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REGIONAL BOARD REPORT

Subject: Health and Safety Management	**Purpose:** **For Approval** ☐ **For Discussion** ☒ **For Information** ☐
Prepared by: Kevin Drum	**Date:** 11 October 2018

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:

Enclosed is a summary of accidents during the period August 2017 – July 2018, 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 2017 - 18. Incident rates are up slightly from those in 2016 - 17 but with similar peaks and troughs, but still significantly lower than the average for years 2013 – 2016.

Our IOSH Managing Safely and Leading Safely programmes are complete, with the exception of any new staff and we are continuing to deliver Working Safely for all other staff.

The detail of internal Audits/Risk assessments completed, H&S Training completed and statutory inspections complete are also shown.

These reports were considered by the Health and Safety Committee, throughout the year with no further action recommended as a result.

Recommendation:
That the Board note the position with regard to Health and Safety Management.

Previous Committee Approvals:

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

BORDERS COLLEGE HEALTH AND SAFETY UPDATE

Period from 2017 - 2018

Purpose

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

Audits/Inspections/reviews Aug 2017 – July 2018

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 23 departmental risk assessments scheduled during the year and 24 took place. A number of these were reviewed due to moves when Brickwork, Painting and Decorating and Engineering moved into the Construction Hub at Tweedbank, as well as some noise level assessments.

Fire Risk Assessment reviews were carried out for Arches, Refectory and D Corridor, in the main Campus and Tweedbank Construction Hub - no major issues were raised.

Union inspections will commence again once the new rep has carried out their initial training and will be completed along with the H&S Manager as in previous years.

The College H&S Management System was reviewed last year and presented to the H&S Committee. It was agreed that we would carry out a full review every three years and in the interim years I would look at a particular area, the area I am currently reviewing is the Risk Assessment process. As part of this I have reviewed the process for Horse Care and Electronics, this will continue throughout the term. This will also allow me to cover the process with the newly appointed CLM's

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 2017 – July 2018

Over the previous four years we have had an average of 33 work related accidents per year, in the period covered by this report that has decreased to 26. The average number of RIDDOR reportable incidents has remained the same at 3.

Year	Total	Staff	Students	Public	RIDDOR	Violence & Aggression	Near Miss
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
2017 – 18	26	9	16	1	3	5	2

The 3 RIDDOR reports were due to 1 student attending hospital as a result of an accident and requiring treatment, 1 staff member being absent as a result of accident and the most serious being a member of the public slipping on ice in the car park and sustaining a fracture to wrist and pelvis.

The 2 near miss reports related to a smoking compressor in the SEM room, which was fortunately discovered very early and didn't set the alarms off and a window pane shattering in room 19.

H&S Training

IOSH

We are continuing to deliver IOSH Managing and Working Safely training and in the period covered by this report have ran 2 Managing Safely (MS), 2 Working Safely (WS) and 1 Leading Safely (LS) sessions. The LS ran in Sept 2017 and included 6 members of SLT, the MS in Aug 2017 and Feb 2018 included 8 members of staff and 3 external delegates and the WS ran in Nov 2017 and June 2018 included 18 staff from support, facilities, learning support and Creative Industries.

We have now completed IOSH Managing Safely to all staff on the original plan, except 2 who have been unavailable on various course dates. New starts who meet the criteria will need to complete this level and courses will be arranged when numbers permit.

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

	Leading Safely	Managing Safely	Working Safely	Work Placement
Completed	14	73	67	6
To be trained	0	2	56	4

MiDAS Training

We have now put 57 staff through the **Mi**nibus **D**river **A**wareness **S**cheme 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. We have had other staff identified as requiring this training, but some do not have the appropriate D1 category. We will continue to deliver MiDAS to some staff next year and will need to start refresher session in 2019.

Manual Handling

5 members of the Facilities team attended Manual Handling Refresher training, this training is repeated every 3 years as manual handling is a big part of the Facilities Assistants job. Another session is planned for next summer to cater for any FM assistants who missed this session and cleaners.

First Aid Training

Borders College currently has 33 First Aiders who all require refresher training every three years. During the period covered by this report there were 8 2 day refresher sessions booked but one member of staff did not complete, so can no longer be part of the First Aid team. We will put more staff through the initial 3 day sessions next term to boost the number of qualified staff

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
11th Oct 2018