

Sustainability

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Sustainability Updates & Initiatives

Agenda

- What has the College been up to?
- Opportunities to get involved.
- Relevant resources for staff and students.
- What's coming up?
- Cross-College Collaboration.
- Feedback, Ideas, and Suggestions.

What have we been up to?



Green Gown Award:
Fighting Fast Fashion



Hedgehog Friendly Campus Accreditation



Climate Change Action Plan



Transport Survey & Plan



Climate Risk Register & Adaptation Plan



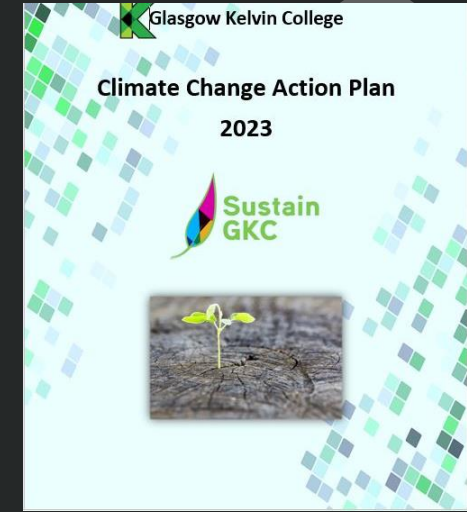
Cycle Resources & Improvements



Improving Campus Green Spaces

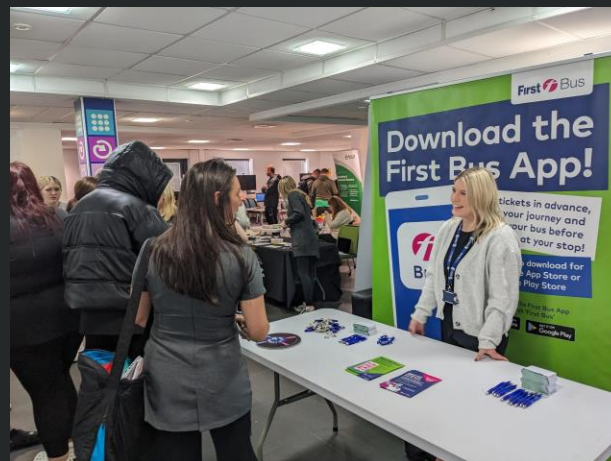


Student-led Sustainability Initiatives (SfL, Sport, Fashion, Cookery,





Sustainable Food Stall



Green Week Events



Paddling Canal Litter Pick



Springburn Cycling Day



Hedgehog Awareness Week



Opportunities to Get Involved



Risk Register &
Adaptation Team



Sustainability
Champions



Hedgehog Friendly
Working Group



Sustainability in the
Curriculum Group



Class Discussions



Sustainability
Training



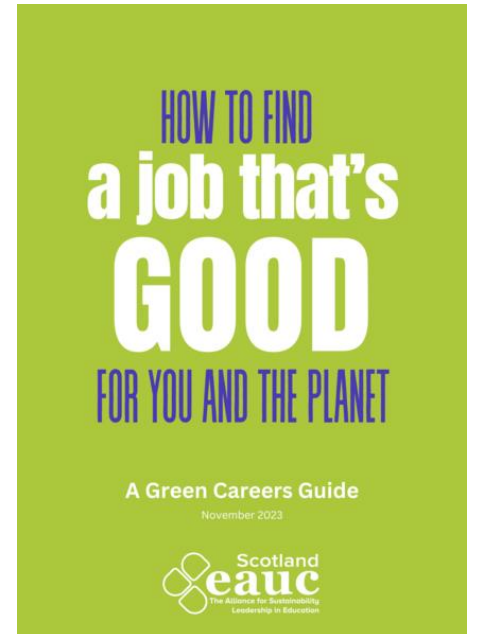
Attend Events

Resources for Staff & Students

‘Possessing one or more ‘green skills’ can increase your chances of being hired by 29%’

- Forbes Magazine

- **GKC Learning Network:** [Sustainability Course for Students](#)
- [EAUC Scotland: Green Careers Guide](#)
- Free Cycle Hire for Students & Staff
- Staff: Cycle to Work Scheme
- First Bus Commuter Travel Scheme





Glasgow
Kelvin
College

Upcoming Events & Initiatives:

Kelvin College Green Week:

1-3 October

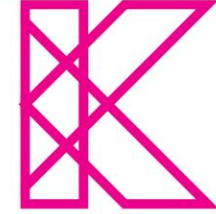
- Cycle maintenance & Active Travel events
- Food Stalls
- Planting Events
- Litter Picks
- Sustainable Lifestyle Advice Stalls
- Outdoor Sport & Wellbeing Activities
- **Get your classes involved!**

- Swap Shops and a Clothing Hub
- **Sustainability Champions Meeting:** Wednesday, 04 September, 4-5 pm
- Green Library Resource Centres
- Sustainability, Wellbeing, Equality, & Active Campus Pop-ups
- Sustainable Cooking demos and recipes
- I'm happy to have discussions, class visits, or project work with any groups. Get in touch!



24/25 Calendar for

Wellbeing, Active, Sustainability, People & Equality Events



August	September	October	November	December	
Welcome Back	Key Dates: 10th: World Suicide Prevention Day Look out for: Mental health pop ups: 11th Springburn 18th Easterhouse 24th East End	Cultural Dates: 31st: Diwali Key Dates: Green Week Black History Month Look out for: Black History Walking Tours Sustainability Events 1st, 2nd & 3rd	Key Dates: 25th: International Day for the Elimination of Violence Against Women Look out for: Gender based violence workshops Make your white ribbon pledge	Cultural Dates: 22nd: Hanukkah 25th: Christmas Look out for: Winter swap shop event Holiday fun	
January	February	March	April	May	June
Cultural Dates: 29th: Chinese New Year Look out for: Dry January Veganuary Health & Fitness Challenges	Key Dates: Watch this space Look out for:	Cultural Dates 1st: Ramadan Key Dates: 15th 21st: Neurodiversity Celebration Week Look out for: Interactive Workshops	Cultural Dates 20th: Easter 13th: Vaisakhi Look out for: Enviromental workshops Sustainability Initiatives Campus clean-up events	Cultural Dates 12th: Vesak (Buddha Day) Key Dates: 13th-19th: MH Awareness Week 17th: International Day Against Homophobia Transphobia & Biphobia Look out for: Mental health & fitness sessions	Key Dates: Pride Month Look out for: Pride celebrations & education End of year reflection International Cookbook

Feedback, Ideas, & Suggestions Welcome!

Get involved & stay up-to-date with events:

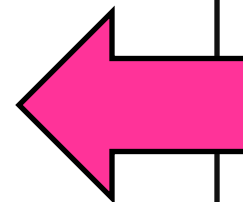
Facebook: @sustainGKC

Twitter: @sustainKelvin

Sshea@glasgowkelvin.ac.uk



Estates & Sustainability
Webpage:



Sustainability

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Marketing

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Raising the Profile of Kelvin:

- | Brand Refresh
- | Logo unchanged
- | New Image Bank
- | Launch new Website
- | New Social Media strategy
- | PR & Media Relations





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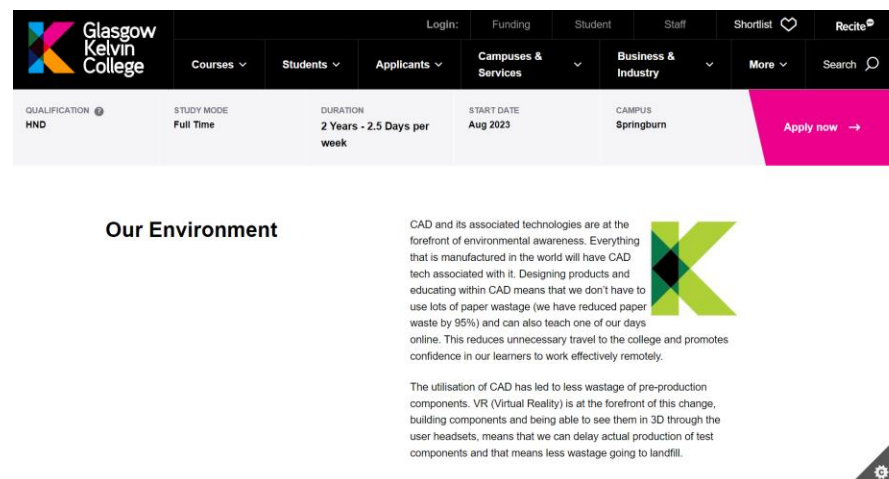
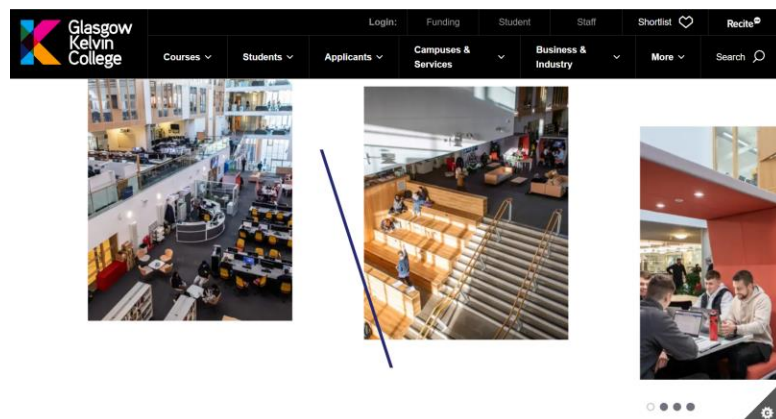
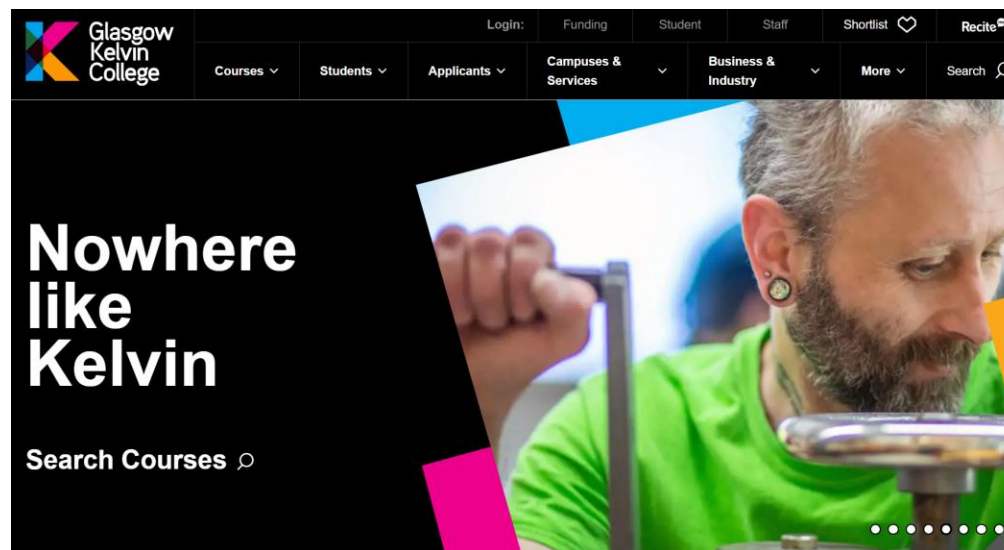
NOWHERE
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KELVIN



Nowhere Like Kelvin

Real People. Real Glasgow.

Website



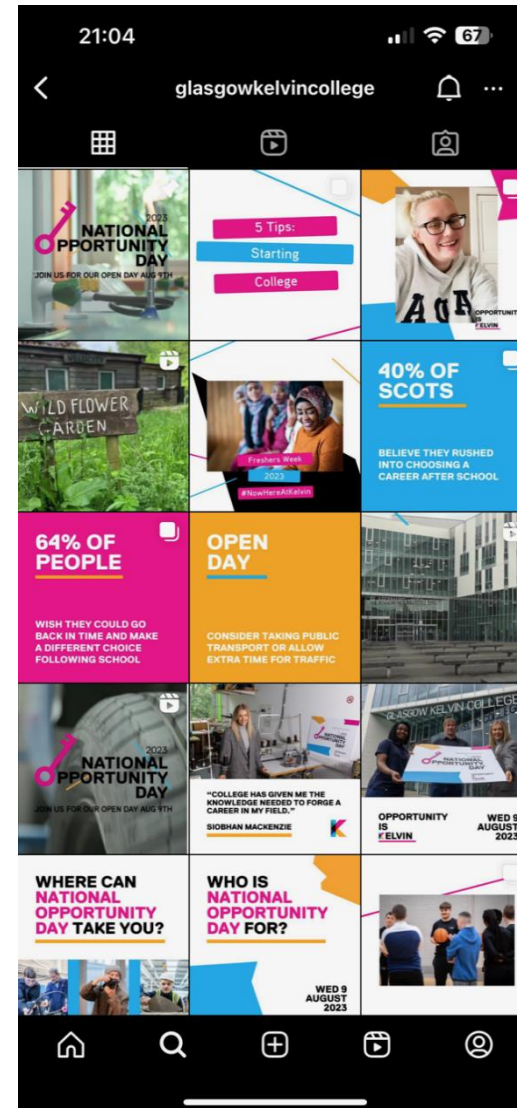
Social Media

We began a refresh of all things socials at the beginning of 2023.

We moved from reactive posting to a planned strategy, reflecting a range of aspects to life at Kelvin.

Since then, the consistency, reach, relevance and engagement of our content has improved significantly.

Aesthetically, we have moved towards slicker, informative content that fits the brand at every level.



Social Media

- Balanced between education and entertainment, to build a highly-engaged community through our channels and directing our audience to course sign-up pages.
- Showcasing real students and their success stories brings the platforms alive

Advertising

– on the page



Glasgow Kelvin College glasgowkelvin.ac.uk

NOWHERE LIKE KELVIN FOR



Check out our website for a full list of courses and start your Kelvin experience today.
Apply Now for courses starting August 2023

REAL PEOPLE. REAL GLASGOW

Glasgow Kelvin College glasgowkelvin.ac.uk

NOWHERE LIKE KELVIN FOR



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NOWHERE LIKE KELVIN FOR ACCESS TO...



Looking to learn new skills to pursue a different career path?
Glasgow Kelvin College has the perfect solution for you!
Our range of Access courses are specifically designed for you, if you have been out of education for a few years but you have life and work experience. The Access programme enables you to take the first steps to university in your chosen subject.
At Kelvin, we provide a welcoming and inclusive learning environment, where you will receive the guidance and encouragement from our teaching and support staff to help you to succeed.
Go to our website to learn more about our Access courses and how we can help you achieve your goals.

The Access programme is run by the College in conjunction with the Scottish Wider Access Programme (SWAP)

Check out our website for a full list of courses and start your Kelvin experience today
Apply Now for courses starting August 2023

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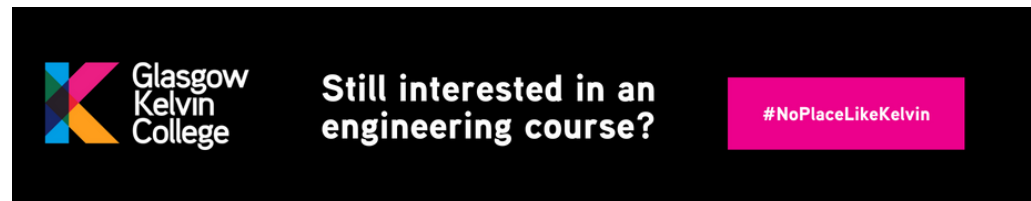


We have been running Google Display ads with a focus on taking the opportunity

Unlike Meta and TikTok ads, where ad impact relies heavily on targeting and accuracy, our Google Display ads are designed to ensure that previous web visitors are *remarketed* to with Kelvin content.

This means that even if visitors are only having a speculative scan of the course pages, we can cookie them and make sure Kelvin remains in their minds throughout the decision-making process.

Snapchat ads have performed exceptionally well, with 89% of the audience being school leavers





We've also run ads on Facebook & Instagram with the objective of increase brand awareness, share of voice and driving website traffic.

We've used a mixture of different placements (grid, explore, story etc) and cater each campaign towards a tailored audience depending on the messaging and content.

We've run campaigns promoting:

- January Course Launch Announcements
- "Now Live" All-Course Push
- General Awareness, day-in-the-life content
- National Opportunity Day / Open Day Awareness

PR highlights

Glasgow Times

Saturday August 3, 2024

Most graduates feel ready for job market, study finds

Mark McDougall

MORE than 80 percent of Scottish graduates believe college education prepared them sufficiently for entering the job market.

A new study commissioned by Glasgow Kelvin College as part of their National Opportunity Day campaign found that 44 percent of recent graduates felt a college education prepared them for pursuing further education, while 60% believed it set them up to continue to learn new skills.

The study was conducted by independent analysts against Open Matters and looked at 300 recent graduates. It also found that 64 percent of those registered not taking opportunities available to them at college.

Glasgow Kelvin College celebrated a whopping 10% increase in attendance at its open day following the success of its inaugural National Opportunity Day (NOD) campaign last year.

NOD, on August 7, encourages Scots to seize the options available to them through college education.

The first NOD in 2023 saw the college open its doors to people of all ages and stages. Dozens of attendees gained insight into opportunities at college and how the clearing process can offer alternative routes to a fruitful career.

One person who is backing the campaign is Scottish business tycoon Lord Henderson.

The founder of City Facilities Management, which employs 3,000 people across Scotland, the 61 attended Springburn Campus, which is now home to Kelvin's Springburn Campus as part of a commercial engineering apprenticeship.

National Opportunity Day will take place next week

Lord Henderson credits his time at college for "setting him up for life" and he is "delighted to be supporting NOD 2024".

He said: "I'm proud to support NOD for a second year and to see the return of a worthwhile and important campaign."

"Attending college set me up for life - the skills and confidence I gained there helped me find a direction for my career that worked for me."

NOD will once again show a spotlight on the wealth of opportunities available to students through clearing, highlighting the possibilities on offer to people at all ages and stages through a practical and applicable college education.

Balbir Aulian, Vice Principal Curriculum and Quality at Glasgow Kelvin College, said: "We created NOD in the hope that we could provide a moment to make a change and embark on a journey of endless possibilities, presenting college through clearing as a strong option to prospective students."

"The results from this survey

Picture: Colin Murray

Stephanie McCartney, who is currently Alexander McQueen's senior worldwide E-Commerce and marketplace manager, started her path in the fashion world at Kelvin College.

Stephanie McCartney, who is currently Alexander McQueen's senior worldwide E-Commerce and marketplace manager, started her path in the fashion world at Kelvin College.

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6 News • Glasgow News • Glasgow

Glasgow fashion student lands dream role working at Alexander McQueen

Stephanie McCartney, who is currently Alexander McQueen's senior worldwide E-Commerce and marketplace manager, started her path in the fashion world at Kelvin College.

By Katrina Fleming Reporter

10.10.2024

Bookmark

Facebook

Twitter

Instagram

Comments

Where to try paddleboarding near Glasgow as sport could be set to make Olympic debut

Glasgow's best beer garden to head to when the sun is shining for a cold pint

Glasgow construction worker dropped to death at shopping centre after standing in 'danger zone'

Family farm park with petting zoo and kiddie rides set to hold superhero day

Stephanie McCartney, who is currently Alexander McQueen's senior worldwide E-Commerce and marketplace manager, started her path in the fashion world at Kelvin College.

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6 The State of Scotland's Colleges

Thursday May 2, 2020

Scotland's colleges have crucial role in preparing workforce for net-zero goals

Colleges across Scotland have a crucial role to play in preparing the workforce for net-zero goals, according to a report published by the Scottish Government.

The report, titled 'Scotland's Skills and Education Strategy', outlines the need for colleges to work closely with industry to ensure that students are equipped with the skills and knowledge needed to meet the challenges of the future.

It highlights the importance of apprenticeships and work-based learning, which allow students to gain practical experience while studying. The report also calls for colleges to invest in research and development, particularly in areas such as renewable energy, artificial intelligence, and digital technology.

Scotland needs to use colleges and industry together to ensure that the workforce is prepared for the challenges of the future. The report also calls for colleges to invest in research and development, particularly in areas such as renewable energy, artificial intelligence, and digital technology.

On the picket line with college lecturers in their increasingly bitter dispute over pay

Colleges are at the heart of the increasingly bitter dispute over pay between lecturers and employers. The Scottish Government has announced that it will not increase the pay of college lecturers, which has led to a series of strikes and protests.

The dispute has been ongoing for several years, with lecturers demanding a significant increase in their salaries. They argue that their work is essential to the country's future and that they should be paid accordingly.

Employers, on the other hand, claim that they are already paying lecturers well above the market rate and that any further increases would be unsustainable. They also argue that the government should be responsible for funding colleges, rather than the lecturers themselves.

The dispute has had a significant impact on the education system, with many colleges facing staff shortages and disrupted courses. It has also led to a loss of confidence in the government's ability to manage public sector pay disputes.

7 The State of Scotland's Colleges

Thursday May 2, 2020

Colleges are the key ingredient in Scotland's skills and education success of the future for students

Colleges are the key ingredient in Scotland's skills and education success of the future for students. They provide a vital link between the classroom and the workplace, ensuring that students are equipped with the skills and knowledge needed to meet the challenges of the future.

The report highlights the importance of apprenticeships and work-based learning, which allow students to gain practical experience while studying. It also calls for colleges to invest in research and development, particularly in areas such as renewable energy, artificial intelligence, and digital technology.

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Apprentice trains for trade to be part of the 'green economy' transition

A new apprenticeship scheme has been launched to help young people gain the skills and experience needed to enter the green economy. The scheme, called 'Green Economy Apprenticeships', is designed to provide training in areas such as renewable energy, sustainable construction, and environmental management.

The apprenticeships will be run by a range of employers, including private companies, public sector organizations, and not-for-profit organizations. They will provide a combination of on-the-job training and classroom-based learning, ensuring that apprentices are well-equipped to enter the workforce.

The scheme is part of a wider effort to promote the green economy and create new jobs in sustainable industries. It is also designed to help young people who may not have the traditional qualifications needed to enter the workforce.

New approach to Clearing

We created '**National Opportunity Day**' on August 7th and annually, the day after the SQA results are released.

By making it a day, we would put Kelvin's open day at the heart of the conversation and remove any stigma and negative association with the Clearing.

We won the Marketing Award at the Herald Education Awards in May



Your Questions?



Marketing

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Digital and Cyber Security

Michelle Harding & Jason Quinn

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Digital Summer Investment

- Lapsafe extension / laptops and trolleys
- Mac Lab refresh
- Digital signage additions
- Springburn classroom interactive boards

Interactive Screens



Digital Learning

- Learner Network digital training
- ESOL, construction, study skills, AI and much more
- Can be made available for full-time learners
- Collaborate with faculty staff to develop more content



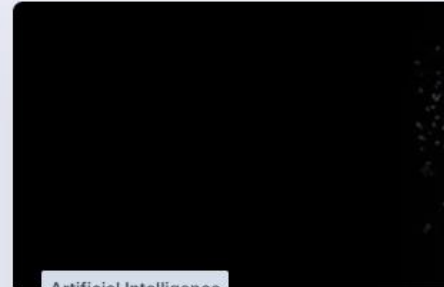
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Digital Learning



Art and Design

Introduction to Art and Design



Artificial Intelligence

Artificial Intelligence (AI) in Digital Marketing



Tom McInnes



British Sign Language

Introduction to British Sign Language [BSL]

British Sign Language (BSL) is a rich and expressive visual language used by th...

5 Topics

Updated: Jul 2024

[View Course](#)



Business and Enterprise

Business



Tom McInnes



Business and Enterprise

Enterprise



Childcare

Foundations of Child Development and Learning



Childcare

Learning Through Play and Imagination



Childcare

Child Development



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Cyber Security Phishing



[CAUTION] This email originated from outside of the College - do not click links or attachments unless you recognise the sender and know the content is safe. If you have any concerns please contact ICT at ictservice@glasgowkelvin.ac.uk.

Voice Mail 365

Hello,

You missed external call yesterday, please find the voicemail attached.

Click attachment document and download to listen to voicemail.

Glasgow Kelvin College Notification



Cyber Security Phishing

Staff participants	Opened attachment	Read message	Deleted message	Replied to message	Forwarded message to ICT
482	140 (29%)	347 (72%)	178 (37%)	1 (0%)	51 (11%)

- WorkRite cyber-security training (every 2 years)
- More phishing simulations
- Passwords and MFA
- Report suspicious emails to the ICT Service Desk



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In Case of a Cyber-Attack

- ICT CSIRT, DR/BC Policy and Procedures
- Speak to ICT
- Isolate your device
- Train and Prepare: Be vigilant; Plan (TTX); Backup your data
- Zero Trust Mindset
- Keep calm and reassure students

ICT Support

ICT support for Freshers' Week

- ICT staff based in library areas
- QR codes available for student Wi-Fi
- MyKelvin and MS Teams app download

Interactive Screens

- Contact ICT Service Desk before the start of term

Digital and Cyber Security

Michelle Harding & Jason Quinn

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Who we are

Advice & Guidance

- College courses
- Pre entry guidance
- Pastoral care and welfare
- 1>1 guidance
- UCAS application
- Progression, job seeking & employability
- Care Experience (Action for Children)

Learner Support

- Organising and implementing additional support (inc needs assessments)
- Student support for disabilities, difficulties or barriers
- Assistive technology support
- DSA applications
- Workshops

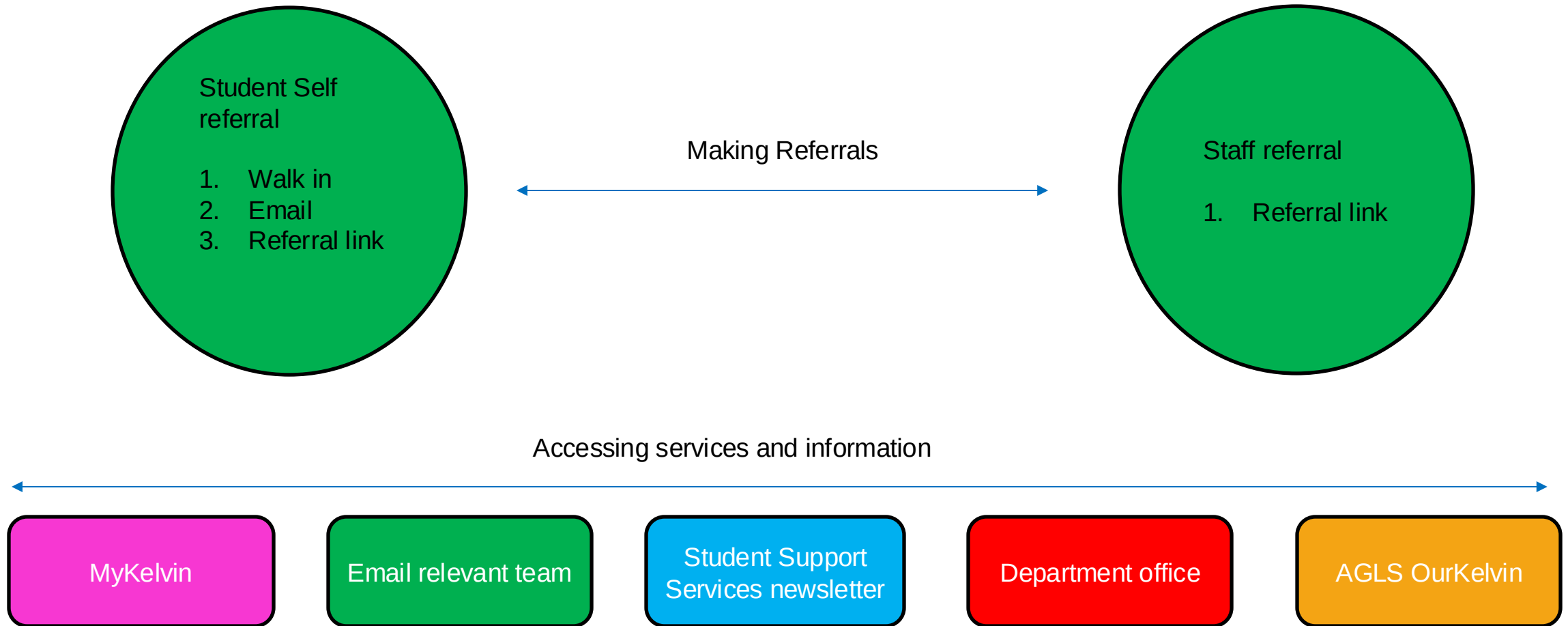
Wellbeing

- Emotional/mental wellbeing
- Listening ear
- 1>1 wellbeing support
- Tailored tips
- Resilience building
- Wellbeing pop-ups

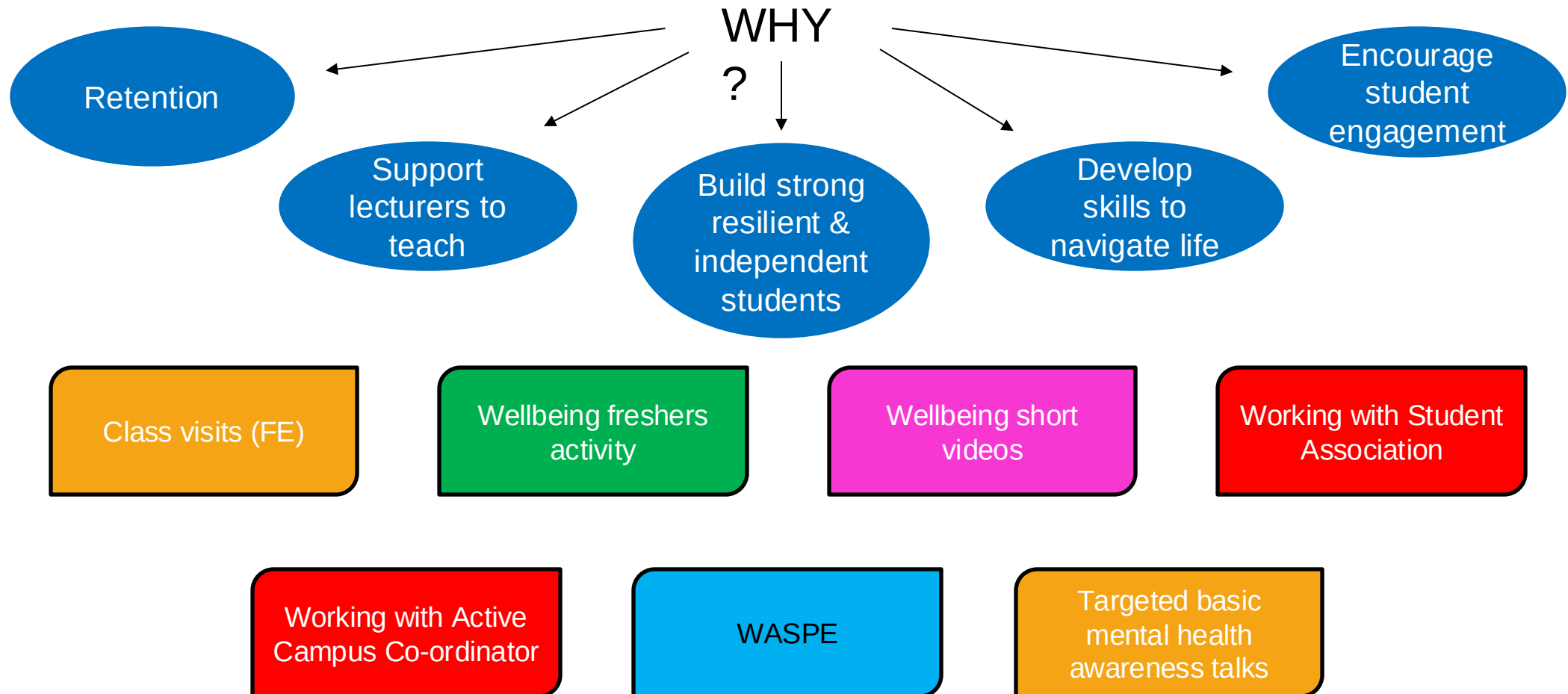
Counselling

- Internal qualified counsellors
- Support for low to moderate presentations
- Referral options for those with high level presentations
- Student placement counselling team

How to make referrals/access services



2024 Focus - wellbeing and resilience





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People & Culture

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Updates and Reminders



Reporting
Absence



Annual Leave



Looking after our
wellbeing



New HR System
– IntelliHR



Diary Sheets



Expenses



Overtime and
TOIL



Equality &
Diversity



Organisational
Development



Safeguarding

- Home
- MK Morag >
- People >
- Organisation >
- Analytics >
- Engagement >
- Performance >
- Learning >
- Absence >
- Payroll >



MON, 5 AUG 2024

Hello, Morag

MY STATS IN THE LAST 3 MONTHS

0 TASKS COMPLETED

0 GOALS COMPLETED

What would you like to do today?

Manage dashboard actions



Request Feedback

Send a request to a peer for them to provide you with feedback.



Provide Feedback to a Peer

Let a peer know what they've done well recently, or provide some constructive feedback!



Report an Incident

Report a workplace incident, hazard, or safety event for further investigation.



Cintra Payroll Support

Click here to access the Cintra HR and Payroll Services Help Centre

Holiday Bookings

Morag Kinnear

Holiday Bookings

Filter +

Entitlements +

Calendar Team

📄 PDF 📅 ICS Request Holiday

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	
.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31



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Absence Reporting



Attendance
Management Policy



Phone HR by
8.30am
Inform line
manager



Answer service
will pick up any
calls prior to
8.30am



- Name
- Line manager
- Class cover
- Reason for
absence
- Expected length
of absence



<https://intranet.glasgowkelvin.ac.uk/sites/GKC/Pages/Staff-Information>

Annual Leave



Support staff

- Plan ahead for AY 2024/25
- Discuss when you would like to take your annual leave with your manager prior to booking anything – leave cannot always be granted due to operational requirements

Teaching staff

- Changes to your work pattern during an academic year may alter the leave you actually receive depending on what days the holidays fall (i.e Festive/Easter break public holidays)
- Managers will have access to an Annual Leave calculator to allow them to calculate the leave of staff based on their work pattern. HR will support line managers

Support for your Wellbeing

- MCL Medics
- Able Futures
- Help@hand Unum – support staff only
- Active Campus Co-Ordinator – HCCLD
- Policies and Procedures
- Organisational Stress Risk Assessment
- Individual Stress Risk Assessment*
- Occupational Health
- People and Culture Team

*Attendance Management and Support Policy and Procedure



Safeguarding at Glasgow Kelvin College



If you have any concerns about the safety or wellbeing of children, young people or vulnerable adults arising during their time at College, contact a Safeguarder by following the process below:

- Students should raise a safeguarding concern with a member of staff as all staff have a responsibility to safeguard our students.
- All staff, including teaching staff and support staff, should refer to a Safeguarder, the list of staff who support the College with safeguarding is on our intranet - [Our Kelvin - Safeguarding and Corporate Parenting \(sharepoint.com\)](#).

Equality, Inclusion, Diversity and Belonging

Our Equality and Inclusion Lead, Amrit Kaur Bedi has prepared a welcome message for you it provides important information on the changes, activities and opportunities in equalities within our College, to find out more follow the link below:

[Equality and Inclusion Welcome Back AY 24-25.MP4](#)





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**Professional
Development
Review**

**Staff Learning
& Development
Fund**

**Professional
Development
Fund**

**Organisational
Development**

**Teaching
Journey**

**Staff
Development
Days**

Training

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Payroll

- Overtime must be pre-authorised by a budget holder before the hours are worked.
- If agreed with your manager, Time Off In Lieu can be taken instead of payment - please refer to the Overtime and TOIL Guide for more information.
- Please ensure you notify HMRC, the pensions agencies and any other third parties such as your union and the credit union etc. of any changes to your personal details. The College cannot do this for you.
- The pension agencies - Strathclyde Pension Fund and SPPA – are increasingly moving to providing information about your benefits online. Please make sure you sign up for an online account with the relevant provider so that you can access this information.



Payroll



- Diary sheets should be submitted at the end of each week in line with the payroll calendar which is emailed to you regularly and can be found on the Intranet.
- Diary sheets outstanding for more than 3 months will not be paid.
- The diary sheet system is in the process of being upgraded and a new, improved version will be launched – watch this space!
- Expenses are claimed via the online expenses system. Please ensure you keep your car documents up to date to allow you to claim mileage and submit any relevant receipts along with your claim.
- We are looking to move overtime claims to online timesheets in the near future, overtime must be approved in advance. Overtime claims outstanding for more than 3 months will not be paid. Add link to overtime guidelines

People & Culture

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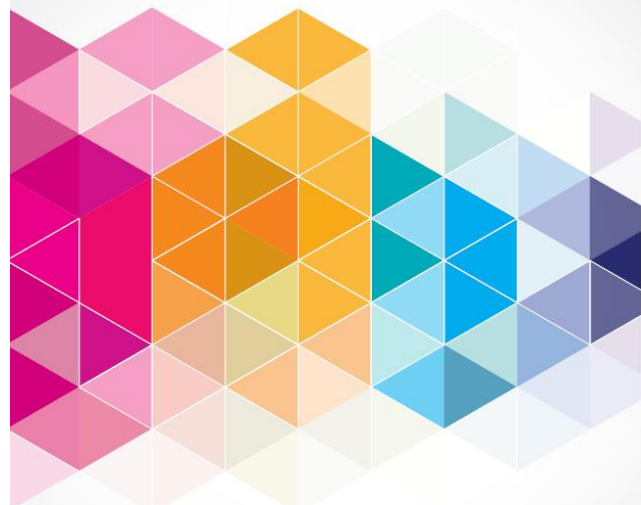
Content

- College Health & Safety Policy
- Health & Safety Control Manual (HSCM)
- Fire Safety
- WorkRite
- Incident Reporting
- First Aid
- Dust / Noise / Vibration
- Occupational Health Surveillance

College Health & Safety Policy



Health and Safety Policy



Document Control Information	
Reviewed by the Senior Management Team:	4 June 2024
Date of Next Review:	June 2025
Approved by the Board of Management:	12 June 2024

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.

1. Statement of General Policy

The Board of Management, the Principal, and the Senior Management Team (SMT) recognise that provision of a safe and healthy working environment is essential to the well-being of staff and learners and the success of Glasgow Kelvin College.

It is the policy of the College to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors, contractors, and others who may be affected by its activities. The effectiveness of our Health & Safety Policy will be monitored regularly and reviewed, in consultation with employees and their representatives.

The College is committed to continual improvement in the management of health & safety and the development of a positive and robust health & safety culture. To support this policy the SMT will ensure adequate resources are provided to enable the aims of this policy.

The College will:

- Aim to prevent accidents and cases of work-related ill health.
- Provide adequate control of health & safety risks arising from work activities including systematically identifying hazards to assess and control risks.
- Implement and maintain an effective and properly resourced health & management system.
- Define and delegate specific health & safety responsibilities.
- On an annual basis set health & safety targets and objectives which will be reviewed periodically.
- Provide adequate health & safety information, training and supervision.
- Maintain effective systems of communications on health and safety matters.
- Consult with employees and their representatives on health & safety matters; and
- Comply with legal requirements, Approved Codes of Practice, guidance, and recognised sector best practice.

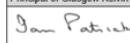
The Senior Person with overall responsibility for Health & Safety is the Principal and the management appointees with responsibility for coordinating Health & Safety is the Health & Safety Manager. All employees must co-operate with the College in fulfilling its statutory duties and the aims of the Health and Safety Policy.

Health & Safety responsibilities are included in Job Descriptions, as appropriate to each post. In addition, all employees, learners, visitors, contractors and others on College premises have a duty to take reasonable care of themselves and all other persons who may be affected by what they do or fail to do.

To enable the College to meet its statutory duties and commitments set out above, a comprehensive management system will be operated, which will include written procedures and arrangements for all relevant areas of health and safety management. The management system covers all college activities on college and Others' premises (Outreach etc.) and offsite.

To ensure that the Health & Safety Policy is kept up to date it will be reviewed on an annual basis between April and June by the Health & Safety Committee, Finance and Resources Committee, SMT and the Board of Management to ensure that account is taken of any applicable legislative changes, new guidance or best practice and to identify and correct any deficiencies.

The policy will be brought to the attention of all employees, learners, visitors, contractors, and others at all campuses.

	Date	12 June 2024
Principal of Glasgow Kelvin College		
	Date	12 June 2024
Chair of Board of Management of Glasgow Kelvin College		

Policy statement posted at each campus reception and full copy available [online](#)

Health & Safety Control Manual (HSCM)

The HSCM is the document which contains the procedures which expand the organisation, responsibilities and requirements outlined in this policy

HSCM Section 3.0				HSCM Section 3.0			
SECTION	APECT / TITLE	SUB-SECTIONS	18001 Ref	SECTION	APECT / TITLE	SUB-SECTIONS	18001 Ref
	Title Page			9.9		Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)	4.4.6
1.0	Amendment Register		4.4.5	9.10		Document Control	4.4.6
2.0	Contents		4.1	9.11		Electricity	4.4.6
3.0	General Requirements		4.1	9.12		Electromagnetic Radiation	4.4.6
4.0	OH&S Policy Statement		4.2	9.13		Excursions & Visits	4.4.6
5.0		Contents	4.3	9.14		Fire Safety	4.4.6
5.1	Planning	Hazard identification, risk assessment and determining controls	4.3.1	9.15		Forklift Truck	4.4.6
5.2		Legal and other requirements	4.3.2	9.16		Gas Safety	4.4.6
5.3		Objectives and programme(s)	4.3.3	9.17		Health and Safety Assistance	4.4.6
6.0	Implementation & Operation	Contents	4.4	9.18		Health and Safety Representatives	4.4.6
6.1		Resources, roles, responsibility, accountability and authority	4.4.1, 4.4.3	9.19		Lifting Equipment and Lifting Accessories	4.4.6
6.2		Competence, training and awareness	4.4.2, 4.4.3	9.20		Legionellosis	4.4.6
6.3		Communication, participation and consultation	4.4.3	9.21		Lone Working	4.4.6
6.4		Documentation	4.4.4	9.22		Machinery and Hand Tools	4.4.6
6.5		Control of documents	4.4.5	9.23		Managing Occupational Road Risk (Vehicles)	4.4.6
6.6		Operational control	4.4.6	9.24		Manual Handling	4.4.6
6.7		Emergency preparedness and response	4.4.7	9.25		Pregnancy	4.4.6
7.0	Checking	Contents	4.5	9.26		Noise and/or Dust	4.4.6
7.1		Performance measurement and monitoring	4.5.1, 4.5.2	9.27		Occupational Health	4.4.6
7.2		Evaluation of compliance	4.5.2	9.28		Permit to Work	4.4.6
7.3		Incident Investigation, nonconformity, corrective action and preventive action	4.5.3	9.29		Personal Protective Equipment (PPE)	4.4.6
7.4		Control of records	4.5.4	9.30		Planned Preventative Maintenance (PPM)	4.4.6
7.5		Internal audit	4.5.5	9.31		Pressure Systems	4.4.6
8.0	Management Review		4.6	9.32		Process Change	4.4.6
9.0	Specific Procedures	Contents	4.4.6	9.33		Purchase of Goods, Equipment and Services	4.4.6
9.1		Accidents, Incidents & First Aid	4.4.6	9.34		Statutory Inspections	4.4.6
9.2		Alcohol, Drugs & Smoking	4.4.6	9.35		Stress Management	4.4.6
9.3		Asbestos	4.4.6	9.36		Supervision	4.4.6
9.4		Blood, Body Fluids and Sharps	4.4.6	9.37		Visitor Procedures	4.4.6
9.5		Confined Spaces	4.4.6	9.38		Violence and Aggression	4.4.6
9.6		Contractor Management	4.4.6, 4.4.3	9.39		Work at Height	4.4.6
9.7		Control of Substances Hazardous to Health (COSHH)	4.4.6	9.40		Workplace & Environmental Conditions	4.4.6
9.8		Display Screen Equipment (DSE)	4.4.6	9.41		Work Placements	4.4.6
				9.42		Young Persons	4.4.6
				9.43		Vibration	4.4.6
				9.44		Visitors	4.4.6
				9.45		Working from Home	

Fire Safety



Every **Wednesday** at each campus



- No action is required **unless** the fire alarm sounds for more than 45 seconds, should this occur, the building must be evacuated immediately.
- As an alternative fire alarm, the Air Horn can be sounded inside the building (five short blasts, pause, five short blasts) •
- The only other time the Air Horn will be used is to sound the 'All Clear', following an evacuation (one long blast)

Evacuation Drills are conducted twice per campus per (minimum)
(once between summer and Christmas and once between New Year and summer)

Additional evacuations will be carried out to cover any other attendance scenarios (evening classes & Saturdays)

Unwanted Fire Alarm Signals

An alarm will be classed as a '**confirmed**' fire if it originates from a source other than a single smoke detector.

As such, alarm signals originating from the following will be sufficient as a '**confirmed**' fire and the SFRS must be called to attend.

- break glass manual call points,
- a heat detector,
- more than one smoke detector,
- a multi-sensor fire detector,
- a sprinkler system, etc.

Fire alarm signals caused by the activation of a single smoke detector require the premises to be investigated for confirmation of, or signs of, a fire before SFRS are called to attend.

Evacuation Process

Fire Wardens (Sweepers)

'Sweep' their local area and confirm all occupants have evacuated
Report result of their 'Sweep' to reception (checklist)
Assist with the supervision of evacuee's, traffic management etc.

Evacuation Controller

Establish alarm details from fire panel (origin, type, location etc.)
Consolidate information received (Sweep / PEEPs / witness(es) etc.)
Determine if '**Confirmed**' fire or false alarm, then:
Liaise with Senior Officer from Fire & Rescue Service (FRS), **or**
Sound 'All Clear'

N.B. There is no formal 'accounting' for personnel (taking registers etc.) – sweeping the building is a more effective and efficient method of establishing a complete evacuation



If you discover a fire

Operate the nearest fire alarm point



Give Loud Vocal Alarm (LVA) - Shout “Fire, Fire, Fire”

Staff do NOT fight fires - unless they block the escape!



Evacuate the building via nearest exit

Close all doors to isolate the fire and prevent passage of smoke



Report to reception and pass details of incident to Evacuation Controller

On Hearing Fire Alarm

Leave by the **nearest** available fire exit

Do not use the lift

Do not return for belongings etc.

Proceed to the designated Assembly Area

Cooperate with Fire Warden instructions



GLASGOW KELVIN COLLEGE

Fire action
If you discover a fire

- Sound the alarm.
- Call the Fire Brigade by dialling
- Leave the building by the nearest available exit.
- Report to your assembly point at
- Do not stop to collect personal belongings.
- Do not return to the building until authorised to do so.

First Aid
In the event of accident / illness

1. Call a first aider
2. Nearest first aid box
3. Sick bay

For use contact
Location

To call an ambulance

4. By day: Dial
State condition and location of casualty.
Telephonist to call ambulance.
5. By night and at weekends: Dial
Ask for ambulance and give details.
Inform security guard.

Health & Safety Incident Report





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College

Assembly Point - Springburn

Assemble to the
left of the red line





Glasgow
Kelvin
College

Assembly Point - Easterhouse

Avoid
assembling in or
near car park



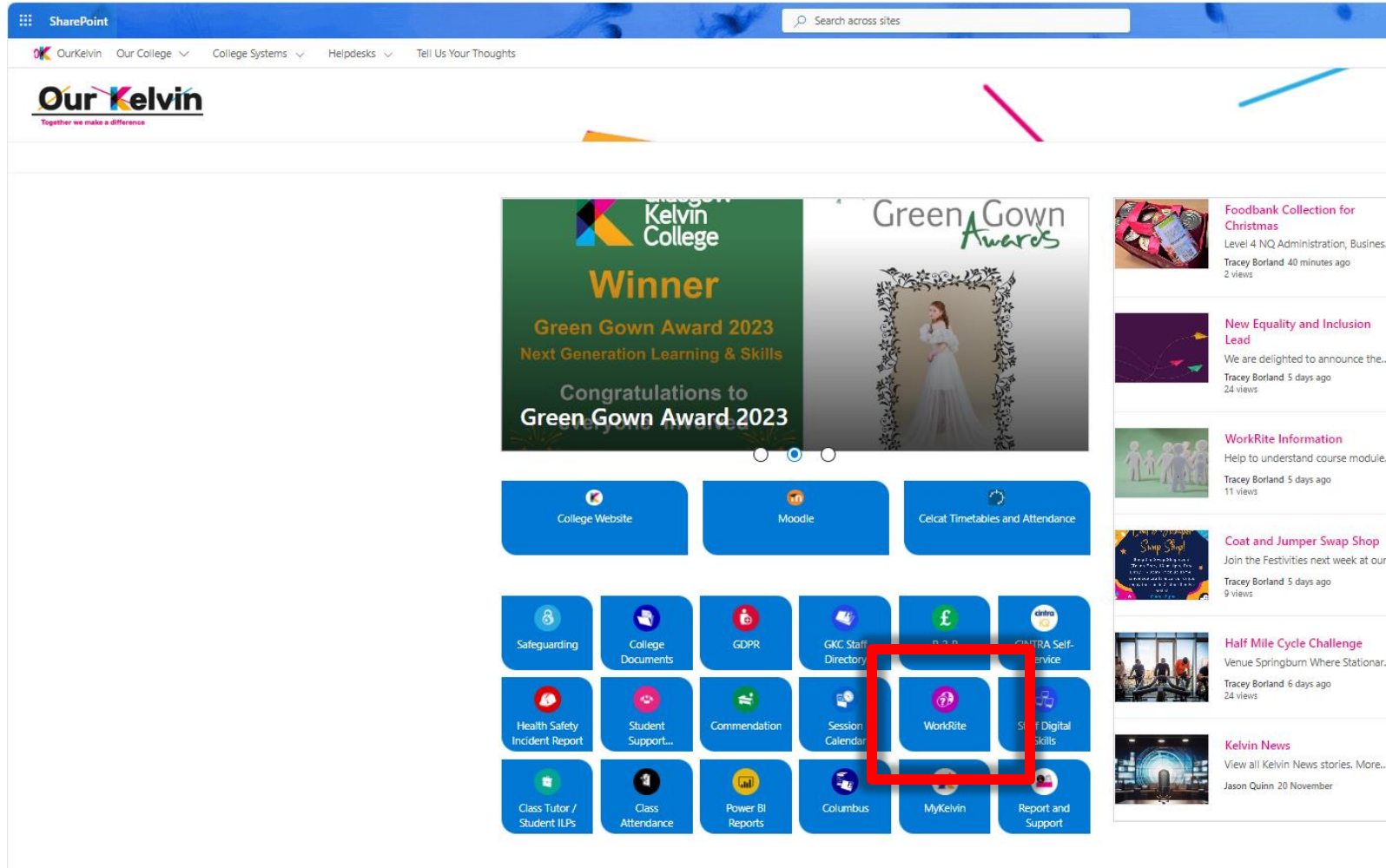


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Assembly Points - East End



WorkRite (Ideagen) login



The screenshot shows the Glasgow Kelvin College SharePoint homepage. The top navigation bar includes the SharePoint logo, a search bar, and links to 'Our Kelvin', 'Our College', 'College Systems', 'Helpdesks', and 'Tell Us Your Thoughts'. The main header features the 'Our Kelvin' logo with the tagline 'Together we make a difference'. The central content area displays a large banner for the 'Green Gown Award 2023' and a grid of application tiles. The 'WorkRite' tile, located in the second row, fourth column, is highlighted with a red rectangle. To the right of the grid is a list of recent news items, including 'Foodbank Collection for Christmas', 'New Equality and Inclusion Lead', 'WorkRite Information', 'Coat and Jumper Swap Shop', 'Half Mile Cycle Challenge', and 'Kelvin News'.

SharePoint

Search across sites

Our Kelvin Our College College Systems Helpdesks Tell Us Your Thoughts

Our Kelvin
Together we make a difference

Winner
Green Gown Award 2023
Next Generation Learning & Skills
Congratulations to
Green Gown Award 2023

Green Gown Awards

College Website Moodle Celcat Timetables and Attendance

Safeguarding College Documents GDPR GKC Staff Directory B.A.D. CINTRA Self-Service

Health Safety Incident Report Student Support... Commendation Session Calendar **WorkRite** Staff Digital Skills

Class Tutor / Student ILPs Class Attendance Power BI Reports Columbus MyKelvin Report and Support

Foodbank Collection for Christmas
Level 4 NQ Administration, Business...
Tracey Borland 40 minutes ago
2 views

New Equality and Inclusion Lead
We are delighted to announce the...
Tracey Borland 5 days ago
24 views

WorkRite Information
Help to understand course module...
Tracey Borland 5 days ago
11 views

Coat and Jumper Swap Shop
Join the Festivities next week at our...
Tracey Borland 5 days ago
9 views

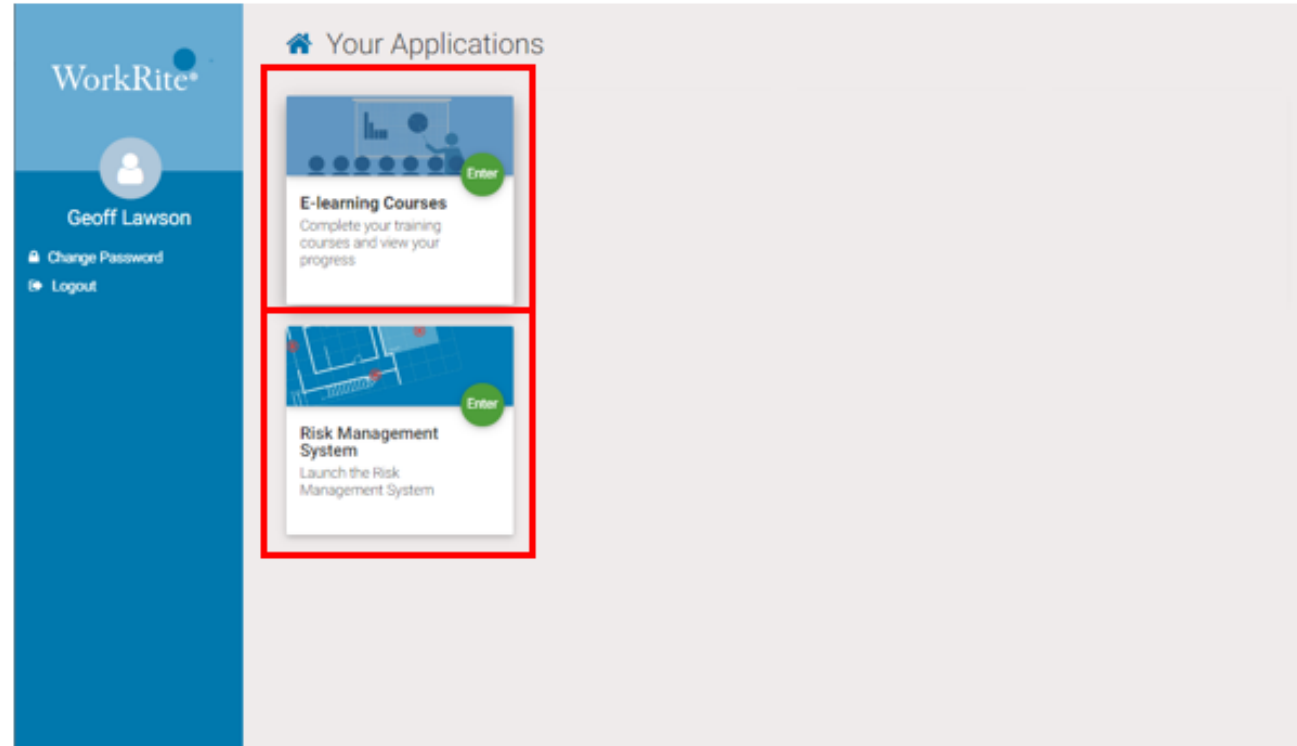
Half Mile Cycle Challenge
Venue Springburn Where Stationar...
Tracey Borland 6 days ago
24 views

Kelvin News
View all Kelvin News stories. More...
Jason Quinn 20 November



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College

WorkRite

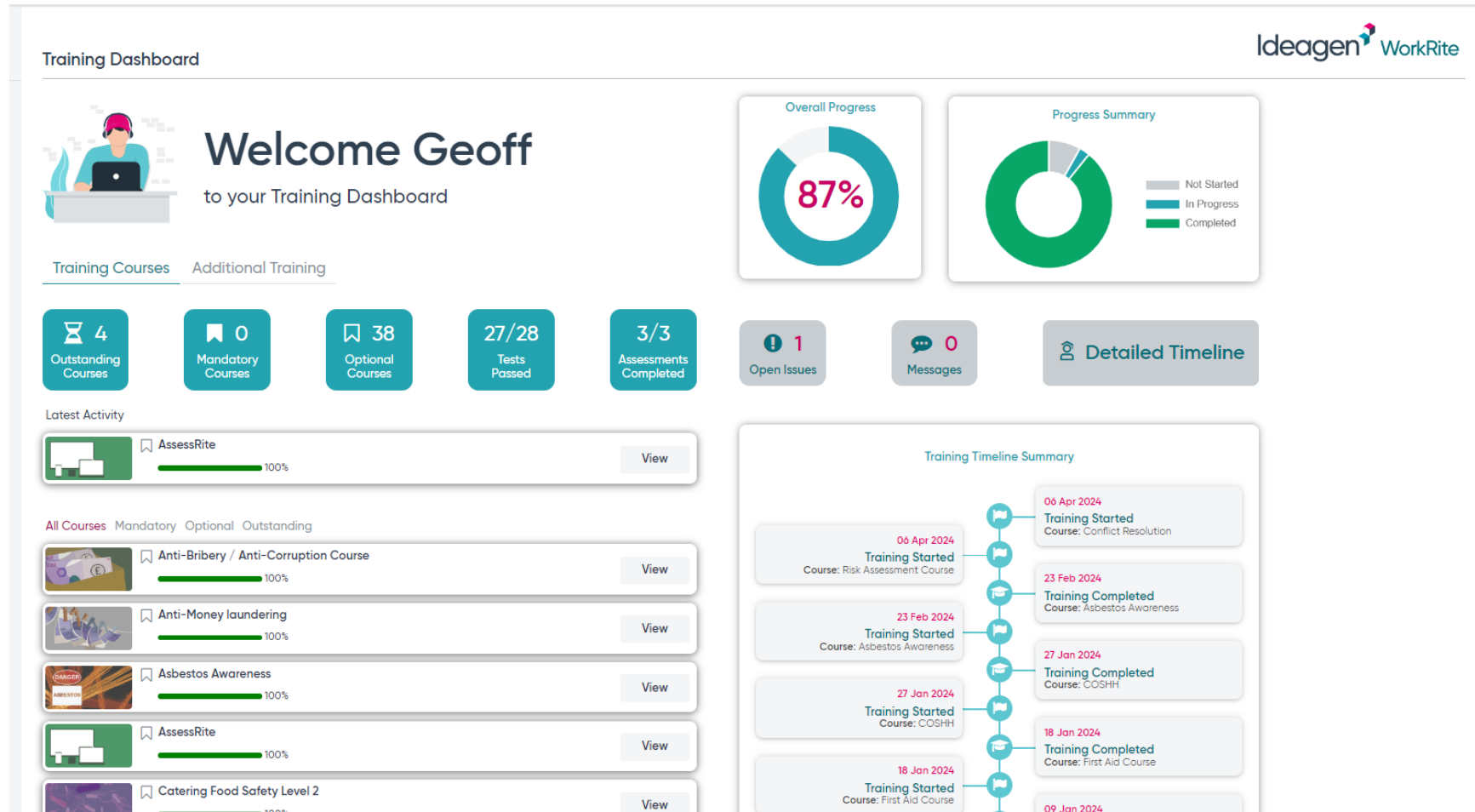


After answering the pre-login questionnaire – you will see the two icons above. E-learning contains the training modules and Risk Management System (RMS) provides access to all college risk assessments (drafting and storage)



Glasgow
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WorkRite



Periodicity

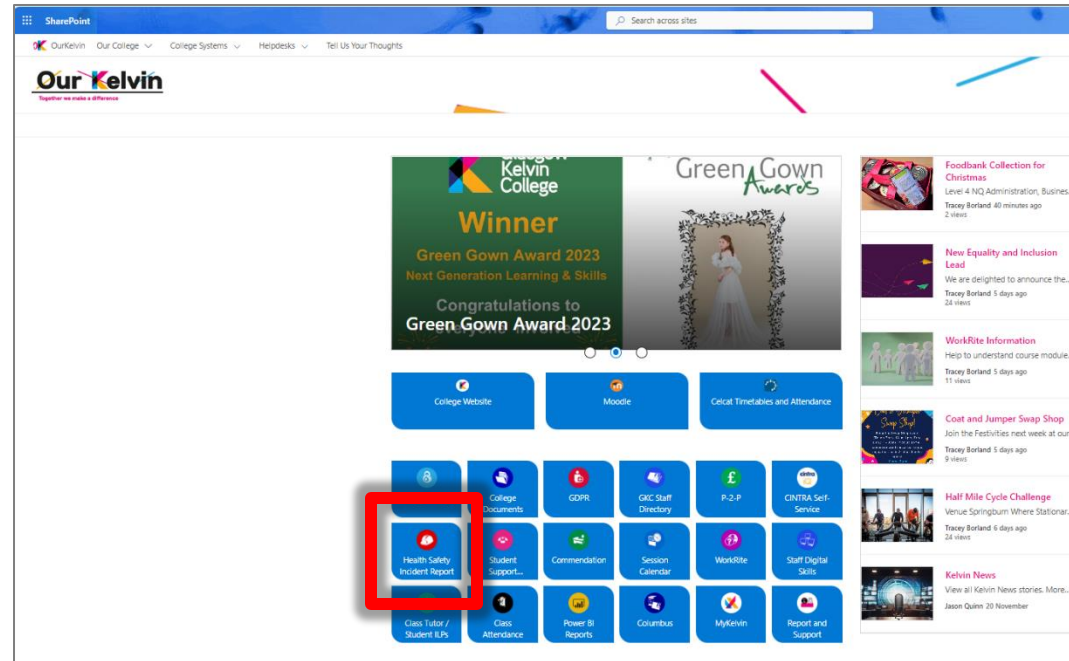
Asbestos (will be discontinued once West End campus is vacated)	Annual
AssessRite (Display Screen Equipment)	2 years
Control of Substances Hazardous to Health (COSHH)	2 years
FireRite	Annual
HandleRite	2 years
Home Workers (Display Screen Equipment)	2 years
Legionella Essentials	Annual
Lone Working	2 years
Manual Handling Awareness 2	2 years
Working at Height	2 years
Anti-Bribery & Anti-Corruption	3 years
Anti-Money Laundering	3 years
Cyber Security Awareness	tbc
Equality & Diversity	2 years
GDPR	2 years
Safeguarding	Annual
Pregnancy	Each pregnancy

Incident Reporting

The Incident Report Form (HS001) is used to report all accidents, incidents, violent or abusive incidents and near misses

The form can be accessed via the H&S Intranet page

or QR Code



(Device needs to be logged onto College system)



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College

Incident Reporting

Health & Safety Incident Report

This is a digital version of form HS001.

Reviewed 03/02/2023

Hi, Geoff. When you submit this form, the owner will see your name and email address.

* Required

Details of Affected Person

1. Are you the affected person? *

☐ Yes

☐ No

Next

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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Incident Report #0000

Report Submitted By: [\[Name \]](#)

Date Reported: [\[Date \]](#)

DETAILS OF AFFECTED PERSON(S)

Name(s):	[Name]
Person Category:	[Staff / Student / etc.]
Organisation:	[Organisation]
Contact Details:	[Contact Info]

INCIDENT INFORMATION

Date Occurred:	[Date]	Time:	[Time]
Campus:	[Campus]	Location:	[Location]
Report Type:	[Accident / Incident / etc.]	Is this incident believed to be work-related?	[Y/N]

ABOUT THE INCIDENT

Details of Incident:	[Details]
Was First Aid administered?	[Y/N]
Details of treatment provided if so:	[Treatment]
Name of First Aider:	[Name]
Outcome / Actions Taken:	[Outcome]
Proposed remedial actions:	[Actions]
Name(s) of Witness(es):	[Names]

DATA PROTECTION

Has the injured person given permission for the information in this accident record to be shared with third parties? (e.g. Health and Safety Executive, Senior Management, Union Safety Representatives etc.)

Yes / No

First Aid

First

To call for First Aid
On an internal phone dial 7777
(This applies in ANY Glasgow Kelvin Campus)
On a mobile phone dial 0115 877 7777

Volunteers Required

Dust / Noise / Vibration

Any member of staff working in an area in which there are exposed to dust, fume, noise or vibration (i.e. construction, engineering, hair & beauty, science etc.) will be included in the occupational health surveillance program



Occupational Health Surveillance

Relevant staff will undergo the following OH surveillance checks annually



Audio

- working in noise protection zones

Eye Sight

- routinely driving college vehicles

Hand Arm Vibration

- significant use of vibrating tools

Respiratory

- exposure to dusts/vapours/mist

Skin

- exposure to solvents/chemicals/oils etc.

Health & Safety

If you are in doubt about anything you consider health and safety related you are strongly encouraged to contact the Health & Safety Manager

0141 630 5104

07917 173278

or

geofflawson@glasgowkelvin.ac.uk



**NOWHERE
LIKE KELVIN**
