

Item 13
For Discussion and Noting

GLASGOW KELVIN COLLEGE

FINANCE AND RESOURCES COMMITTEE – 26 SEPTEMBER 2023

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 for academic year 2022-2023.

2. Health & Safety Update

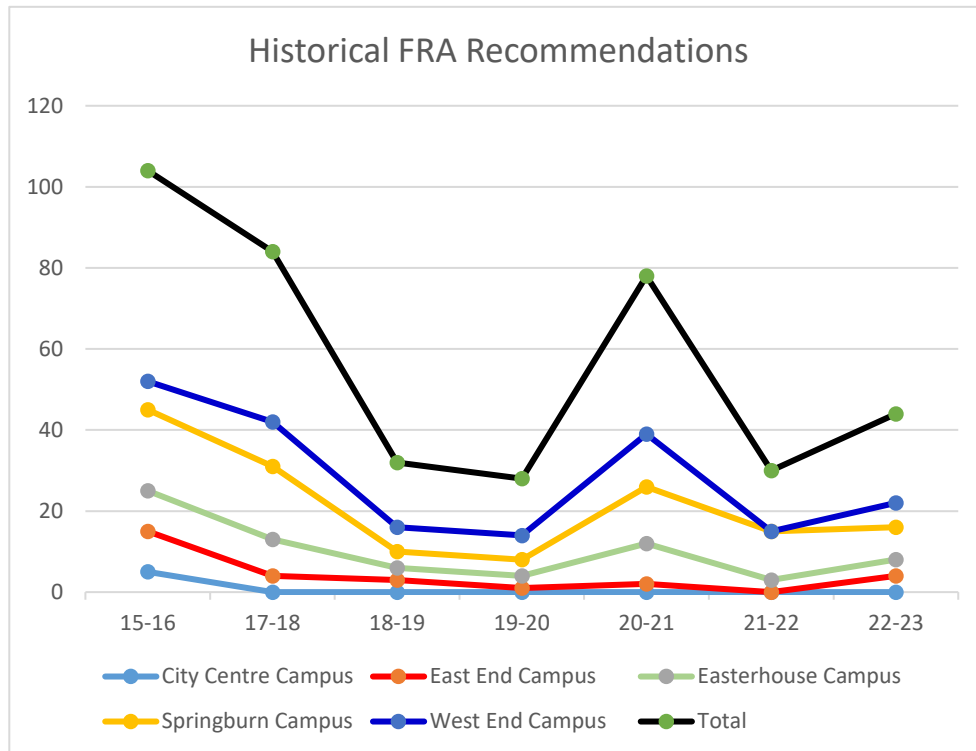
A summary of College Health & Safety activities for the period July 2022 to August 2023 is provided below.

- Annual asbestos re-inspection at West Campus was successfully completed on Monday 6 March 2023. The campus asbestos register has been updated to reflect the results.
- Henderson Loggie successfully completed an internal health and safety management system (HSMS) audit in April with the level of assurance assessed as Good. The report listed 20 strengths and no weaknesses.
- Following on, the HSM conducted an audit of staff knowledge, awareness and understanding of the HSMS, processes and procedures. There were 38 returns made across all College functions and the results will be used to inform a health and safety awareness programme in advance of an externally-led full management system audit.
- Workplace safety inspection reports (by department and faculty) numbered 166 during the period of the report, the highest since pre-COVID. Work is underway to increase the number for next year.
- The 2022-2023 budget was successfully managed with a small underspend. The largest expenditure was on equipment and materials, which accounted for just over 50% of the in-year spend.
- The College currently has 138 carbon dioxide (CO₂) monitors located around the four campuses (20 each in East End, Easterhouse and West and 78 in Springburn). Monitoring of these throughout the year has enabled a more accurate (and evidenced) assessment of environmental conditions within these areas over the course of a full year.

- Of the 69 actions identified following the COSHH incident in March 2022, 82% are now complete with 12% in progress and the remaining 6% outstanding. The small number of actions remaining (as agreed with the auditors) will be rectified over time in the normal course of COSHH assessment reviews.
- As a further improvement in the COSHH management processes COSHH assessor and face-fit training have also taken place.
- The College continues to monitor public health advice on COVID and is complying the latest published guidance [Coronavirus \(COVID-19\) | NHS inform](#)
- With effect from 1 July the College is complying with the new Scottish Fire and Rescue Service (SFRS) guidance related to 'Reducing Unwanted Fire Alarm Signals'. This change places the responsibility for confirming that there are 'signs of fire' on the College before the SFRS are called out. Minor modifications of the evacuation procedure have been implemented, trained and tested.
- Fire risk assessment reviews on all four campuses took place on 6 and 7 February 2023 and this highlighted that the following actions were required:

Campus	Number of Actions	Actions Remaining
East End	4	0
Easterhouse	4	0
Springburn	8	1
West End	6	0
Total	22	1

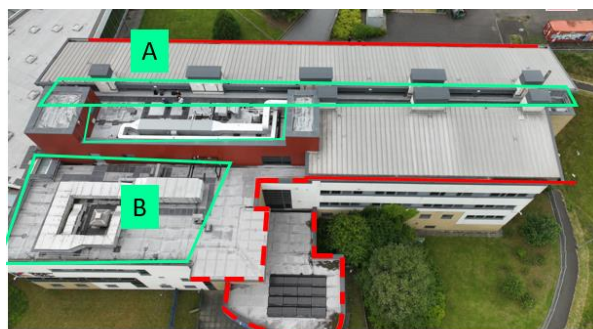
- Historically the number of recommendations received following a fire risk assessment review has reduced year-on-year. In broad terms the chart below demonstrates this with two qualifications:
- Following the retirement of the original fire safety contractor in 2021, a new contractor took on the responsibility for the campus the fire risk assessment (FRA) reviews. This 'fresh pair of eyes' accounts for the jump in the number of recommendations and the second qualification is the effect the COVID restrictions in increasing the number of recommendations (from 15 to 22). The rise was primarily due to the unavoidable delay in checks or inspections over the 2020-2022 time period.



- Additional fire action notices have been ordered and these will be used to ensure any modified areas of the campuses are correctly signposted. Following the fire safety survey of the building at the rear of the Springburn Campus, an additional one was conducted at East End Campus which specifically considered the fire safety ramifications of the proposed building changes.
- 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.
- At the end of the reporting period the College had:
 - 9 x Trained Evacuation Controllers
 - 68 x Trained Fire Wardens
 - 8 x Trained Lift Evacuation Team member
- Six Health & Safety Committee meetings have taken place during this academic year with the final meeting held 12 June. The Chair of the Committee for this academic year were the EIS union safety representatives.
- In July the annual review of all published health and safety forms took place with 30 documents either being introduced, updated or archived. During the same period the College Health and Safety Control Manual (HSCM) was also reviewed and updated.
- The annual Health & Safety Policy review commenced in March 2023, with the updated copy presented to the Health & Safety Committee and SMT for comment and amendment in April. The agreed Policy review was submitted to the Board of Management in June for approval and signature.

- The Incident reporting process (accidents, incidents, near misses and violence and/or abuse) was reviewed and updated in February 2023. A new MS Forms-based process was introduced which is accessible by staff and students via a QR code and this allows for rapid incident reporting and timely review by Health & Safety and HR staff.
- Reporting generally has returned to pre-pandemic levels. Over the course of the academic year 175 reports had been received (via legacy and MS Form processes), 82% of which involved students.
- 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.
- 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.
- During the reporting period twelve Legal and Current Issue Reviews (LCIRs) were issued containing 68 safety-related articles relevant to College staff.
- 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)
- A staff flu vaccination clinic took place at Springburn campus 16 November. During the one-day clinic 100 staff were successfully vaccinated
- With the exception of two items, the 2022-2023 Health & Safety Operational Plan was completed in full. Not complete were the drive to raise mandatory WorkRite completion rates to 100% (82.5% achieved) and provision of an IOSH Mental Health qualification for staff which was overtaken by the addition of two mental health modules to the WorkRite training platform and therefore not considered viable.

- Following lobbying of Glasgow City Council (Traffic and Road Safety Department) to improve the pedestrian crossing facilities at East End and Easterhouse, two road safety initiatives have been scheduled. The first, adjacent to East End campus, 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. The second, adjacent to Easterhouse campus on Westerhouse Road at the junction with Lochend Road the Traffic and Road Safety Department are planning to install traffic signals in order to provide a pedestrian facility.
- Twenty five staff undertook the 'Understanding Epilepsy and Administration of Midazolam' training conducted by Epilepsy Scotland in October 2022 and February 2023. The training provides staff with the skills and knowledge to provide support and assistance with more complex epilepsy-related incidents.
- Eight members of staff completed first aid at work qualifications, six newly qualifying and two who requalified.
- Eight members of staff successfully underwent Standard minibus driver awareness scheme (MiDAS) training and an additional two completed the Accessible MiDAS training, which provide enhance safety training for those transporting mobile-impaired passengers on the accessible minibus.
- '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 defibrillators at the West End campus was identified by the emergency call operator as the nearest available for a local 999 emergency and was collected from reception by a member of the public. Although it was not actually used, it did demonstrate the value of the national network and, more importantly, the Colleges' participation in it.
- 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'.



It became clear during this process that a small number of areas at Easterhouse required additional fall-prevention mitigation in order to make them suitable for in-house tasks to take place. Work to achieve this has now been completed.

3. Resource Implications

There are no additional resource implications arising from this paper.

4. Impact on Students

Pedestrian crossing requests to GCC related to both East End and Easterhouse campuses will improve the safety for staff and students, if granted.

5. Equality

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

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 and its appendix.

10. Further Information

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

Geoff Lawson
GL/JE
May 2023