

Committee	UHI North, West, and Hebrides F&GP COMMITTEE
Subject	<u>SAFETY UPDATE FOR UHI NWH F&GP</u>
Action requested	☐ For information only ☐ For discussion ☐ For recommendation ☐ For endorsement ☐ 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	11 th June 2024
Date of Board / Committee meeting	19th June 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.

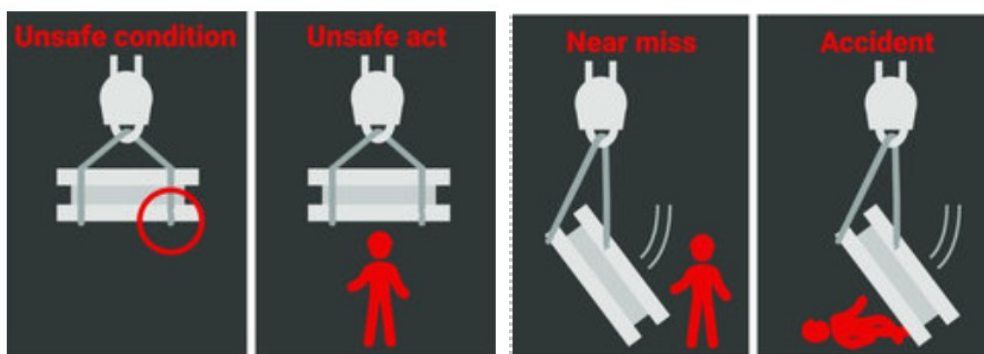
- Changes to the Fire Policy and the Health and Safety Policy will be carried out when the new structure is finalised.
- New safety staffing structure has not been finalised at this time.
- Stress Policy is held by HR and work is ongoing in this area.

1.2 Future Legislation & Guidance Changes.

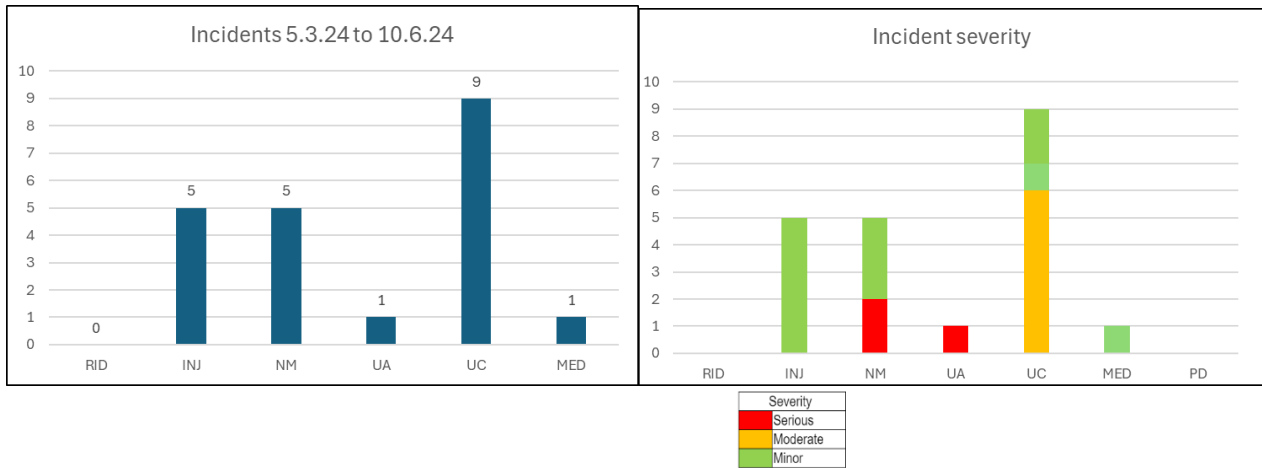
- 'Martyn's Law' (Terrorism (Protection of premises) draft bill) was initiated following the Manchester Arena terrorist attack in 2017. Once introduced this legislation is designed to keep people safe and enhance national security. The draft features a tiered approach, with publicly accessible locations 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.

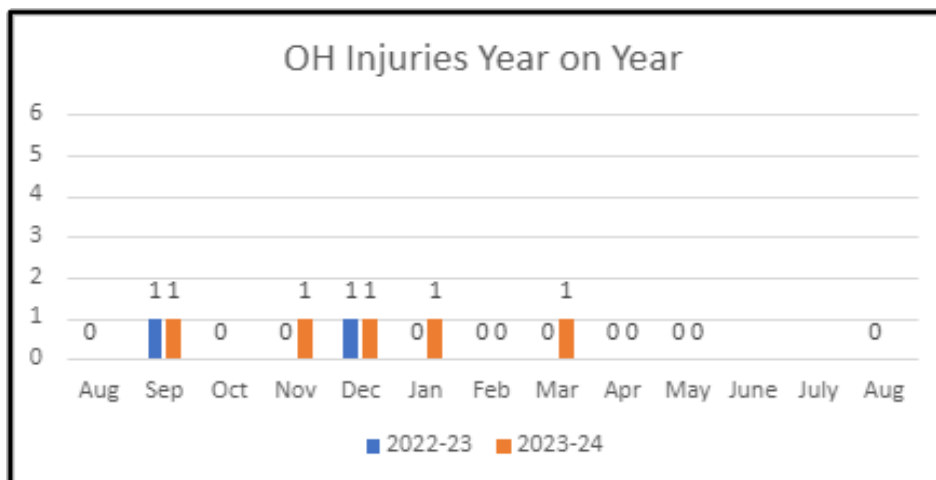
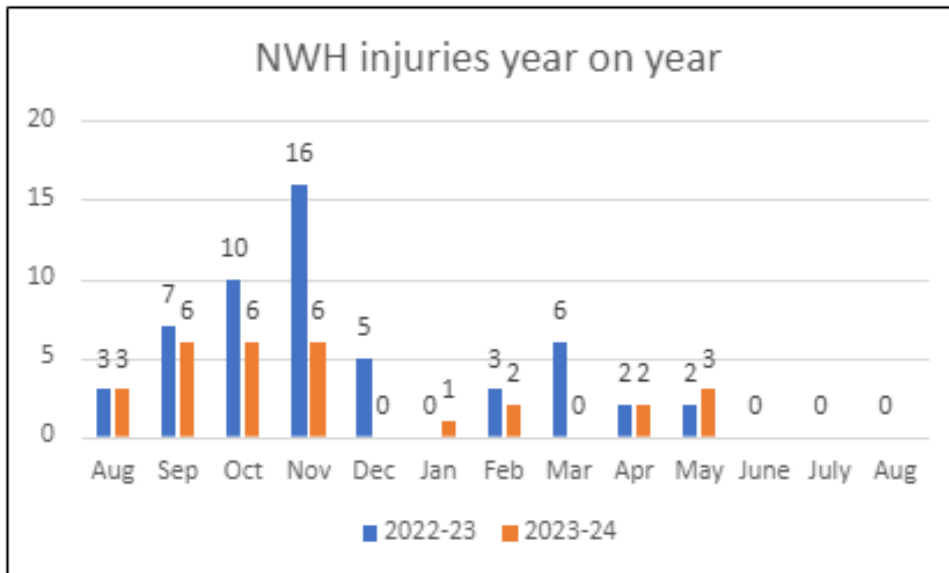


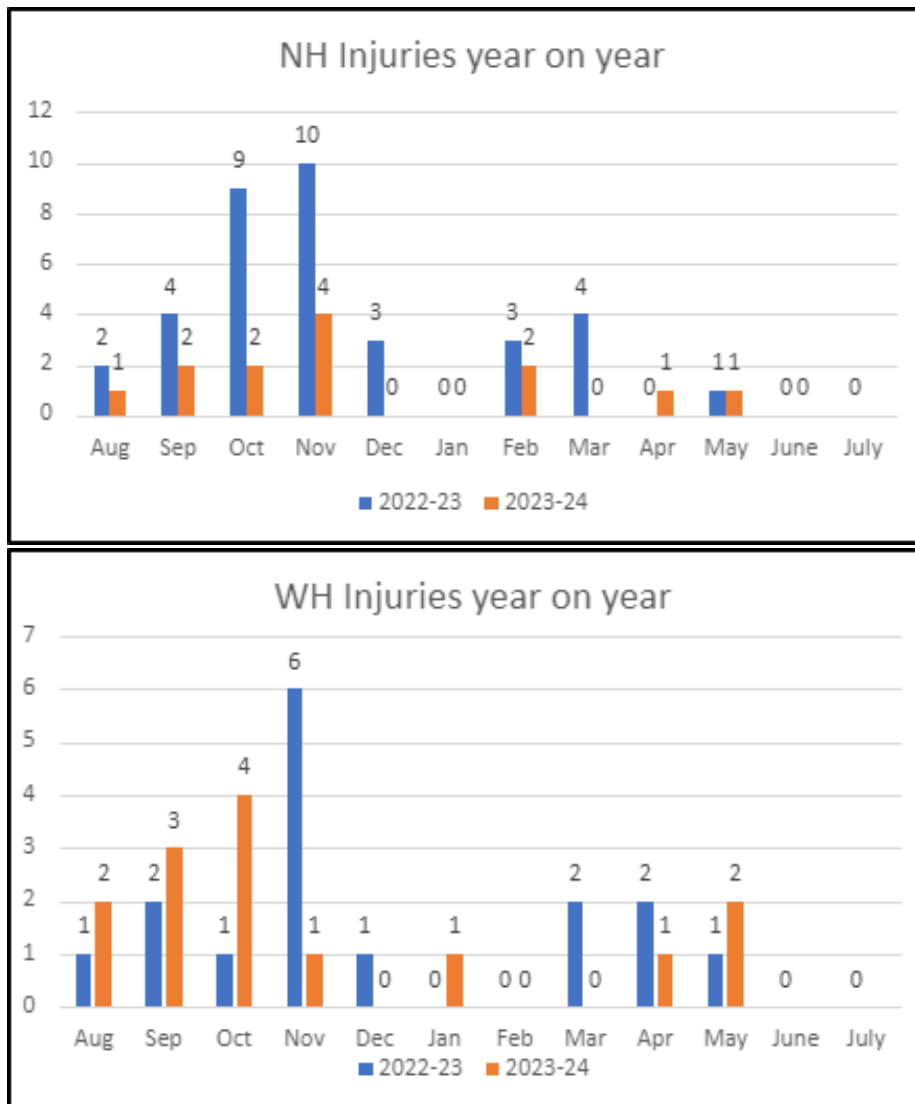
- 5 Injuries
- 5 Near Misses
- 1 Medical
- 1 Unsafe Acts
- 9 Unsafe Conditions



1.3.1 Previous/This Year Comparison

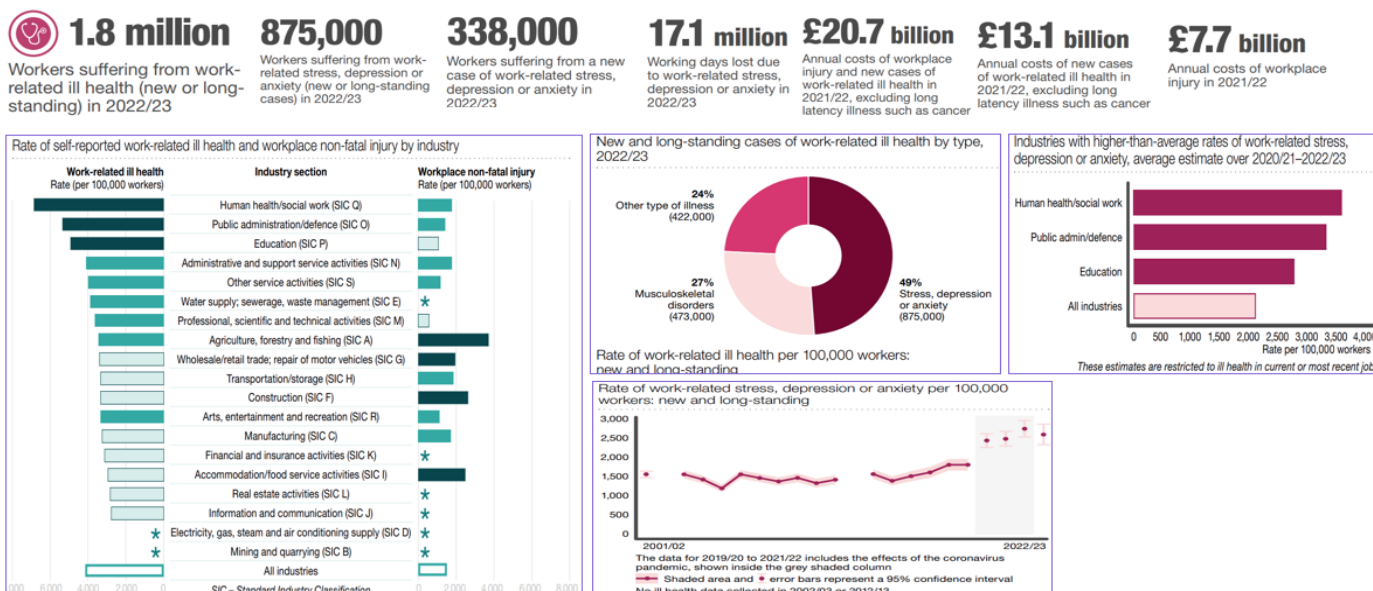
The following charts compare reported Injuries and Near Misses across current and previous calendar year and academic year.





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.

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

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.

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)

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

Commencement date of campaign is week commencing 10th June 2024

WRS related illness and injury

A reported WRS injury/illness has been recorded on Riskex and there have been WRS absences recorded by HR since the last meeting. At the commencement of using HSE Management Standards HR were still reviewing historical statistical information on stress specifically. Going forward we will be able to show historical v current wrs incidents for reporting purposes.

1.5 First Aid

Due to hybrid working, we are unable yet to provide details of the number of staff who attend each of our campuses on any day. This information is required to carry out the required first aid needs assessments. Staff attendance at campuses has had to be assumed based on recent local knowledge in our assessments and first aid cover levels will have to be monitored to ensure that they are adequate.

Three-day First aid training course ran for Hebrides on 4th – 6th June for 5 first aiders.

Further review of first aid cover will take place when new structure is finalised.

There is likely to be increased costs in relation to First aid as not all partners had previously adopted the union agreed payments for support staff of £500 per person per year.

There is also likely to be an increased cost for out of hours for our operatives who are on call if we adopt the legacy North Highlands payment system. This is under review.

1.6 Evac Chairs

Currently we are unable to use Evac chairs due to all training having expired.

Evac Chair train the trainer course, waiting for confirmation of date and name of attendees so training can be arranged. This will enable us to train the required people at all sites as needed.

1.7 Riskex Training

Feedback from staff is that there is a need for Riskex training.

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.

1.8 ERI

All ERI and CFEE staff were invited to face to face hands on Riskex training .and COSHH and basic safety awareness training in May.

Reports have been raised on Riskex by ERI/CFEE staff since the training.

The training session included basic safety law awareness and provision of a general awareness of COSHH Risk Assessments and the need for safe storage, safe handling, and details of emergency measures such as first aid measures, spill instructions and fire instructions within the COSHH assessments.

The ERI is reviewing the requirements regarding COSHH, identifying there are many COSHH substances that are not used and could be disposed of in the correct manner which would reduce the COSHH management burden.

Solution may be to seek external assistance to complete COSHH risk assessments for all COSHH substances and to provide HSE COSHH training to staff to then maintain COSHH management.

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 submitted initial costings for the required information, training and instruction required to successfully implement Emergency Fire Action Plans, that account for hybrid working at our buildings in West and Hebrides.
- Fire Consultant has submitted initial costings for the required information, training and instruction required to implement the UFAS (Unwanted Fire Alarm Signals) Duty holder change implemented on 1st July 2023 by the Fire Service across all our buildings.
- ERI Castle Street requires some changes to enable us to be UFAS compliant without sending anyone inside to carry out an investigation before confirming a fire to emergency services' change all smoke sensors to
- 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:

A: Breakdown of Safety Occurrences 6th April to 10th June 2024

- Injuries x 5

Class	Injury	Where the incident happened	Key Information	Actions	Colleges
Minor	grazed arm	INJURY- GRAZED ARM SLIP ON GRAVEL. At approximately 10am, student was on the walking on the gravel in the court yard of Dale Farm (opposite the classroom) when he slipped on a patch of loose gravel.	Student sustained an abrasion and graze to their elbow from slipping on the gravel.	Care to be taken when walking on gravel	UHI North Highland
Minor		INJURY FINGER JAMMED IN A DOOR Construction Workshop	While student was getting changed they had placed hand on the door frame of the toilet door to support himself another student had opened the door and as he pulled the door shut GM's finger got trapped causing him injury.	Students will be made aware of the risks to leaning on door frames and the potential injuries that may happen if caution isn't taken.	West Highland College UHI
Minor	Mallet Finger	INJURY KNUCKLE STRUCK TABLE Portree Campus	MoS was wiping a table and snagged her finger causing it to crack a knuckle leading to mallet finger.	Attended Broadford Hospital for assessment. Finger was bandaged at hospital but confirmed not broken. No specific advice to be given to prevent recurrence except maybe exercise more care even when doing a simple task such as wiping a table.	West Highland College UHI
Minor	Cut Finger	INJURY CUT FINGER- CRAFT KNIFE - Off site during an external event at Thurso Community Gardens Project, making benches and planters.	Student asked to fit a handle for a window, he opened the packaging with a craft knife and it went through and cut his finger. It was a small cut, no stitches required.	All students informed of the accident and how it happened- Reminded not to put hands in front of blades when they are working with them. CL to check if safe boxcutting tools could be used.	UHI North Highland
Minor	Tick Bite	TICK In the outdoors	Student had a tick on her eyelid which was quite large. She already picked up Lyme disease last year so was feeling quite anxious about it.	Tick removed and student given some sterile wipes and told if she was feeling unwell/anxious to come back to first aid room or seek medical advice from NHS. Recommendations made to course tutor to ensure students well briefed regarding importance of checking for ticks after being outdoors and to have a tick remover handy.	West Highland College UHI

- Near Miss x 5

Class	Injury	Where the incident happened	Key Information	Actions	Colleges
Serious		NEAR MISS Electrical bays for teaching electrical apprentices - E Block, Engineering dept	laptop charger plugged in to 240v socket in electrical booth and energised circuit. laptop charger started smoking. circuit isolated using emergency stop and different socket tried with same effect. Electrical Lecturer immediately isolated electricity and reported fault.	Investigated with contractors and determined that contractor had wired circuit incorrectly causing circuit to be fed with 400v and Neutral being Live. Arrangement in place for contractors to test and certificate after all minor works. Contractor to identify root cause of why the circuit was wired incorrectly and no testing carried out.	Outer Hebrides
Minor		NEAR MISS -Ormlie Campus - Construction Wing Entrance	Broken window-potentially a stone during strimming in the area	incident shared and operator to check the ground for stones prior to strimming	UHI North Highland
Mod		NEAR MISS General Laboratory, Castle Street, Thurso	Hydrochloric Acid 6 M in volumetric flask, cracked on counter, leaking on surface and floor.	all staff attended a safety training session which included COSHH training - Castle St require a full COSHH assessment which may need to be carried out by an external contractor.	UHI North Highland
Minor		NEAR MISS front door at burghfield	a lady in for lunch got her heel stuck in the drain grid	drains are standard drain covers- no other issues reported in the time that drains have been in use-monitoring in place.	UHI North Highland
Mod		NEAR MISS Revolving door at reception in Dornoch	The revolving door stopped moving and I was trapped in it, had to call for someone to come and walk under the sensor to get it moving again.	Known issue with the doors- temp restriction on bypass door have now been lifted offering an alternative but long term fix is to change the revolving door to another type.	UHI North Highland

Appendix A Incident Information UHI NWH Period 6.3.24 to 10.6.24

Unsafe Conditions x 9

Class	Injury	Where the incident happened	Key Information	Actions
Minor		UNSAFE CONDITION Odour in CfEE - smells like burning from the biomass boiler	A smell of burning in the CfEE researchers office	Investigation found that biomass was not in operation- reporter asked to report if there is a reoccurrence.
Minor		UNSAFE CONDITION Odour CfEE Researchers Office	Smell of smoke from the bio fuel burner is irritating and possibly cancerous.	Investigation found that biomass was not in operation- reporter asked to report if there is a reoccurrence.
Mod		UNSAFE CONDITION Dale Farm Arena - Escape Doors	Joiner has reported escape doors in arena are damaged and have sharp metal edges	Added to job lit for estates-
Mod		UC HIGH TEMPS T2.15 in the tower block	The classroom is too hot. Students are complaining of the heat. All are taking off as many layers as possible and have been allowed plenty of breaks. They have asked to go and change clothes. All windows are open and fans are on.	Estates plan to enagage with staff on the issue and solutions -blinds are on windows and windows can be opened alternative rooms have been made available fto the room s. CS considering use of humidifiers as a trial.
Mod		UC HIGH TEMPS Admissions and Registry Office T1.09 is at an uncomfortable heat even with all three windows wide opens and two fans going full blast. Estates Manager previously advised us to raise a ticket on Riskex if it gets too warm in the office. This happens quite often in the warmer weather with our office.	Extreme temperature - lightheaded	Estates plan to enagage with staff on the issue and solutions -blinds are on windows and windows can be opened alternative rooms have been made available fto the room s. CS considering use of humidifiers as a trial.
Mod		UC HIGH TEMPS T1.14	The temperature in our office is currently 27.5c and is quite uncomfortable to work in. It's not particularly hot outside today so I'm worried about the temperature when it is even warmer outside. We have 2 large fans in the office, desk fans, the door is open but they don't make much difference.	Estates plan to enagage with staff on the issue and solutions -blinds are on windows and windows can be opened alternative rooms have been made available fto the room s. CS considering use of humidifiers as a trial.
Minor		SPEC CHANGE Main campus and ETEC	It has come to my attention that we need to change the water extinguishers for a more suitable replacement as advised by the Chubb engineer that was on site today	Estates to review any written report from extinguisher technician and take appropriate action.
Mod		HIGH TEMP REPORT Finance office in Thurso	The heat in the office is causing distress. Whenever the sun is shining on our windows, there is no fan that can stop the temperature getting to the low 30s inside our office. The air is so dry that it's causing problems with our eyes and makes us feel so sluggish and exhausted. Being in a line of work that is 100% sitting at our desks, it's incredibly difficult to stay motivated in these temperatures. We go through this every year when it comes to spring and i really don't want the team going through another summer in these conditions.	Estates plan to enagage with staff on the issue and solutions -blinds are on windows and windows can be opened alternative rooms have been made available fto the room s. CS considering use of humidifiers as a trial.
Serious		UNSAFE CONDITION HIGH RISK Burghfield Turret	Burghfield turret structural roofing concerns, could result in collapse.	Stonemason and structural survey enagedd and some loose stones removed as an interim measure- long term solution is to carry out the actions within the structural engineers report.

Unsafe Act x1

Class	Injury	Where the incident happened	Key Information	Actions	Colleges
Serious		UNSAFE ACT External area by fire exit located outside ground floor lift. External by Golf office.	scaffolder seen throwing items from roof	Estates reported matter to contractor	UHI North Highland

Medical x1

Class	Injury	Where the incident happened	Key Information	Actions	Colleges
Minor		ILLNESS VOMITTING Campus corridor next to room number CO. 17	Student vomited	Medical condition -illness	UHI North Highland

