

HUMAN RESOURCES COMMITTEE

DATE:	August 2021
TITLE OF REPORT:	Health and Safety Update
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PURPOSE:	To provide the Human Resources Committee with a summary of in-year performance to date.
KEY RECOMMENDATIONS/ DECISIONS:	The Board is asked to note the updates relating to Health & Safety, including the Backlog Maintenance work and Covid 19 risk mitigations.
RISK	<ul style="list-style-type: none"> • That the student experience is impacted by a failure to adhere to COVID-19 protocols. • That the backlog maintenance work impacts negatively on the student or staff experience
RELEVANT STRATEGIC AIMS:	<ul style="list-style-type: none"> • Highest Quality Education and Support • Sustainable Behaviours.
SUMMARY OF REPORT:	<p>Committee to note:</p> <ul style="list-style-type: none"> • Health and Safety protocols are being adhered to during the current roof replacement work. • The college is maintaining a cautious approach to the start of term and is going above and beyond the level 0 guidance to continue to ensure the campus is as secure as possible. Full details are provided in Annex A. • There have been 11 minor incidents reported in the period April – June 2021, a slight increase in comparison to last period due to more people being on campus. • There were no unplanned fire activations in this reporting period. • The Health and Safety Committee minutes are attached as Annex B.

1. INTRODUCTION

1.1 This paper provides an overview of health and safety activity since the last committee meeting, as outlined in the minutes of the most recent Corporate Health and Safety Committee, as well as an update on our approach to students and staff returning to campus and continuing to ensure that our campus remains COVID secure.

2. BACKLOG MAINTENANCE WORK

2.1 The roof work has started in earnest and areas where there has been water ingress previously have been identified. The contractors are now working on sections of the roof and will be connecting the ventilation and air conditioning incrementally. Priority areas include the canteen kitchens and the classrooms to ensure that there is adequate ventilation across these spaces. The first floor construction area is expected to have air conditioning and ventilation by the end of week commencing 1 September 2021.

2.2 The recent water ingress related to the temporary roof not being sealed appropriately and is being dealt fully by the contractors. All health and safety measures have been followed to ensure that areas, such as the bistro and second and third stairwells are appropriately cordoned off restricting access to these areas while they dry out and remedial work progressed. We anticipate that this will be concluded shortly.

2.3 To keep the college staff informed of progress as well as any possible disruption, the Depute Principal and Head of Facilities are meeting the contractors weekly, and there are formal progress meetings with all contractors, Project Managers, the Heads of Finance and Estates and the Depute Principal monthly. Currently the entire project is on track to complete by 25 October 2021.

3 COVID-19 PRECAUTIONS

3.1 The Scottish Government published its guidance for universities and colleges on 10 August 2021 which focuses on maintaining a cautious approach until more of our student body has been vaccinated. This means going further than the minimum baseline of beyond level 0 and having protective measures in place which include:

- Mandatory use of face coverings.
- Ensuring that there is ventilation across all areas.
- Following a “1m plus” approach to social distancing across all college areas.
- Staggering start, break and exit times.
- Continue to reduce the number of people on campus at one time.
- Having a managed approach to any outbreaks that may occur.

3.2 The college is aware of the significant increase in COVID cases across Lanarkshire and is mindful of both staff and students’ wellbeing at the start of this new academic year. To support this, the COVID high level risk assessment is reviewed weekly. This cautious approach will be reviewed at the October half term in line with any further Scottish Government guidance. The Principal attended a meeting with Jamie Hepburn, Minister for Further & Higher Education, on 31 August to hear more about Scottish Government expectations about going beyond the requirements of the guidance.

3.3 All student and staff communications have continued to emphasise the importance of doing twice weekly lateral flow tests. We have also been encouraging our young students to consider being vaccinated. (Annex A)

4 ACCIDENTS AND FIRST AID

4.1 The accident reporting period is from April 2021 – June 2021, and there are 11 minor accidents reported, which is an expected increase in comparison to the last period due the fact that more staff and students had returned to campus. There are no matters of concern or any patterns to report.

4.2 *Chart 1: Minor Accident Report*

Incident Type	April – June 2021	Previous Quarter
Allergic reaction	0	0
Cuts	4	0
Burns	2	0
Chest/ Back Pain	0	0
Sick/Faint	0	0
Bang/Fall	4	0
Other - Migraine	1	1
Total	11	1

5 FIRE TESTING

5.1 The fire alarm continues to be tested weekly, with results and maintenance of any issues recorded. There were no unplanned activations in this period.

ANNEX A: SLC STUDENT COMMUNICATION OVERVIEW

Dear Student

This guidance is to help all students respect and protect each other as you return to campus for the start of the new term.

The guidance is based on the Scottish Government guidance of 10 August 2021, and it will be updated in line with future Scottish Government updates and will be revised again in October 2021.

Refreshed information and FAQs are regularly posted on the College website at <https://www.slc.ac.uk/covid-19-update/> and information will be displayed around the College in relation to physical distancing (currently 1 metre plus approach), face coverings and hand washing.

Please see the following reference points:

- Scottish Government most recent guidance for on Covid-19 from the Scottish Government [here](#)
- Updated FAQs are on the website in the Covid-19 update page can be found [here](#).

LATERAL FLOW TESTING

In line with government guidance, the College will continue to offer lateral-flow tests for staff and students.

COVID-19 Self-Test kits, for use at home, are available for staff and students as long as the consent form has been completed and all are encouraged to use them. Please complete the form [here](#) or on our website by visiting Covid-19 updates: www.slc.ac.uk/news/college-covid-testing/

COVID-19 SYMPTOMS OR FEELING UNWELL

If you are feeling unwell and/or display any symptoms of COVID-19, please do not attend college and ensure you contact your Course tutor/ Lecturer to report the reason for your absence. Your Course Tutor will be able to advise you further on how you can continue to access remote learning.

VACCINATION

The offer of a COVID-19 vaccination remains open for all who are eligible and now includes everyone over the age of 16 in Scotland. More than 90% of over 18-year-olds in Scotland have now received their first dose of the vaccine, with nearly 80% of them having received both doses.

As advised by the Scottish Government, please ensure you are registered to get a vaccine – it's the most important thing we can do to protect our own health and that of the wider community.

COLLEGE COVID-19 CONTROL MEASURES OVERVIEW

For those attending campus, the College has implemented the following control measures to help reduce the spread of the virus:

- Wearing a face covering is mandatory in all areas of the college unless you are exempt from wearing one.

- The college has implemented a timetable to allow for social distancing following a 1m plus approach, where appropriate, additional mitigation controls have been put in place.
- The number of people using the building at any one time will continue to be carefully managed.
- A blended learning and working approach will remain in place until October half term, when a further update will be provided. All approaches are in line with Scottish Government advice for universities and colleges.
- Stagger the start, break and lunchtimes for classes on campus to reduce pressure on key areas such as entrances, corridors and the canteen.
- Implement an enhanced cleaning and hygiene regime for classrooms, offices, toilets and communal areas.
- Hand sanitisers are available throughout the college at key places, such as entrances, atrium, corridors, etc. Please use the hand sanitiser stations and wash your hands regularly with soap and warm water, particularly on arrival to campus, and when moving from one space to another. Scottish Government advice remains that regular hand washing is the best way to minimise risk.
- All classrooms and working spaces have risk assessments and clear guidance displayed on how to mitigate risks of COVID-19 - please ensure you follow this guidance.
- Have clear signage on floors regarding movement and flow in corridors and on stairwells.
- Have clear signage in relation to physical distancing.
- Have clear notices on toilet doors to restrict the number of people using them at any one time.
- Have screens in place and other mitigating actions in key areas where physical distancing may not be appropriate, for example, reception areas, food court etc.
- Reduce the number of surfaces that people touch including:
 - Keeping doors open on maglocks where possible.
 - Replacement of buttons in corridors with proximity sensors to open doors.
- We will make specialist PPE available where risk assessments identify a need.
- Regularly communicate up-to-date guidance to all users of the building.
- Adopt the approaches set out by the Scottish Government in the separate industry guidelines for various sectors including Construction, Hairdressing and Beauty Therapy etc. where social distancing is not possible.

STAGGERED CLASS TIMES

There will still be a blended learning approach, where learning takes place on campus. There will be staggered class times for each Faculty and their students. This will reduce the pressure on key areas such as main doors, corridors, toilets and break and lunchtimes.

Class start and finish times are as follows from Monday to Friday:

- Faculty of Construction: 8:30am to 3:45pm
- Faculty of Care: 9am to 4:15pm
- Faculty of Business: 9:30am to 4:45pm

Further details and your start and finish times will be sent to you by your Course Tutor/ Lecturer soon, if not already done so.

TRAVEL

The 6, 18 and 201 First Bus services are accessible and operating as usual from the bus stop on Kelvin Road with a slightly reduced frequency. Currently, the 120 First Bus service between the College and East Kilbride Town Centre is suspended. Discussions are ongoing between the College and local transport agencies in relation to this matter. For further details please check with SPT.

TOILETS

There is clear signage on each door and the College will be operating toilet facilities with entry limited to a maximum of three people at any one time and for the accessible toilets, limited to one person with a carer.

An enhanced cleaning regime is being undertaken throughout the College Day. Accessible toilets normally set aside for users who have a disability will be fully accessible for use by any person apart from the top floor atrium and the annex toilet which have specialised hoists. Do not enter a toilet if there are two people in the room. Wait outside until it's clear.

GROUPS

Users of the building are expected to follow the 1m plus rule and socially distance as much as possible during their time in the college building. Users are encouraged to use the telephone or Teams, where possible, as a first option for communication rather than a physical face-to-face meeting. You are encouraged to book appointments if you need to access support services including counselling, financial advice or IT support. To find contact details visit: www.slc.ac.uk/covid-19-update/

CATERING

A restricted takeaway food service is available from the Food Court, note this is also in part due to the ongoing roof repair work. There will be no communal central area for eating food. The Food Court area is set out to manage queuing to keep stairs and corridors clear.

THE COLLEGE EXPECTS ALL USERS TO:

- Avoid entering the building if you have any of the following symptoms: fever; lack of taste and smell; recent persistent cough.
- Maintain physical distancing of a minimum of 1 metre from each other wherever possible.
- In areas where there are floor markers, adhere to the distances indicated. This reflects precautionary judgements based on public health advice.
- Face coverings are mandatory when moving around the College in corridors and indoor social areas. This includes toilets, corridors, and stairwells
- Keep-left in all corridors and stairwells.
- When queuing, remain 1m plus apart.
- Wash hands thoroughly and regularly throughout the day for a minimum of 20 seconds each time and when you arrive home. Where hand washing is impractical, make use of hand sanitiser. Avoid touching your face with your hands.
- Only a maximum of three people may enter toilet facilities at any one time and for the accessible toilets, this is limited to one person with a carer.
- Prioritise the lifts for people who have mobility difficulties. If you require to use the lift, only enter it if there is no-one else in it. The exception to this is where a person requires a registered carer to accompany them.

The College will continue to be guided by Government and public health guidance in relation to Covid-19 and its guidance will be updated to reflect changing national guidance. If you have any matter you wish to raise regarding health and safety, then please advise your Course Tutor/ Lecturer and they will arrange to address it for you.

ANNEX B HEALTH AND SAFETY COMMITTEE MEETING MINUTES



HEALTH AND SAFETY COMMITTEE MEETING

3rd June 2021 1pm

Attendees

Present: Katrina Moses, Craig Ferguson, Mandy Murray, David Auchie, Joanne Warwick, Derek Brown, Gary McIntosh, Yvonne Mitchell.

1. Apologies

Aileen McKechnie, Alasdair McTavish

2. Minutes of Previous Meeting

- CF requested roll-on regarding Fire Wardens being buddied up to Muster Points to support physical distancing and issue corresponding instructions and duties.
- Facilities Dept are still waiting on CO2 monitor being delivered.

3. Accident Reports

- KM confirmed 3 Cuts & Lacerations, 1 Burn, 2 Slips, trips & falls, 1 Other (rash) recorded.
- The committee discussed driving forward “near miss” reporting. Easy access online reporting forms to be introduced in each Faculty or written forms where PC’s are not readily available.
- CF to include new procedure on Induction Form.

4. Update on general Covid-19 arrangements.

- SMcM confirmed local authority area now in Level 2, but all current mitigation measure to remain in place.
- College has a clear process in place for recording new cases on campus in accordance with Public Health Scotland guidance and any new cases seem to be imported into the building rather than catching it here.
- SMcM requested that we issue the procedures again to remind lecturers who have been teaching off campus recently and MM suggested we include reporting procedure in the Staff Letter.
- SMcM spoke about forward planning for return to campus in August. It is likely that the guidelines will have changed by then and it may be that social

distancing will be reduced. This will allow more students into the building. Decisions will be made on a class-by-class basis in conjunction with Public Health Scotland guidelines. SMcM will update on this once the new guidance is published.

- MM spoke about UNISON guidelines regarding face coverings which stated that they were not generally required up to level 2. SMcM confirmed that our policy would remain in place at least until the end of academic year.
- JW clarified procedures on mask removal during beauty treatments and confirmed all relevant risk assessments are in place.
- SMcM reiterated the importance of good ventilation throughout College buildings and any issues should be flagged to CF.

5. Testing

- The procedure for obtaining test kits was reviewed for clarity and SMcM said we must encourage staff to use them although it is not mandatory. To date 611 kits have been requested with 580 issued.

6. Plans for staff returning to work.

- SMcM updated the committee on Welcome Back meetings she has been conducting to update and answer any queries staff might have about returning to work.
- SMcM requested that all risk assessments be updated before return to campus in August. Any training requirements will be met by KM.

7. Facilities update on work to date & upcoming work review and H&S considerations.

- CF updated on new air con install and advised on measures to be taken whilst air con is periodically off, particularly the opening of windows during classes. Fans have been ordered but staff should only use them at low speed to prevent the spread of Covid.
- The Health and Safety Policy has been reviewed and updated and requires SLT sign off.
- KM confirmed that there will be no changes to the Policy in relation to Brexit.
- JW commented that the Duty Manger folder at Reception needs updating. SMcM would like there to be morning, afternoon and evening duty managers in shifts and this document will be shared with the committee (SMcM to action).

8. High Level Covid Risk Assessment

- KM confirmed that the risk assessment had been updated.

9. Health and Well Being

- GMcl confirmed that more mental health first-aiders were being trained and details on the upcoming Staff Development Day would be issued shortly.
- The recent staff questionnaire was highly successful with an 83% response rate. Action plans are to be developed to address issues raised both at

faculty level and college wide. SMcM emphasised the need to make the most of this information to improve the college experience. The results will probably be issued next week.

10. A.O.C.B

- MM spoke of the success of the Health & Wellbeing packs which were available from the Student Association. There are plans to provide more of the same. MM further updated the committee on visitor electronic sign in procedures by QR scanning codes which will be up and running soon.
- Next meeting is scheduled for September 2021