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REGIONAL BOARD

14 December 2023

BORDERS COLLEGE REGIONAL BOARD

Health & Safety Management Annual Report

1.0 PURPOSE OF PAPER

For discussion

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

2.0 EXECUTIVE SUMMARY

2.1 The full Annual Health and Safety Management report is contained in Appendix 1.

2.2 There have been 4 RIDDOR (5 2021/22) reportable accidents during the period.

2.3 The report provides assurance to the Board that Health and Safety is actively managed.

3.0 RECOMMENDATION

3.1 It is recommended that the Regional Board note the contents of the Annual Health & Safety Report.

4.0 BACKGROUND

4.1 The College is required to adhere to numerous Health and Safety legislation which generally fall within the Health and Safety at Work Act (1974). The purpose of the legislation is to ensure staff, students and any visitors to the campus are safe.

4.2 RIDDOR -Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 require the College to report certain accidents/incidents. The Health and Safety Manager is fully trained to identify, and report required incidents.

4.3 The College has a Health and Safety Committee which meets four times a year. The aim of the Health and Safety Committee is to promote co-operation between Board, management, trades unions and employees, ensuring a safe environment for staff, students, visitors and contractors.

5.0 ANNUAL REPORT

5.1 This report provides a summary of accidents and incidents between August 2022 and July 2023, 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. The Annual Report is contained in Appendix 1.

5.2 The Annual report contains the following information:

- Details the 4 RIDDOR reportable accidents
- Outlines other non-reportable accidents/incidents
- Summaries accidents/incidents by site and by category
- Provides details on CO2 Monitoring
- Details training provided including 2023/24 training plan
- Details expenditure on Health and Safety
- Provides updates to changes in legislation

5.3 There has been an increase in reported accidents from 2021-2022 to 2022-2023. However, there is a reduction in RIDDOR reportable accidents and no RIDDOR's to report during the last 2 full quarters of the academic year. December 2022 was the last RIDDOR reportable accident.

6.0 IMPLICATIONS AND CONSIDERATIONS

6.1 Financial Implications

There are no direct financial implications from the contents of this report.

6.2 Learner Implications

There are no direct learner implications from the contents of this report.

6.3 Staff Implications

There are no direct staff implications from the contents of this report.

6.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct equality implications from the contents of this report.

6.5 Sustainability/Environmental Implications

There are no direct sustainability implications from the contents of this report.

7.0 RISK COMMENTARY

7.1 The safety of all staff, students and visitors is

a key risk to the College and is identified on the Strategic risk register. The work undertaken by the Health and Safety Manager and Health and Safety Committee are key mitigation actions which reduce the risk and ensure the College meets it's legal requirements. The attached Annual Report provides assurance to the Board that the mitigations are in place and actively working.

8.0 CONCLUSION

8.1 The attached Health and Safety Management report provides assurance to the Board that Health and Safety considerations are being managed and the College is meeting it's legislative requirements.

Katrina Fitzgerald, Health & Safety Manager

Previous Board/Committee Approvals: Regional Board – 01 Dec 2022

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APPENDIX 1

BORDERS COLLEGE

ANNUAL HEALTH AND SAFETY REPORT

2022-2023

K. Fitzgerald
18th October 2023

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.

Accidents Incidents and Near Miss Statistics

There have been 50 accidents in this reporting period, 4 x of which were RIDDOR Reportable.

4 x RIDDOR Reportable Accidents

- **Staff Member** – Dislocated shoulder whilst moving the mobile training unit. Taken to A&E treated and discharged the same day. Risk Assessment created and implemented.
- **Student –** Punctured herself with a needle whilst vaccinating sheep. Taken to A&E for treatment and discharged the same day. Supervision increased until students are more confident with this procedure.
- **Student –** Cleaning chemical sprayed into their eye by another student. (Horseplay) - Taken to A&E treated and discharged the same day. Lecturer/H&S Manager explained to students the dangers of this type of horseplay.
- **Student** – Quad Bike Crash - Newtown St Boswell's campus. Small cut to face and bruises. Student crashed ATV into static trailer. Taken to A&E with small cuts and bruises discharged the same day. A full investigation was completed, and recommendations made: students to sign to say that have been given instructions and fully understand how to wear their PPE. This is especially important for the correct fitting and wearing of safety helmets. The trailer is currently painted in bright colours and clearly visible but it is recommend that a barrier of tyres is placed in front of the trailer, to act as a crash-barrier and also an additional visual aid. It is recommended that these tyres are painted in bright/fluorescent colours. (Completed) The trailer ramps, when not in use are to be stored behind the trailer next to the fence, so they do not encroach on the track/circuit at all, and cause a hazard and distraction. (Completed)

Outline of Accidents involving vehicles/equipment

There have been 3 accidents involving vehicles/equipment, where no persons were involved.

- A trailer was left without handbrake fully engaged and rolled into a parked vehicle doing minimal damage to the vehicle - NSB.
- A van was parked outside the Motor Vehicle workshop by a College lecturer. (This was not a College vehicle). The van rolled backwards, across the roadway hitting a wall. There was damage to the back of the van but no damage to the wall and it was extremely fortunate that there were no other cars driving past or pedestrians walking along. The conclusion was that the driver had not fully engaged the handbrake - SBC
- Equipment fell from a trailer whilst being transported. The equipment fell from the trailer hitting an oncoming car. No persons were injured. **Recommendations:** Always ensure that loads are checked by 2 persons. Always double the amount of ratchet straps needed. Stop at intervals along the journey to ensure that the load has not moved.

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1 x Contractor Accident on site – December 2022 at Scottish Borders Campus:

A contractor was brazing a compressor fitting with an Oxy Acetylene torch and burnt their middle and index finger.

- Findings: The external engineer was in an uncomfortable and small area, and was not wearing any PPE. Recommendations: The contractor to complete an internal investigation – this was completed.
- Contractor could have requested that the fridge unit be moved outside, which would have ensured that the engineer had enough space to work and the hot works could have been carried out outside. The Engineer should have been wearing relevant PPE. On-site College Health & Safety procedures must be followed, which is issued to all external contractors prior to any site visits.

ACCIDENTS: By Site, Category, Injury and Department - From August 222- July 23. Total = 50

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Incidents:

In the world of workplace, an incident is any unexpected event that does not result in serious losses or injury; whereas an accident" is an unexpected event that causes damage, injury, or harm. An incident is not the consequence of a College task or process.

There have been 11 incidents reported during this period.

- NSB – Student opened car door onto her eye. (First Aid administered)
- NSB– Student discussed her self harming (First Aid administered) – Student wellbeing services communicating with student.
- SBC – Student took an overdose to attempt suicide - Taken to A&E. Staff member stayed with her until her Mum arrived.
- NSB – Student approached lecturer for a bandage as had been self harming - Student wellbeing services communicating with student.

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- NSB – Schools group digging holes for new fence posts – pierced an underground pipe which was a water drain for the wash bay. There was an armoured electric cable next to this. CAT Scanning the area recommended in future to ensure all underground services are located prior to digging.
- SBC – Student with stomach cramps. First Aid attended, transpired to be an existing health condition that the College was unaware of. Medical Protocol form was completed to ensure that First Aid staff are aware and know how to treat this student in an emergency situation. The student was reluctant to complete this as he did not want others to be aware of his condition. Student was advised this would only be shared with his tutor and First Aid staff and this was in his best interest.
- SBC – Student with arm and chest pains. First Aid attended and spoke to students GP for advice.
- SBC – Student with stomach cramps. First aider attended and taken to BGH. Has been waiting for GP referral.
- NSB – Student punched a static trailer in temper. Refused to be taken to hospital. Lecturer discussed and recommended that student speaks to Student Wellbeing Team.
- NSB - Student kept her waterproof clothing on whilst in the Reptile Room and felt faint. The temperature in this room is maintained at 23 degrees Celsius, but with body heat from staff and students, lighting and the individual heat mats and lamps for the reptiles the temperature is usually higher. Students are advised not to wear waterproofs in this area.
- SBC Staff member feeling sick and dizzy, sat in their car and was seen by an ex-employee walking by. Ambulance called. Email reminder sent to all staff to seek help/advice whilst on campus and not to leave if feeling unwell. This email will be re-issued as a reminder every 2 month's by H&S. (Staff member was diagnosed with a virus). A regular email is now issued to all staff to encourage staff not to leave work if feeling unwell and certainly not to drive. Also added to the College Newsletter.

Near Miss Reporting:

The numbers of Near Misses being reported is lower than anticipated, for an organisation of this size. It was hoped that staff understand the importance of reporting all near misses.
More work is required to encourage staff to report these.

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.

4x 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. All Near Misses closed.

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CAMPUS	REPORTED BY	HAZARD	DESCRIPTION	ACTIONS
Galashiels	Staff member	Potential Fall from heigh	Member of staff standing on a wooden frame to work on fire do	Line manager to speak to staff member - 2nd time . Wooden frame moved immediatley and ladder obtained
Galashiels	Staff member	Trip hazard	Concrete broken away by disabled entrance causing a trip hazard	Concrete repaired. Trip hazard removed
Galashiels	Staff member	Fire Exit door locked	Exit door at the end of the Research Wing which is also a Fire exit was locked and member of staff thought he was locked in. The other exits were inaccessible due to drainage works. Facilities team meber did arrive immediatley, unlock when called	Door check by H&S and Faciities - even if the door is locked you can open by using the turn knob. This is a liitle stiff and will be addressed, but there was access at the time . Signage added
Galashiels	Staff member	Coffe Bar - partition slipped and fell	Partitions stored against the wall at bottom of staircase in Coffee Bar. These are on castors. One rolled forward and fell, knocking all trays off the dirty cu/plate collection unit	Moved immediately to a storage area

Previous Eight Years Data (9 years including latest data):

Year	Total	Staff	Students	Public	RIDDOR	Violence & Aggression	Near Miss reports	Vehicle/Equip – no persons
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	
2022 - 23	**50**	3	43	1	4	4	4	3

There has been an increase in reported accidents from 2021-2022 to 2022-2023. However there is a reduction in RIDDOR reportable accidents and no RIDDOR's to report during the last 2 full quarters of the academic year.
December 2022 was the last RIDDOR reportable accident.

All accident numbers will be closely monitored and analysed to ascertain the reason why there has been an increase. Establish trends and evaluate likelihood/severity and risks closely to ensure there are no internal reasons for the increase.

Initial analysis shows that the increased numbers may be attributed to the following factors:

- We are encouraging all accidents to be reported and this shows in the numbers, accident reporting is encouraged.
- Are student to staff ratios are adequate, to ensure adequate supervision.
- Staff and students numbers have increased on campus during this reporting period, but are still lower than pre-Covid, at approximately 80% staff on site, leaving 20% hybrid working.

The increase in animal bites can be attributed to the fact that we have more students on site and only a small number of furry animals. These animals have to be handled continually by students, as part of their learning and understanding, but they get grumpy when continually handled and of course lash out in the only way they know.

All staff on site who needed their Tetanus booster have received their vaccination on site and students are encouraged to check the status of their Tetanus and speak to their GP to book a booster if necessary.

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Violence & Aggression incidents reported:

These were all carried out against members of staff by students

08.02.2023	NSB	Student	Verbal and threatening
02.03.2023	NSB	Student	Verbally abusive
15.03.2023	SBC	Student	Verbal and threatening
28.04.2023	SBC	Student	Physical assault

Violence and Aggressions reports have remained the same as the 2021-2022. It is important that staff feel comfortable to report all incidents and are encouraged to do so. The following demonstrate accident ratios across Borders College campuses, on a monthly basis.

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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.

2022-2023 Shows an increase of staff working on site at approximately 80%. Moving to Pro-Solutions also allows for a more accurate number of students on campus, which makes the figures look greater than last academic year.

Comparison of 2018-2019 and 2022-2023 number son campus. We are using 2018-2019 as a comparison as this is the last true figures before Covid.

Month	2021-2022 number of accidents	Staff + student numbers on campus	2022-2023 number of accidents	Staff + student numbers on campus
August	0	920	1	1312
September	2	4239	5	3765
October	5	3728	7	4486
November	4	4241	10	5083
December	2	1972	4	1669
January	3	3735	2	3940
February	2	3786	3	4028
March	4	5238	8	5582
April	1	3720	1	3866
May	2	4234	6	4294
June	1	4240	3	4671
July	1	759	0	1471

Covid-19

The world had to get back to as near to normal as possible. However The College will continue to play our part to protect ourselves and others, as the infections are now rising again. We continue to recommend the following behaviours:

- Staying at home if you are unwell with cold/flu like symptoms.
- Opening windows when working/studying indoors, to allow fresh air to purge the room/area
- Washing your hands on a regular basis throughout the day to protect yourself

Care for yourself and others to hopefully keep Covid away.

C02 Monitoring

Health Monitors which include CO2 monitoring have been installed in all classrooms/ offices/meeting rooms across all campuses.

These are located on the walls for anyone entering the area to view. This will allow on the spot decision to be made and if the CO2 levels are rising immediate action can be taken i.e. opening windows.

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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.

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.

<u>Important Points to Remember Regarding C02 Levels:</u>

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%

Policies & Procedures review

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Smoke Free Policy	Apr-22	Apr-25	Reviewed and updated
Health & Safety Policy	Jan-23	Jan-24	Reviewed and updated
Manual Handling	Oct-21	Oct-24	Reviewed and updated
Contractor Policy and Procedure	Oct-21	Oct-24	Reviewed and updated
Lone Working Policy & Procedure	Apr-22	Apr-25	Reviewed and updated
Driving at Work Policy & Procedure	Mar-22	Apr-25	Reviewed and updated
DSE Policy and Procedure	Oct-21	Oct-24	Reviewed and updated
PPE	Apr-22	Apr-25	Reviewed and updated
Firearms	Sep-21	Sep-24	Reviewed and updated
Flood Alert	Feb-23	Feb-26	Reviewed and updated
Procedure for Transporting an Injured or Sick Person	Jul-23	Jul-25	Reviewed and updated
Violence & Aggression at work	Jan-23	May-25	Reviewed and updated
Fire Evacuation Plan - all sites	Jun-23	Jun-24	Reviewed and updated
Health and Safety Procedure Handbook	Jan-23	Jan-26	Reviewed and updated

Training 2022- 2023– Completed

Department	Site	Number of staff	Course
Facilities	Multi	9	Manual Handling – in House – booked Oct 2023
Facilities	Multi	2	First Aid at Work Initial - complete
Facilities	Multi	1	First Aid at Work – recent - complete
Rural Skills	Newtown St Boswells	1	First Aid at Work – Initial - complete
Creative Industries	Scottish Borders Campus	1	First Aid at Work – Initial
Construction / STEM	Scottish Borders Campus,	2	First Aid at Work Initial - complete
Facilities	Multi	3	Height and Harness Awareness
Rural Skills	Newtown St Boswells	10	IOSH Working Safely – In house - complete
Facilities	Multi	4	MEWP (Mobile Elevating Work Platforms) – Scissor Lift training - complete
Rural Skills	Newtown St Boswells	3	MiDAS – Initial - complete
Supported Programmes	Scottish Border Campus	3	MiDAS Refreshers - complete
Sport		2	
Marketing		1	
Creative Industries		2	
Core Skills		1	
Rural Skills	Newtown St Boswells	1	
STEM/Construction	Hawick	1	

All training planned for 2022/2023 has been completed.

2023-2024 – Planned Training

Course	Numbers	Cost	Cost	Date
		External training provider	Internal training	
MiDAS refreshers	16	TBC		Due Oct 23 and Jan 24
First Aid refresher	2	TBC		Booked November2023
First Aid Refresher	6	TBC		Due June 2024
Manual Handling	15		H&S In-house. £0.00	Booked October 2023
IOSH - Working Safety	40-100		H&S In-house. £0.00	TBC
Fire Warden training	10		H&S In-house. £0.00	TBC
COSHH	01-Oct		H&S In-house. £0.00	TBC
Ladder Safety - refresher	Oct-20		H&S In-house. £0.00	TBC

Audits/Inspections/Reviews-internal

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Departmental risk assessments, audits and Fire Risk Assessments are reviewed every two years, or as and when changes to; process/procedures, department, legislation, Government or College Sector guidance

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, 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. Asbestos managed every quarter and photographed/documented to ensure remains in good condition and undisturbed.

COSHH

COSHH for all departments was reviewed and every department was updated – 100% complete as planned. This included new assessments and Safety Data Sheets for every product stored/purchase. Annual review in place.

Display Screen Equipment training & assessments:

Due to budgetary constraints for the next year, we are looking at ways to reduce costs, but to ensure that this does not have a negative impact on the Health & Safety of our staff.

We currently use an online training platform for our DSE assessments which costs £3,900 per annum, and is purely for DSE. However we have sourced an alternative on-line provider, who can offer DSE training together with a portfolio of over 150 additional training topics, 40 of which are IOSH approved. All information for the last 3 years can be downloaded and saved, to enable us to keep all records.

The cost will be £2000 for the year, to include 10 training topics and 400 credits, which is 400 online training sessions. It will also enable The College to offer bespoke H&S training dependant on job role. All training has a short questionnaire at the end together with a pass rate and certificate.

By moving to the new provider, it will also reduce the need and costs for external training companies, as we can offer this internally via the training platform.

Each new employee's job role evaluated and relevant training offered as part of induction.

The 10 topics we have chosen are:

DSE

COSHH

Fire Warden Education

H&S Essentials

Ladder safety

Spill Kit training

Legionella Awareness

Manual Handling

Risk Assessments – The basics

Slips, trips and falls

Staff Occupational Health Surveillance

Occupational Health process has been total re-evaluated and will be carried out in accordance with job role and risk. This will ensure that every member of staff is offered relevant occupational health surveillance and advice.

Questionnaires will remain in place and face to face appointments carried out for all staff who may be at any risk from their job role.

This continues to ensure that the College capture potential work-related health concerns at the earliest stage. The most difficult aspect is ensuring that staff attend their appointments, as missed slots are costly to the College.

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 if 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 Health & Safety budget 22/23

Covid has been removed from the expenditure, as now a zero figure

DATE	PPE	WORKWEAR	H&S LEG	H&S MISC.	FIRST AID	TRAINING	DSE REQ'S	
Aug-22	61.18	1120.37	284.00	250.00	188.50	1390.00	110.00	
Sep-22	493.23	335.79	0.00	0.00	94.62	4982.36	895.17	
Oct-22	713.64	215.53	1493.28	487.03	0.00	555.85	267.00	
Nov-22	315.49	588.79	1387.55	0.00	257.64	555.85	0.00	
Dec-22	153.44	72.57	1428.73	152.64	0.00	0.00	711.14	
Jan-23	292.82	153.25	731.52	513.25	177.65	201.00	268.00	
Feb-23	62.65	306.34	1286.14	745.00	0.00	0.00	473.54	
Mar-23	424.18	29.38	0.00	0.00	0.00	700.00	238.09	
Apr-23	39.36	169.80	0.00	0.00	71.40	0.00	282.00	
May-23	296.13	323.60	391.46	109.45	0.00	0.00	341.29	
Jun-23	191.14	0.00	207.17	0.00	0.00	384.30		
Jul-23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	3043.26	**3315.42**	**7209.85**	**2257.37**	**789.81**	**8769.36**	**3586.23**	**£ 28,971.30**

Health & Safety Documentation

K. Fitzgerald
18th October 2023

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.

Safe Working Procedures

Updated for all departments regarding H&S.
These are a useful resource to be used as teaching aids to ensure safe working processes are followed and understood.
100% reviewed and updated. 500% checked and returned by lecturing staff as at September 2023. Once checked will be on Staff Health & Safety portal

Fire Assessment - completed:

Fire Drills (unannounced) – Dates booked for 2023-2024 for all campuses.

All drills completed for 2022-2023. (One per semester for Heriot Watt. Two per academic year, for every Borders College campus).

Noise and Vibration Assessments: It has been decided that monitoring will be carried out in-house. Dates to be confirmed.

This will eliminate any third party costs and allow ad-hoc testing and immediate responses as/ when required

PAT testing – Completed in July for all campuses

Disabled parking spaces – These are designed for the use of disabled drivers and not for the convenience of general use by staff/contractors/visitors. Staff are still parking in disabled bays at SBC – addressed at SLT.

Changes to legislation:

Automatic Fire Alarm Activations (AFA) and Fire Service response.
Historically, if there has been a Fire Alarm activation, the alarm monitoring company automatically contacts Scottish Fire and Rescue Service, who attend site (this is for every campus).

From 1st July 2023 Fire & Rescue will only attend if a fire is confirmed. This is to reduce the number of false callouts. The College has only had 6 across all 4 sites within the last 12months, which is a low number according to Fire and Rescue. However, when a tender is sent to a potential false activation this may leave a real emergency situation unmanned, or having to wait longer for a tender to arrive from further afield.
The false activations from the College have been; vaping, hair spray or deodorant.
During normal opening hours this will be an easy task to carry out, and staff can easily verify if there is a fire or it is a false arm. Out of hours will require a key holder to physically check the site and establish if there is a fire and confirm this with Fire & Rescue.
Meetings carried out with all relevant staff to discuss this change and all implications. Fire procedure reviewed and updated.

College Health & Safety Committee Meetings

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18th October 2023

Meetings are carried out each quarter with representation from support/curriculum and also from each campus, to discuss any H&S issues.

Joint Heriot Watt / Borders College H&S

We have continued working closely with the H&S team at Heriot Watt and hold joint H&S meetings, HW have a local team in place consisting of:

Technical services Manager – responsible for H&S for Heriot Watt at SBC

Senior Technician

Screen-Print Technical Demonstrator - School of Textiles and Design

The Technical Services Manager and myself have a monthly walk-around to check health & safety onsite and deal with any issues to ensure continuity, collaboration and fast and effective responses..

Martyn's Law –

Martyn's Law is a proposed legislation in the UK that aims to improve security at public venues and events. It is named after Martyn Hett, one of the 22 victims of the Manchester Arena bombing in 2017.

The draft bill will be subject to pre-legislative scrutiny by the Home Affairs Select Committee, ahead of formal introduction.

Updates will be issued via the Health & Safety Committee meetings.

Lothian & Scottish Borders CONTEST Group meetings – Every 3 months. K J F attends on behalf of The College.

Salient points from meetings to be added to the H&S Committee and Annual H&S Reports.

Last meeting: Wednesday 24th May 2023

Remit of the group: Remit of group National Outcome: Safer and Stronger Live our lives free from crime and disorder Strong, resilient and supportive communities Tackle significant inequalities.

K. Fitzgerald
18th October 2023

Staff comment section

These comments below are from cross-section of departments within the College

Staff were asked; what does Health and Safety mean to you?

- Adherence of policies and procedures to have a safe working environment/prevent injury, measures/Risk Assessments are in place to manage any risks. Equipment is fit for purpose

- 'health and safety is embedded in everything we do and is a founding principle of our industry'

- Health and safety means keeping each other and ourselves safe.

- To me health and safety means being aware of the risks and hazards in my workplace, and taking steps to protect both myself and other staff from harm.

- Health & Safety to me is everyone's responsibility to take reasonable steps and a common sense approach to ensure that people can work, study etc in a safe, enjoyable environment. It also means learning from any mistakes and taking action to ensure people are in a safe and healthy environment.

- Health and safety is about prevention as opposed to cure, it is designed to protect everyone!

- To me Health & Safety means procedures that are in place to help prevent accidents, injury's and incidents at work that could cause harm. It's to protect people's health & well-being.

- To me Health & Safety means ensuring that people's health and safety are not put at risk through carelessness, negligence or ignorance.

- Health & Safety is the responsibility of everyone. If you see something which poses a risk to anyone's health & safety you should fix it or report it.

- Health & Safety to me is the process of identifying and addressing issues that could impact the health of students/staff, also working to minimize the occurrence of accidents and when they do happen finding out why they happened and what can be done to prevent them happening again.

- To me health and safety means keeping myself and others as safe as possible.

K. Fitzgerald
18th October 2023

- The meaning of Health & Safety has slightly changed for me. It was always about the physical side, i.e. avoiding standing on chairs/careful about tripping over something/mindful of your working environment and work space, etc. Nowadays I also think of mental health and stress as so many people suffer from the pressures of work and time management of their work load. Therefore H & S affects many aspects of daily life.

- Health and Safety to me is about keeping people safe, which means ensuring measures are in place to help prevent accidents/injuries either in the workplace or in public places. #

- So health and safety to me means the following: Legislation, guidelines, policy and procedure, documentation. Employer and employee responsibilities. Provision of PPE and equipment. Maintenance of equipment. Provision of Training and CPD – and attending this. Compliance by employees with policy and guidelines. Compliance by employers with legislation and regulations. Prevention of injury – trips and slips, manual handling of equipment for example. Prevention of infection. Food hygiene. Risk assessment and risk management and risk reporting. Hazard spotting.

K. Fitzgerald
18th October 2023