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REGIONAL BOARD REPORT

BORDERS COLLEGE REGIONAL BOARD

Subject: Health and Safety Management Annual Report	**Purpose:** **For Approval** ☐ **For Discussion** ☒ **For Information** ☐
Prepared by: Katrina Fitzgerald-Health & Safety Manager	**Date of Committee:** 1 December 2022

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.

Executive Summary:

This report provides a summary of accidents and incidents between August 2021 and July 2022, broken down by site, category, department and injury. Although there is no legislative requirement to monitor health and safety issues the College believes the monitoring of these demonstrates good practice.

There has only been 5 RIDDOR reportable accidents during 2021–22.

There has been an increase in accidents and incidents onsite from 2019/2020 and 2020/201 figures. However the previous 2 year periods include the COIVD lockdown and restriction periods and are therefore not comparable with the current reported period.

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

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

Questions that Members should ask themselves when reading the paper:
Are Borders College fully engaged in all necessary health & safety guidance and practices?

Linked to Strategic Ambition(s):
Choose an item.

Create high quality learning and training opportunities which are relevant, enabling and flexible

Performance Measures:
Engaged & empowered staff and student body

Recogise nationally as a progressive organisation

Linked to Strategic Risk Register:
Choose an item.

4b - Governance	
Recommendation: The Board should note the report	
Previous Committee Approvals: H&S Committee	
For publication ☒	**Not for publication** ☐ **If not, why not?**

BORDERS COLLEGE

ANNUAL HEALTH AND SAFETY REPORT

2021-2022

K. Fitzgerald
9th November 2022

Purpose

The purpose of this report is to provide an overview for all Health & Safety during the last academic year together with planned activity for the forthcoming year.

Annual Reports are a vehicle for Borders College to explain our risk profile and performance in managing health and safety risks.

Covid-19

This has been an extremely challenging and unpredictable two years due to Covid-19, the College has had to make all necessary changes to manage the fluid situation and also to ensure the safety of all. We need to ensure that students continue to learn and develop within their chosen course whilst allowing the staff to carry out their roles.

At the time of compiling this report, The Scottish Government has lifted most of the Covid restrictions, but the College makes clear that the virus has not gone away and the risks associated with outbreaks and new variants remain.

Maintaining behaviours introduced since the beginning of the pandemic that were helpful in both protecting and mitigating against transmission continue to provide reassurance to students and staff.

We all need to keep playing our part to protect ourselves and others, we can do this by continuing these recommended behaviours:

- Getting your vaccine and booster when offered to ensure you are fully protected
- Staying at home if you're unwell with symptoms or have a fever (previously called self-isolating)
- Opening windows when working/studying indoors, to allow fresh air to purge the room/area
- Wearing a face covering within indoor public places and on public transport
- Washing your hands on a regular basis throughout the day to protect yourself

Care for yourself and others to help slow down the spread of the virus and reduce pressure on our health services.

As we look forward to a new academic year with renewed optimism, but also a sense of continued vigilance and resilience, no-one can guarantee a return to life exactly as it was before COVID-19. Through our collective efforts – and even though the road ahead may be challenging at times – we know that recovery and progression to a more positive time is underway.

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Accidents Incidents and Near Miss Statistics

There have been 27 accidents in this reporting period, 5 of which were RIDDOR Reportable.

RIDDOR Reportable Accidents

4 separate accidents involving students and staff at Newtown St Boswell's campus; 2 sprains, 1 laceration to hand and 1 cut with a Stanley Knife. All persons were taken to Borders General Hospital and discharged the same day following treatment.

1 accident was a laceration and bump to the head sustained at Galashiels campus. A staff member was loading a van and caught their head on the door close mechanism. They were taken to Borders General Hospital and discharged after treatment.

All accidents have been investigated and recommendations have been made and mitigation put in place to hopefully eliminate the same accidents reoccurring.

We realise that Newtown has many high risk areas and a plan is in place. The H&S Manager attends site on a regular basis and will also attend external activities to offer recommendations to reduce risk and therefore reduce accidents.

ACCIDENTS: By Site, Category, Injury and Department - From August 21 - July 22. Total = 27

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Contractor Accident on Site:

1 accident involving an external contractor was reported in March 2022 at the Hawick campus. An Engineer was working on a ladder to check/repair the fire exit door when he misjudged his head room, this resulted in him hitting his forehead and nose on the exit sign over the door, First Aid was administered on site.

Incidents:

There have been 12 incidents reported during this period:

4 students feeling dizzy and unwell, 3 of these happened on the first day of the new term and the students were feeling overwhelmed and apprehensive.

2 additional reports of students feeling unwell and dizzy but, when the students were spoken to by their lecturer, it transpired that they had not had anything to eat/drink.

1 student has a known medical condition and felt light headed and unwell. There was an individual risk assessment in place which enabled the staff to deal with the situation effectively and confidently.

1 student was feeling unwell and had a panic attack, this was the delayed reaction to a car crash they had unfortunately been involved in a few days earlier.

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1 student had an existing knee injury causing their knee to dislocate.

1 student was left feeling discomfort when another student picked them up from behind (horseplay).

1 plastic waste pipe had to be replaced on a sink in the P&D Department at Tweedbank as they had become "spongy" following an unknown substance being tipped down the drain. Chemicals from the brush wash system were allowed to enter the sink and sit in the waste pipe melting the plastic. Upon speaking with the manufacturer they assured the College that there are no chemicals used in the brush wash that would have caused this and suggested that chemicals/paints must have accidently been mixed together to cause this extreme reaction. The manufacturer was booked to attend site and service the machine on 19th August and was also requested to carry out onsite refresher training to remind all users of the do's and don'ts when using this equipment. The H&S Manager also met with the manufacturer to discuss.

1 student lost control of a tractor and hit other vehicles – there was no harm to any persons. A Landbased Service Engineering student at Newtown was parking the tractor into the large workshop, whilst driving up a small incline the tractor stalled, it then rolled backward and hit a student's stationary car causing considerable damage to the front and rear.

The investigation found that:

The tractor drove over an area of the carpark where the concrete is broken away causing a slight dip and as the tractor drove over this the driver came out of this seat. There is a safety feature on the tractor which cuts the engine if the driver leaves the seat, a message is then displayed on the dashboard in a box: "Operator out of seat Shift to neutral". The student panicked not experiencing this before, he did select neutral, but did not brake & re-select a gear. Thus leaving the tractor in neutral which caused the tractor to roll backwards, as it was on an incline, picking up momentum. The lecturer usually observes but was called away by another student who needed advice.

Recommendations following this incident:

- Concrete to be repaired where it has broken away (Completed 18/04/2022).
- Add scenarios to tractor training for all students to demonstrate what happens when the tractor has the potential to run away and lecturer to document additional training. (Complete)
- Lecturer to be present at all times. If a another student asks for advice they need to be informed to wait (unless it is urgent)
- Update the risk assessment to add this risk (completed 5/5/22)

All incidents were attended and dealt with by a trained First Aider.

Near Miss Reporting:

The new reporting procedure which was implemented during the last academic year appears to be working as more near misses are being reported.
The number have increased due to Staff feeling more confident and understanding how important it is to report these. All of the relevant reporting forms have been added to an individual Health & Safety tile on the Staff Portal which makes them easier to access, and also ensures that the correct document revision is being used by everyone.
The importance of reporting all accidents and near misses is discussed at length during new staff H&S Inductions, to hopefully change culture and encourage staff, students and visitors to report a near miss.

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Collating near-miss reports helps create a culture that seeks to identify control hazards, which will reduce the risks of more serious injuries and/or damage to property/equipment.

There are 2 main reasons why people tend to avoid reporting near misses:

- **Fear of blame**: either people do not want to admit that they did not follow the correct safety procedure/advice or they feel they would mistakenly be accused of doing something wrong.
- **Work load**: the misapprehension that near misses are just an additional document to complete in an already overloaded workload. These documents will just be filed and are a paper exercise with no outcome.

11 Near Misses were reported during this period:

Near Misses should not be ignored or treated lightly as they can provide valuable insight into how well we are managing health and safety within the College.

0004	01.10.2021	NSB	Staff	Potential Fire hazard	Tumble dryer overloaded and lint filter not cleaned/checked for some time
0005	27.10.2021	NSB	Staff	Trip hazard	Slab lose with a rasied edge outide new building
0006	05.11.2021	NSB	Student	Possible allergic reaction	Student had a rash on hands the day after hadling reptiles
0007	08.03.2022	Galashiels	Staff	Horseplay	Member of staff driving along the roadway past the TTC. Students pushing tub of wood - running along and almost collided with her car. Staff member took evasive action and reported as a near miss
0008	14.03.2022	Galashiels	Staff	Missing tarmac	Outside Chemical Store (Heriot Watt)
0009	13.04.2022	NSB	Staff	Slip hazard	Fire escape stairs green with algae - slippy surface
0010	12.05.2022	Galashiels	Delivery Driver	Driving	Van driver travelling above speed limit outside Project Area - Joinery
0011	14.05.2022	Galashiels	Parent	Driving	Car driving at excess speed - Lecturer got "a fright" when leaving the project area
0012	26.05.2022	Galashiels	Student	Driving	Student with "L Plates" was leaving parking space opposite the Project Area and driving the wrong way out of the campus
0013	25.07.2022	Galashiels	Staff member	Potential Fall from height	Member of staff standing on a chair to check lights in the restaurant
0014	05.08.2022	Galashiels	Staff member	Potential Fall from height	Member of staff standing on a wooden frame to work on fire doors by I Learn

Previous Eight Years Data:

Year	Total	Staff	Students	Public	RIDDOR	Violence & Aggression	Near Miss reports
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
2020 - 21	9	0	9	0	3	0	3
2021 - 22	27	4	22	1	5	8	11

There have been a reduction in reported accidents from 2018-2019 to 2021-2022. However there is also a 30% reduction of staff/students actually on campus, this is due to working from home and learning on line. When these figures are taken into account then the accident rates have increased. The Covid years have been included on this chart and graph but are not a true reflection of working/learning on campus, as there were period of total lockdown with no person on campus at all.

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Violence and Aggressions reports have increased for this academic year. This is due to the fact that staff feel comfortable reporting incidents and are encouraged to do so; **this should not be deemed a rise in violent behaviour.**

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Accidents shown by category

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The following demonstrate accident ratios across Borders College campuses, on a monthly basis.

2018-2019 have been added as this was the last "normal" academic year before Covid.

2021-2022 show a 30% reduction of staff/students on site, this is due to hybrid working and online learning

Aug 18 - July 19 Last full year pre Covid - Average number of staff/students

Month	Incidence rate 18/19	Total No of staff and students	Number of Accidents
August	**104**	1924	2
September	**133**	2264	3
October	**301**	2322	7
November	**196**	2552	5
December	**42**	2362	1
January	**85**	2345	2
February	**39**	2527	1
March	**119**	2525	3
April	**43**	2305	1
May	**136**	2200	3
June	**0**	2403	0
July	**248**	807	2

Aug 21 – Jul 22 - Average number of staff/students

Month	Incidence rate 21/22	Total number of staff &students	Number of Accidents
August	**0**	920	0
September	**47**	4239	2
October	**134**	3728	5
November	**94**	4241	4
December	**101**	1972	2
January	**80**	3735	3
February	**53**	3786	2
March	**76**	5238	4

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April	**27**	3720	1
May	**47**	4234	2
June	**24**	4240	1
July	**132**	759	1

Staff and student figures shown at 70% to allow for Hybrid working and online

Learning

<u>No Accidents (over 1 month)</u> X 100,000 = **Incidence rate**

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C02 Monitoring

Health Monitors which include CO2 monitoring have been installed in 40 rooms within the Galashiels campus.

Benefits across the College

By closely monitoring indoor environmental variable levels and taking preventative action such as opening windows when levels become suboptimal, the health monitors can help realise a broad range of benefits:

- Increase Productivity
- Increase Performance by Students
- Reduce Absence Rates
- Improve Comfort. - Optimising CO2, temperature and humidity levels within the workspace/learning space has a direct impact on the comfort experienced by staff/students. Exposing people to CO2 levels between 1000-1500ppm will result in complaints of stiffness. A level between 500-750ppm is achievable in a well ventilated room which does not have a high density of occupants and is well managed.
- Reduce Short Term Health Impacts - Sustained exposure to CO2 levels of 2000pppm or above can result in health impacts such as drowsiness and headaches. Reducing CO2 levels in a room has further positive impacts, including reducing other unwanted particles from the air, such as pollutants and airborne viruses.
- Reduce Long Term Health Impacts - Prolonged exposure to levels of 5000ppm or above can result in long term negative health impacts.

Example of Data Available:

Portable CO2 monitors have also been added to classrooms/offices within all SBC Campuses.

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All monitoring is to ensure that staff and students feel comfortable within their work/learning areas, and these are an additional tool to ensure a safe working/learning environment. C02 levels anywhere from 0-1000PPM are considered *good quality air*, as the level increases the quality of the air diminishes and, in the context of COVID, is an indicator that more air flow is required. This could mean; opening a window/door, ensuring less people are in that room at any time, or having a small break from the room with windows and door open allowing the air to purge. This is not a dangerous situation but may lead to people feeling more tired and therefore not at their most alert to learn or work.

Health Monitor data will be checked and analysed to identify any problem areas or recurring issues which will be addressed.

Important Points to Remember Regarding C02 Levels:

This may explain why staff/students feel tired and lethargic if they have been in a meeting room or classroom with others without a break or windows being opened.

420 ppm – Fresh outdoor air

420-999ppm – Optimal air quality indoors

1000ppm – Brain cognitive function decreases by 15%

1400ppm – Brain cognitive function decreases by 50%

Electrostatic Misting

This was ongoing throughout the pandemic but has now been relaxed, it can be re-introduced with immediate effect should there be a need.

LFT Testing

Limited numbers of LFT testing kits are available for both Borders College and Heriot Watt staff and students. Reception staff are capturing all the relevant data which will be securely stored for a 12 month period, in line with Government Guidance.

NHS Mobile Vaccination Unit- Scottish Ambulance Service.

A mobile vaccination bus was situated at the Galashiels Campus for staff/students of Borders College and Heriot Watt and also for the general public. It was well planned and caused no disruption to the day to day running of The College and proved to be a huge success with encouraging numbers.

6th December – 30 vaccinations – this number was low as not advertised as boosters.

14th December – 467 vaccination – opened up to administer boosters

15th-17th December 200-300 per day

3rd-4th May – 69 Vaccinations

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Policies & Procedures review

Policy or Procedure H&S Manager responsible for	Reviewed/updated	Next review date	Comments
Policy			
Smoke Free Policy	Apr-22	Apr-25	Complete & updated
Health & Safety	Jan-22	Jan-23	Complete & updated
Manual Handling	Oct-21	Oct-24	Complete & updated
Contractor Policy and Procedure	Oct-21	Oct-24	Complete & updated
Lone Working Policy & Procedure	Apr-22	Apr-25	Complete & updated
Driving at Work Policy & Procedure	Mar-22	Apr-25	Complete & updated
DSE Policy and Procedure	Oct-21	Oct-24	Complete & updated
PPE	Apr-22	Apr-25	Complete & updated
Firearms	Sep-21	Sep-25	Complete & updated
Flood Alert	Aug-20		Under review
Procedure for Transporting an Injured or Sick Person	Feb-22		Under review
Violence & Aggression at work	Sep-21		Under review
Risk Assessment Procedure			To be produced
First Aid Procedure			To be produced

It is planned that all policies and procedures will be reviewed and updated as necessary by 31st January 2023.

Changes to Legislation 2022:

Personal protective equipment at work regulations from 6th April 2022, which amend 1992 regulations to include limb workers.

Training 2021-2022– Completed

Department	Site	Number of staff	Course
Facilities	Multi	2	MiDAS refresher
CAF	Galashiels	3	
Facilities	Multi	4	PASMA refresher
Joinery	Galashiels	1	
Rural Skills	Newtown St Boswells	4	First Aid including Forestry and ATV
Construction	Tweedbank	1	Fork Truck training – Counterbalance
Rural Skills	Newtown St Boswells	2	First Aid at Work – Initial
Facilities	Multi	1	
BDU	Hawick	1	First Aid at Work Initial
Construction	Galashiels	1	
Janitorial	Multi	1	
Sport	Galashiels	1	First Aid at Work – refresher
Facilities	Multi	1	
Access	Multi	1	MiDAS refresher
Hospitality	Galashiels	1	
Supported Programmes	Galashiels	2	
Core Skills	Multi	1	
Rural Skills	Newtown St Boswells	1	
Dirt Bike School	External	1	
Art & Design		1	
Health & Safety	Multi	1	NEBOSH Fire Safety Certificate – On-going
Health & Safety	Multi	1	First Aid at Work refresher
Facilities	Multi	3	
DEBI	Hawick	1	First Aid at Work Initial
STEM – GAS	Galashiels	1	
STEM – Electrical	Tweedbank	1	
Modern Apprentice	Hawick	2	1 day Emergency First Aid
DEBI	Hawick	1	PASMA
ISLT	Multi	5	
P&D	Tweedbank	1	
Construction	Galashiels	1	
DEBI	Hawick	7	Fire Marshal
Facilities	Multi	1	

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PASMA (**Prefabricated Access Suppliers and Manufacturers' Association**) is a training association which focuses on the safe use of mobile access towers and how to promote best practice in the area.

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All training planned for 2021/2022 has been completed.

2022-2023 – Planned Training

Course	Numbers	Cost	Cost	Date
		External training provider	Internal training	
MiDas refreshers	6	600.00		by April 2023
MiDas Initial	5	600.00		Oct 22 & April 23
First Aid at Work refreshers	11		150.00 + Trainer travel expenses (DEBI)	Oct 22 & April 23
Manual Handling	15		H&S In-house	Oct 22- March23
IOSH - Working Safety	up to 40		H&S In-house	Nov 22 - June 23

IOSH "Train the Trainer" has been completed to ensure all future IOSH training can be completed in-house.

Audits/Inspections/Reviews-internal

Departmental risk assessments are reviewed every two years, however, all risk assessments are being reviewed on a regular basis to ensure compliance with any changes to Government and Sector Covid-19 guidance, together with significant change in procedures or current control measures i.e. increase in accidents or near misses.

There was a total of 38 departmental risk assessment reviews and updates during this reporting period.

Fire Risk Assessment reviews have been carried out for Galashiels campus and the High Mill, where issues raised were closed out within 1-14 days of the audits.

Hawick and Tweedbank campus Fire Risk Assessments have been completed and all findings closed within 7 days.

Audits – External – carried out by Wylie & Bisset LLP – March 2022

The assignment plan included:

H&S:

Management and Personnel

- Management structure chart for the College as a whole.
- Structure chart for the Health & Safety Department.
- Qualifications and experience of the Health & Safety Team.
- Contact details for all members of the Health & Safety Team.
- Details of any other College Staff who are involved in the Health & Safety process.
- **Policies and Procedures**
- An electronic copy of the College's Health & Safety Policies.
- Any other policies and procedures that the College uses to manage Health & Safety.
- Details of regular review and approval processes for policies.
- Details of any periodic spot checks which take place to ensure that staff are complying with the Health & Safety policies and procedures.
- **Systems**
- Details of all systems used to manage Health & Safety.
- **Management Reporting and Committees**
- Detail of any Committees and Governance Committees that are in place to manage Health & Safety.

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- Copies of Management Reporting in 2021-22.
- **Risk Assessment Register**
- An up-to-date copy of the Risk Assessment Register for the College.
- Procedures used for carrying out risk assessments at the College.
- **KPIs and SLAs**
- Details of any KPIs and SLAs that the Health & Safety Department work towards.
- **Health and Safety Legislation**
- An analysis of how the College ensures compliance with all Health & Safety legislation.
- **Training**
- Details of the training that is given to all College Staff on Health & Safety.
- Copies of any recent training material, presentations etc.
- Analysis of the communication of Health & Safety Regulations throughout the College.
- **Contractors and Visitors**
- Details of processes in place to ensure that there are appropriate Health & Safety checks for contractors and visitors.

Statutory Inspections

- Processes in place for the undertaking of statutory inspections and related documentation.

Accident Reporting Systems

- Details of accident reporting systems.
- Summary reports for the last year of accidents.
- How the College ensures that the accident incident reporting process is appropriately managed and documented.
- Details of any RIDDOR incidents.

COSHH

- Details of control for any hazardous substances and materials.
- **First Aid**
- Details of First Aid systems and teams in place.
- **Driving at Work**
- Details of driving at work requirements and declarations made.
- **Covid-19**
- Details of the College's response to the pandemic.

- Risk Management:
- Electronic copies of College policies and procedures relating to risk management.
- Any flow charts demonstrating the risk management process.
- Copies of minutes from management and governance meetings where risk management is considered.
- Details of Risk Managers within the College.
- The College Risk Register.
- The College Strategic Plan.
- Any risk framework documents.
- Details of any risk management training for management, staff and governors.

Findings for the audit:

- Strong assurance
- 14 good practice points
- No recommendations

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Statutory Inspections

There have been no changes to current legislation that affect The College.

All statutory inspections in line with current legislation have been scheduled and completed 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.

Asbestos reports

Management surveys completed for Galashiels Campus & Tweedbank November 2021; no issues were identified and no recommendations made.

COSHH

COSHH for all departments is currently under review and is 60% complete. It is planned that all COSHH will be reviewed and updated by 1st January 2023.

Display Screen Equipment for Agile 2.0 modules- Work-Place Wellbeing

All new staff members will receive 2 training requests emails – Workrite and Feelrite. These are interactive online training modules that offer practical help, advice and also incorporate hybrid working.

The modules are: Working from Home, Working from the Office and Working on the move.
The assessments for each chosen category will lead to questions, these may offer instant advice or direct the question to the HR or Health and Safety departments to advise accordingly.
Total cost per annum £3409.87 which has been included in the Health & Safety Misc. expenditure below.

Issues raised to the H&S Department

Chair	ISLT	Chair + ISLT	No Risk Assessment for a reported disability. Or advice	Excess screen time concerns	Chair + no Risk Assessment for a reported disability
8	6		2	0	0

8 Chairs, 4 Gel wrist supports, 1 back supports, 3 Ortho/vertical Mouse (Arthritis Suffers) and 1 standing desk following DSE assessments being completed.

Expenditure for equipment following DSE Assessment completed £2198.27.
This cost is included in H&S figures below

Staff Occupational Health Surveillance

Face to face health surveillance has been carried out and has now been completed by several departments. This will be ongoing until all relevant staff have completed their surveillance, to enable the College to capture potential work-related health concerns.

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Health surveillance is important for:

- Detecting ill-health effects at an early stage, so we can introduce better controls to prevent them getting worse
- Providing data to help the College evaluate any/all health risks
- Enabling the College to raise concerns about how work affects their health
- Highlighting any lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment
- Providing an opportunity to reinforce training and education of staff (e.g. on the impact of health effects and the use of protective equipment)

The College risk assessment will be used to identify any need for health surveillance, and health surveillance will never be used as a substitute for undertaking a risk assessment or using effective controls.

Health surveillance can sometimes be used to help identify where more needs to be done to control risks and where early signs of work-related ill health are detected we will take action to prevent further harm and protect employees.

Noise and Vibration Survey's for Workshops

These have resulted in us having mandatory hearing protection zones to ensure that we comply with the *Control of Noise at Work Regulations 2005*. Over the years we have moved machinery around and changed the use of some workshops and we feel that the time has come to get a more detailed assessment carried out.

Edinburgh based company Ethos Environmental will attend site to carry out monitoring through assessment and suggest suitable solutions at a cost of approximately £2500 + VAT. This will include Galashiels, Hawick and Newtown Campuses; the surveys will be scheduled for review once student numbers dictate.

A new noise and vibration assessment will be completed 2022/2023.

Expenditure

The Health & safety budget was increased to incorporate Covid spend based on the previous academic year.

The Covid costs were much lower than expected for 21/22 therefore we were under budget for this year.

Date	PPE	WORKWEAR	H&S LEGISLATION	H&S MISC	FIRST AID	COVID-19	TRAINING
Aug-21	348.63	458.66	1548	846.75	136	2722.34	1150.00
Sep-21	624.29	247.25	919.88	97.67		1678.05	990.00
Oct-21	416.48	368.53	393.95	129.48	201.64	191.94	0.00
Nov-21	448.92	580.27	1213.71	163.13	104.60	119.50	450.00
Dec-21	0.00	0.00	0.00	0.00	124.16	0.00	0.00
Jan-22	159.56	170.60	3358.88	406.00	0.00	276.59	0.00
Feb-22	481.26	543.12	1031.05	399.20	59.98	149.50	0.00
Mar-22	263.78	351.60	432.70	249.36	0.00	149.50	572.00
April 22	0.00	72.28	0.00	387.57	447.68	0.00	0.00
May-22	192.61	0.00	1108.00	97.95	0.00	0.00	1450.00
Jun-22	116.61	0.00	0.00	0.00	654.42	0.00	436.00
Jul-22	409.94	187.94	85.12	71.11	0.00	0.00	0.00
Totals	3462.08	2980.25	10091.29	2848.22	1728.48	5287.42	5048.00
Total H&S expenditure 21/22 = £31,445.71							

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Health & Safety Documentation

To enable all staff to locate relevant H&S documents, and guarantee that the current revision is being used, a tile has been added to the Staff Portal.

As documents are reviewed and updated they will be uploaded to the tile for easy access for all staff.

It will take time to review all H&S forms, policies, risk assessments and COSHH, but it is anticipated that this task will be completed by December 2022.

Staff comment section

An email was sent to several members of staff across all departments. The question asked was:–

"What does Health and safety mean to you?"

The following responses were received:

"Health and safety means creating a safe working and learning environment for staff and students. Reduce risks by following all guidelines and always lead by example"
"To me Health and Safety means a safe working and learning environment for myself, colleagues and students, where measures have been implemented to reduce the risks of any harm or health concerns. Everyone is aware of their own and others responsibilities while at work or studying"
"Health & Safety is all about eliminating risks / controlling hazards and keeping us safe in the workplace"
"What Health and Safety means to me – keep all staff and students safe at all time – ensuring that everyone has the appropriate training and access to information as required? This would make a safe working environment leading to efficient working and improving morale amongst colleagues"
"To me, Health & Safety means the physical and mental good health and well-being of staff, students and anyone else who attends any College premises. It means ensuring everyone is working safely and providing training and information to enable everyone to be responsible for their own personal health and safety, and also that of others, including reporting any health and safety concerns, and knowing where to appropriately signpost people when necessary".
"Health & Safety is an area relevant to protecting our students within the college and especially whilst engaging in industry experience, known as Work Experience/Placement.

K. Fitzgerald
9th November 2022

It is imperative to ensure that our students are protected while completing work experience within an external working environment, often carried out in many high-risk areas”
“Health and Safety means to me the safety of all persons on campus and also those working from home on behalf of the college. This might be physically or mentally, but everyone can be affected by the decisions made by the college”
”Health and safety means tomorrow is the reward for working safely today”
“I view it as a responsibility that I have to everyone and myself”
“Safe work environment for everybody to work both students and staff. Correct PPE and equipment to carry out tasks safely”.
“Being confident that you are working in a safe environment and the organisation has made a commitment to that”
“Health and Safety means assuring control measures are in place so that Borders College students are provided with a safe environment to thrive and acquire new knowledge and skills without concern for any unexpected accidents”

K. Fitzgerald
9th November 2022