

GLASGOW KELVIN COLLEGE

FINANCE AND RESOURCES COMMITTEE – 28 November 2023

HEALTH AND SAFETY UPDATE

REPORT BY HEALTH AND SAFETY MANAGER

1. Introduction

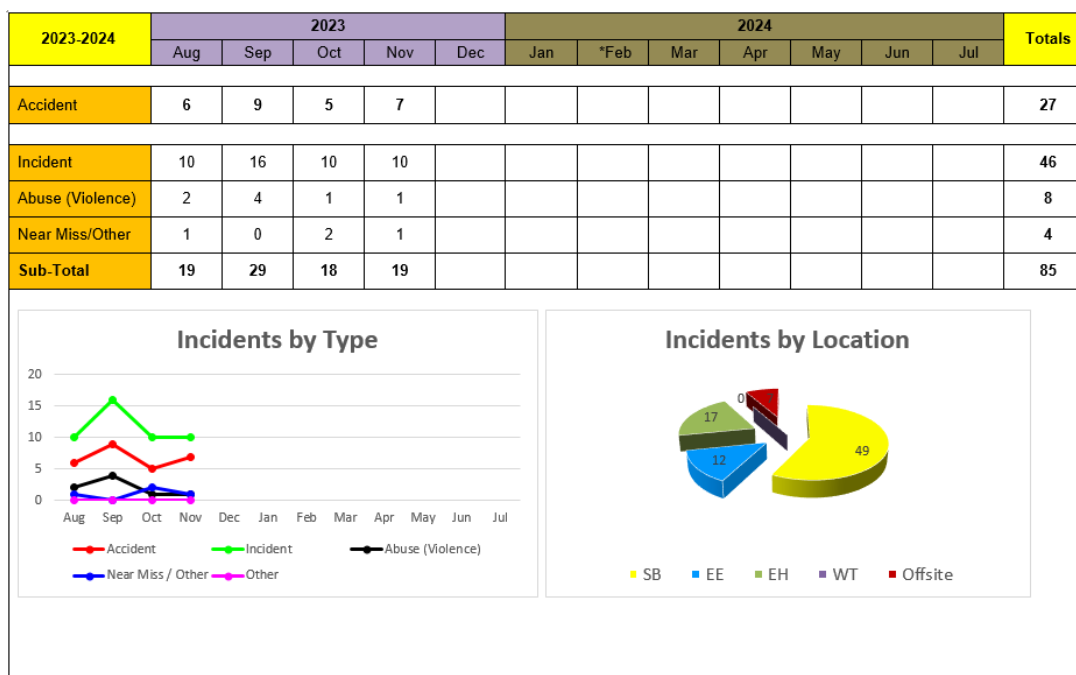
A successful organisation knows the value of a positive safety culture and Glasgow Kelvin College places great importance on protecting and promoting the health, safety and wellbeing of our staff, learners, visitors and contractors.

This report aims to provide a brief update on the Health & Safety performance across all College locations and activities for academic year 2023-2024.

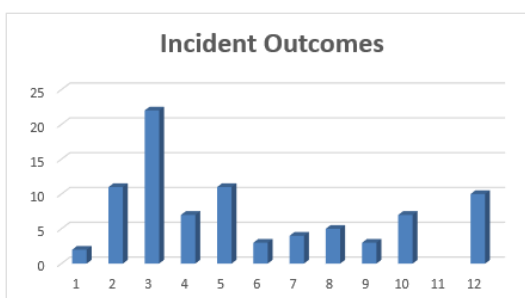
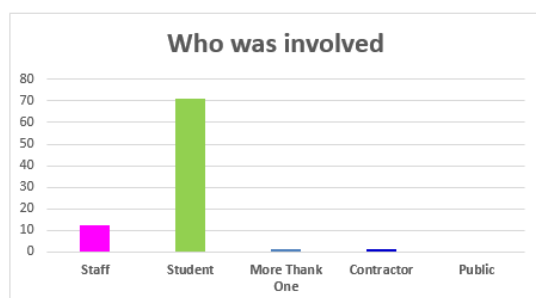
2. Health & Safety Update

A summary of College Health & Safety activities for the period August 2023 to November 2023 is provided below.

- Accidents/Incidents. Summary of 2022-2023 Accident Incident statistics are at the end of the report
- Current year Accident / Incident statistics.

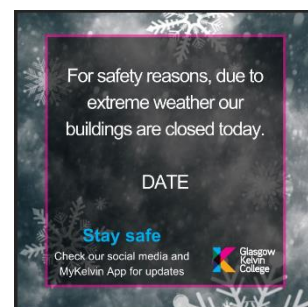


Affected	Staff	Students	Under-16's	Public/Contractor	Male	Female	More than One
	12	71	4	1	34	50	1
Outcomes	Pre-existing Condition	Cut, Graze etc.	Pull, tear, strain	Unwell or Anxiety	Eye or Ear	Burn	Seizure / Allergy
	11	22	7	11	3	4	5



- Departmental COSHH audits took place in Art, Jewellery, Sport, Support for Learning, Hair and Beauty, Estates and Engineering.
- Industrial Action - 7 September (both Unions) and 10 October (Unison). Detailed planning
- MiDAS theory refresher training was conducted for 10 members of staff on 21 August, 16 and 17 November. The on-road driving assessments were carried out subsequently. At present the next training round for staff currently MiDAS qualified will be in mid-2025.
- A demonstration of the WorkRite risk management system (RMS) was given to the HCCLD managers on 25 August. The demonstration included how to search the database, draft risk assessments and action further control measures.
- In advance of planned industrial action by both unions, a safety planning meeting was held on the 7 September. Considerations included the number and distribution fire wardens and first aiders as well as supervisory cover for higher risk areas (workshops, salons etc.). Additional fire warden training was conducted to ensure enough staff on campus were trained (with additional redundancy) and as a result, all three campuses were able to remain accessible for students on both dates (14 September (EIS and Unison) and 10 October (Unison)).
- A health and safety management process familiarization checks were conducted by the college insurers UMAL (Andrew Peacock) on 12 September to ascertain whether there if any gaps were evident in the structure or organisation. This will be followed up by on-site visits later in the academic year.
- To date, five of the six scheduled occupational health surveillance clinics have taken place, with the sixth taking place on 6 December. This equates to approximately half of the required clinics, with the remaining ones due to take place between January and April 2024.
- The Health and Safety Manager routinely attends formal JNC meetings has been in attendance at three this year (2 with Unison and 1 with EIS). This provides an opportunity to give a brief overview of current health and safety-related topics and to answer or address any specific union concerns.

- A meeting of the Incident Management Team (Business Continuity Plan) took place on 28 September to discuss preparations for the future college requirements in respect of the forthcoming legislation (The Terrorism (Protection of Premises) Draft Bill May 2023, 'Martyn's Law'). Further meetings are planned to develop the initial ideas and suggestions discussed.
- In October, departments and faculties requested to nominate members of their staff who may, as a requirement of their role, have the requirement *or potential* to use ladders or stepladders at work. As a result, 86 members of staff were enrolled on an IOSH accredited Ladder Safety course. To date, 54 staff have completed the course and the remaining 32 have online access until March 2024.
- The annual health and safety report was presented to the Board of Management on 11 October.
- Fire extinguisher servicing and maintenance at Springburn and West End campuses and Dry Riser inspections and maintenance at Easterhouse and Springburn took place during the week beginning 16 October. A small defect was found at Easterhouse campus which was rectified on the 24 October.
- 'Extreme Weather' warning graphic templates have been produced for use on the college social media in anticipation of severe weather during the winter.



- In early October, following receipt of a number of requested for disabled parking at the staff car park at Springburn campus, a review was carried out. It was found that, although the college was compliant with the letter of the law (Equality Act 2010), the current number of disabled parking spaces did not adequately meet the requirement. In order to address the shortfall a plan was drafted which increased the number from five to six. The resultant increase required a reduction of two non-disabled spaces. After consultation with the SMT and staff representatives, the plan was endorsed and on 15 November the new parking bays were marked.

Quality Enhancement week

- A 'First Aid at Work' course has been scheduled 20 to 22 November. The course includes six members staff (two requalifying and four carrying out CPD) and three catering contract staff.
- On Wednesday 22 a flu-clinic is taking place at Springburn with over 60 members of staff signed up.

3. Resource Implications

There are no additional resource implications arising from this paper.

4. Impact on Students

The request to Glasgow City Council for improvements to the Pedestrian crossing at Carntyne Road (adjacent to the East End campus) will improve the safety for staff and students, if granted.

5. Equality

There are no new equality issues identified as a consequence of this report.

6. Risk and Assurance

There are no new risks identified as a consequence of this report.

7. Data Protection

There are no data protection issues identified as a consequence of this report.

8. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

9. Recommendations

Members of the Finance and Resources Committee are recommended to note the contents of this report and its appendix.

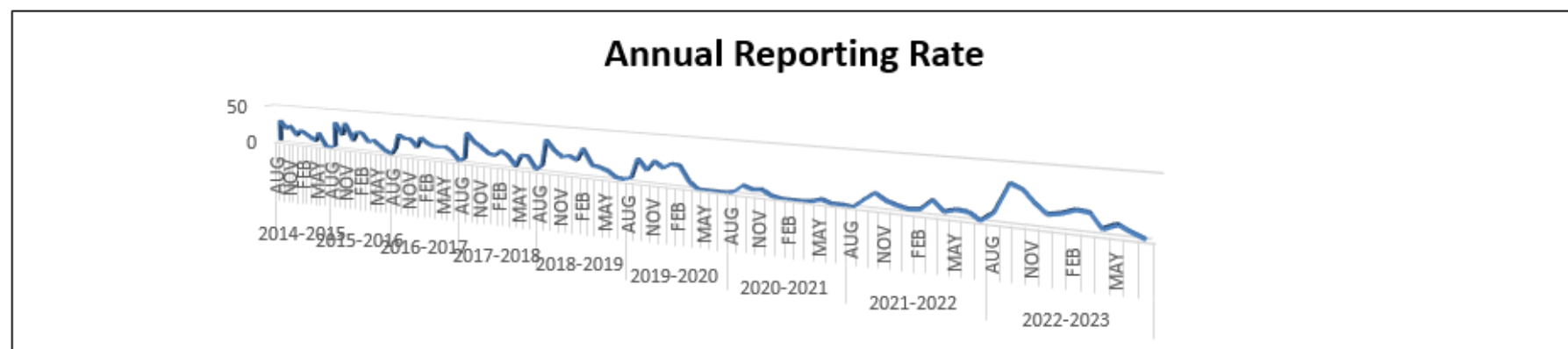
10. Further Information

Further information can be obtained from Geoff Lawson, Health and Safety Manager - geofflawson@glasgowkelvin.ac.uk

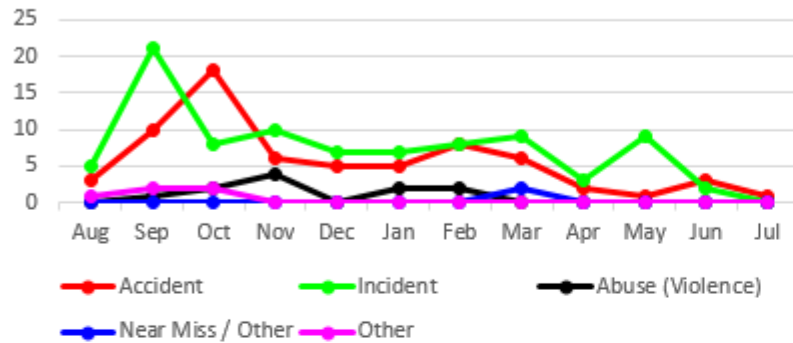
Geoff Lawson
November 2023

2022-2023 Accident / Incident Statistics

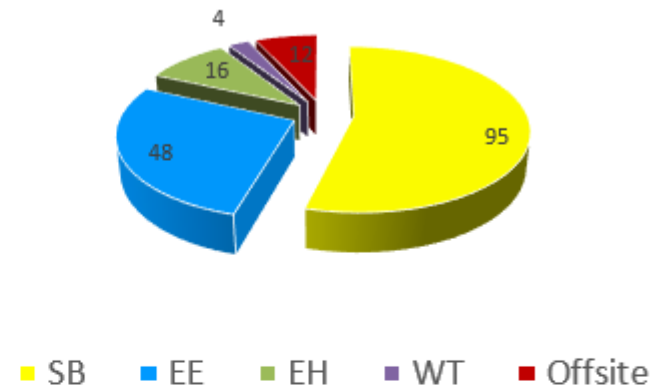
2022-2023	2022					2023							Totals
	Aug	Sep	Oct	Nov	Dec	Jan	*Feb	Mar	Apr	May	Jun	Jul	
Accident	3	10	18	6	5	5	8	6	2	1	3	1	68
Incident	5	21	8	10	7	7	8	9	3	9	2	0	89
Abuse (Violence)	0	1	2	4	0	2	2	0	0	0	0	0	11
Near Miss/Other	1	2	2	0	0	0	0	2	0	0	0	0	7
Sub-Total	9	34	30	20	12	14	18	17	5	10	5	1	175
Affected	Staff	Students		Under-16's		Public/Contractor		Male		Female		Multiples	
	25	137		14		6		85		83		7	
Outcomes	Pre-existing Condition	Cut, Graze etc.		Pull, tear, strain		Unwell or Anxiety		Eye or Ear		Burn		Fit or Seizure	
	32	50		6		27		15		9		12	



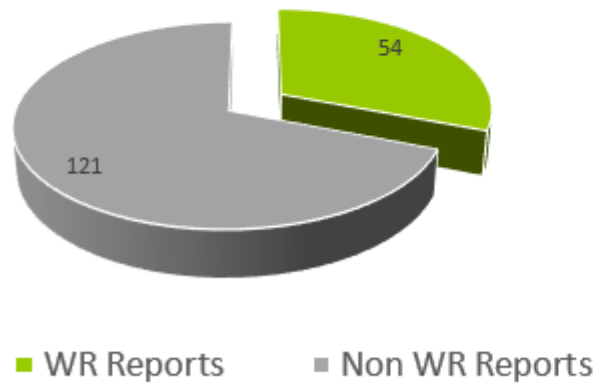
Incidents by Type



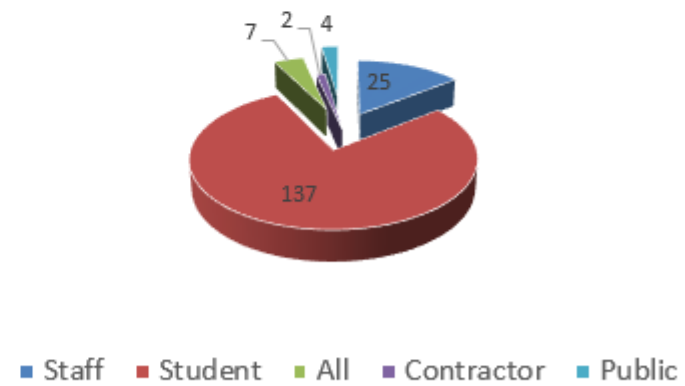
Incidents by Location



Work-related vs Non Work-related



Who was involved



Two RIDDOR reports were made during the reporting period:

- The first, categorised as 'violence and/or abuse' was a physical altercation between two young students resulting in loss of consciousness for one and transfer to hospital for checks. This was caught on CCTV and investigated as both a health & safety incident and student behaviour issues. Disciplinary actions were taken as a result.
- The second, was related to a student slip, trip or fall off campus which resulted in a loss of consciousness and the individual being transferred to hospital for checks.

Both RIDDOR reports were made via the HSE RIDDOR web portal and there were no follow-ups from the Health and Safety Executive (HSE) for either report.