

# John Wheatley College

## Board of Management

### Health and Safety Annual Report – Session 2006/2007

Report by Depute Principal

#### 1. Introduction

Occupational Health  
Accident Trend Data  
Risk Register

Members will recall that the College indicated, as part of the Health and Safety Update presented at Board of Management meeting in December 2007, it would provide an annual Health and Safety Report to the Board of Management. The College also indicated it would pilot a report for session 2006/2007 at the Board's regular meeting in February 2008. Further annual reports would be placed on the agenda of the first Board meeting of each academic session.

The purpose of the report is to ensure that Board members have sufficient information to allow them to undertake the duties, in relation to Health and Safety, they have as part of being members of the Board of Management of John Wheatley College.

#### 2. Background

Members will recall that the College reported to the Board of Management, in December 2007, the outcome of a Court of Appeal case related to Health and Safety and the Boards of Management of organisations. Appendix 1. is a copy of an education briefing entitled *Personal Liability of Managers for Health and Safety Offences* published by Eversheds LLP in November 2007.

In brief, the decision of the Court of Appeal in the case involved has implications for members of the College's Board of Management in respect of their personal liability for Health and Safety breaches that may occur as a result of the College's operations. Members may be held liable for Health and Safety breaches even if they do not have day-to-day knowledge of the circumstances leading to a breach.

The last section of the briefing indicates action which should be taken by Boards for members to have active responsibility for Health and Safety across the College.

The purpose of this report therefore, is to provide Board members with information on Health and Safety progress in the previous year. This is in addition to the organisation for Health and Safety already instituted by the Board of Management.

### **3. Health and Safety Organisation at John Wheatley College**

Members will be aware that the Board of Management of John Wheatley College has put systems and procedures in place to effectively organise and manage Health and Safety within John Wheatley College.

The systems and procedures currently operating feature a number of aspects including the Board of Management:

- appointing one of their number to be responsible for Health and Safety. In this case the person appointed by the Board is Ian Graham, College Principal. The Principal is a members of the Board of Management by right of office and is also Chief Executive of the College;
- approving, on an annual basis, the College's Health and Safety Policy and that Policy is signed by the Chair of the Board on behalf of the Board. The document contains the Policy statement and the organisation for Health and Safety for the College. A copy of the 2007/2008 Health and Safety Policy document is attached as Appendix 2. for members' information;
- agreeing to training, as part of the paper which approves the Health and Safety Policy, in various components of Health and Safety for members of College staff;
- endorsing the Safety Representatives' Charter issued by the Health and Safety Commission and the Higher and Further Education Advisory Committee on Health and Safety in May 2003;
- allowing time for Trade Union appointed Safety Representatives to undertake inspections of College facilities and to attend Health and Safety Committee meetings;
- requiring minutes of the Health and Safety Committee to appear as a regular agenda item on the Personnel and Staffing Committee and the Senior Management Team; and
- requiring minutes of the Risk Management Group to appear as a regular item on the Board of Management's Executive Committee.

The above provides information on the systems that the Board currently have and, as indicated earlier, this report is a mechanism for reporting back to the Board of Management on the previous year's activity.

This is the first Health and Safety Annual Report and it is hoped members will consider if the format presented is suitable. The following sections will provide further information on the College's Health and Safety activities during session 2006/2007.

#### **4. Health and Safety Policy**

The Board of Management approved the College's Health and Safety Policy for session 2006/2007 at its regular Board meeting in June 2006. A copy of the current (session 2007/2008) Health and Safety is attached as Appendix 2. for members' information.

The College's Health and Safety Policy is reviewed annually and approved by the Board of Management.

#### **5. Health and Safety Committee**

The College, in line with legislative requirements, has an active Health and Safety Committee. The Committee consists of the Principal, Health & Safety Manager (Depute Principal), Human Resources Manager, Assistant Principals, Associate Principals, Senior Lecturer Health and Safety Coordination ( Core and Vocational) other Management representatives and Safety Representatives appointed by all of the trade unions at the College. The minimum trade union Safety Representation is three but is usually more.

The Health and Safety Committee is the main forum to discuss matters related to Health and Safety with staff at the College. The Safety Representative are provided with paid time off work to attend meetings, to undertake Health and Safety inspections and where required to investigate accidents or incidents.

The Board also endorsed the Safety Representatives' Charter issued by the Health and Safety Commission and the Higher and Further Education Advisory Committee on Health and Safety in May 2003.

#### **6. Accident Information**

The College has a system to collect information relating to accidents and incidents which occur in the College or on related College business. The system includes the use of a College devised accident form, the BI510 accident book, which is required by legislation, and in the event of a reportable accident or incident the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) procedures.

The BI510 is located at the reception at each of the College's buildings. The information required in this book is completed by an injured person or the first

aider who assists the injured person. The current type of BI510 then has the pages detached and distributed as required.

The College's Accident and Incident Form is completed by the individual involved or by a first aider or a member of staff in some instances involving students. The form is then distributed according to College procedures with a copy for the Line Manager, Health and Safety Officer, Depute Principal and Human Resources.

The College's form has a section relating to preliminary accident investigation and action to be taken to prevent a recurrence. More serious or involved accidents or incidents will be investigated by the Health and Safety Officer or Depute Principal as Safety Manager.

Any accident or incident which meets the requirements of RIDDOR is reported by telephone to the Health and Safety Executive.

The College's accident statistics for session 2006/2007 are included as Appendix 3. for members' information.

During session 2006/2007 there was a total of twenty accidents. Unusually for the College there were six reportable accidents under the RIDDOR system. All were reportable in respect of the injured person having more than three days off of work.

Accidents and incidents are normally discussed at the College's Health and Safety Committee.

## **7. Health and Safety Awards**

The College has achieved, for a number of years, the RoSPA (Royal Society for Prevention of Accidents) Occupational Health and Safety Award at Gold level. This award recognises the College organisation and procedure for Health and Safety.

## **8. Health and Safety Training**

The College has a number of Health and Safety training events each year in line with the requirements of the Health and Safety Policy.

Training in 2006/2007 included:

- briefings for all staff on the revised Health and Safety Policy;
- IOSH (Institute of Occupational Health) (3 day programme) training for the two newly appointed Health and Safety Coordinators;

- IOSH (1 day programme) for managers. Nearly all managers attended this programme and two others are now enrolled to attend the NEBOSH General Certificate in April and May 2008;
- first aid training for a number of new and returning first aiders;
- fire warden and fire marshal training. This was for one group with two further groups to be trained;
- lifting and handling training;
- workstation assessment (focusing on VDU equipment); and
- risk assessment.

The records of training are retained by the College's Quality staff.

## **9. First Aid**

The College has sufficient first aiders to meet the requirements of accidents within the staff and student population.

First aid equipment and materials are checked and replenished on a regular basis.

## **10. Risk Assessment and Associated Plans and Procedures**

Risk Assessment is the basic process used by the College to manage risks in all areas of the College's operation.

Risk Assessments and associated COSHH (Control of Substances Harmful to Health) Assessment have been completed for all areas of the College.

Major Risk Assessment and associated Plans and procedures completed in session 2006/2007 include the:

- College Business Continuity Plan;
- Avian Flu Pandemic Contingency plan;
- general risk assessment for the new East End Campus; and
- fire plan for the East End Campus.

Other Risk Assessment are updated and modified as systems of work change.

## 11. Audit

From time-to-time the College invites a qualified external auditor to review and report on the College's Health and Safety operations and systems. The aim of this is to give the College management and the Board of Management some comfort in this area.

The College commissioned ACS Environmental Services Ltd to undertake an audit of the College's Health and Safety Management System. Representatives of ACS Environmental Services visited the College over the period 14 – 16 December 2004 and produced an audit report for the College in January 2005.

The report indicated that the auditor noted a total of thirty-four (34) instances of non-compliance with legislation or the College's existing system. A number of these, twenty-two (22) relate to operational issues and twelve (12) relate to legal issues.

In response to the audit report the College established a Short Life Working Group to monitor and direct the remediation activities related to the correction of the non-compliances indicated in the report.

The Short Life Working Group initially met twice per month to November 2005. At that time there were only four outstanding items. These items have now been completed and this was reported to the Health and Safety Committee at its meeting in May 2006.

The College management and the Health and Safety Committee have agreed all of the audit points have now been discharged. This was reported to the Board of management in June 2006.

In addition to the above the College was visited by Donald Blue of CHASTE (Coordinating Health and Safety in Tertiary Education). CHASTE is an organisation commissioned by the Scottish Funding Council to support Health and Safety Management in Further and Higher education.

Following the visit Donald Blue, of CHASTE, wrote to the College to provide an opinion of CHASTE's view of the College's Health and Safety Management System. The letter from CHASTE is attached as Appendix 4. to this report for members' information.

The letter concludes that *'It is clear that health and safety in John Wheatley College is taken extremely seriously and is well managed.'*

The letter makes two recommendations. The first relates to the establishment of a *'Departmental Safety Convener.'* The College accepted this recommendation and the new management structure considered at the meeting of the Board of Management held in May 2006 agreed the creation of two posts of Senior Lecturer (Health and Safety Coordinator). Individuals

have been allocated to these posts, one in the Core Skills School and one in the Vocational Skills School, and their duties commenced on 1 August 2006.

The second recommendation relates to training of Heads of School and Support Managers. The College accepted this recommendation and as indicated above training for these individuals and the new Senior Lecturer (Health and Safety Coordinators) took place in session 2006/2007.

The College intends to commission a further external audit in January 2009.

## **12. Format of Annual Health and Safety Report**

Members are requested to consider if the format of the Health and Safety Annual Report is satisfactory for the Board's needs or if any amendments of additional information is required.

## **13. Recommendations**

Members of the Board of Management are recommended to:

- i. note the contents of the College's first Health and Safety Annual Report and its appendices;
- ii. consider the appropriateness of the format of the report; and
- iii. request the College to bring forward the next Health and Safety Annual Report at the first meeting of the Board in session 2008/2009.

## **14. Further Information**

Members of the Board of Management can obtain further information on the contents of this report from Alex Kirk or the Principal.

AK  
John Wheatley College  
7 February 2008