

Committee	UHI North, West, and Hebrides F&GP COMMITTEE
Subject	<u>SAFETY UPDATE FOR UHI NWH F&GP</u>
Action requested	<input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval
Summary of the paper	The paper provides: summary of H&S incidents and near misses; Fire Safety checks update; and Safety Management and legislation updates relating to both H&S and Fire Safety.
Resource implications	Staff time to develop and roll out compliance requirements
Risk implications	Compliance risks associated with H&S
Date paper prepared	15 th August 2024
Date of Board / Committee meeting	21st August 2024
Author	Debbie Miller
Link with strategy. Please highlight how the paper links to the Strategic Plan	(Estates enabler) : Fostering a mature college-wide Safety Culture amongst all staff and students which supports good physical and mental health and social wellbeing for all
Island communities	The rural and islands college merger may have an impact on the Western Isles and islands covered by West Highland College that is different to other communities. As part of the merger process, the University will undertake an Island Communities Impact Assessment.
Status (e.g., confidential, non-confidential)	Non confidential
Freedom of information	Yes
Consultation How has consultation with partners been conducted?	

Recommendation –

Background – The F&GP committee reviews the quarterly Safety update report as a standard agenda item.

Current Situation – Safety activity is focussed on achieving compliance in emergency measures, reporting of incidents, and increasing risk assessment compliance, there has been a slowdown in activity due to merger.

NWH Health and Safety Quarterly Committee Report



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1. HEALTH & SAFETY

1.1 Management & Policy.

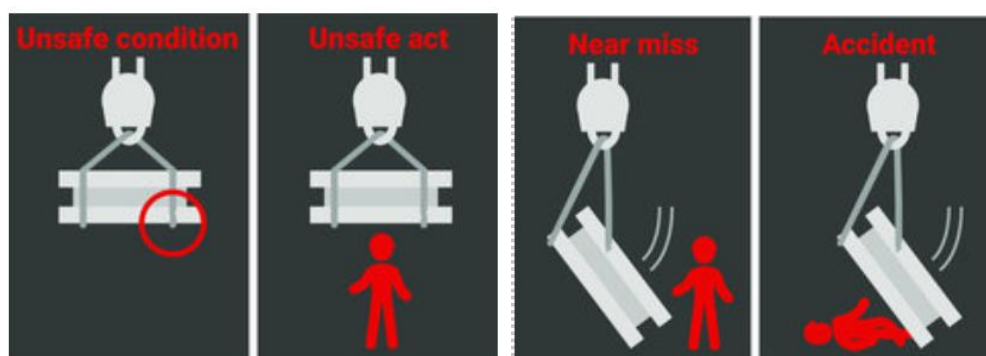
- Changes to the Fire Policy and the Health and Safety Policy will be carried out when the new structure is finalised.
- New safety staffing structure has not been finalised at this time.
- Stress Policy is held by HR and work is ongoing in this area.

1.2 Future Legislation & Guidance Changes.

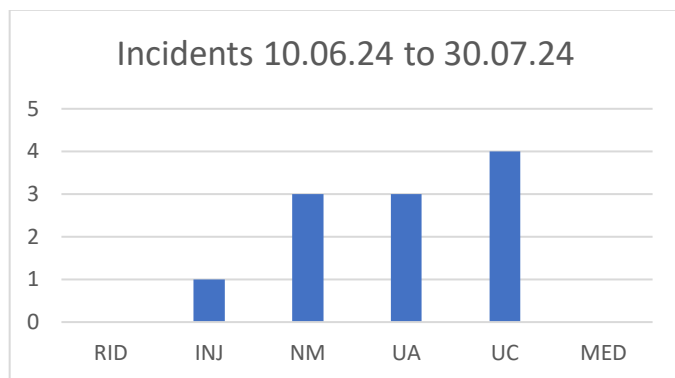
- 'Martyn's Law' (Terrorism (Protection of premises) draft bill) was initiated following the Manchester Arena terrorist attack in 2017. Once introduced this legislation is designed to keep people safe and enhance national security. The draft features a tiered approach, with publicly accessible locations with capacity for 100 to 800 people requiring completion of counter-terrorism training, evaluation of terrorism risk and some form of preparedness plan. Some limited exemptions to capacity requirements are likely for Education sector and places of worship and guidance will be forthcoming.
- Next steps. The legislation has not yet been introduced and will need revisions following the consultation process. According to the Home Office, the Bill would then be introduced 'as soon as parliamentary time allows.' However, this may well be affected by the timing of a general election. It seems that even if the Bill is introduced during this parliamentary session, it would not complete the process and receive Royal Assent before an election. It has been suggested that stakeholders should expect a long implementation process, estimated to be at least 18–24 months, to allow sufficient time for those affected to understand their obligations and to plan and prepare.

1.3 Occurrence stats.

We have expanded our reporting categories across UHINWH. The headline totals are shown below, along with a graphic that illustrates the category types. **Appendix A** contains the full breakdown of occurrences against each category.

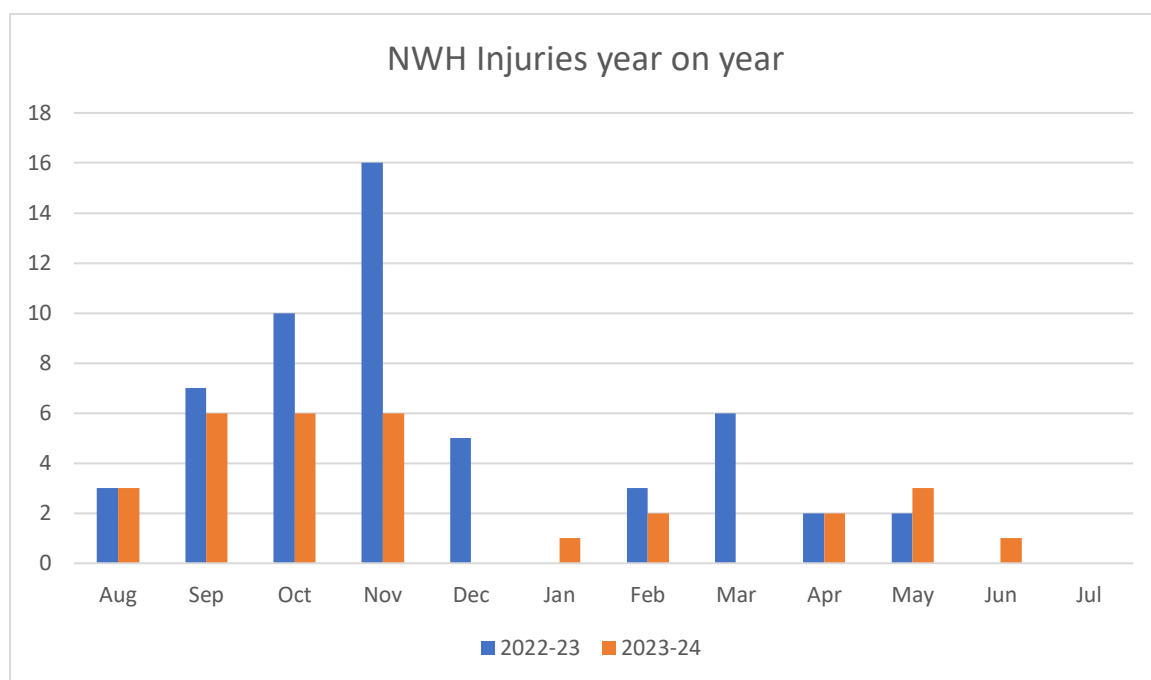


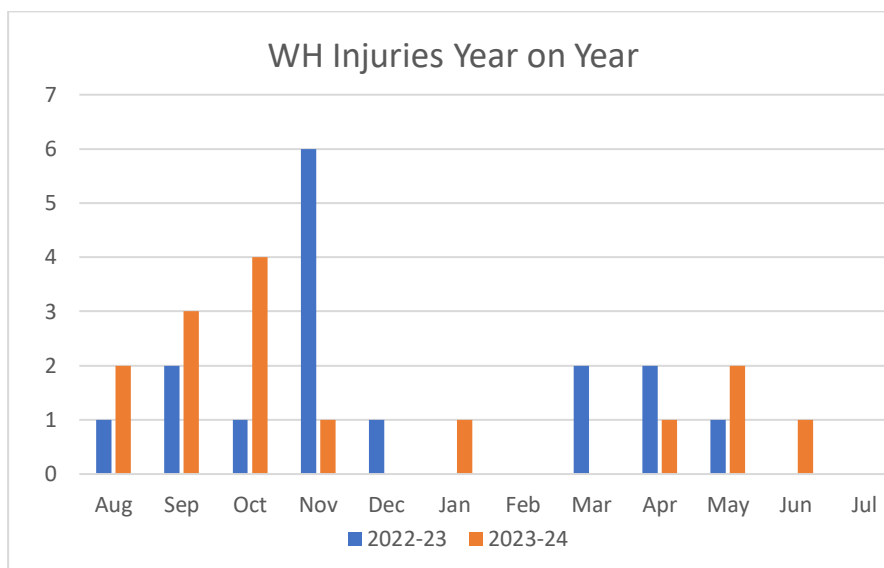
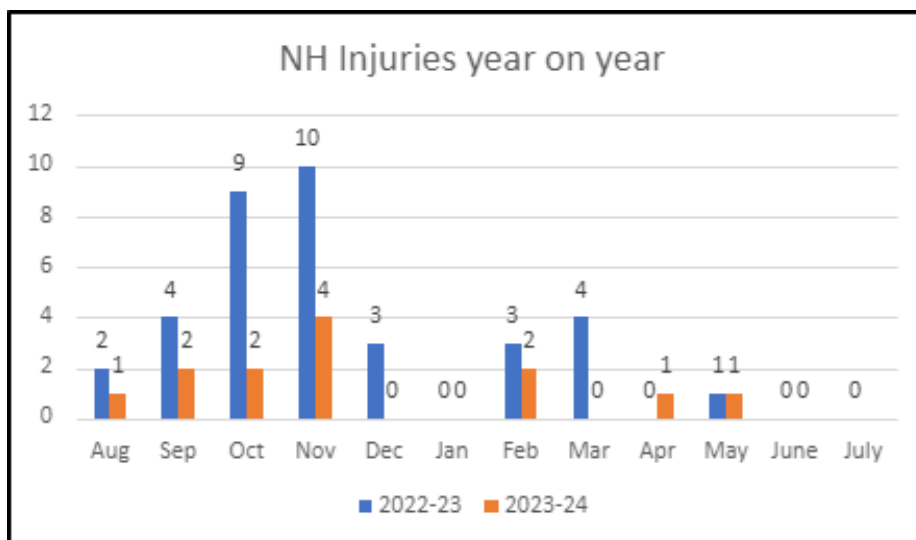
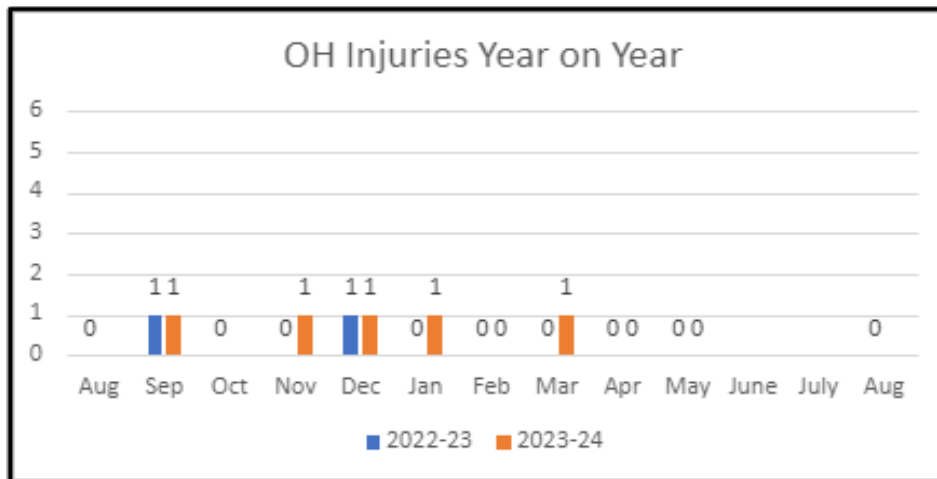
- 1 Injuries
- 3 Near Misses
- 0 Medical
- 3 Unsafe Acts
- 4 Unsafe Conditions



1.3.1 Previous/This Year Comparison

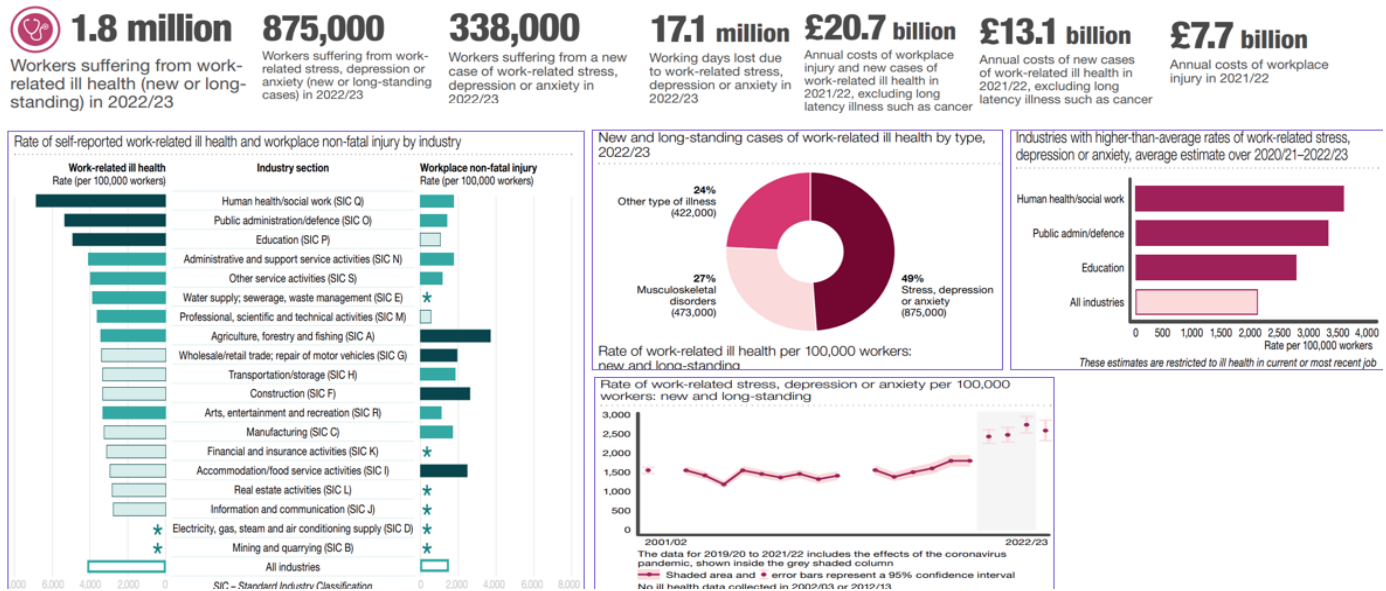
The following charts compares reported Injuries and Near Misses across current and previous calendar year and academic year. Due to staff illness we do not have the comparators for June or July 22/23 but historically this is a quieter time of year





1.4 Work Related Stress

Since the HSE publication of stress as the largest workplace illness category we have continued our increased focus on work related stress.



To prevent work-related stress and promote good mental health ELT have adopted the HSE Management Standards and the use of HSE Working Minds Campaign training and resources.

A Workplace Stress Risk Assessment was undertaken in March of this year based on the HSE stress assessment principles illustrated in the [HSE Working Minds campaign](#) - Reach Out – Recognise – Respond – Reflect – Routine and the six key areas of work design identified in the [HSE Management Standards](#) Demands-Control-Support-Relationships-Role and Change.

To prevent work-related stress and promote good mental health ELT have adopted the HSE Management Standards and the use of HSE Working Minds Campaign training and resources. This was Step 1 of a 12 Step plan.

STEP 1 ELT review and feedback on WRS paper and agree our direction on WRS. **COMPLETE**

STEP 2 Managers Meeting to launch the campaign to prevent WRS. Led and endorsed by ELT. **COMPLETE**

STEP 3 All managers to complete the HSE Stress management Indicator Tool, taking guidance from the tool on an action plan for them to meet competencies, if needed. **UNDERWAY**

STEP 4 All managers share the findings with their team, giving them an opportunity to talk about WRS and the managers' impact and role in the team.

STEP 5 All Managers complete the Working Minds Training in full. (1 hour) **UNDERWAY**

STEP 6 -11 HSE Working Minds Campaign to be supported by ELT members, e.g. a different member of the team to provide a video brief for each of the weeks to show leadership and endorse the initiative over the 5-week campaign, using a different module each week and utilising the HSE support tools-Reach Out – Recognise – Respond – Reflect – Routine.

All Teams to have a Team meeting based on the training subject each week or as available. This will result in all individuals and teams throughout NWH engaging in talking about WRS, being able to recognise the signs of stress, discussing what their stressors are and team stressors, using Talking Toolkits to have guided conversation which

identify the 6 key work design stressors and agreeing action plans with their managers to prevent it. Regular reviews to be scheduled to continue to manage stress effectively.

STEP 12 Carry out an NWH-wide Stress Indicator Survey using the HSE Stress Indicator Tool to provide us with a college assessment of WRS and allow us to update our stress risk assessment and formulate prioritised stress action plans which are shared with all staff with regular updates on action. Stress survey to be repeated annually.

A Comms plan has been finalised to support the 12-step plan and has been implemented with a focus on professional services staff who are available over the summer period

WRS related illness and injury

There has been no new work related stress absences or injuries in this reporting period. Going forward we will be able to show historical v current wrs incidents for reporting purposes.

1.5 First Aid

No update for this quarter

1.6 Riskex Training

Riskex training will continue to be rolled out into the autumn of 2024

Face to Face hands, on training sessions provided for ERI/CFEE staff in May with positive feedback.

Training resource may be an issue in new structure.

2. FIRE SAFETY

Since the previous meeting it is confirmed that:

- Fire Risk Assessments have now been carried out at all Main Campus UHI NWH sites. Prioritised Action plans have been created from these assessments. FRAs still to be carried out at all other buildings.
- Emergency Fire Action Plans have been agreed and are active at Thurso, Dornoch and Alness to date.
- Fire Consultant has finalised and had approval for further training at Stornoway, Fort William and Portree with smaller sites being considered at a later date or through online training.
- A review of fire warden provision and if all current fire wardens wish to remain as volunteers will need to be carried out after the restructure.

Annex:

Appendix A - Incident Information UHI NWH Period 11.06.24 to 31.07.24

A: Breakdown of Safety Occurrences 10th June 2024 to 31st July 2024

- Injuries x 1

Nicked Cuticle	Beauty Salon	Was using Sterile Cuticle clippers and nicked her cuticle	Students made aware of safety measures to be used	West Highland College UHI
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- Near Miss x 5

Plant Life, Munsary, Peatlands Nature Reserve	Flat Battery on vehicle, staff got a lift back to Thurso, Vehicle jump started	Back up portable battery booster to be considered for use in the vehicles used in remote locations	UHI North Highland
Thurso Tower Block	PAT testing discovered several burnt out kettles	Kettles removed from premises and not to be used	UHI North Highland
Burghfield House, Dornoch	Revolving door stopped working person trapped within it	Known fault - door needs to be replaced	UHI North Highland
Morven Kitchens, Thurso	2 contractors on site to clean ducting and there was a language barrier	Unable to get relevant information from the contractors	UHI North Highland
Burghfield Campus, Dornoch	2 contractors on site to clean ducting and there was a language barrier	Unable to explain the health and safety procedure for the contractors to follow	UHI North Highland

- Unsafe Conditions x 2

Construction Wing	Electric cable touching hot pipe	Cable has been moved away from pipe and is now safe	UHI North Highland
Biomass pellet store	Heat alarm blocked with wood dust - had there been a fire alarm would take longer to activate	Dust can be cleaned away by a brush, but protocols may have to be put in place to do this on a regular basis.	UHI North Highland

- Unsafe Act x 3

Burghfield Campus, Dornoch	Staff member brought in old second-hand fridge - not PAT tested	Staff member made aware that only appliances supplied by the college can be brought in unless permission is given by Line Manager	UHI North Highland
ERI, Castle Street, Thurso	Kids had been playing on the scaffolding and vandalised a bench	Scaffolding removed earlier and scaffolder implemented some additional safety measures prior to its removal	UHI North Highland
Fort William Kitchen	Kitchen left in poor condition/21 degrees summer/food on sinks/dishes left in sink/bins not emptied etc.		UHI West Highland

