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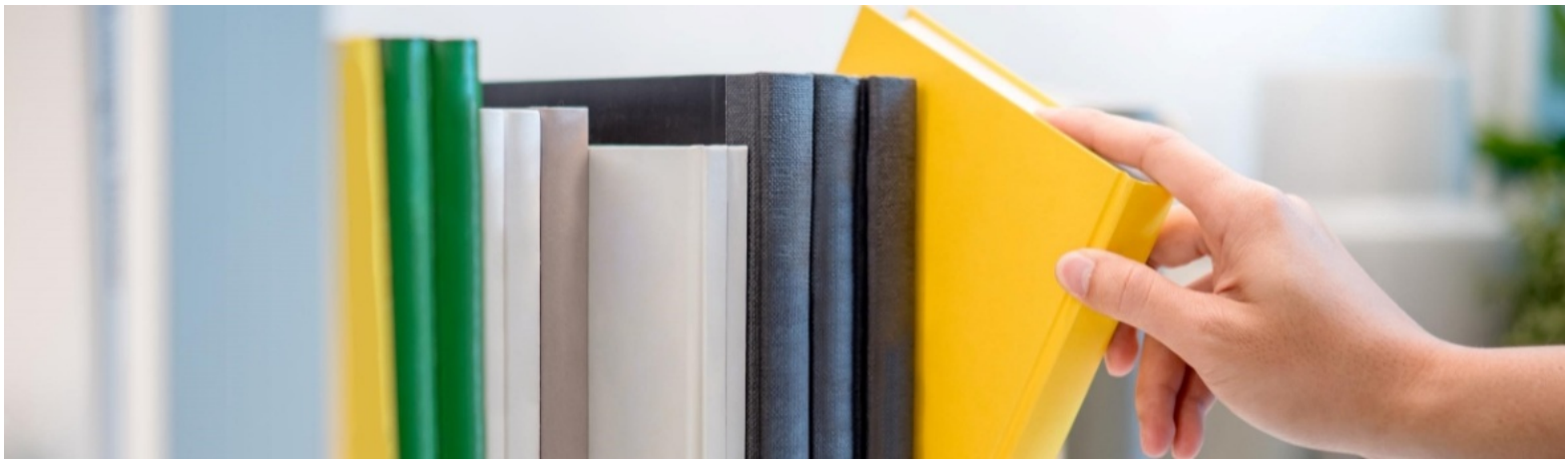

HEALTH & SAFETY RISK MANAGEMENT REPORT

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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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.

Rating: 2

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 measur

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

Rating: 2

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.

Occupational Health

Rating: 3

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.

Safety Training

Rating: 3

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.

Rating: 3

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

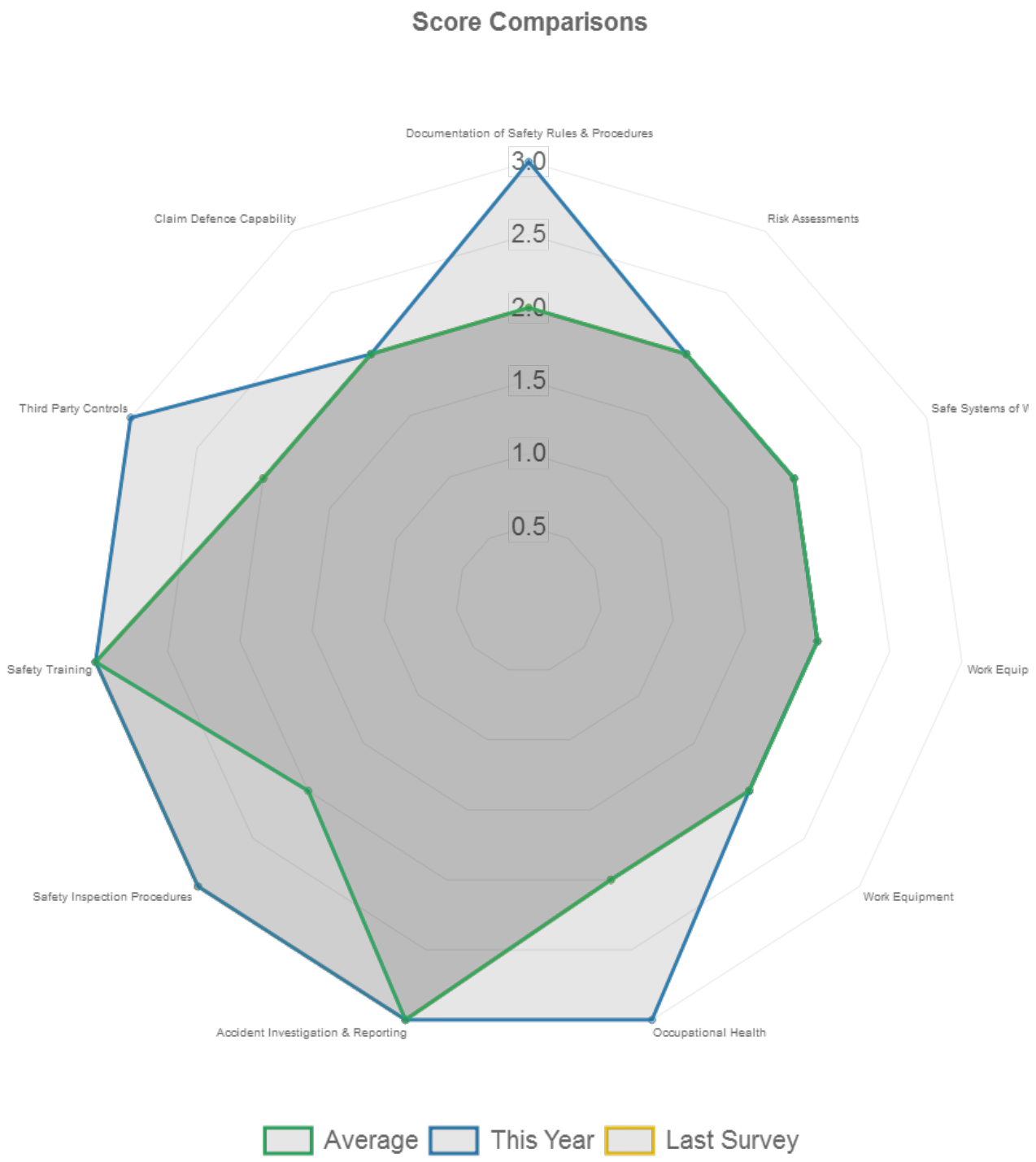
Rating: 2

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 were 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.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Documentation of Safety Rules & Procedures
Risk Assessments
Safe Systems of W
Work Equip
Work Equipment
Occupational Health
Accident Investigation & Reporting
Safety Inspection Procedures
Safety Training
Third Party Controls
Claim Defence Capability
3.0
2.5
2.0
1.5
1.0
0.5
Average
This Year
Last Survey