

**HUMAN RESOURCES COMMITTEE**

<b>DATE:</b>	May 2022
<b>TITLE OF REPORT:</b>	27-22 Quarterly Health and Safety Report
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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 and Safety: <ul style="list-style-type: none"> <li>• The completion of the lift work.</li> <li>• The appointment of Doig and Smith to carry out a building conditioning survey.</li> <li>• The validation of the fire risk assessment and receipt of our certificate of conformity.</li> </ul>
<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 should guidance not be followed and adhered to.</li> <li>• There is a failure to maintain the estate to an appropriate standard</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>	<ul style="list-style-type: none"> <li>• Passenger lift shaft strengthening works have been completed over the Spring Break</li> <li>• Doig and Smith have been procured to undertake a building conditioning survey.</li> <li>• The College has agreed and implemented an approach to managing COVID-19 post the removal of legislative requirements and following the publication of the Scottish Government's 8 Guiding Principles. Full details can be found in Annex A.</li> <li>• The Deputy Head of Estates has left the College, and additional staffing will be put in place to support the management of the area.</li> <li>• There have been 23 minor incidents reported in the period January – March 2022, no major increase in comparison to the last period.</li> <li>• There were two unplanned fire activations in this reporting period.</li> </ul>

	<ul style="list-style-type: none"><li>• The Health and Safety Committee minutes are attached as Annex B</li><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 February 2022 committee meeting.

## **2 PASSENGER LIFT SHAFT STRENGTHENING WORK**

2.1 Over the Spring Break holiday period the lift shafting strengthening work was carried out and completed. The College now has full use of the lifts and does not expect further work to be needed in the medium term other than normal lift maintenance.

## **3 BUILDING CONDITIONING SURVEY**

3.1 Following on from the recent estate challenges such as the roof replacement, plant room flood, lift work and the loose cladding panel issue, as reported at the previous Committee, Doig and Smith have been procured to undertake a building conditions survey.

3.2 This survey will be used to inform both an estate plan of capital work in to provide an appropriate and safe environment health for students and staff. Meetings are planned with the contractors during week commencing 16 May 2022 and it is anticipated that this work will be completed by early June 2022.

## **3.3 FIRE SAFETY**

3.4 As previously reported the College engaged ACT Fire Consultancy to undertake a thorough fire risk assessment in light of the recent estate challenges. This review considered any high-risk activity such as any “hot works” that may take place.

3.5 The Fire Risk Assessment for the main building has been validated and the College has a certificate of conformity. The Annexe building has also been validated separately and has received a separate certificate. In addition to weekly alarm checks further improvement actions were identified such as:

3.5.1 Maintaining a record regular checks and inspections.

3.5.2 Providing immediate training to all relevant Facilities and key staff which will include Fire Warden updating as well as the operation of the fire alarm and systems in the College. IOSH Fire Safety for Managers has also been recommended for appropriate staff.

3.5.3 In addition, the Health and Safety team are working on an action plan to address any further areas for improvement, which will be monitored at health and safety committee meetings.

## **4 COVID-19 PRECAUTIONS**

4.1 The Scottish Government published 8 guiding principles to managing COVID-19 and remaining vigilant in a college and university settings following the removal of legislative requirements. The College’s COVID Return to Campus working group has adopted these principles and has established the SLC Approach for staff and students. More information can be found in Annex A.

4.2. The College has established a “RESPECT” campaign and adopted the Scottish Government’s Distance Aware Scheme which are designed to help those worried about mixing with others.

4.3 The College has recently received 120 CO2 monitors through funding made available from the Scottish Government to support organisations monitoring CO2 levels. Training on using these will be communicated throughout the College.

## 5 HEALTH AND SAFETY POLICY REVIEW

5.1 As part of the College 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 review. The College has in place a consultation procedure for new/revised policies including consultation with recognised trades unions. Following this process Members will have the opportunity to provide comment prior to the revised policy being considered at an appropriate meeting of the Board of Management. Once approved the College will undertake has been appropriate communication, training and development with staff.

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

### 5.4 Table 1: Policies Currently Being Reviewed and Upcoming.

NAME OF POLICY
Safety, Health & Environmental Policy
Fire Evacuation Policy <ul style="list-style-type: none"> <li>• Personal Evacuation Plans</li> <li>• Fire Marshalls – Role and Responsibility</li> </ul>
REVISED PROCESSES
Induction Training <ul style="list-style-type: none"> <li>• Presentation content</li> </ul>
Associated documentation
Risk Assessment Training sessions and toolbox talks
<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 The College is in the process of appointing a temporary Estates Manager to support the area as the Deputy Head of Estates has recently left to take up a position closer to home.

## 7 ACCIDENTS AND FIRST AID

7.1 The accident reporting period is from January - March 2022, and there are 23 minor accidents reported, which is the same as the last period with a slight increase in minor cuts. 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	Jan - Mar 2022	Previous Quarter
Allergic reaction	0	0
Cuts	12	7
Eye Injury	1	0
Burns	0	1
Chest/ Back/ Stomach/ Shoulder Pain	1	3
Sick/Faint	3	7
Bang/Fall	5	3
Panic attack / Shortness of Breath	0	1
Migraine	1	0
Other – Seizure / Fitting	0	1
<b>Total</b>	<b>23</b>	<b>23</b>

## 7.3 DEFIBRILLATORS

4 new defibrillators have been purchased and are due to arrive on campus very soon. A review highlighted that our current defibrillators were past the recommended time for replacement.

## 8 FIRE ALARM TESTING

8.1 The fire alarm continues to be tested weekly, with results and maintenance of any issues recorded. The period January – March 2022 showed that there were two unplanned fire evacuations which were due to steam from a kettle activating a detector in LG71 and a student vaping in a disabled toilet G57.

8.2 All staff exited the building in a timely manner and the fire brigade were in attendance. CCTV was checked and the vape incident was highlighted to the relevant Curriculum Manager who then would take appropriate action with the student involved.

## ANNEX A

# GUIDING PRINCIPLES TO MANAGING COVID-19 THE SLC APPROACH

### GOVERNANCE AND CONTROL

Date Approved by Planning Group	17 March 2022
Scheduled Review Date	30 June 2022
Accountable member of SLT	Stella McManus
Responsible member of staff	Stella McManus
Document author	Stella McManus

### PURPOSE

To describe the South Lanarkshire's College approach to managing COVID-19 following the removal of legislative requirements.

### SCOPE

This approach process is based on the Scottish Government's 8 guiding principles to managing COVID-19 and remaining vigilant in a college and university settings. More detail on the principles below can be found [here](#):

- **Principle 1:** Universities, Colleges and CLD providers should seek to sustain protective behaviours adopted over the course of the past two years.
- **Principle 2:** Continuing to ensure vulnerable staff/students are supported and protected, and that they can continue to learn and work flexibly without jeopardising their health, or the health of their dependants.
- **Principle 3:** Restrictions on in-person teaching/learning have been harmful for many students, and, in line with the updated Strategic Framework, the responsibility to determine the appropriate balance between in-person and online teaching/learning will be for institutions, according to their needs and circumstances.
- **Principle 4:** Universities, Colleges and CLD providers will be expected to follow any society-wide requirements
- **Principle 5:** Decisions on any measures to go beyond those required across society as a whole should be made by institutions / CLD providers, following appropriate consultation with students and staff unions.
- **Principle 6:** Compliance with positive behaviours, local measures, and confidence in plans to tackle outbreaks and/or the need to swiftly respond to wider changing public health concerns, will be maximised when relevant stakeholders / communities are constructively engaged in the process of decision-making.
- **Principle 7:** Information flow between local institutions and the Scottish Government will continue to be essential in maintaining a high state of readiness to respond to future changes.
- **Principle 8:** Community learning and development (CLD) provision is an essential part of the education system.

## OUR APPROACH

### *Principle 1*

COVID-19 has not gone away and the risks with new variants remain. As such SLC will continue to have protective measures in place which include:

- Continuing to encourage all those eligible to get the vaccine/booster as a priority.
- Following national and any local testing guidance and the updated Scottish Government advice on the “Test and Protect Transition” plan can be found [here](#). SLC will actively encourage all students and staff to continue testing before coming onto campus even though education and workplace asymptomatic testing ends in April.
- Any student or staff who has symptoms will be required to take a PCR test, and to self-isolate until they test negative (lateral flow device) to protect others on campus.
- Continuing to provide facilities for good hand hygiene and encourage their regular use by staff and students.
- Respecting others by working from home should they have symptoms which may impact on their colleagues, and to encourage staff and students to cover their nose and mouth if coughing or sneezing.
- Continuing to ensure that on-campus spaces are well-ventilated, with a priority given to those spaces considered to be most at risk.
- Continuing to encourage a mix of home and office (‘hybrid’) working where this is feasible. Line managers will use their discretion to develop an agreed, flexible and suitable approach to meet the needs of the business area.

### *Principle 2*

SLC is committed to ensuring that our staff and students feel supported and protected, and following on from the measures listed above the college will ensure that:

- A “RESPECT” campaign is undertaken to ensure that due consideration is given to anyone who wishes to continue wearing a facemask or have their personal distance respected post legislative requirements.
- Due regard is given to the [Distance Aware Scheme](#), which is designed to help those worried about mixing with others as we adapt to living with COVID-19, and Scottish Government’s advice for people on the [Highest Risk List](#) which is the main stay for those who are deemed clinically vulnerable. Support will be given to help those staff return to work safely.
- Where blended learning works for students and staff then consideration for that continuing will be given with liaison between line managers and lecturers.
- SLC is seeking to develop a hybrid working policy.



### *Principle 3*

- From 21 March 2022 physical distancing will not be enforced at the college. From 18 April 2022 the wearing of facemasks will not be enforced at the college.
- From 18 April, there will be more students returning to campus, and curriculum teams will plan at a local level the students that need to return to in person teaching to complete their courses and progress. For example, FT FE practical students.
- There will not be a mass return of all students as where a blended learning approach works for the students then this will be retained.
- It is expected that the vast majority of students will return to on campus learning from August 2022.
- SLC will continue to provide up to date, regular and clear guidance to its students and staff. For example, students are able to access the Scottish Government's [Covid Safety on Campus e-learning tool](#)

### *Principle 4*

- The college is aware that they will need to be able to respond quickly and agilely should there be a need to return to stricter or legal requirements. SLC's infrastructure is now set up to enable the college to do so.

### *Principle 5*

- Respect other staff and students should they wish to continue to wear face masks or wish to physically distance themselves.
- Any staff members who are not used to being on campus will be encouraged to visit the campus for a short time to familiarise themselves with the environment. Staff members are encouraged to speak to their line managers should they have any concerns or worries.
- Should a series outbreak occur at SLC the college will seek to put in place additional measures as appropriate such as face masks or physical distancing.
- A response as appropriate will be done in liaison with local public health teams.

### *Principle 6*

- SLC has established a short life working group supporting a return to campus post the legislative restrictions, the college's Health and Safety Group will seek to monitor any ongoing issues, encourage positive behaviours and to ensure preparedness for any outbreaks. This group consists of representatives from across the college including health and safety and union representatives.
- Ensure that our outbreak management plans are clearly linked to our business continuity plans.
- Air conditioning at the college has been completely replaced and air circulated is external, so ventilation and the increased risk of CO2 is not as significant for SLC. However, Health and Safety are working with union health and safety representatives to establish what risks, if any, there are and to develop plans for monitoring these risks.

### Principle 7

- SLC will continue to have a COVID-19 risk assessment which will be updated by the Health and Safety team and monitored via the Health and Safety Group.
- SLC will continue to report on its COVID-19 arrangements as necessary to the appropriate sector level bodies.
- In addition, all contractors, temporary workers and visitors should be made aware of and conform to our guidance.

### Principle 8

- Any work not taking place on campus premises such as in school provision or community learning will be expected to have their own COVID-19 approach which our staff and students should adhere to as appropriate.

## WHO TO CONTACT

As a college we are here to support not just our students but you, our colleagues.

We know that the changes may be daunting or overwhelming for some after what has been in place the past 2 years and we want to remind you of support services in place for staff.

We have a range of support services available at the college for staff including trained counsellors, a partnership with Togetherall, a range of external support organisations and staff support networks, who are here to help you, should you need it.

If you have any initial questions, concerns or want to speak to someone about the changes taking place, your line manager is available to assist and we would encourage you to get in contact with them, as they are here to support you.

Support services also on offer for staff across the college include:

- Free counselling service;
  - Togetherall (a free online 24/7 mental health resource – sign up using work email address).
  - PAM Assist - a free confidential counselling service. They can be contacted through HR or as a self-referral. Contacted by telephone 0800 882 4102 or [www.pamassist.co.uk](http://www.pamassist.co.uk) Log in using Username - SLCollege Password - SLCollege1
  - Community pastoral support.

To access these services either contact Student Services or visit <https://www.slc.ac.uk/life-at-slc/student-services-support/>

The Ready Scotland website is also a great website for support in the community, which may be of use for both practical and emotional support.

This can be accessed via: <https://ready.scot/coronavirus>

## ANNEX B



### HEALTH AND SAFETY MEETING

20/04/2022 at 1300

#### Attendees

Present: Stella McManus, John Dick, Yvonne Mitchell, Alisdair McTavish, Gary McIntosh, Mandy Murray, David Auchie, Susan Thorburn.

#### 1. Apologies

Derek Brown, Rhona Keys

#### 2. Minutes of Previous Meeting

Agreed and actions arising included the ordering of the CO2 monitors – 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 23 accidents were reported which were mostly cuts. No RIDDOR incidents were reported.

#### 4. Covid -19 Update

The short life working group was established to agree a return to campus approach following on the Scottish Government's 8 guiding principles to managing COVID-19 and remaining vigilant in a college and university settings. More detail on the principles below can be found [here](#): The following was also agreed:

- Mask wearing would not be enforced following the lifting of mandatory legislation.
- The importance of the promotion our RESPECT campaign and the Scottish Government's Distance Aware schemes to help support staff and students who may struggle returning to campus.
- As far as possible all staff would be expected to return to campus.

JD has updated the COVID risk assessment in line 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 now updated the First-Aider process** making it more user-friendly and accessible. This will be part of the new Health and Safety Policy. The new policies or processes will be uploaded via Teams for review by committee. In addition, Fire Evacuation and Warden training will be given following the fire risk assessment sign off.

JD will be providing training on Risk Assessments for appropriate staff in the College. Following on from this COSHH training will be put in place.

## **7. Health & Well-Being**

GMcl commented that there no changes to COVID absence and that it will not be part of a staff member's sick leave. Currently awaiting a sector level document for more information.

A reminder to all that Pam Assist is available to provide support if needed.

## **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.

### **Other actions and items noted included:**

- The filling in of the potholes.
- Undertaking additional health and safety walk rounds to check the estate.
- PPE: agreeing that that curriculum teams would order their own PPE following JD's checks that it met the appropriate health and safety standards.