

Glasgow Kelvin College
Board of Management
Annual Health and Safety Report 2022-2023
Report by Health and Safety Manager and Principal

1.0 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 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 2022 to 31 July 2023.

2.0 Annual Health and Safety Report

The report provides a detailed overview of the 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, but the Key areas covered include:

- Asbestos Management
- Audits
- Budget

- Carbon Monoxide Monitors
- College Control of Substances Hazardous to Health (COSHH)
- COVID guidance
- 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
- Road Safety
- Staff Training
- 'The Circuit'
- Working at Height; and
- Health and Safety Manager CPD

3.0 Resources Implications

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

4.0 Environmental and Sustainability

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

5.0 Equality

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

6.0 Risk and Assurance

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

7.0 Data Protection

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

8.0 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

9.0 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
GL/Dsm
October 2023

APPENDIX 1

Glasgow Kelvin College

Board of Management Meeting 11 October 2023

Annual Health and Safety Report - August 2022 to July 2023

Report by Health and Safety Manager



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Introduction

Glasgow Kelvin College is an organisation that aspires to be successful and knows the value of a positive safety culture. The 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.

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

- Preventing individuals suffering 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 locations and activities for the year August 2022 to July 2023.

1. Asbestos

a. Annual Survey

The annual asbestos re-inspection survey of the West End campus took place on 6 March. The successful completion of this asbestos management survey ensures that the College requirement to manage asbestos containing materials (ACMs) under the Control of Asbestos Regulations 2012 have, and continue to be met, in full.



The completed report, which included a revised and updated campus asbestos register, was received on 9 March and was passed to the West End campus Estates and Facilities staff, for action and retention.

As part of the Asbestos Management Procedure, any Estates and Facilities staff, who may be required to work at West End campus, are required to complete the Workrite Asbestos Awareness training module on an annual basis.

2. Audit

a. Henderson Loggie carried out an internal health and safety audit at Springburn campus on Thursday 6th April.

The summary of main findings reported:

Strengths

- An up-to-date Health and Safety Policy is in place covering the key regulatory and legislative areas
- The Health and Safety Policy is reviewed by the Principal, the Health and Safety Committee, and the Board
- A hazard identification procedure is in place for process owners to assess where issues can arise, and this establishes the need for a risk assessment;
- Formal risk assessment processes are in place to ensure the risks associated with an activity are sufficiently documented, together with their mitigants;
- All risk assessment documentation is accessible via the WorkRite, to which all members of staff have access
- Students are provided with risk assessment documentation by the process owners prior to engaging in the activity
- Staff health and safety inductions are completed for all staff by the Health and Safety Manager, including a demonstration of the WorkRite system
- Students are briefed on health and safety at the beginning of each year/ term
- Refresher training is in place for any changes in regulations and/ or legislation which take place, the need for which is reviewed regularly by the Health and Safety Manager

- eLearning modules are available through the Workrite system for specific disciplines and more general health and safety processes
- Internal audits are undertaken regularly by the Health and Safety Manager
- Monitoring of actions arising from both internal and external audits is undertaken by the Health and Safety Manager, with regular follow up in place
- A COSHH audit was completed by an external organisation in 2022, with recommendations actioned and monitored by the Health and Safety Manager
- No recent formal audit has been undertaken by the Health and Safety Executive (HSE)
- Incident reporting processes are in place, with review of documentation undertaken by the Health and Safety Manager to ensure that it remains sufficient for reporting purposes
- Incident and accident processes also incorporate the reporting of near misses to help mitigate the risk of an accident in the future
- From a sample of incident reports inspected, all documentation was noted as being complete
- The Health and Safety Manager has weekly meetings with the Principal to discuss health and safety matters
- There are six Health and Safety Committees per academic year, which are attended by senior managers and members of the Board of Management, and
- The Health and Safety Manager reports formally to the Finance & Resource Committee three times per academic year, and to the Board on an annual basis.

Weaknesses

- There were no weaknesses arising from our review.

b. Internal Audit

An internal audit was conducted during May and June to ascertain the level of knowledge, awareness and understanding of the health and safety management system (HSMS), processes and procedures amongst staff. This resultant feedback, from 38 separate sub-departments across College, was as follows:

- 11 from Support departments
- 7 from sub-departments within Business and Creative Industries (BCI)
- 7 from sub-departments within Engineering, Construction and Science (ECS), and
- 13 from sub-departments within Health Studies, Care and Learner Development (HCCLD)

As is clear from the table below, levels differed across departments and faculties, and these results will form the baseline from which to assess progress moving forward.

	BCI	ECS	HCCLD	Support	College Average
Commitment and Policy	51%	64%	69%	84%	70%
Planning	45%	62%	74%	77%	66%
Implementation and Operation	58%	65%	85%	91%	74%
Checking	61%	63%	76%	80%	70%
Audit	48%	63%	69%	86%	67%
Department / Faculty Average	53%	63%	75%	83%	68%

In order to address the results of the internal audit, a programme of health and safety awareness training will be implemented commencing in August, the first of which will be a 'refresher' Health and Safety Induction for staff. The aim is to improve overall staff knowledge, awareness and understanding in advance of a full (externally-led) HSMS audit in November or December 2023.

c. Safety Inspections

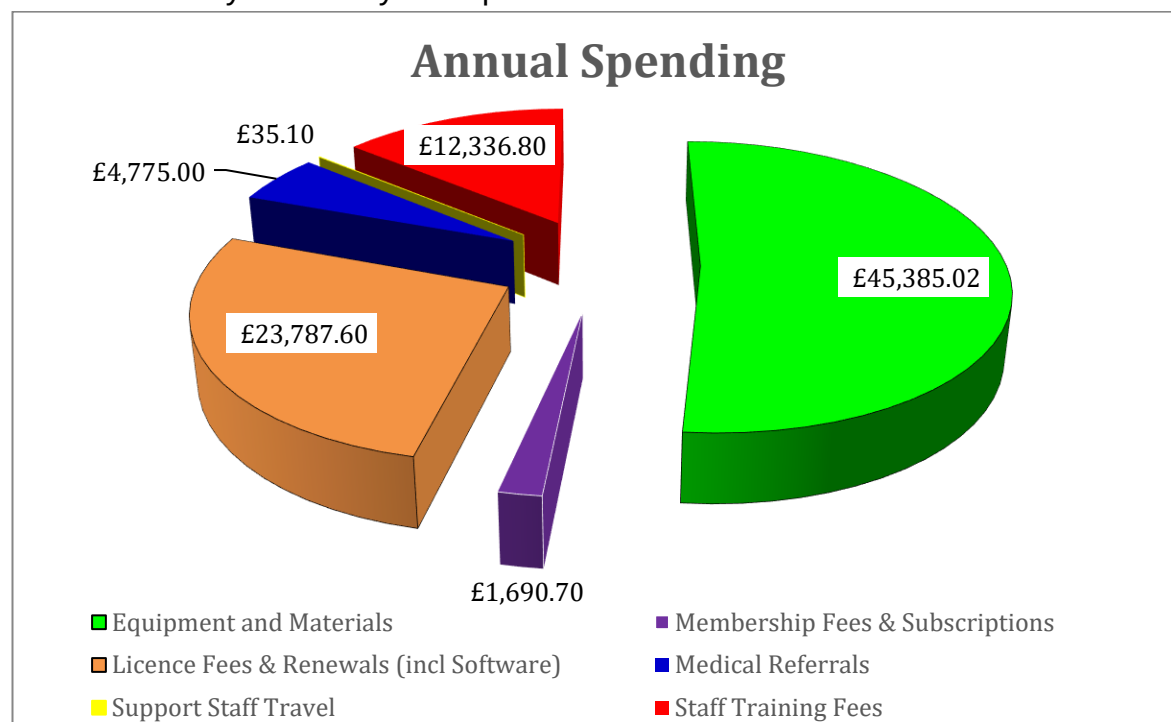
The aim of the workplace health and safety inspection programme is to prevent work related accidents and ill health by identifying new hazards; and checking that preventative and protective control measures are implemented and effective. The College programme is based on quarterly inspections by Support functions and three inspections per academic year by the three Faculties.

During the course of the reporting period 166 individual safety inspections conducted and reported. Where there were issues reported which related to facilities or health and safety, these were placed on the Estates Helpdesk. This was the first full year of departmental and faculty safety inspections since the pandemic restrictions were lifted and there were some programmed checks missed. Moving forward, closer monitoring of the schedule will take place in order to increase the completion of these inspections.

3. Budget

Following two years of operating with an enhanced health and safety budget, as the result of the COVID pandemic preparations, precautions and training requirements, the budget was returned to pre-pandemic levels for academic year 2022-2023.

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



Code	Purchased	20-21	21-22	22-23
209001	Equipment and Materials	£65,460.21	£71,233.33	£45,385.02
210009	Memberships Fees and Subscriptions	£ 1,742.13	£ 1,048.40	£ 1,690.70
210008	License Fees and Renewals	£19,884.92	£22,385.42	£23,787.60
201007	Occupational Health Surveillance (OHS)	£ 3,130.05	£ 0	£ 4,775.00
201002	Staff Travel	£ 14.42	£ 0	£ 35.10
201006	Staff Training Fees	£18,828.60	£10,980.60	£12,336.80
Uncoded		£ 0	£ 846.74	£ 0

Equipment costs accounted for just over half of the budget this year, with the second highest outlay related to the licencing fees for the WorkRite (training and risk assessment) and Alcumus (COSHH management) platforms. Medical referrals (occupational health surveillance) costs have also returned to pre-pandemic levels.

4. **Carbon Dioxide (CO2) Monitors**

The 140 Carbon Dioxide (CO2) monitors provided by the Scottish Government supplied to the College in May 2022 remain in place.

These devices, located in the campus locations listed on the Aranet4 CO2 Monitors Register:



- 20 at East End campus
- 20 at Easterhouse campus
- 78 at Springburn campus
- 20 at West (these will be redeployed during the autumn)

They continue to enable the college to remotely monitor the devices. The data provided covers the current day, previous day and will store up to a week's information on the device.

Use of these monitors have enabled a more accurate assessment of the environmental conditions (CO2 level, humidity, and temperature) prevalent within each room throughout the course of the academic year.

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

Members will recall the COSHH incident at Springburn campus in March 2022, the full investigation and subsequent review of the College COSHH management processes and procedures. This resulted in a combined action plan listing 73 actions. Following consultation with the auditors, four were amended to 'No longer required'. As reported in the intervening months, the majority of these actions have been completed and the small number of actions remaining (as agreed with the auditors) will be rectified over time in the normal course of COSHH assessment reviews.

The current state of progress with the action plan is as follows:

Completed	60 (82.2%)
In Progress	9 (12.3%)
Outstanding	4 (5.5%)

6. **COVID Guidance**

COVID transmission has remained an underlying concern for staff and students throughout the year. As a consequence, the College has continued to follow current Scottish Government and Public Health guidance which can be found at the link ([Coronavirus \(COVID-19\) | NHS inform](#)).

In summary:

- Stay at home and avoid contact with other people if you have symptoms of a respiratory infection such as coronavirus and you:
 - have a high temperature or
 - do not feel well enough to go to work or carry out normal activities
- Do this until you no longer have a high temperature (if you had one) or until you feel better.
- If you have a positive coronavirus test result, stay at home and avoid contact with other people for 5 days after the day you took your test, or from the day your symptoms started (whichever was earlier). You should count the day after you took the test as day 1.

7. Fire Safety Issues

- a. With effect from 1 July 2023, the Scottish Fire & Rescue Service (SFRS) stopped attending automatic fire alarm (AFA) call outs to commercial business and workplace premises; such as factories, offices, shops and leisure facilities (the College falls under this category) - unless a fire has been confirmed.

As a result the College now has the responsibility for safely investigating a fire alarm before calling 999. The SFRS control room operators will now be asking for confirmation of an actual fire, or signs of fire, before sending the nearest fire tender.fire tenders.

These changes do not materially affect the majority of those evacuating the campus. The minor changes to our procedures now formalise a check of the fire alarm panel to determine if the indication shows the alarm was initiated by:

- A break-glass call point
- Heat detector
- Multi-sensor detector, or
- More than one smoke detector

In this situation, under the new guidance, we have 'Signs of fire' and should call 999.

If we do not have these indications, there needs to be an 'investigation' of the location from which the alarm was raised. Ideally, this will be by two members of staff, who remain in contact with the fire alarm panel. They make their way cautiously toward the location of the alarm, but stop immediately if they encounter any of the following:

- visual flame
- smell of smoke
- smell of burning, or
- sounds of burning

Again, where this is the case (i.e. we have confirmed signs of fire), we should immediately call 999.

Staff who are likely to be involved in these processes have been informed and trained how to safely conduct these investigations. Where a staff member is alone on campus (evening/night call out, opening up or locking up) they have been directed to make, and stay in contact with their colleague and are not to carry out an investigation until assistance arrives. Reception staff have also been advised that their previously automatic response on hearing a fire alarm (calling 999) is now no longer appropriate, and that once 'signs of fire' are confirmed they will be directed to make the call.

- b. The annual Campus fire risk assessment reviews took place in early February and as previously, all four buildings were visited and inspected. The final reports being made available via the web-based platform shortly afterward. These risk assessment reviews highlighted 22 issues, of which 21 have been completed (see below).



The outstanding fire risk assessment action, periodic inspections of electrical installations, was delayed as the result of issues in finding an appropriately qualified, available contractor via the APUC arrangements. However, it is envisaged that this issue will be resolved in the early autumn.

- c. A rolling Evacuation Controller, Fire Warden and Lift Evacuation Team training programme commenced in July and will continue into and throughout the autumn. By the end of the reporting period the College had 9 competent Evacuation Controllers, 68 fire wardens and 8 trained fire lift evacuation staff.

8. H&S Committee

During the reporting period the H&S Committee, chaired by Mark Boyle / Ryan Shearer (EIS safety representative) on behalf of the unions, met on the following dates:

2022	21 September and 2 November
2023	25 January, 29 March, 26 April and 7 June

The committee is scheduled to meet during session 2023-2024 on the following dates:

2023	20 September and 1 November
2024	31 January, 13 March, 24 April and 12 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 2023-2024 will be discussed at the first meeting.

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. The chair for year 2023-2024 will be occupied by Lisa Brown (Student Information Services) on behalf of management.

9. H&S Forms

The annual review of controlled college H&S documentation took place during the course of June and July. 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
HS001	Incident Report Form	Archived
HS001a	Incident Notification	Archived
HS002	Safety Inspection Form	Updated (version (v) 4)
HS003a	Learner PEEP	Updated (v8)
HS003b	Staff PEEP	Updated (v6)
HS003c	Chinese School PEEP	Updated (v6)
HS004	Pregnancy Risk Assessment <i>formerly New or Expectant Mothers Risk Assessment</i>	Renamed (equalities) & updated (v9)
HS012	Individual Health Assessment	Updated (v1)
HS013	Manual Handling RA	Updated (v3)
HS016	Work Placement H&S Form	Updated (v4)
HS017	H&S Internal Audit	Updated (v6)
HS018	Legal and Current Issues Review (LCIR)	Updated (v3)
HS020(A)	Annual Consent Form (U-18s)	Updated (v1)
HS020(B)	Annual Consent Form (18 and over)	Updated (v1)
HS020(C)	Annual Consent Form (ASN)	Updated (v3)
HS020(D)	Staff Consent Form	Updated (v3)
HS021	Excursion Register (15 names)	Updated (v3)
HS021(A)	Excursion Register (45 names)	Updated (v4)
HS022	Student Code of Conduct (Annual)	Updated (v3)
HS026	H&S Training Evaluation Sheet	Updated (v1)
HS027	H&S Induction Record	Updated (v1)
HS028	H&S Training Record	New
HS030	Contractors Induction Form	Updated (v1)
HS031	Staff Seizure Action Plan	Updated (v1)
HS040	Driving Restriction	Updated (v2)
HS042(a)	Evacuation Controller Report (East End)	Updated (v4)
HS042(b)	Evacuation Controller Report (Easterhouse)	Updated (v5)
HS042(c)	Evacuation Controller Report (Springburn)	Updated (v4)
HS043	First Aid Risk Assessment	Updated (v1)

10. 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 only minor amendments. This reviewed document was subsequently 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 12 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.

11. Incident Reports and RIDDOR

a.

	2022					2023							Totals
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Accident	3	10	18	6	5	5	8	6	2	1	3	1	68
Incident	5	21	8	10	7	7	8	9	3	9	2	0	89
Near Miss	0	0	0	0	0	0	0	2	0	0	0	0	2
Abuse or Violence	0	1	2	4	0	2	2	0	0	0	0	0	11
Other *	1	2	2	0	0	0	0	0	0	0	0	0	5
Total	9	34	30	20	12	14	18	17	5	10	5	1	175
Helpdesk (H&S)	35	40	22	23	23	46	20	10	27	10	16	1	273

*Other – vandalism, security etc.

Incident Reporting

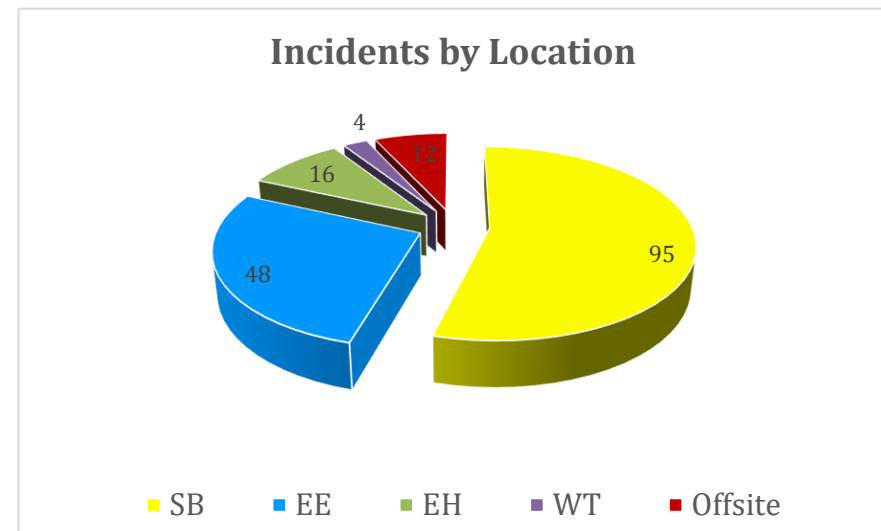
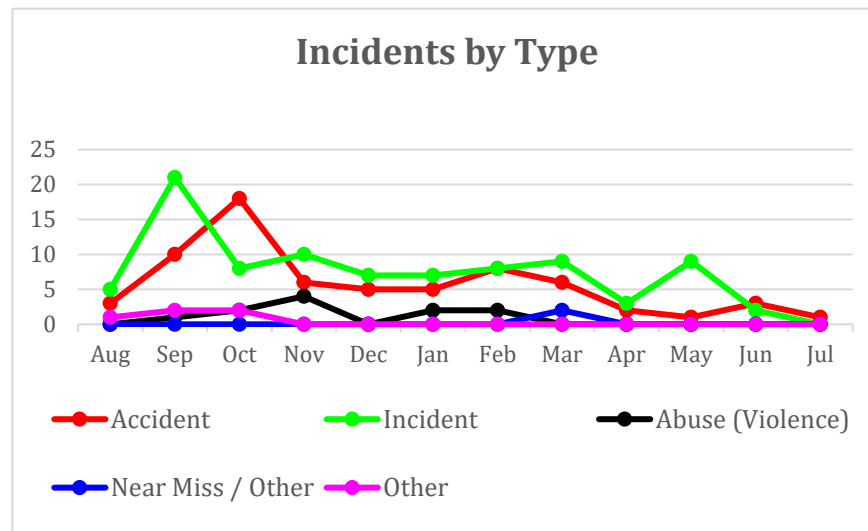
In February a new semi-automated reporting process was introduced which utilised Microsoft Forms. This process is accessible via a QR code or a link on the staff Intranet page. This change provides:

- A timelier and more accessible reporting mechanism, with a reduction in the period between incident and report, which assists in streamlining the RIDDOR reporting decision process.
- The inclusion of Human Resources in the process, where a member of staff is either injured or involved in an abusive or violent incident, which allows for early identification of additional support and/or counselling.

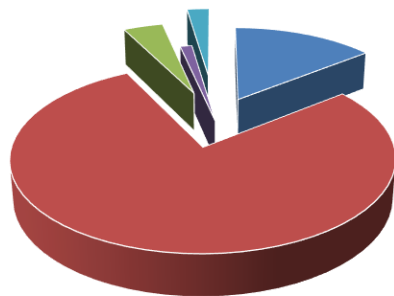
There were 175 incident reports made during this reporting period, using both the Word format and the Microsoft Forms version of the College Incident report form (HS001). This is an increase of 93 on 2021-2022 figures and a return to pre-pandemic levels of reporting. Of note:

- 134 reports were made via the legacy Word format reporting process.
- 41 reports were made via the Microsoft Forms (QR code) reporting process.

Moving forward, all incident reporting will be via the MS Forms process as the Word format has now been archived.

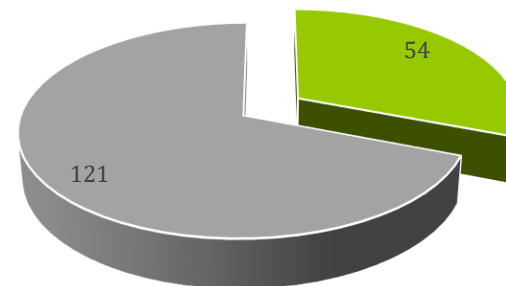


Who was involved



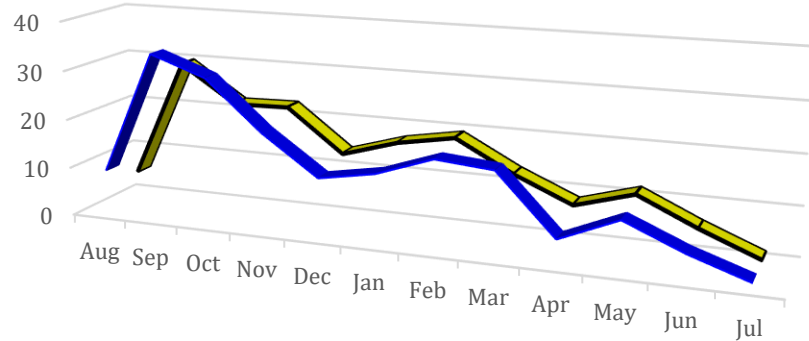
■ Staff ■ Student ■ All ■ Contractor ■ Public

Work-related vs Non Work-related

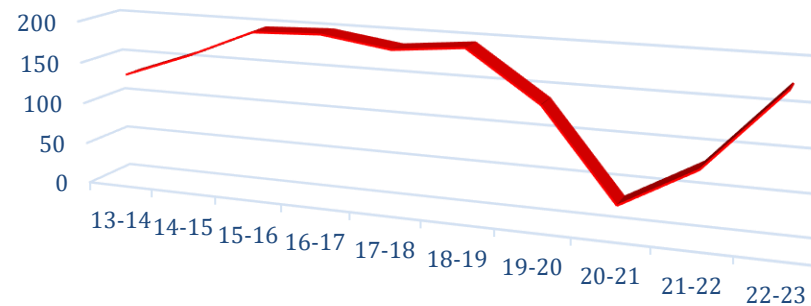


■ WR Reports ■ Non WR Reports

Average: 2014-2023 vs 2022-2023



Total of Reports by Year



Injuries related to Incident Reports

Cut, graze or impact injury

Pre-existing condition

No illness or injury

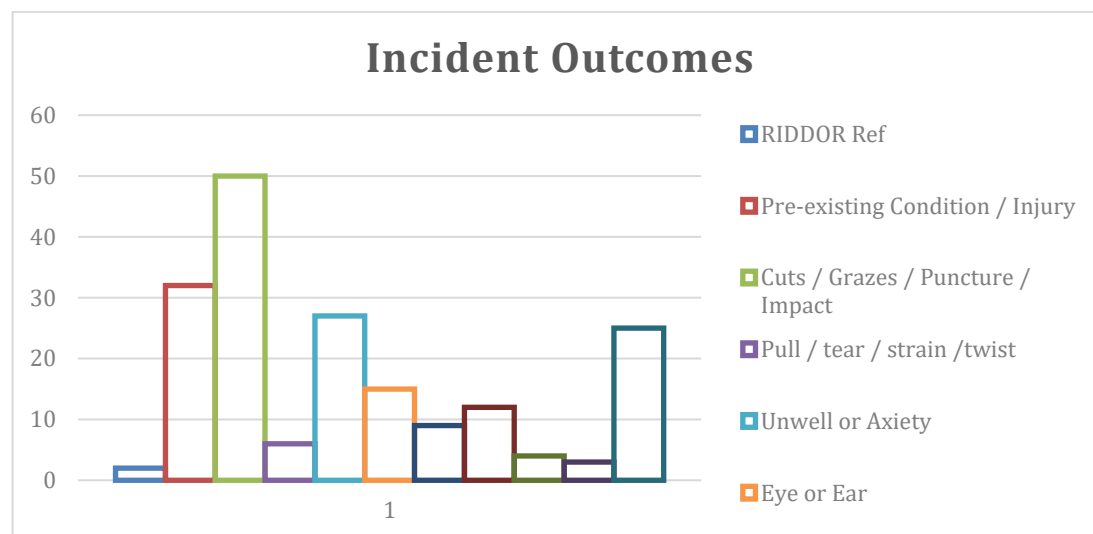
Unwell or anxiety

Burns

Fit or seizure

RIDDOR reports

Ear or Eye injury



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

Two RIDDOR reports were made during the reporting period:

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

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

12. 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:

August	HSE Advice on high temperatures in the workplace HSE Construction eBulletin – Jul 22 30ft skylight fall prosecution. Managing drug and alcohol misuse at work HSE Domestic Gas eBulletin – Aug 22
September	HSE Lone Working HSE COSHH eBulletin – Aug 22 Protecting young people at work
October	Face Fit testing requirement for use of PPE HSE Vulnerable workers eBulletin – Sep 22 HSE COSHH eBulletin – Sep 22 HSE Construction eBulletin – Oct 22 Managing work-related violence What to expect when an HSE inspector calls
November	Health and Safety Law Poster – what you need to know Older workers: health and safety HSE Musculoskeletal Disorders (MSDs) eBulletin – Oct 22 Home working guidance and resources Keep safe at work as the winter months arrive. HSE Construction eBulletin – Nov 22 HSE Stress at work eBulletin – Nov 22
December	HSE Musculoskeletal Disorders (MSDs) eBulletin – Nov 22 HSE Statistics eBulletin – 2022 HSE Construction eBulletin – Dec 22 HSE Guidance on working in cold and wintery weather HSE Motor vehicle repair (MVR) eBulletin – Dec 22 HSE Musculoskeletal Disorders (MSDs) eBulletin – Dec 22
2023	
January	Ensure you are working safely at height HSE MSDs eBulletin – Jan 23 Managing home workers' health and safety HSE Guidance on working in cold and wintery weather RoSPA raise wear of seat belt concerns Bosses urged to take extra care on cold snap travel plans
February	Bust the PAT test myths HSE Construction eBulletin & Education eBulletin – Jan 23 HSE MVR eBulletin – Feb 23 Warning of the life-threatening dangers of working under vehicles Safe use of ladders and stepladders at work

March	Health and safety guidance leaflets HSE Construction eBulletin – Feb 23 HSE Asbestos eBulletin – Mar 23 HSE Construction eBulletin – Mar 23 City Council fined after fatal fall from height Lone working: protect those working alone Protect your workers from violence and aggression
April	NEBOSH / HSE Qualifications Protect your workers from violence and aggression IOSH - Tackling work-related stress
May	HSE eBulletin HSE Construction eBulletin – Apr 23 HSE Improved guidance on managing health and safety & controlling risk HSE 'Talking Toolkit' Make sure you know your COSHH essentials HSE Construction eBulletin – May 23
June	Directors jailed Fall from height – Employer receives suspended prison sentence HSE eBulletin Metalworking fluid checks Bust the myths on portable appliance testing (PAT) Safety Climate Tool (SCT) HSE Health & Social Care eBulletin – May 23 Care Home inspections in Scotland The Health & Safety Sharp Instruments in Healthcare Regulations 2013 HSE Construction eBulletin – Jun 23 HSE MSD eBulletin – Jun 23
July	When a health and safety inspector calls Have you checked your water system recently? HSE Construction eBulletin – Jul 23

13. 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.

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.

The 2022-2023 OHS programme commenced in October and continued through until May. The programmed clinics covered 112 staff over 13 full-day clinics which took place at Springburn and East End campuses and included the following number of checks:

- 49 x Audio
- 19 x Hand-Arm Vibration
- 94 x Respiratory (Lung Function)
- 107 x Skin (Dermatitis)
- 4 x Blood tests (Lead-work), and
- 15 x Eyesight (driving)

Flu Clinic



A staff flu vaccination clinic at Springburn campus was arranged for 16 November, taking place at Springburn campus by the Health & Wellbeing Lead.

The full-day clinic was booked with a target of 100 doses, successfully immunised 100 staff.

Plans for a flu-clinic in the autumn are progressing.

14. Operational Plan 2022-2023

August	• Complete update of health and safety documentation on staff intranet	Complete
	• Draft and issue Legal and Current Issues (LCIR) to SMT Health and Safety Committee members and all interested parties on monthly basis	Complete
	• Draft and submit health and safety update reports for the Health and Safety Committee	Complete
September	• Recruit student representation for the H&S Committee	Complete
October	• Draft and submit Annual Health and Safety Report (2021-2022) for the Board of Management	Complete
December	• Complete annual fire safety maintenance programme	Complete

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
July	Coordination with, and involvement of SA staff in safety planning and processes, including use of training and risk management tools (WorkRite/RMS)	Complete
	HSM participating in at least three student presentations	Complete
	Carry out a mental health promotional event for staff and students	Complete
	Drive 'WorkRite' mandatory training completion rates to as close to 100% as practicable	Completion 82.5% across 16 mandatory modules
	Investigate provision of IOSH Mental Health Awareness training for staff	Not considered viable
	Progress COSHH incident action plan	Ongoing
	Schedule, conduct and report results of annual Occupational Health Surveillance	Complete 13 clinics
	Arrange a minimum of two first aid at work courses (requalifications) for first aid roster staff	Complete
	Arrange first aider refresher training ('Understanding Epilepsy and administration of Midazolam')	Complete
	Review, update and present H&S Policy to HSC/SMT, for endorsement by the Board of Management	Complete
	Progress fire risk assessment recommendations	Ongoing
		Complete

- Develop and maintain contacts with H&S representatives across the Glasgow region **Complete**
- Maintain H&S budget within promulgated limits aiming to minimise spending **Complete**
- Review, update and publish safety inspection schedule, aiming for increased SMT participation **Complete**
- Conduct a minimum of six informal safety consultative meetings with EIS and UNISON representatives **Complete**
- Attend a minimum of four JNCC meetings **Complete**

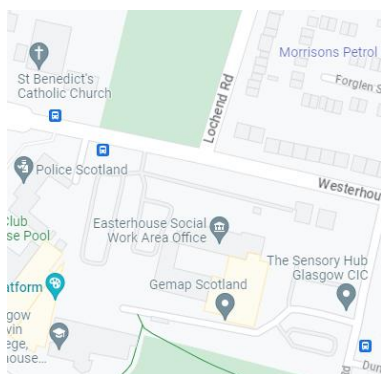
15. Road Safety

Staff and student concerns about the safety of road crossings at both East End and Easterhouse campuses has been a common theme which have been shared with Glasgow City Council. These were exacerbated in February when a student was knocked over by a car on the pedestrian crossing adjacent to the East End campus (Carntyne Road).



Following consultation with Glasgow City Council, works are scheduled in the autumn to mitigate both issues.

On Carntyne Road at East End, there are road marking and signage improvement works scheduled to be undertaken within the vicinity of the zebra crossing. There has also been agreement for the existing 'Belisha' beacons columns to be upgraded which will improve the lighting aspects of the crossing itself.



On Westerhouse Road at the junction with Lochend Road (see map on left and photo below) Glasgow City Council (Traffic and Road Safety Department) are planning to install traffic signals in order to provide a pedestrian facility.

They have opted for this solution as there was no suitable location for a crossing due to the two bus stops and numerous access points in that area.



16. Staff Training

a. Epilepsy Training

Twenty-five staff underwent 'Understanding Epilepsy and Administration of Midazolam' training conducted by Epilepsy Scotland on 13th, 31st October 2022 and 6th February 2023. The training covered:

- Causes of epilepsy
- Differential diagnosis
- Types of epileptic seizures (epilepsy symptoms and signs of epilepsy)
- Seizure Triggers
- Treatment
- Implications of epilepsy
- First aid guidance for managing seizures
- Emergencies and when to call 999

With the final part dealing with the administration of Midazolam (used for the treatment of prolonged and/or clusters of seizures. This training is certificated and valid for 2-years and provided staff with an enhanced level of knowledge and additional skills with which to react to and deal with complex epilepsy-related incidents on campus.

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

During the past year two additional courses were made available to staff, Manual Handling and Risk Assessment.

The manual handling course was identified as a proportionate and relevant preparation for staff taking part in the West End campus move-out operations, and those heavily involved in summer works in the other three campuses. 46 members of staff were identified and 37 had completed the course.

The risk assessment course was introduced to expand departmental and faculty awareness of the rationale behind risk assessments, and to aid the population of the risk management system with updated risk assessments. 45 members of staff were identified, seven of whom commenced training in late July. The remainder (teaching staff) were enrolled in August 2023.

c. First Aid Training

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

d. Minibus Driver Awareness Scheme (MiDAS)

Over the period of the report, eight members of staff have qualified/requalified as MiDAS Standard drivers, and an additional two, as Accessible Drivers (fully qualified to drive the accessible minibus). One external partner was also trained and qualified as a Standard driver.

e. 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 in year 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	54	83.7
Working at Height	90	100
Anti-Bribery / Anti-Corruption	60	85.4
Cyber Security Awareness	14.6	64.4
Environmental Awareness	75	88.5
Equality and Diversity	63.4	84.9
GDPR	81	87.4
Safeguarding	72.3	84.1

17. **'The Circuit'**

'The Circuit' is a defibrillator network, providing a nationwide overview of where defibrillators can be found. Glasgow Kelvin College has 8 of these registered to the Circuit (2 for each campus).

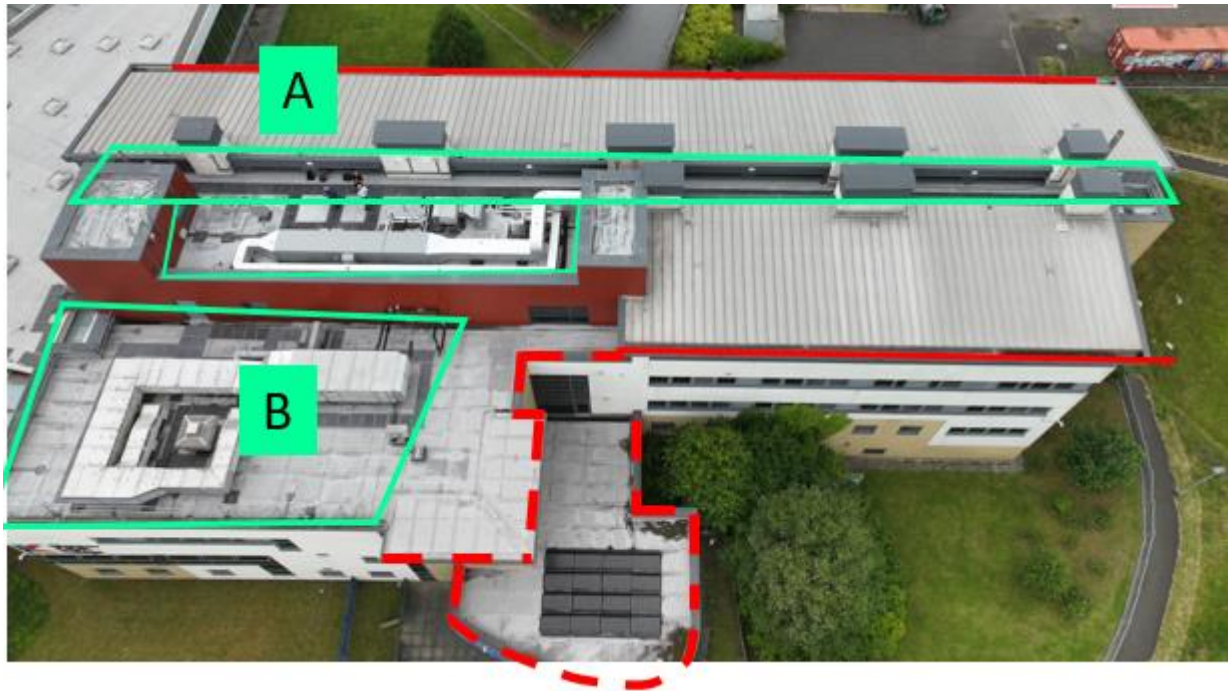
One of our West End campus defibrillators was identified by the 999 call operator as the nearest available for a local emergency, and was collected from reception by a member of the public. Although the defibrillator was not actually used, it did demonstrate the value of the national network and, more pertinently, our participation in it.

18. **Working at Height**

Over the course of the reporting period, a specific focus was applied to initiatives, which would enhance the safety of staff and contractors when working at height operations and conducting roof-work.

The primary aim was to identify and, where possible, eliminate or mitigate risks. To that end each campus roof area was risk assessed and classified according to the

risk of a fall. Areas in which it was considered safe for staff to operate were designated 'Green' and those considered unduly risky 'Red' (see example below).



It became clear during this process, that a small number of areas would need additional fall-prevention mitigation (red dotted area in picture above) in order to make them suitable for in-house tasks to take place. Work to achieve this has now taken place (see below).



19. 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:

WorkRite Course	Completed	Next Due
Lone Working	20 Oct 22	
Emergency Spill Response and Spill Kits	9 Dec 22	
Manual Handling Awareness	18 Jan 23	18 Jan 25
First Aid Course	18 Jan 23	18 Jan 24
Home Workers (and Assessment)	18 Jan 23	18 Jan 24
Mental Health Awareness	25 Jan 23	
Asbestos Awareness	23 Feb 23	23 Feb 24
Workplace Stress	23 Feb 23	
Working in Confined Spaces	23 Feb 23	
Anti-Bribery / Anti-Corruption Course	7 Mar 23	7 Mar 26
Anti-Money Laundering	7 Mar 23	7 Mar 26
Energy Awareness	7 Mar 23	
Energy Reduction	7 Mar 23	
Environmental Awareness v2.0	8 Mar 23	8 Mar 25
Equality and Diversity	8 Mar 23	8 Mar 25
FeelRite	8 Mar 23	8 Mar 26
High Voltage	8 Mar 23	
HandleRite	2 May 23	2 May 25
Driver Awareness	27 Jul 23	27 Jul 26
Mindfulness	31 Jul 23	
Environmental Awareness	31 Jul 23	31 Jul 25
MobileRite	31 Jul 23	31 Jul 26
Personal Travel Safety	31 Jul 23	31 Jul 26
Safeguarding	31 Jul 23	31 Jul 24
Slips, Trips and Falls	31 Jul 23	31 Jul 26
Spill Prevention	31 Jul 23	

Other Internal Training:

- Fire Safety (Evacuation Lift, Evacuation Controller and Fire Warden)

External Webinars and Courses:

- Brave New World: Health & Safety after COVID-19
- HSE Certificate of Training – Machinery Series: POWER
- IOSH Manual Handling & Risk Assessment Certificates
- Face Fit Testing (train the tester)
- Understanding Epilepsy and Administration of Midazolam



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Health & Safety Manager