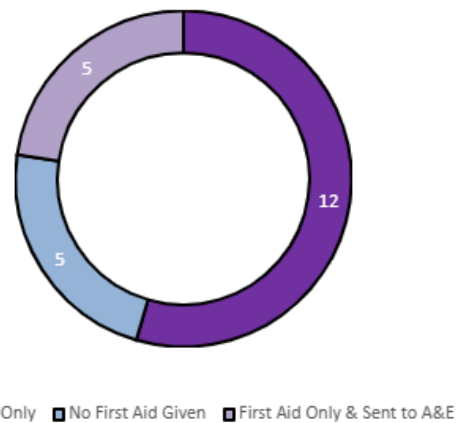
## First Aid

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.

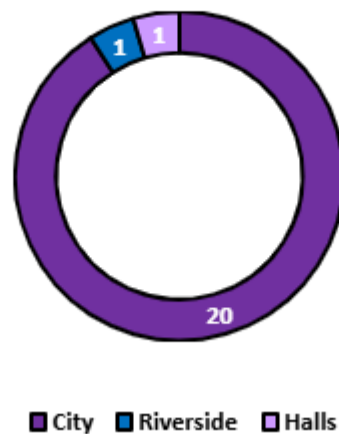
**Category of Individual Receiving First Aid Treatment (Non-work related)**



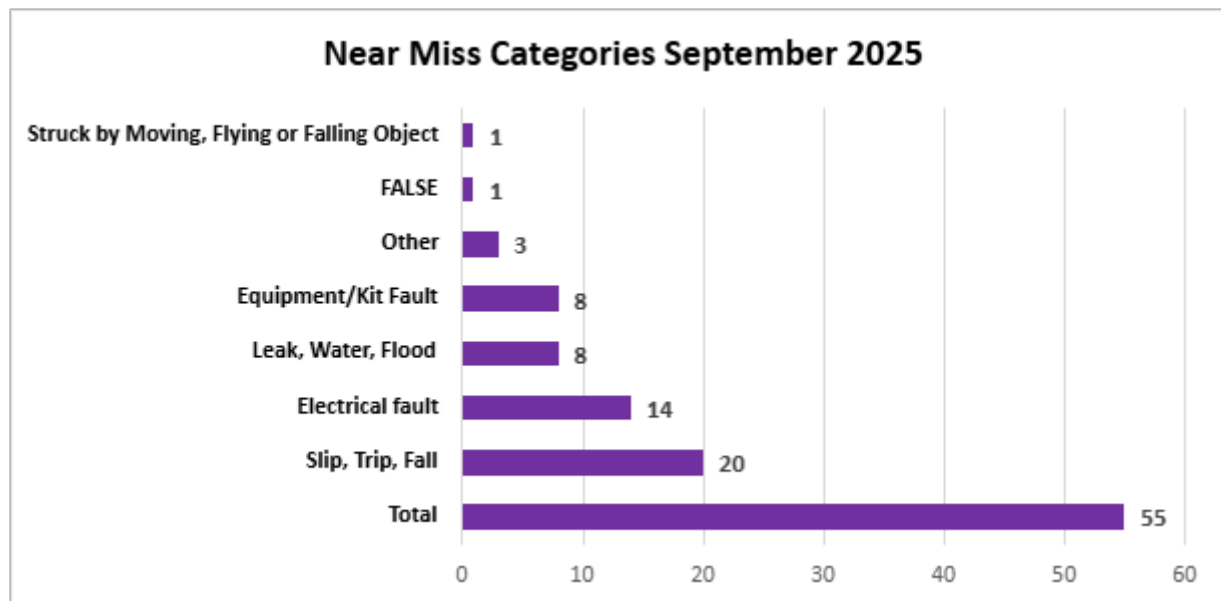
**First Aid Treatments**



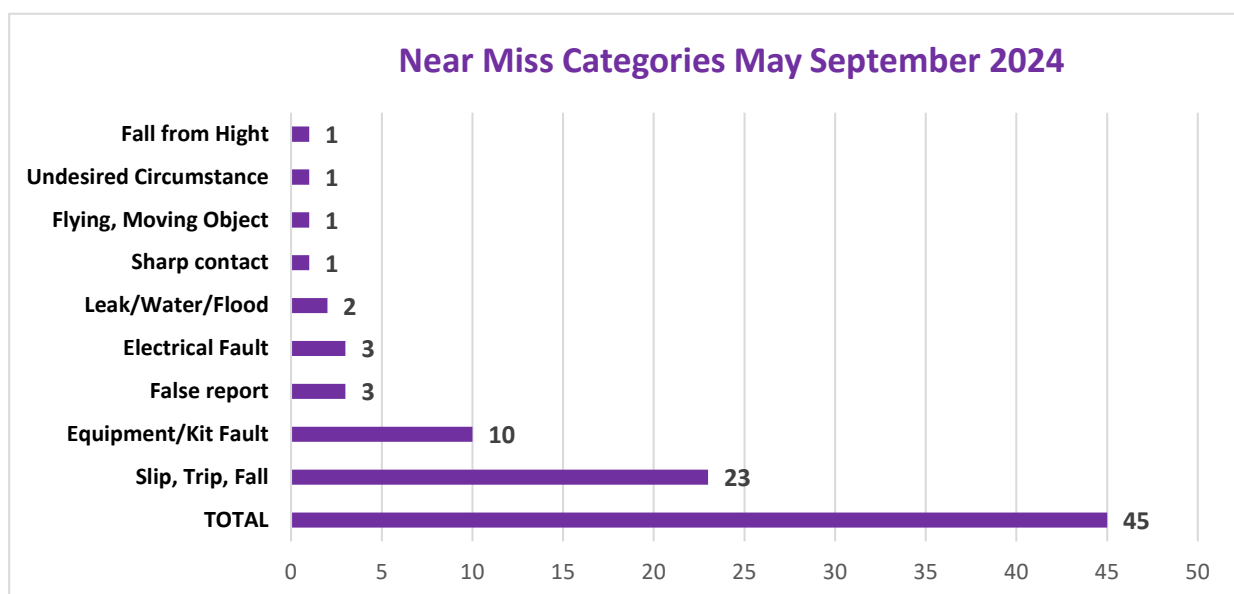
**First Aid by Campus Location**



## Near Miss Reporting



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



## Fire Safety Officer

### September Fire Statistics

#### Incident Summary – City Campus.

An incident occurred at City Campus on 15 September, when a sprinkler head was activated within the Nautical and STEM Construction area. The activation was localised to a single room, and as such, evacuation of the Campus was not required.

A section of the Campus was temporarily cordoned off due to the large volume of water present and the associated risk from live electrical systems.

The Person in Charge attended the scene, along with the Fire Safety Officer, Health and Safety Manager, Estates, and Front of House teams, who liaised with OCS Maintenance to bring the situation under control. The affected room was closed off, and all necessary isolations were implemented.

Due to the stagnant nature of the water within the sprinkler system, both the affected room and the rooms on lower floors where water had leaked underwent a deep clean carried out by an external contractor.

A full investigation was completed, and the sprinkler head activation was determined to be the result of malicious damage. Students admitted to throwing items at the sprinkler head while unsupervised. The Health and Safety Team have liaised with the Faculty, who will carry out their own internal investigation and take appropriate action regarding the individuals involved.

### **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.

| <b>Location</b>    | <b>Alarm Status</b> | <b>Cause</b>                                           |
|--------------------|---------------------|--------------------------------------------------------|
| City Campus        | 1<br>1<br>1         | Sprinkler Activation.<br>Fire Drill.<br>Cooking Fumes. |
| Riverside Campus   | 0                   | N/A                                                    |
| Halls of Residence | 5<br>1              | Cooking Fumes.<br>Fire Drill                           |

### **Out-of-Hours Fire Drill – Riverside Halls of Residence.**

An out-of-hours fire drill was conducted on 9 September at the Riverside Halls of Residence. The drill was held outside of normal College hours due to the nature of the building as sleeping accommodation.

A full report was completed by the Halls of Residence Team in collaboration with the Health and Safety Manager. All residents evacuated the building appropriately. A small number of individuals were spoken to regarding the time taken to leave the premises; however, there were no causes for concern following the drill.

**Announced Fire Drill – City Campus**

An announced fire drill was carried out at City Campus in September. The drill was planned in advance to provide an opportunity for instruction, information, and practical training to students on fire and emergency procedures.

Given the high number of Personal Emergency Evacuation Plans (PEEPs) in place at City Campus, with approximately 180 requests received this academic year, the announced nature of the drill allowed those individuals to undertake a trial of their PEEP and offer feedback on its effectiveness.

City Campus has recently undergone several changes and improvements to its Emergency Fire Action Plan. Conducting an announced drill enabled the Fire Safety Officer and the Health and Safety Team to monitor the effectiveness of these updates and gather feedback from staff and students involved, particularly those with defined emergency roles or observations to share.

The drill was successful, with positive feedback received. The findings will be used to inform and improve future emergency response arrangements. An unannounced drill will be scheduled in due course.

**Personal Emergency Evacuation Plans (PEEPS)**

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

| <b>Fire Safety Officer Training</b> |          |
|-------------------------------------|----------|
| FOH                                 | 0        |
| PIC                                 | 0        |
| Fire Warden / Fire Marshal          | 5        |
| <b>Total</b>                        | <b>5</b> |

**Health and Safety Team****Health and Safety Management Review – Marine Skills Centre (MSC)**

The Health and Safety Team worked in collaboration with the Marine Skills Centre (MSC) Team to review and update their health and safety management system. A comprehensive review was carried out covering existing processes, procedures, and risk assessments. This work was undertaken due to the presence of legacy documentation and information from previous staff, alongside the appointment of a newly formed team.

As a result, 55 risk assessments were reviewed and centralised, with several consolidated into a single, manageable document and index. Ongoing work will focus on reviewing the Centre's Control of Substances Hazardous to Health (COSHH) arrangements.

## Appendix 2

The Health and Safety Team would like to extend their thanks to the MSC Team for their cooperation and proactive engagement throughout this process.

### Risk Assessments

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

| Faculty/Department                     | Number    |
|----------------------------------------|-----------|
| Creative Industries                    | 6         |
| People & Culture                       | 1         |
| External Contractors                   | 5         |
| Nautical & STEM – Marine Skills Centre | 55        |
| <b>Total</b>                           | <b>67</b> |

### Health & Safety Staff Training Modules

| Training Type             | Staff Number | Staff Total |
|---------------------------|--------------|-------------|
| Risk Assessment Awareness | <b>135</b>   | <b>1122</b> |
| Display Screen Equipment  | <b>151</b>   | <b>982</b>  |

## Appendix 2. Summary list of Accidents / Incidents for September 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  | 01/09/2025       | Student             | Student was chopping veg and cut their finger with a knife.                                                                                                                 | Hospitality and Leisure | City            | N/A    | Refresher training and reminded student the importance of working safely with a knife.                                                                                                                   | No                            | Complete |
| 2  | 01/09/2025       | Student             | Student removed hot plate of food from oven. Due to the heat from the plate it caused superficial skin burn. Skin to various fingers and palm of hand were red and painful. | Hospitality and Leisure | City            | N/A    | Accident Form not returned from Faculty.<br><br>Recommend of safe handling by H&S Team to Faculty.<br><br>Stressed importance of Accident forms being returned in due time.                              | No                            | Complete |
| 3  | 04/09/2025       | Student             | Student was using a new knife to cut veg and the knife slipped cutting the top of his right thumb.                                                                          | Hospitality and Leisure | City            | N/A    | Gathered students around to discuss incident and why/ how this happened.<br><br>Students were given a reminder lesson on Health & Safety in the workshop. Also given a reminder demonstration of correct | No                            | Complete |

|   |            |            |                                                                                                                                    |                       |      |     |                                                                                                                                   |    |          |
|---|------------|------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------|-----|-----------------------------------------------------------------------------------------------------------------------------------|----|----------|
|   |            |            |                                                                                                                                    |                       |      |     | procedures and handling of tools.                                                                                                 |    |          |
| 4 | 03/09/2025 | Student    | While using a chisel on wood it slipped and hit the index finger on the left hand                                                  | Nautical & STEM       | City | N/A | Student provided with a toolbox talk.                                                                                             | No | Complete |
| 5 | 04/09/2025 | Contractor | When putting tray in the dishwasher, the lid fell off and tried to grab it before it fell onto the machine and caught their finger | WSH Group             | City | N/A | Accident form provided to college for reporting purposes.<br><br>Remedial actions to be determined by contractor for their staff. | No | Complete |
| 6 | 09/09/2025 | Student    | Student was chopping onions and cut left hand index finger.                                                                        | Hospitality & Leisure | City | N/A | Refresher Training for student.                                                                                                   | No | Complete |
| 7 | 11/09/2025 | Student    | Student was cleaning make up off around eye area and splashed make up cleanser into eye.                                           | Hospitality & Leisure | City | N/A | Toolbox talk. Retraining on use of these products.                                                                                | No | Complete |

|    |            |         |                                                                                                                                                                                                                 |                       |      |     |                                                                                                                                                                             |    |          |
|----|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------|
| 8  | 16/09/2025 | Student | Student was washing knife in sink and sustained a cut to thumb on left hand                                                                                                                                     | Hospitality & Leisure | City | N/A | Refresher Training on knife safety including handling during handling and cleaning.                                                                                         | No | Complete |
| 9  | 17/09/2025 | Student | Cut left hand middle finger whilst pulling apart an object they were working on.                                                                                                                                | Creative Industries   | City | N/A | Toolbox Talk - Spoken to students about taking more care when handling/disassembling items.                                                                                 | No | Complete |
| 10 | 22/09/2025 | Student | Sustained a cut to index finger with a scalpel.                                                                                                                                                                 | Creative Industries   | City | N/A | Accident Form not returned from Faculty.<br><br>Recommend of safe handling by H&S Team to Faculty.<br><br>Stressed importance of Accident forms being returned in due time. | No | Complete |
| 11 | 22/09/2025 | Student | Student took a metal pot out the oven to wash it using a tea towel and because of the size of the pot she Burnt her left hand, left wrist and right wrist. She did not report this to the lecturer at the time. | Hospitality & Leisure | City | N/A | This was not reported by the student at the time to the lecturer.<br><br>No immediate remedial actions for student, but reminder for safe handling given to class.          | No | Complete |

|           |            |         |                                                                                                   |                       |      |     |                                                                                                                                    |    |          |
|-----------|------------|---------|---------------------------------------------------------------------------------------------------|-----------------------|------|-----|------------------------------------------------------------------------------------------------------------------------------------|----|----------|
| <b>12</b> | 23/09/2025 | Student | Student is allergic to garlic. They were chopping garlic and rubbed their eye and took a reaction | Hospitality & Leisure | City | N/A | No remedial actions for class. Student to take better care with own control measures.                                              | No | Complete |
| <b>13</b> | 24/09/2025 | Student | Student burned a finger on his left hand from hot wire cutter.                                    | Creative Industries   | City | N/A | Lecturer will go over the importance of always paying attention to safety when using tools.                                        | No | Complete |
| <b>14</b> | 24/09/2025 | Student | Cut left hand finger while putting knife away.                                                    | Hospitality & Leisure | City | N/A | Refresher training - all students given a reminder on knife safety.                                                                | No | Complete |
| <b>15</b> | 30/09/2025 | Student | Small cut to top of index finger caused by peeler.                                                | Hospitality & Leisure | City | N/A | Lecturer unable to be identified on form.<br><br>Recommendation made by H&S Team to Faculty for refreshing on handling techniques. | No | Complete |

