

FINANCE AND EMPLOYMENT COMMITTEE

25th November 2020

ANNUAL HEALTH AND SAFETY REPORT 2019-2020

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 23rd October 2019, 11th March 2020 and 1st July 2020. The meeting on 1st July 2020 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
2017-18	HLC x 1	2
	NSC x 1	
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	

Summary of 2019-20 incidents;

- County Training, Oswestry September 2019 – A parent of a student was injured on a windy day when an external door blew onto her ankle. The member of the public attended hospital for treatment.
- Hereford, Carpentry & Joinery September 2019 – A student cut their index finger whilst using a hand held saw and attended hospital for stitches.
- Holme Lacy September 2019 – The incident occurred during a residential trip to the Brecon Beacons. The FCS Outdoor Education team provide the Outdoor Adventure Leadership and Management Course on behalf of the University of Worcester. During the trip a diabetic student became unwell and was admitted to hospital suffering from ketoacidosis.
- Walford December 2019 – A student tripped outside the Caradoc accommodation block and suffered a fractured bone in their leg.

2.2 Summary of Accident Statistics

Since September 2019 HLC have recording incidents electronically on the SMARTLOG system. NSC were recording incidents using a paper system until April 2020 when they started to use the SMARTLOG system as well. Now that all sites are using the same system, graphical trend analysis will be possible for future reports.

Year	Location/number	Total
2017-18	HLC - 87	184
	NSC - 97	
2018-19	HLC - 101	201
	NSC - 100	
2019-20	HLC -99	151
	NSC - 52	

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

Incidents by Location

Hereford	68
Walford	44
Holme Lacy	11
Oswestry	8
Off-site (HLC)	8
Ludlow	7
County Training	5

Incidents by Status

	HLC	NSC	Total
Student	68	38	106
Member of the public	20	1	21
Employee	11	11	22
No person involved	0	2	2

The above tables show elevated numbers of incidents at the Hereford campus and incidents involving members of the public. This can be explained by the fact that since January 2020 incidents involving children at the nursery at Hereford campus are included in the figures (predominantly falling over and bumping their head. The usual first aid treatment is for an ice pack to be administered). Whilst accident records have always been kept by the nursery, figures were not previously included in the College statistics. The status of children attending the nursery is recorded as 'member of the public'.

Incidents involving children at the Footsteps Nursery, Oswestry are not currently included in the College statistics. There is ongoing discussion as to whether they will be included in the future.

Type of Incident

	HLC	NSC	Total
Miscellaneous (incl. 18 in the Nursery at Hereford)	22	0	22
Accident	12	17	29
Sharp object (glass/tool)	11	4	15
Slip, trip, fall	8	5	13
No incident type recorded	6	0	6
No injury sustained	6	2	8
Non-accident first aid	5	0	5
Pastoral/existing health condition	5	3	8
Fall from height (incl. horse)	4	2	6
Collisions	3	2	5
Sporting injury	3	0	3
Act of violence	2	1	3
Crush	2	0	2
Hand tool injury	2	0	2
Incident	2	4	6
Manual handling	2	1	3
Hot surfaces/substances	1	2	3
Contact with animals/insect	1	9	10
Mental health	1	0	1
Struck by vehicle	1	0	1

The Health and Safety Advisors will monitor incident records for the coming year in an attempt to avoid generic descriptors such as 'accident' or 'incident'.

2.3 Personal Injury Claims

- The incident that occurred at Walford campus in December 2019 (see RIDDOR incidents above) has resulted in a personal injury claim which is being dealt with by College insurers.
- An incident which occurred at Hereford campus on in March 2018 involving a disabled student who fell in a disabled wc cubicle is also ongoing with insurers involvement.

3. Health & Safety Walks

Annual health and safety walks/inspections did not take place during 2019-20 due to Coronavirus. However, safety at the farm and ponds at Walford campus was reviewed and action plans put in place (life saving equipment and safety signage have been installed). The normal monitoring still took place on a regular basis at all sites by the relevant management team.

4. Fire

4.1 Fire Evacuations

Fire evacuation drills took place at Holme Lacy, Ludlow, Walford and Oswestry during the spring term of 2020.

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

During the spring term, Russ Bevan (former Head of IT and Estates) produced individual evacuation procedures for each campus.

Future Actions

- Covid safe fire evacuation drills to be arranged for all campuses, Hereford being the priority.

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.

NSC PEEP's are produced where necessary throughout the year and are held in the Incident Controller/yellow boxes.

Four members of staff at Hereford campus attended an Evac Chair train the trainer session in March 2020. The subsequent cascade training to other staff had to be cancelled due to the Coronavirus lockdown.

Future Actions

- Complete the PEEP procedure for NSC.
- Carry out cascade Evac Chair training.

4.3 Fire Training

Fire warden training took place at Hereford Campus in January 2020.

Future Actions

- Carry out fire drills at each campus at least annually.
- Incident Controller (IC) training will take place at NSC to ensure that the role of the IC is understood by staff and continually improved due to new fire procedure.
- Fire marshal/warden training for additional staff to take place. Additional staff need to be identified for zonal areas.

4.4 Risk assessments and audits

Fire risk assessments were carried out in November 2019 at County Training, Hereford, the Hereford campus and the Holme Lacy campus including Pound Farm. All buildings were assessed as having either a trivial or tolerable fire risk except for County Training Hereford, the main building (FTS/LRC/Business) Hereford campus and the RCC at Holme Lacy which were all assessed as moderate risk.

In addition, Herefordshire and Worcestershire Fire and Rescue Service carried out a fire safety audit of the County Training, Hereford office in January 2020. The standard of fire safety was deemed to be 'reasonable'. A letter was received suggesting improvements to bring the standard of fire safety up to 'satisfactory'.

Fire risk assessments were carried out at the Walford campus in May 2020. This included all teaching spaces, motor vehicle, the refectory, animal care, farm buildings and student halls of residence. A significant number of issues were identified, mostly medium priority, with some high priority work needed on the student accommodation blocks. The high priority work was completed by October 2020.

5. Portable Appliance Testing (overseen by Estates)

Completed by AGG Electrical Equipment across all sites in July 2020, except for The Gateway which was closed due to COVID.

Future Actions

- To re-arrange PAT testing at the Gateway.

6. Statutory testing and inspection (overseen by Estates)

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

- LOLER/Lifting equipment – completed by Allianz, up to date.
- Pressure systems – completed by Saracen, up to date.
- Electrical installation (rolling 5-year programme) – Hereford and Bridge Street, completed by NJ Electrical, summer 2020.
- Legionella – monthly checks completed by Clearwater, up to date.
- Student carrying vehicles – serviced every 6 weeks, MOTs up to date.
- Other College vehicles – serviced every 6 weeks, MOTs up to date.
- Lightening conductors – HLC completed October 2020, NSC completed March 2020.

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).

Health surveillance clinics did not take place due to Coronavirus.

Future Actions

- Further health surveillance clinics to be arranged for relevant staff at Hereford and Holme Lacy.
- The provision of health surveillance clinics for NSC staff will be considered.

8. Ionising Radiation Regulations

The Ionising Radiation Regulations require procedures to be in place and specified radiation protection personnel (internal and external) to be appointed in relation to sources of ionising radiation stored and used by the College. Relevant sources are held at the Ludlow Campus in relation to A-level courses in Physics and Geology.

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)

HLNSC received minibus training as follows. Note, all the training took place in Sept/Oct 2019, with no further training due to Covid restrictions.

MIDAS Training = 13

MPV Training = 2

Future Actions

- To appoint a new MIDAS trainer as the existing trainer is due to retire.

10. First Aid at Work

10.1 Training

Staff continue to undertake initial and refresher first aid training.

An Emergency First Aid at Work course was held at Hereford campus on staff development day in October 2019. The course scheduled for staff development day in March was cancelled due to Coronavirus but rescheduled for August. Both courses accommodated staff from Hereford and Holme Lacy campuses.

Hereford campus evening duty managers attended a half day basic first aid course in September 2019.

An Emergency First Aid at Work course took place at NSC however there were only 5 attendees. There are now 9 EFAW trained and 1 St John Ambulance trained staff at Oswestry campus.

Some staff at all campuses have also attended 3 day First Aid at Work courses or sector specific courses (e.g outdoor education, forestry, paediatric etc).

10.2 Resources

The first aid rota system at Hereford Campus continued during 2019-20 but from September 2020 the campus has 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).

Defibrillators are located at

- Hereford main reception (paediatric pads are held in the nursery)
- Hereford FCS reception
- Holme Lacy @ rear of Bower House (in weatherproof cabinet)
- Walford Harris Centre behind main reception
- Walford Refectory by entrance
- Walford farm conference room (above dairy).
- Oswestry main reception.

The Health and Safety Advisors continue to check the defibrillators regularly.

College defibrillators are registered on The Circuit – a national register of defibrillator locations.

Ludlow College has secured funding to provide a defibrillator at one of their sites.

Emma Davies has reviewed the NSC and HLC first aid policies and produced a combined draft policy for review by CMT.

Future Actions

- Complete review/approval of a combined first aid policy.
- Review first aid arrangements (provision of a first aid room) at Holme Lacy campus.
- Increase the number of first aiders at Oswestry campus.
- Pursue the provision of a defibrillator at Ludlow campus.

11. Policies and Procedures

Following the merger of HLC and NSC, the Health and Safety Advisors have been reviewing and combining the health and safety policies and procedures.

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

- Health and Safety Audits and Inspections
- Smoking and Vaping
- Health and Safety Policy

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

- First Aid
- Educational Visits
- Medicines and Medical Conditions

Future Actions

- To finalise and circulate the above 3 documents
- To continue to review and combine College policies
- To obtain up to date COSHH and DSEAR registers.

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.

Catherine Healy/Emma Davies
Health & Safety Advisors
12th November 2020