

Glasgow Kelvin College

Finance and Resources Committee – 4 June 2024

Health and Safety Update

Report by Health and Safety Manager

1. Introduction

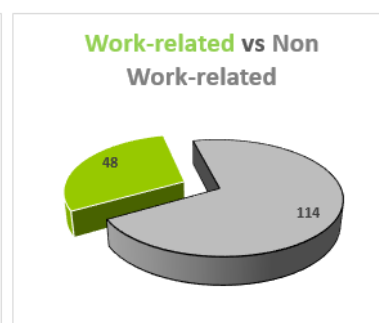
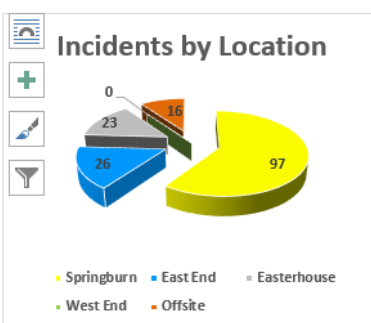
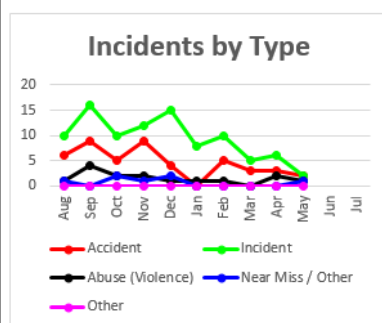
A successful organisation knows the value of a positive safety culture and Glasgow Kelvin College places great importance on protecting and promoting the health, safety and wellbeing of our staff, learners, visitors and contractors.

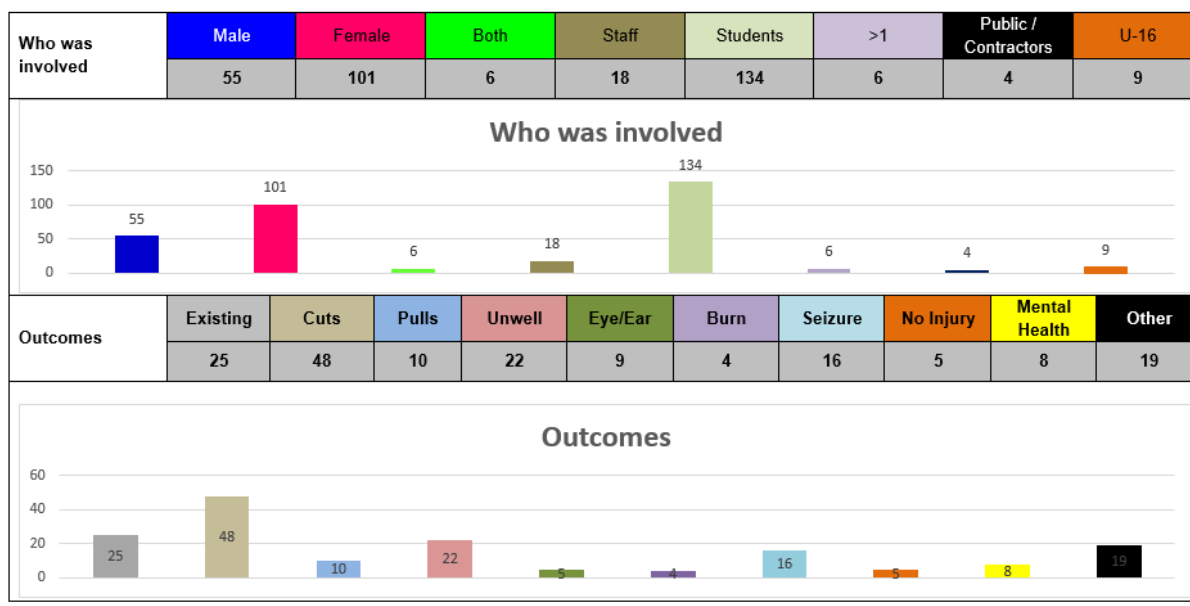
This report aims to provide a brief update on the Health & Safety performance across all College locations and activities since the last Finance and Resources Committee and planned activities.

2. Health & Safety Update

2.1 Current year Accident / Incident Statistics – Academic Year to Date

2023-2024	2023					2024							Totals
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Accident	6	9	5	9	4	0	5	3	3				46
Incident	10	16	10	12	15	8	10	5	6				94
Abuse (Violence)	1	4	2	2	1	1	1	0	2				15
Near Miss/Other	1	0	2	1	2	0	0	0	0				7
Sub-Total	18	29	19	24	22	9	16	8	11				162





2.2 Activities February to May 2024

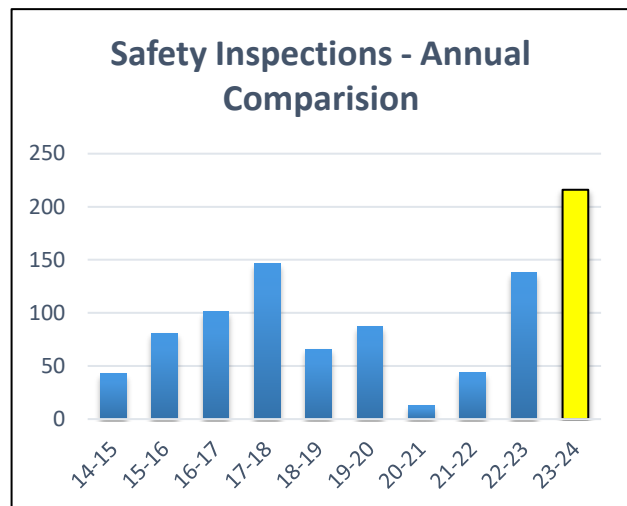
A summary of College Health & Safety activities for the period February to 1 May 2024 is provided below:

- Further to the Incident Management Team (Business Continuity Plan) meeting last year 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'), discussions are underway to trial an on-screen panic button software solution (Little Green Button), designed to keep staff safe. Little Green Button can be tailored for fire, medical emergency or intruder alerts, and is particularly useful where students cannot be left unattended. In addition to the 'Martyn's Law' applications, this system would provide an additional safety reassurance for staff and students.
- A further three occupational health surveillance (OHS) clinics have taken place since the last update, bringing the total this academic year to twelve, with one further clinic booked for the end of May.
- Departmental COSHH audits took place in HCCLD areas (Hair and Beauty), Estates and Finance.
- The campus fire risk assessment reviews took place between the 4 and 5 March. A total of 36 recommendations were made across the three campuses and actions to implement these are ongoing.
- During this process, the type and number of fire extinguishers held on the campuses was reviewed. The primary driver was to quantify holdings of foam extinguishers in advance of forthcoming legislative changes with regard to the use of firefighting foam as an extinguishing agent. These changes address concerns that firefighting foam (and the fluorine molecules that form part of the foam itself) has harmful effects to the environment, fauna and human health when discharged into the ecosystem. This review also presents an opportunity to rationalize firefighting equipment holdings and distribution, with the potential to reduce the costs associated with annual maintenance and replacement.

- Work on the Zebra crossing at Haghill / Carntyne Road East End commenced on Tuesday 27 February 2024. The completed project (bottom left photo) consisted of replacement Belisha beacons and freshly painted crossing road markings. Disappointingly no actions were taken to make the wider area better lit, marked and signposted, although we have been in touch with Glasgow City Council to request additional works.



- The annual asbestos re-inspection survey took place at the West End campus in March and the buildings asbestos register has been updated to reflect this.
- To date, 218 workplace health and safety inspections have taken place which compares very favourably to the total of 138 carried out throughout the previous 2-month reporting period (Aug 22 – Jul 23). If the current completion rate is matched, it is envisaged, as a minimum, that we will double the total achieved last year.
- Twelve occupational health surveillance (OHS) clinics have been completed so far this year:



2023

- 21 & 26 September
- 5, 9 & 26 October
- 7 November
- 6 December

2024

- 19 & 25 January
- 15 February
- 27 February
- 28 March

- The final clinic for this year's OHS programme has been scheduled for 30 May. To date, 99 members of staff have completed/attended their OHS appointment and been assessed 'fit for work'. There are 13 members of staff still to attend an appointment and 9 who have been scheduled with a follow-up appointment.
- A three-day first aid at work course took place at East End between 4 and 6 March. The course requalified three members of staff, as part of their role, four volunteers and two who completed the one-day emergency first aid at work course.
- The college currently has 42 members of staff qualified in First Aid at Work (3-day course) and an additional 20 (predominantly SMT) who are qualified in Emergency First Aid at Work (1-day course), which equates to approximately 15% of the total staff.
- During a recent discussion with the WorkRite account manager, it became apparent that following the change of ownership (Posturite to Ideagen) there have been a number of changes to the modules currently available to us. The most significant change is the removal of support by WorkRite for the AssessRite module. These changes are driven by the evolution in WorkRite's display screen equipment (DSE) training provision. This was previously predicated on either office or home working. The new methodology (Hybrid) covers both but now also includes the Agile workspace (tablet, smartphone etc.).
- Consequently, the following options were discussed by the health and safety committee. The Status Quo was the preferred option providing reassurances regarding quality of our current provision could be provided by WorkRite. Further discussions with our account manager are scheduled.

a. Status Quo, continue with our current Q-Pulse WorkRite Renewal (Enterprise) package until end of the existing contract	Year 1	Dec 22 to Dec 23	£5,796.45
	Year 2	Dec 23 to Dec 24	£6,260.17
	Year 3	Dec 24 to Dec 25	£6,260.17
	Year 4	Dec 25 to Dec 26	£6,635.78
	Year 5	Dec 26 to Dec 27	£6,635.78

b. A revised provision, which includes taking up new Hybrid DSE training + 10 other modules (see table below) and a reduction in the number of WorkRite license's from 650 to 500 (450 staff plus 50 for students). Projected costs for this are between £10,000 and £13,000 (depending on loyalty discounts etc.) and would include a reduced training offering (from 42 to 11 modules)

c. Replacement of the online health and safety training platform (bearing in mind our WorkRite platform also provides the 'Risk Management System' where all college risk assessments are produced and stored). This would entail a mini-tender process and early indications are that we would not be able to find a package which include both online health and safety training & the risk management system (RMS). Option c is more likely to be two separate platforms, one for training and the second a health and safety management portal for risk assessments.

- The recently issued ISO 45003 (Psychological health and safety at work – Guidelines for managing psychosocial risks) has now been procured by the college. This standard enables organizations to prevent work-related injury and ill health of their workers and other interested parties, and to promote well-being at work.

It deals with the risk of injury to psychological well-being. Improving psychological safety in a work setting involves taking precautions to avert injury or danger to employee psychological health that is within the influence and responsibility of an employer. In order to better utilize this tool, the Director of People and Culture, Head of Human Resources and Health and Safety Manager will be undertaking tailored training for the ISO standard.

- The updated health and safety policy was presented to the health and safety committee for review on 24 April. The policy will then go to the F&R Committee, SMT and finally the Board of Management in June.

2.3 Activities Planned

- An internal COSHH audit is scheduled to take place in Engineering on 7 May and Science on 21 May.
- The college's three driver assessor trainers (DATs) will renew their minibus awareness scheme (MiDAS) qualifications on 10 June 2024, which will allow the college to continue providing MiDAS training for another three years.
- A one-day emergency first aid at work (EFAW) course is scheduled to take place on 3 June. This will qualify the final member of the SMT members and a further six members of staff.
- A full first aid at work course (3-day) is being scheduled to take place in August. This course will re-qualify three existing first aider, provide CPD for relevant Academic staff and the remainder of places will be offered to staff volunteers.
- The postponed one-day Royal Society for the Prevention of Accidents (RoSPA) Directors and Senior Management Involvement in Health and Safety course, originally due in March will now take place on 3 June. The aim of this course is to keep the SMT updated with the latest guidance, legislation and best practice in health and safety. The previous health and safety training course for SMT members (NEBOSH HSE Certificate in Health and Safety Leadership Excellence), took place in March 2020.

3. Resource Implications

At present there are no additional resource implications arising from this paper.

4. Impact on Students

The Pedestrian crossing improvements at Carntyne Road (adjacent to the East End campus) will improve road safety aspects for staff and students, when completed.

5. Equality

The increase in blue badge parking spaces at Springburn has improved disabled access for staff and students at the campus.

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.

10. Further Information

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

Geoff Lawson
Health & Safety Manager
May 2024