



HEALTH & SAFETY RISK MANAGEMENT REPORT

Glasgow Kelvin College

12 February 2024

HEALTH & SAFETY RISK MANAGEMENT REPORT



Member:	Glasgow Kelvin College		
Description:	College		
Survey Number:	2400000009		
Date of Survey:	-		
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UMAL Certificate Number:	UM178/18		

Disclaimer

Please note that this report does not imply that no other hazardous conditions exist.

This report has been prepared by UMAL and is based on site inspections and information provided by Campus management and other sources external to UMAL. In the circumstances, neither UMAL nor any of its directors or employees give any warranty in relation to the accuracy or reliability of any information contained in this report.

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Executive Summary

The college was formed in 2013 through the merger of three Glasgow colleges including Stow College, North Glasgow College and John Wheatley College. The college (2024) currently has three active campuses:

- Springburn Campus - 123 Flemington St
- East End Campus - 2 Haghill Road
- Easterhouse campus - 1200 Westerhouse Road
- West End campus was closed to students in 2023, the property is occupied by an estates member of staff and is subject to a full PPMP until the site is sold.

Annually over 12,000 students enroll in over 176 courses including nursing, engineering, hair and beauty, hospitality, media and social sciences etc.

The visit was positive, and UMAL would like to thank the staff for supporting the visits / calls. A limited number of recommendations were identified (these being mostly minor).

Risk Survey Ratings Summary

Health and Safety Controls and Protection			
Risk Category	Current Survey Rating	Previous Survey Rating	Current UMAL Average
Documentation of Safety Rules & Procedures	3	2	2.36
Risk Assessments	2	2	2.18
Safe Systems of Work	2	2	2.42
Work Equipment	2	2	2.15
Work Equipment	-	2	2.15
Occupational Health	3	2	2.16
Accident Investigation & Reporting	3	3	3.00
Safety Inspection Procedures	3	3	2.38
Safety Training	3	3	2.81
Third Party Controls	3	2	2.46
Claim Defence Capability	2	2	2.04

Rating Key

0	Serious issues , requiring urgent attention
1	Partial compliance , with procedures/fire protection requiring upgrading
2	General compliance , with some improvements recommended
3	Full compliance , in accordance with UMAL standards

Risk Recommendations

The following recommendations are submitted in the interests of improving property conservation. Fire protection equipment and systems should be installed to conform to standards approved by UMAL. All equipment and installers should be listed or approved by a recognised third party independent organisation. Specifications, Plans and Drawings should be submitted to UMAL for review and discussed well in advance of the start of any work.

Written feedback on the progress of these Risk Recommendations is requested within 3 months of receiving the report

Work Equipment	
2022-06	
Observation	Pillar drills noted in the vehicle workshop, appeared to be in use without chuck guards.
Recommendations	Machinery Guarding.
Comments	All guards (chuck guards) to be replaced and form part of the pre-use checks.

Safe Systems of Work	
2022-08	
Observation	The ladder that provides access from the painting workshop to plant on the mezzanine, was not restricted (and could potentially be used by students - no restrictions noted).
Recommendations	Work at height
Comments	A fit for purpose blanking plate should be fitted to the ladder to prevent unauthorised access to the unprotected mezzanine space.

Safe Systems of Work	
2022-09	
Observation	Aircon workshop (047) ladders noted as missing tags / assets identification
Recommendations	Working at height
Comments	Replace assets / ladder tags and ensure the inspection program (including pre-use) is in operation

Work Equipment	
2022-11	
Observation	The gym equipment is subject to multiple checks (for damage / faults) throughout the day. It was unclear if these checks are formally recorded.
Recommendations	Equipment inspections.
Comments	Pre-use / daily checks for gym equipment, should be recorded (including any repairs). The records could form part of a claims defence and help evidence checks were / are routinely being completed (SFARP)

Risk Assessments	
2022-12	
Observation	LEV noted, but unclear if any RPE needed to account for frequent / multiple usage of MIG sets.
Recommendations	Risk Assessments
Comments	Confirm any welding risk assessment and health surveillance complies with the requirements of the HSE guide - https://www.hse.gov.uk/safetybulletins/mild-steel-welding-fume.htm

Documentation Of Safety Rules & Procedures

Rating: **3**

Safety rules and procedures are an important management control tool. They provide guidelines, set goals and are the evidence of management commitment:

Health and Safety Policy Statement

Responsibilities

Arrangements

Documented Assessments, Safe Systems, Accidents, Training, Inspections, Local Rules, Safety Committee meetings

Employers Liability Certificates posted and/or available on computers

Safety Law notices posted

Rating Key

0	No formal Documentation in place
1	Some safety rules or procedures are in operation but are not documented or adequate
2	Many Safety rules and procedures are documented but improvements are recommended
3	Excellent standards of Safety Documentation maintained

The Health and Safety Policies were reviewed and signed in June 2023 (signed by the principal). A support document known as the Health & Safety Control Manual (HSCM), was refreshed in January 2023, this covers a wide range of hazards and controls. Risk assessments are stored within the Work Rite Risk Management System (RMS) and COSHH assessments via Alcumus Sypol, with circa 300 copies of risk assessments.

The DSE section (HSCM) should consider a reference to the Flexible working bill.

Risk Assessments

Risk Assessments are required under legislation and are a primary tool in the control and reduction of risk. Assessments conducted could include the following examples:

General Management of Health and Safety

Manual Handling Operations

Control of Substances Hazardous to Health including biological/animal exposure risk

DSE

Noise and Vibration

Fire and DSEAR

Pregnant Workers and Nursing Mothers

Working at Heights

Work Placements and off- site visits

Contractors

Other specialist areas e.g. Performances and Events

PPE - this may be necessary, following the assessment and risk reduction process, as a final risk control measure

Rating Key

0	No documented Risk Assessments completed
1	Some Risk Assessments completed but not documented or reviewed
2	Assessments documented in general but some not reviewed/completed/comprehensive
3	Good standard with full documentation, review process and evidence of risk reduction

Risk assessments are completed using templates on the Workrite on-line system. This system will monitor recommendations, version history and can allow additional templates to be added as needed. Staff who complete the risk assessments will complete the Workrite risk assessment module, for some staff where additional competence is needed, a IOSH managing / working safely course is also completed. The H&S manager will support risk assessment and mentor staff (especially for new or challenging risks).

Using the data sheets, COSHH assessment are completed using the SYPOL CMS system. The CMS includes a control hierarchy, PPE check and the need to update the campus COSHH log. For staff a Workrite COSHH module covers COSHH management, this includes 155 staff being trained. The poster / hazard warning signage noted as dated for room MG06 (Eastend campus).

Noise is managed by the general risk assessment process, if this is considered as higher risk (potentially above the action levels) then the H&S manager will refer to a third party for monitoring. Where noise is identified within job specifications, this includes an occupational health referral for audiometric testing (as needed).

The HSCM manual is still under development for vibration, assessments are completed by third parties when needed. For higher risk occupations (joinery / MVW) employees undertake health surveillance.

A third-party assessment of the fire risks is completed for each campus on an annual basis (last completed on the 6th and 7th of February 2023). Findings (22 from the last review over the four campuses) are managed by the H&S manager. Firerite training (96% of target) continues, supported by both induction and warden training (as required).

For computer users a DSE self assessment process exists, this is provided by AssessRite (currently at 100% of target) and includes a separate assessment for home workers. The assessment process is required every 18 months, and following referral (or DSE needs). Findings are flagged within the system to the H&S manager, who will in turn follow up with the individual as required.

Guidance for new and expectant mothers (NEMs) in place, once notified the college will complete a specific risk assessment (based upon the general assessment), this will explore a number of risk areas include EMF, radiation, lone working, biological agents and travel etc. The assessment is completed by the H&S manager, this includes reviews and is shared with the line manager / HR teams.

Work at height is covered within the HSCM, risk assessments will be both general (workrite) and specific work at height assessments. There are procedures and check lists for the use of ladders / steps. The majority of higher risk work at height, will require a permit work.

The procedures for work placements is covered within the HSCM guide, this follows the SFC Guidance – Work Placement Standards for Colleges (2016) and includes both placements by third parties and placements within the college. All work placements must be recorded on the form HS016 (Work placement Health and Safety Form) and the documentation (to include induction, insurance checks, supervision, site familiarisation, and any protective equipment) should be retained by the faculty arranging or hosting the work placement.

Additional Comments Field Work/Off Campus

For field trips or off campus trips the excursions and visits guidance is followed. Here the risk assessment (excursion risk assessment HS024) is completed, this includes travel methods etc. The student code of conduct (HS)22) and register and emergency contacts (HS021) will also be completed / followed for each trip.

All off campus trips will follow the guidance provided by DfES (Guidance Health and Safety of Pupils on Educational Visits (HASPEV)). For overseas trips the H&S manager and curriculum manager will require more detailed assessments (this includes foreign and commonwealth advice, ratios, accommodation etc)

The college is a member of Advanced Procurement for Universities and Colleges (APUC) Ltd who pre-approve contractors. Additionally the college has an approved list from which contractors are appointed. Prior to any works being undertaken at the college, the RAMs / certificates or evidence of competence will be reviewed by both estates and H&S and any permits are provided. EL / PL insurance must have a minimum LOI (£5m as per APUC)) and contractors undertake induction (HS030), sign in / out and follow the requirements of the OH&S rules.

Acting, music and performing arts at the Easterhouse campus, performance spaces are subject to general risk assessment.

For events, the general risk assessment process is used, there are a number of existing risk assessments for historic events that can be revisited (work rite system). Security teams are aware of protect duties for larger tier events and will contribute to the risk assessment as needed.

PPE will be identified within the general risk assessment (this includes specific references for confined spaces and COSHH). PPE will be provided by H&S manager (this includes budgets), when purchased the PPE will be CE marked. Departments are responsible for keeping PPE hygienic, clean and maintained, in addition to providing instruction on how it is used. Some pool kit noted, but this was in clean condition. Respiratory Protective Equipment (RPE) will receive appropriate 'face fit tests' as required.

LEV noted in the welding bay (Springburn), but unclear if any RPE is needed to account for frequent / multiple usage of MIG sets.

Rating: **2**

Safe Systems of Work

There should be health and safety procedures in respect of working that could involve a range of systems some of which could be linked to Risk Assessments:

Work Permits

Documented Safe systems for procedures, e.g., Working at Heights, Lone Working, Confined Spaces, Spillages

Documented Safe Systems for operation of equipment

Fire Wardens, Exit drills and PEEPS

First Aiders

Regular Health and Safety Committee meetings with follow up procedures for outstanding actions

Rating Key

0	No Safe Systems or required Permits in place
1	Basic systems in place with considerable improvements that could be made
2	Good Systems in place but with some scope for improvement
3	Excellent range of Safe Systems in place

Permit to work process to cover hot works, high voltage works, confined spaces, excavation works, roof works. As part of the approvals process (to issue the permit), inductions, risk assessments, RAM's, training certification must be provided. The permits are authorised by the Estates and Facilities staff (Senior Estates Co-Ordinator).

Work at height is covered within the HSCM, risk assessments, work rite training etc. For any activities (outside of ladder access), these require a more specific work at height assessments and system of work. Any roof work requires a permit to work.

The ladder that provides access from the painting workshop (M652, Eastend) to plant on the mezzanine, was not restricted (and could potentially be used by students). Additionally for room 047 (Air con workshop, Springburn), ladders noted as missing tags / assets identification.

The college has a lone working policy and lone working risk assessment process (based loosely on a buddy system). Additionally a workrite module covers the hazards and controls of lone working.

Confined space work is very limited (only one identified in the East End campus), no confined space work is undertaken without specific training and a SSOW.

All workshop / lab and classroom equipment are used under supervision (following induction and PPE checks). High risk equipment will not be used by students.

The estates team (on site) will help facilities with fire wardens. Drills are completed twice annually.

First aiders are appointed in line with need (H&S risk assessment), there have been 34 first aiders trained (up to March 23). There are college first aiders (the list covers 60+ employees), a first aid resources (first aid room) noted at each campus. Eye wash stations (workshops) noted as well stocked and in date.

The H&S committee meetings are held six times annually, this has a representation of 40 % management and 60% staff, including a student representative. The chair is rotated.

Work Equipment

There should be safety systems in place for the use of work equipment on Campus. This could include own staff as well as external suitably qualified contactors completing inspections:

Thorough and/or Statutory Examinations - includes LEV, Lifts, Pressure vessels, Fume cupboards etc

PUWER and LOLER compliance

Electrical inspections

Documented tool and work equipment inspections – includes ladders and elevated platforms/scaffolding etc

Machinery guarding

Safety Glazing inspections for 'critical' glazing areas

Rating Key

0	No examinations or inspections completed
1	Basic systems and maintenance in place
2	Statutory inspections and some systems in place but where improvements could be made
3	Comprehensive Statutory and Preventative Maintenance system in place and fully documented with regular reviews and compliance with legislation

Ashdales complete statutory inspections (PUWER / LOLER), heating systems / HAVC are covered by third parties, water management is overseen by water logic, gas systems are managed annually, TR19's are overseen by Total Clean Ltd. Workshop equipment (PUWER and PPMP) overseen by Saw Centre Glasgow.

Portable appliance testing is completed annually (third party contractor appointed via the APCU), this covers circa 60K items (to include hand tools, portable appliances in workshop etc). No equipment noted outside the PAT program. Some portable equipment has been hard wired (hair straighteners Easterhouse).

All workshop equipment is subject to a pre-use inspection by the technical staff, cleaning and routine maintenance will be completed in house. More detailed maintenance (servicing and PUWER inspections) is completed by Saw Centre. AES will complete the servicing of the chemistry autoclave

For workshop cutting equipment was largely run dry (no cutting fluids), for the equipment that does use fluids these are tested / changed annually.

The gym equipment is subject to multiple checks (for damage / faults) throughout the day. It was unclear if these checks are formally recorded.

Guarding standards were generally good and will be included on the PUWER / pre-use inspections. Pillar drills noted without chuck guards in the vehicle workshop.

Glazing inspections completed historically, no recent concerns noted.

Rating: **3**

Occupational Health

There should be good Occupational Health schemes in place for the wellbeing of persons who may be exposed to a wide range of activities that could affect their health.

Provision of Occupational Health Services

Health surveillance

Asbestos controls

Legionella controls

Stress management and Wellbeing provision

Eye tests/corrective lens provision (DSE related) and emergency eye wash stations

Radiation, EMF and artificial optical radiation

Laser controls and Local Rules

Biological risk and animal risk controls

Rating Key

0	No Occupational Health provision in place
1	Basic services in place but with poor documentation or review procedures
2	Services and controls in place but with scope for improvement in documentation, screening, review or assessment procedures
3	Comprehensive systems in place including documentation, screening, review and assessment procedures

Occupational health is provided by Optima / heath works, this is managed by HR and includes the usual occupational health management to include to return to work, referrals, stress, managed duties etc. Integral Occupational Health manage Health surveillance, this is operated as a separate contract (the staff are independent from the HR arrangements) managed by the H&S manager.

Health surveillance checks cover five areas:

- Audiometric
- Lung function
- Skin
- HAV's
- Eyesight testing

The types of surveillance are driven by the types of work and exposures (job specs). Historically there

have been 150 employees on the surveillance programmes, these have been managed and reduced to 125 employees. For the measurement of noise, HAVs and dust third party consultants are used, these are reviewed and refreshed following any concerns, changes or equipment / layout changes.

Additional blood tests are completed for any staff who may be exposed to lead (forming / flashing for roof works).

Asbestos had a separate policy, register, survey and management. The Head of Facilities and Environmental Sustainability Manager will be designated "asbestos co-ordinator" at campus.

Asbestos work will be very limited as only one campus has any remaining asbestos (West campus, this now being unused). The ACM survey process and management plan remain (at reception) for the campus with contractor are required to check / sign. Any removal works, survey work or work involving ACM will be undertaken by licensed, and approved contractors. Any ACM work requires a permit to work.

Legionella and water management are overseen by contractors, this includes the water risk assessment by Clear water, Water logic for the hygiene related activities (flushing / cleaning / monthly testing / descale / 6 monthly deep cleans etc). The water risk assessment has focused on a removal / back to source approach for dead-legs.

Occupational health management is through the HR team, this includes the management of absence and stress. Stress risk assessments (under development) are completed when employees are referred to occupational health, although this doesn't have to be sickness related. The stress form looks at the HSE identified stressors.

The college also operates an employee assistance programme, and provides the feelRite course (85% on target). Additionally voluntary courses on mindfulness, workplace stress and mental health awareness training are provided (although take up is slow)

The college provides both eye tests (free) and contributions towards spectacles when prescribed specifically for work with DSE.

There are limited radiation and EMF sources at the campuses. The HSCM EMF guidance covers microwaves, VDU and phones (although these are low risk with the proposed usage). Good references are made to protection from UV (sun protection), it is recommended that in addition to sunscreen, UV resistant clothing is recommended for outdoor workers.

No lasers noted at campus

Biological exposure is very limited, this includes sharps and BBV from the hair and beauty activities. Universal precautions, sharps boxes and use of autoclaves / sterilisers manage the exposures.

Accident Investigation and Reporting

Rating: **3**

Accident, Incident and Near Miss reporting and investigations in a timely manner can greatly assist the process of accident prevention. Statistical reviews of records can also assist in the formation of action plans to review safety procedures and highlight problem areas which could be resolved:

Rating Key

0	No reporting and investigation system in place
1	Statutory reporting completed but with little or no investigation and remedial action plans noted
2	Statutory reporting and basic investigation and remedial action plans in place
3	Comprehensive record keeping, statistical analysis and prime cause investigation, review and remedial action taken to prevent recurrence

Staff will report any accidents / injuries / near misses through the use of the HS001 form. The H&S manager will manage the reports and record data on the AMS (accident management system). Further procedures include investigation steps, identifying remedial actions and RIDDOR reports are detailed in the HSCM document.

For 2023 accident numbers are pending.

Safety Inspection & Audit Procedures

Rating: **3**

A formal audit and inspection programme are an important safety management control. This could be completed in individual Schools/Faculties, Departments by Safety Co-ordinators with the frequency depending on the nature of risks. The Health Safety & Environment team could also complete a programme of audits to ensure there is a good quality of inspection being completed as well as adherence to Campus Health and Safety standards

Rating Key

0	No audits or inspections completed
1	Inspections/Audits undertaken but are ad hoc or not documented
2	Formal inspections/Audit carried out, but could be improved
3	Formal inspections are carried out on a timely and frequent basis. Correction of deficiencies is followed up and documented

Paperwork / risk assessment reviews through the H&S team annually

Audit program by Henderson (focused on H&S), feedback discussed through the committee. Previous audits standards 18001 / 45001 maintained but no longer using verification visits

Quarterly safety inspections and cross audits for departments (safety), additionally daily walk arounds by estates / safety staff.

Rating: **3**

Safety Training

Safety training of staff is extremely important and should cover appropriate risks. It could include:

Induction

Emergency Procedures

DSE

Manual Handling

Risk Assessment

Fire Warden

Management of Safety

Working at Heights

Process Risks

Asbestos and Legionella Awareness

Stress and Wellbeing

Permit Systems

Safety Inspections

First Aid

Specialist qualifications for use of equipment

Lift Extraction

Rating Key

0	No formal training completed
1	Ad hoc training of personnel with no documentation
2	Documented training programmes in place but with some improvements recommended
3	Comprehensive documented training programmes in place

The WorkRite training programme provides 42 modules, these are split between mandatory (statutory), compulsory, voluntary and non H&S. There are 16 courses identified as mandatory / compulsory for all college staff these include COSHH, fire, asbestos, work at height etc. Compliance figures are mostly 90% + for these modules with the exception of the recently introduced 'Manual handling awareness 2 course'.

Attendance and completion figures are reviewed at each H&S committee meeting, this includes focus on staff attendance as required.

Third Party Controls

Controls must be exercised over both Contractors and Visitors and there should be good risk management of staff and students off-Campus. Safe systems could include:

Visitor controls

Children and Young Persons access, restriction and supervision

Event and Performances management

Traffic Controls, Parking Arrangement and Driving off-Campus

Contractor Controls including risk assessments, method statements, safe systems, permits, competence, health and safety documentation, and contractors holding valid Public Liability insurance covering the actual tasks

Rating Key

0	Poor Third-Party controls in place
1	Basic systems with major improvements needed
2	Good system of Third-Party controls but with minor improvements recommended
3	Comprehensive system of Third-Party controls and safety systems in place

Any visitors to the college campus are required to sign in at the reception area, this includes agreeing to the visitors safety information (evacuation / first aid). Once signed in, the visitors are accompanied by the hosting member of staff, who will allow access to the relevant areas.

Safeguarding is covered within the colleges induction process, additionally the college requires a young persons risk assessment of the proposed job function(s) / activities to be carried out, to include restrictions to high risk equipment / areas. The most recent Education Scotland report highlights any improvement areas for safeguarding.

Events are covered using the general risk assessment form and approach. For repeat events (open days, community days), historic risk assessments can be used as the basis for the review.

The college has an occupational drivers policy, this requires proof of driving licence (DVLA checks), familiarisation training and drivers health surveillance. For grey fleet a declaration process covers licencing, insurance and road worthiness. Car parks noted were well signed, marked and lit.

The college is a member of Advanced Procurement for Universities and Colleges (APUC) Ltd who pre-approve contractors. Additionally the college has an approved list from which contractors are appointed. Prior to any works being undertaken at the college the RAMs / certificates or evidence of competence reviewed by both estates and H&S and any permits are provided.

Claim Defence Capability

Rating: **2**

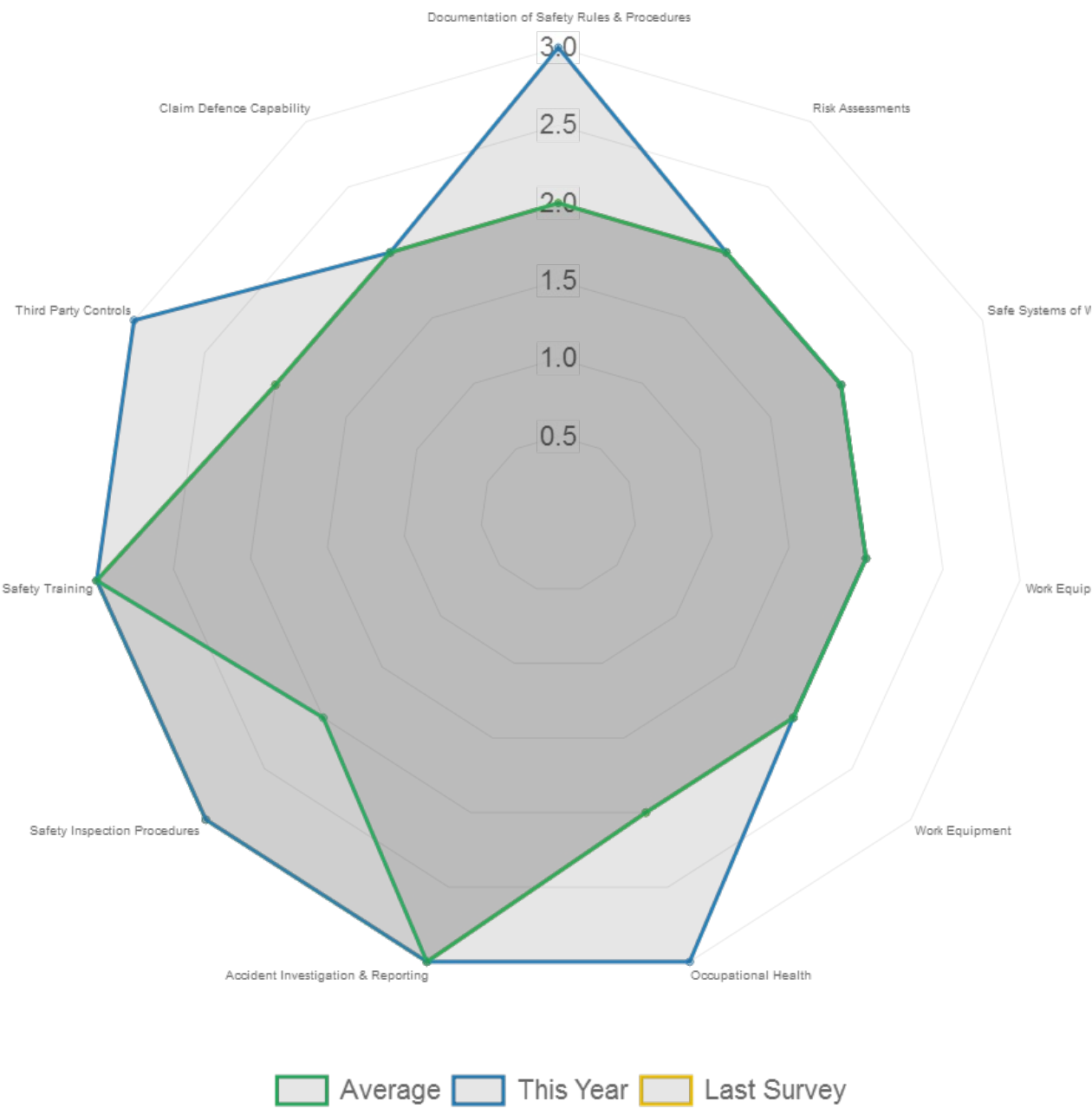
The ability to defend a claim will depend, in part, on the subject areas included in this report. The recommendations included in this report reflect areas where the ability to defend claims could be improved

Rating Key

0	Large number of major recommendations included in report
1	A number of major recommendations included in report
2	A number of minor recommendations and/or a small number of major recommendations included in report
3	Comprehensive systems, assessments, safe systems of work, training, review and documentation procedures in place, together with good accident investigation controls

Well managed campuses with good claims defensibility, well documented and in date risk assessments, SSOW and asset management. Some vulnerabilities from behavioural controls, due diligence paper work etc.

Score Comparisons





PROPERTY RISK MANAGEMENT REPORT

Glasgow Kelvin College

12 February 2024

Property Risk Management Report



Member:

Description:

Survey Number:

Date of Survey:

Survey Contacts:

Date Report Issued:

Report Prepared by:



Glasgow Kelvin College

College

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Executive Summary

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- East End Campus - 2 Haghill Road
- Easterhouse campus - 1200 Westerhouse Road
- West End campus was closed to students in 2023, the property is occupied by an estates member of staff and is subject to a full PPMP until the site is sold.

Annually over 12,000 students enroll in over 176 courses including nursing, engineering, hair and beauty, hospitality, media and social sciences etc.

The visit was positive, and UMAL would like to thank the staff for supporting the visits / calls. A limited number of recommendations were identified (these being mostly minor).

Risk Survey Ratings Summary

Property Fire Management Controls and Protection Facilities			
Risk Category	Current Survey Rating	Previous Survey Rating	Current UMAL Average
Special Perils	2	3	2.20
Hot Work Controls	2	2	2.49
Hot Work Controls	-	2	2.49
Electrical Systems Testing	3	2	2.56
Property Maintenance	3	3	2.48
Housekeeping	2	2	2.48
Housekeeping	2	2	2.48
Smoking Controls	3	2	2.18
Smoking Controls	3	2	2.18
Fire Detection Systems	3	3	2.20
Fire Water Supplies	3	3	3.00
Fire and Rescue Services	3	3	3.00
Automatic Sprinkler Systems	3	3	2.97
Fire Hydrants & Risers	3	3	3.00
Fire Hose Reels	3	3	3.00
Fire Extinguishing Systems	2	3	2.86
Emergency Action Training	3	3	2.87
Fire System Impairments	3	3	2.84
Fire Compartmentation	2	2	2.18
Audit and Inspection	3	3	2.76
Property Protection Procedures	3	2	2.35
High Risk Management & Protection	2	2	2.14
Disaster Planning	3	2	2.35
Security Systems	2	2	2.52

Rating Key

0	Serious issues , requiring urgent attention
1	Partial compliance , with procedures/fire protection requiring upgrading
2	General compliance , with some improvements recommended
3	Full compliance , in accordance with UMAL standards

Risk Recommendations

The following recommendations are submitted in the interests of improving property conservation. Fire protection equipment and systems should be installed to conform to standards approved by UMAL. All equipment and installers should be listed or approved by a recognised third party independent organisation. Specifications, Plans and Drawings should be submitted to UMAL for review and discussed well in advance of the start of any work.

Written feedback on the progress of these Risk Recommendations is requested within 3 months of receiving the report

Fire Compartmentation	
2022-01	
Observation	Ground floor corridor / refectory doors did not close completely (into the frames).
Recommendations	Fire Compartmentation - door closing
Comments	Fire door inspection programmes should ensure all doors (identified as fire doors), fit within door frames (with a gap of no more than 10mm). Self-closing devices should be adequately tensioned to ensure doors close fully.

Fire Compartmentation	
2022-02	
Observation	Wedged fire doors noted at Eastend, Springburn and Easterhouse, these compromising the fire compartmentation of the buildings.
Recommendations	Wedged fire doors - all campuses
Comments	Removal of wedges and education campaign on fire safety. For repeat offenders consider door guards etc. Consider the UMAL Red Alert bulletin to share with staff / add to notice boards.

Fire Compartmentation	
2022-03	
Observation	Fire blocking / stopping missing within the IT server room MO17.
Recommendations	Fire stopping
Comments	Fire stopping (intumescent caulk) should be completed for cabling runs through walls or ceiling to maintain fire compartmentation

Fire Compartmentation	
2022-04	
Observation	Fire blocking / stopping noted as being needed (room 411).
Recommendations	Fire stopping
Comments	Fire stopping (intumescent caulk) should be completed where cabling runs through walls to maintain fire compartmentation.

Housekeeping Management	
2022-05	
Observation	IT server room (LG304) and plant basement room noted with storage of redundant equipment and packing.
Recommendations	Housekeeping Easterhouse campus
Comments	Server / plant rooms should not be used for the storage of equipment / waste. The areas to be cleared and regularly monitored to prevent reoccurrence

Fire Extinguishing Systems	
2022-07	

Observation	A desktop fryer was noted in the café, no extinguishers noted in the café space.
Recommendations	Fire Extinguishing

Comments	A wet chemical extinguisher (class F) should be considered for the café to tackle deep fat fryer / oil fires.
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High Risk Management and Protection	
2022-10	
Observation	For the natural gas / compressed air burners, the hoses are secured with cable ties (Jewellery room / workshop).
Recommendations	Gas systems
Comments	Fittings should be secured with stainless-steel clamps, as the clamps don't pinch, provide a leak proof and robust fitting.

Documentation of Property Protection Procedures	
2022-13	
Observation	Poster / hazard warning signage noted as dated (room MG06).
Recommendations	Signage
Comments	Signage / posters for MG06 to be updated to reflect the CLP hazard pictograms.

Special Perils	
2022-14	
Observation	Faraday systems testing frequencies to be confirmed.
Recommendations	Lightning Protection
Comments	The Lightning Protection Systems maintenance/testing programme should be completed between 10 and 14 months, excluding 12 months, to ensure differing ground conditions are tested.

Rating:

2

Special Perils

Exposures to property can come from a variety of sources:

Sea, river or surface water flood

Juxta position of buildings

Lightning strikes, especially indirect strikes

Waste storage closer than 10 metres

Rating Key

0	Major exposure hazards exist no defence procedures in place
1	High risk exposures exist with poor defences in place
2	Exposures risks exist with recommendations for improvement
3	Comprehensive defences against exposure risks

Medium surface flood risk at West End, although topography means the campus is elevated above the surrounding land / residential areas reducing risk.

The basement gym (Springburn) has historically leaked, the area was re-tanked. No further concerns with water ingress post repair.

Buildings are mostly set back from road, with barriers, stairs for Easter house and Eastend etc. No history or recent near misses for vehicle accidents.

Faraday system testing to confirm frequencies reflects varying ground conditions.

1:500 risk.

Rating:

2

Hot Works Management

Hot Work for maintenance of buildings and equipment is the cause of many fires particularly after the work has ceased. Good management of hot work equipment in Campus workrooms and maintenance workshops is also vital. Typical risk management includes:

Hot Work Permit

Area pre-prepared for work including possible

temporary impairment of fire detectors

One-hour firewatch period

Check on adequacy of contractor PL Insurance

Regulators under 5 years old

Flashback arrestors fitted

Cylinders kept outside, or if inside, on trolley with chains

Safe storage of cylinders outside building

Fixed piped systems used where possible

Rating Key

0	No Hot Work controls in place
1	Poor Hot Work controls in place
2	Reasonable Hot Work controls in place but areas where improvements could be made
3	Comprehensive Hot Work controls in place

Permit system with hot work permits issued by the estates team. Permits have a one hour Firewatch period.

Electrical Systems Management

Rating: **3**

A large proportion of fires are caused by electrical systems and equipment and thus it is important to have good systems in place for the testing of such equipment. Testing should include:

Fixed electrical system testing at least once every five years

Thermographic electrical testing for 'hot spots' on electrical systems such as in distribution boards

PAT testing for portable and transportable equipment, including leased equipment

Rating Key

0	Poor electrical systems and maintenance
1	Reasonable electrical system but major issues in some areas
2	Adequate electrical system but minor issues in some areas
3	Electrical installation certified by an approved inspection agency to meet national standards, with adequate inspections conducted by qualified personnel

Fixed electrics are managed on a rolling 5 year program (contractor currently under appointment). For any findings (code 1, 2 and 3), these are actioned asap (code 1/2) with code 3 as finances allow. Thermographic testing is completed on an adhoc basis on distribution boards, or where concerns are raised.

Portable appliance testing is completed annually (third party contractor appointed via the APCU), this covers circa 60K items.

Housekeeping Management

Rating: **2**

Good housekeeping reduces the fire load in buildings and keeps fires from spreading along corridors, risers, or in stairwells. Plant rooms and electrical or service cupboards should also be kept clear. Combustible materials should be removed from empty buildings

Rating Key

0	Very poor housekeeping standards
1	Reasonable standards of housekeeping but with serious issues in some areas
2	Reasonable standards of housekeeping with minor issues in some areas
3	Excellent standards of housekeeping

Housekeeping was generally good (this includes workshops) over the four campuses, a few areas were noted where improvements could be made

- Easterhouse campus - IT server room (LG304) - storage of redundant equipment and packing.
- Easterhouse campus - basement plant room - storage of packaging / waste card/
- Westend campus - currently undergoing preparation / emptying for sale (and the ongoing staff auction). The remaining materials (house / dance studio) should be removed and these areas kept as fire sterile as possible (action pending - no recommendation needed).

Fire Detection

Rating:

3

Fire detection systems should be installed for property protection with fire escape routes, adjacent rooms and higher risk rooms protected. Void areas over 800mm should also be protected.

Rating Key

0	No procedures informing UMAL of fire protection/detection systems being out of use or having alternative means of raising an alarm in lieu of the impaired detection system.
1	Ad hoc procedures in place for alarm or protection facility impairment
2	Good procedures in place but with minor improvements needed
3	Excellent documented procedures in place

L2 fire alarms noted (heat detectors for workshops / beams for atrium and void detection for Springburn).

Historic recommendations for the West End campus will not be reissued due to the closure and future sale of the campus.

All AFD subject to both PPMP and functional testing.

Fire Water Supplies

If there is a static or natural water supply, it should be capable of providing a minimum capacity of 67,500 litres (i.e. sufficient to supply three fire-fighting jets at a total of 1500 L/min for a period of 45 minutes). Water supplies must be accessible to the local Fire and Rescue Services

Rating Key

0	Serious issues concerning the provision of fire water supplies
1	Fire Water available but with major issues
2	Fire Water available but with minor issues
3	Excellent Fire Water supplies available

Hydrants are maintained by Scottish Water / Scottish Fire and Rescue. Recent press articles on low pressure (2022), highlights PPMPs introduced to include flushing of hydrants, flow test and static pressure tests.

The River Clyde is approximately 4 km from the Springburn campus and 1km from the West End campus. The Auchinlea pond is circa 1km from Eastend campus, these could be used as an emergency water supplies.

Fire & Rescue Services

Rating: **3**

There are Full Time and Retained Fire and Rescue Services available to fight fires. Many of the stations operate a Call Challenging system whereby the fire alarm must be verified before there is a response from the Service.

Local investigation times for verification of alarms should be kept to minimum with staff investigating fires trained in the safe use of extinguishers

Rating Key

0	Poor services available, possibly due to the number of false alarms
1	Full Time or Retained Fire & Rescue Service with adequate manpower and equipment with a response time of less than 30 minutes
2	Full Time or Retained Fire & Rescue Service with adequate manpower and equipment and a response time of less than 20 minutes
3	Full Time or Retained Fire & Rescue Service with adequate manpower and equipment and a response time of less than 10 minutes

Springburn campus response from Springburn Community (3.32 mins) and Cowcaddens Community stations (6.34 mins), both stations in house.

East End campus response from Calton Community (6.05 mins) and Cowcaddens Community stations (6.34 mins), both stations in house.

West End campus response from Maryhill Community (2.41mins) and Cowcaddens Community stations (7.59 mins), both stations in house.

Easterhouse response from Easterhouse community (3.02 mins) and Cowcaddens Community stations (10.58 mins). both stations in house.

The above response times reflect peak times, but not civil unrest / road closures or accidents.

Fire Training

There are legislative requirements to ensure those actively involved in fire safety should only include those thought to be 'capable' - the Fire Safety (Employees' Capabilities) (England) Regulations 2010, the Fire Safety (Scotland) Amendment Regulations 2010 and the Fire Safety (Employees' Capabilities) (Wales) Regulations 2012 and the Fire Safety Regulations (Northern Ireland) 2010. Fire training is important for all users of buildings to ensure there are:

Emergency procedures known to all Campus users

Safe use and storage of hazardous materials and equipment

Adequate numbers of Fire Wardens/Marshals

Safe use of extinguishers

Rating Key

0	No training programme in place
1	General training is provided or insufficient trained Staff
2	As below, but with no contingency provision
3	Sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures, and able to use the appropriate extinguishing equipment, so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences

All staff will undertake basic fire awareness training (through FireRite), additionally staff will be trained through inductions on fire evacuation procedures and fire drills. Some staff will be given additional 'Fire Warden' training and the Senior Management Team (SMT) act as the fire evacuation controllers. The controllers will assume control of the evacuation and coordinate fire responses (on call for out of hour events). Evacuations are completed twice annually over the academic year (although often more when false alarms are included).

Fire impairment procedures in place to include the UMAL impairment forms. Procedures includes inspections, fire watch and alternative methods of raising the alarm etc.

Fire Compartmentation

Rating: **2**

Compartmentation standards are based on:

LPC Design Guide for the Protection of Buildings 2000 and associated guides on Essential Principles, Compartmentation, Protected Zones and Protection of Openings and Services

May include use of a Cold Work Permit whereby any impairment of compartmentation for service pipes, cables and the like as well as fire door impairment due, for instance due to lock removal, is restored

Maintained hold-open devices that allow doors to close on activation of the fire alarm are acceptable

Rating Key

0	Serious lack of fire compartmentation for property protection
1	Compartmentation provided for property protection but with major issues
2	Compartmentation provided for property protection but with minor issues
3	Comprehensive fire compartmentation provided for property protection

Fire compartmentation over the four campuses was good, although a few areas for improvement were noted including:

- All campuses had wedged fire doors, these compromising the fire compartmentation of the buildings.
- Fire stopping missing within the IT server room MO17 (Eastend campus)
- Fire stopping missing within room 411 (Springburn campus)
- Door fit noted as poor for the ground floor / refectory (Springburn).

For the Westend campus, with spot heating and seasonal variations a degree of warping is expected, fire doors noted were effective.

High Risk Management and Protection

Rating: **2**

There are a number of high risks that exist on many Campus sites, such as solvent distillation or use of some forms of unprotected HID lights.

Some risks can arise from the use of flammable materials or hazardous processes. Risk management of flammable and explosive risks are assessed via DSEAR 2002 as amended and DSEAR (Northern Ireland) 2003 as amended.

There may be internal storage of flammable gas cylinders instead of use of substitute equipment or external storage

Server rooms and very low temperature freezers for research equipment are also at risk if there are no remotely monitored alarms.

Rating Key

0	Serious deficiencies in the risk management of special hazards that could lead to a significant incident
1	Some risk management is in place but there are some serious concerns
2	Some risk management is in place but there are some recommendations
3	Special hazards management risk management is adequate

Within the Jewellery room workshop (Springburn), for the natural gas / compressed air burners, the hoses are secured with cable ties (these don't normally provide an adequate / uniform seal).

Business Continuity

Plans should be regularly reviewed and exercised to ensure adequacy and currency. Good systems include:

Incident Management Planning

Disaster Recovery Planning

Business Impact Analysis

Specialist local Plans in Academic/Service areas

Emergency Control Rooms and Communications

Battle boxes

Rating Key

0	No planning in place
1	Some basic Incident Planning in place but no review process
2	Good Plans in place, in line with ISO22301 principles but with minor improvements needed
3	Comprehensive Plans in place in line with ISO 22301 principles

UPS noted for Easterhouse, Springburn and East end, the West campus is slowly being decommissioned. No active generators.

Data centre based in Springburn (main block), server room East end (just off main reception) and Easterhouse (although this is more a comms space with less equipment). The Springburn / East end campus have IG55 suppression, N+1 environmental controls, access control (swipe card) and CCTV covering entrance points. Humidity detectors for Springburn, some concerns with the lower ground server room (LG304) Easter house (equipment silage should be improved)

ICT plan stand alone, embedded within the with college BCP plan.

The data centre has onsite back up, this is supported by multiple back ups (the being a Springburn active / Eastend passive). The Eastend campus has a resilience link (internet). A cloud back up (immutable), covers the critical data / services.

Service shared via HEFESTIS, this includes both data protection and cyber security services, recent table top exercises (cyber security) include ransom wear / Phishing simulations through 365 in addition to recent penetration testing (2021/2).

Cybers essentials plus scheme obtained, multifactor authorisations for students now implemented.

Fire detection and secure rooms (card entry - century systems). Buildings secured outside of public spaces.

Developing area, traditional BIA 's don't fit well to a college environment, the college operates an emergency plan policy, this acts as a policy of what to what to do in incident. The incident management team / senior management team react to the emergency planning (this to include threats like flood gas / leaks, this includes training exercises and the risk committee (who meet four times annually).

Communication to staff is via alerts (this will include Martins law for 2024 and this include ACT training for security staff). Staff awareness days cover paperwork reviews

Emergency boxes include physical copies, supported by grab bags (plan / FA kit) in high visibility box in office (can't be missed).

Security

Security of valuable equipment and artworks etc is most important as is security against arsonists. Good physical security systems, intruder alarms, CCTV and cash handling are essential. The current intruder alarm standard is EN50131-1:2006 + A1:2009+A2:2017 in accordance with PD6662:2017. Grade 3 equipment is the minimum level to be installed with Grade 4 signalling; the installer should conduct a risk assessment when designing the system. Generally, Campus sites are low risk environments but there are some items that are highly attractive to thieves:

Server rooms

Apple Mac computers

Non-ferrous metals – pipework and roofs/downspouts

Artworks especially external bronze artwork

Rating Key

0	Serious security concerns
1	Security is provided but with major issues noted
2	Security is provided, but with minor issues noted
3	Excellent security provided

Intruder alarms noted for all buildings, these included a mixture of both PIR and contact systems, the systems use 4/5 G back up. The alarms (out of hours) are monitored by an alarm receiving centre (Chubb). Responses will be from Mite and C&M (security patrols at Springburn), and on call college staff (who respond if needed in pairs) for other campuses. Where notification (alarms) exceeds a single notification, then police are alerted for a response.

For Eastend the existing security arrangements are due to change, here suitable SSOW should be introduced to ensure staff are not vulnerable during both lock up / opening etc.

Access control systems are mixed, with a move towards Paxton swipe access (this being noted for Springburn, Easterhouse and Eastend), some areas remain on key controls. For class room spaces, workshops and labs these are secured outside of use. During the visit, with the exception of open access areas (common spaces / toilets / library / café) all areas had secure access.

CCTV at each campus, all cameras report back to the monitoring station, the footage is partially monitored, cameras noted at site

- 20 for Springburn campus.
- 10 Easterhouse campus.
- 12 East end campus.

Cameras are a mixture of both fixed units and 360 degree monitoring. Additional cameras are being considered for the Westend campus.

Facilities where higher value IT equipment is used / stored are secure and locked (this includes PC suites / labs and workshops).

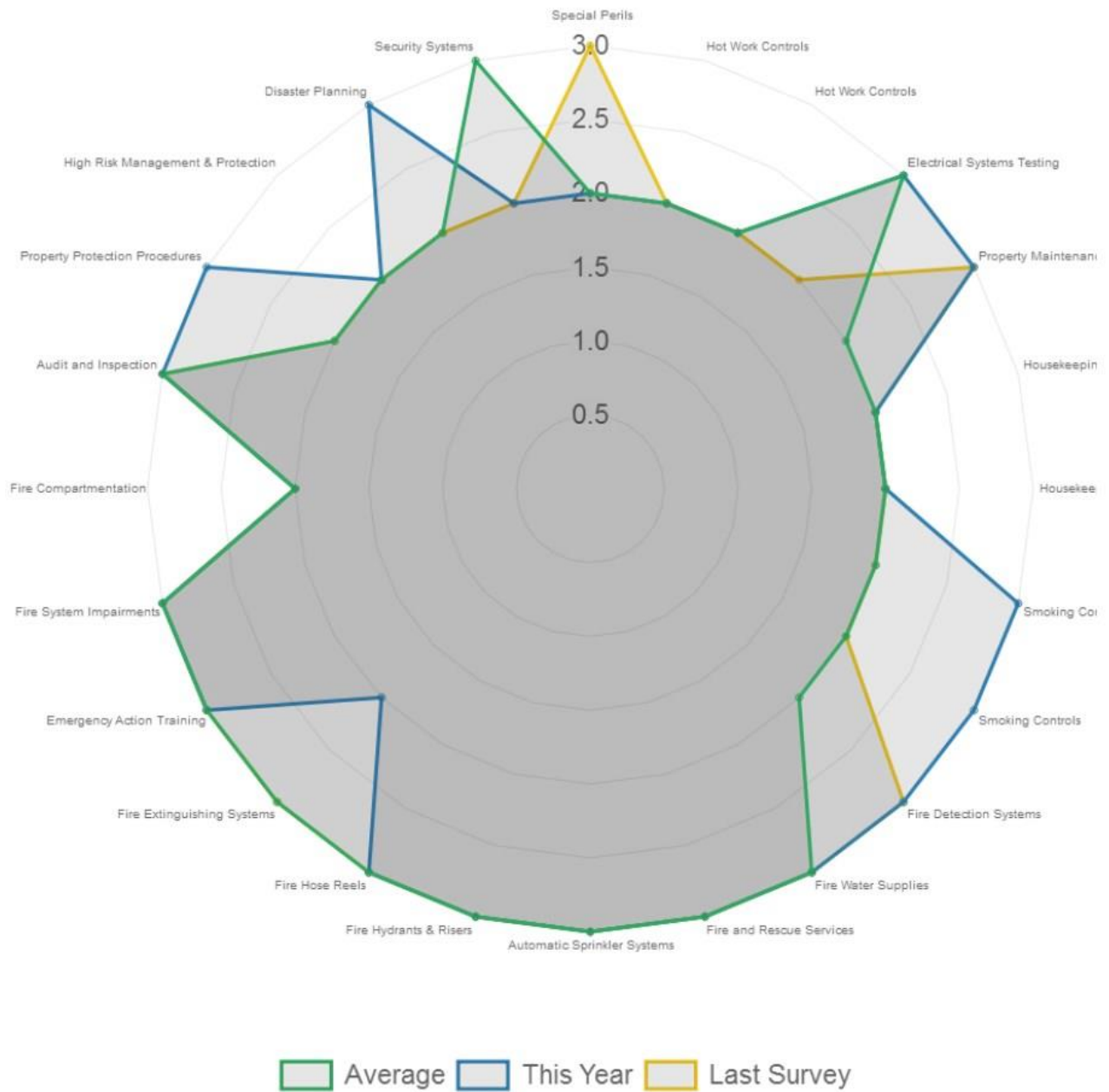
Contractor Mite and C and M (Springburn, Easterhouse), Eastend / Westend this has daytime cover (estates staff) and ARC out of hours.

Security patrols (at the time of the visit this included day cover), are likely to move to just night cover with increased CCTV and enhanced monitoring (CCTV and mobile patrols).

There are no obvious emerging patterns for crime or attempted theft / ASB. Some historic issues at Easterhouse campus (windows smashed and tree vandalism). No concerns for remaining sites.

Largely cashless processes for college facilities and café. Any cash holding to reflect CoE conditions (cash figures suggested below safe limits for cafes).

Score Comparisons



Health and Safety

Title	Observation	Recommendations	Comments	Rating	Person responsible	Update Due By	Progress
Work Equipment 2022-06	Pillar drills noted in the vehicle workshop, appeared to be in use without chuck guards.	Machinery Guarding.	Comments All guards (chuck guards) to be replaced and form part of the pre-use checks.	2	Faculty technicians	12/05/2024	Drill guards are back on 11/04/2024
Safe Systems of Work 2022-08	The ladder that provides access from the painting workshop to plant on the mezzanine, was not restricted (and could potentially be used by students - no restrictions noted). (M652, Eastend)	Work at height	A fit for purpose blanking plate should be fitted to the ladder to prevent unauthorised access to the unprotected mezzanine	2	Health and Safety Manager	12/05/2024	Locking plate has now been added. 15/04/2024
Safe Systems of Work 2022-09	Aircon workshop (047 - Springburn) ladders noted as missing tags / assets identification	Working at height	Replace assets / ladder tags and ensure the inspection program (including pre-use) is in operation	2	Faculty technicians	12/05/2024	New Tags supplied
Work Equipment 2022-11	The gym equipment is subject to multiple checks (for damage / faults) throughout the day. It was unclear if these checks are formally recorded.	Equipment inspections.	Pre-use / daily checks for gym equipment, should be recorded (including any repairs). The records could form part of a claims defence and help evidence checks were / are routinely being completed (SFARP)	2	Carol Goodwin	12/05/2024	Faculty keep repair records via email trail and visual check carried out at the beginning and end of each session teaching session. Faculty are producing a form for staff to complete when using this area to confirm they have carried out the check.
Risk Assessments 2022-12	LEV noted, but unclear if any RPE needed to account for frequent / multiple usage of MIG sets.	Risk Assessments	Confirm any welding risk assessment and health surveillance complies with the requirements of the HSE guide - https://www.hse.gov.uk/safetybulletins/mild-steel-welding-fume.htm	2	Faculty Staff and Health and Safety Manager	12/05/2024	Yes – full compliant

Property Risk Management

Title	Observation	Recommendations	Comments	Rating	Person responsible	Update Due By	Progress
Fire Compartmentation 2022-01	Ground floor corridor / refectory doors did not close completely (into the frames).	Fire Compartmentation - door closing	Fire door inspection programmes should ensure all doors (identified as fire doors), fit within door frames (with a gap of no more than 10mm). Selfclosing devises should be adequately tensioned to ensure doors close fully.	2		12/05/2024	Remedial works campus wide ongoing with new edges
Fire Compartmentation 2022-02	Wedged fire doors noted at Eastend, Springburn and Easterhouse, these compromising the fire compartmentation of the buildings.	Wedged fire doors - all campuses	Removal of wedges and education campaign on fire safety. For repeat offenders consider door guards etc. Consider the UMAL Red Alert bulletin to share with staff / add to notice boards.	2		12/05/2024	Wedges removed from SB campus Wedges removed from EH campus EE TBC
Fire Compartmentation 2022-03	Fireblocking / stopping missing within the IT server room MO17.	Fire stopping	Firestopping (intumescent caulk) should be completed for cabling runs through walls or ceiling to maintain fire compartmentation	2		12/05/2024	
Fire Compartmentation 2022-04	Fireblocking / stopping noted as being needed (room 411).	Fire stopping	Firestopping (intumescent caulk) should be completed where cabling runs through walls to maintain fire compartmentation.	2		12/05/2024	Complete
Housekeeping Management 2022-05	IT server room (LG304) and plant basement room noted with storage of redundant equipment and packing.	Housekeeping Easterhouse campus	Server / plant rooms should not be used for the storage of equipment / waste. The areas to be cleared and regularly monitored to prevent reoccurrence	2		12/05/2024	
Fire Extinguishing Systems 2022-07	A desktop fryer was noted in the café, no extinguishers noted in the café space.	Fire Extinguishing	A wet chemical extinguisher (class F) should be considered for the café to tackle deep fat fryer / oil fires.	2		12/05/2024	
High Risk Management and Protection 2022-10	For the natural gas / compressed air burners, the hoses are secured with cable ties (Jewellery room / workshop).	Gas systems (Springburn)	Fittings should be secured with stainless steel clamps, as the clamps don't pinch, provide a leak proof and robust fitting	2		12/05/2024	Works booked in for June 24 -external contractor
Documentation of Property Protection Procedures 2022-13	Poster / hazard warning signage noted as dated (room MG06).	Signage	Signage / posters for MG06 to be updated to reflect the CLP hazard pictograms.	2		12/05/2024	
Special Perils 2022-14	Faraday systems testing frequencies to be confirmed.	Lightning Protection	The Lightning Protection Systems maintenance/testing programme should be completed between 10 and 14 months, excluding 12 months, to ensure differing ground conditions are tested.	2		12/05/2024	Service contract has been updated