Fife College

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

AGENDA

A meeting of the Health and Safety and Human Resources Committee will be held on Tuesday 7 March 2017 at 4.00pm within the Boardroom, Halbeath Campus, Dunfermline.

No	Item	Action	Lead	Pages
1	Welcome and Apologies	Note	VI	N/A
2	Remit	Note	VI	
3	Declarations of Interests	Note	VI	
4	Minutes of the Previous Meeting	Approve	VI	
5	Matters Arising / Actions Outstanding	Note	VI	10-10
6	Statistical Information			
6.1	Voluntary Severance, Redundancy and Settlement Agreements	Note	CS	
6.2	Equality and Diversity: Membership of Committees	Note	CS	19-24
6.3	Accident and Ill Health Statistics	Note	CS	25-34
6.4	IOSH Managing Safely Update	Note	CS	35-35
6.5	IOSH Working Safely Update	Note	CS	36-37
7	Equalities Mainstreaming Report	Approve	CS	
8	Gender Pay Gap	Note	CS	
9	Update on National Bargaining *(Verbal Update)*	Note	CS	N/A
10	Update from Committees:			
10.1	Equality and Diversity Strategy Group (by exception)	Note	CS	N/A
10.2	Health, Safety and Wellbeing Action Group (by exception)	Note	CS	N/A
10.3	Joint Negotiation Committees and Joint Consultative Committee	Note	CS	N/A
10.4	Corporate Parenting Action Group	Note	CS	N/A
11	Date of Next Meeting Tuesday 6 June 2017 at 4.00pm Room ES02, Stenton Campus, Glenrothes	Note	VI	N/A

Equality Impact Assessment

Equality Impact Assessment (EqIA) is the process by which organisations examine their activities in order to minimise the risk of and potential for discrimination. The process is also used to monitor interventions designed to have a positive impact on a particular group. Those present are invited to agree which agenda items should go forward for Equality Impact Assessment, deciding how this should be undertaken and by whom. Any significant issues identified should be directed initially to the Equality and Diversity Strategy Group.

Fife College

Key:	
👎	Outstanding and deadline passed
👉	Progressing and on target
👍	Complete

Health and Safety and Human Resources Committee

Actions Outstanding / Progress Made

	Date of Meeting	Action	Responsibility	Deadline	Status	Comments
1	29.11.16	To provide a statistical report on Voluntary Severances at the next meeting for information.	Carol Scott	07.03.17	👍	Complete. On agenda
2	29.11.16	To submit the annual report to the Board of Governors for information.	Secretary to the Board	21.12.16	👍	Complete

BOARD OF GOVERNORS OF FIFE COLLEGE

Equality and Diversity: Membership of Committees

1 Introduction

It was agreed that the equality and diversity statistics relating to membership of Committees would be reported to the Committee annually in March of each year.

2 Current Position

The equality diversity statistics as at February 2017 are attached.

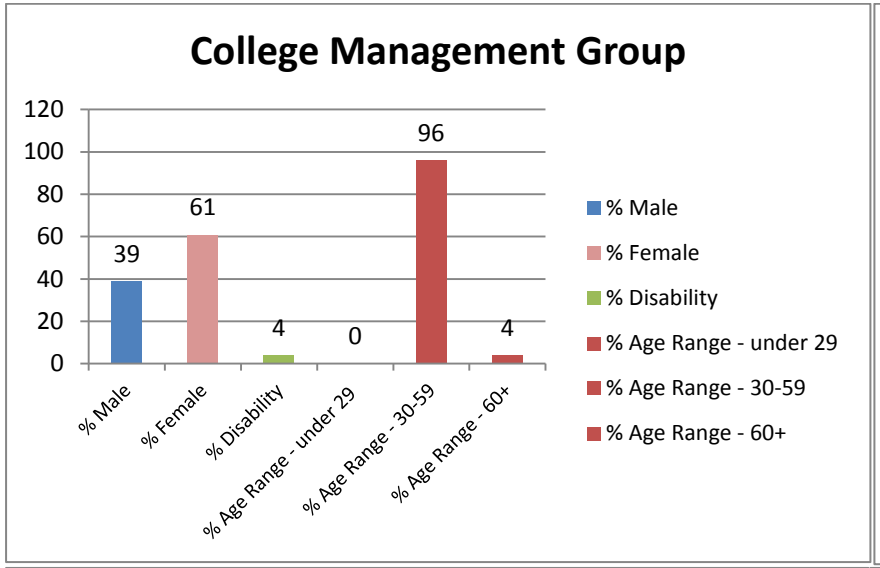
3 Recommendation

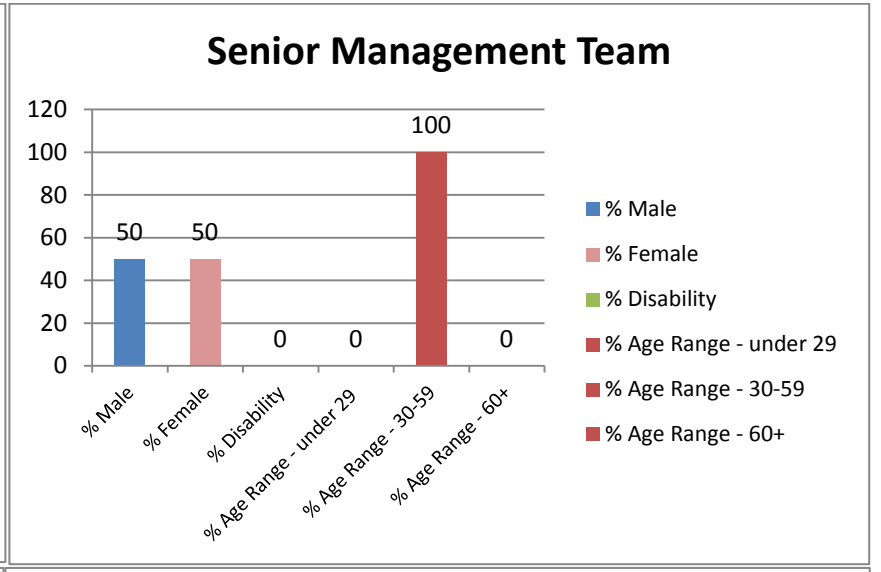
Members of the Committee are invited to note the position, and to make any observations on these at the meeting.

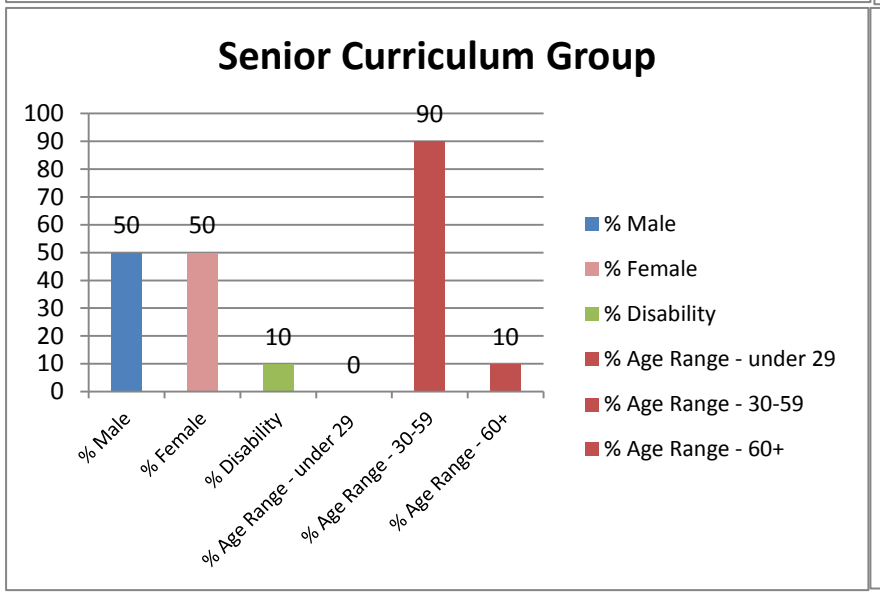
Fife College Committees – Equality and Diversity – February 2017

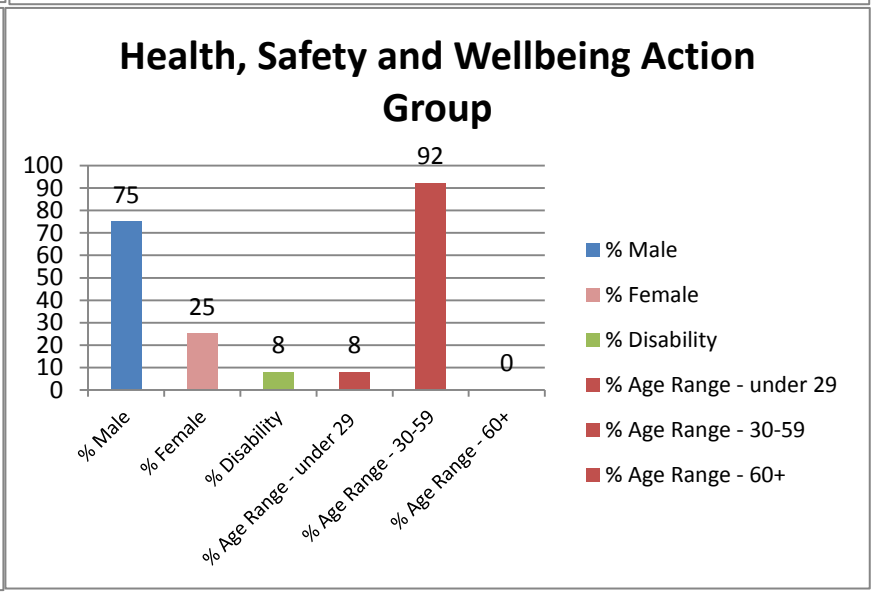
Committee/Group	No. of Members	No. Male	% Male	No. Female	% Female	No. Disability	% Disability	No. Age Range - under 29	% Age Range - under 29	No. Age Range - 30-59	% Age Range - 30-59	No. Age Range - 60+	% Age Range - 60+
Senior Management Team	4	2	50%	2	50%	0	0%	0	0%	4	100%	0	0%
Senior Curriculum Group	10	5	50%	5	50%	1	10%	0	0%	9	90%	1	10%
College Management Group	23	9	39%	14	61%	1	4%	0	0%	22	96%	1	4%
Curriculum Managers' Forum	33	18	55%	15	45%	4	12%	0	0%	30	91%	3	9%
Health, Safety and Wellbeing Action Group	12	9	75%	3	25%	1	8%	1	8%	11	92%	0	0%
Equality and Diversity Strategy Group	14	2	14%	12	86%	1	7%	1	7%	13	93%	0	0%
Joint Consultative Committee	8	3	38%	5	62%	0	0%	0	0%	8	100%	0	0%
Joint Negotiation Committee - Academic	8	4	50%	4	50%	0	0%	0	0%	8	100%	0	0%
Joint Negotiation Committee - Support	8	3	38%	5	62%	1	13%	0	0%	8	100%	0	0%
Sustainable Development Group	19	9	47%	10	53%	1	5%	1	5%	17	90%	1	5%
Corporate Parenting Group	8	2	25%	6	75%	0	0%	1	13%	7	87%	0	0%
Learning and Teaching Committee	20	10	50%	10	50%	2	10%	0	0%	19	95%	1	5%
Research Ethics Committee	6	4	67%	2	33%	0	0%	0	0%	6	100%	0	0%
St Brycedale Campus Health and Safety Action Group	11	7	64%	4	36%	0	0%	1	9%	10	91%	0	0%
Halbeath Campus Health and Safety Action Group	13	9	69%	4	31%	0	0%	0	0%	12	92%	1	8%
Stenton Campus Health and Safety Action Group	13	7	54%	6	46%	2	15%	1	8%	12	92%	0	0%

Fife College Committees – Equality and Diversity – February 2017

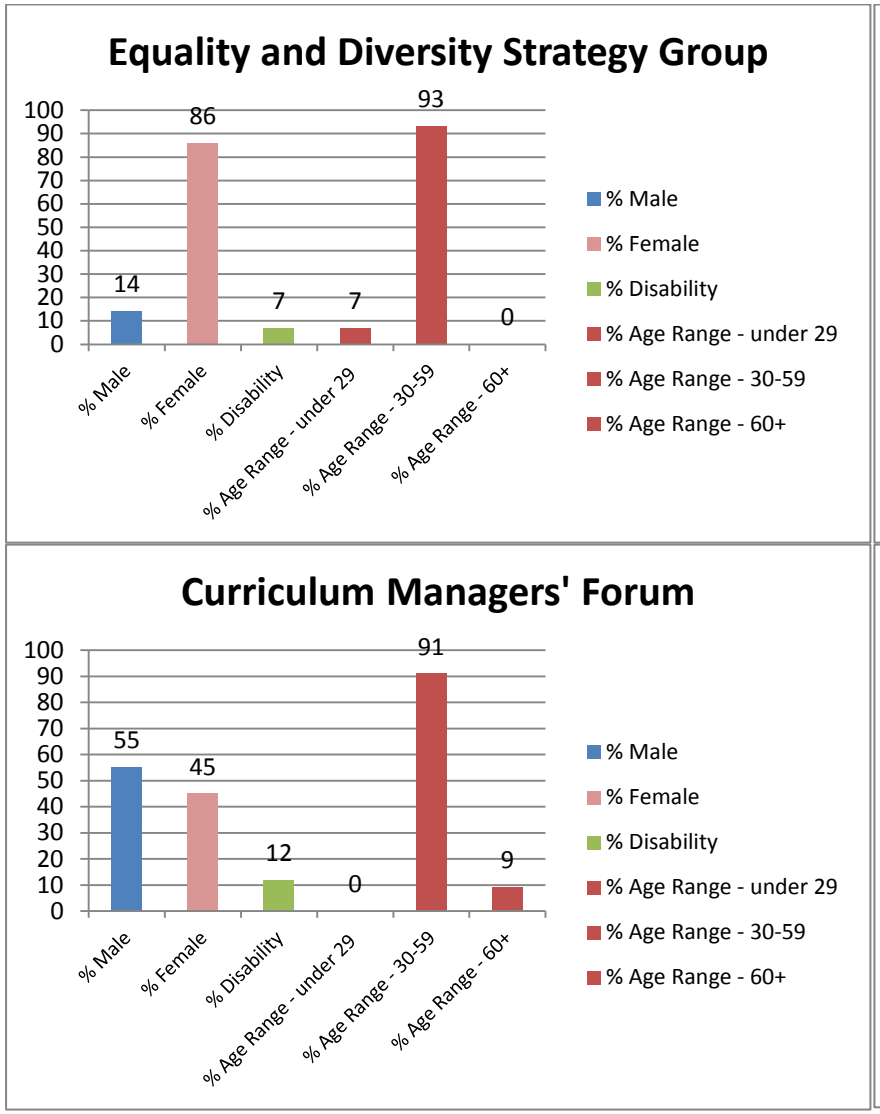


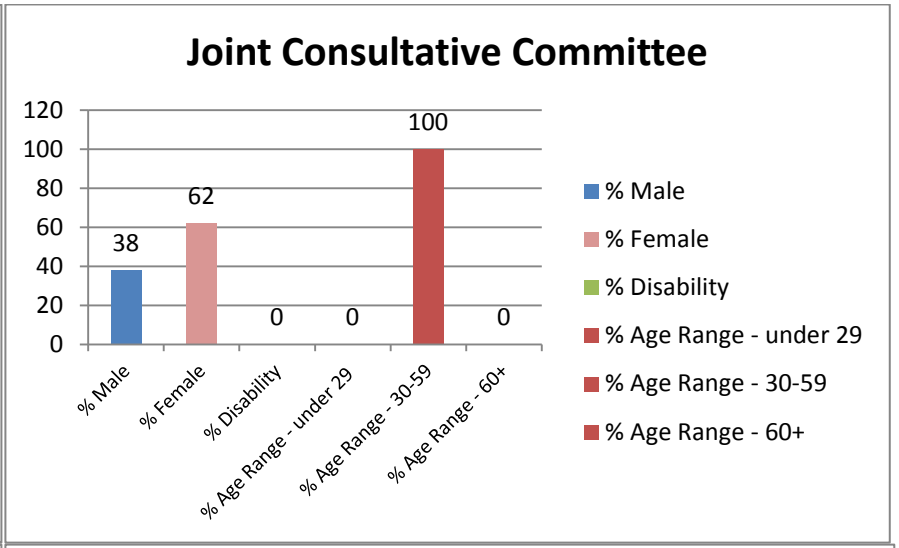


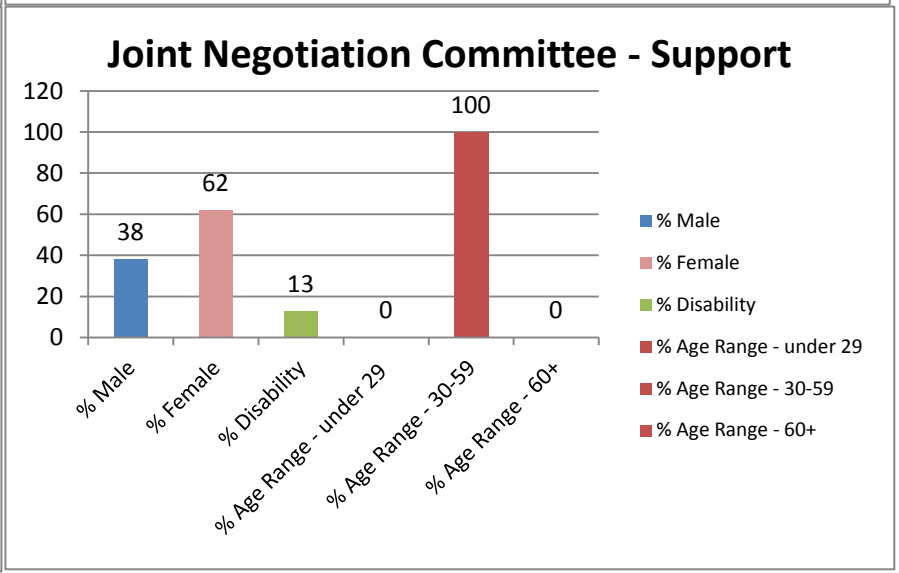




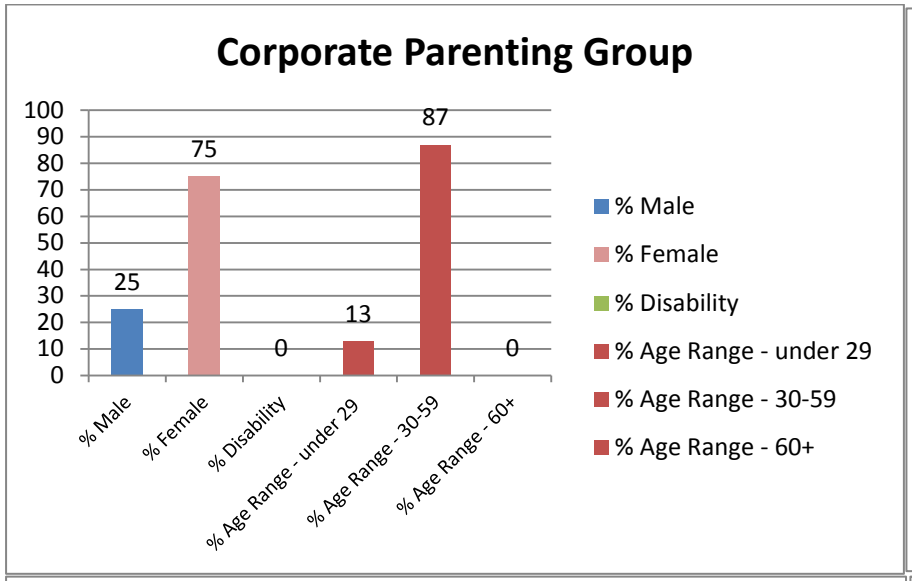
Fife College Committees – Equality and Diversity – February 2017

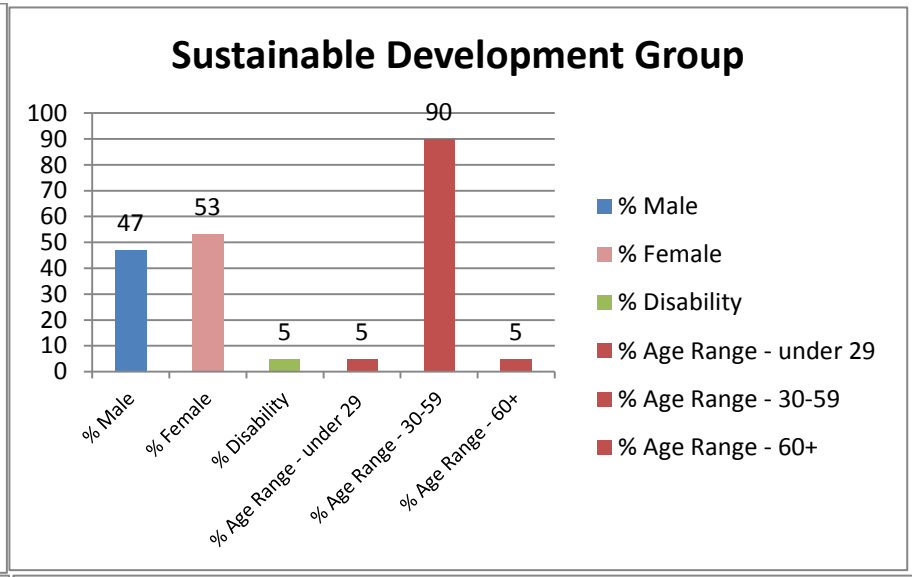


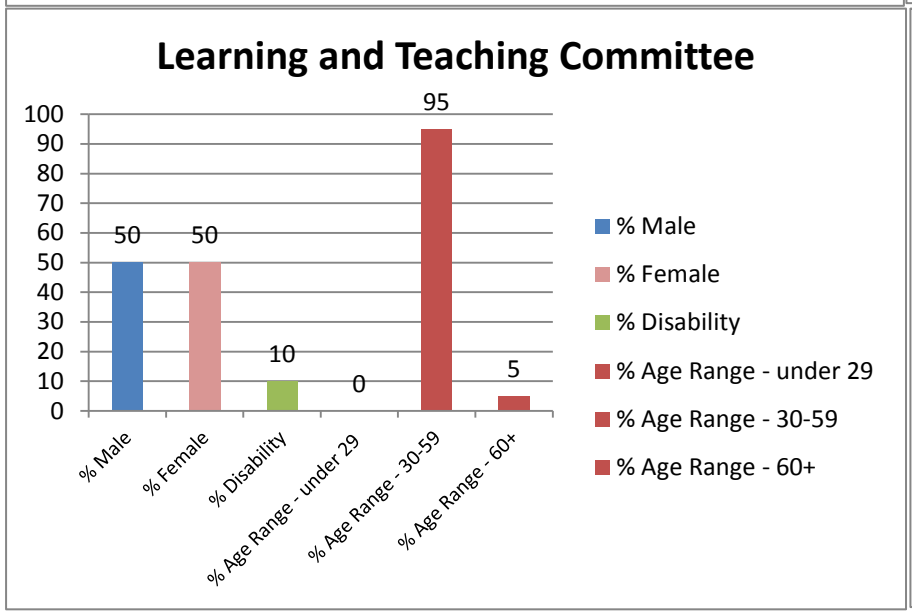


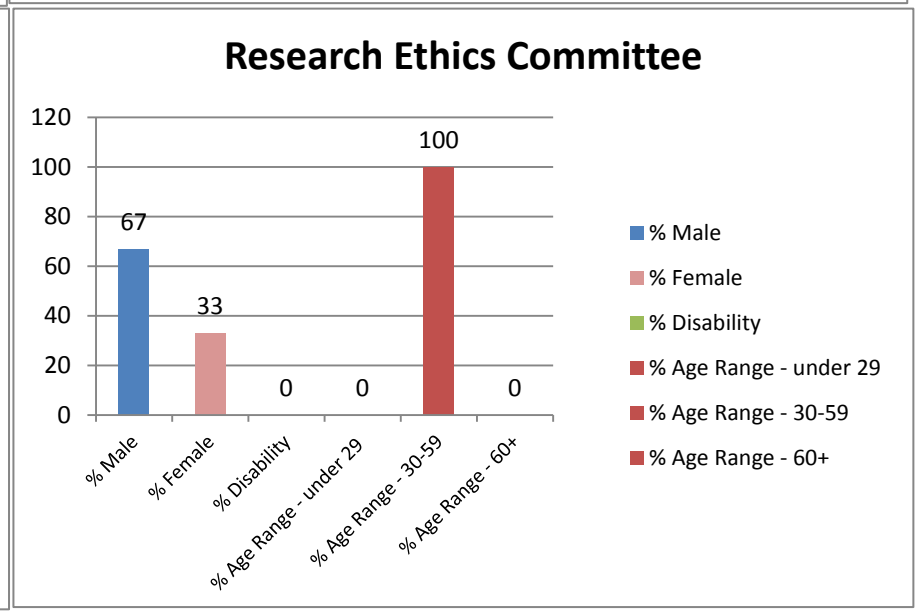


Fife College Committees – Equality and Diversity – February 2017



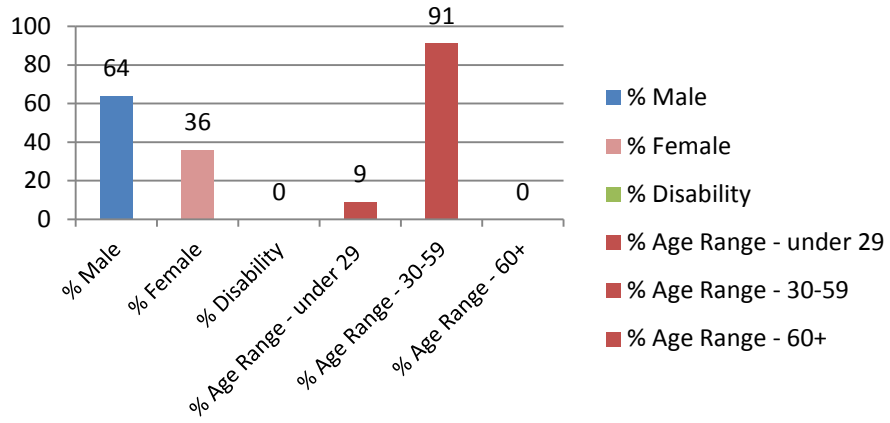




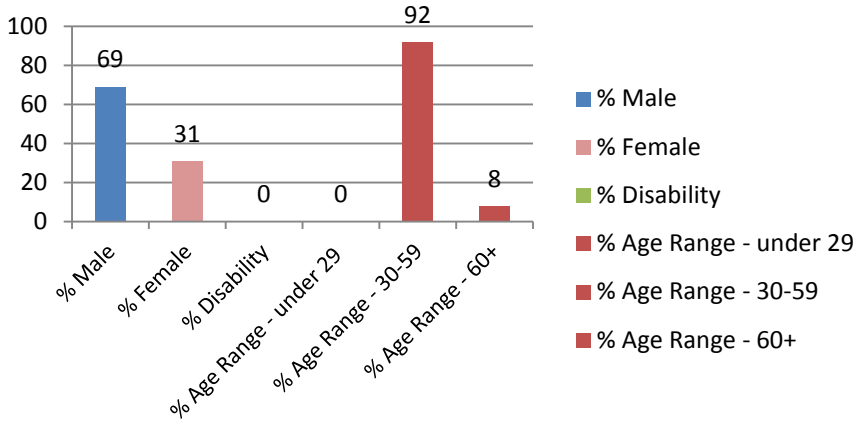


Fife College Committees – Equality and Diversity – February 2017

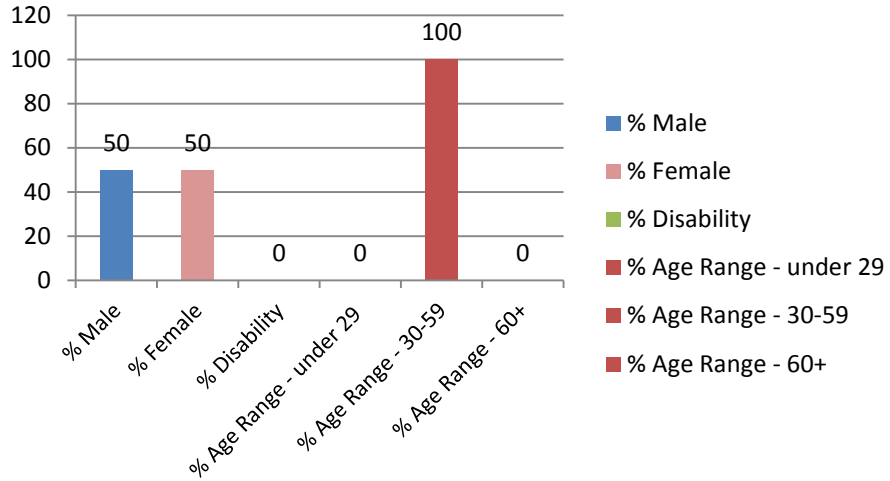
St Brycedale Campus Health and Safety Action Group



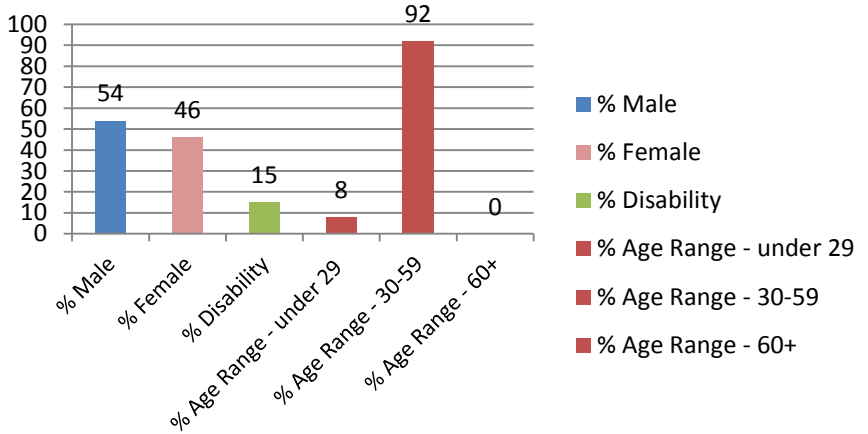
Halbeath Campus Health and Safety Action Group



Joint Negotiation Committee - Academic



Stenton Campus Health and Safety Action Group



BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Accident / Incident Breakdown / Near Miss Report

1 Introduction

This is the accident statistics report comparing the statistics for 2013-14 against 2014-15, 2015-16 and 2016-17.

2 Statistical Analysis

For discussion purposes, attached are various graphs showing the accident / incident breakdown covering the whole of the College.

Fife College statistics for the first full year of operation there were 159 reported incidents two of which has been RIDDOR reportable. Year 2014/15 statistics show a total of 226 reported incident three four of which were reportable under RIDDOR.

Comparing the reported incidents over the two periods highlights higher numbers of reports however they follow a similar graphical form except for a peak in numbers in January period of 2014-15 period.

The current period of 2016-17 shows a very similar pattern of incidents and reporting with a total of 83 incidents reported. This number is lower than all previous years but shows a very similar pattern.

2.1 Incident Reports

There have been no incidents reported that require reporting to HSE under RIDDOR for the period of August to April 2015-16.

2.2 Accident Investigation and Reporting

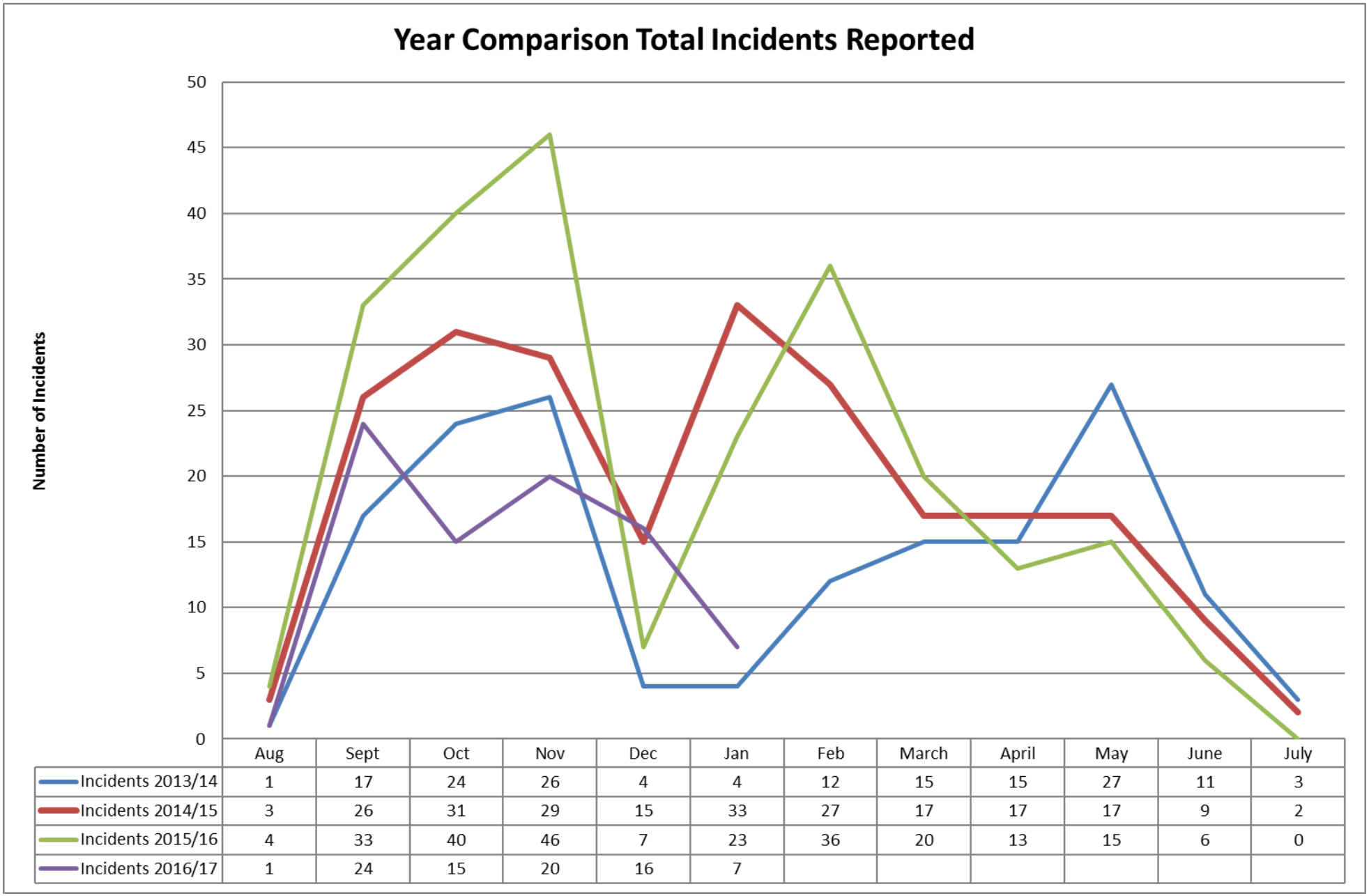
Real time reporting of accidents / incidents through the Health and Safety Software is allowing investigations to be conducted quickly and with more accuracy as the incident is fresh in people's minds. The quality of the information being reported is also improving helping with the investigation process. There are areas within the College where data reported could be improved making actions to investigation more accurate and help prevent similar incident happening again.

The last graph attached to this report shows the breakdown of locations where incidents have happened. Due to the nature of risk at some these locations the perception still exists that under reporting of incidents is still happening. Near Miss reporting is still low however the College is planning to introduce a trial of Near Miss Cards as a trial within Fabrication and Welding and Catering to try and improve figures. This trial will be monitored for the next curriculum period to see if it should be rolled out across the college. I am planning on reconfiguring a section of the Health and Safety Software to make Near Miss Reporting quicker and easier. Current

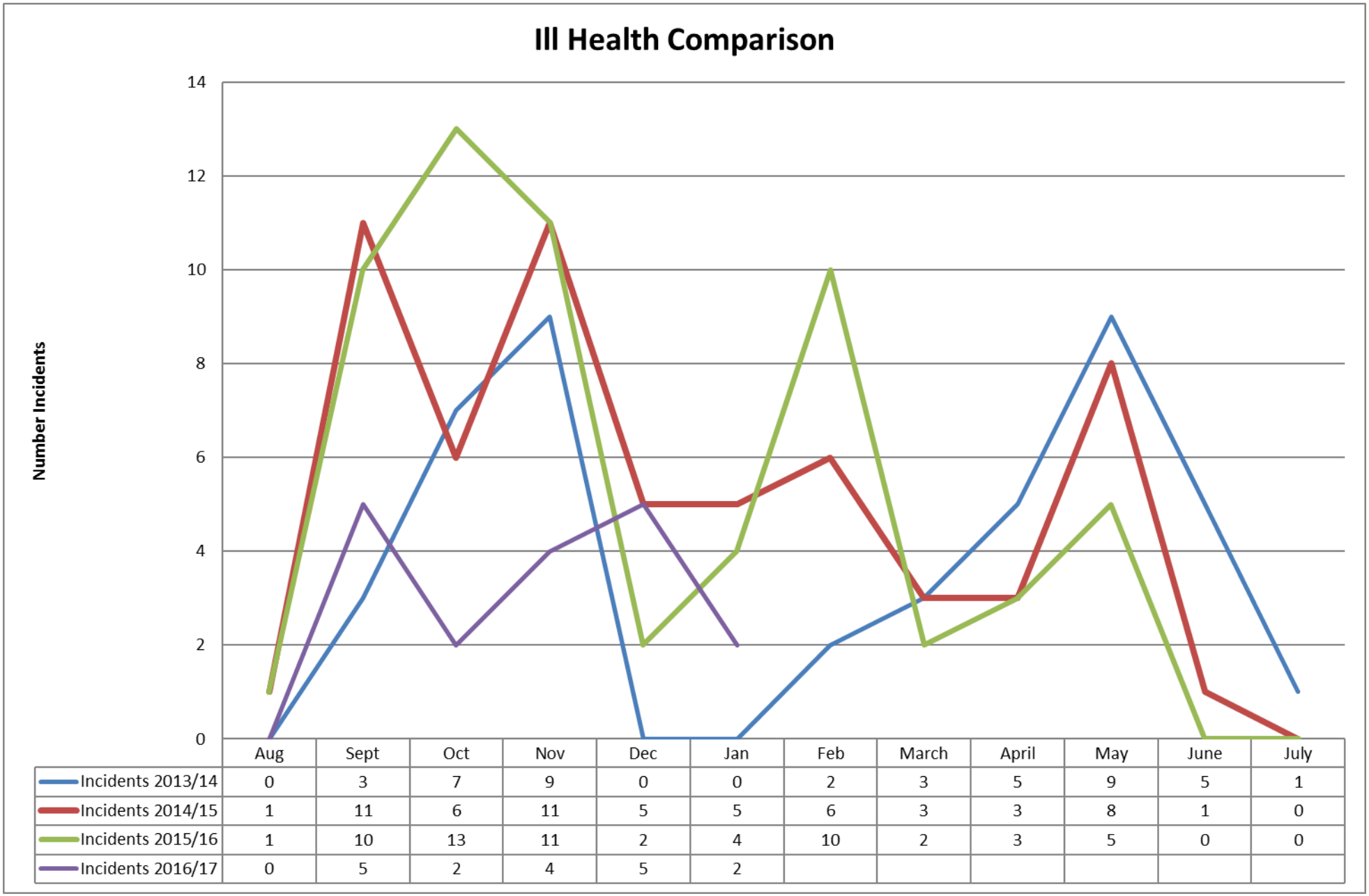
figures for “Verbal Abuse” to staff from students or visitors stands at 5 in total for this financial year.

The Health and Safety Team will also monitor any trends happening and will highlight them to the Action Group on a regular basis with proposed actions to remedy any known trend. I have added a graph showing the breakdown of the verbal abuse and physical assault categories which were specifically mentioned as a concern area by staff as an issue and should be monitored.

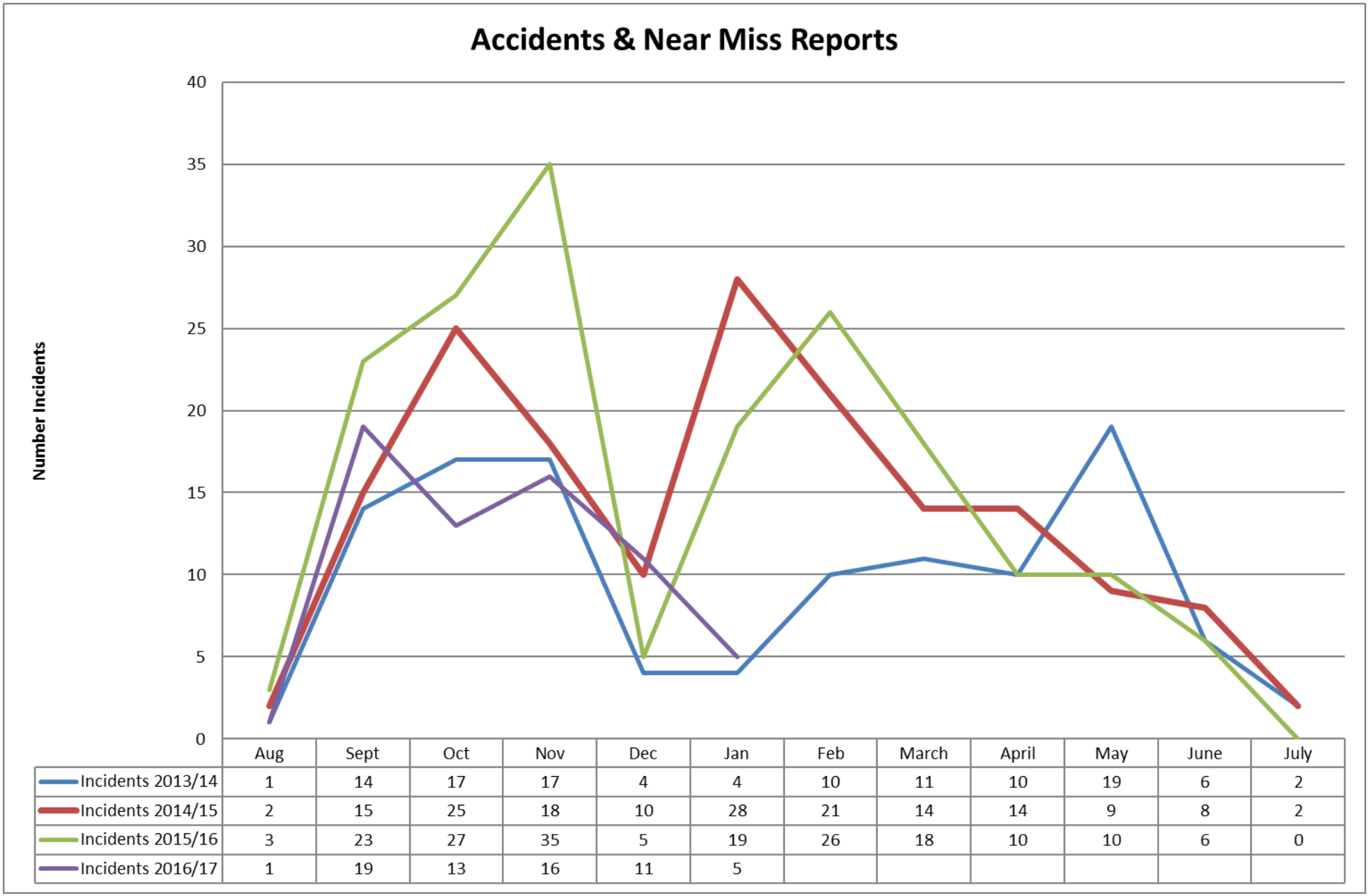
Alastair Leadbetter
Health and Safety Manager



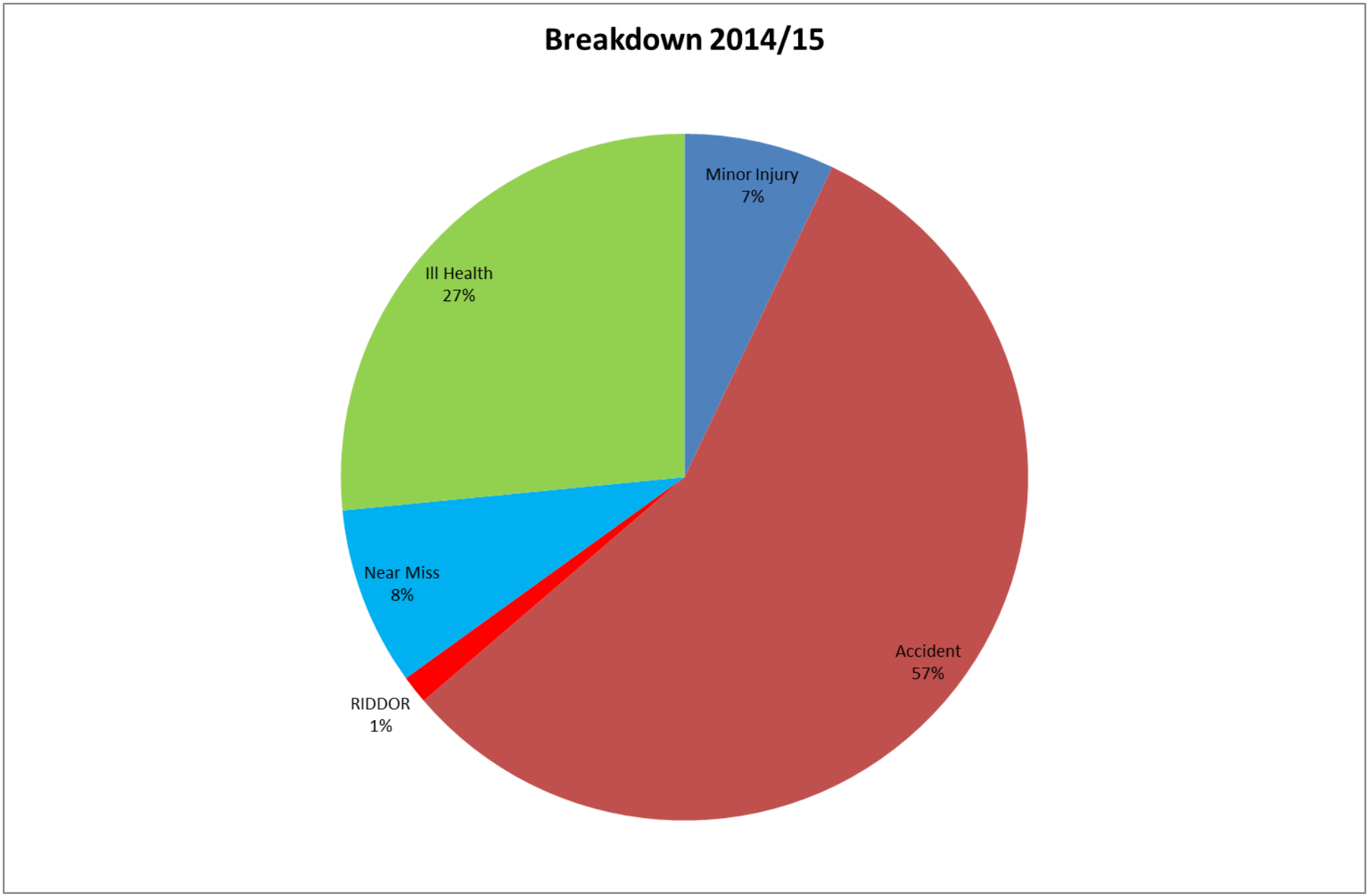
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Incidents 2013/14	1	17	24	26	4	4	12	15	15	27	11	3
Incidents 2014/15	3	26	31	29	15	33	27	17	17	17	9	2
Incidents 2015/16	4	33	40	46	7	23	36	20	13	15	6	0
Incidents 2016/17	1	24	15	20	16	7						

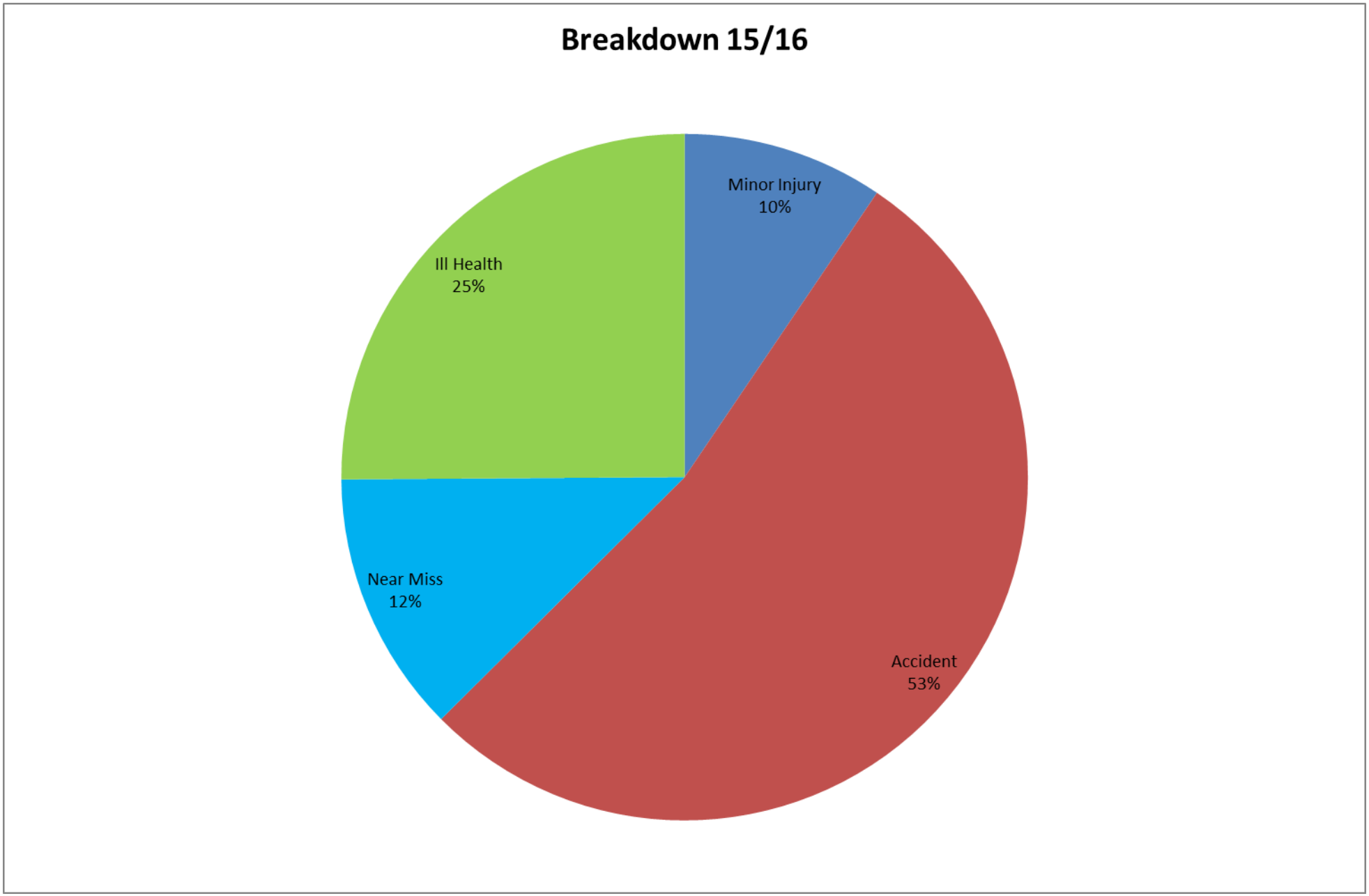


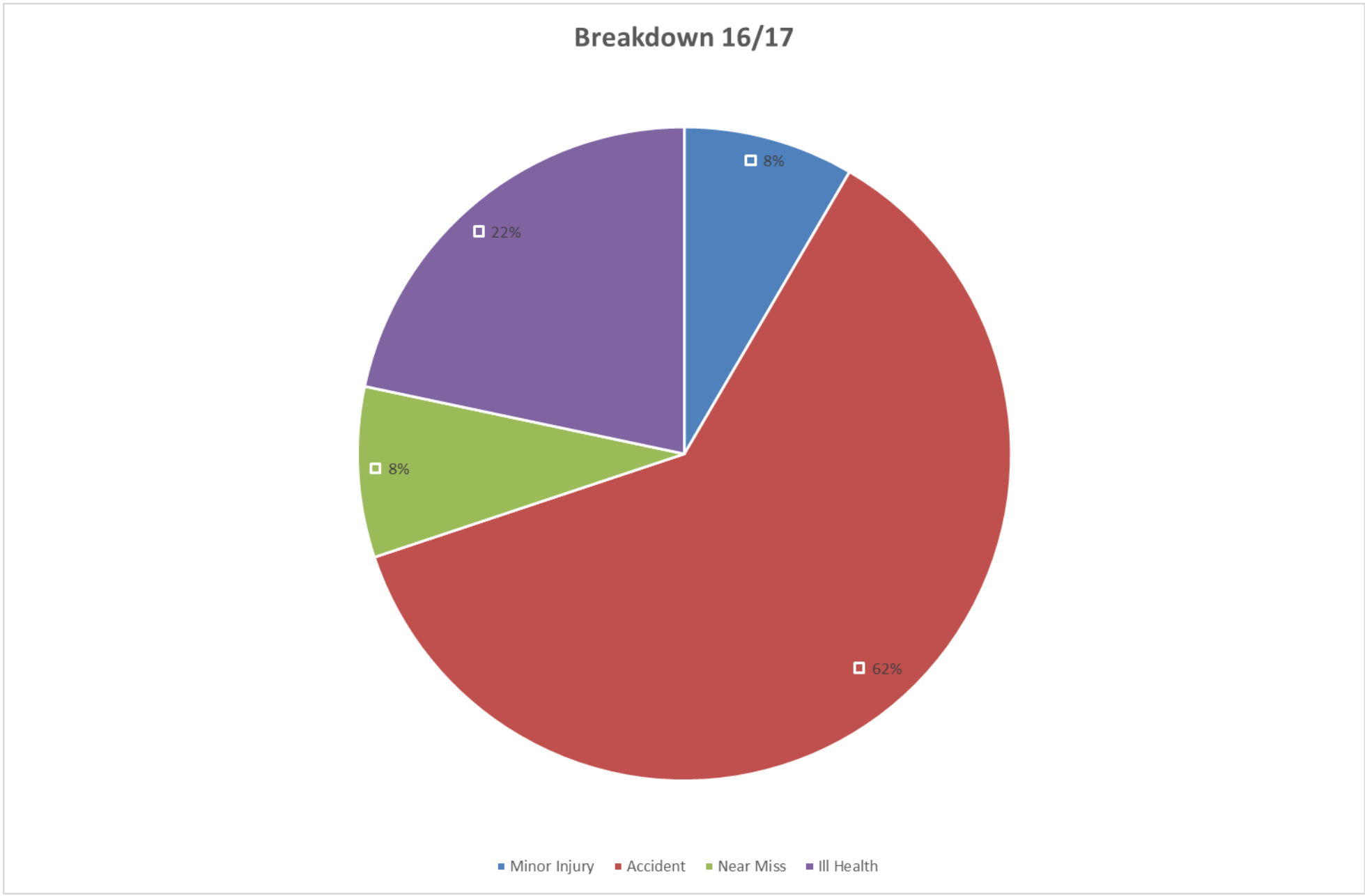
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Incidents 2013/14	0	3	7	9	0	0	2	3	5	9	5	1
Incidents 2014/15	1	11	6	11	5	5	6	3	3	8	1	0
Incidents 2015/16	1	10	13	11	2	4	10	2	3	5	0	0
Incidents 2016/17	0	5	2	4	5	2						

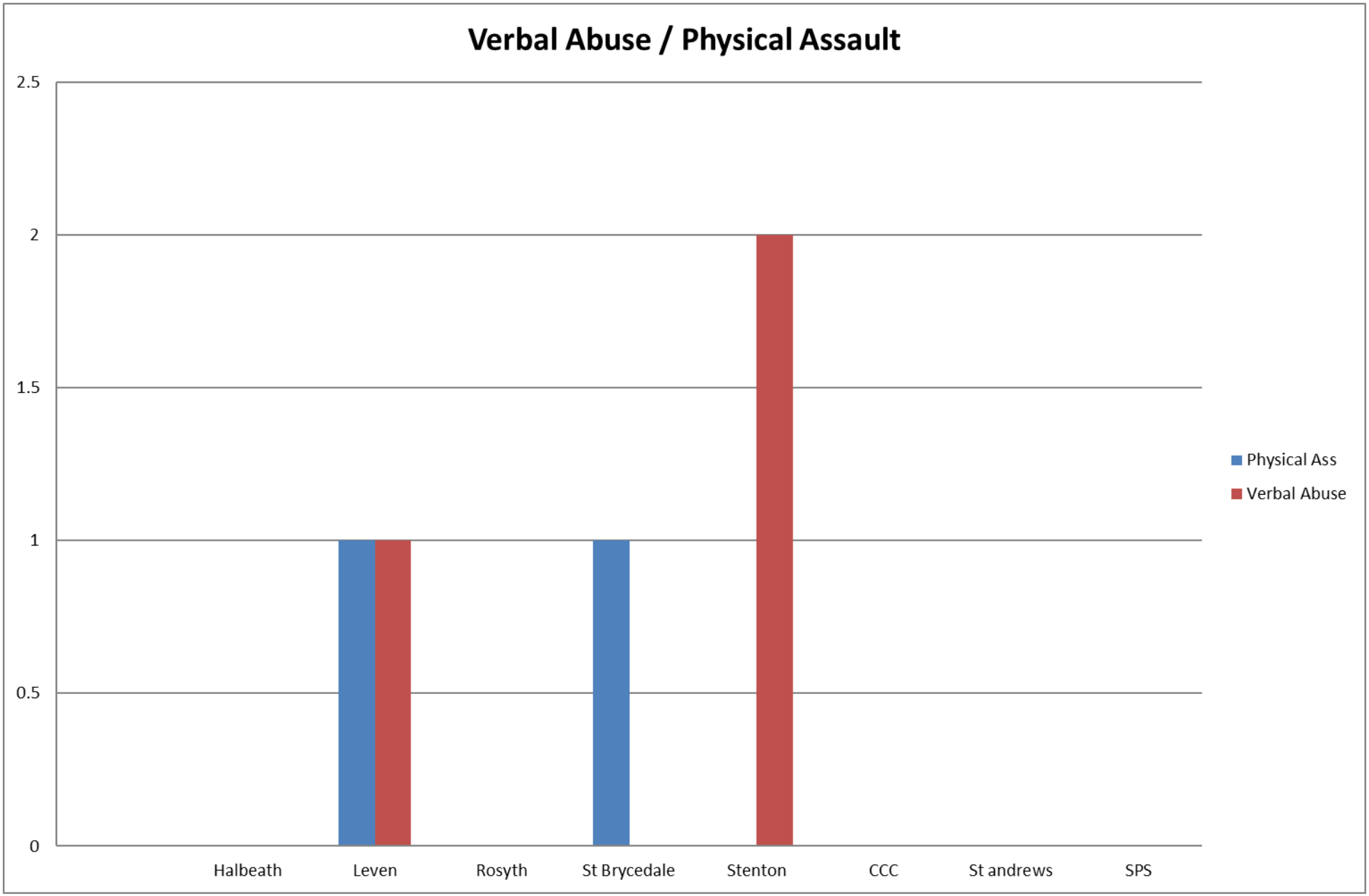


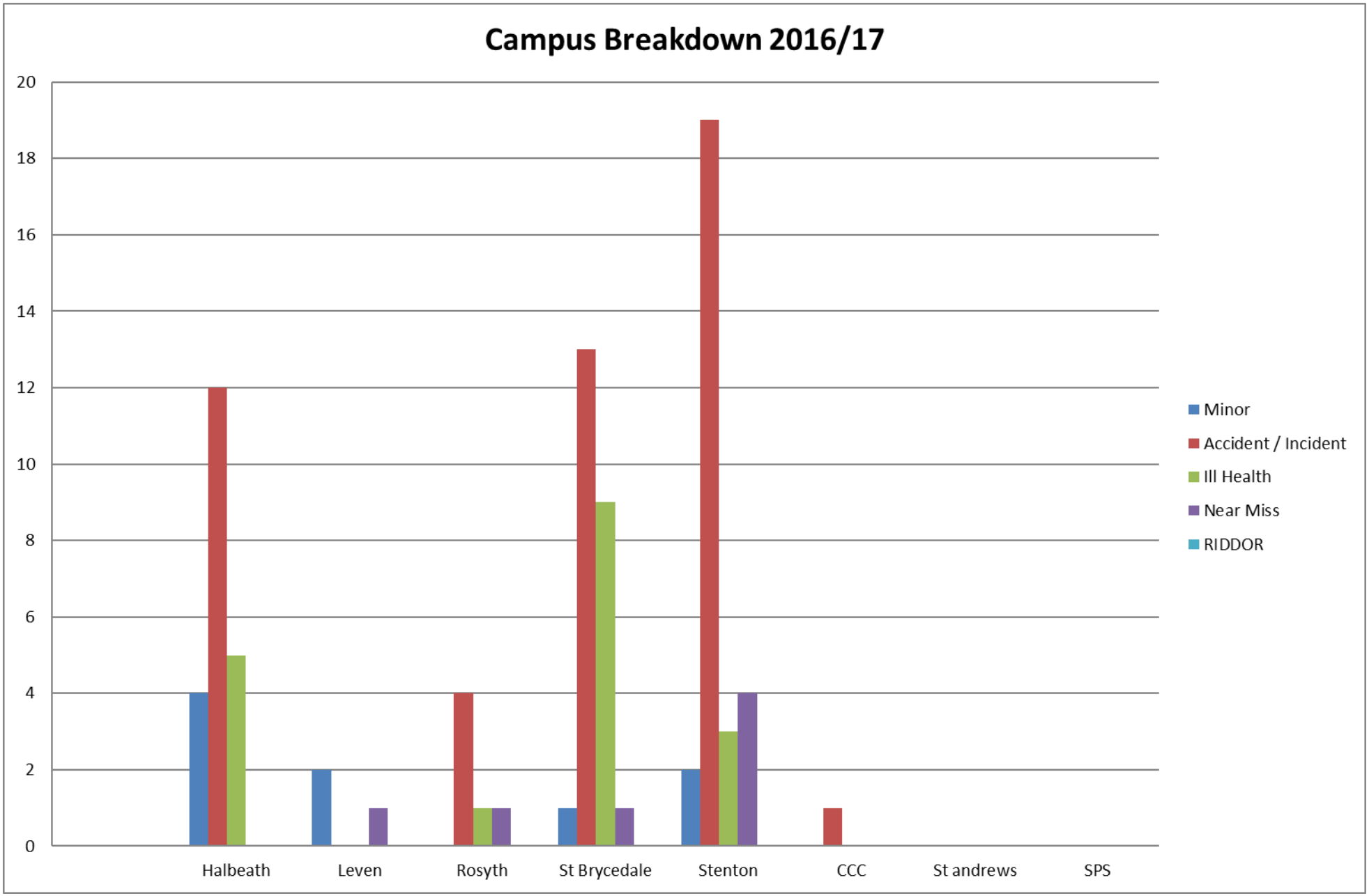
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Incidents 2013/14	1	14	17	17	4	4	10	11	10	19	6	2
Incidents 2014/15	2	15	25	18	10	28	21	14	14	9	8	2
Incidents 2015/16	3	23	27	35	5	19	26	18	10	10	6	0
Incidents 2016/17	1	19	13	16	11	5						


Breakdown 2014/15
Minor Injury
7%
Ill Health
27%
Near Miss
8%
RIDDOR
1%
Accident
57%


Breakdown 15/16
Minor Injury
10%
Ill Health
25%
Near Miss
12%
Accident
53%


Breakdown 16/17
8%
22%
8%
62%
Minor Injury
Accident
Near Miss
Ill Health


Verbal Abuse / Physical Assault
2.5
2
1.5
1
0.5
0
Halbeath
Leven
Rosyth
St Brycedale
Stenton
CCC
St andrews
SPS
Physical Ass
Verbal Abuse

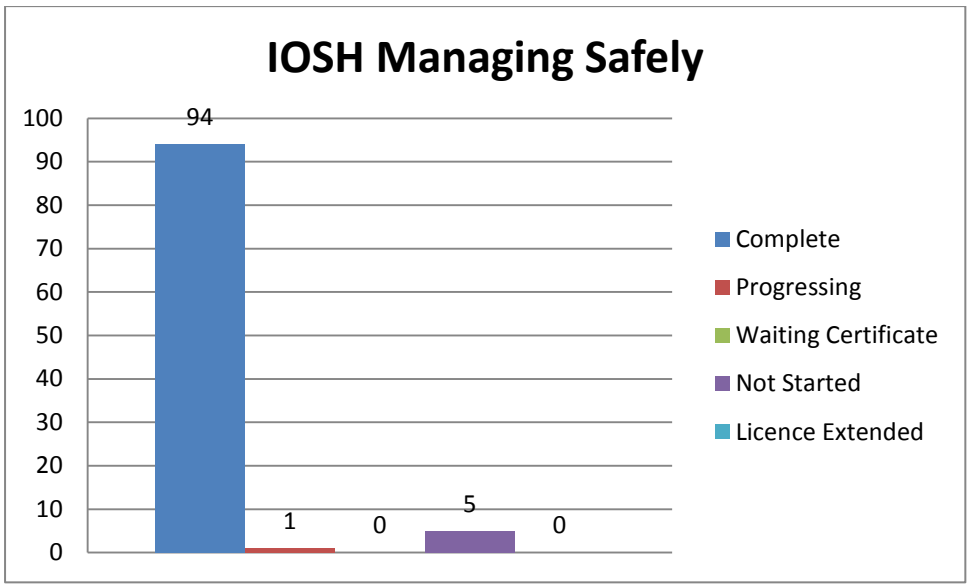

Campus Breakdown 2016/17
20
18
16
14
12
10
8
6
4
2
0
Halbeath
Leven
Rosyth
St Brycedale
Stenton
CCC
St andrews
SPS
Minor
Accident / Incident
Ill Health
Near Miss
RIDDOR

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

IOSH Managing Safely Training

To raise the knowledge, understanding and help drive behavioural change of Health and Safety within Fife College an initiative to train all Managers to a recognised industry standard has been started. Progress to date:



One Hundred Managers have been issued with course login "keys" to start the course 94 Managers have completed and received certification. Managers that are not completed the course are new appointments and are all currently within their 6 months probationary period.

All Managers active on the course will be monitored to make sure the course is completed within required timeline.

Investment Costs

	Number Licences	Cost per Licence	Total Ex VAT
IOSH Managing Safely	100	£150	£15,000
Extension to Licence	6	£60	£360
Second Extension	2	£150	£300
		Total Investment	**£15,660**

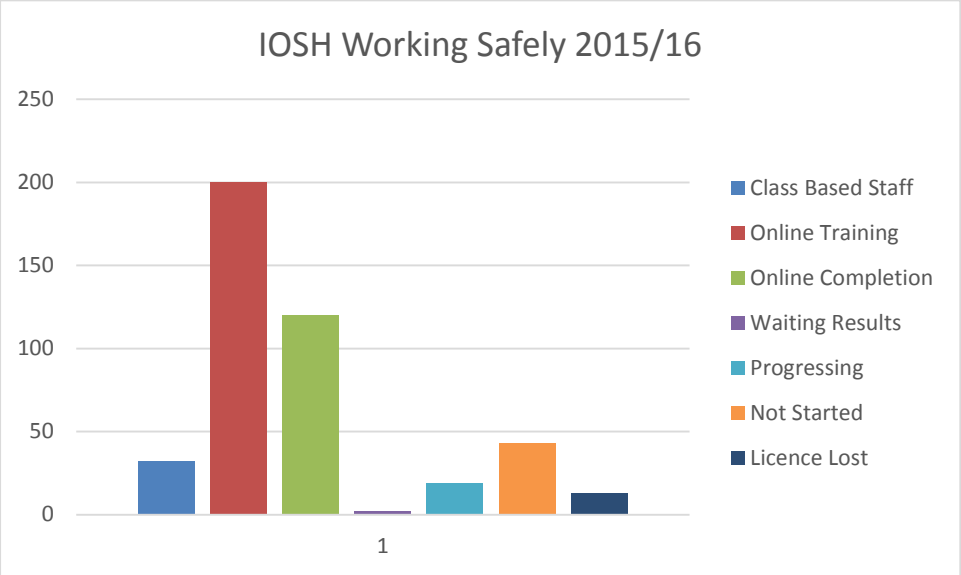
Alastair Leadbetter
Health and Safety Team Manager Date 25/02/17

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

IOSH Working Safely Training

To raise the knowledge, understanding and help drive behavioural change of Health and Safety within Fife College an initiative to train all Staff to a recognised industry standard has been started. Progress to date:



Initially 32 staff were trained through the classroom based course at Carnegie Enterprise. This process has now been changed to online training as per IOSH Managing Safely exercise currently running for all Managers within the College. This allowed more staff to be trained in one financial year than a classroom based activity.

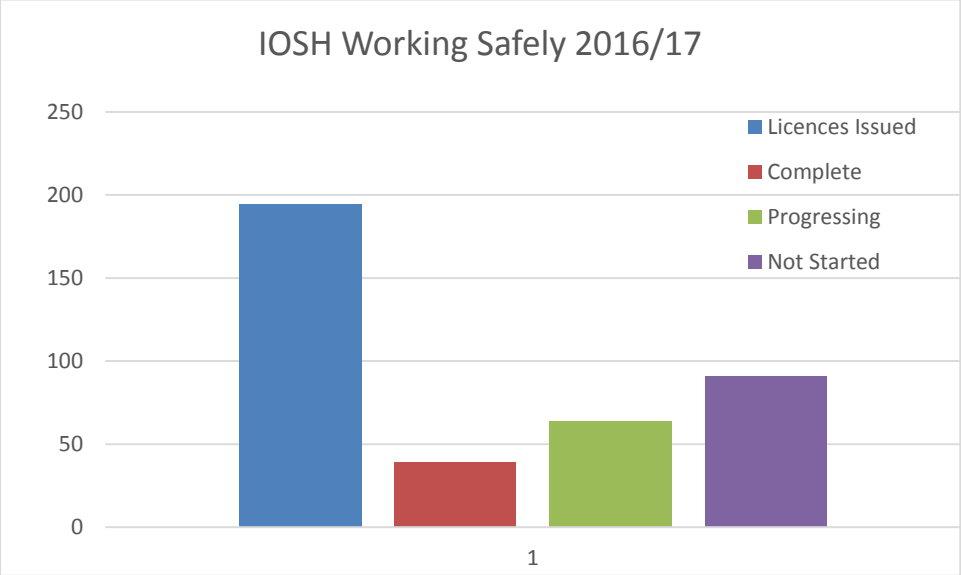
Two hundred licences were purchased for the period 2015/16, prioritising staff requiring IOSH Working Safely as part of their contractual conditions. A further 200 Licences have been procured from 2016/17 budget and 195 licences have been issued.

The licences that were advertised to staff from 2015/16 and subsequently issued results have been varied on progress. To date 200 licences have been issued to staff with 120 completions, 2 waiting for results, 19 progressing through course, 43 not started and 13 licences have been lost due to having expired. Whilst initial participation of staff has been very encouraging the progress to completion has been challenging. Regular emails to staff with licences to encourage progress have been issued but still almost a year since licences were issued 43 staff has still not started and 13 licences lost.

Department Heads will be issued with a list of staff that have licences and not completed to try and make progress to completion before any of the 200 licences are issued from this year's budget.

Year 2016/17

Currently 195 licences have been issued to new staff and staff requesting a licence. The uptake on the licence like 2015/16 was very good with staff keen to get a licence and complete course. In the first 2 months of issuing licences 39 staff have completed, 64 progressing with the remaining 91 not started. Compared to the previous year this is an encouraging start.



Investment Costs

	Number Licences/ Course	Cost per Licence	Total Ex VAT
IOSH Working Safely (Class based 2 Nr)	2	£2000	£4000
IOSH Working Safely Licences 2015/16	200	£80	£16000
IOSH Working Safely Licences 2016/17	200	£80	£16000
		Total Investment	**£36,000**

Alastair Leadbetter
Health and Safety Team Manager Date 25/02/17