

Glasgow Kelvin College
Board of Management
Annual Health and Safety Report 2023-2024
Report by Health and Safety Management

1. Introduction

As members will be aware the Health & Safety Policy, approved annually by the Board, set 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 assurances that Health & Safety obligations are discharged appropriately and annual report is produced which provides a summary of the key activities which have taken place 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 2023 to 31 July 2024.

2. Annual Health and Safety Report

The report provides a detailed overview of progress 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 and areas covered include:

- Asbestos
- Budget
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE) Lens Contribution
- Fire Safety Issues
- Health and Safety (H&S) Committee
- H&S Forms
- H&S Policy
- H&S Reporting
- Incident Reports and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

- Legal and Current Issues Review (LCIR)
- Martyn's Law (AG Lockdown) Preparations
- Occupational Health
- Operational Plan 2023-2024
- Pandemic Threats
- Psychological H&S at Work
- Road Safety
- Staff Training
- Safety Inspections
- H&S Manager CPD

3. Resource Implications

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

4. Impact on Students

A number of the topics included impact on student safety and well-being.

5. Risk and Assurance

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

6. Equality

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

7. Data Protection

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

8. Environmental and Sustainability

There are no environmental and sustainability issues identified as a consequence of this report.

9. Recommendations

Members of the Board are recommended to:

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

10. Further Information

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

Glasgow Kelvin College
GL / Dsm
October 2024

APPENDIX 1

Glasgow Kelvin College

Board of Management Meeting 16 October 2024

Annual Health and Safety Report - August 2023 to July 2024

Report by Health and Safety Manager



Section	<u>Content</u>	Page
	Content	2
	Introduction	3
1	Asbestos	4
2	Budget	4-5
3	Control of Substances Hazardous to Health (COSHH)	5-7
4	Display Screen Equipment (DSE) Lense Contribution	7
5	Fire Safety Issues	7-8
6	H&S Committee	9
7	H&S Forms	9-10
8	H&S Policy	10
9	H&S Reporting	10
10	Incident Reports and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	11-13
11	Legal and Current Issues Review (LCIR)	14-15
12	Martyn's Law (AG Lockdown) Preparations	15-17
13	Occupational Health a. Health Surveillance b. Occupational Surveillance referrals c. Flu Clinic	17-18
14	Operational Plan 2023-2024	18-20
15	Pandemic Threats	20-21
16	Psychological H&S at Work	21
17	Road Safety	21-22
18	Staff Training a. Minibus Driver Awareness Scheme (MiDAS) b. Face Fit Training c. First Aid Training d. Fire Safety Training e. Ladder Safety Training f. WorkRite g. Pre-Industrial Action	22-24
19	Safety Inspections	24-25
20	H&S Manager CPD	25-26

Introduction

Glasgow Kelvin College continues to be an organisation that aspires to be successful and values the many benefits of a positive and thriving safety culture. The College places the highest priority on protecting, enhancing, and promoting the health, safety and wellbeing of our staff, students, contractors, and visiting members of the public.

Our robust management of health and safety (H&S) risks are focussed on:

- Prevention of illness, injury or worse, as a result of their work.
- Encouraging positive relationships with partners and contractors, to ensure that their activities do not expose the college, its staff, students, or members of the public to risks to their H&S, and
- Avoiding reputational damage in the eyes of partners, suppliers, other stakeholders, and the wider community.

This annual report summarises H&S performance across all college activities and locations during the reporting period, August 2023 to July 2024.

1. Asbestos

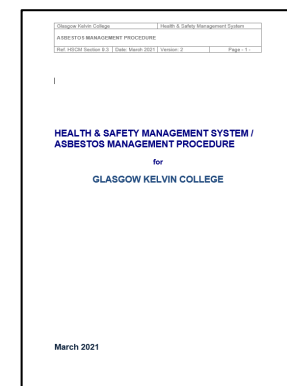
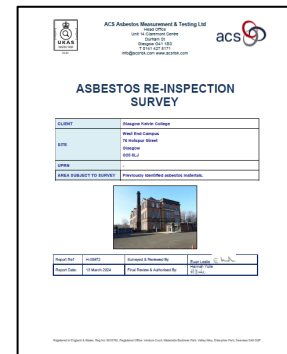
The annual asbestos re-inspection survey of the non-operational West End campus took place on 7 March, the first conducted since it became non-operational. The successful completion of this asbestos management survey documents the colleges' compliance with the Control of Asbestos Regulations 2012.



The resulting report, which contains a revised and updated campus asbestos register, was received on 13 March. The report is retained in the West End campus Estates and Facilities office and must be referred to in advance of any works on the fabric of the building to ensure no

asbestos is disturbed. Estates staff who may be based at the campus are still required to complete the Workrite Asbestos Awareness training module on an annual basis.

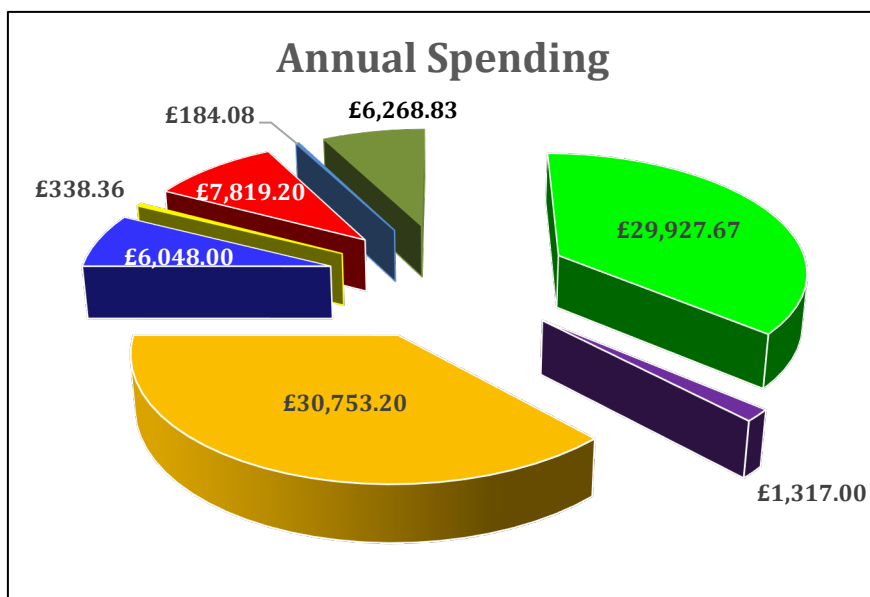
As the only college building which contains asbestos (the others being built post-1999), the requirement for the WorkRite asbestos awareness training module and the college Asbestos Management Procedure (AMP) will cease, once the campus sale is finalised.



2. Budget

Budget spend by cost code for the period 2023-2024 is set out below:

Code	Purchased	20-21	21-22	22-23	23-24
209001	Equipment and Materials	£65,460.21	£71,233.33	£45,385.02	£29,927.67
210009	Memberships Fees & Subscriptions	£ 1,742.13	£ 1,048.40	£ 1,690.70	£ 1,317.00
210008	License Fees & Renewals	£19,884.92	£22,385.42	£23,787.60	£30,753.20
201007	Occupational Health Surveillance	£ 3,130.05	£ 0	£ 4,775.00	£ 6,048.00
201002	Staff Travel	£ 14.42	£ 0	£ 35.10	£ 338.36
201011	Staff Training Fees	£18,828.60	£10,980.60	£12,336.80	£ 7,819.20
202010	Hospitality	-	-	-	£ 184.08
202020	'Reasonable Adjustments'	£ 0	£ 0	£ 0	£ 6,268.83
Uncoded		£ 0	£ 846.74	£ 0	£ 0
		£86,656.34			



Licencing fees and equipment / material costs accounted for 73% of the budget for the last year (37% and 36% respectively).

The two primary licences fees are for the WorkRite (online training and risk management system) and the Alcumus COSHH management system (CMS).

Costs related to the Alcumus COSHH management system (CMS) are discussed in more depth in the COSHH section below.

A new code (202020) for reasonable adjustments was added to the H&S budget this year in order to facilitate a more efficient process for the procurement of equipment or materials identified as a 'reasonable adjustment' for members of staff and students under the Equality Act 2010. One of the first purchases was two wheelchair accessible adjustable dining tables (with appropriate signage), for East End and Springburn campuses.



Payments for staff training this year included costs associated with the SMT RoSPA course, MiDAS Driver Assessor requalifications, Suicide Prevention, and online Ladder Safety course for (80 staff) and externally-led first aid.

3. **Control of Substances Hazardous to Health (COSHH)**

- a. The Alcumus COSHH management system contract is due for renewal in May 2025. This platform provides the risk assessment process and documentation for all college hazardous materials and was integral to our COSHH management improvements following the March 2022 incident.

This system was introduced in 2016 and replaced an ineffective legacy paper-based (MS Word) COSHH assessment process. Currently the system has 1039 live COSHH assessments covering art, automotive, construction, engineering, hair and beauty, heating and ventilation, hospitality, plumbing, refrigeration and science.

COSHH Management System Costs					
18 May 2016 - 28 March 2024					
Date	Package	Details	Purchase Order No.	Quoted Cost 3 Years	Cost (Exc.) VAT
18 May 2016	CMS 250	Start of contract	SPQ 106		£ 4,675.00
		Year 1 of 3			
14 Sep 2017	Upgrade to CMS 500	Year 2 of 3 (CMS 500 upgrade)	SPQ 203		£ 1,100.00
1 Jun 2018	CMS 500	Year 3 of 3	SPQ 259		£ 5,775.00
		TOTAL		£14, 025.00	£ 11,550.00
11 Jul 2019	1500 Assessments	Contract Renewal	SPQ 375		£ 7,005.00
		Year 1 of 3			
1 Jun 2020	1500 Assessments	Year 2 of 3	SPQ 457		£ 8,495.00
13 Apr 2021	1500 Assessments	Year 3 of 3	SPQ 566		£ 10,000.00
		TOTAL		£ 25,500.00	£ 25,500.00
	1500 Assessments	Renewal of contract			£ 10,500.00
		Year 1 of 3			
	1500 Assessments	Year 2 of 3			£ 10,710.00
	1500 Assessments	Year 3 of 3			£ 10,735.00
				£ 31,945.00	
25 May 2022	Unrestricted number of assessments and users	Contract Renewal	SPQ 752		£ 13,750.00
		Year 1 of 3			
1 Jun 2023	Unrestricted number of assessments and users	Year 2 of 3	SPQ 930		£ 14,025.00
28 Mar 24	Unrestricted number of assessments and users	Year 3 of 3	SPQ 1117		£ 14,305.00
		TOTAL		£ 42,080.00	£ 42,080.00

As the table above shows, the cost of the Alcumus CMS has grown year on year since implementation. The cost increases throughout have been as the result increases in functionality requested by the college (e.g. licence numbers, assessments and number of editors) over the past nine years and the section highlighted in green provides an example of the difference between the original Alcumus quote and the revised costs arising from the changes brought about after the COSHH incident in March 2022.

Work is now underway to review our current requirements and ascertain if the current system remains the most cost-effective method for the continued safe use and management of the college COSHH inventory and assessment processes.

- b. Over the course of the past year successful internal (departmental) COSHH audits were conducted in art, jewellery, sport, support for learning, hair & beauty, estates & facilities and engineering and science.
- c. Three members of staff completed Face fit training (train the tester course) in qualitative face fit test methods. This training was conducted to meet the HSE requirement to ensure tests are conducted by a competent person. The face fit training covered theoretical and practical aspects and staff now meet the requirements of knowledge and instruction set out by HSE. Our staff are able to

conduct qualitative face fit testing (also referred to as the taste test). This is a subjective test used for testing disposable masks (FFP1, FFP2, FFP3) and reusable half masks.

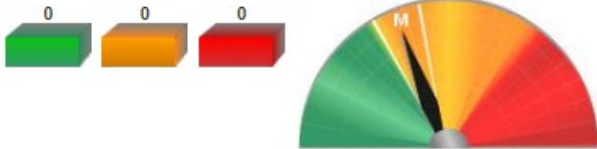
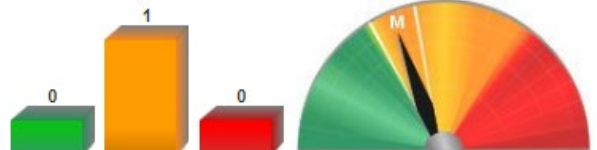
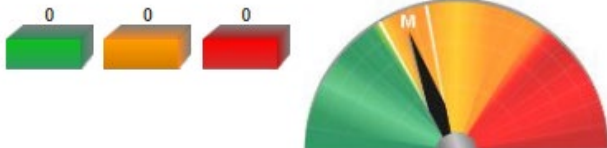
4. Display Screen Equipment (DSE) Lens Contribution

Staff needing 'special' corrective lenses will be prescribed a special pair of spectacles for display screen work by an optician. The college has a liability to pay a contribution toward this which is restricted to the cost of lenses of a type and quality adequate for the user's work.

Since merger in 2013 the college has limited this contribution to £50 toward the cost of these lenses. However, following a review in July this upper limit was raised to £75 and the change was communicated to all staff.

5. Fire Safety Issues

- a. The campus visits for the annual fire risk assessment review took place in March 2024. In light of the imminent disposal of the West End campus only three campuses included this year. The final report was uploaded to the web-based fire-log and contained the following:

	<i>Actions Identified</i>	<i>Actions Outstanding</i>
<i>East End</i>	9	
<i>Easterhouse</i>	14	
<i>Springburn</i>	11	
Total	34	Outstanding 1

This statement applies to all three campuses

■ Actions due within 7 days of this assessment
■ Actions due within 30 days of this assessment
■ Actions due within 3 months of this assessment or by next service visit
 The assessor has stated that this building cannot be below Medium risk.
 Once all actions are implemented, the remaining risk level of the building would be considered Medium risk.

The outstanding fire risk assessment action at Easterhouse campus relates to a fire escape door with a wall-mounted door opening mechanism. The door is situated at the rear of building and in addition to acting as a final escape door it provides access to the outdoor gym. This issue has highlighted a conflict between fire safety (escape) and building security (access) arrangements at this particular entrance. The company supplying the door have quoted for the removal of the door, a return to their factory and installation of a push bar mechanism. However, their costs seem excessive, and the college is currently in consultation with CHUBB to find an alternative solution.

- b. 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.
- c. Fire Extinguisher Provision

National concerns related to the ecological effects of AFFF (foam) fire extinguishers in the UK have resulted in the supply chain ceasing production and removing these from distribution. Legislation is likely to be brought forward in the near future, banning these extinguishers altogether.



In order to get ahead of this issue and having identified an over provision of fire-fighting equipment prior to this year's fire risk assessment process, the consultant fire engineer was asked to advise on an appropriate number, type and distribution of fire extinguishers and fire points across all three campuses and advice on what extinguishers should replace the AFFF extinguishers.

The work has resulted in a streamlining of the fire points (see picture) across all three campuses including the removal of a number of redundant fire extinguisher (including all AFFF extinguishers).

- d. With effect from 1 July 2023 the College is in full compliance with the revised Scottish Fire and Rescue Service (SFRS) guidance related to 'Reducing Unwanted Fire Alarm Signals'. These changes placed the responsibility for confirming that there were 'signs of fire' at a college building before the SFRS would attend. Only minor modifications to our fire safety procedures were required and campus staff were trained and systems tested in advance. The revised arrangements have not had any impact on the evacuation processes and evacuee's and its implementation was seamless.

6. H&S Committee

The H&S Committee, chaired by Lisa Brown (Student Information Services Administrator) on behalf of the management, met on the following dates:

2023	20 September and 1 November
2024	21 February (delayed from 31 January), 13 March, 24 April and 12 June (cancelled, industrial action)

The committee meetings 2024-2025 are scheduled for the following dates:

2024	2 October and 13 November
2025	5 February, 19 March, 30 April and 11 June

Committee meetings for the past couple of years have been conducted via MS Teams, and this practice is likely to continue into the next session. The accepted minutes of each of the H&S Committee meeting are reviewed routinely by the Senior Management Team (SMT) prior to posting on the College intranet (College Documents). H&S committee minutes are also a standing item on the Risk Management Committee agenda.

As you will be aware the H&S committee chair rotates between college management and EIS and UNISON on an annual basis. The chair for year 2024-2025 will be occupied by Maree Shepherd (UNISON safety representative).

7. H&S Forms

The annual review of controlled college H&S documentation took place during the course of July, August and September. This review ensures that any legislative and best practice changes are incorporated and that any accessibility issues are addressed.

The following documents were updated as a result of this review:

Reference	Title	Action
Log	Forms Record	Updated
HS003a	Learner PEEP	Updated (v10)
HS004	Pregnancy Risk Assessment <i>formerly New or Expectant Mothers Risk Assessment</i>	Renamed & updated (v9)
HS011	DSE Workstation Assessment and Eye Test	New (v1)
HS042(a)	Evacuation Controller Report (East End)	Updated (v5)
HS042(b)	Evacuation Controller Report (Easterhouse)	Updated (v6)
HS042(c)	Evacuation Controller Report (Springburn)	Updated (v5)

Included in this year's updates were the complete revision and updating of the college health and safety control manual (HSCM) and the accompanying staff handbook.

8. H&S Policy

The annual review and update of the college H&S policy commenced in April and consisted of only minor amendments. The reviewed document was presented to the H&S Committee, the SMT and the F&R Committee for discussion and endorsement before going to the Board of Management for final approval.

The document was signed on 4 June by both the Chair of the Board and the Principal, and copies of the signed H&S policy statement were posted in the reception areas of all campuses during July and are available to all staff on the College Intranet.

9. H&S Reporting

Reports on the performance of the H&S management system, processes and activities were made to the following committees during the reporting period:

Health & Safety	20 September and 1 November 2023, 21 February (delayed from 31 January), 13 March and 24 April 2024. The scheduled meeting on 12 June was cancelled, due to industrial action.
Finance and Resources	26 September and 28 November 2023, 5 March and 4 June 2024.
Board of Management	11 October 2023

10. Incident Reports and RIDDOR

	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	3	3	0	50
Incident	10	16	10	12	15	8	10	5	6	7	1	1	101
Abuse or Violence	1	4	2	2	1	1	1	0	2	1	0	1	16
Near Miss / Other*	1	0	2	1	2	0	0	0	0	1	0	0	7
Total	18	29	19	24	22	9	16	8	11	12	4	2	174

*Other – vandalism, security etc.

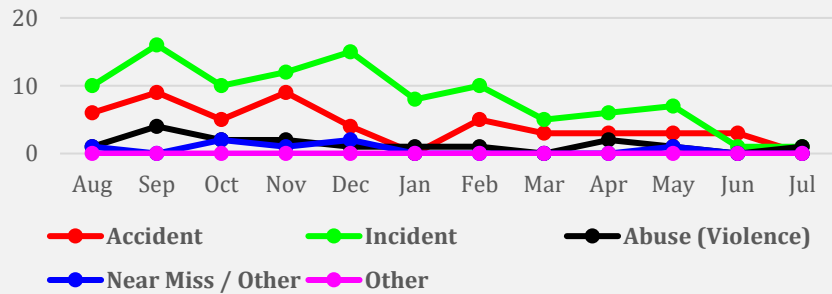
Incident Reporting

The revised incident reporting process (Microsoft Forms) which was introduced in February 2023 has provided a timelier and more accessible (QR Code) reporting mechanism. This has reduced the time gap between incident and reporting and has assisted the RIDDOR reporting decision process. Human Resources are included in the process and receive a notification when a member of staff is either injured or involved in a violent or abusive situation.

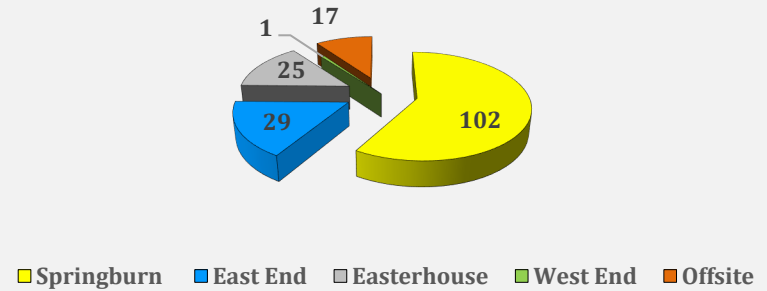
There were **174** incident reports made during this reporting period which is a decrease of 1 on the 2022-2023 figures. Of note:

- 29% of all incident reports were 'work-related'
- 3 of the accidents involved staff
- 28 of the accidents involved students

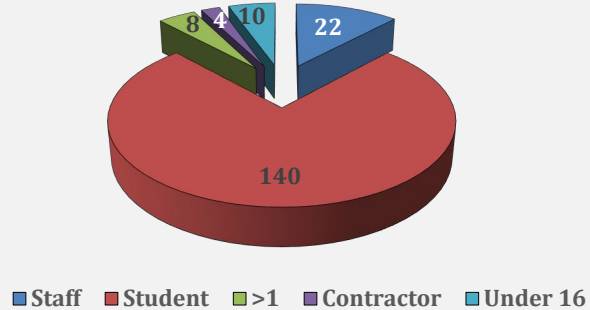
Incidents by Type



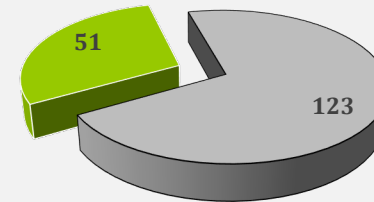
Incidents by Location



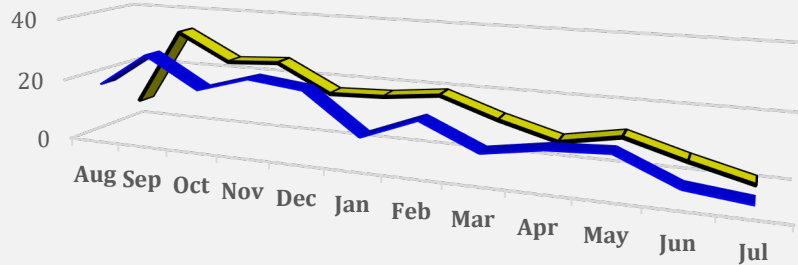
Who was involved



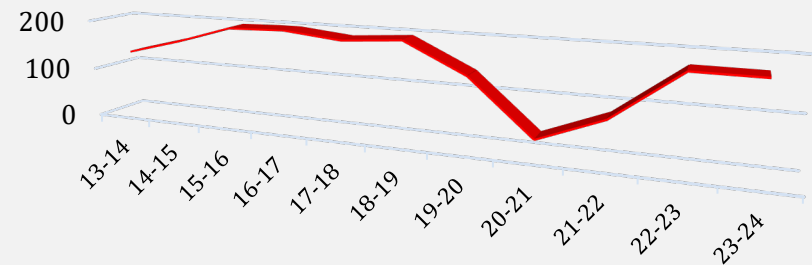
Work-related vs Non Work-related



Average - 2014-2023 vs 2023-2024



Total Number of Reports by Year



Reporting of Injuries, Diseases, and Dangerous occurrences (RIDDOR)

During the reporting period two RIDDOR reports were made:

- The first, made in September 2023 was categorised as 'exposed to fire'. This was a student who was wearing a headscarf while working over an open flame in the jewellery workshop at Springburn campus. The student experienced only minor injuries and the RIDDOR report was made on the basis of the categorisation. Jewellery workshop safety systems have been revised and students are routinely reminded not to wear loose clothing or headgear when working in the vicinity of an open flame.
- The second, reported in November 2023, was categorised as 'struck against'. This was a student who suffered an injury caused during sporting activities in the Sports Hall at Springburn campus, in which their arm came into contact with the wall causing a double fracture of the wrist.

Both of these 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.

11. Legal and Current Issues Review (LCIR)

The LCIR is issued on a monthly basis throughout the year and provides a summary of each topic with a link to the full article on the relevant website:

2023

August	HSE Health & Social Care eBulletin – Jul 23 HSE Stress at Work eBulletin – Jul 23 Work-related fatality statistics 2022-2023 released HSE Local Exhaust Ventilation (LEV) – Aug 23 Company fined after worker hit by forklift truck HSE Working at Height guidance
September	HSE Construction eBulletin – Aug 23 HSE Health & Social Care eBulletin – Sep 23 HSE Motor Vehicle Repair (MVR) eBulletin – Sep 23 HSE Construction eBulletin – Sep 23 Managing seasonal viruses in the workplace: a refresher Menopause Toolkit
October	HSE Woodworking eBulletin – Sep 23 HSE eBulletin – Sep 23 HSE Construction eBulletin – Oct 23 HSE Moving and Handling construction materials campaign continues HSE Musculoskeletal Disorders (MSDs) eBulletin – Oct 23 Mental Health Toolkit Wellbeing Toolkit
November	HSE eBulletin – metalworking inspections Make sure you know your COSHH essentials HSE COSHH eBulletin – Nov 23 HSE Stress at Work eBulletin – Nov 23 Keep safe at work as the winter months begin Machinery Maintenance HSE Statistics eBulletin – Nov 23
December	Company fined after forklift death HSE Woodworking eBulletin – Nov 23 HSE Temperature eBulletin – Nov 23 HSE Health & Social Care eBulletin – Dec 23 Keep safe at work as the winter months begin HSE Construction eBulletin – Dec 23 HSE Musculoskeletal Disorders (MSDs) eBulletin – Dec 23 Home Working guidance and resources

2024

January	HSE Vulnerable workers eBulletin – Dec 23 Ensure you are working safely at height HSE Musculoskeletal Disorders (MSDs) eBulletin – Jan 24 HSE eBulletin – Jan 24 HSE Stress at Work eBulletin – Jan 24
February	HSE Construction eBulletin – Jan 24 Roofing firm prosecution Serious injuries following fall from height HSE Stress at Work eBulletin – Jan 24 Make sure you know your COSHH essentials First Aid at Work eBulletin – Feb 24
March	HSE Construction eBulletin – Feb 24 Managing work-related stress for Public Services Webinar HSE Offers free online training for employers Portable Appliance Testing – busting the myths HSE Construction eBulletin – Mar 24 HSE Health & Social Care eBulletin – Mar 24 What is smoke-free legislation? Dangers of the blame game
April	April is Stress Awareness Month Protect your workers from violence and aggression
May	Gas Safety (Management) Regulations 1996 (as amended): update HSE Construction eBulletin – Apr 24 Updates to RIDDOR guidance Company fined after agency worker injured using unguarded machine HSE Construction eBulletin – May 24
June	HSE eBulletin – Demolition
July	Civil Sanctions? Council fined after school incident with circular saw bench

12. **Martyn's Law (AG Lockdown) Preparations**

- a. The Terrorism (Protection of Premises) Bill, also known as Martyn's Law, will deliver the UK Government's manifesto commitment to 'bring in Martyn's Law to strengthen the security of public events and venues'. Under Martyn's Law, the college will need to take reasonable steps to improve our preparedness for potential threats (armed intruder etc.). These measures include:

Risk Assessment. We will be required to carry out regular assessments to identify potential risks from terrorism and take action to mitigate these risks.

Evacuation, Invacuation, and Lockdown Procedures. We will need to have plans in place for safely evacuating or locking down the premises in case of an attack. These procedures should outline how to secure doors, move students to safe areas, and limit access to vulnerable parts of the building.

Communication Plans. We must ensure they have systems in place to alert staff and students during an emergency. This could involve the use of public address systems, alarms, or other technology that enables swift communication during a crisis.

There is no requirement for the college to undergo specific terrorism training or complete a detailed Standard Terrorism Evaluation. Instead, staff will just need to be aware of the procedures in place and receive any necessary instructions or training relevant to their roles. Dedicated guidance and support is available to the college to ensure that we have the required information on what to do and how best to do it.

In order to meet these requirements, the college have engaged AG Lockdown; following a recommendation from the college insurers (UMAL), and the system provides the following:

- Provision of incident command and control facilities via a 24/7 Emergency Response Centre (ERC) crewed by experienced ex-armed forces personnel.
- Immediate lockdown warning passed to staff via multiple channels (text / Smart Screens / computers) and notifying other campuses.
- QR codes, each specific to a singular location in the building, are pre-placed and provide occupants with a facility to report via phones or tablets the following information:
 - Name of the person making the report
 - Number locked down at that location
 - Any injuries
 - Any mobility issues
- ERC will initiate time-sensitive responses following lockdown activation including:
 - Facilitating conference call between college SMT/IMT (incident management team) and the ERC
 - Capacity to call emergency services etc. into incident control conference call.
 - Up to date information on exact location, number and welfare of personnel in lock down etc. (via QR code information).
- ERC are in possession of up-to-date schematics for all three college buildings, which can be utilised to provide developing information and intelligence on the incident, to the college incident management team and emergency services.

- ERC can be given the facility to log into the campus CCTV system; to locate, identify and report intruder(s) location, vehicles used etc. (this can be aided by QR code messages from individual rooms, 'intruder at door' etc.). AI facial recognition technology can be employed to aid this.
- ERC can provide update information to those in lock down to alleviate feelings of isolation and preventing individual or group 'heroic' interventions from within (i.e. message such as 'Police on scene', 'room searches underway' etc.)

The implementation phase for the lockdown system is currently underway, and includes technical discussions with ICT for Smart screen, computer and CCTV aspects, roll-out of room QR codes and campus familiarisation visits. When all preparations have been complete, communication will be sent to staff to explain the system and processes and training will then take place before this becomes fully operational.

13. Occupational Health Surveillance (OHS)

a. OHS serves two purposes:

- the identification and management of staff exposed to hazards which may result in potential work-related ill-health effects,
- Provision of mandated health surveillance as required by specific legislation (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.

The College OHS programme includes:

- 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.

Acura Occupational Health conducted the 2023-2024 OHS programme, which commenced in September and continued through until March. The programmed clinics covered 90 staff over 12 full-day clinics, which took place at Springburn and East End campuses. Due to industrial action, some clinics had to be cancelled, which resulted in a reduction of attendees. The 2024-2025 OHS schedule will prioritise staff who missed last year's programme.

b. Occupational Health Surveillance referrals

Over the reporting period and following their routine OHS appointments three members of staff were referred to a Physician (Optima Health Care) for further investigations. All staff were subsequently assessed as fit for work.

c. Flu Clinic

A staff flu vaccination clinic took place at Springburn campus 22 November. Approximately 100 members of staff attended and were successfully vaccinated during the course of the one-day clinic.



Quotes have been requested in advance of a proposed flu vaccination clinic this November (during the development week) at Springburn campus.

14. **Operational Plan 2022-2023**

August	• Complete annual review and update of College H&S forms	Complete
	• Complete full review and update of College Health & Safety Control Manual (Jan 23 Version 1)	Complete
	• Draft and issue Legal and Current Issues (LCIR) to SMT H&S Committee members and all interested parties on monthly basis	Complete
	• Draft and submit H&S update reports for the H&S Committee	Complete
September	• Recruit student representation for the H&S Committee	Complete
	• Progress fire risk assessment recommendations	Complete
October	• Draft and submit Annual H&S Report (2022-2023) for the Board of Management	Complete
December	• Complete annual fire safety maintenance programme (dry risers and fire extinguishers)	Complete
January	• Drive completion of IOSH Risk Assessment training (online) for staff	Complete

	Engage external accredited SME auditors to carry out full management audit of College H&S Management System	Deferred to 2024-2025 (industrial action)
March	Engage external subject matter expert (SME) to review college campus Fire Risk Assessments	Complete
	Engage external subject matter expert (SME) to conduct West Campus asbestos re-survey	Complete
June	Review, update and present H&S Policy to HSC/SMT and F&R Committee for endorsement by the Board of Management	Complete
July	Provide H&S advice, support and mentoring to for all Student Association (SA) initiatives	Complete
	Provide a minimum of three H&S at work presentations to students	Complete
	In tandem with SA and Health and People and Culture staff, carry out mental health promotion for staff and students	Complete
	Drive 'WorkRite' mandatory training completion rates to as close to 100% as practicable	Completion 84.2% across 16 mandatory modules
	Progress COSHH incident action plan	Ongoing 88.2% complete
	Schedule, conduct and report results of annual Occupational Health Surveillance	Complete 12 clinics
	Arrange a minimum of two first aid at work courses (requalifications) for first aid roster staff	Complete 3 achieved
	Arrange first aider refresher training	Complete

July cont.	Progress fire risk assessment recommendations (2024)	Partially Complete
	Develop and maintain contacts with H&S representatives across the Glasgow region	Not Complete Industrial action
	Maintain H&S budget within promulgated limits aiming to minimise spending	Complete
	Review, update and promote safety inspection schedule aiming for greater SMT participation	Partially Complete
	Conduct a minimum of six informal safety consultative meetings with EIS and UNISON representatives	Partially Complete Industrial action
	Attend a minimum of four JNCC meetings	Complete

15. **Pandemic Threats**

The College continues to monitor public health advice on COVID and is complying the latest published guidance [Coronavirus \(COVID-19\) | NHS inform](#). Small stocks of hand sanitiser, anti-viral wipes and cleaning materials have been maintained as a precaution and the volume of these stocks is constantly monitored.

In addition, a watching brief is maintained on the other high consequence infectious disease events around the world (see below) to ensure that the college remains prepared, and in a position to react and effectively communicate with staff and students at the earliest opportunity, should these look likely to become an issue in the UK.

- Ebola virus disease (EVD)
- Lassa Fever
- Margburg virus disease (MVD)
- Avian influenza (various types)
- Middle East respiratory syndrome (MERS-CoV)
- Severe acute respiratory syndrome (SARS)
- Mpox (clade 1 only, more deadly and infectious)

Mpox (clade 2) - formerly known as monkeypox was declared by the World Health Organisation as a public health emergency of international concern (PHEIC) on 15 August 2024. There have been a very small number of mpox cases in the UK since 2022 – all of which are clade 2 (less serious infection) and the risk of catching Mpox in the UK is currently low.

16. Psychological H&S at work

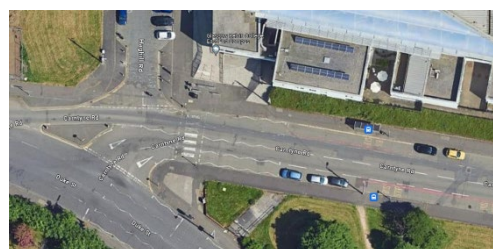
The recently issued ISO 45003 (Psychological H&S at work – Guidelines for managing psychosocial risks) has now been procured by the college. This standard enables organizations to prevent work-related injury and ill health of their workers and other interested parties, and to promote well-being at work. 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 H&S Manager is undertaking tailored training for the ISO standard. If deemed appropriate, the Director of People and Culture and Head of Human Resources will also undertake this training.

Requirements from the new ISO standard were incorporated into this year's review and update of the HSCM.

17. Road Safety

As previously reported, staff and student concerns regarding the safety of road crossings at both the East End and Easterhouse campuses had been widely reported. These concerns were exacerbated in early 2023 when a student, using the pedestrian crossing adjacent to the East End campus (Carntyne Road), was knocked over by a car.



The college shared concerns with Glasgow City Council and, following consultation with the Traffic and Road Safety department, a controlled junction was installed on Westerhouse road in October last year, which provided a safe crossing solution for pedestrians addressing the Easterhouse campus crossing issues.

Upgrade works to improve the operation of the crossing at Haghill / Carntyne Road East End commenced on 27 February. The completed project (bottom left photo) consisted of the complete replacement of the two Belisha beacons and remarking of both the crossing stripes and the adjacent road markings. Disappointingly, no

changes were made to improve the lighting and signage in the wider area, although we have been in touch with Glasgow City Council to request additional works.



18. **Staff Training**

a. Minibus Driver Awareness Scheme (MiDAS)

The college has three members of staff qualified to carry out MiDAS driver assessments which allows the college to maintain our minibus driver standards. These driver assessors underwent their 3-yearly refresher training in June and are now in a position to requalify our existing MiDAS drivers and induct any future volunteers.

b. Face Fit Training

As previously mentioned (COSHH section), three members of staff completed Face fit training (train the tester course) in qualitative face fit test methods.

c. First Aid

Eight members of staff completed first aid at work qualifications, six newly qualifying and two who requalified.

d. Fire Safety

A rolling fire safety training programme was initiated in July, which included Evacuation Controller, Fire Warden and Lift Evacuation Team elements. This programme will continue in August and September

e. Ladder Safety Training

In October, departments and faculties were 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, 82 members of staff were enrolled on an IOSH accredited Ladder Safety course.

80 of those have completed the course and the remaining 2 are no longer working in the college.

f. WorkRite

A demonstration of the WorkRite risk management system (RMS) was given to the health care faculty managers on 25 August. The demonstration included how to search the database, draft risk assessments and action further control measures.

A review of staff WorkRite profiles began in January to ascertain the appropriate number of training modules for each staff role. The H&S Manager met with departmental and faculty managers to explain the aim of the review and to discuss specific requirements of each area. Following on, the H&S Manager was invited to departmental team meetings to discuss online training and adjusted individual staff training profiles based on the feedback received.

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

Module title	Percentage (%)	
	Jun 23	Sep 24
<u>Mandatory Training</u>		
Asbestos Awareness	96.2	100
AssessRite	98.1	92.4
COSHH	93.4	95.9
FireRite	98	91.2
Home Workers	97.4	96.4
Legionella	96.6	91.7
Lone Working	New	78.7
Manual Handling Awareness v2	New	57.6
Working at Height	100	100
New and Expectant Mother	100	100
<u>Role-Specific Training</u>		
Anti-Bribery / Anti-Corruption	85.4	100
Anti-Money Laundering	New	85
Conflict Resolution	87.2	87.7
Cyber Security Awareness	64.4	91.1
Equality and Diversity	84.9	85.4
First Aid	89.2	90.5
GDPR	87.4	93.8
MobileRite (Peripatetic Training)	79.1	89.6
OHSA (Office H&S Awareness)	84	83.8
OHSALM	83.5	83.1
Personal Travel Safety	83.5	98.1
Risk Assessment	90.5	94.1
Safeguarding	84.1	85.8
Slips, Trips and Falls	83.7	79.3
<u>Voluntary Training</u>		
Food Safety (Catering Level 2)	100	100
Driver Awareness	94.8	95
Emergency Spill Response and Spill Kits	New	47
Energy Awareness	New	60
Energy Reduction	New	100
Environmental Awareness v2	New	100
Food Safety (Level 1)	100	100

Food Safety (Retail Level 2)	100	100
High Voltage	New	100
Mental Health Awareness (MHA)	New	32.3
Mindfulness	New	26.6
Spill Prevention	New	52.9
Workplace Stress	New	26.6
Working in Confined Spaces	New	75
<u>Discontinued Training</u>		
Coronavirus and Homeworking Essentials	90.3	In abeyance
Coronavirus – Back to Work	87.9	In abeyance
Environmental Awareness	88.5	Replaced
FeelRite	98	Replaced
HandleRite (Manual Handling)	98.1	Replaced

g. Pre-Industrial Action

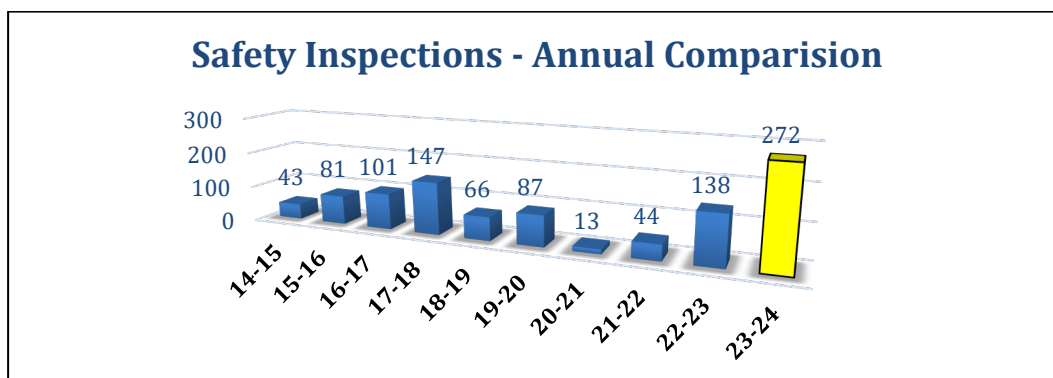
In advance of the periods of planned industrial action over the past 12 months, dedicated safety planning took place. Considerations throughout the year included the number and distribution fire wardens and first aiders, supervision for higher risk areas (workshops, salons etc.) and Senior Management cover at each campus.

This planning resulted in additional fire warden training for managers to ensure there were sufficient trained staff on campus at any given time, including additional redundancy for unexpected absences. In order to provide back-up for the nominated campus first aid roster, all members of the SMT qualified as emergency first aiders. This ensured that with the schedule, nominating a member of the Senior Management Teams presence at each campus, we could also guarantee that there was resilience in our first aid provision.

As a result, all three campuses were able to remain open and accessible for students on each occasion of industrial action.

19. **Safety Inspections**

During the reporting period a total of **272** workplace H&S inspections were conducted, almost doubling the previous number (**138**) carried out during the previous year (2022-2023). This improvement was one of the primary H&S operational plan aims for the year.





20. **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 participated in the following external training courses and was involved or provided the internal training listed below during this reporting period:

External Webinars and Courses:

- HSE Certificate of Training – Machinery Series: Provision and Use of Work Equipment (PUWER)
- ISO 45003 Psychological H&S at Work
- Microsoft Excel Intermediate training
- RoSPA Directors and Senior Management Involvement in H&S course
- RoSPA Webinar – Winter Safety Awareness
- RoSPA Webinar – Driving for Work Strategy, Hints and Tips
- Webinar – Age-Diverse Workforces: What H&S Professionals Need to Consider
- National Protective Security Authority (NPSA) – Protective Security Briefing
- HSE'S 2024 Annual Science Review 'turbo talks'
- MiDAS Driver Assessor requalification
- Colleges Scotland – Emergency Planning and Preparedness – Enactment of Martyn's Law

Internal Training:

- H&S Induction (29 members of staff)
- Staff Welcome Back Event – H&S processes update
- Incident Management Team Training
- WorkRite risk management system team briefings
- College minibus drivers MiDAS training and assessment
- Art department COSHH controls training
- Evacuation Controller (2 trained)
- Fire Warden (12 volunteers trained and majority of members of the Operational Management Team)
- Safe Operation of Evacuation Chair (7 trained)

WorkRite Course	Completed	Next Due
FireRite	9 Oct 23	9 Oct 24
OHSA	8 Jan 24	8 Jan 27
Legionella Essentials	8 Jan 24	9 Jan 25
AssessRite	9 Jan 24	9 Jan 26
First Aid Course	19 Jan 24	19 Jan 25
COSHH	29 Jan 24	29 Jan 26
Asbestos Awareness	4 Mar 24	To be discontinued
Risk Assessment	27 Sep 24	27 Sep 26
Conflict Resolution	27 Sep 24	27 Sep 26
Driver Awareness	27 Sep 24	27 Sep 27



Geoff Lawson, CMIOSH, PIEMA
Health & Safety Manager