

### HUMAN RESOURCES COMMITTEE

<b>DATE:</b>	November 2021
<b>TITLE OF REPORT:</b>	Health and Safety Update
<b>AUTHOR AND CONTACT DETAILS</b>	Stella McManus <a href="mailto:Stella.mcmanus@slc.ac.uk">Stella.mcmanus@slc.ac.uk</a>
<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 Backlog Maintenance work, the plant room, Covid 19 risk mitigations as well as the normal updates on accidents, fire evacuations 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> </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>• Health and Safety protocols are being adhered to during the current roof replacement work.</li> <li>• The plant room report has just been finalised and currently urgent works will be undertaken to ensure that the risk of flooding is significantly minimised.</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 7 minor incidents reported in the period July – September 2021, a slight decrease in comparison to last period.</li> <li>• There were three unplanned fire activations in this reporting period.</li> <li>• The Health and Safety Committee minutes are attached as Annex A.</li> </ul>

## **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 is due to finish by the end of the month, which moved from the original completion date of 25 October 2021. The last of the roof equipment is being reinstated back onto the roof on 10 November 2021. To date all ground floor and 1<sup>st</sup> floor units are now live and fully functioning with air conditioning and ventilation. The rear section of the 3<sup>rd</sup> floor, including the learning resource centre are also live. The canteen and training kitchens are waiting for the final health and safety gas sign off before full use of these areas commences but is anticipated that this will happen shortly.

2.2 The recent water ingress from the third-floor parapet is currently being investigated. At this stage this is due to the roof works being incomplete and PMC (our contractors) have committed to do a water test at conclusion of the roof works (which will be witnessed by all parties, including our project manager, mechanical and electrical and surveyor experts) to verify that there is no ingress from the roof or the parapet. PMC are looking at potential further investigations to other elements (including the fins and the façade) just to ensure that there are no further issues related to walls.

2.3 All health and safety measures have been followed to ensure that areas, such as the front entrance and any stairwells are appropriately cordoned off restricting access to these areas while the crane is on site and areas are fully dried. 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.

## **3 PLANT ROOM UPDATE**

3.1 The plant room investigation report has just been concluded by Hawthorne and Boyle (mechanical engineers) and the key findings include:

3.1.1 The boiler room had flooded through a failure to one of the tank incoming valve arrangements, resulting in the tanks overflowing onto the boiler room floor

3.1.2 The sump pump failed to operate.

3.1.3 The second level of protection, which is the low-level level leak detection system that should close off the incoming mains water supply, did not operate.

3.2 The recommendations include replacing the tank and associated supports as a matter of urgency to ensure that they are compliant with sector regulations. In addition, a new tank overflow and warning pipes are to be extended to a new floor mounted sump tank, with a new submersible sump pump and tank level sensors, all of which are interconnected to a building management system. The incoming main water solenoid valve would activate upon an alarm that the water tanks are in an overflow condition and close off the main incoming water supply.

3.3 This work will be undertaken as soon as possible to minimise any future risk of flooding, with a longer-term plan for the additional non urgent works established. A similar issue occurred over the Christmas break in 2014-15, where the valve did not activate therefore not shutting off the main water supply. The recommendations from this report would

ensure that the college had different levels of protection for the future. This report will be taken to the Finance & Resources Committee for consideration.

#### **4 COVID-19 PRECAUTIONS**

4.1 The Scottish Government published additional guidance for universities and colleges on 29 October 2021 which again focuses on maintaining a cautious approach. This means going further than the required baseline mitigations in order to restrict the spread of the virus. The college is still undertaking the following:

- 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. This is a voluntary approach that the whole sector is taking.
- 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.
- 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.

4.2 The college has recently reinstated a small amount of student seating in the canteen and in other spaces in the college. These areas all have the track and trace QR codes as well as appropriate signage to remind students to use the available hand sanitiser and wipes as appropriate. Our union colleagues have been consulted and are also doing regular walk arounds with our interim Health and Safety Advisor. We are currently seeking a replacement for this vacant post.

4.3 In addition, as an added precaution, the college has also provided flu vouchers to all staff for the winter period.

#### **5 ACCIDENTS AND FIRST AID**

5.1 The accident reporting period is from July to September 2021, and there are 7 minor accidents reported, which is a decrease in comparison to the last period. There are no matters of concern or any patterns to report.

## 5.2 Chart 1: Minor Accident Report

Incident Type	July - Sept 2021	Previous Quarter
Allergic reaction	0	0
Cuts	2	4
Burns	0	2
Chest/ Back Pain	0	0
Sick/Faint	1	0
Bang/Fall	3	4
Other - Migraine	1	1
<b>Total</b>	<b>7</b>	<b>11</b>

## 6 FIRE TESTING

6.1 The fire alarm continues to be tested weekly, with results and maintenance of any issues recorded. The period July – September 2021 showed that there were three unplanned fire evacuations which were due to the construction work and the area not being isolated, an air freshener being activated too close to the sensor and a fire alarm button activated instead of a door release one.

6.2 All staff exited the building in a timely manner and the fire brigade were in attendance.





## HEALTH AND SAFETY COMMITTEE MEETING

30<sup>th</sup> September 2021 1.30pm

### Attendees

Present: Stella McManus, David Auchie, Joanne Warwick, Gary McIntosh, Alasdair McTavish, Yvonne Mitchell, Susan Thorburn.

#### 1. Apologies

Aileen McKechnie, Craig Ferguson, Derek Brown, Mandy Murray, Katrina Moses

#### 2. Minutes of Previous Meeting

- The Co2 monitor has now been delivered to the Facilities Dept. and can be utilised in carrying out spot checks throughout the building.

#### 3. Accident Reports

- No major concerns were reported at the meeting

#### 4. Update on general Covid-19 arrangements.

- Our current measures are 1m+ social distancing and the maximum occupancy of rooms are displayed on each door.
- SMcM noted that whilst we will always observe the Government guidance, we are going above and beyond the required mitigation measures for maximum safety.
- ST spoke about abuse received from students when asking them to wear masks properly. SMcM confirmed staff should be taking names of students who fail to comply and report the incident to their CM. The disciplinary process should be followed. If a student claims to be exempt – they should be directed to the Scottish Government website to download exemption cards and should be wearing it.
- A box of masks will also be left out in the atrium for students to use.
- YM spoke of the new large format grasshopper signage on each floor drawing attention to the latest Covid arrangements. Facilities are also moving to new colour signage for the front doors.
- GMcl said we should be encouraging all staff to be vaccinated and that all risk assessments should now include Covid vaccination as standard. Action: YM was asked to clarify this issue and get confirmation from HSE.

## **5. Testing**

- No major problems have arisen regarding the issuing of test kits to staff and students.

## **6. Plans for staff returning to work.**

- AMcT raised the issue of PPE not being ready for his faculty. GMcI spoke of updating our Uniform Policy and SMcM said she would speak to Sue Hampshire about framework suppliers for uniforms. Action: Review how PPE is ordered for staff.

## **7. (And 8.) Facilities update on work to date**

- SMcM spoke of the ongoing issues with replacing the roof, where there had been further water ingress due to the area not being sealed properly causing repeated floods in the Bistro and leaks on the main stairwell.
- Although a lot of work has been done to resolve these issues, further work still needs to be done. Progress will be weather dependant, but we have an estimated finish date of 26<sup>th</sup> November. SMcM thanked the staff for their patience.
- SMcM clarified the issue with the Boiler Room where there was a catastrophic failure of alert systems, which mean the college was not notified of the flooding earlier. Work is continuing to repair and resolve the problem.
- JW asked for staff to continue to be kept updated with the progress of the air handling unit replacements as the staff would find the disruption more acceptable if they knew the reason for it.

## **10. Health & Well Being**

- GMcI confirmed to the committee that more Mental Health 1<sup>st</sup> Aiders were being trained.
- He also spoke of the funding received and discussed possible uses for it. He would be speaking to Rose Harkness regarding possible suitable uses for the funding.
- GMcI also commented on the need for the HSE Risk Assessment to be continuously updated and that everyone should be involved in this.

## **11. A.O.C.B**

- The next opportunity for major works in the building will be the October holiday week. Large partitions are being installed whilst the building is closed.
- DA highlighted an issue with construction students using the corridors beside the kitchen as a shortcut to their classes. DA told the Committee that as this was a high hygiene area could something be done to discourage students from using it? Action: AMcT to remind students.
- DA also made an enquiry about updating his risk assessments to reflect students going on work placements in connection with a new qualification in Catering. JW was familiar with this from her own faculty and offered to assist.

**Next Meeting November 2021**