

Item 13
For Discussion and Noting

Glasgow Kelvin College

Finance and Resources Committee – 5 March 2024

Health and Safety Update

Report by Health and Safety Manager

1. Introduction

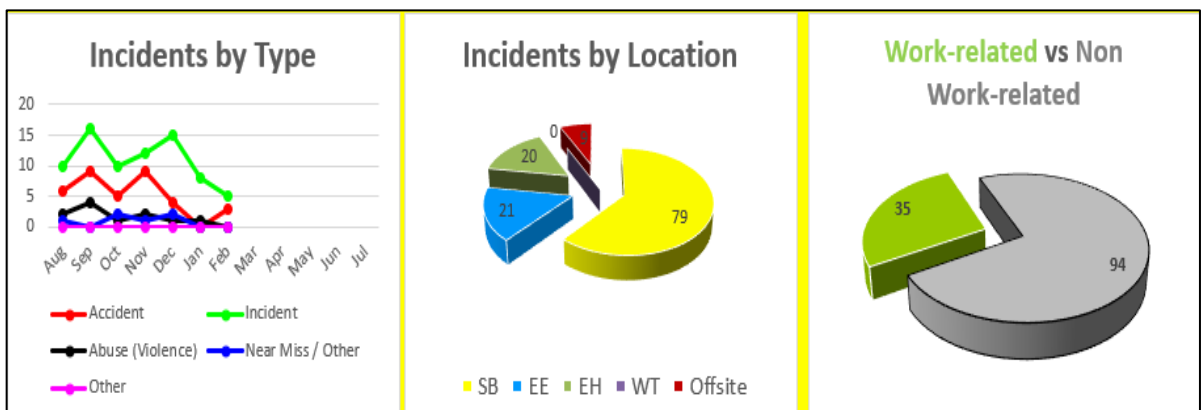
A successful organisation knows the value of a positive safety culture and Glasgow Kelvin College places great importance on protecting and promoting the health, safety and wellbeing of our staff, learners, visitors and contractors.

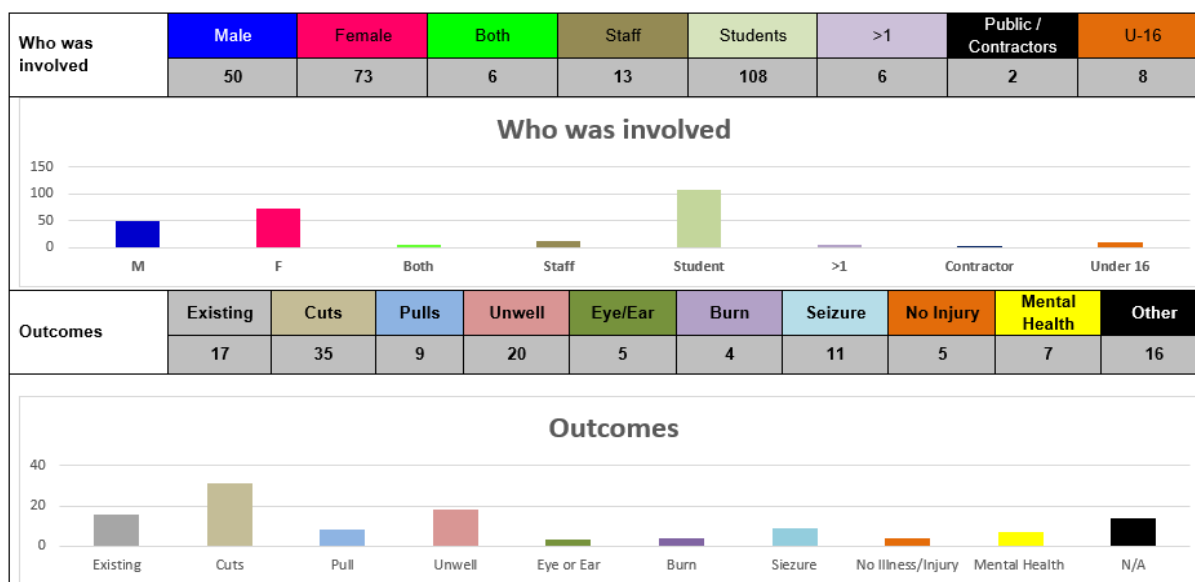
This report aims to provide a brief update on the Health & Safety performance across all College locations and activities since the last Finance and Resources Committee and planned activities.

2. Health & Safety Update

2.1 Current year Accident / Incident Statistics – Academic Year to Date

2023-2024	2023					2024							Totals
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Accident	6	9	5	9	4	0	3						36
Incident	10	16	10	12	15	8	5						76
Abuse (Violence)	2	4	1	2	1	1	0						11
Near Miss/Other	1	0	2	1	2	0	0						6
Sub-Total	19	29	18	24	22	9	8						129





2.2 Activities November 2023 to February 2024

A summary of College Health & Safety activities for the period November 2023 to mid-February 2024 is provided below.

- Departmental COSHH audits took place in BCI areas: Art, Fashion and Jewellery.
- The final MiDAS theory refresher training using the legacy training approach was conducted for 1 member of staff on 29 November and the on-road driving assessment was carried out subsequently. With effect from 1 January 2024, MiDAS theory training and testing will now be carried out online, while practical and on-road testing will continue as before. All future training certifications will be processed and retained in electronic format on the Community Transport Association (CTA) web-portal.
- The college has three driver assessor trainers (DATs) and their qualifications were due for renewal by April 2024 but as a result of the changes to MiDAS training have been extended to the 1 July 2024. The next routine round of MiDAS training for qualified staff is scheduled to take place in mid-2025.
- As part of the health and safety-themed training three online demonstrations of the WorkRite risk management system (RMS) took place for staff on 5, 15 and 20 December.
- As previously reported, UMAL (college insurers) carried out management process familiarisation checks on estates/facilities and health and safety areas of responsibility in September. These were followed up with onsite checks in January. The resulting UMAL draft report proposed 14 recommended actions for discussion with college staff, 4 of which were resolved between the date of onsite checks and arrival of draft report. The remaining 10 recommendations will be actioned, in priority order over the next few weeks. UMAL noted in their feedback that the total number of recommendations received by the college compared extremely favourably against 17 similarly sized organisations (whose average score is 30).

- To date, eleven occupational health surveillance clinics have been held since the beginning of August. This leaves approximately 20 members of staff with checks outstanding, with the remaining clinics due to take place between March and May.
- The Health and Safety Manager (HSM) routinely attends formal JNC meetings has attended six this year (4 with Unison and 2 with EIS). These meetings provide the opportunity to give a brief overview of current health and safety-related topics and to answer or address any specific union concerns raised. Additionally, the HSM meets routinely on a non-formal basis with the safety representatives to preempt any upcoming issues.
- As previously mentioned, the Incident Management Team (Business Continuity Plan) met in September to discuss preparations for the future college requirements in respect of the forthcoming legislation (The Terrorism (Protection of Premises) Draft Bill May 2023, 'Martyn's Law'). Further to this initial meeting, investigations into software solutions to enable notification and communication issues raised by 'Martyn's Law' have taken place and the results, including the potential trial of systems, are being fed back to the SMT.
- Further to the previous report about online Ladder safety training, of the 86 members of staff who were enrolled, 80 have completed training, 6 are yet to engage with the training and 2 have subsequently left the college.
- Over the past two months work has been taking place to review and update individual WorkRite training profiles. The aim of this work is to focus the online health and safety training to the specific role of each member of staff. Although still early in the process, to date this has resulted in a reduction of 3 modules per person, which equates to approximately 1.5 to 2 hours per person / per annum.
- Two one-day emergency first aid at work (EFAW) courses have taken place (24 January and 23 February) with the primary aim of qualifying members of the SMT. Four SMT members qualified in the first course and five in the second, alongside three additional staff volunteers. Two members of SMT still need to complete this training.
- The college currently has 47 members of staff qualified in First Aid at Work (3-day course) and an additional 15 (predominantly SMT) who are qualified in Emergency First Aid at Work (1-day course) which equates to approximately 14% of the staff in total.
- Work on the road markings, lighting and signage updates at the zebra (pedestrian) crossing at Haghill/Carntyne Road, East End commenced on Monday 26 February. The council have appropriate traffic management and two-way temporary signals and will be safe from a pedestrian perspective. Works are likely to last two weeks.
- Work on the new pedestrian crossing on Westerhouse Road (adjacent to Easterhouse campus) were completed in late 2023 and are now fully operational.
- As previously reported, a review was carried out to assess if the number of disabled parking bays at Springburn campus met current requirements. This review determined that the number of bays required would need to be increased from five to six and during November the markings for these spaces were painted in by contractors.

2.3 Activities Planned

- Fire Risk Assessment reviews are scheduled to take place at Springburn, East End and Easterhouse campuses on Monday 4 and Tuesday 5 March.
- During this year's fire risk assessment review, the overall number and type of fire extinguishers held on campus will be examined in advance of expected changes to legislation regarding the use of firefighting foam as an extinguishing agent. The impending changes are as a result of research that has shown that firefighting foam (and the fluorine molecules that form part of the foam itself) has harmful effects to the environment, fauna and human health when discharged into the ecosystem.
- A three-day first aid at work course is scheduled to take place at East End between Monday 4 and Wednesday 6 March. The course will include three members of staff who are requalifying as part of their role and an additional seven volunteers.
- On Friday 8 March all SMT members were scheduled to take part in a one-day RoSPA Directors and Senior Management Involvement in Health and Safety course, but unfortunately, due to a cancellation by the trainer, this is now being rescheduled to later in the year. The aim of this course is to keep the SMT updated with the latest guidance, legislation and best practice in health and safety. The last SMT course (NEBOSH HSE Certificate in Health and Safety Leadership Excellence), which was completed in March 2020.

3. Resource Implications

There are no additional resource implications arising from this paper.

4. Impact on Students

The Pedestrian crossing improvements at Carntyne Road (adjacent to the East End campus) will improve road safety aspects for staff and students, when completed.

5. Equality

The increase in blue badge parking spaces at Springburn has improved disabled access for staff and students at the campus.

6. Risk and Assurance

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

7. Data Protection

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

8. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

9. Recommendations

Members of the Finance and Resources Committee are recommended to note the contents of this report.

10. Further Information

Further information can be obtained from Geoff Lawson, Health and Safety Manager - geofflawson@glasgowkelvin.ac.uk

Geoff Lawson
March 2024