

BOARD OF MANAGEMENT

Health and Safety Report to Human Resources Committee

FEBRUARY 2021

PURPOSE

1. To update the committee on Health and Safety activities, as outlined in the minutes of the most recent Corporate Health and Safety Committee; and to provide an update on the College approach to ensuring the campus remains Covid secure.
2. We continue to have robust COVID-19 secure measures in place and we have reviewed and enhanced these in response to the more contagious variants of the virus, including daily fogging of teaching and staff areas; room fogging on demand; significantly limiting those physically coming to the campus; and enhancing the use of Perspex screens and other measures to protect those on campus. We review our room risk assessments on a weekly basis with our H&S colleagues; and recently re-circulated our college-wide risk assessment to all staff for information and assurance (it is also stored on our staff portal).
3. We plan to invest in additional modifications through our capital programme to enhance these measures – this includes making classrooms more flexible (bigger rooms with flexible partitions); making more doors automatic to avoid the need for touch; and consideration of filtered air purifiers for the lifts.
4. We also conducted a review of the social distancing measures during fire evacuations and continued enhancements of risk-assessments across the College.
5. Further information can be found in the annexes, as outlined below:

Annex A - H&S Committee Meeting Minutes

Annex B - Accident Report

Annex C - Accident statistics

CONCLUSIONS/RECOMMENDATIONS

Members are asked to note the contents of this update.

1. H&S Committee Meeting Minutes

Minutes of the meeting of the Corporate Health and Safety Committee held on 16th December 2020 11.00am

Present: Aileen McKechnie (Chair)

Stella McManus, Craig Ferguson, Katrina Moses, Mandy Murray, David Auchie, Joanne Warwick, Derek Brown, Gary McIntosh

1. Apologies

Lindsey Ferries

2. Membership

No changes to membership were reported

3. Minutes of Previous Meeting

The minutes of the previous meeting held on Friday 7th August 2020 were approved.

4. Accident Reports

There have been no accidents reported this month to date.

5. Update on general Covid-19 arrangements

AMK spoke about the Campus now being in level 3 of the 5-tier system (a shift from level 4). AMK advised of the changed approach to face coverings – now mandatory within all workshops and classrooms. AMK reminded colleagues that student who were travelling home for the holiday had been offered testing at UWS. She advised that the College had declined the offer to become a satellite testing centre and that we would be partnering with UWS.

AMK advised the committee that a Risk Assessment for Positive Cases is on the College portal; and that the College is still working in partnership with the local Health Authority and this was a positive relationship.

AMK advised that the SLWG (Short Life Working Group) on Organisational Stress had now held its first meeting and had been soft launched via the Staff Newsletter.

MM enquired into the situation regarding mask wearing at counselling sessions. The availability of clear face masks or clear visors was noted; JW advised that portable clear Perspex screens are available for use in the Care faculty and that one was available for testing.

MM highlighted that not all students are using the hand sanitiser before entering the college; and that some staff do not want to use desks immediately after previously use by a colleague, even after sanitisation. AMK advised that staff views should be considered, particularly at this time of heightened anxiety. If a break of 10-15 minutes provided assurance to staff, this should be introduced. Or, alternative desks should be sourced.

AMK advised the committee members that it was all our responsibility to remind students and staff when entering the college to use the touch free sanitiser provided. CF to consider location and signage.

DA enquired as to the arrangements for mask wearing in the kitchen when in close proximity with students. AMK advised that face coverings must be worn as it is a point of protection for both the

lecturer and the student. A visor, in isolation, does not provide sufficient protection. The issue with the chef hat was noted. KM advised DA that whilst in close proximity with students where 1m or 2m distancing can't be maintained that a face visor should be worn as the visor offers extra protection as the eyes can be a point of entry.

DB enquired as to how CO2 levels are monitored and tested in the college. CF advised that monitors are in place in the kitchen areas. CO2 monitor to be ordered for monitoring purposes **(KM to Action)**

6. Fire Evacuation

Due to the Fire Alarm being triggered on Tuesday 15th December it was noted that social distancing was not being maintained on return into the college therefore CF advised the committee that Fire Wardens will create a path from the muster points into the building. **(CF to Action)**

JW suggested that Fire Wardens should be buddied up to muster points and that a set of clear instructions and duties be issued. **(CF to Action)**

7. Facilities – update on arrangements in building

CF confirmed that new mock- up signage is in the design process. CF advised the committee that the room layouts of 205 & 305 are being reviewed to allow extra access.

CF advised that door stickers have been amended and that weekly fogging is being carried out in classrooms and communal areas.

CF advised that the stanchion chains on the barriers are being tightened in order to prevent them being stepped over.

Facilities Department are in the process of reconfiguring classrooms to allow additional occupancy.

- **Actions:**

- Prominent signage required for Hand Sanitisers

- Additional signage required for Hand Sanitiser at College Entrance

- CF to issue email with instructions on how to access phone messages from an extension to allow for hot desking.

- CF to organise Fire Warden Training for SM & GM

AMK spoke about maximising all available space in the building to enable more teaching on campus as we must be conscious of how many teaching hours are required to teach and assess the students before the year end.

8. South Lanarkshire College Risk Assessment update

The risk assessment for the college is revisited on a weekly basis. KM advised the Committee that the High Level COVID Risk Assessment has been revised and amended to include the mandatory wearing of a face covering in all classrooms, workrooms and teaching areas in accordance with Scottish Government guidance.

9. AOCB

AMK thanked all of the Committee Members for their participation and contribution over the period, recognising the critical importance of the group at this particular time. She offered best wishes for the festive season.

10. Date and time of next meeting

11/02/21 Time to be confirmed

2. Accident Report

ID	Accident Date	Faculty/Section/Class	Accident Description	H&S Follow up Action
NB-125	15/12/2020	Construction/Plumbing/FI AA	Student complaining of chest pains has chosen to go home of his own choice. Michael refused to have first aid advised to go to hospital for his chest pains.	06/01/21 Phoned Michael no reply ledt message KM
NB1223 - RM147	26/11/2020	Facilities	Locking gates heard a crash and a scream. Marius went into the silver bollard, fell off bike and hurt himself. When I went over to see him he had hurt his hand. It was cut badly and looked as if it needed stitched. I offered to take him to the hospital	RIDDOR Accident due to duration off. Returned to work and confirmed recovery to Head Of Facilities.
NB1222 - Rm147	23/11/2020	Construction	Girl struck pupil with full can of pringles bottom metal bit hit cheek.	
LG63 - NB200	23/11/2020	Construction	Taylor was planing a piece of wood when a skelf penetrated deeply into his right thumb.	25/11/20 - Spoke to Taylor who advised that his thumb is now okay. He attended A&E and was given medication in a tablet form.
NB1221 - Rm147	20/11/2020	Construction	Chisel slipped and Marc cut the back of his left hand.	25/11/20 - Phoned Marc no answer KM. 25/11/20 Spoke to Marc and he advised that his hand is still swollen but seems to be healing. KM 25/11/20 No contact details for IP. Lecturer emailed. IP may need surgery to foot.
LG63 - NB199	20/11/2020	Construction - Schools	Student gone over on weak ankle and suspects that he has broken his foot. Has happened twice already this year.	
NB1220 - Rm147	09/11/2020	Construction	Boy took non epileptic seizure looked sleepy, eye flickering. Non responsive came back after about 5 mins. Parent called.	09/11/20 - Spoke to Adam's mum and she advised that he is okay.
NB1217-Rm147	06/11/2020	Horticulture	Mary bumped her head getting out of her car causing her to cut her right eye lid.	06/11/20 Email to Mary, Mary replied to email to confirm that her injury is healing fine.
NB1219 - Rm147	06/11/2020	Care	Pupil hit with some force on head at ear, feeling dizzy and light headed small cut to ear.	
NB1218-Rm147	06/11/2020	Care	Sharping pencil and stabbed her hand with pencil.	09/11/20 Spoke to Nicole and her hand has healed.
NB1216-Rm 147	30/10/2020	Business	Cleaning out drawer in kitchen 247 when Patricia sliced her finger.	
NB1215-Rm147	30/10/2020	Construction	David was fooling around and punched his friend. When doing this he hurt his wrist	
NB1212-Rm147	28/10/2020	Construction	Metal panes about 10 number fell onto Marissa's foot. Possible fracture. IP taken to hospital	
NB1213 - Rm147	28/10/2020	Horticulture	Hamish was working outside next to the small huts he stood up and hit his head on the huts roof edge	
NB1214-Rm147	27/10/2020	Business	Brand new knives so extremely sharp. Student lost focus whilst chopping parsley and cut her finger	04/11/20 Phone IP no reply. Email from Lecturer David Auchie to confirm that IP has no further issues. KM

Having reviewed the report, it is noted that there is no unexpected patterns relating to period of term. There was 1 RIDDOR, Member of staff fell off their bicycle and broke their thumb. Recovered and returned to work

3. Accident Statistics

Accidents by Type		
Allergic reaction	0	0
Cuts	6	0
Burns	0	0
Chest/ Back Pain	1	0
Sick/Faint	0	0
Bang/Fall	7	0
Other - Epileptic fit	1	0
Total	15	0

Accidents by Area		
Faculty	Accidents	Last reporting period
Care	2	0
Business	2	0
Construction	8	0
Horticulture	2	0
Support	1	0