

Glasgow Kelvin College**Board of Management****Annual Health and Safety Report 2020.21****Report by Health and Safety Manager and****Principal****1.0 Introduction**

As members will be aware the Health & Safety Policy, approved annually by the Board, sets out procedures to ensure these responsibilities are discharged effectively.

The policy states that Glasgow Kelvin College values its employees, learners, service users and others affected by its operations and is committed to protecting their health, safety and well-being. The College therefore continues to develop and improve its systems and processes for managing health and safety issues.

In order to provide the Board with assurance that Health & Safety obligations are discharged appropriately an annual report is produced which summarises key activities which have been undertaken during the academic year.

The annual health and safety report, attached as Appendix 1, reflects activity across the four Glasgow Kelvin College campuses and covers the period 1 August 2020 to 31 July 2021. To effectively report the full effects of the COVID-19 pandemic on these activities this year's report provides a truncated examination of the key areas and a more detailed analysis of the COVID-19 response.

2.0 Annual Health and Safety Report

The annual Health and Safety report was presented to the College's Health and Safety Committee on 17 September and to its Senior Management Team on 21 September.

The report provides a detailed overview of the progress made, and of projects and challenges within the key areas of Health and Safety management.

A contents page is provided at the beginning of the report, but the Key areas covered include:

- Asbestos Management
- Annual Incident Reporting (AIR)
- Budget
- Communications
- College Control of Substances Hazardous to Health (COSHH)
- Fire Safety issues
- Health & Safety Committee
- Health & Safety Forms
- Health & Safety Policy
- Health & Safety Management System (HSMS)
- Incident reporting and RIDDOR
- Legal and Current Issues Review
- Occupational Hygiene
- Occupational Health
- Operational Plan 2020-2021
- Staff Training
- Coronavirus (COVID-19); and
- Health and Safety Manager CPD

3.0 Resources Implications

There are no resources issues identified as a consequence of this report.

4.0 Equality

There are no new equality issues identified as a consequence of this report.

5.0 Risk and Assurance

There are no new risks identified as a consequence of this report.

6.0 Data Protection

There are no data protection issues as a consequence of this report.

7.0 Recommendations

Members of the Board are recommended to:

- i) note the contents of this report;
- ii) approve the Annual Health and Safety Report attached as Appendix 1

8.0 Further Information

Members can obtain further information on the contents of this report from Geoff Lawson, Health and Safety Manager on glawson@glasgowkelvin.ac.uk or Derek Smeall, Principal on dsmeall@glasgowkelvin.ac.uk.

Glasgow Kelvin College
Annual Health and Safety Report
August 2020 to July 2021



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Introduction

A successful organisation knows the value of a positive safety culture and Glasgow Kelvin College places great importance on protecting and promoting the health, safety and wellbeing of our staff, learners, visitors and contractors.

Effective management of health and safety (H&S) risks enables the college to:

- Prevent individuals being made ill, getting injured or killed by their work.
- Encourage positive relationships with partners and contractors, ensuring that the activities of contractors do not expose the college, its staff, students or members of the public to risks to their H&S, and
- Avoid reputational damage in the eyes of partners, suppliers, other stakeholders and the wider community.

This report aims to provide an analysis of the H&S performance across all college locations and activities for the year August 2020 to July 2021 including a summary of our COVID-19 pandemic actions.

1. **Asbestos**

a. Annual Survey

The annual asbestos management re-survey of the West End campus took place on 25 February 2021. A management survey to manage asbestos containing materials (ACMs) during the normal occupation and use of premises.

A Management Survey aims to ensure that:

- nobody is harmed by the continuing presence of ACM in the premises or equipment
- that the ACM remain in good condition
- that nobody disturbs it accidentally

The Survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client in prioritising any remedial work.

On receipt of the report on 1 March, the building asbestos register was updated and campus staff informed. There is a mandatory training requirement for all campus and visiting Estates and Facilities staff to complete the online Asbestos Awareness training annually.

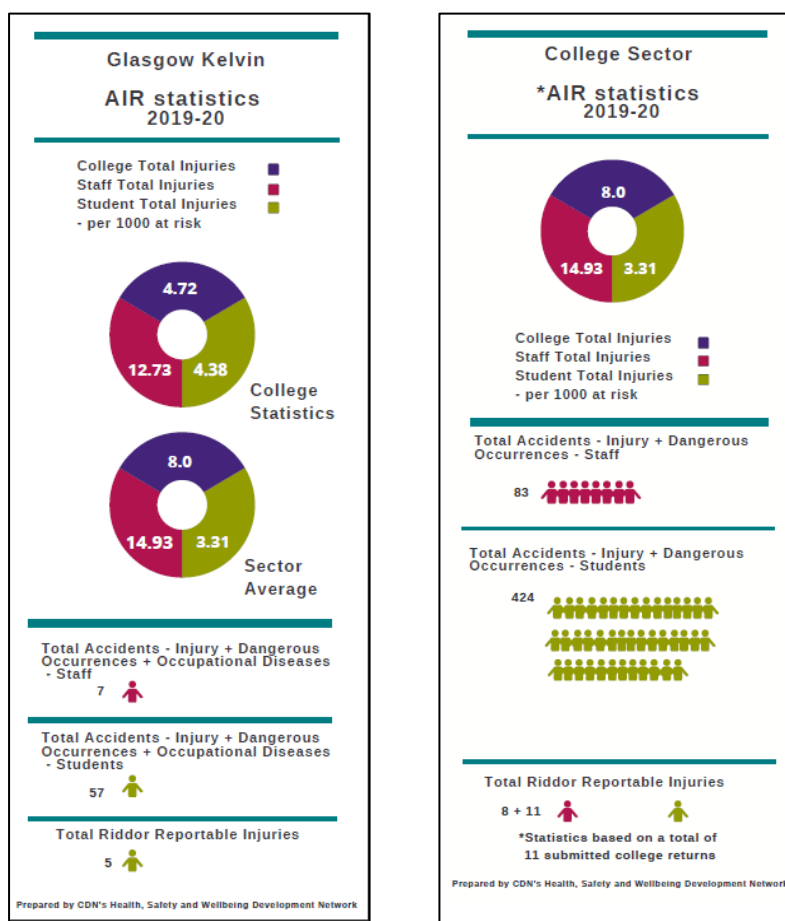


b. Asbestos Management Procedures (AMP)

During the reporting period the college AMP was reviewed and updated by ACS Physical Risk Control Ltd (asbestos subject matter experts). This review incorporated the results of the most recent asbestos management survey, changes to the college management organisation and incorporated all legislative and best practice changes. The AMP outlines the procedures which are intended to facilitate college compliance with the asbestos related duties defined and implied in the Control of Asbestos Regulations 2012.

2. **Annual Incident Reporting (AIR) – Sector Benchmarking**

The most recent AIR results clearly demonstrate our continued improvement in the college accident and incident reporting performance and more broadly reflect well against the sector as a whole. Our AIR performance results are displayed in the College Development Network (CDN) infographics below:



In comparison with sector injury averages, we are significantly better against *College Total Injuries*, better with *Staff Total Injuries* and only marginally below the sector average for *Student Total Injuries*. The table below summarises our benchmarked performance over the past 3 years.

	<u>College Total Injuries*</u>	<u>Student Total Injuries</u>	<u>Staff Total Injuries</u>
<u>2017-2018</u>	<u>5.32</u>	<u>5.21</u>	<u>8.52</u>
<u>2018-2019</u>	<u>25.01</u>	<u>4.68</u>	<u>20.33</u>
<u>2019-2020</u>	<u>4.72</u>	<u>4.38</u>	<u>12.73</u>

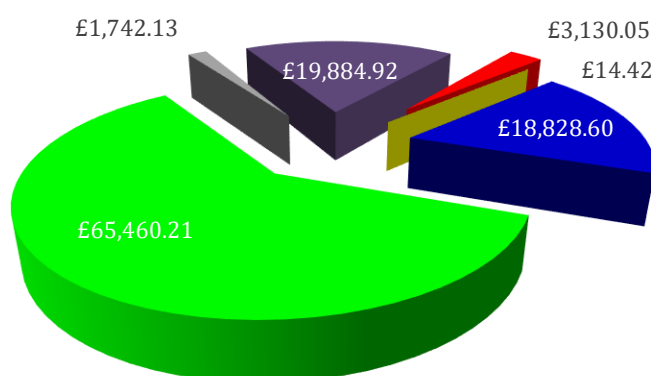
*per 1000 at risk

3. Budget

Following careful analysis of the 2019-2020 annual H&S budget spend, and in particular with regard to COVID-related costs, the 2020-2021 budget was significantly increased, from £59,710 to £109,710.

Cost code analysis of the spend in this academic year is set out below:

Annual Spending



Cost Code	Purchased	Annual Spend
209001	Equipment and Materials	65,460.21
210009	Memberships Fees and Subscriptions	1,742.13
210008	License Fees and Renewals	19,884.92
201007	Medical Referrals (Occupational Health Surveillance)	3,130.05
201002	Staff Travel	14.42
201006	Staff Training Fees	18,828.60
201004		£0
306005		£0

As the result of careful monitoring and prudent management of the H&S budget, in early May it was identified that there was likely to be an underspend. A priority list of H&S-related projects (equipment and training) was drawn up and presented to the SMT with a view to using this underspend. Following lively discussion, it was decided that given the exceptional circumstances approval would be given to use this underspend as outlined.

Project items included:

- specialist LED lighting in four Support for Learning (SFL) rooms (£3k)
- six adjustable desks for SFL (4 x Springburn and 1 each for East End and Easterhouse) SFL rooms (£4k)
- improved de-icing equipment for East End, Easterhouse and West End campuses, (£1.6k)
- Four major trauma kits, one per campus (£1.2k)
- 30 emergency radio sets distributed to all campuses (12 to Springburn and 6 each to East End, Easterhouse and West) (£5.2k). The major trauma kits and radio underpin resilience preparations required as part of the College's Business Continuity Plan.

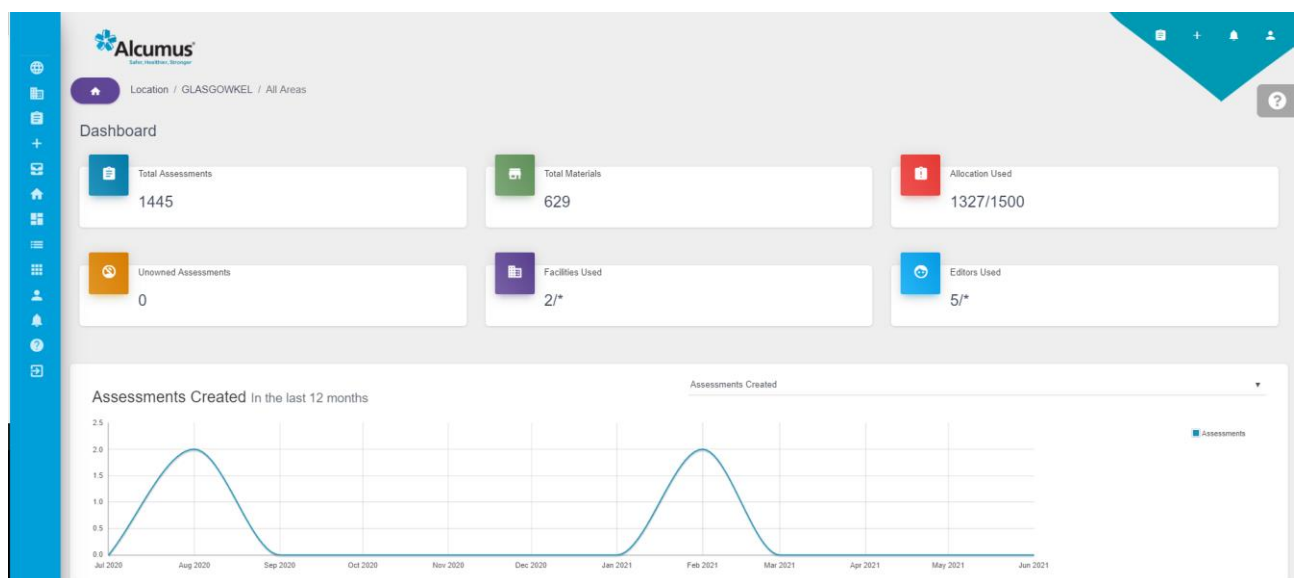


4. **Control of Substances Hazardous to Health (COSHH)**

Following the highly successful implementation of the Alcumus COSHH management system (CMS) in 2016, the college has managed and maintained COSHH compliance across all college functions.

The ease of access and robust functionality of the Alcumus system has enabled the college to conduct routine COSHH assessment reviews, action significant assessment changes and maintain the recommended control measures despite the ongoing COVID-pandemic restrictions.

There were 1,445 live COSHH assessments on the Alcumus CMS at the end of July 2021.



5. Fire Safety Issues






Following the retirement of our previous fire safety contractor, a short mini-tender process was conducted in order to appoint a replacement. The successful candidate was the Ian Dickie Consultancy. As a result of this process, the college campus fire risk assessment (FRA) review programme commenced later than scheduled.

Between the 13 and 16 April all four sites were visited and inspected, with the final reports being made available at the end of April 2021.

These risk assessments highlighted 39 issues which the college needs to address in priority order, by October 2021:

	Actions Identified (Complete)	Remarks
East End	2 (2)	No further actions required
Easterhouse	10 (7)	Evacuation Comms to be fitted imminently
Springburn	14 (10)	Fire damper check booked for Sep 21
West End	13 (10)	Evacuation Comms to be fitted imminently
Total: 39 (29)		

The completed fire risk assessment reports have been made accessible via a web-based reporting platform (see below), which allows the college a 'near-real time' method of viewing and monitoring the progress of key actions and recommendations:

[Logout](#)
 TEL: 0141 378 0612
 ian@d-fire-consultancy.co.uk

Customer: Glasgow Kelvin College


[Back to Sites](#)
Sites and Buildings

☒ Low Risk
 ☒ Medium Risk
 ☒ High Risk
 ☒ Pending
 ☐ All

4 building(s) displayed

Map

Satellite



ID	Site Name	Location	Email	Telephone	
10032034	Easterhouse Campus	Glasgow	GeoffLawson@glasgowkelvin.ac.uk	0141 630 5000	View Buildings
10032033	East End Campus	Glasgow	GeoffLawson@glasgowkelvin.ac.uk	0141 630 5000	View Buildings
10032032	West End Campus	Glasgow	GeoffLawson@glasgowkelvin.ac.uk	0141 630 5000	View Buildings
10032031	Springburn Campus	Glasgow	GeoffLawson@glasgowkelvin.ac.uk	0141 630 5000	View Buildings

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- Selecting one of the four campuses provides a summary of building, risk assessment and live log book:

[Logout](#)
 TEL: 0141 378 0612
 ian@id-fire-consultancy.co.uk

Customer: Glasgow Kelvin College

◀ Back to Sites

Glasgow Kelvin College - East End Campus

Location and contact details

Address: 2 Haghill Road, Glasgow, G31 3SR

Site: East End Campus

Duty Holder: Glasgow Kelvin College

Local Responsible Persons: Geoff Lawson

Telephone: 0141 630 5000

Email: Geoff.Lawson@glasgowkelv.ac.uk

Building Details

Area: 4500

Number of Floors: 2

Occupied Floors: 2

Number of occupants: 600

Is customer Landlord?: No

Category: L1

Type of alarm: System

[View Floor Plan](#)

Live Log Book

- Log a fire incident or false alarm
- View all log entries
- Daily Fire Exit Door Records

Activity	Next Due On
Fire Marshal Training	30-08-2021
Weekly Fire Alarm Test	15-09-2021
Fire Alarm Service	23-10-2021
Fire Drill	15-11-2021
Emergency Lighting Service	28-03-2022
Fire Extinguisher Maintenance	31-03-2022
Fire Safety Training	13-04-2022

15/04/2021

Risk Assessment

Conducted by: Ian Dickie Checked by: Ian Dickie

Validated by: Ian Dickie Released to customer on: 30/04/2021

Action Plan

01 - Persons at Risk	0	07 - Fire Detection and Warning	0
02 - Sources of Ignition	0	08 - Emergency Lighting	0
03 - Sources of Fuel	0	09 - Firefighters Provisions	0
04 - Construction	0	10 - Management	0
05 - Means of Escape	0	11 - Signs and Signals	0
06 - Fire-fighting Equipment	0	12 - Effects on the Environment	0

■ Actions due within 7 days of this assessment
■ Actions due within 30 days of this assessment
■ Actions due within 3 months of this assessment or by next service visit

The assessor has stated that this building cannot be below Medium risk.

The Premises is considered to be Medium risk due to the size and construction of the premises, the nature of the undertaking and the management of the fire safety measures.

[View All Actions](#) [View Entire Report](#) [Download PDF](#)

Part(s) of the premises to which the risk assessment applies

- This new online platform provides a facility for the college to populate a live logbook (see top right of image above) with the most current fire safety related documentation (fire alarm, extinguisher checks, emergency lighting maintenance and fire door checks etc.).
- This information is displayed using a traffic light-based alert system, which ensures the fire safety documentation, maintenance and check ups remain in date.
- At the end of the reporting period the key outstanding fire risk assessment action point was 'the provision of an emergency voice communications system (BS 5839-9 compliant) between the fire evacuation refuges (in the stairwells) the staff at the fire alarm control panel at reception'.
- Equivalent systems were fitted at build at East End and Springburn campuses but not at Easterhouse and West End.
- Work to fit, test and commission this equipment is scheduled to take place shortly, with an operational date at both campuses before the end of September.

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6. **H&S Committee**

- During the reporting period the H&S Committee, chaired by Jenny Kiernan (Unison Safety Representative) on behalf of the unions, met on the following dates:

2020	16 September and 18 November
2021	13 January, 10 March, 28 April and 10 June

- The committee is scheduled to meet during session 2021-2022 on the following dates:

2021	15 September and 3 November
2022	19 January, 9 March, 20 April and 1 June

- During this reporting period, all committee meetings have taken place on Microsoft Teams and this remains the plan for those scheduled for 2021-2022.
- The accepted minutes of each of the H&S Committee meetings were reviewed by the Strategic Management Team (SMT) prior to posting on the College intranet (College Documents). These minutes are also a standing item on the Risk Management Committee agenda.
- The committee chair, which is rotated on an annual basis between the college management and EIS and Unison, will be occupied by the Vice Principal Operations for the 2021-2022 session.
- A full review of the membership and the standing agenda of the H&S Committee will take place over the summer 2021 and any proposed changes will be submitted to the committee at the first meeting on 15 September.

7. **H&S Forms**

- The annual review of college H&S documentation took place during the course of June and July.
- This review incorporated all changes to relevant legislation, best practice and accuracy whilst addressing ease of completion issues.
- The following documents were updated as a result of the review:
 - HS001 Incident Report Form
 - HS003a Learner Personal Emergency Evacuation Plan (PEEP) 22-22
 - HS003b Staff PEEP
 - HS003c Chinese School (PEEP)
 - HS004 New or Expectant Mother (NEM) Risk Assessment
 - HS007 Monthly Ladder Inspections

8. **H&S Policy**

- The annual review and update of the college H&S policy was conducted by the HSM during March and April. This included a major refresh of managerial

responsibilities and was achieved following consultation with the Principal, Vice-Principals, Directors, Heads, Managers, Team Leaders and Supervisors.

- This document was subsequently presented to:
 - the H&S Committee in late April
 - the SMT on the 4th May for comment, and
 - the F&R Committee for endorsement
- In June it was submitted to, and approved by, the Board of Management and signed by both the Chair of the Board and the Principal.
- Copies of the signed H&S policy statement were posted in the reception areas of all campuses during July.

9. Health and Safety Management System (HSMS)

- As a result of the COVID-19 pandemic, progress with transition of the college H&S management system (HSMS) to one which meets (or exceeds) the standards of the international standard ISO 45001 has continued to be curtailed.
- Despite the significant progress which had been made with the transition, this project was suspended until early 2021, when it was hoped to recommence the project. However, restrictions which were required as part of the lockdown commencing in January 2021 have delayed this.
- The current plan is to invite an external assessor to audit and report on the transition work which has already taken place and to recommend the best course of action moving forward. It is hoped that this will be possible in October/November 2021 once completed a revised target date for the migration to ISO 14001 will be published.

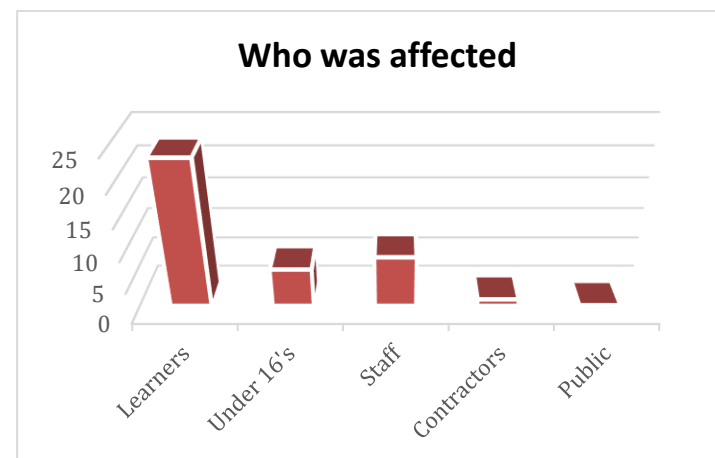
10. Incident Reports and RIDDOR

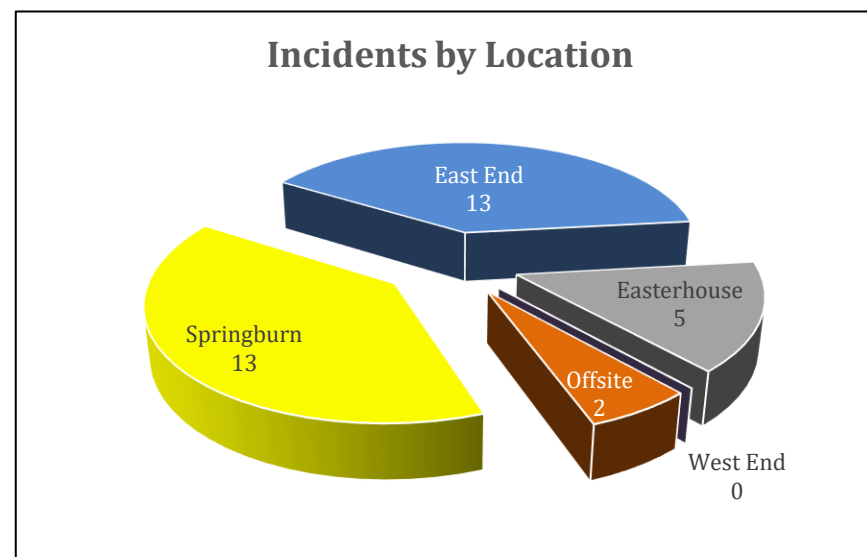
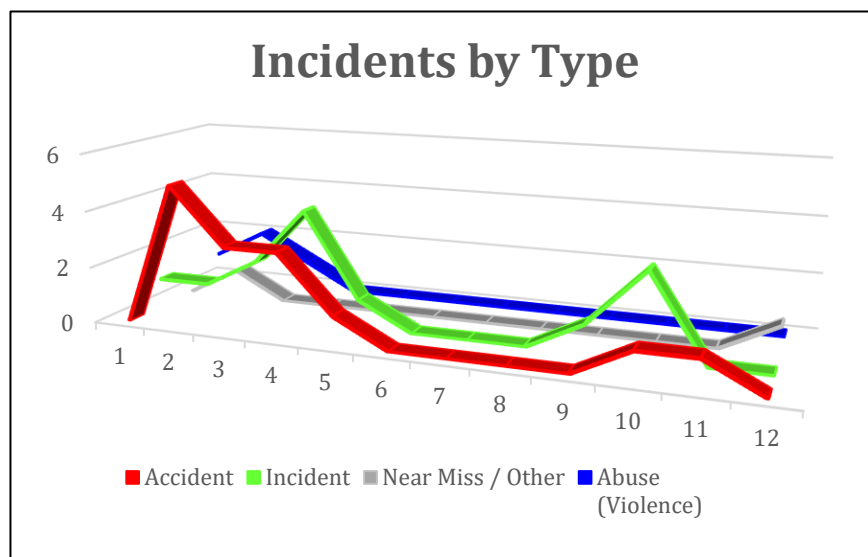
Incident Reports. There were **33** incident reports made using the HS001 format made during this period which is a reduction of **102** on last year's figures.

	2020					2021							Total
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Accident	0	5	3	3	1	0	0	0	0	1	1	0	14
Incident	1	1	2	4	1	0	0	0	1	3	0	0	13
Near Miss	0	1	0	0	0	0	0	0	0	0	0	1	2
Abuse or Violence	1	2	1	0	0	0	0	0	0	0	0	0	4
Total	2	9	6	7	2	0	0	0	1	4	1	1	33
Helpdesk (H&S)	17	39	19	14	7	0	1	3	3	12	10	1	126

Of the reported incidents during this period:

- 9 involved members of staff (down from 27 last year)
- 23 involved learners (down from 109 last year) and this figure included 6 who were under 16 (down from 8 last year)
- 1 was a contractor (down from 2 last year)



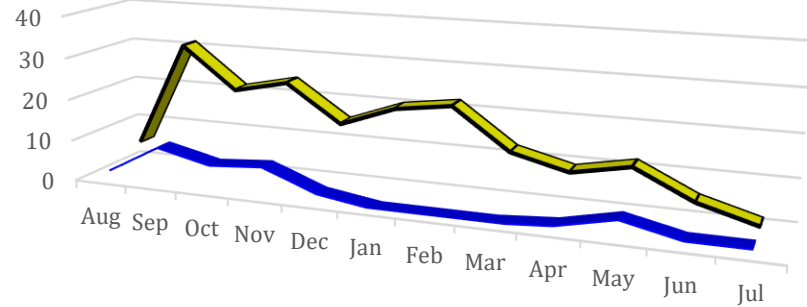


There were 4 incidents categorised as ‘*violence and/or abuse*’ during the period:

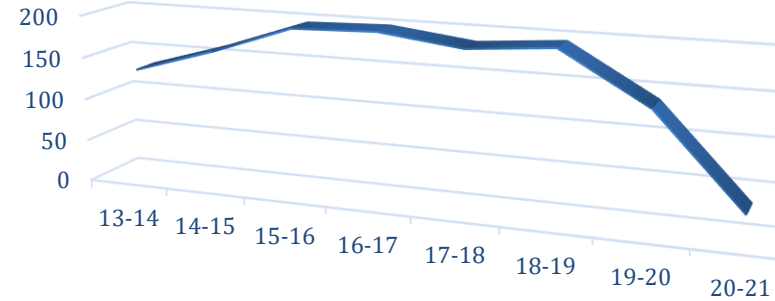
When	Where	Nature of Incident	Actions Taken
27 Aug 20	EH	Verbally abusive and aggressive member of public	Staff support provided; member of public removed from campus
8 Sep 20	EH	Verbally abusive and aggressive member of public	Staff support provided; member of public removed from campus
28 Sep 20	EE	Threatening behaviour	Incident subject to Police investigation
1 Oct 20	SB	Verbally abusive and aggressive member of public	Staff support provided; member of public removed from campus

This year saw a significant drop in reported incidents, primarily due to COVID campus occupancy restrictions

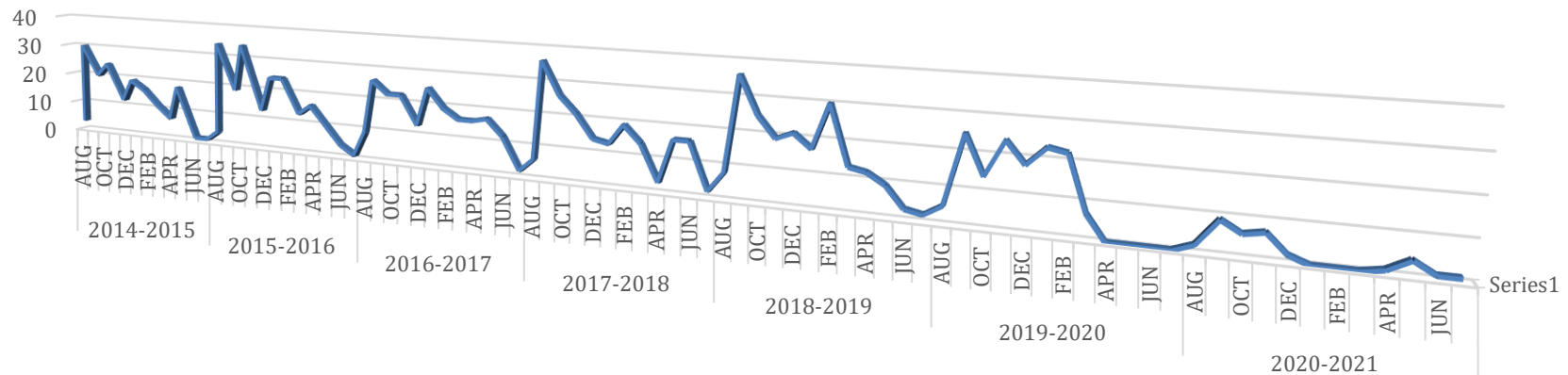
Report Average - 2013-2020 vs 2020-2021



Total Number of Reports by Year

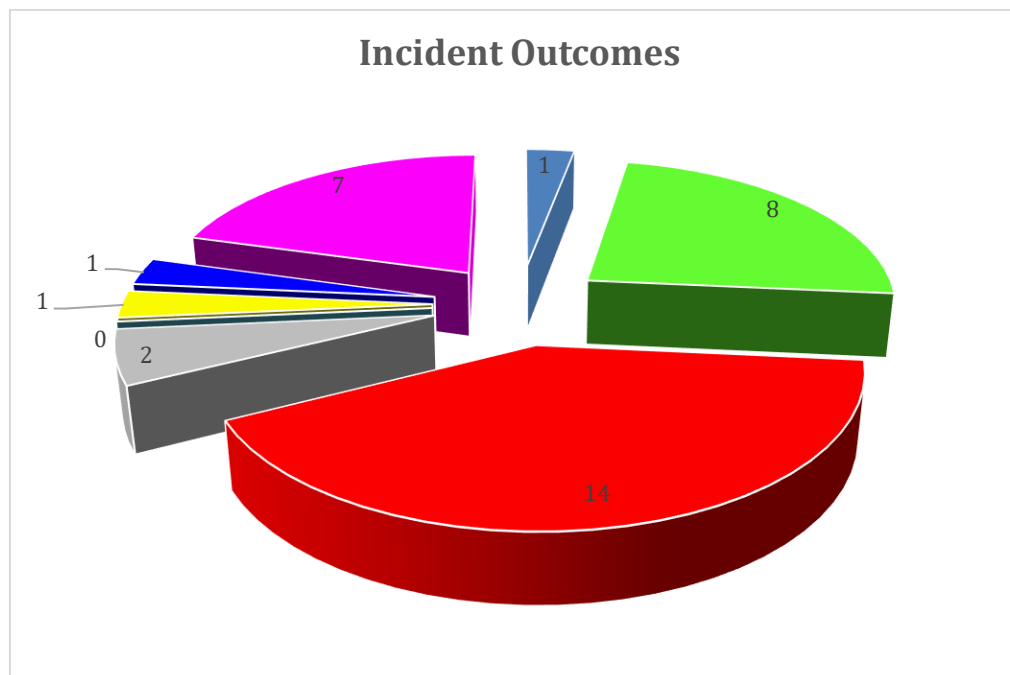


Annual Reporting Rate



Injuries related to Incident Reports

Cut, graze or impact injury	14
Pre-existing condition	8
No illness or injury	7
Unwell or anxiety	2
Burns	1
Fit or seizure	1
RIDDOR report	1
Eye injury	0



RIDDOR.

On the 14 September 2020 a RIDDOR report (reporting of injuries, diseases, and dangerous occurrences) was made via the HSE RIDDOR web portal. This followed a diagnosis of work-aggravated contact dermatitis (occupational disease) by the college OH provider.

The diagnosis came about despite regular consultations between the member of staff and Health & Safety Manager, extensive OH surveillance and occupational hygiene checks and investigations. Additionally, over a six-year time period, there was timely implementation of various engineering and control processes as well as various personal exposure control measures.

A RIDDOR report follow up visit to the Springburn campus was conducted by an HM Inspector from the Health and Safety Executive (HSE) on 3 November 2020. The purpose of this visit was to ascertain whether current and historic dermatitis controls were compliant, suitable and sufficient. During the course of this visit it was demonstrated that the college had robust risk assessments, a strong occupational health surveillance programme and documented implementation of all best practice and recommended preventative measures and the HM Inspector concluded that the HSE were satisfied that there were no further actions required by the college.

Whilst on campus, the HSE Inspector took the opportunity to review the college COVID-safe precautions, which were found to be robust, detailed and well observed.

11. Legal and Current Issues Review (LCIR)

The LCIR was issued monthly throughout the reporting period providing a summarised description of each topic and links to the full articles covered:

- August** Working safely during the coronavirus (COVID-19) outbreak
Coronavirus (COVID-19) latest information and guidance
Domestic Gas eBulletin – Aug 20
Construction eBulletin – Aug 20
RIDDOR reporting of COVID-19
- September** Health and Social Care Services eBulletin
Engineering, Metalworking, Motor Vehicle Repair eBulletin – Sep 20
UKLA Good Practice Guide for the Safe Handling and Disposal of Metalworking Fluids
COSHH: Know the signs and control harmful substances
HSE Safety Alert Issued (Misleading gas detection readings)
- October** Legionella risks during the coronavirus pandemic
Making your workplace COVID-secure during the coronavirus pandemic
HSE Construction Health Inspection Initiative – Oct 20
HSE First Aid at Work eBulletin – Sep 20
HSE Construction eBulletin – Sep 20
Protecting Vulnerable Workers during the coronavirus pandemic
Domestic Gas eBulletin – Oct 20
Protecting Home Workers during the coronavirus pandemic
- November** HSE Risk Management eBulletin
Making your workplace COVID-secure during the coronavirus pandemic
COVID-secure spot checks
Council fined after teacher assaulted by pupil
HSE Construction eBulletin – Oct 20
HSE Statistics eBulletin – Nov 20
HSE Musculoskeletal Disorders (MSDs) eBulletin
- December** HSE Local Exhaust Ventilation (LEV) eBulletin
Preventing Fire in the Workplace
HSE Construction eBulletin – Nov 20
Keeping Safe in Winter Weather
HSE Stress eBulletin – Oct 20
- 2021**
- January** New Official HSE H&S App
HSE Construction eBulletin – Dec 20
HSE LEV eBulletin – Jan 21
HSE Musculoskeletal Disorders (MSDs) eBulletin
Protecting Home Workers during the coronavirus pandemic
IOSH COVID-19 resources updated

February	<p>First Aid training during coronavirus restrictions in place from 15 Jan 21</p> <p>RIDDOR reporting of COVID-19</p> <p>HSE coronavirus science and research</p> <p>HSE Construction eBulletin – Jan 21</p> <p>Make sure you know your COSHH essentials</p> <p>School and College Safety (RoSPA)</p>
March	<p>HSE Fabricated Metal Inspection</p> <p>HSE Construction eBulletin – Feb 21</p> <p>HSE guidance on using disinfecting fog, mist and other systems during the pandemic</p> <p>Updated HSE guidance on talking to your workers about preventing coronavirus</p>
April	<p>Keeping workplaces safe as restrictions are eased</p> <p>HSE Construction eBulletin – Mar 21</p> <p>HSE LEV eBulletin – Mar 21</p> <p>Manage the risks and prevent hand-arm vibration syndrome</p> <p>Managing Risk: From assessment to control. Bringing your own risk assessment to life</p> <p>HSE Noise at Work eBulletin</p> <p>HSE Domestic Gas eBulletin – Apr 21</p>
May	<p>HSE Education eBulletin – Apr 21</p> <p>HSE Scotland eBulletin – Apr 21</p> <p>HSE Construction eBulletin – Apr 21</p> <p>HSE Stress eBulletin – Apr 21</p> <p>HSE eBulletin – May 21</p> <p>Free IOSH / WHO COVID-19 training course</p> <p>HSE LEV eBulletin – May 21</p>
June	<p>Returning to work after a lockdown</p> <p>COVID-19 guidance and updates</p> <p>Health Surveillance</p> <p>HSE Noise exposure calculator</p> <p>HSE eBulletin – Jun 21</p> <p>HSE Risk Management eBulletin</p> <p>HSE Construction eBulletin – Jun 21</p>
July	<p>HSE Musculoskeletal Disorders (MSDs) eBulletin</p> <p>New ladder safety guidance issued</p> <p>HSE Construction eBulletin</p> <p>HSE eBulletin – Jul 21 (PPE)</p>

12. Occupational Hygiene

An Electromagnetic field (EMF) survey was scheduled to take place in early 2021. The aim of this survey is to determine the EMF levels within the four campuses. However, as a result of the reduced number of people and activity in

all four campuses, this survey has been delayed until September 2021; when it is hoped occupancy will be closer to pre-COVID levels.

Electromagnetic fields (EMF) are a type of radiation and there are two kinds of EMF that people are concerned about: low frequency and radio-frequency EMF

- Low frequency EMF arises from electrical power lines, substations, underground cables, building wiring and electrical appliances.
- Radio-frequency EMF is emitted by all radio-transmitting equipment, including radio and TV transmitters, mobile phone masts and other cell sites, and also from numerous wireless devices found within the college buildings.

13. OH Health (OH) Surveillance

- a. OH surveillance serves two purposes, the first is to identify and manage work-related health effects, which may potentially affect staff. The second being that, under certain criteria, health surveillance may be a legal requirement (Management, COSHH, Lead, Noise, Vibration Regulations etc.). This surveillance includes staff being exposed to noise, vibration (handheld tools), ionising radiation, lead, solvents, fumes, dusts, biological agents and other substances hazardous to health.
 - The current OH surveillance programme checks include:
 - audiometry for noise exposure,
 - respiratory for dust & fume exposure,
 - hand-arm vibration (HAV) for vibrating handheld tool exposure,
 - skin for solvent or COSHH material exposure,
 - blood tests for lead work exposure, and
 - eyesight check for staff who routinely drive college vehicles as part of their role.
 - In April 2020, our long-term OH surveillance provider (Integral OH), informed the college that from the end of May 2020 they would be a physician only OH provider. No longer employing occupational health nurses (OHNs). As such, Integral OH would be unable to provide the OHN-led surveillance clinics in the future.
 - Shortly afterwards, one of the OHNs previously employed by Integral OH, formed a new company (Acura OH). In order to maintain quality and continuity of OH surveillance services the college engaged them to provide the OH surveillance clinics 2020/2021.
 - This change of surveillance provider required staff-related medical in-confidence information to be transferred between Integral OH and Acura OH. Once all GDPR compliance issues had been discussed, agreed and relevant documentation signed by each party, the 2020/2021 OH surveillance clinics commenced in March 2021.
 - Cognisant of ongoing COVID-19 restrictions, this year's OH clinics relied on staff responses to health questionnaires emailed to each individual by Acura OH, requesting updated health information.
 - Utilising this updated information, the OHNs looked for changes in health criteria highlighted by staff and, where this was the case, an online clinic was scheduled with that individual.

- A couple of unintended, but welcome benefits of the new OH surveillance provision and the revised clinical arrangements have been:
 - a reduction in the cost of each OH clinic, which has resulted in a lower proportion of the H&S budget being used for the OH surveillance; and
 - a significant reduction in the time required by college staff to arrange and manage the OH surveillance programme.

b. Flu Clinic

The annual flu clinic, which normally takes place at Springburn campus during the November staff conference, did not take place in 2020 due to difficulties in sourcing a vaccine supplier.



However, the 2021-2022 flu vaccination programme will be facilitated by the use of Superdrug flu e-vouchers.

The college has pre-booked 100 flu vaccination e-vouchers which will be delivered to the Health & Safety Manager (HSM) in early September 2021.

These e-vouchers are redeemable at any Superdrug Pharmacy between 20 September 2021 and 31 March 2022, without the need for an appointment.

14. Operational Plan 2020-2021

August	<ul style="list-style-type: none"> Engage external subject matter expert (SME) to review college campus Legionella Risk Assessments <p>Complete</p>
September	<ul style="list-style-type: none"> Provide health & safety advice and support for Fresher's Week <p>Complete</p> <ul style="list-style-type: none"> In tandem with Student Association (SA), carry out two Mental Health promotions <p>Cancelled – change of SA staff</p> <ul style="list-style-type: none"> In tandem with Health and Wellbeing Sub-Committee (HWSC), promote the Big White Wall (now called Togetherall) to learners <p>Complete</p> <ul style="list-style-type: none"> In tandem with HWSC, measure and report uptake in the Big White Wall (now called Togetherall) <p>Complete</p>

	<ul style="list-style-type: none"> • In tandem with HWSC, complete submission of evidence required for the Healthy Working Lives' (HWLs) Silver Award <p>Overtaken by events – deferred to 2020/2021</p> <ul style="list-style-type: none"> • In tandem with HWSC, complete submission of evidence required for the Healthy Working Lives' (HWLs) Gold Award <p>Overtaken by events – deferred to 2020/2021</p> <ul style="list-style-type: none"> • Investigate provision of online H&S training for Board members <p>Complete – option not taken up</p> <ul style="list-style-type: none"> • Recruit two class representatives to the H&S Committee <p>Complete</p> <ul style="list-style-type: none"> • Recruit two class representatives to the Health and Wellbeing Sub-Committee <p>Complete</p>
November	<ul style="list-style-type: none"> • Engage external subject matter expert (SME) to review college campus Fire Risk Assessments <p>Complete</p>
February	<ul style="list-style-type: none"> • Engage external subject matter expert (SME) to conduct West Campus asbestos re-survey <p>Complete</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 occupational hygiene surveys (Noise/Lead) during academic year <p>One complete - one deferred</p> <ul style="list-style-type: none"> • In tandem with Student Association, carry out three fundraising promotions with our partners the British Heart Foundation (BHF) <ul style="list-style-type: none"> ○ Bag it, Beat It (Sep 19) Yes ○ Nation of Lifesavers, CPR – (Oct 19) No ○ Dechox (Mar 20) No <p>Partially complete - change of SA staff</p>
May	<ul style="list-style-type: none"> • Review, update and present Health & Safety Policy to H&S Committee and SMT <p>Complete</p> <ul style="list-style-type: none"> • Submit approved version of revised Health & Safety Policy to Board of Management <p>Complete</p> <ul style="list-style-type: none"> • Draft and submit periodic H&S update reports for the Human Resources Committee:

	<ul style="list-style-type: none"> ○ November 2019 ○ February 2020 ○ May 2020 <p>Partially complete – May 20 not achieved</p>
June	<ul style="list-style-type: none"> • Arrange a minimum of three H&S at work presentations to learners <p>Two of three achieved by Mar 20</p> <ul style="list-style-type: none"> • Draft and submit H&S update reports for the H&S Committee: <ul style="list-style-type: none"> ○ September 2019 ○ November 2019 ○ January 2020 ○ March 2020 ○ April 2020 ○ June 2020 <p>Complete</p>

July	<ul style="list-style-type: none"> • Provide H&S advice and support for Student Association (SA) initiatives <p>Overtaken by events</p> <ul style="list-style-type: none"> • Provide at least three H&S at work presentations to learners <p>Partially complete</p> <p>Or 3 completed (7 & 9 Dec 20)</p> <ul style="list-style-type: none"> • Complete transition of college H&S management system from 18001 to ISO 45001 <p>Deferred – new target date tbc</p> <ul style="list-style-type: none"> • Arrange three first aid training courses to requalify existing first aiders and qualify new volunteers <p>Complete (9 requalified, 5 newly qualified)</p> <ul style="list-style-type: none"> • Schedule and conduct Occupational Health Surveillance for all relevant staff <p>Partially complete (60%)</p> <ul style="list-style-type: none"> • Raise completion rate for the following legally mandated H&S training (online) to 95%: <ul style="list-style-type: none"> ○ Asbestos Awareness (91%) ○ COSHH (89%) ○ HandleRite (54%) ○ Working at Height (52%) <p>Incomplete</p> <ul style="list-style-type: none"> • Maintain Fire and DSE completion rates for the following legally mandated H&S training (online) to 95% <ul style="list-style-type: none"> ○ FireRite (annual fire safety) (97%) ○ AssessRite (Display Screen Equipment) (94%) <p>Partially complete</p> <ul style="list-style-type: none"> • Draft and submit Annual H&S Report for the Board of Management <p>Delayed to October 20</p> <ul style="list-style-type: none"> • Manage and maintain H&S budget within promulgated limits <p>Not complete – COVID-19 costs</p>
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15. **Staff Training**

a. Institute of Occupational Safety and Health (IOSH) certified training

At the very early stages of the coronavirus (COVID-19) pandemic, it was recognised that health and safety would be in the vanguard of college preparations and precautions. To that end, in April 2020, the college enrolled a group of 20 of the more senior managers (Heads and SCM's) to complete an online IOSH Managing Safely (MS) course. The 95% success rate of this first group provided the evidence to support rolling out the course more widely.

Since then, a further 77 members of staff have been enrolled onto the online IOSH MS course and, to date, 82 (of the 97 enrolled) have passed and received their IOSH certificate.

Following on from the success of the IOSH MS course, the HS Manager trialled the new IOSH Occupational Health and Wellbeing (OHW) course, with a view to rolling this out to selected staff members. The content of the new IOSH OHW course underpins the work being conducted with the college to improve the health and wellbeing of staff and students. A group of 20 staff from the Human Resources, Advice, Guidance and Learner Support and Students Association commenced this training in July 2021.

b. First Aid Training

Over the past 12-months, 14 members of staff undertook first aid training. Five members of staff are newly qualified and the remaining nine have requalified.

c. 'WorkRave'

Having identified some poor display screen equipment working practices amongst staff, an extensive search was made for software, which would assist staff to work at their computer in a smarter, ergonomic and healthier manner. The free application 'Workrave' was chosen as the best available package and was deployed by ICT staff to over 500 staff laptops and desktops in December 2021.

Workrave is productivity software designed to encourage users to take breaks, recharge, and be more efficient. The program offers a short and a long break. The short breaks or coffee breaks last only 5 minutes while long breaks are of 15-minute duration (4 times per day).

The icon to the left displays the time until the next micro break (top line), coffee break (middle line) and time remaining until the user reaches their pre-set daily limit on the computer (bottom line). At which point the message below pops up on screen

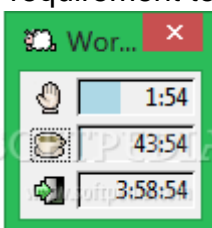
This application also provides demonstrations of useful work station exercises, that will help staff feel more relaxed and awake. All of which are light stretches that are demonstrated by an avatar. They guide staff through the entire workout, showing the number of sets and repetitions needed to complete in order to feel the effects of the exercises.



d. WorkRite Online training

The ICT department, working in conjunction with WorkRite, have implemented a Single Sign On (SSO) for the online training system in May 2021.

The SSO has provided staff with the ability to log into the WorkRite system directly from their desktop (via the intranet front page) without the requirement to enter a



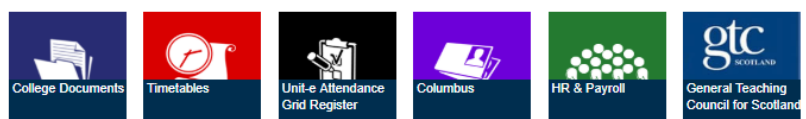
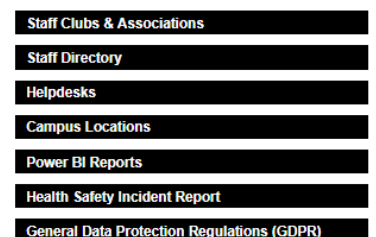
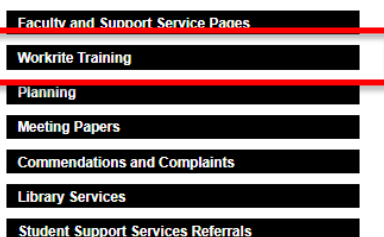
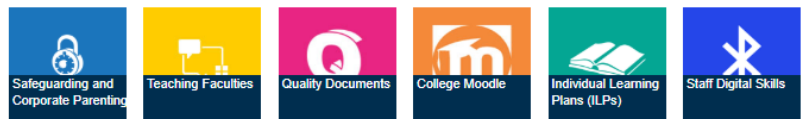
username or password.



Information Services Supporting College Life

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Coronavirus (COVID-19)



Since its introduction in 2016, the WorkRite training platform has provided a popular, successful and cost-effective staff H&S training platform.

Community Learning Network

In order to expand access to the WorkRite system to community partners, an additional 100 licences were procured in February 2021. These licences will be distributed across the community learner network, to allow the college outreach centres to make use of the comprehensive online H&S training modules. Access to the system will be coordinated by the Learning Centre Manager.

Foundation Apprentices

Access to the WorkRite system was made available to Foundation Apprentices during the reporting period, in order to provide them with certified awareness training in fire safety and display screen equipment.

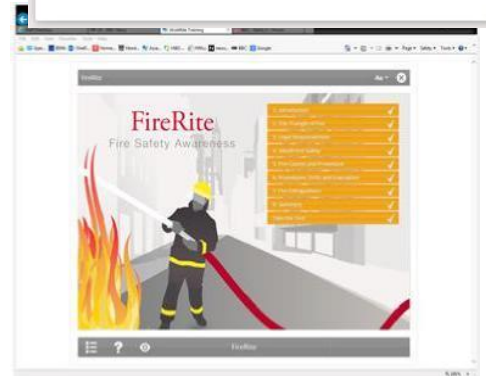
Introduction of Cyber Security Awareness course

In light of the increase in cyber-attacks on public bodies over the past 12 months, the college has produced a Cyber Security Awareness course for staff. The course is being hosted on the WorkRite online training platform and will be mandatory for all.



FireRite & AssessRite

Staff currently in date for 'FireRite' e-learning module is **94.1%**, which is 0.9% below the college operational plan target. This is a drop of 4% on last year's annual report figure of 98.1%, which was the highest recorded percentage achieved to date. Staff repeat FireRite annually.

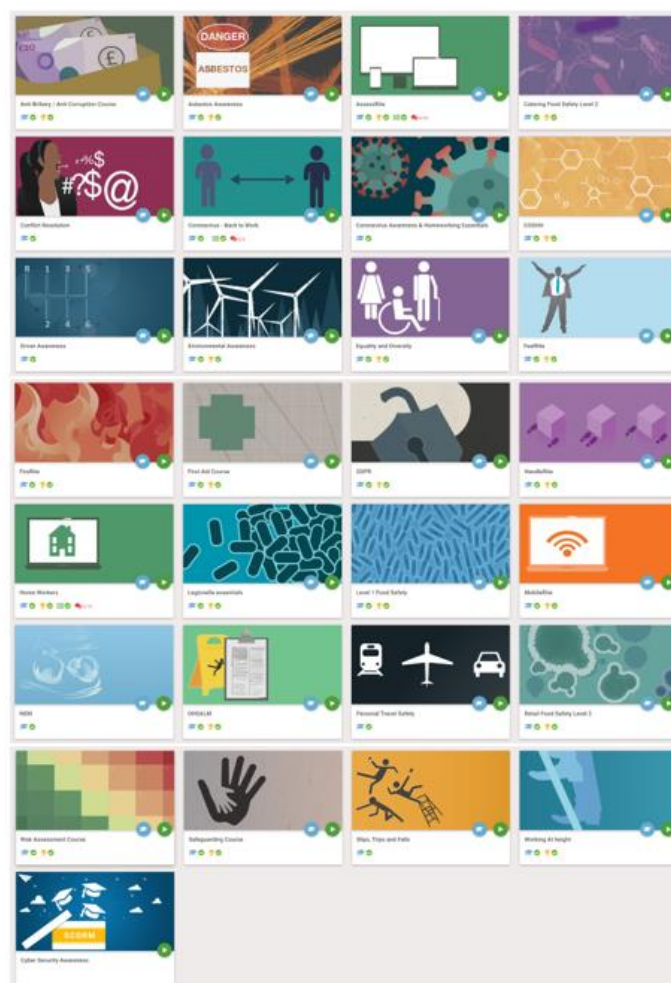


Staff currently in date for 'AssessRite' e-learning training and assessment module is **91.7%**, which is 3.3% below the operational target.

This is a drop of 5.3% on last year's figure of 97% which was the highest recorded percentage achieved to date.

AssessRite training and self-assessment is repeated by staff every 2 years.

The WorkRite platform now hosts **29** training courses, which include the following non-H&S modules: Anti-Bribery / Anti-Corruption, Cyber Security Awareness, Equality and Diversity, Environmental Awareness and Safeguarding.



- Staff completion numbers (of 527 staff registered on the system), repeat training and training target information at the end of July 2021 were as follows:

Health & Safety Training	Current	Repeated	Target
Coronavirus Awareness	385	Annually	All staff
Homeworker	367	2 years	Homeworkers (507)
Conflict Resolution	339	2 years	All staff (527)
FeelRite (Stress Training)	302	3 years	Optional
Slips, Trips and Falls	283	3 years	All staff
Risk Assessment	283	2 years	All staff
Coronavirus – Back to Work	275	Annually	All staff
OHSA (Office H&S Awareness)	225	3 years	Non-managerial staff (424)
MobileRite (Peripatetic Staff)	225	3 years	All peripatetic staff (396)
Personal Travel Safety	205	3 years	Optional
Driver Awareness	125	3 years	Staff driving for work
HandleRite (Manual Handling)	93	2 years	Exposed staff (165)

Health & Safety Training	Current	Repeated	Target
COSHH	86	2 years	Exposed staff (97)
OHSALM*	53	3 years	All line managers (86)
First Aid	20	Annually	First Aiders (34)
Asbestos Awareness	19	Annually	Exposed staff (21)
Working at Height	18	2 years	Staff working at height (31)
New and Expectant Mother	18	Each pregnancy	Pregnant staff only
Legionella Essentials	18	2 years	Estates staff (22)
Catering Food Safety Level 2	2	As required	Hospitality staff
Retail Food Safety Level 2	1	As required	Hospitality staff
Food Safety Level 1	1	As required	Hospitality staff
Sub total	2703		
Non-Health & Safety Training	Current	Repeated	Target
GDPR	427	2 years	All staff
Safeguarding	381	1 year	All staff
Equality and Diversity	334	2 years	All staff
Anti-Bribery / Anti-Corruption	317	3 years	All staff
Environmental Awareness	15	2 years	Optional
Cyber Security Awareness	74	Annually	All staff
Total	4001		

- It should be noted that staff are not required to complete every one of the courses set out above, as the allocation for each course is related to their specific staff role.
- In October 2020, City of Glasgow College H&S staff were given a WorkRite familiarisation by our Health & Safety Manager to enable them to improve their system knowledge, familiarity and efficiency.

16. **Coronavirus (COVID-19)**

Risk Assessments

A fundamental precondition for the return of staff and students to the college campus working, was to ensure the employers were reminded of their duty to manage workplace risks under existing health and safety legislation, in addition to the specific requirements set out in the Coronavirus Regulations. Additionally, we were directed to continue to work with employees, or employer representatives, on health and safety matters.

In anticipation of this, during June, July and August 2020 college departments and faculties reviewed and updated their existing risk assessment, ensuring that these included all relevant COVID-19 hazards, risks and control measures. In order to ensure that the risk assessment processes remained current and robust throughout the reporting period, multiple in year review dates were added.

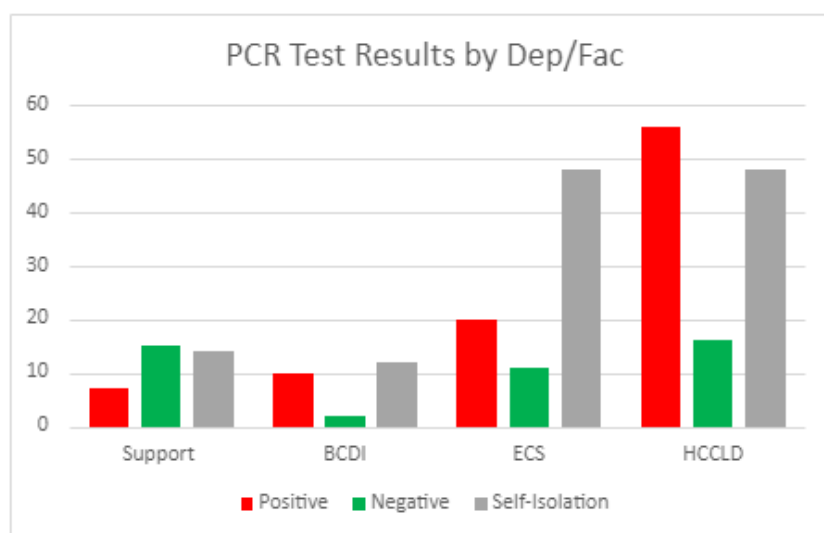
The same process took place during the same period this year, with the resulting risk assessments reported to the HSM and published on the college intranet.

COVID-19 Testing

The college commenced collating COVID-19 test results from the beginning of the 2020-2021 academic year. Initially this was just for Polymerase Chain Reaction (PCR) tests but included Lateral Flow Device tests from April 2021.

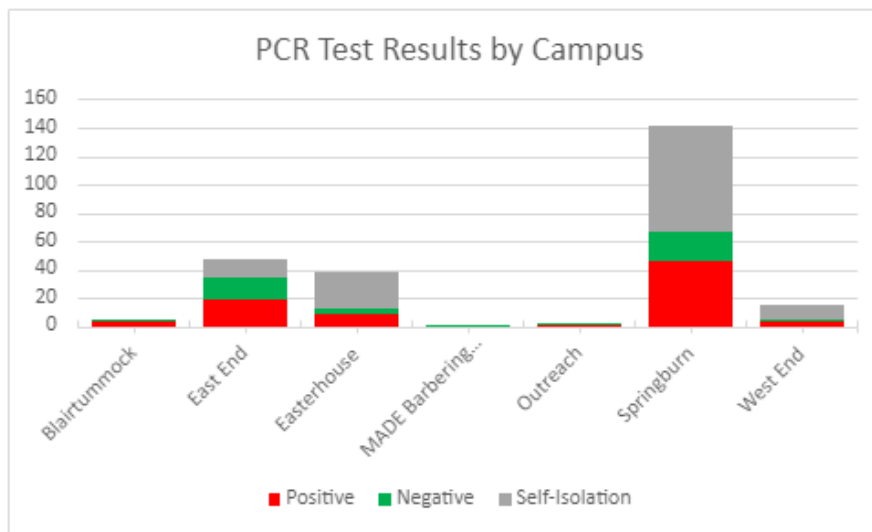
During this period 259 PCR test reports from staff and students were received by the college and were categorised as Positive, Negative and Test & Protect directed Self-Isolation (see table below):

	Positive	Negative	Self-Isolation	
Support	7	15	14	
BCDI	10	2	12	
ECS	20	11	48	
HCCLD	56	16	48	
	93	44	122	259



	Positive	Negative	Self-Isolation
Blairtummock	3	2	0
East End	19	16	12

Easterhouse	9	4	30	
MADE barbering academy	0	1	0	
Outreach	1	1	0	
Springburn	46	20	80	
West End	4	1	10	
	82	45	132	259



Lateral Flow Device (LFD)

LFD self-testing was introduced into the college in April 2021, since when 584 reports were received. Of note, there were only 4 positive test results received (2 of which were followed by negative PCR tests).

Glasgow Kelvin is believed to have been the first college in Scotland to roll out the LFD testing regime and this was achieved with the enthusiastic and proactive assistance of Senior Management, ICT, Estates and Administration staff.

To make the LFD self-test reporting procedure as simple and user friendly as possible, the following reporting icons were placed on the Coronavirus Intranet page:

Coronavirus Disease (COVID-19)



[Consent Form](#)



[Government COVID Test Reporting](#)



[GKC COVID Test Reporting](#)



[Consent Form](#)



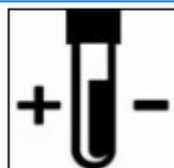
LFD self-test consent form (GDPR compliant) which each individual taking part in the testing programme is required to complete before the college issues a LFD test kit. This consent form is a modified version (Microsoft Form) of the Government supplied Word document which rationalised the recording process.

[GKC COVID Test Reporting](#)



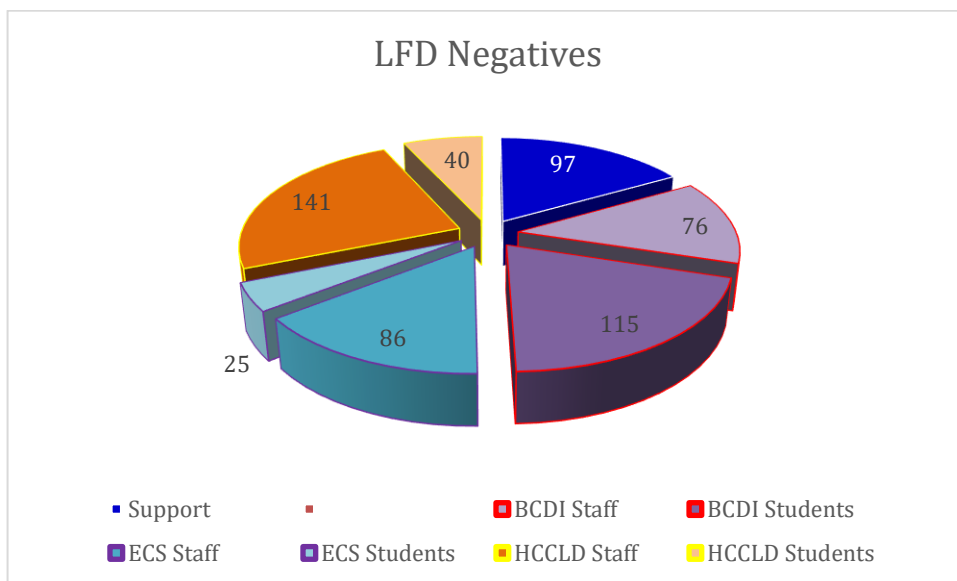
Another college produced Microsoft Form designed to simplify the LFD self-test result reporting process.

[Government COVID Test Reporting](#)



A link to the Government COVID test result web page

		Negative	Positive	Total
Support	Staff	97	0	97
		-	-	
BCDI	Staff	76	0	191
	Students	115	0	
ECS	Staff	86	0	112
	ECS Students	25	1	
HCCLD	HCCLD Staff	141	1	184
	HCCLD Students	40	2	
		580	4	584



17. H&S Manager CPD

In addition to conducting the CPD required by Institute of Occupational Safety and Health (IOSH) in order to maintain Chartered Member status, the HSM undertook the following external and internal training courses during this reporting period:

External Courses:

- HSE NEBOSH Introduction to Incident Investigation
- HSE Inspectors Guide to Risk Management: Risk Assessment & Control
- IOSH Managing Occupational Health and Wellbeing

External Webinars:

- Alcumus (COSHH Management System) Portal updates
- WorkRite Q-Pulse Course Builder demonstration (part of Cyber Security course preparations)
- IOSH – Helping colleagues stay connected

WorkRite Training:

Course		Completed	Next Due
FireRite	Annual Fire training	17 Aug 20	16 Aug 21
GDPR		17 Aug 20	
Home Workers	Home DSE training	22 Sep 20*	21 Sep 21
Safeguarding		22 Sep 20	
Asbestos Awareness	Mandatory training	1 Feb 21	31 Jan 22
Equality and Diversity		5 Feb 21	4 Feb 22
Coronavirus - Back to Work		9 Feb 21*	8 Feb 22
Level 1 Food Safety		9 Feb 21	
Catering Food Safety Level 2		10 Feb 21	
Retail Food Safety Level 2		10 Feb 21	
Environmental Awareness		25 Mar 21	
HandleRite		25 Mar 21	
Working at Height		31 Mar 21	
Cyber Security Awareness		7 May 21	6 May 22
First Aid Course		21 Jun 21	20 Jun 22

*Including Self-Assessment element



Geoff Lawson, CMIOSH, PIEMA

Health & Safety Manager