

### HUMAN RESOURCES COMMITTEE

<b>DATE:</b>	February 2022
<b>TITLE OF REPORT:</b>	Health and Safety Update
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<b>PURPOSE:</b>	To provide the Human Resources Committee with a summary of in-year performance to date.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	The Board is asked to note the updates relating to Health & Safety, including the passenger lift strengthening works, Covid 19 risk mitigations as well as the normal updates on accidents, fire evacuations, health and safety departmental changes and policy reviews and the health and safety minutes.
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That the student experience is impacted by a failure to adhere to COVID-19 protocols.</li> <li>• That the backlog maintenance work impacts negatively on the student or staff experience</li> <li>• That there is a failure to adhere to statutory and legislative health &amp; safety requirements</li> <li>• That the cladding issue becomes a significant health and safety concern resulting in further repair work.</li> <li>•</li> </ul>
<b>RELEVANT STRATEGIC AIMS:</b>	<ul style="list-style-type: none"> <li>• Highest Quality Education and Support <ul style="list-style-type: none"> <li>- high quality working &amp; learning environment</li> <li>- Innovative solutions</li> </ul> </li> <li>• Sustainable Behaviours <ul style="list-style-type: none"> <li>- Environmentally sustainable behaviours</li> </ul> </li> </ul>
<b>SUMMARY OF REPORT:</b>	<p>Committee to note:</p> <ul style="list-style-type: none"> <li>• Passenger lift shaft strengthening works have been identified as an urgent requirement, an initial report has been conducted, work to be completed over Easter break if possible.</li> <li>• External wall cladding storm damage to the front gable elevation of the main building</li> <li>• The college is still maintaining a cautious approach and is going above and beyond the level 0 guidance to continue to ensure the campus is as secure as possible.</li> <li>• There have been 23 minor incidents reported in the period October – December 2021, a significant increase in comparison to the last period.</li> <li>• There was one unplanned fire activation in this reporting period.</li> <li>• The Health and Safety Committee minutes are attached as Annex A.</li> </ul>

	<ul style="list-style-type: none"><li>• An overview of policies currently being reviewed and a look ahead to upcoming policies identified as priority review documents</li></ul>
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## **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 PASSENGER LIFT SHAFT STRENGTHENING WORK**

2.1 The initial survey has been completed on the passenger lift in the main building following an engineering visit to carry out regular maintenance checks. During this visit concerns were raised over the lift shaft on the right-hand passenger lift's stability, as movement in the right-hand passenger lift walls between the 1<sup>st</sup> and 2<sup>nd</sup> floors had been noted. Lift shaft strengthening work was carried out in the goods lift after similar issues had been reported in early 2021.

2.2 This lift is not currently in use. The survey recommendations are to strap the wall using channels which are connected anchored to the existing masonry, and welded to the existing steel beams, this will provide the wall with a restraint point and stop any further movement. This work is being targeted for the Easter break, as it is likely to take about 10 days, if not it will be part of the summer works.

## **3 EXTERNAL CLADDING STORM DAMAGE**

3.1 Damage has been sustained to the side of the front elevation of clad panels on the gable wall of the main building following high winds and heavy rain. The damage sustained saw several cladding panels fall from the side elevation.

3.2 An initial survey was completed which reviewed the location and area of the cladding which had fallen off the building. The recommendation from this survey was that we strip this full elevation (side wall) and install additional fixings to this elevation to support the new panels. This is due to the fact that the panels are attached with one fixing and not three as per current building control standards. The building did of course meet control standards at the time of building. Building regulations are not retrospective and only apply to new buildings and work.

3.3 It is important that the college understands the fire risk as well as the possibility of other panels becoming loose. We have engaged ACT Fire Consultancy to undertake a thorough fire risk assessment in light of the construction not being up to current building control standards. This will look at activity high risks such as any "hot works" that may take place. This fire risk assessment will provide a view as to whether we need to consider enhanced fire protection measures. The risk is that if the answer is "yes" then this would apply to the whole of the three-storey building.

3.4 In addition, the college is also going out to tender for a full site survey of all locations where panels are located, to also provide more understanding of any risks to panels becoming loose and what work is required.

3.5 The area has currently been made wind and water tight which is a short term measure until a decision on a way forward has been made.

## **4 COVID-19 PRECAUTIONS**

4.1 The Scottish Government has not as yet published an update to its framework, this is expected by the end of February. However, the COVID-19 Advisory Group have advised that there will guiding principles given to colleges and universities, and they will then have to provide their own local solutions. It has been made clear that while online learning certainly has its benefits there is the need to facilitate a return for a majority of students.

4.2 . The college has established a working group to consider the challenges of having more students on campus and also to support staff and students with this return. In addition it will consider other elements such as flexible working, blended learning approaches as well as reflecting on ensuring that students are not digitally excluded from learning.

4.3 The college is still undertaking the following:

- Mandatory use of face coverings in public spaces.
- Ensuring that there is ventilation across all areas.
- Following a “1m plus” approach to social distancing across all college areas. This is a voluntary approach that the whole sector is taking.
- Staggering start, break and exit times.
- Continuing to reduce the number of people on campus at one time.
- Having a managed approach to any outbreaks that may occur.
- Regular reminders of the importance of undertaking regular lateral flow testing.
- Campaigns to highlight the importance of being vaccinated to all of our staff and student body.

## **5 HEALTH AND SAFETY POLICY REVIEW**

5.1 As part of whole college’s approach to reviewing and updating policies the Health and Safety team are currently reviewing policies to ensure compliance and best practice, these have been identified on a priority basis.

5.2 Policies are taken to the Health and Safety group for a first look, then will go to SLT and come to this Committee as appropriate for final approval. Once approval has been given by the relevant parties these will be published and rolled out, with appropriate communication, training and development needs identified and scheduled.

5.3 In addition to the quarterly Health and Safety meeting a Health and Safety focus group has been set up to meet monthly to progress policy reviews and associated documents.

5.4 Table 1: Policies Currently Being Reviewed And Upcoming Ones

NAME OF POLICY
Safety, Health & Environmental Policy
First Aid Policy <ul style="list-style-type: none"> <li>• First aid form</li> <li>• Roles of a first aider and suitability</li> </ul>
Fire Evacuation Policy <ul style="list-style-type: none"> <li>• Personal Evacuation Plans</li> <li>• Fire Marshalls – Role and Responsibility</li> </ul>
Induction Training <ul style="list-style-type: none"> <li>• Presentation content</li> <li>• Associated documentation</li> </ul>
NEXT POLICIES TO BE REVIEWED
Risk Assessment <ul style="list-style-type: none"> <li>• Training sessions and toolbox talks</li> </ul>
<u>Control of Contractors</u> <ul style="list-style-type: none"> <li>• Safe systems of work</li> <li>• Induction Training</li> </ul>
COSHH <ul style="list-style-type: none"> <li>• Training</li> <li>• Assessment documentation and adherence</li> </ul>

## 6 RECRUITMENT

6.1 Recruitment is ongoing for a temporary part time Health and Safety Advisor and a full-time permanent Health and Safety Co-ordinator. These roles will strengthen the Facilities Management and Health and Safety function to ensure best practice, legislative compliance and safe systems of work are recognised and adhered to. This will see an increased health and safety presence on campus to promote and drive forward the safety culture and identify areas for improvement.

6.2 In addition, these roles will allow an increase in staff training sessions to ensure competency, awareness and promotion of an enhanced and positive health and safety culture and environment.

6.3 Yvonne Mitchell is acting Head of Facilities while the current postholder is on sick leave.

6.4

## 7 ACCIDENTS AND FIRST AID

7.1 The accident reporting period is from October - December 2021, and there are 23 minor accidents reported, which is a significant increase in comparison to the last period, which was 7 minor incidents. There are no matters of concern or any patterns to report but considerations that there has been an increase in personnel on campus and in face-to-face teaching and this could contribute to the increase in accident reporting

7.2 Table 2: Minor Accident Report

Incident Type	July - Sept 2021	Previous Quarter
Allergic reaction	0	0
Cuts	7	2
Burns	1	0
Chest/ Back/ Stomach/ Shoulder Pain	3	0
Sick/Faint	7	1
Bang/Fall	3	3
Panic attack / Shortness of Breath	1	0
Migraine	0	1
Other – Seizure / Fitting	1	0
<b>Total</b>	<b>23</b>	<b>7</b>

## 8 FIRE TESTING

8.1 The fire alarm continues to be tested weekly, with results and maintenance of any issues recorded. The period October – December 2021 showed that there were one unplanned fire evacuation which was due to a callpoint in G13 being accidentally activated by a toolbox which had been located too close to the call point

8.2 All staff exited the building in a timely manner and the fire brigade were in attendance. Relevant staff members were reminded of safe systems of work and that toolboxes should not be stored in this location in such close proximity to the call point



## HEALTH AND SAFETY MEETING

10/12/2021 at 11am

### Attendees

Present: Stella McManus, John Dick, Yvonne Mitchell, Alisdair McTavish, Gary McIntosh, Mandy Murray, Derek Brown, Susan Thorburn, Rhona Keys.

#### 1. Apologies

None

#### 2. Minutes of Previous Meeting

CO2 monitoring – **JD** will check the quality of the monitors to ensure accuracy of readings. Air conditioning has draws in air from the outside so CO2 monitoring not a high risk area for the college.

#### 3. Accident Reports

A total of 17 accidents were reported which were mostly cuts. **JD** will revisit 2 occurrences of head injuries from the Construction and Sport & Fitness faculties.

#### 4. Covid -19 Update

Some events were cancelled due to continuing Covid restrictions, such as face to face engagement on Staff Development Day and Christmas lunches. Approximately 40 – 45% of students have been on Campus since the last meeting. Government guidance has been followed at all times by the College and we have gone above and beyond required standards.

**MM** asked about the soft seating area in the Atrium with reference to how it is being used in particular by the school groups. It was agreed that this area should be cleared for the time being.

**DB** commented on the high accuracy of the new NHS Covid Test Kits. **JD** and **YM** will be investigating how to obtain these new versions of LFT's.

**JD** is to further find out if it is acceptable to leave LFT tests for free collection in the Atrium.

**MM** spoke of the number of disposable masks being handed out at reception. At least 100 used masks had been picked up from the Car Park.

**JD** will be keeping the risk assessment updated with the latest guidance as it becomes available.

#### 5. Facilities Update on Work to Date

**YM** spoke of the continuing work to the roof which is nearly finished. The new air handling unit is installed although there are still a few issues to be ironed out. In the plant room, sensors have been installed to prevent flooding.

After the roof is finished, a full estate survey will be carried out to highlight any further issues that require attention.

**6. Upcoming Work Review and H&S Considerations**

**JD** has been updating our First-Aider Policy making it more user-friendly and accessible. The new policies will be uploaded via Teams for review by committee. The committee discussed the new rota for duty first-aiders and how we manage and maintain it. Going forward, we would like to review our current first-aiders, asking if they wish to continue volunteering and reiterating the list of duties expected of them.

**7. Health & Well-Being**

**GMcl** commented on the Flu Vaccination Program carried out in conjunction with Boots. Approximately 150 signed up for this so it is planned for next year again. He further commented on the work of Remploy who support people returning from mental health absence. "Smile" boxes are being issued out to staff at the start of the new term.

**8. A.O.C.B.**

**YM** said that anything the committee members wish to review and discuss can be uploaded to the dedicated H&S committee page for review. All comments and suggestions welcome.