

Health, Safety and Wellbeing Annual Report 2015/16

1. Issue for Consideration/Background Information

This report demonstrates continual improvement in a wide range of health, safety and wellbeing issues.

A separate 2015/16 more detailed annual sustainability report is available.

2. Decision(s) Required

To note the progress in the report and raise any issues of concern.

3. Risk Rating: Low

This report indicates past progress; active issues are raised within the relevant 2016/17 Strategic Plans.

Risk register 2015/16

			Risk Register 2015/16
No.	Risk rating	Risk	Comments
8.7	M	Change in legislation since February 2016 to increase penalties and sentencing	Good systems in place, but recognise that the penalties are very severe for any prosecution.
13.1	L	Previous floods and storm damage, fire, snow, frost, ice, tree falls, power cuts.	Regular buildings, trees, equipment and insurance inspections. Consultancy advice. Business continuity plans. Risk assessments.
13.6	L	Price increases in energy and landfill tax.	Risk now reducing, energy prices have fallen, we have locked into a 3 year fixed contract, gas and electricity until August 2018.
13.8	L	Failure to achieve carbon reduction targets for 2020 of 34%.	Risk that funding may be linked to success in carbon reduction (as is currently being implemented in HE sector). Absolute currently at 31.91% with 4 years remaining to achieve 34%.

Author: David John Sharrock
Date: 15th October 2016

Executive Summary

Key Observations

- The health, safety and wellbeing management system is now mature and being well managed by all the key parties.
- Extensive HSW training has been completed over the year.
- Wellbeing promotion and activities, has been extensive and well attended.
- The Health and Safety Consultation Committee is now operating effectively, feeding up and down key information.
- Monitoring processes by staff teams is now working well.

Key Actions/Recommendations

- Accident statistics have plateaued after 5 years of reductions, further work is required in this area.
- Auditing needs to expand, other priorities have restricted this over the last few Years, mainly management of large capital projects.
- More work is required to ensure the effective operation of the near miss system.

1.		Purpose
	1.1	The purposes of this report is to the review progress achieved during 2015/16 and update the Senior Management Team (SMT) and Governors' on the current status of the Health, Safety and Wellbeing Management System.
2.		Introduction
	2.1	<p>The priority has been to continue reviewing the current systems in place, to achieve efficiencies of operation, while remaining focused on the route of continuous improvement.</p> <p>Work has continued to engage all stakeholders internally and externally in communications, to ensure all are aware of required information or where to acquire.</p> <p>The Neighbours' and Police and Community Together (PACT) meetings have helped to give direct contact and address issues immediately.</p>
3.		Health, Safety and Wellbeing Policy
	3.1	<p>During the year the Health, Safety and Wellbeing Policy was reviewed, minor amendments approved and signed off by SMT and Governors. This is then loaded to Moodle to allow access to all staff and students.</p> <p>This is a key document used at every induction and refresher Health and Safety Training session.</p>
4.		Health, Safety and Wellbeing Management System
	4.1	<p>The system is now fundamentally complete, during the year the main focus has been on reviewing relevant documentation and amending from feedback, meetings, new technology, changes to systems, incidents and accidents etc.</p> <p>The new sentencing guidelines introduced in February 2016 have clearly indicated the advantage of having a good management system in place.</p>
5.		Risk Assessments
	5.1	A total of 209 generic and specific risk assessments are now available on the Staff Portal, these are produced and owned by the individual managers and teams.
	5.2	Fire risk assessments have been completed during October 2015 and our new buildings in February 2016, by an external consultant. These have confirmed a massive reduction in actions and formal confirmation by the

		consultant of the excellent work undertaken in maintaining high quality fire precautions across the sites. Actions identified are already over 80% completed.
	5.3	<p>Control of Substances Hazardous to Health (COSHH) assessments have been completed for all identified chemicals currently in use, approximately 500.</p> <p>New legislation which is aiming for globalization of data sheets and signage has been very slow to appear from the manufacturers, resulting in very few updates this year. Once the new data sheets are issued a full programme will be implemented to update where necessary.</p>
	5.4	<p>Around 190 display screen equipment (DSE) risk assessments have been produced previously for 'Users', a process of review is well under way to ensure good use of equipment and consideration of ergonomics.</p> <p>Further work will be required after the summer break following the relocation of a number of staff.</p>
	5.5	There are also many additional individual specific risk assessments that are held locally due to data protection, these cover areas like PEEPs, pregnancy, ill health, safeguarding, stress etc.
6.		Health and Safety Consultation Committee
	6.1	<p>The Committee has been active with 3 planned meetings during the year. All areas are well represented (16 delegates in total), with a single current vacancy for Science.</p> <p>Attendance has also been very good with 64%, 80% and 93% attendance during the lunch time meetings. Meetings are on different days, to give the opportunity for various members to attend at least some of the meetings. A number of members are teachers, or operate within the teaching environment so teaching or assisting is the priority, the outcome being 100% attendance will never be achieved.</p>
	6.2	Minutes are distributed to the CMT, to allow good practice and issues to be widely communicated.
	6.3	<p>The following were confirmed by members as being the key projects that had been requested by teams and achieved during the year:</p> <ul style="list-style-type: none"> • Eskdale extension. • Special lighting units MSC. • Hand driers. • Drop off zones. • Extension to smoking shelter. • Caretaker's Yard and gates being upgraded. • Cycle and footpath upgrade at LRL to the park.

		<ul style="list-style-type: none"> • New parking bays via ticket on Worden Park, much safer than Euxton Villa parking. • Cash machine at XLC. • Re-introduction of one-way system at XLC. 												
7.		External Networking												
	7.1	<p>Regular attendance at the following meetings gives excellent networking opportunities:</p> <ul style="list-style-type: none"> • The Association of Colleges, Health and Safety meetings. • The Institute of Occupational Safety and Health meetings. • The Chartered Institute of Building meetings. • PACT meetings. • Neighbours meetings. 												
8.		Inspection, Monitoring and Auditing												
	8.1	All medium to high risk areas now have a monitoring system in place that is owned by the appropriate manager. These are reviewed every month and now form part of the monthly report to FHSE report to SMT.												
	8.2	The overview chart gives clear information to ensure being completed and the associated number of actions opened or ongoing at that point. This allows for discussion on the issues, reasons and if further action is required by senior managers.												
	8.3	<p>Position statement as at 31/07/16.</p> <p>Audit reports issued and actions being closed out.</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Number of actions</th> <th>Completed actions</th> <th>Outstanding actions</th> </tr> </thead> <tbody> <tr> <td>Work Placement and Work Based Learning</td> <td>18</td> <td>17</td> <td> <p>1 – Adrian (Tim) now controlling this manually, request placed for a BART update but likely to be a low priority programme longer term.</p> <p>Outcome agreed an IS solution is required JG/MB to progress request.</p> <p>Confirmed work is now starting on upgrading BART Nov 2015.</p> </td> </tr> <tr> <td>Legionella.</td> <td>19</td> <td>7</td> <td> <p>SFI 7 actions.</p> <p>NC 12 actions</p> <p>Major work planned during August 2016 with contractor.</p> </td> </tr> </tbody> </table> <p>Audits behind schedule due to other agreed priorities, mainly new building programmes.</p>	Area	Number of actions	Completed actions	Outstanding actions	Work Placement and Work Based Learning	18	17	<p>1 – Adrian (Tim) now controlling this manually, request placed for a BART update but likely to be a low priority programme longer term.</p> <p>Outcome agreed an IS solution is required JG/MB to progress request.</p> <p>Confirmed work is now starting on upgrading BART Nov 2015.</p>	Legionella.	19	7	<p>SFI 7 actions.</p> <p>NC 12 actions</p> <p>Major work planned during August 2016 with contractor.</p>
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9.0	Training																																																																																																																			
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10.1	<p>Accidents</p> <p>Progress has stalled in accident reduction over the year with a nil reduction in accident numbers across all sites. An identical total of 96 accident events has occurred; of which 41 were staff members and 55 students.</p> <p>All RIDDOR accidents are student, a total of 4, taken from site to A&E</p> <p>This is one of a number of positive indications that training and systems are having an effect, along with substantial investment in new equipment and following up of reported near miss incidents.</p> <p>See Appendix A & B for details.</p>																																																																																																																			

	10.2	<p>Near Miss Incidents:</p> <p>Near miss incidents decreased from 128 to 111; further work is required in this area to achieve more proactive success. This is raised at all induction events and health and safety refresher training. It has also been fully discussed at Student Council meetings, but very few student incidents have been reported.</p>
	10.3	<p>Incidents:</p> <p>The revised incident recording system has now been operational for four years. Employees are fully aware of how it operates and the standardised categories used. This has resulted in its positive use and can be seen by the comprehensive range of recorded incidents across all areas and sites.</p> <p>This indicates a reduction in incidents from 813 to 769, across all sites.</p> <p>In addition to achieving consistency, incidents are now discussed each month at the Security Meeting, along with a review of any penalties that are issued.</p> <p>The major reductions are in vehicle PCN numbers, along with student behaviour.</p> <p>Please see appendix C for detail of all areas.</p>
11.		<p>Health and Wellbeing</p>
	11.1	<p>Health and Wellbeing Programmes</p> <p>We have extended our health and wellbeing offer for staff during 2015-16 and delivered three new health and wellbeing activities. Over 400 staff enjoyed the opportunity to try something different and learn a new skill with the ultimate aim of leading a healthier lifestyle on our first dedicated health and wellbeing day in July.</p>
	11.2	<p>Staff enjoyed having time to socialise, unwind and in participate in some less energetic activities and relax. Activities on offer included Pilates, Zentangle, meditation, archery, healthy cooking, massages and other treatments to name but a few. It was a such a huge success that we are planning health and wellbeing day next July.</p>
	11.3	<p>Another key focus has been supporting staff with muscular-skeletal issues and offering free sessions on site with an Osteopath. To date over 35 staff have benefited from this treatment with a number providing very positive feedback not only about the service but the improvements to their personal health. Additionally, in liaison with Golf England, we ran some sessions with a golf professional for staff.</p>

11.4	<p>In terms of support for staff with mental health issues, we have signed up to a voluntary Charter to be a 'Mindful Employer' to show our commitment to staff and have used their logo in our recruitment and selection material on the College Website. The Charter requires that we show a positive and enabling attitude towards applicants and employees with mental health issues in all aspects of working life.</p> <p>We are at present trying to identify a trainer who can deliver training to our managers on how best to support staff with mental health issues. We have continued to work in partnership with the NHS Service Minds Matters with a focus on mental health wellbeing delivering 'Happy Hour' and a series of 6-week stress control courses, the latter of which have been delivered on College premises and are also open to the public.</p>
11.5	<p>We have changed our Occupational Health provider to improve the service provided to staff and managers and have decided to no longer deliver face to face counselling via our Employee Assistance Programme but use a dedicated staff counsellor. This was in response to feedback from staff about the impersonal nature of the initial contact and triage process.</p>
11.6	<p>In terms of impact, our focus on health and wellbeing together with other attendance management strategies have resulted in a low absence figure of 2.37% in 2015-16 of which only 0.97% was short-term absence.</p>
12.	Health, Safety and Wellbeing Investments
12.1	<p>Once again this year we have heavily invested in improving physical health, safety and wellbeing. The main areas are:</p> <ul style="list-style-type: none"> • SEIC new building. • Eskdale storage area to give extra space for staff and students. • 40 new hand driers. • Extra Study Zone in Langdale that can hold around 130 students. • New pedestrian access/egress on Langdale Road. • Extra drop off points. • Extended smoking shelter facilities. • More secure 3G pitch. • New Nurse Practitioner medical room. • Extra restaurant at XLC. • Refurbished staff rooms. • New WiFi system at Langdale Road.
13.	Conclusion
13.1	<p>This has been another exciting year for health, safety and wellbeing at the College. Many areas have achieved significant progress, against some long term plans that have now come to fruition.</p> <p>Areas that have not been as successful will be reviewed and additional plans introduced to achieve improved outcomes for 2016/17.</p>

APPENDICES

Data tables for Performance Indicators

Appendix A

Accident Data 2015/16

Information Required	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Approximate student numbers	8695	8781	9342	9229	9332	9272	9149	9151
Approximate number of employees (average headcount on payroll)	783	835	850	861	797	820	835	789
FTE (average)	577	604	616	596	590	589	572	534
Number of Major Injury Incidents (RIDDOR)	0	0	0	0	1	0	0	0
Number of 7 day + Injury Incidents (RIDDOR)	1	5	4	2	2	1	1	0
Number of member of the public taken to hospital	6	22	17	3	5	6	2	4
Remaining Accidents - Employee	25	57	54	50	47	45	33	41
Remaining Accidents - Students	80	196	213	132	98	93	60	51
Total Accidents all Types	112	280	288	187	153	145	96	96
Incident Rate Employees only (see below)	173	828	812	336	508	170	175	0
Incident Rate Employees and Students (see below)	1213	4470	3409	839	1356	1188	350	506
Frequency Rate Employees only (see below)	0.10	4.93	3.83	1.86	2.76	0.84	0.86	0
Frequency Rate Employees and Students (see below)	7.18	26.63	20.11	4.66	7.36	5.86	1.72	2.50
Number of Dangerous Occurrences Incidents (RIDDOR)	0	0	0	0	0	0	0	0

Dangerous Occurrences (in house)	0	0	0	2	8	8	11	2
Near Misses/Potential Safety Incidents	43	173	135	148	158	178	128	111
Occupational Ill Health (RIDDOR)	0	0	0	0	0	0	0	0
First aid calls	826	705	546	852	667	740	787	950

Calculation on Incident Rate and Frequency Rate (Method taken from H.S. (G) 65
“Successful Health and Safety Management”

$$\text{Incident Rate} = \frac{\text{Number of Reportable Injuries in financial year} \times 100,000}{\text{Average number employed during year (FTE)}}$$

$$\text{Frequency Rate} = \frac{\text{Number of Reportable Injuries in period} \times 1,000,000}{\text{Total hours worked during the period (FTE)}}$$

$$\text{Total Working Hours} = \text{Average 39-hour week to allow for overtime hours worked} \\
(39 \times 52 \times \text{No.})$$

Using employee FTEs numbers, for student calculations.

RIDDOR Accidents 2015/16

RIDDOR Accidents 2015 - 2016						
No.	Learner or Employee	Date	Days Off	RIDDOR Type	Injury	Action
1.	Learner	19/10/15	0	Member of the public	Playing with College lanyard clip and pierced finger.	Returned to class same day.
2.	Learner	10/11/15	7	Member of the public	Landed incorrectly following a small jump whilst performing a dance routine, during the evening open to the public.	This had been practiced and the learner did not bend her knees during the performance.
3.	Learner	02/11/15	15	Member of the public	A magnifying lamp snapped at its base, it was caught by the learner causing a painful hand and wrist.	All magnifying lamps check and some replaced. All now on a monthly inspection checklist.
4.	Learner	01/02/16	1	Member of the public	Slipped on Eskdale stairs, carrying an item and could not see in front. Sprained ankle.	To consider how items are carried, lift may have been a more appropriate option.
Total			23			
Totals Nil employee's accidents, 4 learner accidents total absence 23 day - Total lost time 23 days. (2010/2011 - 187 total lost days, 2011/2012 - 33 total lost days, 2012/2013 total lost days 67, 2013/2014 13 total lost days, 2014/2015 total lost days 12).						