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REGIONAL BOARD REPORT

BORDERS COLLEGE
REGIONAL BOARD

Subject: Health & Safety Annual Report 2021	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Hazel Robertson VP Finance & Corporate Services	**Date:** 23 November 2021

Purpose: To provide the Regional Board with an overview of all Health & Safety during the last academic year together with planned activity for the forthcoming year.

Linked to Strategic Ambition: Take a leading role in enabling an inclusive, resilient and sustainable Scotland

Performance Measures: Recogise nationally as a progressive organisation

Linked to Strategic Risk Register: 4 - Staffing

New Risk Commentary: N/A

Executive Summary:

This is the 2021 Annual Health and Safety report which presents a full picture of Health and Safety activity in the reporting year 2020/21 and indications of activity planned / undertaken for the 2021/22 academic year.

Members will see from the report, the significant increase in proactive activity including assessments, training and screening activity.

Covid related activity continues to be a key feature for the H&S Manager and other facilities team members. The team are undertaking internal investigations to support NHS track and trace and thus proactively managing expectations about attending the campus following being in close contact with an individual who tests positive.

H&S is a valued resource within the College, especially during the pandemic, for the team's calm and resourceful nature.

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

Previous Committee Approvals:
Health & Safety Committee – 24 November 2021

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

SCOTTISH BORDERS COLLEGE

ANNUAL HEALTH AND SAFETY REPORT

2020-2021

K. Fitzgerald
8th October 2021

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 year due to Covid-19.

Covid is now, unfortunately part of our everyday lives both on and off campus. When Covid first arrived the College dealt with early positive cases in a heavy handed manner, but we have now developed our practices and learnt from the scientific information available. We have learnt to deal with the day to day issues and implications with a calm and risk based approach.

Our protocols are continually reviewed to ensure complete compliance with Government and Sector Guidance. Our Facilities Manager is part of sector wide discussions on national policies and guidance.

All changes to our internal protocols are detailed together with NHS information links and any relevant additional information, that staff and students will find helpful and reassuring. These are communicated using a weekly message from our dedicated Covid email, along with multiple communication channels to reiterate and share information.

Although some aspects of our protocols have been reduced/relaxed i.e. social distancing reduced and one way systems removed, we still have a very strong message and stringent protocols in place on campus, to ensure the safety of everyone.

Co2 Monitoring

In line with HSE guidelines we have introduced Co2 monitoring as an additional tool to ensure a safe working environment. Co2levels from 0-1000PPM is considered as good quality air. As the PPM increases the quality of the air diminishes and in the context of Covid is just an indicator that more air flow is required.

The Co2 monitors will alarm at 1000ppm. All this means is that occupants should be looking to increase ventilation, it does not mean the area should be vacated, far from it. For Co2 level to be unhealthy levels we are looking at levels of over 5000ppm over an 8hr period or 8000ppm over a 15 minute period under the HSE workplace guidance.

The best action anyone can take is to make sure there is good ventilation at the start of any lesson or gathering, do not wait till the co2 level rises before opening door/windows

Electrostatic misting

This has been ongoing through the pandemic, to all areas of each campus including mini busses, to offer an additional layer of defence against Covid.

LFT Testing

LFT testing kits are available for staff and students, for Borders College and Heriot Watt. Reception staff are capturing all the relevant data which will be securely stored for a 12 month period.
Guidance for staff and students is detailed below:

- LFT testing is voluntary but highly recommended and encouraged by the College. These are for all staff and students.
- LFT's are recommend twice weekly. Each kit contains 7 testing packs which should last about 3 weeks
- A consent form must be completed by all prior to your first collection, under 16s requiring parental/ guardian consent.
- Testing must be completed at home, NOT on campus
- Individuals are required to register their test results online. Details of how to register are contained in the above documentation issued with the kits
- A positive result must be followed by a PCR test.
- Do not attend college following a positive LFT, but inform your line manager/lecturer of a positive result.
- Please do not attend College specifically to collect a test kit, collect on a day you are due on campus.

NHS Mobile Vaccination Unit

A mobile Vaccination Bus was at The Galashiels Campus for 2 days during September 2021. This was for staff/ students of Borders College and Heriot Watt and also for the general public. A further visit is planned for early December 2021.

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ACCIDENTS INCIDENTS AND NEAR MISS STATISTICS

There have been 9x accidents in this reporting period. 3 of which were RIDDOR Reportable.

RIDDOR Reportable

2x separate accidents in the Construction Department at Galashiels Campus, of cuts caused by Stanley Knives. Students taken to Borders General Hospital for treatment, both discharged the same day following treatment

1 x Accident was a head injury sustained at Newtown St Boswells campus. An Animal Care student stepping to the aviary and banged their head. Discharged after treatment at Borders General Hospital

ACCIDENTS BY Site, Category, Injury and department - From August 20 - July 21. Total = 9

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Contractor accident on site

1 x external contractor accident was reported - 20th July 2021 at Newtown campus. A Security Engineer was working on the new building at Newtown, apparently had a lapse of concentration and his foot slipped from the ladder. He fell approximately 2.5' to the ground. No injury was incurred.

Incidents

Newtown St Boswells – Rural Skills. There has been 4 incidents where the same student had fainted whilst carrying out practical work on external sites. The student has some health concerns and their father was allowed to attend site with her to offer re-assurance. He sat in his car and this seemed to offer the re-assurance the student required. However, when the student began to re-attend site on their own, the fainting returned. After advice from their GP it was determined that this student's course would be deferred until a diagnosis by their GP/consultant was confirmed.

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Near Miss reporting

To change culture and encourage staff, students and visitors to report a near miss, we have implemented a new procedure, to report all unsafe situations.

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 filled and are a paper exercise with no outcome

3 x were reported during this reporting period – improvements implemented and all closed.
Near Misses should not be ignored or treated lightly, as they can provide valuable insight into how well we are managing health and safety in the College.

Trends

Over the previous six year period we have had an average of 23.28 work related accidents per year.

The average number of RIDDOR reportable incidents over the same period was 3.4.

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
2019 - 20	8	1	7	0	1	0	0
2020 - 21	9	0	9	0	3	0	3

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BORDERS COLLEGE

Policies & Procedures review

Title	Author	Document date	Review date	Completed
Firearms Procedure	**Health & Safety Manager**	**Jun-16**	**Jun-19**	**Reviewed Sept 21. Awaiting H&S Committee approval**
Flood Alert Procedure	Health & Safety Manager	Aug-19	Aug-22	
Contractor Policy & Procedure	Health & Safety Manager	Nov-17	Sept 21	**Reviewed Sept 21. Awaiting H&S Committee approval**
Display Screen Equipment Policy and Procedure	Health & Safety Manager	May-18	May-21	**Reviewed Sept 21. Awaiting H&S Committee approval**
Driving at Work Policy and Procedure	Health & Safety Manager	Aug-19	Aug-22	
Health & Safety Policy	Health & Safety Manager	Aug-19	Aug-22	
Health and Safety Procedures	Health & Safety Manager	Aug-19	Aug-22	
Lone Working Policy and Procedure	Health & Safety Manager	Aug-19	Aug-22	
Manual Handling Policy	Health & Safety Manager	Aug-19	Aug-22	
Personal Protective Equipment Procedure	Health & Safety Manager	Aug-19	Aug-22	
Procedure for Transporting an Injured or Sick Person	Health & Safety Manager	Feb-19	Feb-22	
Smoke Free Policy	Health & Safety Manager	Aug-19	Aug-22	
Violence & Aggression at Work Procedure	Health & Safety Manager	Nov-17	Nov-20	Under review Oct 21

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BORDERS COLLEGE

Training

2020-2021 – Completed

Facilities	Multi	PASMA refresher	Yes	**5:0 Male/Female ratio**
Facilities	Multi	PASMA refresher	Yes	
Facilities	Multi	PASMA refresher	Yes	
Facilities	Multi	PASMA refresher	Yes	
Joinery	Galashiels	PASMA refresher	Yes	
Rural	Newtown	First Aid at work to include Foresty & ATV	Yes	**4:0 Male/Female ratio**
Rural	Newtown	First Aid at work to include Foresty & ATV	Yes	
Rural	Newtown	First Aid at work to include Foresty & ATV	Yes	
Rural	Newtown	First Aid at work to include Foresty & ATV	Yes	
Construction	Tweedbank	Fork Truck Training - Counyerbalance	Yes	1:0 Male/Female ratio
Rural	Newtown	First Aid at Work Initial	Yes	3:0 Male to Female ratio
Rural	Newtown	First Aid at Work Initial	Yes	
Facilities	Multi	First Aid refresher	Yes	
BDU	Hawick	First Aid at Work Initial	Yes	1:2 Male to female ratio
Construction	Tweedbank	First Aid at Work Initial	Yes	
Janitorial	Multi	First Aid at Work Initial	Yes	
Sport	Multi	First Aid refresher	Yes	1:1 Male to Female ratio
Facilities	Multi	First Aid refresher	Yes	
Facilites	Multi	Working at Height & Ladder Safety	Completed	9:0 Male to Female ratio
Facilites	Multi	Working at Height & Ladder Safety	Completed	
Facilites	Multi	Working at Height & Ladder Safety	Completed	
Facilites	Multi	Working at Height & Ladder Safety	Completed	
Facilites	Multi	Working at Height & Ladder Safety	Completed	
Facilites	Multi	Working at Height & Ladder Safety	Completed	
Janitorial	Newtown	Working at Height & Ladder Safety	Completed	
Rural	Newtown	Working at Height & Ladder Safety	Completed	
Construction	Tweedbank	Working at Height & Ladder Safety	Completed	

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Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	10:3 Male to female ratio
Construction	Tweedbank	Fire Warden Incl Fire Extinguishers	Completed	
Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	
Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	
Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	
Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	
Rural	Newtown	Fire Warden Incl Fire Extinguishers	Completed	
Rural	Newtown	Fire Warden Incl Fire Extinguishers	Completed	
Rural	Newtown	Fire Warden Incl Fire Extinguishers	Completed	
Rural	Newtown	Fire Warden Incl Fire Extinguishers	Completed	
Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	
Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	
Facilities	Multi	Fire Warden Incl Fire Extinguishers	Completed	
Rural	Newtown	Midas Mini Bus Training	Completed	1:2 Male to Female ratio
Rural	Newtown	Midas Mini Bus Training	Completed	
Rural	Newtown	Midas Mini Bus Training	Completed	
Rural	Newtown	IOSH Managing Safely - 1 day	Completed	1:0 Male to Femaleratio

2021-2022 – Planned

Course	Numbers	Cost	Cost	Date
		External training provider	Internal training	
Fork Truck Counter Balance - re-certification	3	450.00		Nov-21
MiDas refreshers	5	400.00		Nov-21
MiDas refreshers	5	400.00		Dec-21
First Aid at Work refreshers	2		50.00 + Trainer travel expenses (DEBI)	Feb-22
First Aid at Work refreshers	4		100.00 + Trainer travel expemses (DEBI)	Jun-22
Manual Handling	15	700.00	H&S In-house	Jan - June
IOSH - Managing Safety	40			Jan - June
PA1 & PA6 Weed killing application	1	572.00		Jan/Feb

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Audits/Inspections/Reviews

Departmental assessments

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 guidance, together with significant change in procedures or current control measures eg increase in accidents or near misses.

38 departmental risk assessments were reviewed and updated 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.

Tweedbank, Hawick and Tweedbank campus Fire Risk Assessment reviews are scheduled to be complete by December.

Statutory Inspections

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, fire detection systems, welding equipment, pressure vessels and legionella testing.

Asbestos reports

Management surveys have been booked for Galashiels campus & Tweedbank (November 2021). Galashiels campus will be a re-survey following a survey in 2013. Tweedbank will be a full management survey as not previously carried out.

Noise and vibration survey's for workshops

These have resulted in us having mandatory hearing protection zones in order 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 the time has come to get a more detailed assessment carried out. It has also been identified through departmental H&S Audits that in the Hawick workshop, which is being used more now than it was previously, that there are issues with sound reverberation when no equipment is being used. This is in the main due to the construction material of the building.

The cost to attend site and carry out the monitoring thorough assessment and suggest suitable solutions. This will be carried out by Ethos Environmental, from Edinburgh at a cost of approximately £2,500 + VAT. To include Galashiels, Hawick and Newtown Campuses. The surveys will be scheduled for review once student numbers dictate

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Work Place Well-being

Display Screen Equipment for Agile 2.0 modules

All new staff members 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 Human Resources or Health and Safety Departments to advise accordingly.

Total cost of this service is £3,410 per annum 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
35	5	9	3	0	0

2 x foot rests, 3 x back supports and 3x replacement chairs purchased following DSE assessments being completed.

Expenditure to date for equipment following DSE Assessment module £360. This cost on included in H&S figures below.

Staff Occupational Health Surveillance

Face to face health surveillance has not been carried out since the pandemic began, but sessions have now been re-instated and planned to begin in November 2021.

Health surveillance enables the College to capture potential work related health concerns.

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 to evaluate any/all health risks
- enabling the College to raise concerns about how work affects staff 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.

Expenditure

Expenditure 01/08/2020 - 31/07/2020						
PPE	**Work-wear**	**H&S Legislation**	**H&S Misc.**	**First Aid**	**Covid-19**	**Training**
3217.72	3414.14	4505.15	5278.80	1263.10	37313.01	3100.00
Total expenditure £58,091.92						

Staff comments

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 in College is extremely important as it is designed to prevent accident or injury thus creating a safe environment for all users"

From a member of the Facilities Team

To me H&S is a … "Crucial function that often operates in the background to support, guide and control activities across the whole college and student experience"

From the Sports Department

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