

Glasgow Kelvin College
Board of Management Meeting of 8 October 2025
Annual Health and Safety Report 2024/25
Report by Health and Safety Manager

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, 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 three Glasgow Kelvin College campuses and covers the period 1 August 2024 to 31 July 2025.

This report was considered by the Finance and Resources Committee at its meeting on 30 September 2025.

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 2024/25
- 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 of Management are recommended to:

- i) note the contents of this report and 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 Steven Young, Health and Safety Manager on syoung@glasgowkelvin.ac.uk or Jeanette Evans, Vice Principal - Operations on jevans@glasgowkelvin.ac.uk

Glasgow Kelvin College
SY/JE
October 2025

Glasgow Kelvin College

Board Meeting – 8 October 2025

**Annual Health and Safety Report – Academic Year 2024/25
(August 2024 to July 2025)**

Report by Health and Safety Manager



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Introduction

Glasgow Kelvin College is a learning 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) and psychosocial risks focus 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 Academic Year 2024/25 i.e. August 2024 to July 2025, which includes the change of H&S Manager.

1. Budget

Budget spend by cost code for the Academic Year 2024/25 is set out below (figures accurate up to mid-May):

Code	Purchased	21-22	22-23	23-24	24-25
209001	Equipment and Materials	£71,233.33	£45,385.02	£29,927.67	£49,232.92
210009	Memberships Fees & Subscriptions	£ 1,048.40	£ 1,690.70	£ 1,317.00	£1,271.40
210008	License Fees & Renewals	£22,385.42	£23,787.60	£30,753.20	£19,472.58
201007	Occupational Health Surveillance	£ 0	£ 4,775.00	£ 6,048.00	£12,421.00
201002	Staff Travel	£ 0	£ 35.10	£ 338.36	£678.98
201011	Staff Training Fees	£10,980.60	£12,336.80	£ 7,819.20	£7,806.00
202010	Hospitality	-	-	£ 184.08	£0
202020	'Reasonable Adjustments'	£ 0	£ 0	£ 6,268.83	£3803.76
Uncoded		£ 846.74	£ 0	£ 0	£0
Totals		£106,494.49	£88,010.22	£82,656.34	£94,687.64

Licensing fees and equipment / material costs accounted for 73% of the budget for the last year (21% and 52% respectively).

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

COSHH management system contract has been extended for a further year.

Staff training costs this year included first aid training for 13 staff, 'Safety in the Workplace' sessions during the Staff Development week for 42 staff, minibus awareness scheme (MiDAS) training for 2 staff and 2 requalification courses for Forklift driver.

2. Control of Substances Hazardous to Health (COSHH)

- The COSHH management system (Sypol, formerly Alcumus) contract was 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.

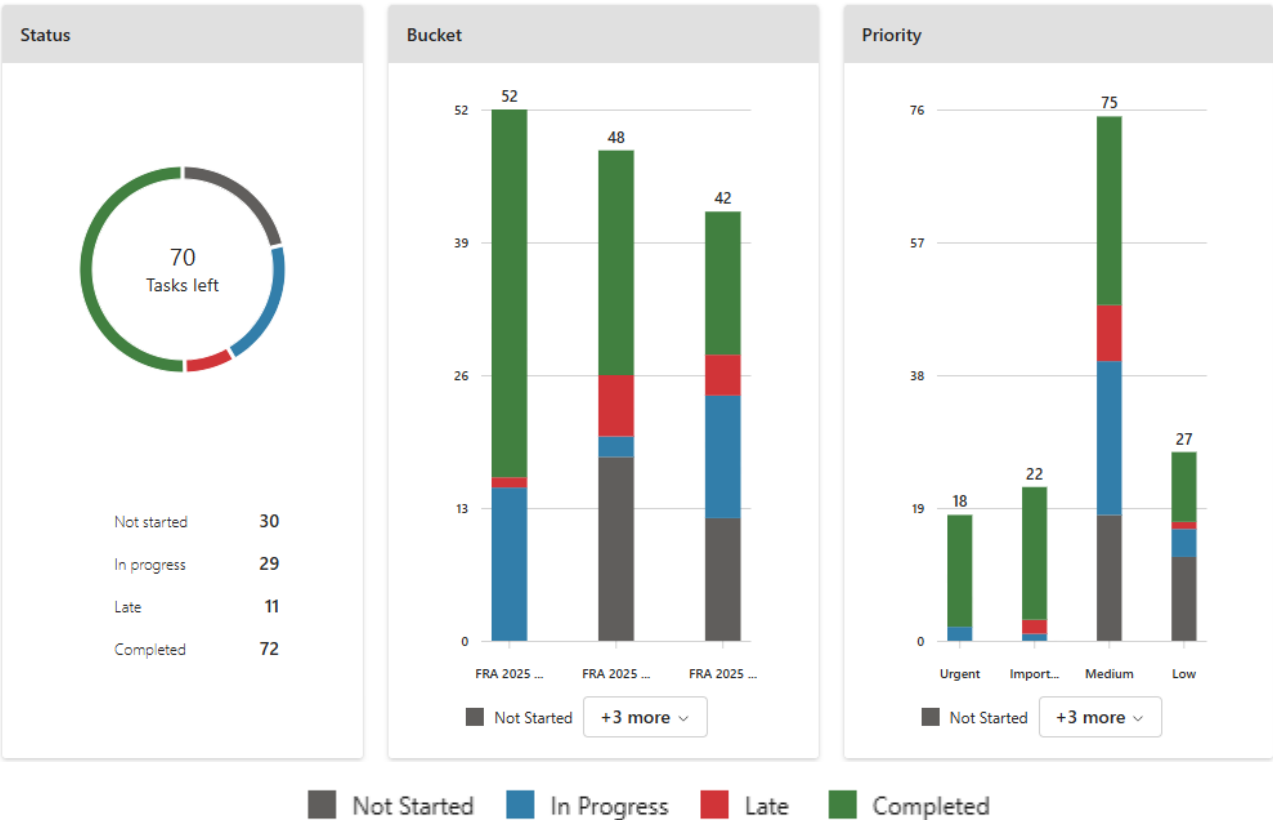
This system was introduced in 2016 and replaced an ineffective legacy paper-based (MS Word) COSHH assessment process. Currently the system has 1039 live COSHH assessments covering art, automotive, construction, engineering, hair and beauty, heating and ventilation, hospitality, plumbing, refrigeration,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

Following lengthy negotiations between Sygol, the APUC procurement manager and H&S Manager, the decision was made to extend the current contract for an additional year, which would allow time to research potential replacement systems.

- 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.

3. **Fire Safety Issues**

- a. The campus visits for the annual fire risk assessment review took place in April 2025. This year’s fire risk assessment reviews were conducted by Bell Fire & Security and resulted in the following recommendations:



The number of recommended actions appears to be high compared to previous annual fire risk assessments; however, it should be borne in mind:

- o This is the first FRA conducted by Bell Fire & Security, who will have a different methodology and focus than previous FRA assessors.

- A sizable proportion of the recommended actions are already underway as part of the fire safety audit programme (fire door and fire-stopping).
 - Large number of extension-leads in use, highlighting the need to review the number of sockets which are available in the buildings (potential capital cost).
- b. Fire extinguisher servicing and maintenance at Springburn campus and Dry Riser inspections and maintenance at both Easterhouse and Springburn took place on 15 October 24. The extinguisher checks at Easterhouse and East End campuses took place on 3 and 25 September 24, respectively.

4. **H&S Committee**

The Chair for the H&S Committee for the period of this report was due to be the Unison Safety Representative. However, shortly after the first meeting of the year, they withdrew from the both the committee and their union commitments. From that point onward, the Health and Safety Manager chaired the meetings. The H&S committee met on the following dates:

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

The committee meetings 2025-2026 are scheduled for the following dates:

2025	1 October and 19 November
2026	4 February, 1 April, 29 April and 3 June

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 Academic Year 2025/26 will be occupied by Stephen Donnelly (management representative).

5. **H&S Forms**

The annual review of controlled college H&S documentation took place during the course of May and June. 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.

6. H&S Policy

a. The annual review and update of the college H&S policy commenced in April and consisted of only minor amendments:

- Foreword by Principal.
- Update of 3.2 organisational chart (H&S line management).
- Update of VP (Operations) line management responsibilities.
- Removal of reference to Glasgow Colleges Regional Board
- Amendment to 4.7.1 - removal of asbestos reference.
- Amendment to 4.10.2 – absence of Chair.
- Formatting and spelling corrections

The document was presented to the H&S Committee, the SMT and the F&R Committee for review, discussion, and endorsement before being presented to the Board of Management for final approval at the June meeting.

The document is displayed on the health and safety noticeboard in the reception areas of all campuses and is available to all staff via the College Intranet.

b. Health & Safety noticeboards. All of the reception noticeboards were reviewed and updated in May and now have a rationalised and uniform layout.

7. 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 Committee	2 October, 13 November 2024 and 5 February, 19 March, 30 April and 11 June 2025
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Finance and Resources	1 October, 26 November 2024, 25 February and 27 May 2025.
Board of Management	16 October 2024

Copies of all these reports are available on the Health and Safety intranet page.

8. Incident Reports and RIDDOR

2024-2025	2024					2025							Totals
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Accident	4	4	3	5	7	4	7	6	5	2	3	0	50
Incident	11	16	7	9	14	8	4	6	4	2	3	1	85
Abuse (Violence)	0	6	5	2	3	4	1	2	0	4	0	0	27
Near Miss/Other*	2	1	2	0	0	0	0	0	0	0	0	0	5
Sub-Total	17	27	17	16	24	16	12	14	9	8	6	1	167

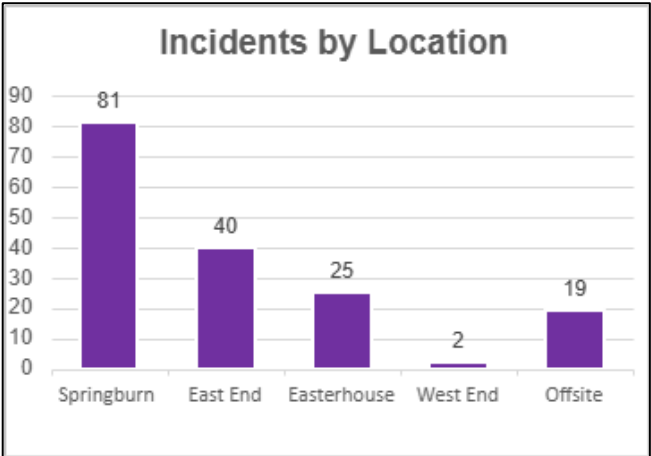
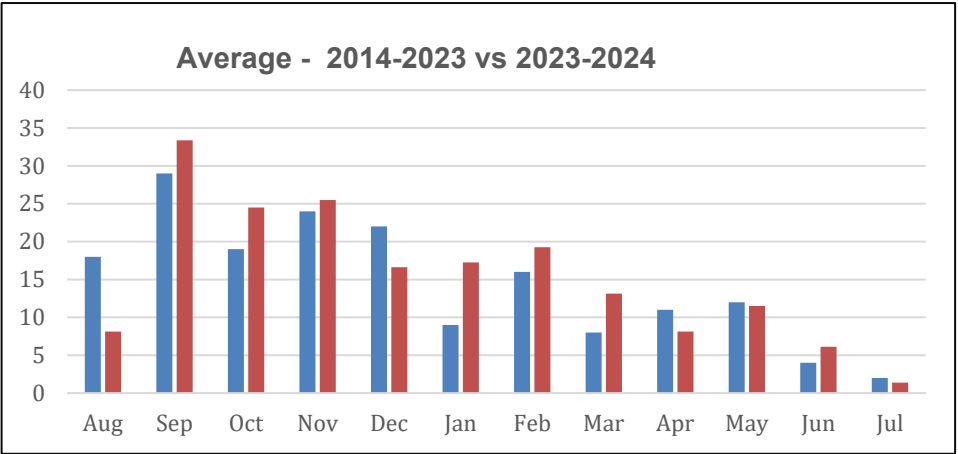
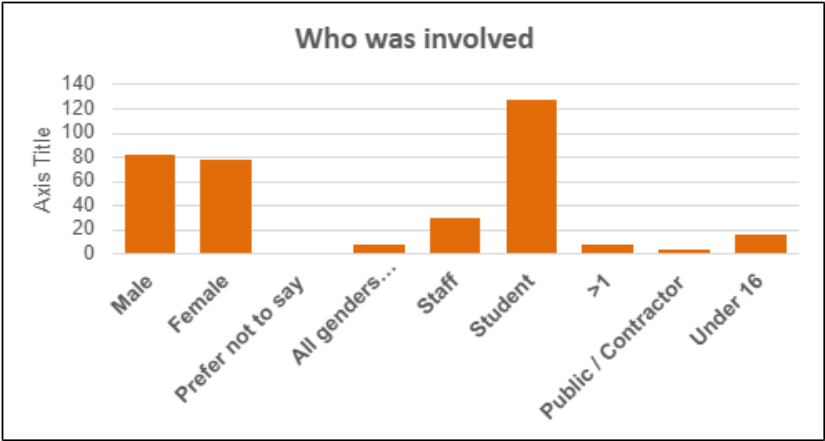
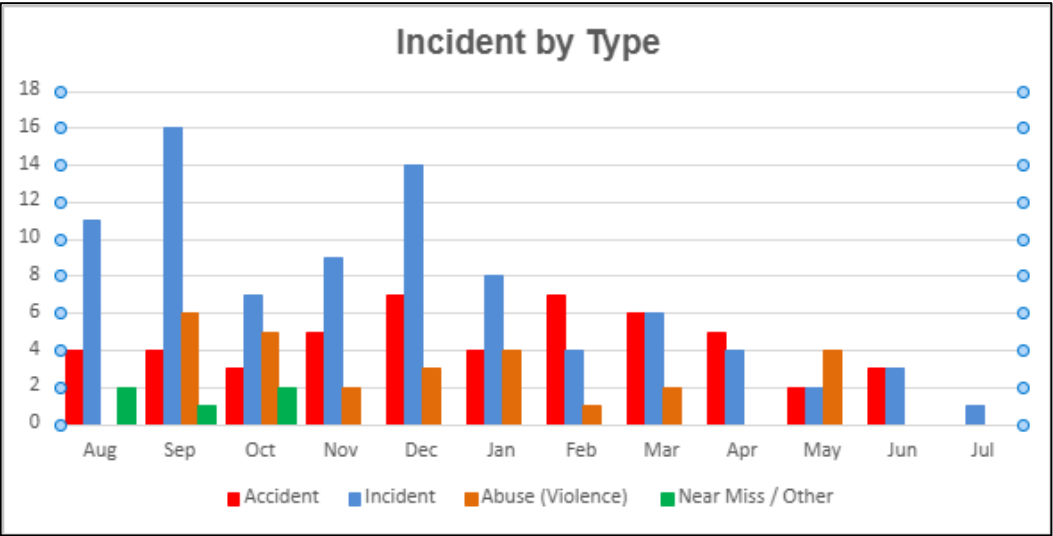
*Other – vandalism, security etc.

Incident Reporting

Up until end of July 2025 there were **167** incident reports made during this reporting period which is a decrease of 7 on the 2023-2024 figures. Of note:

- 35% of all incident reports were ‘work-related’
- 29 of the accidents involved staff
- 127 of the accidents involved students

Statistics tables



9. 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. LCIR's are made available to staff on the [Health and Safety Intranet](#).

10. 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.

11. 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 checks for staff who routinely drive college vehicles as part of their role.

Acura Occupational Health conducted the 2024-2025 OHS programme, which commenced in September and continued through until May. The programmed clinics covered 114 staff over 13 full-day clinics, which took place at Springburn and East End campuses.

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.

In addition, 2 Physician-led clinics were held by Raymore Occupational Health Due to review six members of staff who had been referred by the Nurse.

c. Flu Clinic

During the Staff Development Day in November, a free to staff flu-clinic was conducted by Rowlands Pharmacy at Springburn campus. This offering was taken up by 65 members of staff.

12. Operational Plan 2024-2025

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
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 – covers 16 Modules	Completion 84.2%
	▪ 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
	▪ 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

13. **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.

14. **Staff Training**

a. Minibus Driver Awareness Scheme (MiDAS)

The college currently has three members of staff qualified to carry out MiDAS driver assessments which allows the college to maintain our minibus driver standards. The MIDAS system went digital in January 2025 and since then eight staff have completed their minibus training.

b. Face Fit Training

We still have three members who are Face fit trained (train the tester course) in qualitative face fit test methods.

c. First Aid

Ten members of staff completed first aid at work qualifications, all 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. WorkRite

Remains the online training platform for health and safety training. The current contract runs until December 2027.

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

Mandatory Training	Percentage (%)	
	Sep 24	Sept 25
Asbestos Awareness	100	100
AssessRite	92.4	56
COSHH	95.9	61
FireRite	91.2	69
Home Workers	96.4	52
Legionella	91.7	85
Lone Working	78.7	57
Manual Handling Awareness v2	57.6	43
Working at Height	100	78
New and Expectant Mother	100	50

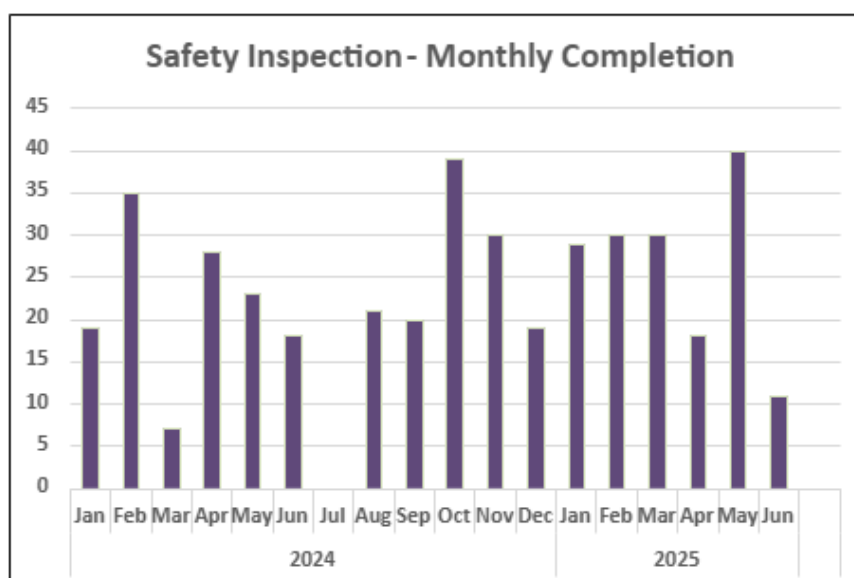
Role-Specific Training	Percentage (%)	
	Sep 24	Sept 25
Anti-Bribery / Anti-Corruption	100	50
Anti-Money Laundering	85	33
Conflict Resolution	87.7	42
Cyber Security Awareness	91.1	90
Equality and Diversity	85.4	43
First Aid	90.5	65
GDPR	93.8	36
MobileRite (Peripatetic Training)	89.6	37
OHSA (Office H&S Awareness)	83.8	59
OHSALM	83.1	46
Personal Travel Safety	98.1	38
Risk Assessment	94.1	44

Safeguarding	85.8	50
Slips, Trips and Falls	79.3	55

Voluntary Training	Percentage (%)	
	Sep 24	Sept 25
Food Safety (Catering Level 2)	100	12.5
Driver Awareness	95	46
Emergency Spill Response and Spill Kits	47	27
Energy Awareness	60	0
Energy Reduction	100	0
Environmental Awareness v2	100	23
Food Safety (Level 1)	100	0
Food Safety (Retail Level 2)	100	12.5
High Voltage	100	0
Mental Health Awareness (MHA)	32.3	31
Mindfulness	26.6	14
Spill Prevention	52.9	20
Workplace Stress	26.6	40
Working in Confined Spaces	75	0

15. Safety Inspections

During the reporting period a total of **287** workplace H&S inspections were conducted, with a 6% increase from the number **272** carried out during the previous year (2023-2024). This improvement was one of the primary H&S operational plans aims for the year.



16. Health and Safety 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:

- Fire Damper Awareness Course
- 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 (28 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

WorkRite Course	Completed
FireRite	9 Oct 24
OHSA	N/A
Legionella Essentials	9 Jan 25
AssessRite	N/A
First Aid Course	19 Jan 25
COSHH	N/A
Risk Assessment	N/A
Conflict Resolution	N/A
Driver Awareness	N/A



*Geoff Lawson, CMIOSH, PIEMA
Health & Safety Manager
Until 19 June 2025*



*Steven Young GradIOSH, MIIAI
Health & Safety Manager
From 11 August 2025*