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REGIONAL BOARD REPORT

Subject: Health and Safety Management	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Katrina Fitzgerald	**Date:** 20 November 2020

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 2019 and July 2020, this is broken down by site, category, department and injury. There has only been 1 RIDDOR reportable accident during 2019 - 20. Accident rates are greatly reduced from 2018 – 19. This is largely due to inactivity onsite

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

2019/20 was a year in two parts, due to the impact of COVID-19 resulting in lockdown on 23 March 2020 and the work required to ensure a safe return to campus on 10 August 2020.

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For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐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 ANNUAL HEALTH AND SAFETY REPORT

Update for 2019 - 2020

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. These have been unpresented times due to Covid-19. The report is formed of two parts: up to 23 March 2020 (pre lockdown for Covid) and post 23 March (leading to reopening of the Campuses from 10 August 2020 onwards.

The first part of this report takes the same form as previous annual reports.

Audits/Inspections/reviews Aug 2019– July 2020

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

Due to Covid-19 all risk assessment have been reviewed to ensure that all protocols are included to mitigate the potential spread of Covid-19. All support departments and curriculum activities have been re-assessed and updated. These are 100% complete, but will continue to be assessed in line with changes/updates to government guidance.

The risk assessment process has been updated to now show a score before and after mitigation has been assessed and put in place.

1 General Covid-19 risk assessment and 2 addendums have been created, to detail all covid-19 mitigation for staff, students and visitors on campus.
14 risk assessments have been updated for support departments and 25 for curriculum activities. Bespoke risk assessments are being carried out for classroom's/groups/activities and all risk assessments being continually reviewed in line with government guidance.

Covid-19 Compliance audits have been introduced. These are unannounced audits carried out in all areas of the college to include support departments and leaning activities. These are to ensure that everyone in the college whether working or learning fully understand the protocols in place for Covid-19 and are following them. 11 audits completed with positive feedback and results.

Departmental Audit Checklists. There was one outstanding item from 2019 was regarding the brickwork department, who had highlighting that a new vacuum was required to keep dust to a minimum. A vacuum was trailed and purchased. This has proved to be a positive piece of equipment.

All Audit checklists will be issued in January and February and any issues assessed.

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 2020 -2021. A plan is in place to compile a register of any equipment that increases the risk of Hand Arm Vibration Syndrome (HAVS). A procedure will be developed and results fed into the HSE HAVS calculator to establish maximum exposure times for users.

Noise and vibration assessment will be completed once the college is back to a normal capacity. If these are completed with the current numbers of staff /students in college they will need to be completed again once the majority of students return. The cost of these assessments will be approximately £3000 pounds and will be include all campuses.

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. These are all complete and up to date

Occupational Health Sessions/Surveillance

Due to the minimum number of staff being on site, and Occupational Health not allowing face to face contact due to Covid-19, these sessions of surveillance have been held in abeyance. Occupational Health sessions are due to restart in 2021. These will be closely monitored and all results reported.

Occupational Health sessions include: Lung Function, HAVS, Musculoskeletal, Audiometric and Skin as well as any self-referrals. We will continue to work closely with the occupational health team to ensure we have captured all staff who require 'health surveillance' and they are included in the schedule for 2021/2022.

Accident Data Aug 2019 – July 2020

Over the previous five years we have had an average of 29 work related accidents per year, in the period covered by this report there have been 8. The average number of RIDDOR reportable incidents over the same period was 1.

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
2019 - 20	8	1	7	0	1	0	0

The RIDDOR report was due to a student 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 no reported incidents in the period covered by report.

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. This is still ongoing

H&S Training Aug 2019 – July 2020

IOSH

IOSH Managing and Working Safely training will be re-addressed 2021-2021, as the this training has been put on hold due to Covid-19, and a high percentage of staff working from home.

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

	Leading Safely	Managing Safely	Working Safely	Work Placement
Completed	14	73	67	6
To be trained	0	11	56	4

MiDAS Training

All MiDAS training is currently up to date and any re-certification will be carried out as and when necessary and government guidelines allow.

Manual Handling

This has been put on hold due to Covid-19 and the inactivity of staff on site. This training will recommence when the situation changes.

First Aid Training

Borders College currently has 33 First Aiders who all require refresher training every three years; this is a rise on previous years. There are an additional 5 members of staff who will be taking their 3 days First Aid at Work training in January which will bring the total of trained First Aiders to 38. 11 refresher course are due, these are booked for December and January

PASMA & Fork truck training

5 staff members of staff have carried out refresher Scaffold Training. I member of staff requires Fork Lift training.

COVID 19 AND ITS IMPACT ON THE COLLEGE
OVERVIEW

A significant part of the summer was preparing to be back on campus in early August.

In response to the global spread and impact of coronavirus COVID19 we have been cautious in a desire to mitigate the twin risks of adverse impact on student outcomes and the adverse impact on our financial position. The move out of lockdown has been very complex with many variables.

Our overarching messages to staff and students are:

- ***College courses commencing in September 2020 will be delivered online with learning on campus only when this is safe to do so and where required to complete a qualification***
- ***Until agreed by their manager, staff should continue to work from home***
- ***You need to take personal responsibility for your own health and that of people around you***

We must keep staff and student numbers on campus to low levels so that we can maintain social distancing and good hygiene as important public health controls.

College staff continue to be highly responsive and effective in the response to COVID19. Curriculum delivery has transformed to support remote learning. Our managers and staff are highly engaged in the process. Our IT arrangements have proved supportive of the switch to home working and remote learning. We have made the physical changes required to our campuses. For the new academic year we fast tracked the implementation of online enrolment and online induction.

We are working to ensure positive experiences and outcomes as possible for students. We have identified students who could not complete in 2019/20 due to COVID19. The majority is due to an inability to complete practical assessments eg construction, hair and beauty. This activity has been prioritised for 2020/21. We are planning for more students on campus, within our safe numbers.

Our approach reflects Scottish Government advice

- Remember FACTS for a safer Scotland.
- As restrictions ease it’s more important than ever to follow the guidance.
- Remember FACTS to ensure the virus doesn’t make a comeback.

F	*Face coverings*
A	*Avoid crowded places*
C	*Clean your hands regularly*
T	*Two metre distance*
S	*Self isolate and book a test if you have symptoms*

We regularly promote Scottish Government and College guidance via the website and social media channel. In addition to FACTS we promote the use of the Protect Scotland app.
Risk assessment and service planning has enabled the phased re-opening of our campuses:

- We expect to retain a significant volume of working from home and remote teaching.
- There will be a significant impact on the delivery of the curriculum, which is reflected in the College calendar and the curriculum plan for 2020/21. We are effecting some changes to staffing levels to reflect this.
- We have implemented a performance matrix which is populated weekly. Outcomes are closely monitored and in line with the curriculum plan.
- Access to and movement within our campuses is constrained and robustly managed.
- We have approval mechanisms for staff and students to be on campus, and recording of this helps contact tracing.
- Travel arrangements continue to be challenging. We have issued students with travel vouchers so that they can have maximum flexibility in how they travel to the campus.
- Social distancing and hygiene arrangements are paramount.
- We have made arrangements for self isolation should this be required.

Katrina Fitzgerald
Health and Safety Manager
20th November 2020