

REGIONAL BOARD REPORT

Subject: Health and Safety Management	Purpose: For Approval <input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Information <input type="checkbox"/>
Prepared by: Kevin Drum	Date: 17 October 2017
Purpose: To provide the Regional Board with a summary of the main Health & Safety issues over the past year and planned activity for the next year.	
Linked to Strategic Goal 3: Provide a high quality College experience.	
Executive Summary: <p>Enclosed is a summary of accidents during the period August 2016 – July 2017, showing accident and incidence rates per month based on number of staff and students. This is broken down by site, category, department and injury. There have been 3 RIDDOR reportable incidents during 2016/17. Incident rates are down significantly from those in 2015-16 but with similar peaks and troughs.</p> <p>Near miss reporting is still very low but it is hoped this will improve as more staff complete IOSH training.</p> <p>The detail of internal Audits/Risk assessments completed, H&S Training completed and statutory inspections complete are also shown.</p> <p>These reports were considered by the Health and Safety Committee, throughout the year with no further action recommended as a result.</p>	
Recommendation: That the Board note the position with regard to Health and Safety Management.	
Previous Committee Approvals:	
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/> Not for publication <input type="checkbox"/>

BORDERS COLLEGE BOARD of MANAGEMENT

Update from 2016 - 2017

Purpose

The purpose of this report is to provide the Board of Management with a summary of the main H&S Issues over the last year and planned activity for the coming year.

Audits/Inspections/reviews Aug 2016 – July 2017

Departmental risk assessments are reviewed every two years unless there is a significant change in any procedures or current control measures are considered to be insufficient i.e. increase in accidents or near misses.

There was a total of 18 departmental risk assessments scheduled during the year and 22 took place. There have however been a number of moves carried out over the Summer so some departments will need to review their risk assessments to take account of the changes.

Fire Risk Assessment review was carried out for Jedburgh, no major issues were raised. FRA's scheduled to take place in August will be completed once all the current moves are complete, although some preliminary work was done at Tweedbank to assess the need for additional signage and fire extinguishers.

Union inspections have started again as planned and three have been completed with the remainder scheduled to be completed in the forthcoming year.

The College H&S Management system review was completed in January and findings were presented to the H&S Committee in March 2017. The Action Plan from the review will be updated for each H&S Committee meeting

Statutory Inspections

As per other years all statutory inspections are scheduled throughout the year and include passenger/goods lifts, Boilers, Hoists and associated lifting equipment LEV's, fire detection systems, welding equipment, pressure vessels and Legionella testing.

Occupational Health Sessions/Surveillance

Over the last year there were a total of 9 Occupational Health Sessions looking at Lung Function, HAVS, Musculoskeletal, Audiometric and Skin as well as any self referrals. I have worked closely with the occupational health

nurse to ensure we have captured all staff who require 'health surveillance' and they are included in the schedule for the coming year.

Accident Data Aug 2016 – July 2017

Over the previous four years we have had an average of 37 work related accidents per year, in the period covered by this report that has decreased to 33. The average number of RIDDOR reportable incidents has decreased slightly from 6 to 4.

Year	Total	Staff	Students	Public	RIDDOR	Violence & Aggression	Near Miss
2012 – 13	35	6	29		5	10	2
2013 – 14	40	5	35		1	6	2
2014 – 15	38	3	35		3	5	1
2015 – 16	35	11	24		6	3	2
2016 – 17	17	4	12	1	3	3	3

3 RIDDOR reports were due 1 student attending hospital as a result of an accident and requiring treatment, 1 staff member sustaining a fracture in the hand and the most serious being a member of the public falling in the salon and sustaining a double fracture to thigh and hip

Details of all accidents for the full academic year are included as **Appendix 1**

H&S Training

IOSH

We are continuing with the IOSH Managing and Working Safely training, this is working better now that I attend the HoF's meeting every so often and agree a plan with them directly. We have just finished delivering IOSH Managing Safely to all staff, except 2, on the original plan but have identified some new starts from CEL Faculty, that need to complete this level.

There is also an IOSH Leading Safely course arranged for the 8th September, this will include the members of SLT who didn't complete the session last year.

The following table provides information on the number of staff who have completed IOSH training to date.

	Safety for Snr Execs	Managing Safely	Working Safely	Work Placement
Completed	8	73	50	6
To be trained	6	7	68	4

MIDAS Training

We have now put 57 staff through the **Minibus Driver Awareness Scheme** and that is now all staff who were on the original list trained, with the exception of 3 who never completed the practical element and will need to complete the theory again before doing so.

Challenging Behaviour

We also organised a session for The Prevention and Safer Management of Challenging Behaviour, which was attended by the Facilities team. This training looked at ways of dealing with difficult behaviour, how to de-escalate potential violent situations and physical techniques to assist in removing yourself from such situation.

Joint H&S Working

We have continued working closely with the H&S team at Heriot Watt and held a number of joint H&S meetings, HW have a local team in place consisting of Jane Robertson, Roger Spark and Grace Smith.

I attend the School H&S Committee to ensure continuity and collaboration between both establishments .

KEVIN DRUM
Health and Safety Manager
24th Aug 2017

Appendix 1

Near Miss Reports	Galashiels		Hawick	St Boswells	Off Campus	Tweedbank	Violence and Aggression		RIDDOR Reportable	Total
	3						3			3
Incidents	Galashiels		Hawick	St Boswells	Off Campus	Tweedbank	Staff	Students	RIDDOR Reportable	Total
	12			7	7		2	17		19
Reported Accidents	Galashiels		Hawick	St Boswells	Off Campus	Tweedbank	Staff	Students	RIDDOR Reportable	Total
	7			8	5	2	4	12	3	17
Category	Slip/Trip/Fall		Man Han	Hand Tool	Horseplay	Animal	Trap/Crush	Chemicals	Other	Total
	7		1	4		3	1		1	17
Injury sustained	Fracture		Laceration	Bruising	Dislocation	Burn	Eye Injury	Sprain	Other	Total
	2		7	4				3	1	17
Department	Cons	Eng	Rural Industries	Creative Industries	Sport	Access	Care	Business	Other	Total
	2		8	3	1	1			2	17

No Accidents (over 1 month) X 100,000 = Incidence rate

Average Number of Staff/Students

Month	Number of Accidents	Total No of staff and students	Incidence rate
Aug	1	1982	50
Sept	4	2534	158
Oct	1	2605	38
Nov	2	2719	74
Dec	0	2453	0
Jan	0	2451	0
Feb	1	2575	39
Mar	1	2505	40
Apr	3	2728	110
May	4	2463	162
Jun	0	2493	0
Jul	0	729	0

