

FINANCE AND EMPLOYMENT COMMITTEE

24th November 2021

ANNUAL HEALTH AND SAFETY REPORT 2020-2021

This report is being submitted for approval and referral to the Corporation.

1. Health and Safety Committee

Health and Safety Committee meetings were held on 21st October 2020, 10th March 2021 and 30th June 2021. All meetings took place by Microsoft Teams due to Coronavirus restrictions.

2. Accident Reporting

2.1 RIDDOR Reportable Accidents

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Year	Location x number	Total
2018-19	HLC x 1	2
	NSC x 1	
2019-20	County Training, Oswestry x 1	4
	Hereford (Carpentry & Joinery) x 1	
	Holme Lacy (off-site – course provided for the University of Worcester) x 1	
	Walford (external to accommodation block) x 1	
2020-21	Hereford (Carpentry & Joinery) x 1	2
	Holme Lacy (Blacksmithing) x 1	

Summary of 2020-21 incidents;

- Hereford, Carpentry & Joinery March 2021 – a student was using a tenon saw when he cut his hand. He attended hospital to receive stitches.
- Holme Lacy, Blacksmithing June 2021 – a student cut his hand on a sheet of stored sheet steel. He attended hospital to receive stitches.

2.2 Summary of Accident Statistics

Year	Location/number	Total
2018-19	HLC - 101	201
	NSC - 100	
2019-20	HLC -99	151
	NSC - 52	
2020-21	HLC - 64	154
	NSC - 90	

A reduction in the number of incidents during 2019-20 and 2020-21 compared to 2018-19 may be explained by the closure of the College for lengthy periods due to the Coronavirus lockdowns.

The following tables provide information on the incidents that occurred during 2019-20 and 2020-21.

Incidents by Location

	2019-20	2020-21
Hereford	68	45
Walford	44	19
Holme Lacy	11	14
Oswestry	8	69
Off-site (HLC)	8	3
Off-site (NSC)	0	2
Ludlow	7	2
County Training	5	0

The increase in incidents involving members of the public at NSC (Oswestry) is due to accidents involving children at Footsteps nursery starting to be included in the College statistics in February 2021.

Incidents by Status

	HLC		NSC		Total	
	19-20	20-21	19-20	20-21	19-20	20-21
Student	68	31	38	24	106	55
Volunteer (<i>recorded as volunteer but involved a student</i>)	0	1	0	0	0	1
Member of the public (<i>incl. children attending College nurseries</i>)	20	21	1	58	21	79
Employee	11	5	11	7	22	12
No person involved	0	6	2	1	2	7

Type of Incident

	HLC	NSC	Total
Miscellaneous	1	7	8
Sharp object (glass/tool)	1	4	5
Knife/weapon	1	0	1
Slip, trip, fall	16	25	41
No injury sustained	2	1	3
Non-accident first aid	9	0	9
Pastoral/existing health condition	2	3	5
Struck by falling object	0	1	1
Collisions	12	14	26
Sporting injury	0	2	2
Nature of physical activity (sport/dance etc)	1	10	11
Act of violence	2	0	2
Crush	1	6	7
Hand tool injury	2	1	3
Incident	2	9	11
Contact with hot surface/substance	1	1	2
Contact with cold surface/substance	0	1	1
Contact with animals/insect	3	3	6
Contact with moving parts of machinery	1	0	1
Administer medication	1	1	2
No person involved	6	1	7

2.3 Personal Injury Claims

- A settlement was agreed for an incident involving a student that occurred at Walford campus in December 2019. A total payment of £27,436.50 was made.
- A settlement was agreed for an incident involving a student that occurred at Hereford campus in March 2018. A total payment of £20,346.83 was made.

3. Health & Safety Walks

Annual health and safety walks/inspections took place at all campuses predominantly between May to July. Reports and action plans have been circulated. All actions identified as 'red'/intolerable have been reported to CMT.

4. Fire

4.1 Fire Evacuations

Fire evacuation drills took place at Holme Lacy, Walford and Oswestry in December 2020 and at Hereford and Ludlow in April 2021.

Termly drills took place at the accommodation blocks at Walford campus.

Evacuations also took place as follows:

- Hereford Brickwork workshop due to brick dust in the sensors
- Hereford Plumbing workshop due to hot work triggering the sensor
- Oswestry Plumbing workshop due to hot work (soldering on plywood) triggering the sensors.

4.2 Personal Emergency Evacuation Plans (PEEPs)

Personal Emergency Evacuation Plans (PEEPs) were produced where necessary throughout the year with copies being issued to Estates, the Health and Safety Advisor and a copy placed in the relevant Incident Controller/yellow boxes.

Evac chair training took place at Hereford campus (including Holme Lacy staff) and Ludlow campus.

Future Actions

- Complete the PEEP procedure for NSC.
- Emergency Evac Chair training scheduled to take place at Oswestry in November 2021.

4.3 Fire Training

Incident controller training took place at NSC in December 2020 for the Curriculum team leaders.

Fire Warden training has been completed on Smartlog for any additional staff and practical sessions have taken place at NSC.

Future Actions

- Carry out fire drills at each campus at least annually.
- Additional staff need to be identified for zonal areas at NSC.

4.4 Risk assessments and audits

Fire risk assessments were carried out at the accommodation blocks at Walford campus in May 2020, a number of significant issues were identified which the Estates department have since addressed.

Fire door and fire compartmentation assessments were carried out at Wrekin, Lawley and Caradoc accommodation blocks, Walford in August 2020. This resulted in replacement of all fire doors in Wrekin and Lawley, and significant repairs in Caradoc.

New fire risk assessments were also carried out for the same three accommodation blocks in April 2021. This was to independently verify successful completion of a significant number of issues that were identified in the fire risk assessments carried out previously in May 2020.

Future Actions:

- A review of the fire risk assessments for Oswestry and Walford to be completed for the remaining low/medium identified actions outstanding for non-accommodation blocks (high priority items already completed).
- Fire risk assessment due at Folly Lane and Holme Lacy campuses.

5. Portable appliance testing (overseen by Estates)

Portable appliance testing was carried out by AGG Electrical Equipment across all sites in July 2021. A subsequent “mop-up” was also undertaken later in July to pick up items missed/not presented for testing during the original programme.

6. Statutory testing and inspection (overseen by Estates)

The relevant statutory tests, inspections and services have been carried out including:

- LOLER/lifting equipment
- Fall arrest systems
- Fire alarm servicing/checks
- Fire doors/extinguishers
- Emergency lighting
- Pressure systems
- Air conditioning systems
- Legionella monthly checks
- Lightning conductors
- College vehicles (including 6 weekly checks for minibuses)

Future Actions

- Legionella risk assessments to be carried out at Folly Lane, Holme Lacy and Ludlow campuses.

7. Occupational Health

The College has retained the occupational health provider Soma Health for Hereford, Holme Lacy and Ludlow campuses and Shropshire Council Occupational Health and Safety Team for the County Training sites. NSC occupational health provider is Ryminster.

The services of Workspace Health are employed when specialist display screen equipment assessments are required. Employee referrals are made when requested by line managers.

Eye care vouchers and display screen equipment assessments continue to be provided to staff as required.

Moulded ear protection continues to be provided to relevant staff (predominantly the rural crafts centre and technology studies).

8. Ionising Radiation Regulations

Historically sources of ionising radiation have been held in the science department at Oswestry. However, as they are no-longer required at Oswestry they have been transferred to the science department at Ludlow College.

The contract with Worcestershire County Council to provide the required Radiation Protection Officer (RPO) service has been renewed.

9. MIDAS (minibus training – overseen by Estates)

Due to covid restrictions there has been no MIDAS training during the year. In addition, the College's MIDAS trainer has now retired, so this role will need to be replaced (or the work contracted out) once training is able to restart. There is currently a list of drivers due refresher training but, it should be noted, this does not affect the College's motor fleet insurance or the legal requirements for staff members to drive.

10. First Aid at Work

10.1 Training

Staff continue to undertake initial and refresher first aid training including Emergency First Aid at Work (EFAW), First Aid at Work (FAW) and specialist first aid courses such as paediatric, forestry and outdoor education.

Due to the lack of training opportunities during the initial Coronavirus lockdown, a number of EFAW certificates had expired so a course was held at Hereford campus in August 2020 prior to the start of the new academic year. EFAW courses were also held at Hereford campus on staff development days in October 2020 and April 2021.

EFAW courses were held at Oswestry campus on staff development days, 23rd October 2020 and 1st April 2021.

Annual refresher e-learning training from St John Ambulance was sent over to staff as an additional training opportunity, available after Coronavirus lockdown and for the start of the new academic year.

A paediatric first aid course (level 3 RFQ award) took place at Oswestry campus in September for staff at the Footsteps nursery, this was run over 2 days.

There have been a number of NSC staff who have also attended their 2-day Requalification First at Work course run by St John Ambulance.

Mental Health First Aid courses were run over 2 days at Hereford and Oswestry campuses in July and September. The courses are designed to provide training for first aiders who are called to deal with incidents which may be linked to mental health conditions – 13 staff have been trained.

A defibrillator is now available at Ludlow campus (at the sports hall at Lower Mill Street). We now have a defibrillator at all main campuses.

10.2 Resources

The first aid rota system at Hereford Campus continued during 2019-20 but from September 2020 the campus moved to a departmental system in line with other campuses.

A new first aid room has been established at Walford campus (at the sports hall).

Future actions

- Confirm the provision of a first aid room at Oswestry.
- Increase the number of first aiders at Oswestry and on the farm at Walford.
- Re-instate the first aid room at Holme Lacy campus.

11. Policies and Procedures

Following the merger of HLC and NSC, the Health and Safety Advisors continue to review and combine the health and safety policies and procedures.

To date the following documents have been approved by CMT and are available on MOODLE:-

- Health & Safety General Policy Statement
- Educational Visits
- Medicines and Medical Conditions
- COSHH

The following documents have been reviewed and are nearing completion/approval by CMT;

- First Aid

12. Coronavirus

The Coronavirus pandemic and lockdown disrupted progress in some areas of the health and safety provision at the College.

The Health and Safety Advisors assisted College management in the provision of Coronavirus risk assessments, policies and protocols and provision/display of information.

The Estates team have also assisted with the provision and display of signage, have sourced cleaning materials and face masks and arranged for increased frequency of cleaning.

Lateral flow testing centres were established at some campuses during January 2021 for staff to test and were available for student testing in Spring 2021 and September 2021.

A vaccination centre operated at Hereford campus for 2 weeks in September 2021. Students from HLNSC, Hereford Sixth Form College and Hereford College of Arts were invited to receive a vaccination.

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Health & Safety Advisors
17th November 2021