

GLASGOW KELVIN COLLEGE

Board of Management Meeting of 10 October 2022

Annual Health and Safety Report 2021-2022

Report by Health and Safety Manager and Principal

1. Introduction

As members will be aware the Health & Safety Policy, approved annually by the Board, sets out procedures to ensure these responsibilities are discharged effectively.

The policy states that Glasgow Kelvin College values its employees, learners, service users and others affected by its operations and is committed to protecting their health, safety and well-being. The College therefore continues to develop and improve its systems and processes for managing health and safety issues.

In order to provide the Board with assurance that Health & Safety obligations are discharged appropriately an annual report is produced which summarises key activities which have been undertaken during the academic year.

The annual health and safety report, attached as Appendix 1, reflects activity across the four Glasgow Kelvin College campuses and covers the period 1 August 2021 to 31 July 2022.

2. Annual Health and Safety Report

The report provides a detailed overview of the challenges within the key areas of health and safety management and progress made with ongoing projects.

A contents page is provided at the beginning of the report, but the Key areas covered include:

- Asbestos Management
- Budget
- Carbon Monoxide Monitors
- College Control of Substances Hazardous to Health (COSHH)
- Fire Safety issues
- Health & Safety Committee
- Health & Safety Forms
- Health & Safety Policy

- Incident reporting and RIDDOR
- Legal and Current Issues Review
- Occupational Health
- Operational Plan 2021-2022
- Staff Training
- Coronavirus (COVID-19) Summary; and
- Health and Safety Manager CPD

3. Resources Implications

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

4. Equality

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

5. Risk and Assurance

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

6. Data Protection

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

7. Recommendations

Members of the Board are recommended to:

- i) note the contents of this report;
- ii) approve the Annual Health and Safety Report attached as Appendix 1

8. Further Information

Members can obtain further information on the contents of this report from Geoff Lawson, Health and Safety Manager on glawson@glasgowkelvin.ac.uk or Derek Smeall, Principal on dsmeall@glasgowkelvin.ac.uk.

Glasgow Kelvin College
Annual Health and Safety Report
August 2021 to July 2022



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Introduction

An organisation which aspires to be successful knows the value of a positive safety culture. Glasgow Kelvin College places the utmost importance on protecting, enhancing, and promoting the health, safety and wellbeing of our staff, students, visitors, contractors, and members of the public.

Effective management of health and safety (H&S) risks enables the college to:

- Prevent individuals being made ill, getting injured or killed by their work.
- Encourage positive relationships with partners and contractors, ensuring that the activities of contractors do not expose the college, its staff, students, or members of the public to risks to their H&S, and
- Avoid reputational damage in the eyes of partners, suppliers, other stakeholders, and the wider community.

This annual report aims to provide analysis of the H&S performance across all college locations and activities for the year August 2021 to July 2022 and includes an overview of the impact on the College of the COVID-19 pandemic.

1. Asbestos

a. Annual Survey

The annual asbestos management re-survey of the West End campus took place on 4 March 2022, which addressed the Control of Asbestos Regulations 2012 requirement for an annual management survey to manage asbestos containing materials (ACMs).

The report was received on 22 March, following which, the building asbestos register was updated, and campus staff informed.

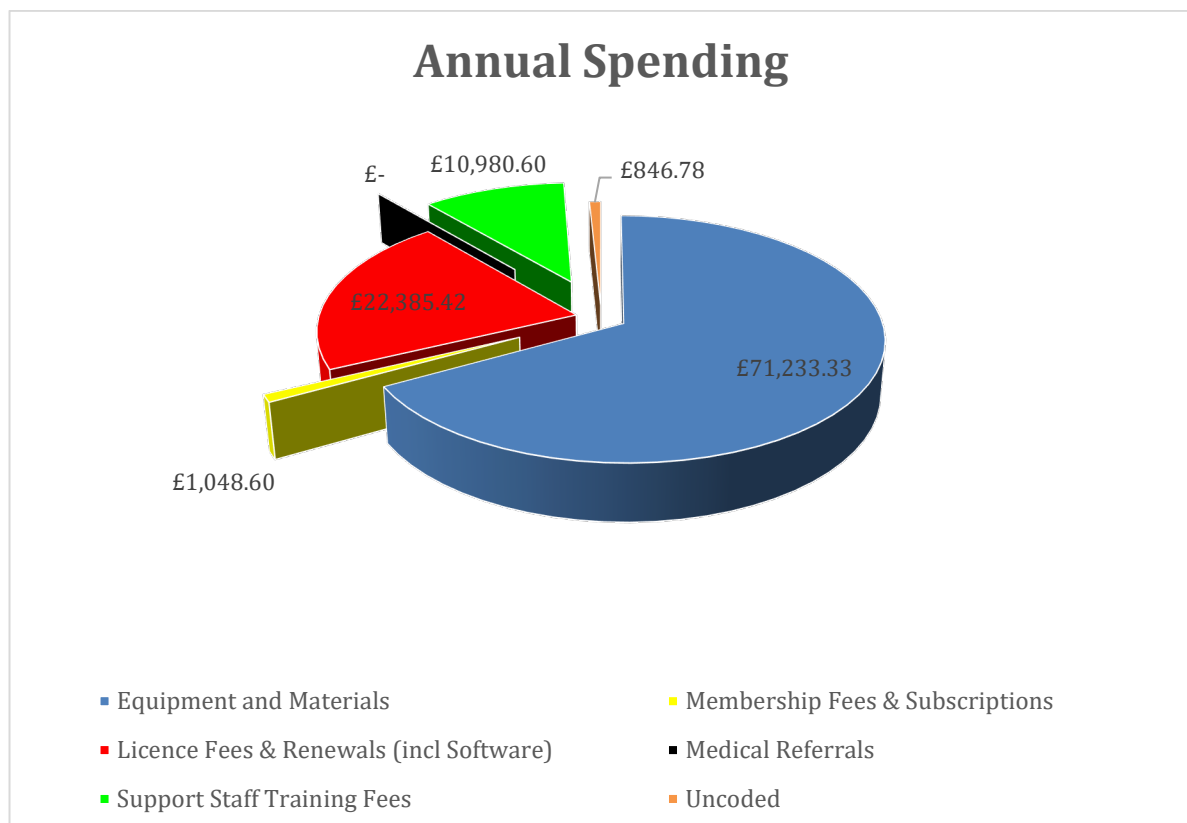


There remains a mandatory Asbestos Awareness training requirement (annual) for all campus-based and visiting Estates and Facilities staff to complete online.

2. Budget

Despite a challenging year, including significant unplanned spending as the result of the COSHH incident in March 2022, health, and safety costs during 2021-2022 were comfortably maintained within the planned £109,710 budget.

Cost code analysis of the years spend is set out below:



Code	Purchased	Spend 20-21	Spend 21-22
209001	Equipment and Materials	£65,460.21	£71,233.33
210009	Memberships Fees and Subscriptions	£ 1,742.13	£1, 048.40
210008	License Fees and Renewals	£19,884.92	£22,385.42
201007	Medical Referrals (Occupational Health Surveillance)	£ 3,130.05	£ 0
201002	Staff Travel	£ 14.42	£ 0
201006	Staff Training Fees	£18,828.60	£10,980.60
Uncoded		£ 0	£ 846.74

Equipment costs accounted for two-thirds of the budget this year, and this was, in part, related to the supply of additional COSHH storage for departments and faculties.

The un-costed COSHH equipment spending was offset by the absence of an Occupational Health surveillance programme, which was significantly affected by a combination of COVID restrictions, staff availability and OHS provider issues. To address this shortfall, the OH surveillance programme for 22-23 commences in October and will cover all relevant staff.

3. Carbon Dioxide (CO2) Monitors

As an additional method of identifying areas with poor ventilation the Scottish Government supplied the College with 140 CO2 devices in May 2022.

These devices replaced 20 more basic models which had been purchased by the College at the beginning of the academic year.



These Government supplied devices were calibrated, resulting in two proving inoperable. The remaining 138 were distributed to the four campuses as follows:

- East End 20
- Easterhouse 20
- West End 20
- Springburn 78

Device locations at specific campuses have been made available to staff via the Intranet: Aranet4 CO2 Monitors Register

Readings from these devices can be achieved in two ways:

- Each individual device displays the CO2 level, humidity, temperature and barometric pressure on screen (see photo above)

- Each device has been uploaded (via Bluetooth) to the campus-based tablets, which allows for remote monitoring of the CO2 devices.

Remote monitoring also provides access to data recorded on the device for the day, the previous day and for the week before. This allows for a more accurate assessment of the environmental conditions (CO2 level, humidity, and temperature) prevalent within each room.

Each of these devices has a unique College identifying number (GKC 022 etc.)



Another advantage of these devices is that staff can download the Aranet4 App which enables them to view the data on the devices in any room they may be using.

HSE guidance states that CO2 readings which are consistently above 1500 parts per million, indicate that further actions to improve ventilation may be required and although only distributed at the start of the 2022-2023 academic year, monitoring records to date have not identified any problem areas, although this will of course remain under review

4. Control of Substances Hazardous to Health (COSHH)

Members will recall the COSHH incident, which took place in the Jewellery workshop at Springburn campus on 11 March. This RIDDOR-reported incident resulted in a full incident investigation and review of the overall College COSHH management processes and procedures.

The investigation report identified a raft of actions and improvements, listed in the action plan. A subsequent externally conducted COSHH audit also took place and these recommendations, along with the investigation action and a 'Lessons Learnt' report, were brought together in a combined action plan - a selection of which are listed below:

- Participated in an externally led COSHH audit and commenced rectifying identified actions
- Reviewed all COSHH substances used and stored by the College, disposing of any substances or materials, which are no longer required
- All staff with any COSHH exposure have been identified and provided with training relevant to their level of exposure
- COSHH 'Custodians' (responsible persons) for each department and faculty have been nominated and provided with internal and external-accredited training
- Emergency procedures and documentation have been updated to reflect best practice and lessons learnt
- Departmental and Faculty internal COSHH audits scheduled for twice a year, and quarterly safety inspection process enhanced
- Reviewed COSHH storage options across the college and replaced or enhanced provision
- Investigating provision of a computerized maintenance management system (CMMS) to be trialled in the Engineering, Construction and Science faculty

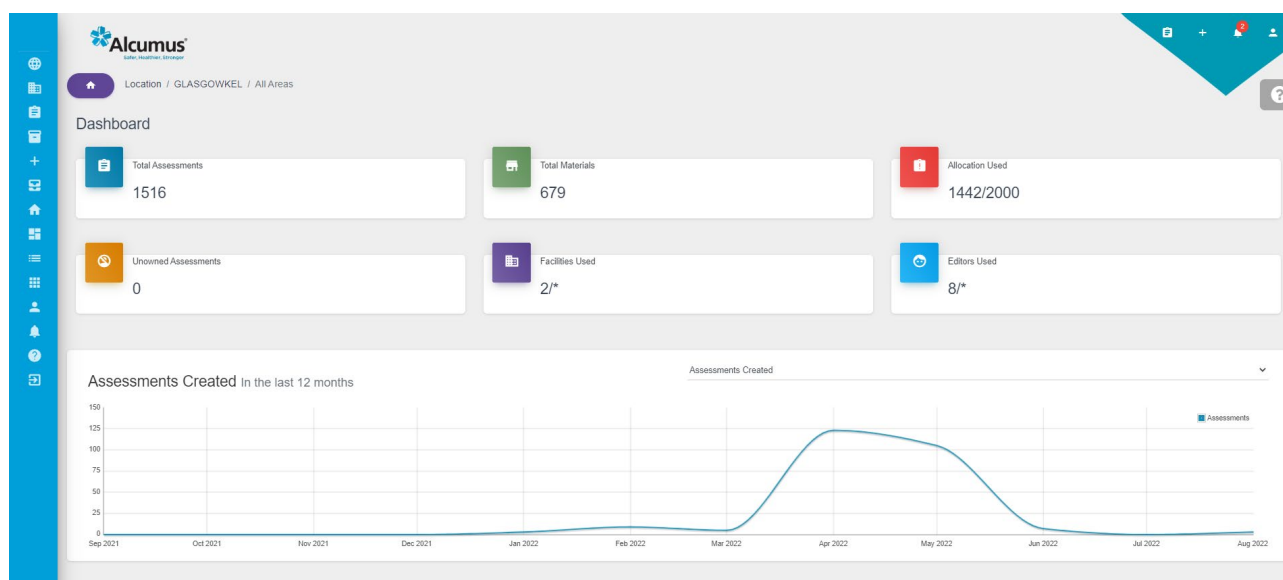
The combined action plan listed 73 actions. Those with a short deadline have been prioritised and a number of actions which will be rectified over time in the normal course of COSHH assessment reviews. The outstanding actions cannot be resolved until a combination of other items have been completed. Progress with the action plan is as follows:

To date there are:

Completed	32 (43%)
In Progress	34 (46.5%)
Outstanding	7 (9.5%)

In addition to the above, access to and completion of assessments on the Alcumus COSHH management system (CMS) have been increased to reflect the results of the departmental and faculty reviews and external audit.

At the end of July 2022 there were 1,516 live COSHH assessments on the CMS, an increase of 71 since the last annual report.

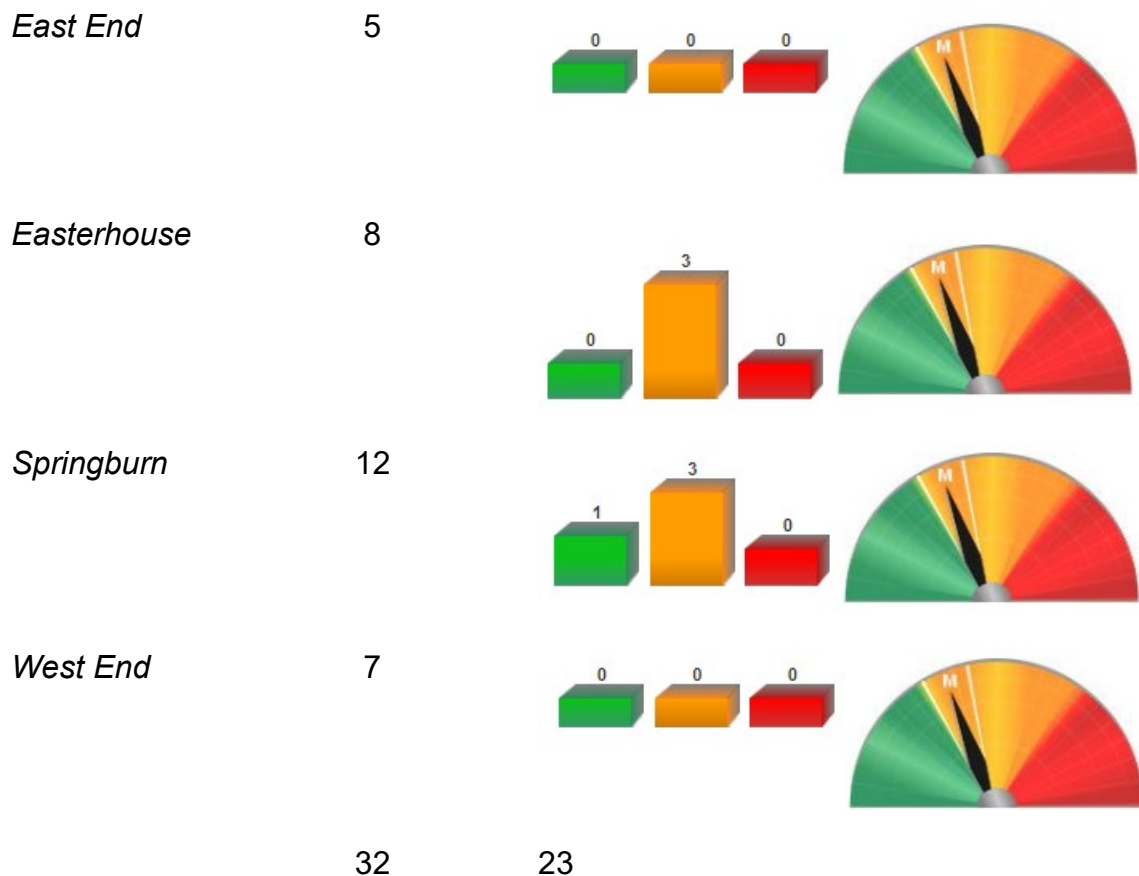


5. Fire Safety Issues

The fire risk assessment review campus visits took place between the 8 and 9 February 2022. As before, all four sites were visited and inspected, and the final report was made available via the web-based platform shortly afterward.

These risk assessments highlighted 32 issues, which the college has been addressing *in priority order*.

Actions Identified Actions Outstanding



The outstanding fire risk assessment actions are related to fire door repair and replacement issues, which have been included as priorities in the ongoing campus maintenance schedule.

As previously mentioned, management of fire safety is carried out using a web-based reporting platform, providing staff with a 'near-real time' method of viewing, and monitoring the progress of key actions and recommendations.

- This online platform provides a facility for the college to populate a live fire safety logbook with up-to-date fire safety related documentation (fire alarm, extinguisher checks, emergency lighting maintenance and fire door checks etc.). This information is displayed using a traffic light-based alert system, which ensures the fire safety documentation, maintenance and checks remain in date.
- The key outstanding action point in the previous fire risk assessment was *'the provision of an emergency voice communications system (BS 5839-9 compliant) between the fire evacuation refuges (in the stairwells) the staff at the fire alarm control panel at reception'*. Equivalent systems had been fitted at build at East End and Springburn campuses. Voice communication systems were successfully fitted at Easterhouse and West End in October 2021.

A rolling Evacuation Controller, Fire Warden and Lift Evacuation Team training programme commenced in July and will continue into the early Autumn.

6. **H&S Committee**

- During the reporting period the H&S Committee, chaired by Jeanette Evans (Vice Principal, Operations) on behalf of the management, met on the following dates:

2021	15 September and 10 November
2022	19 January, 16 March, 20 April and 1 June

- The committee is scheduled to meet during session 2022-2023 on the following dates:

2022	21 September and 2 November
2023	19 January, 15 March, 26 April and 7 June

- All committee meetings during this reporting period were conducted via Microsoft Teams, and the first meeting of the next session will follow suit. Arrangements for the remaining meetings scheduled for 2022-2023 will be discussed then.
- The accepted minutes of each of the H&S Committee meetings were reviewed by the Strategic Management Team (SMT) prior to posting on the College intranet (College Documents). These minutes are also a standing item on the Risk Management Committee agenda.
- The committee chair, which is rotated on an annual basis between the college management and EIS and Unison, will be occupied Mark Boyle (EIS Safety Representative) for the next session.

7. **H&S Forms**

- The annual review of college H&S documentation took place during the course of June and July.
- This review incorporated any legislative and best practice changes and addressed staff 'ease of completion' issues.
- The following documents were updated as a result of this review:
 - HS001 Incident Report Form (Version 10)
 - HS003a Learner Personal Emergency Evacuation Plan (PEEP) 22-22
 - HS003b Staff PEEP
 - HS003c Chinese School (PEEP)
 - HS004 New or Expectant Mother (NEM) Risk Assessment
 - HS007 Monthly Ladder Inspections

8. **H&S Policy**

- The annual review and update of the college H&S policy was conducted by the HSM during March and April. This years' review consisted of some minor title amends and spelling corrections.
- The reviewed document was subsequently presented to the H&S Committee, the SMT and the F&R Committee for endorsement and finally to the Board of Management on the 13 June for final approval and signature by both the Chair of the Board and the Principal.
- Copies of the signed H&S policy statement were posted in the reception areas of all campuses during July.

9. Incident Reports and RIDDOR

	2021					2022							Totals
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Accident	0	2	7	5	1	1	2	6	4	4	4	1	37
Incident	0	6	8	3	4	3	3	6	1	4	3	0	41
Near Miss	0	0	0	0	1	0	0	2	0	0	0	0	3
Abuse or Violence	0	0	0	1	0	0	0	0	0	0	0	0	1
Total	0	8	15	9	6	4	5	14	5	8	7	1	82
Helpdesk (H&S)	9	7	8	22	13	6	10	21	5	9	9	1	120

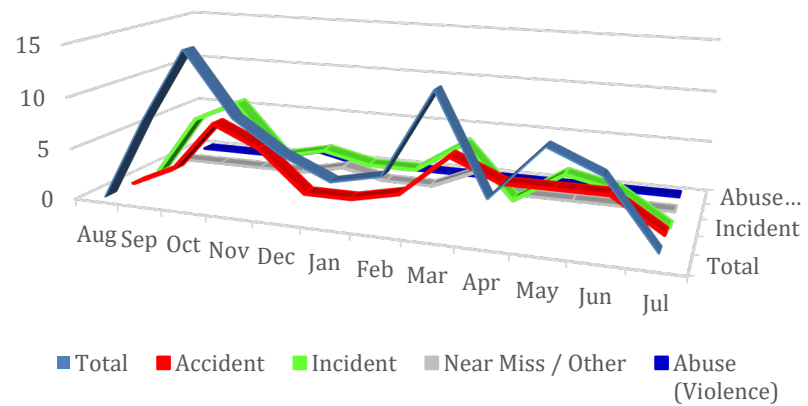
Incident Reports

There were **82** incident reports were made using the College Incident report form (HS001) during this reporting period which is an increase of **49** on 2020-2021 figures.

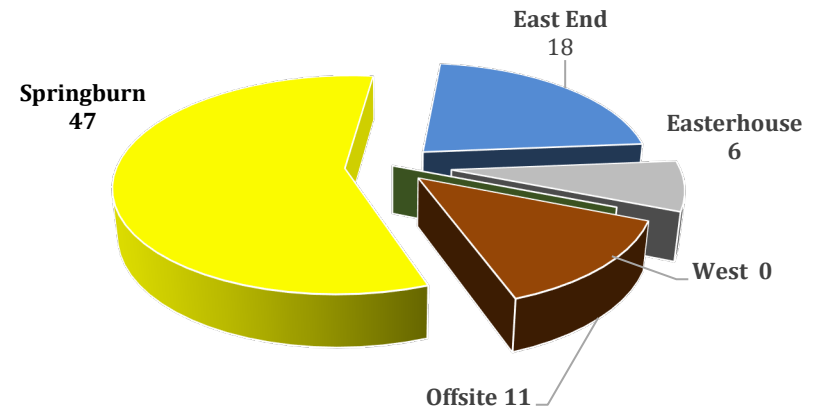
There was 1 incident categorised as '*violence and/or abuse*' during the period:

- A physical and verbal assault on the East End security guard by a group of youths who were vandalising a vehicle outside the campus. The incident was caught on CCTV and is now the subject of a Police Investigation.

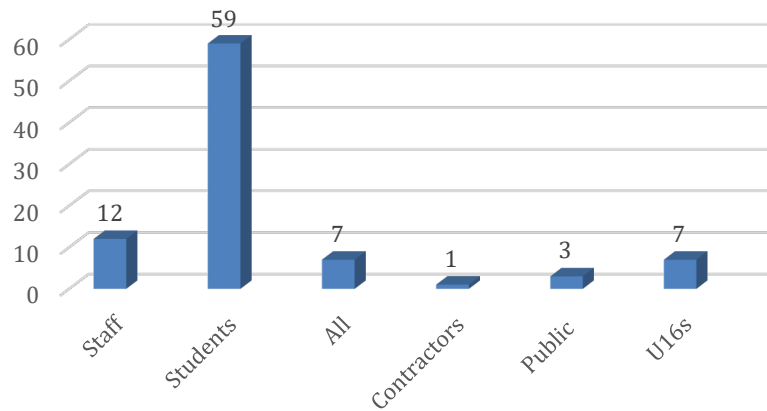
Incidents by Type



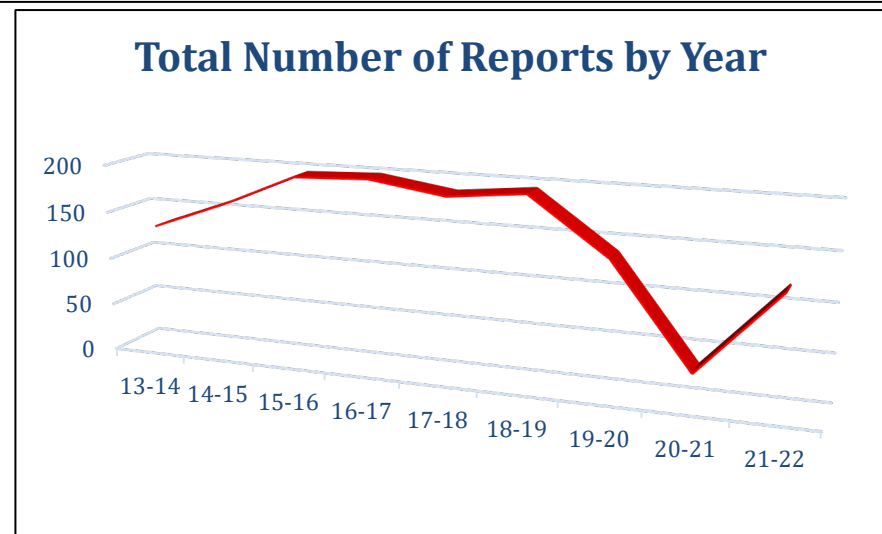
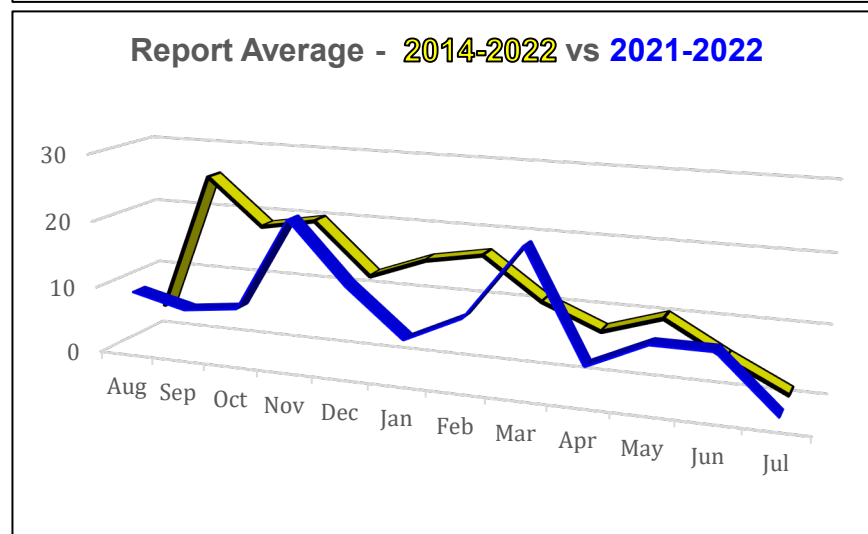
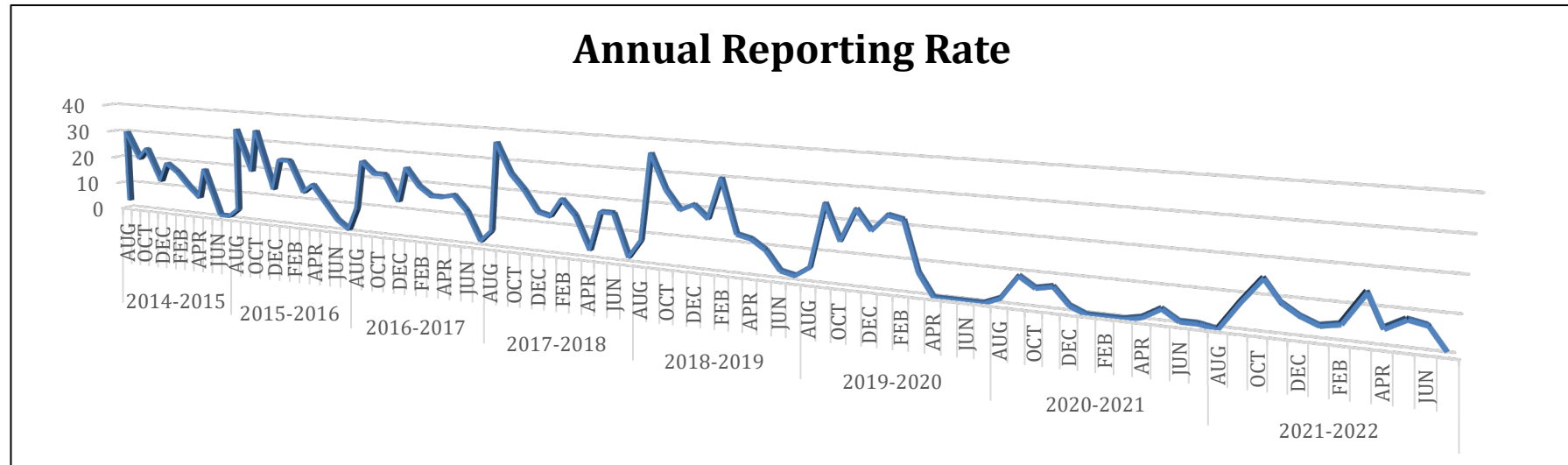
Incidents by Location



Who was affected

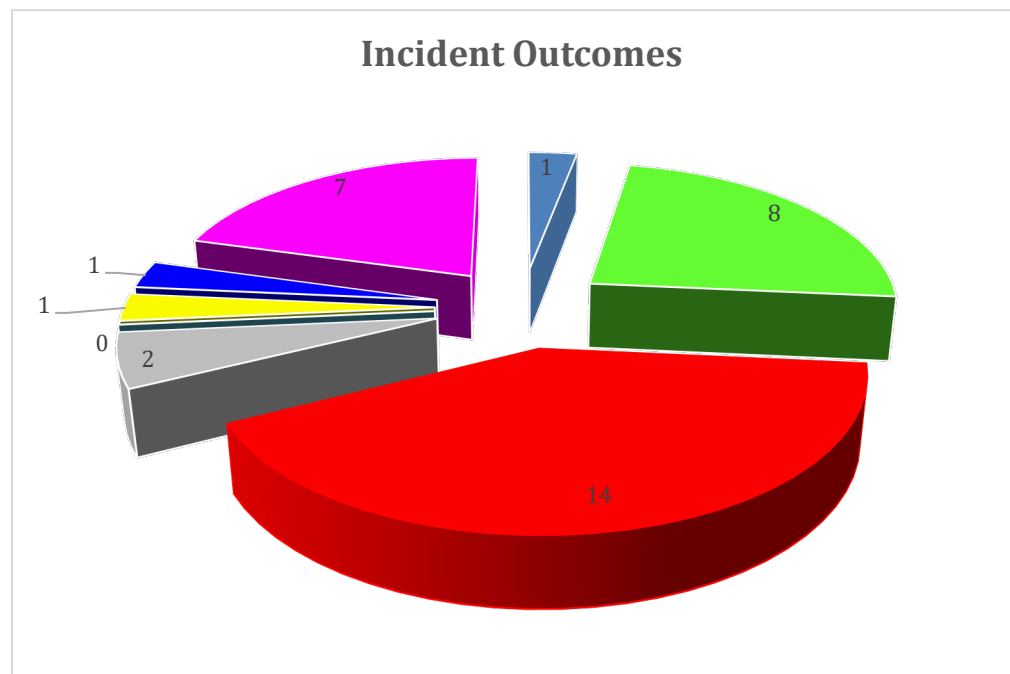


This year saw a modest rise in the number of reported incidents, primarily due to the removal of campus occupation (COVID) restrictions



Injuries related to Incident Reports

Cut, graze or impact injury	14
Pre-existing condition	8
No illness or injury	7
Unwell or anxiety	2
Burns	1
Fit or seizure	1
RIDDOR report	1
Eye injury	0



RIDDOR.

One RIDDOR report (reporting of injuries, diseases, and dangerous occurrences) was made via the HSE RIDDOR web portal during this reporting period, which related to the COSHH incident on 11 March 2022. There has been no follow up from HSE following this report.

10. Legal and Current Issues Review (LCIR)

The LCIR was issued monthly throughout the reporting period providing a summarised description of each topic and links to the full articles covered:

August	HSE Musculoskeletal Disorders (MSDs) eBulletin – Jun 21 New Ladder safety guidance HSE Construction eBulletin – Jun 21 HSE eBulletin (news and information) – Jun 21 HSE eBulletin (news and information) – Jul 21
September	HSE Domestic Gas eBulletin – Aug 21 HSE Construction eBulletin – Aug 21 HSE eBulletin (news and information) – Aug 21
October	HSE COSHH eBulletin HSE Construction eBulletin – Sep 21 Volunteering: Update guidance on how to manage risks HSE Stress eBulletin – Oct 21
November	HSE Digital MAC, ART, and RAPP tools (Manual Handling) HSE Noise at Work eBulletin – Oct 21 HSE Ventilation update HSE Musculoskeletal Disorders (MSDs) eBulletin – Sep 21 HSE Lone Working eBulletin – Oct 21 HSE Construction eBulletin – Oct 21 Ladder Association – updated Code of Practice Menopause – IOSH Workplace Guidance The RoSPA Journal Nov/Dec 21
December	HSE Stress eBulletin – Nov 21 Managing Home Workers' Health & Safety HSE eBulletin (Dichloromethane (DCM) information) HSE eBulletin (news and information) – Nov 21 HSE Local Exhaust Ventilation (LEV) eBulletin – Nov 21 Bust the myths on portable appliance testing (PAT) HSE Construction eBulletin – Nov 21 HSE Ventilation eBulletin – Dec 21 HSE First Aid at Work eBulletin – Dec 21 HSE Construction eBulletin – Dec 21 HSE Statistic eBulletin – Dec 21
2022	
January	HSE MSDs eBulletin – Jan 22 Long COVID – return to work report published Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPE 2022)

February	HSE Preventing work-related stress HSE Construction eBulletin – Jan 22 Working safety at height Working safely with display screen equipment (DSE)
March	School prosecuted for failure to manage risk on organised trip HSE eBulletin (Motor Vehicle) – Feb 22 HSE Construction eBulletin – Feb 22 School fined after fall from height
April	Updated woodworking guidance published HSE MSDs eBulletin – Mar 22 First Aid at Work – guidance and information Lone working: protect those working alone HSE Woodworking inspections
May	Ventilation in the workplace COVID-19 restrictions replaced by public health advice Safe use of ladders and stepladders at work HSE Safety Alert (Respirators) HSE Construction eBulletin – Apr 22 Make sure you know your COSHH essentials HSE LEV eBulletin – May 22 HSE Domestic Gas eBulletin – May 22
June	HSE eBulletin – protecting pregnant workers and new mothers HSE MSDs eBulletin – Jun 22 HSE Construction eBulletin – Jun 22 Managing Home Workers' Health & Safety
July	HSE Stress eBulletin – Jun 22 HSE Temperature eBulletin – Jun 22 Improving general ventilation in the workplace HSE Construction eBulletin – Jun 22 Warehouse owner fined after worker falls 30 feet through skylight Bust the myths on portable appliance testing (PAT) HSE Motor Vehicle Repair (MVR) eBulletin – Jul 22 HSE MSDs eBulletin – Jul 22 Workplace fatality statistics 2021-2022

11. **Occupational Health Surveillance (OHS)**

OHS serves two purposes:

- the identification and management of staff and any potential work-related health effects,
- to meet the criteria where health surveillance may be a legal requirement (Management, COSHH, Lead, Noise, Vibration Regulations etc.).

OHS includes staff being exposed to noise, vibration (handheld vibrating tools), ionising radiation, lead, solvents, fumes, dusts, biological agents, and other substances hazardous to health.

Our current OHS programme checks include:

- audiometry for noise exposure,
- respiratory for dust & fume exposure,
- hand-arm vibration (HAV) for vibrating handheld tool exposure,
- skin for solvent or COSHH material exposure,
- blood tests for lead work exposure, and
- eyesight check for staff who routinely drive college vehicles as part of their role.

Conducting OHS clinics was particularly challenging during the COVID pandemic, and the 2020-2021 and 2021-2022 programmes suffered as a result. However, this was offset somewhat by the reduction in staff exposure resulting from the lower occupancy levels on campus during this period.

The 2022-2023 OHS programme commences in October and will run until December with 125 staff expected to take part. These OHS clinics are programmed to take place in Springburn and East End campuses and schedules have been coordinated with Managers in order to minimise disruption.

Flu Clinic



In light of the reduced occupation levels on campus last year the College opted to use vaccination e-vouchers for the flu vaccination programme. While promising to be a more efficient method of providing access to the vaccinations, in reality, there were only a minimal number of pharmacy outlets in the Glasgow area able to administer the injections.

As a result, staff experienced a number of problems trying to use their e-voucher, and this process will not be repeated.

A flu clinic is scheduled to take place at Springburn campus in the Autumn (date to be confirmed) using a local pharmacy to provide the service.

12. **Operational Plan 2021-2022**

August	• Complete update of health and safety documentation on staff intranet Complete
September	• In tandem with Health and Wellbeing Sub-Committee (HWSC), promote 'Togetherall' Complete

- In tandem with HWSC, complete submission of evidence required for the Healthy Working Lives' (HWLs) Silver Award

Overtaken by events – HWLs Award no longer supported by Public Health Scotland

- In tandem with HWSC, complete submission of evidence required for the Healthy Working Lives' (HWLs) Gold Award

Overtaken by events – HWLs Award no longer supported by Public Health Scotland

- Recruit two class representatives to the H&S Committee

Complete

- Recruit two class representatives to the HWSC

Complete

November

- Engage external subject matter expert (SME) to review college campus Fire Risk Assessments

Complete – Reported February 2022

February

- Engage external subject matter expert (SME) to conduct West Campus asbestos re-survey

Complete – Reported March 2022

May

- Review, update, and present Health & Safety Policy to H&S Committee and SMT

Complete

- Submit approved version of revised Health & Safety Policy to Board of Management

Complete

June

- Arrange a minimum of three H&S at work presentations to learners

Two of three achieved

- Draft and submit H&S update reports for the H&S Committee:
 - September 2021
 - November 2021
 - January 2022
 - March 2022
 - April 2022
 - June 2022

Complete

July

- Complete transition of college H&S management system from 18001 to ISO 45001

Deferred – Post COVID target date tbc

- Arrange three first aid training courses to requalify existing first aiders and qualify new volunteers

Complete (9 requalified, 4 newly qualified)

- Schedule and conduct OHS clinics for all relevant staff

Not achieved

- Raise completion rate for the following legally mandated H&S training (online) to 95%:
 - Asbestos Awareness (96.2%)
 - COSHH (93.4%)
 - HandleRite (98.1%)
 - Working at Height (100%)
 - FireRite (annual fire safety) (98%)
 - AssessRite (Display Screen Equipment) (98.1%)

Complete

- Draft and submit Annual H&S Report for the Board of Management

Delayed to September 2022

- Manage and maintain H&S budget within promulgated limits

Complete

13. Staff Training

a. Board of Management

Professor Roger Whiley was invited to attend the Board of Management meeting on the 19 January to provide an overview of the Board-level health and safety responsibility. His 30 minutes presentation on the '*Ages of Health and Safety*' was followed by a lively question and answer session, both of which were well received by the members present.

b. Institute of Occupational Safety and Health (IOSH) certified training

As previously reported, the IOSH Occupational Health and Wellbeing (OHW) course was offered to, and completed by, 54 members of staff members during the reporting period. The content of this IOSH OHW course underpins the work

being carried out by the Wellbeing and Engagement Lead to improve the health and wellbeing of staff and students. An additional course, IOSH Mental Health Awareness, was successfully trialled by the HSM and a potential roll out of this course will be discussed at the health and safety committee in September 2022.

c. First Aid Training

Over the past 12-months, fifteen members of staff and two security guards undertook first aid training. Seven of the members of staff are newly qualified and the remaining eight have requalified.

d. WorkRite Online training

Following the COSHH incident in March 2022 a review of the completion rates for all WorkRite training was conducted. It was concluded that in order to enhance the efficacy of health and safety training across the board that all training modules available to individuals via their WorkRite profile would become 'compulsory'. Having consulted with Union safety representatives and communicated to all staff, these revised 'training aims' came into effect in late March.

A comparison of the levels of completion is set out below:

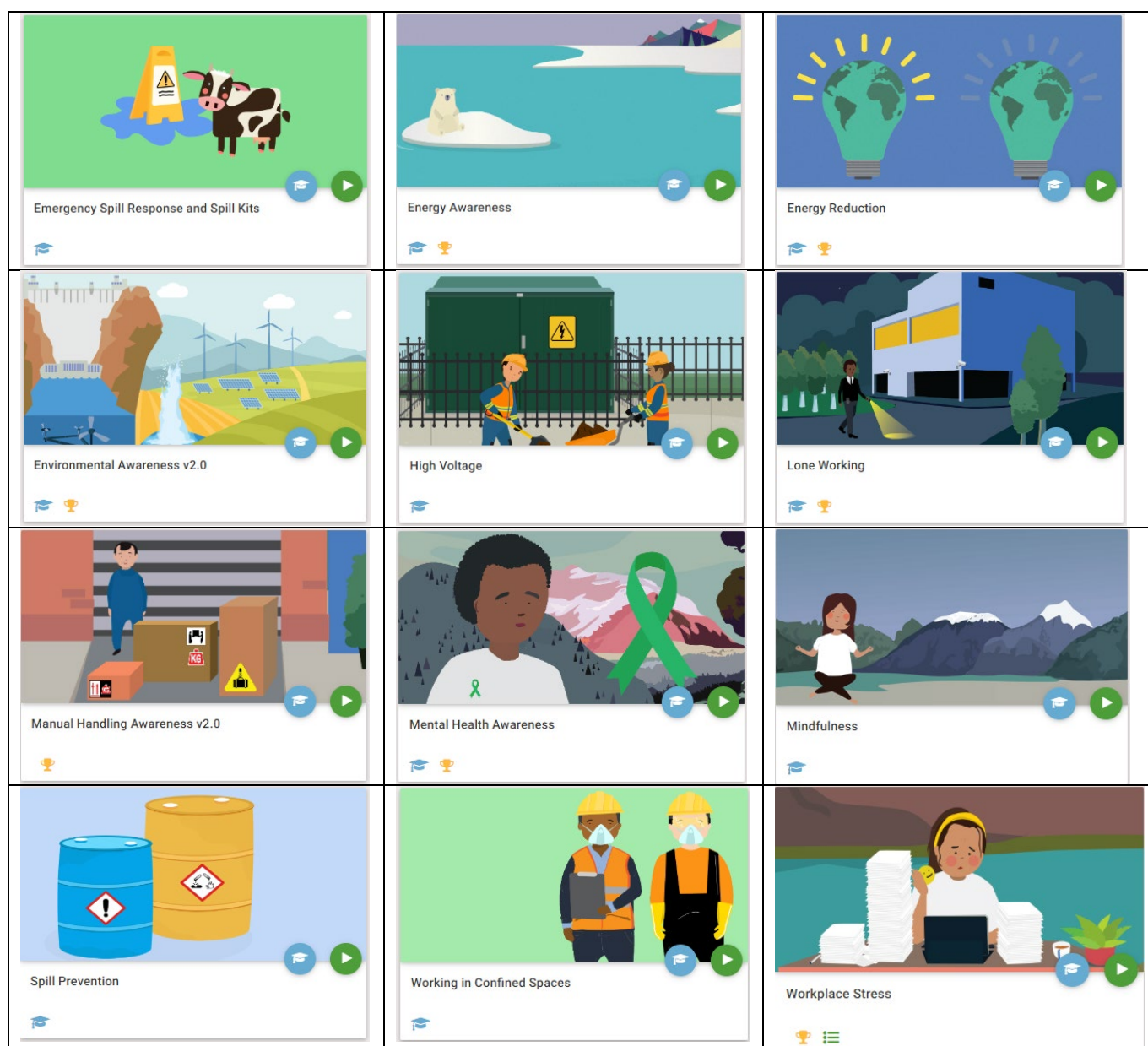
Module title	Completion Percentage	
	Sep 21	Jun 22
Asbestos Awareness	90.4	96.2
AssessRite	91.7	98.1
Conflict Resolution	64.3	87.2
Coronavirus	73.6	90.3
Coronavirus – Back to Work	54.8	87.9
COSHH	88.6	93.4
Driver Awareness	75	94.8
FeelRite	57.4	98
FireRite	94.3	98
First Aid	61.8	89.2
Food Safety (Catering Level 2)	25	100
Food Safety (Level 1)	12.5	100
Food Safety (Retail Level 2)	12.5	100
HandleRite (Manual Handling)	58.7	98.1
Home Workers	70	97.4
Legionella	100	96.6
New and Expectant Mother	100	100
OHSA (Office Health and Safety Awareness)	53.6	84
OHSALM	62	83.5
MobileRite (Peripatetic Training)	59	79.1
Personal Travel Safety	39.5	83.5
Risk Assessment	54.2	90.5

Slips, Trips and Falls
Working at Height

54	83.7
90	100
60	85.4
14.6	64.4
75	88.5
63.4	84.9
81	87.4
72.3	84.1

Anti-Bribery / Anti-Corruption
Cyber Security Awareness
Environmental Awareness
Equality and Diversity
GDPR
Safeguarding

Over the summer break the College was provided with access to an additional twelve WorkRite training modules:



Consultations have been taking place to determine which of these modules would be the most appropriate for specific staff roles. It is understood that some

of the WorkRite modules may only be required to be completed on a voluntary basis (Mindfulness etc.) and, as such, the current 'compulsory' nature of **all** WorkRite modules may need to be reviewed.

14. **Coronavirus (COVID-19) - Summary**

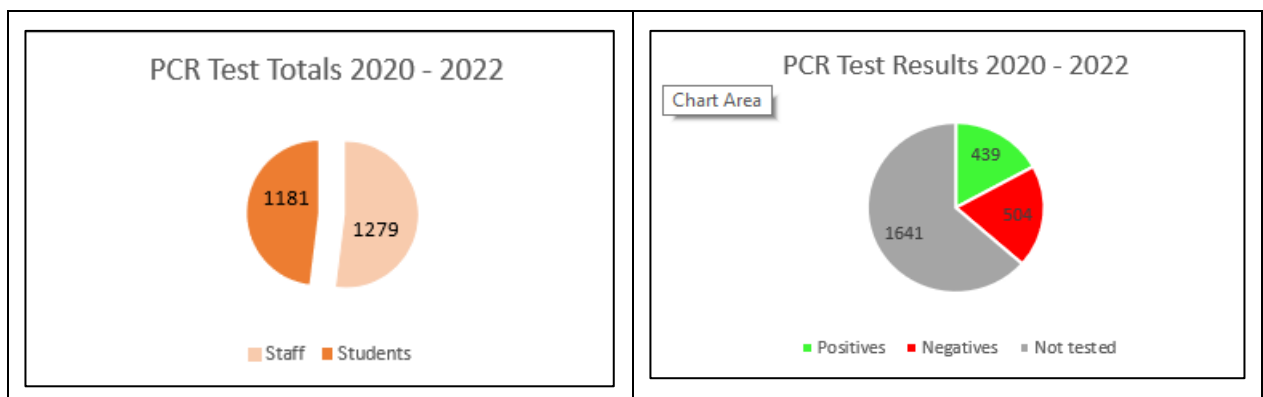
Current Situation

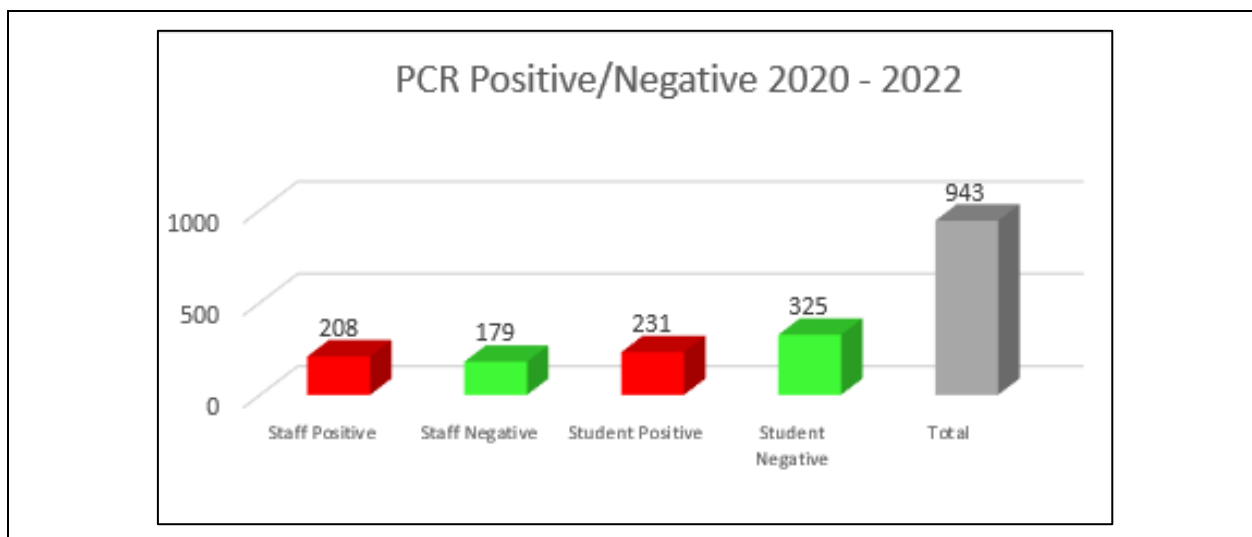
Over the past year the risk levels associated with the COVID virus have progressively reduced as the direct result of vaccination rollout across the country. Although the virus remains present amongst the general population our ongoing compliance with the current Public Health recommended precautions (hand washing, remaining home when symptomatic etc.), enhanced campus cleaning regimes, unambiguous guidance messaging and the enhanced awareness of staff and students have significantly reduced the impacts seen earlier during the pandemic.

Pandemic Review

Polymerase Chain Reaction (PCR)

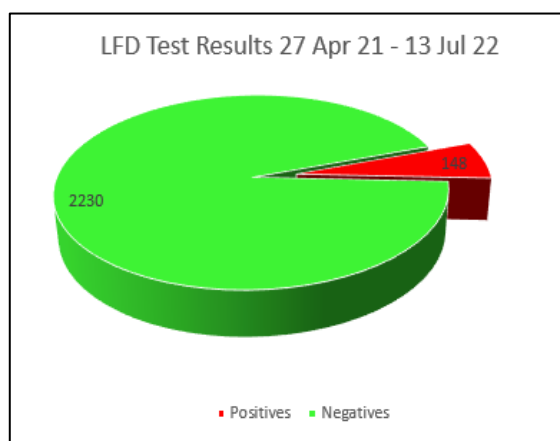
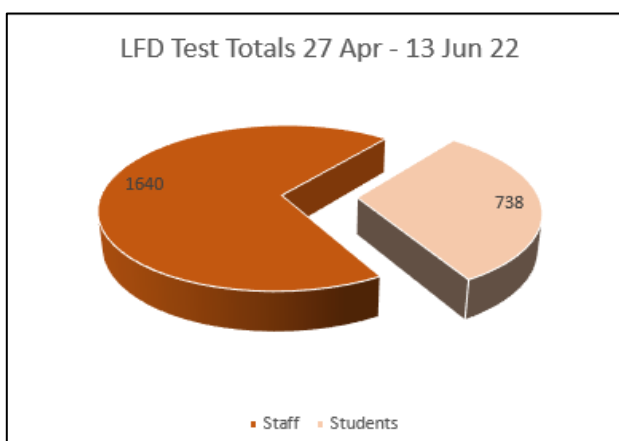
- The college commenced collating COVID-19 test results from the beginning of the 2020-2021 academic year
- Initially this was just for PCR tests but included Lateral Flow Device (LFD) tests from April 2021
- First PCR result received on 11 September 2020
- Final PCR result received on 6 June 2022
- 2460 PCR reports in total received (17.8% Staff and 82.2% Students)
- Reports listed as positive, negative or 'Not Tested' (where self-isolation has been advised).
-
- 17.8% of the total number of reports (2584) were staff

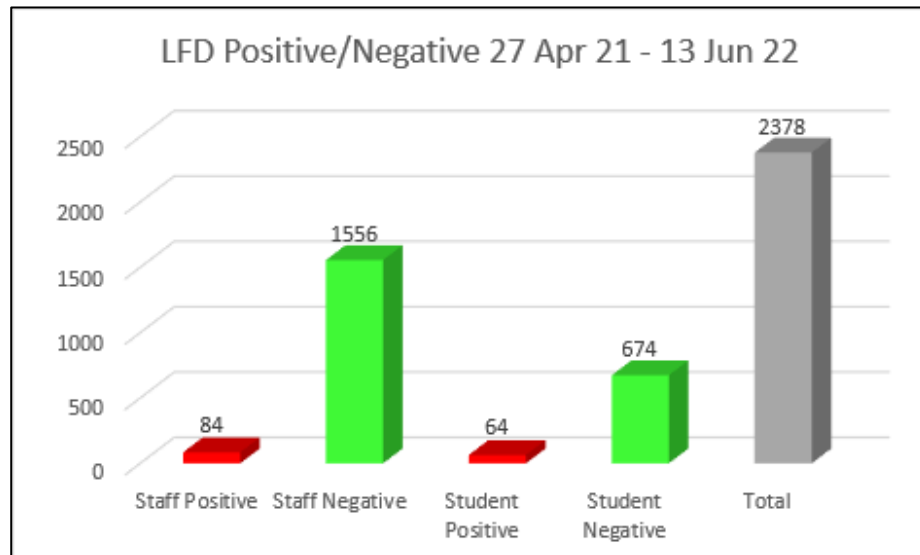




Lateral Flow Device (LFD)

- Glasgow Kelvin is believed to have been the first college in Scotland to roll out the LFD testing regime
- 36 boxes of LFD test kits (7 individual tests per kit / 54 kits per box = 378 individual tests) were received
- Approximately 339 test kits were issued (approximate cost per kit for Government - £4)
- 22 boxes of LFD test kits were returned when testing ceased
- LFD self-testing was commenced in the College in April 2021
- LFD self-test reporting procedure facilitated with simple and user-friendly reporting procedure using the Coronavirus Intranet page
- The first self-test report was received on 27 April 2021
- The final self-test report was received on 13 June 2022
- 2378 LFD reports received in total (69% Staff and 31% Students)
- 6.2% of the total number of reports (2378) were Positive
- 148 Positive results reported (56.7% Staff and 43.3% Students)
- 2230 Negative results reported (69.7% Staff and 30.3%)





15. **H&S Manager CPD**

In addition to conducting the CPD required by Institute of Occupational Safety and Health (IOSH) in order to maintain Chartered Member status, the HSM undertook the following external and internal training courses during this reporting period:

External Courses:

- IOSH Strategic Health and Safety
- IOSH Certificate in Virtual Health, Safety and Wellbeing Accountabilities for Managers
- British Safety Council Certificate in COSHH Risk Assessment
- IOSH Certificate in Mental Health Awareness

WorkRite Training:

Course		Completed	Next Due
Asbestos Awareness	Mandatory training	3 Feb 22	4 Feb 23
AssessRite	DSE training	12 Jan 22	13 Jan 24
Conflict Resolution		5 Apr 22	
FireRite	Annual Fire training	7 Sep 22	8 Sep 23
Risk Assessment		5 Apr 22	6 Apr 24

Geoff Lawson, CMIOSH, PIEMA

Health & Safety Manager