

Facilities, Health, Safety and Wellbeing Annual Report 2018/19

1.	Issue for Consideration/Background Information
	<p>This report demonstrates continual improvement in a wide range of facilities, health, safety and wellbeing issues.</p> <p>The external audit by Mazar's for the March 2019 BCP incident, is now fully implemented and signed off by the auditors at their last visit.</p> <p>A separate 2018/19 more detailed annual sustainability report is available.</p>
2.	Decision(s) Required
	To note the progress in the report and raise any issues of concern.

3. Risk Rating: Low/Medium

This report indicates past progress; active issues are raised within the relevant 2018/19 Strategic Plans.

Risk register 2018/19 updated July 2019 – Facilities, Sustainability, Health and Safety.

12.1	12 - Health, safety & wellbeing	Contagious illness	UU water contamination in July/August 2015	Flu vaccinations, health and wellbeing policy and promotion. Business continuity plan to be implemented if a major outbreak of contagious illness.	SMT Estates, health and safety	BCP	If illness in local area.	Low
12.2	12 - Health, safety & wellbeing	Accidents to learners, staff or visitors	History of insurance claims (increasing compensation culture)	Health and safety training, awareness raising, insurance. Accident and near miss monitoring. Business continuity plan to be implemented if significant incident occurs.	SMT Estates, health and safety	BCP	If significant increase in accidents and/or insurance claims.	Medium
12.3	12 - Health, safety & wellbeing	Major incident	Risk of harm to staff or students due to inadequate risk assessment during a major incident.	Risk assessment process, SMT operations meetings, Business continuity procedures - Incident Management Plan	SMT Estates, health and safety	BCP	If major incident.	High
13.1	13 - Estates and sustainability	Severe damage to estate (fire, flood, storm)	Previous floods and storm damage, fire, snow, frost, ice, tree falls, power cuts. End of life roof coverings (Mardale)	Regular buildings, trees, equipment and insurance inspections. Consultancy advice. Risk assessments. Business continuity plan to be implemented if a major incident.	SMT Estates, health and safety	BCP	If severe weather warning and if level of damage increases.	Medium
13.2	13 - Estates and sustainability	Inadequate or insufficient accommodation	Increasing numbers, new facilities at competitor colleges, learner voice feedback re: social space. Emerging timetabling issues and exam room considerations	Room utilisation reporting, property strategy.	SMT Estates, health and safety		Poor site survey results, poor learner satisfaction results.	Medium

13.5	13 - Estates and sustainability	Inability to access Capital Grant Funding	Match funding requirements may not be feasible for the College. Evidenced outcomes based upon learner numbers and LEP employment priorities. Potential impact of BREXIT limiting access to EU grant funding.	Regular reviews of funding streams and maintain contact with LEP representatives.	SMT Estates, health and safety		Poor site survey results, poor learner satisfaction results.	Medium
13.7	13 - Estates and sustainability	XLC wall liability	Risk that the college may be liable for costs associated with the upkeep of the XLC rear wall.	Estates review of wall condition. Legal review of boundary ongoing.	SMT Estates, health and safety		If condition deteriorates.	Low
13.8	13 - Estates and sustainability	Failure to achieve carbon reduction targets	Risk that funding may be linked to success in carbon reduction (as is currently being implemented in HE sector)	Monitored via monthly energy data and yearly for formal carbon calculations.	SMT Estates, health and safety		Poor control of energy management and design of new buildings.	Low
13.9	13 - Estates and sustainability	Lack of or inadequate physical security	Risk of theft and/or disruptive incident	Insurance arrangements and security review. Caretakers job descriptions, staff awareness. Business continuity plan to be implemented if large scale theft and/or major incident on site.	SMT Estates, health and safety	BCP	If significant incident occurs	Medium

Author: David John Sharrock
Date: September 2019

Executive Summary

Key Observations

The health, safety and wellbeing management system is now mature and being well managed by all the key parties, with accidents reducing.

Extensive HSW training has been completed over the year.

Wellbeing promotion and activities, has been extensive and well attended, with very positive feedback, resulting in an extra day planned for 2020.

The Health and Safety Consultation Committee is operating effectively, feeding up and down key information.

Monitoring processes by staff teams is working well.

Extensive external auditing within this area during the year, with a wide range of statutory bodies.

Key Actions/Recommendations

Continue communications to gain more efficiencies, in energy, waste management and heating. Actions to be linked to strategic plans and individual team goals.

Strive for the £65m² national average for maintenance of site campuses, with an aim to achieve during 2020.

Maintain surveillance of all grant opportunities, around building maintenance, carbon footprint, or capital upgrades.

1.		Purpose
	1.1	The purposes of this report is to the review progress achieved during 2018/19 and update the Senior Management Team (SMT) and Governors' on the current status of the Health, Safety and Facilities Management Systems. Detailed sustainability issues are available in a separate annual report.
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' Community meetings, led by the Police have helped to give direct contact and address issues immediately, along with the two Neighbours meeting held directly at the College.</p> <p>The new Neighbours hotline via the College Web Site, and email address has also proved popular and useful at identifying issues quickly.</p> <p>The future provision of a room one day per week to be used by the local neighbourhood police, will further assist with communication and knowledge transfer.</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 during October 2018, the policy will again go for review during October 2019. 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 Business Continuity Plan, has been substantially reviewed and rationalised to align with the changes in staff structures and operations.</p> <p>A fully revised Run, Hide, Tell - Hostile Attack College Procedure, has been issued after further extensive communications and feedback from the 4th</p>

		<p>March incident. This also includes all the relevant actions raised within the Mazars investigation report.</p> <p>Training has also been extensively rolled out in different formats, depending on the roles undertaken.</p> <p>College Management Team (CMT) have attended a 3 hour session during July 2019, provided jointly by the Police Counter Terrorism Team, specifically looking at the College and the way we operate.</p> <p>Future training will also be provided by our new insurance company on request during 2020.</p>
5.		Risk Assessments
	5.1	A total of 247 generic and specific risk assessments are now available on the Staff Portal (Moodle), these are produced and owned by the individual managers and teams. Monitoring is by a monthly matrix chart to ensure all are valid and updated as required, with any new risk assessments added.
	5.2	<p>Fire risk assessments have been fully completed during February 2019, by an external consultant. A full 5 day review was completed by two specialist consultants, which identified 230 minor issues, these have all been reviewed and actions undertaken to close out.</p> <p>The consultant was extremely positive, in that are systems are very well managed and he could see we actively close out all issues raised.</p>
	5.3	Control of Substances Hazardous to Health (COSHH) assessments have been completed for all identified chemicals currently in use, approximately 500. These have been all reviewed during the year to take into consideration the recent changes in COSHH legislation.
	5.4	<p>Around 211 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>To aid this process we have this year run a number of half day DSE Manager Training sessions to allow this process to be more effectively spread.</p> <p>This data is then centrally coordinated via the Human Resources Team.</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	The Committee has been active with 3 planned meetings during the year. All areas are well represented (14/15 delegates in total).

		<p>Attendance has also been excellent, with 86%, 86% and 87% 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.</p> <p>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 and this is expected.</p> <p>The most positive outcome, is the commitment to ensure all agreed actions are moved forward and closed out as soon as possible. The process of moving these forward and closing out has been excellent.</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/issues that had been requested by teams and achieved during the year:</p> <ul style="list-style-type: none"> • Review of various new regulations and guidance. • Further revised Experience of Work Policy. • The use of SPARK, to replace BART. • Install 6 global room emergency stop systems, Arts. • Student Services install new entrance radiator. • Upgrading of automatic doors x 2. • Additional Air conditioning in Eskdale. • Replacement Air conditioning Hawkshead gym. • Additional CCTV cameras. • Additional DSE training for any H&S Committee volunteers. • Additional extensive review of BCP procedures. • Provision of more waste recycling bins and lockable confidential waste bins. • Installation of new heating radiators in Mardale, Tyndale and Dalehead. • Various flooring upgraded. • Study Zone, full repaint and new carpets.
7.		External Networking
	7.1	<p>Regular attendance at the following meetings gives excellent networking opportunities:</p> <ul style="list-style-type: none"> • Health and Safety NW Colleges meetings. • The Institute of Occupational Safety and Health meetings. • The Chartered Institute of Building meetings. • Community meetings. • Neighbours meetings. • JISC H&S Network online.

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 also within the FHSE SMT meeting. See appendix D.												
8.2	<p>The overview table gives clear information to ensure being completed and the associated number of actions opened or ongoing at that point (See appendix D). This allows for discussion on the issues, reasons and if further action is required by senior managers.</p> <p>The proactive nature of this system, has resulted in much lower numbers overall year on year.</p>												
8.3	<p>Internal Audit reports help to maintain a proactive position and identify any gaps and best practice before any issues arise.</p> <p>Internal audit reports issued and actions to be closed out.</p> <table border="1" data-bbox="347 875 1430 1093"> <thead> <tr> <th data-bbox="347 875 571 936">Area</th> <th data-bbox="571 875 794 936">Number of actions</th> <th data-bbox="794 875 1018 936">Completed actions</th> <th data-bbox="1018 875 1430 936">Outstanding actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 936 571 1093">Health Surveillance audit.</td> <td data-bbox="571 936 794 1093">13</td> <td data-bbox="794 936 1018 1093">8</td> <td data-bbox="1018 936 1430 1093">4 Use of an external Consultant to undertake further reviews of current noise risk assessments.</td> </tr> <tr> <td data-bbox="347 1093 571 1099"></td> <td data-bbox="571 1093 794 1099"></td> <td data-bbox="794 1093 1018 1099"></td> <td data-bbox="1018 1093 1430 1099"></td> </tr> </tbody> </table> <p>The new audit programme is agreed for the next two years.</p>	Area	Number of actions	Completed actions	Outstanding actions	Health Surveillance audit.	13	8	4 Use of an external Consultant to undertake further reviews of current noise risk assessments.				
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8.4	<p>External audits</p> <p>Mazars have conducted a number of external audits during the year relating to various aspects of health, safety, training, facilities, BCP and wellbeing.</p> <p>Fire consultants also reviewed both campuses for 5 days, to help update the latest fire risk assessments.</p> <p>The local fire service also completed a spot check audit at the Leyland campus, with no actions identified.</p> <p>The Health and Safety Executive, conducted a one day audit to specifically review our asbestos management systems for both campuses, along with our asbestos management register. We received a clean bill of health, with no actions.</p> <p>The ESFA during the summer holidays, undertook a specialist property audit across both campuses, which resulted in 10 person dates on site. This is a national programme by ESFA to assess the condition of all Colleges across England</p> <p>A number of buildings were reviewed and audited for potential asbestos management and future programmes.</p> <p>A number of insurance companies reviewed our systems as part of their tender process, for the next 5 year insurance contract.</p>												

9.0	Training																																																																																																																																										
9.1	<p>A large number of health, safety and wellbeing training courses have been offered and provided via the Professional Development Programme, other specific courses on request or via management meetings.</p> <table border="1"> <thead> <tr> <th>Codes</th> <th>Main Health and Safety Courses Offered 2018-19</th> <th>No of courses offered</th> <th>Delegate Numbers</th> <th>Mandatory/ Optional</th> <th>Outstanding @31/07/19</th> </tr> </thead> <tbody> <tr><td>H0002</td><td>Health & Safety</td><td>12</td><td>163</td><td>M</td><td>0</td></tr> <tr><td>H0005</td><td>First Aid at Work - 3 Day</td><td>6</td><td>12</td><td>O</td><td>0</td></tr> <tr><td>H0008</td><td>Business Continuity Plan</td><td>1</td><td>10</td><td>M</td><td>0</td></tr> <tr><td>H0009</td><td>Fire Warden Training</td><td>7</td><td>68</td><td>O</td><td>0</td></tr> <tr><td>H0010</td><td>MIDAS Minibus Driving</td><td>2</td><td>4</td><td>O</td><td>0</td></tr> <tr><td>H0011</td><td>Health and Safety On-line</td><td>234</td><td>234</td><td>M</td><td>0</td></tr> <tr><td>H0013</td><td>COSHH</td><td>1</td><td>43</td><td>M</td><td>0</td></tr> <tr><td>H0016</td><td>Manual Handling</td><td>4</td><td>56</td><td>O</td><td>0</td></tr> <tr><td>H0017</td><td>Bio-Hazard Cleaning</td><td>2</td><td>5</td><td>O</td><td>0</td></tr> <tr><td>H0020</td><td>Display Screen Equipment</td><td>1</td><td>8</td><td>O</td><td>0</td></tr> <tr><td>H0021</td><td>Evacuation Chair Training</td><td>2</td><td>6</td><td>O</td><td>0</td></tr> <tr><td>H0034</td><td>Dermatitis Training</td><td>4</td><td>9</td><td>O</td><td>0</td></tr> <tr><td>H0042</td><td>First Aid College Induction</td><td>2</td><td>4</td><td>O</td><td>0</td></tr> <tr><td>H0043</td><td>First Aid Update - 2 Day</td><td>2</td><td>3</td><td>O</td><td>0</td></tr> <tr><td>H0044</td><td>L2 Award Food Safety in Catering</td><td>1</td><td>7</td><td>O</td><td>0</td></tr> <tr><td>H0049</td><td>Noise at Work</td><td>1</td><td>17</td><td>O</td><td>0</td></tr> <tr><td>H0052</td><td>DSE Risk Assessment</td><td>1</td><td>8</td><td>O</td><td>0</td></tr> <tr><td>H0067</td><td>Reducing the Risk of RSI</td><td>1</td><td>13</td><td>O</td><td>0</td></tr> <tr><td>H0072</td><td>IOSH Workplace Assessor Training</td><td>1</td><td>9</td><td>O</td><td>0</td></tr> <tr><td>H1014</td><td>Food Allergy Online Training</td><td>1</td><td>17</td><td>O</td><td>0</td></tr> <tr><td>H1015</td><td>BCP & Hostile Attack Training</td><td>25</td><td>543</td><td>M</td><td>0</td></tr> <tr> <td colspan="2">Total number of delegates</td> <td>310</td> <td>1239</td> <td>n/a</td> <td></td> </tr> </tbody> </table>	Codes	Main Health and Safety Courses Offered 2018-19	No of courses offered	Delegate Numbers	Mandatory/ Optional	Outstanding @31/07/19	H0002	Health & Safety	12	163	M	0	H0005	First Aid at Work - 3 Day	6	12	O	0	H0008	Business Continuity Plan	1	10	M	0	H0009	Fire Warden Training	7	68	O	0	H0010	MIDAS Minibus Driving	2	4	O	0	H0011	Health and Safety On-line	234	234	M	0	H0013	COSHH	1	43	M	0	H0016	Manual Handling	4	56	O	0	H0017	Bio-Hazard Cleaning	2	5	O	0	H0020	Display Screen Equipment	1	8	O	0	H0021	Evacuation Chair Training	2	6	O	0	H0034	Dermatitis Training	4	9	O	0	H0042	First Aid College Induction	2	4	O	0	H0043	First Aid Update - 2 Day	2	3	O	0	H0044	L2 Award Food Safety in Catering	1	7	O	0	H0049	Noise at Work	1	17	O	0	H0052	DSE Risk Assessment	1	8	O	0	H0067	Reducing the Risk of RSI	1	13	O	0	H0072	IOSH Workplace Assessor Training	1	9	O	0	H1014	Food Allergy Online Training	1	17	O	0	H1015	BCP & Hostile Attack Training	25	543	M	0	Total number of delegates		310	1239	n/a	
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10.1	<p>Accidents</p> <p>Further progress has been made in accident reduction over the year with a reduction in accident numbers across all areas. Accidents dropped from 63 down to 44; of which 22 were staff members and 22 students.</p> <p>RIDDOR accidents students a total of 4 and 2 employees, taken from site to A&E directly.</p> <p>This is an increase of 1 from the previous year.</p> <p>See Appendix A & B for details.</p>																																																																																																																																										

10.2		<p>Near Miss Incidents:</p> <p>Near miss incidents decreased from 276 to 195; further work is required in this area to achieve more proactive success. This issue, 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> <p>The new JIRA central reporting service desk system, further aided the capture and recording of issues.</p>
10.3		<p>Incidents:</p> <p>The incident recording system has now been operational for a number of 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 campuses.</p> <p>A further small reduction in incidents from 741 to 730 across all campuses, with the recording now being direct to the JIRA security section, to ensure more comprehensive information is available from a central point. We no longer receive notification of PCNs due to Data Protection Legislation.</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 areas reported are, CCTV requests 206, drug issues 105, student behaviour 125.</p> <p>Please see Appendix C for detail of all specific areas recorded.</p>
11.		<p>Health and Wellbeing</p>
11.1		<p>The College was successfully reaccredited as a Disability Confident Employer in May for a further 2 years which demonstrates our commitment to ensuring that that disabled people and those with long term health conditions are supported and have opportunities to fulfil their potential.</p>
11.2		<p>The Association of Colleges (AOC) recently published a Mental Health Charter and College was delighted to be one of the first colleges to commit to this Charter in June, recognising that we have a responsibility to create an environment that actively supports and promotes the mental health and wellbeing of all staff and students. Mental Health will be a key area focus in 2019-20, with more staff becoming trained as Mental Health First Aiders and establishing a new group of Mental Health Champions.</p>
11.3		<p>Health and wellbeing activities have continued to be delivered throughout 2018-19 with a number of physical activities such as circuits, core stability</p>

		and boxercise being offered as well as free use of the College gym. We have also delivered other health screening and promotion activities including free audiometry tests, sessions with an osteopath, health checks and subsidised podiatry sessions.
	11.4	We continue to work closely with Occupational Health, using their specialist services to support staff who are absent long term or have underlying health conditions to make appropriate reasonable adjustments.
	11.5	Disabled staff and those with a long term health condition expressed high levels of satisfaction when they participated in a survey providing feedback on their experiences of working at Runshaw. Whilst there were some improvements identified, staff were extremely satisfied with the accessibility of the grounds and buildings, the recruitment and selection process and the support provided both by their line manager and colleagues.
	11.6	We delivered another very successful health and wellbeing day in July with a wide variety of activities which meant that there was something for everyone. Responding to staff feedback, we are planning another health and wellbeing day in November with a focus on mental health.
12.		Health, Safety and Wellbeing Investments
	12.1	<p>Once again this year we have heavily invested in improving physical/mental health, safety and wellbeing. The main areas are:</p> <ul style="list-style-type: none"> • Additional student counsellors. • Substantially updating of the Business Continuity Plan (BCP) • Additional security CCTV cameras, to Langdale Road frontage. • Installation of new smoking shelter at Chorley Campus. • Additional and replacement Air Conditioning units in various areas, to improve wellbeing and energy efficiency. • All new dispenser units in every washroom, to standardise for new College wide tender, over 1000 units installed. • Major upgrades to flooring areas in many locations. • New modern calorifiers and pump systems in Eskdale Boiler House, to improve environmental conditions. • Replacement of 700 PCs for students, to latest standards. • Full refurbishment of our main Study Zone, carpets, painting, PCs. • Two new automatic doors to improve access for parties with limited mobility. • Substantial painting in many areas for food hygiene, improved student experience and general refresh of some external areas. • New LED lighting installed to the outdoor 3G pitch.
13.		Conclusion
	13.1	This has been another positive year for facilities, health, safety, sustainability and wellbeing at the College. Many areas have achieved significant progress, against some long term plans that have now come to fruition.

		Areas that have not been as successful will be reviewed and additional plans introduced to achieve improved outcomes for 2019/20 via the strategic plan.
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APPENDICES

Appendix A - Data tables for Performance Indicators

Accident Data 2010/11 to 2018/19

Information Required	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Student (All areas) approximate numbers, including new students Y11.	9342	9229	9332	9272	9149	9151	8999	8903	8410
Employee approximate number (average headcount on payroll)	850	861	797	820	835	789	762	726	688
Employees FTE (average)	616	596	590	589	572	534	511	487	471
Employee Number of Major Injury Incidents (RIDDOR)	0	0	1	0	0	0	1	0	0
Employee Number of 7 day + Injury Incidents absence (RIDDOR)	4	2	2	1	1	0	3	1	2
Number of member of the public (Students) taken to hospital	17	3	5	6	2	4	4	4	4
Remaining Accidents - Employee	54	50	47	45	33	41	39	27	20
Remaining Accidents - Students	213	132	98	93	60	51	45	31	18
Total Accidents all Types	288	187	153	145	96	96	92	63	44
Incident Rate Employees only (see below)	812	336	508	170	175	0	782	205	425
Incident Rate Employees and Students (see below)	206	50	79	69	30	40	81	52	66
Frequency Rate Employees only (see below)	3.83	1.86	2.76	0.84	0.86	0.00	3.86	0.68	2.09

Information Required	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Frequency Rate Employees and Students (see below)	2.07	0.50	0.80	0.70	0.40	0.41	0.81	0.53	0.67
Employee Number of Dangerous Occurrences Incidents (RIDDOR)	0	0	0	0	0	0	0	0	0
Employee and Students Dangerous Occurrences (in house)	0	2	8	8	11	2	26	14	7
Near Misses/Potential Safety Incidents	135	148	158	178	128	111	167	276	195
Employee Occupational Ill Health (RIDDOR)	0	0	0	0	0	0	0	0	0
First aid calls Employees and Students	546	852	667	740	787	950	890	892	657

**Calculation on Incident Rate and Frequency Rate
(Methods based on H.S. (G) 65 "Successful Health and Safety Management")**

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

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

Total Employee Working Hours = Average 39-hour week to allow for overtime hours worked
= 39 x 52 x Number of employees = 2028 x number of employees.

Incident Rate Overall (Employees and students) = $\frac{\text{Total Number of Reportable Injuries in financial year} \times 100,000}{\text{Average number of employees and students}}$

Frequency Rate Overall (Employees and students) = $\frac{\text{Total Number of Reportable Injuries in period} \times 1,000,000}{\text{Total employee hours on site} + \text{Total student hours on site}}$

Total Student hours on site = $\frac{\text{Average 25-hour week} \times 36 \text{ weeks} \times \text{number of students}}$
= 25x36 x Number of students = 900 x number of students.

Appendix B

RIDDOR Accidents 2018/19

RIDDOR Accidents 2018 - 2019						
No.	Learner or Employee	Date	Days Off	RIDDOR Type	Injury	Action
1.	Employee	4/9/18	24	7 day injury	Injury to hand. Handle became detached, during the operation of a manual pressing machine.	Full investigation undertaken, including manufacturer review. Claim against college raised, rejected and closed by insurance company.
2.	Employee	26/3/19	8	7 day injury	Foot badly bruised. Electric wheelchair ran over employees feet twice. Being controlled by injured employee at the time.	Study Support have reviewed their processes. The wheelchair user must always drive.
3.	Learner	9/10/18	3	Member of the public	Slipped on stairs. Swollen ankle.	Reviewed stairs, no issues found. Reviewed student footwear, very worn with no tread remaining.
4.	Learner	10/1/19	6	Member of the public	Slipped at the bottom of the stairs. Dislocated ankle, no fracture.	Reviewed all the stairs no defects of any type could be found.
5.	Learner	26/6/19	0	Member of the public	Walked into a fixed vertical construction post within a large open plan room.	Post is well marked, student was aware, but just lost bearing.
6.	Learner	8/7/19	0	Member of the public	Chemical burn to knee. Accidental spillage during experiment in labs. Student was standing correctly at the time.	Student was wearing PPE and lab coat. Wearing jeans, but had cut outs around the knee. To ensure lab coat is fully buttoned up.
Total			41			
<p>Totals 2 employee accidents 32 days, 4 learner accidents 9 days, total absence 41 days.</p> <p>(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, 2015/16 total lost days 23, 2016/17 total lost days 228, 2017/18 total lost days 13). 2018/19 total lost days 41.</p>						

Appendix C – Incident Reports 2018/2019

Incident Reports Leyland 2018-2019

LRL	September	October	November	December	January	February	March	April	May	June	July	August	Term Total
Bus Incident	6	4	2	1	2	0	2	1	1	1	0	0	20
CCTV Call Outs	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Footage Request	16	7	22	17	21	21	38	17	25	16	3	0	203
Drug Issues	10	10	22	11	16	10	9	4	4	4	4	0	104
Ex-Student On Site	2	0	2	3	1	0	3	0	0	2	0	0	13
Fire Alarm Activation	1	1	0	1	0	1	1	0	0	1	0	0	6
Forced Entry	0	0	0	0	0	0	1	0	0	0	0	0	1
Intruder Alarm Callouts	2	3	6	1	0	1	1	0	1	0	0	5	20
N/A	0	0	1	1	0	0	0	0	0	0	0	0	2
Non-Student On Site	2	3	0	2	2	1	5	0	3	1	0	0	19
PCN Issued													0
Police Issues	1	0	1	2	0	0	2	1	7	2	0	0	16
Reported Loss/Theft	1	0	1	2	2	1	6	0	1	1	0	0	15
Reported Vandalism	3	0	4	3	3	3	3	0	3	1	0	0	23
Reported Vehicles	1	1	1	1	0	5	3	6	2	0	0	0	20
Resident Issues	3	2	2	1	2	5	1	2	1	0	0	0	19
Review	0	0	0	0	0	0	0	0	0	0	0	0	0
Search Request	9	11	17	11	13	8	3	4	2	6	4	0	88
Student Behaviour	12	8	11	16	12	10	16	9	11	15	0	0	120
Worden Park Issues	0	0	1	0	7	0	0	0	0	0	0	0	8
													697
Monthly Total - 2018/2019	69	50	93	73	81	66	94	44	61	50	11	5	
Monthly Total - 2017/2018	63	125	68	0	25	31	65	74	112	85	19	3	
Monthly Total - 2016/2017	46	139	105	82	80	86	129	39	97	94	7	18	

Incident Reports XLC 2018-2019													
XLC	September	October	November	December	January	February	March	April	May	June	July	August	Term Total
Bus Incident	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Call Outs	0	0	0	0	0	0	1	0	0	0	2	0	3
CCTV Footage Request	1	0	4	2	0	1	0	2	1	2	2	0	15
Drug Issues	0	0	0	0	0	0	0	0	1	0	0	0	1
Ex-Student On Site	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Alarm Activation	0	0	0	0	0	0	0	0	0	0	0	0	0
Forced Entry	0	0	0	0	0	0	0	0	0	0	0	0	0
Intruder Alarm Callouts	0	0	0	3	0	0	0	0	0	1	0	1	5
N/A	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Student On Site	1	0	0	0	0	0	0	0	0	0	0	0	1
Police Issues	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported Loss/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported Vandalism	0	0	1	0	0	0	0	0	1	0	0	0	2
Reported Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0
Resident Issues	0	0	0	0	0	0	0	0	0	0	0	0	0
Review	0	0	0	0	0	0	0	0	0	0	0	0	0
Search Request	0	0	0	0	0	0	0	0	0	1	0	0	1
Student Behaviour	0	0	2	3	0	0	0	0	0	0	0	0	5
													33
Monthly Total - 2018/2019	2	0	7	8	0	1	1	2	3	4	4	1	
Monthly Total – 2017/2018	8	29	8	0	5	4	4	8	3	2	0	0	
Monthly Total – 2016/2017	4	11	8	7	6	8	21	9	9	5	2	2	

Appendix D – Monitoring report

Department		Manager	Sig	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments
	Monthly															
Arts + 3D		NT	RF		6		2	7	17	1	1	0		1	1	Light out (FM).
Engineering LRL		AA	CH	2	1	0	0	0	0	0	0	0	0	0		
Engineering XLC		AA	SS		0	0	0	0	0	0	0	0	0	0		
Sport		DZ	JW		2	2	1	1	1	0	2	0	2	1	0	
Cleaning LRL		DS	SED		1	1	1	1	0	1	0	0	0	0		
XLC		DS	MS	1	0		2	1	8	1	0	0	0	0		
First Aid LRL		DS	MC		0	1	1	0	0	0	0	0	0	0		
First Aid XLC		DS	MC		1	1	0	0	0	0	0	0	0	0		
Performing Arts		MG	MM		5	5	2	2	2	2	2	2	1	1	0	
Beauty LRL		MG	SH		0	0	0	0	1	1	0	0	0	0		
Hair XLC		MB	SH		1	1			0	1	0	0	0	0		
	Termly															
Internal buildings Fire and Security		DS	SM		19	15	18	1	0	1	0	0	0	0	0	FRA received, all actions completed, end of July 19.
External buildings		DS	SM		9					0				0		
Science LRL		VK	JW				5		2							
Science XLC		VK	KC			1			0							
	Annual Rolling															
Runshaw Dining		CB	Various													
Total																