

South Lanarkshire College

Human Resources Committee
of the Board of Management

Health and Safety Report

November 2020

Reporting period: July to September 2020

Introduction

Over the previous quarterly period, Facilities has worked hard to provide a safe and protected environment for Students, Staff and Service Providers to learn and work in. An overarching College Risk Assessment is in place which is reviewed by senior management and trade union colleagues on a weekly basis, as well as General Room Risk Assessments. These documents are made available to all members of staff and are visible in every room.

From entering the building there is a robust system of distancing and sanitising utilising non touch dispensers, floor signage and wall mounted signs clearly advising requirements.

Our precautions include:

Physical protection is located at all reception areas where a distance of less than 2 metres is required. This is provided by custom fabricated perspex. Perspex screens in some offices and classroom have been installed to enable maximum SAFE utilisation of space within the building.

The canteen queue system has been clearly laid out and sign posted to enable 2 metre physical distancing. This is monitored at peak times by members of staff.

Some areas have been re arranged to enable larger class groups e.g. the Library and Bistro Seating Area.

System screens and partitions have been installed to retain privacy and separation from other desks.

Training has been carried out for Building Supervisors in Sanitising by means of Fogging to enhance the sanitised operating environments for all personnel. This is carried out on a scheduled rota basis for all areas and more frequently in high traffic areas such as foyers, communal areas and atrium spaces

The 'Plan - Act - Do – Review' process has been implemented to provide Continuous Improvement Opportunities within the department through regular meetings to discuss the measures we have implemented and to monitor and review their effectiveness.

A significant amount of space planning activity for classrooms and communal areas has taken place to comply with 2m social distancing guidelines whilst maximising the safe capacity of learning spaces. This has seen us become creative with learning spaces and utilising larger open spaces for teaching.

Regular Housekeeping Audits being conducted to ensure Health and Safety compliance ensuring all Risk Assessments are up to date and displayed appropriately.

Sanitisation monitoring checklists and confirmation labels for rooms and washroom cleaning have been implemented to ensure compliance of regular and adequate processes have been fulfilled.

We continue to change and provide a secure safe environment to staff and students as proactively as possible as the guidelines change. Health and safety is discussed at all management meetings and the JNC to ensure that we are continually making any appropriate adjustments and monitoring our effectiveness.

The Health and Safety Committee met on 7 August and on 26 October 2020. At the meeting on 26 October there was agreement to commence an organisaitonal stress risk assessment following HSE Management Standards.

Recommendation

The Human Resources Committee are asked to discuss the Report and review the attached appendices.

30 October 2020

Appendices

- Accident report – *Appendix 1*
Having reviewed the report, it is noted that the is no unexpected patterns relating to period of term. Injuries were minor.
- Accident statistics – *Appendix 2*