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REGIONAL BOARD REPORT

Subject: Health and Safety Management	**Purpose:** **For Approval** ☐ **For Discussion** ☒ **For Information** ☐
Prepared by: Kevin Drum	**Date:** 22 November 2019

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 and incidents between August 2018 and July 2019, this is broken down by site, category, department and injury. There have been 5 RIDDOR reportable incidents during 2018 - 19. Incident rates are up slightly from those in 2017 - 18 but with similar peaks and troughs, and almost equal to the average for years 2014 – 2018.

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For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐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

Update for 2018 - 2019

Purpose

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

Audits/Inspections/reviews Aug 2018 – July 2019

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 18 departmental risk assessments scheduled during the year and 22 took place. The extra 4 were due to department moves and restructuring within some departments. I have also changed the file structure within the H&S Shared area to reflect the curriculum structure and files are stored by CLM area.

Fire Risk Assessment reviews were carried out for TTC Workshops, TTC staff block, Tower Block, Workshops and Newtown Campus- no major issues were identified.

Departmental Audit Checklists went out to 42 departments and 39 returned. No significant issues were identified, although the need for better dust reduction in Brickwork was highlighted and a new vacuum was identified and purchased.

As part of the College H&S Management System I will continue to monitor a sample of Risk Assessments and will carry out a review of Departmental COSHH Registers and assessment in the coming year. I also plan to compile a register of any equipment that increases the risk of Hand Arm Vibration Syndrome (HAVS) and have started on this during the summer break. A procedure will be developed and results fed into the HSE HAVS calculator to establish maximum exposure times for users.

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 2018 – July 2019

Over the previous four years we have had an average of 29 work related accidents per year, in the period covered by this report there have been 30. The average number of RIDDOR reportable incidents over the same period was 4.

Year	Total	Staff	Students	Public	RIDDOR	Violence & Aggression	Near Miss
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
2018 - 19	30	7	23		5	2	1

The 5 RIDDOR reports were due to 4 students attending hospital as a result of an accident and requiring treatment and 1 staff member suffering a fracture to his foot while manoeuvring a trailer.

Violence and Aggression

There were 2 reported incidents in the period covered by report, both took place in the Student Advice Centre where staff were exposed to threatening behaviour. One incident was as a result of a student unhappy about funding and the second was in relation to an incident involving 2 students in the changing rooms, in the second incident the students family were also involved.

Incident Reporting

During the Summer we have been looking at various options for on-line reporting, two of these were standalone H&S Systems and the other was an add on to the replacement Helpdesk system. A report will go to SMT before any decision is made.

H&S Training Aug 2018 – July 2019

IOSH

I am continuing to deliver IOSH Managing and Working Safely training although in the period covered by this report there have been no internal sessions. We were up to date with the 4 day Managing Safely but with recent staff changes and new staff coming to the College, we will need to run further sessions in the coming year. I did deliver an external course for the BDU at Farne Salmon in April and more external sessions are planned in the future.

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	11	56	4

MiDAS Training

We have now put 64 staff through the **Mi**nibus **D**river **A**wareness **S**cheme after running an extra 2 sessions for new staff September and April. We have had other staff identified as requiring this training, but some do not have the appropriate D1 category. This October we will need to start delivering refresher sessions as it is 4 years since we first started delivering this training.

Manual Handling

We ran 2 sessions of Manual Handling Training in August 2018; 16 staff attended these from facilities, ISLT and Cleaners. It is planned to run a further session in September for those who were unable to attend the other sessions or are new staff.

First Aid Training

Borders College currently has 27 First Aiders who all require refresher training every three years; this is down on previous years, as a number of staff did not complete their refresher training. During the period covered by this report there were 10 3-day First Aid sessions booked but only six staff attended due to strike action. The number of trained staff at Newtown and Tweedbank is lower than we need and I have met with the CLM's to discuss how we go forward, so we do not put the College at risk.

PASMA and Fork Lift

A further 4 staff have completed the Scaffold Training and 2 have completed the Fork Lift training.

Joint H&S Working

I have continued working closely with the H&S team at Heriot Watt and have attended 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
6th Aug 2019