

AGENDA

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.

A meeting of the Health and Safety and Human Resources Committee will be held on Tuesday 4 June 2019 at 3.30pm within the Boardroom, Fife College, Dunfermline.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	VI	N/A
2	Working Relationships: Trade Unions and Management	Discuss	VI	2-2
3	Minutes of the Previous Meeting: 26 February 2019	Approve	VI	
4	Matters Arising / Actions Outstanding	Note	VI	3-3
5	Health and Safety Update: Accident and Near Miss Update	Note	AL	4-10
6	Organisational Development and Human Resources Update: Strategic Update: A Review of 2018-19 and Priorities for 2019-20	Note	ZFH	
7	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
8	Minutes from Committees:			
	8.1 JCC:2 May 2019, 4 April 2019, 20 March 2019	Note	ZFH	
	8.2 JNC Support Staff: 27 February 2019	Note	ZFH	
9	Self-Evaluation 2018-19	Discuss	VI	11-14
10	Date of Next Meeting Tuesday 29 October 2019 at 3.30pm Boardroom, Fife College, Dunfermline	Note	VI	N/A

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Working Relationships: Trade Unions and Management

Brief: Trade Union Representatives have been invited to the meeting to talk generally about how working relationships are developing between the trade unions and management. It is not to discuss any specific current issues or concerns. The Committee previously agreed to pilot this idea this year and run annually in future years if it is considered to be useful. Views should be sought from the perspectives of trade union representatives and of management.

Potential Questions:

- How do you feel working relationships are developing?
- Are those involved open and willing to discuss issues?
- Are Consultative meetings regular, and how productive are these?
- Committee understands that Negotiating meetings are now less regular due to national bargaining. Do these work well?
- Is there more that you feel you could do to enhance dialogue between trade unions and management?
- Anything anyone wishes to add?

**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	26.02.19	To approve the Health and Safety First Aid Policy and arrange for it to be published on the Gateway.	A Leadbetter	ASAP		Complete
2	26.02.19	To approve the Volunteering Policies and arrange for them to be published on the Gateway.	Z Franklin-Hills	ASAP		Complete
3	26.02.19	To recommend the approval of the Equality Mainstreaming Report to the Board of Governors.	Z Franklin-Hills	03.04.19		Complete

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Accident and Near Miss Update

1 Introduction

This is the overview of the current accident / incident statistics compared against previous academic years statistics. The report will also highlight any trends or major accidents reported.

2 Statistical Analysis

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

Total Accidents Reported				
Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Year 4 2016/17	Year 5 2017/18
159	226	243	164	152

The above breakdown of total number reported by year shows, numbers reported rose from year 1 to year 3 but have consistently dropped in years 4 and 5. Whilst this is a positive statistic, the College will strive to reduce these numbers further. The current year to date total of incidents reported stands at 84.

Category	Reported
Minor	14
Accident Incident	76
First Aid / Ill Health	41
RTA (Road Traffic Accident)	3
RIDDOR	1
Near Miss	8

Throughout each year, the graphs show consistently two specific peak time period when the most incidents are reported. These are between September – October and February – March. These time-periods coincide with the College intake of new students. During these period accidents / incidents are more likely to happen due to the lack of experience and knowledge of the students whilst being trained in new working practices. The college has invested in training videos for specific health and safety hazards within each Curriculum area to install a consistent health and safety message and understanding for the students. This approach is to be reviewed, against reported incidents for signs of improvement.

Through analysis of the incidents, the College will determine areas of concern and improve safe working practices to minimise or eliminate these incidents.

2.1 Incident RIDDOR Reports

There has been one reportable incident under RIDDOR for the current period. The incident occurred during one of the December festive party night held at Carnegie Conference Centre. One of the attendees fell as they were leaving the toilets and

injured their right arm. Ambulance attended and the injured party was taken to hospital. Investigation showed that there was no debris, slippery surfaces at the site of the incident, which could have caused the incident. The injured party does not recall how the incident happened.

2.2 Accident Investigation and Reporting

The Health and Safety Team will also monitor any trends happening and will highlight them to the Health and Safety Committee on a regular basis with proposed actions to remedy any known trend.

The main 3 accident classifications are

- Slips Trips Falls
- Contact with Stationary Objects
- Other

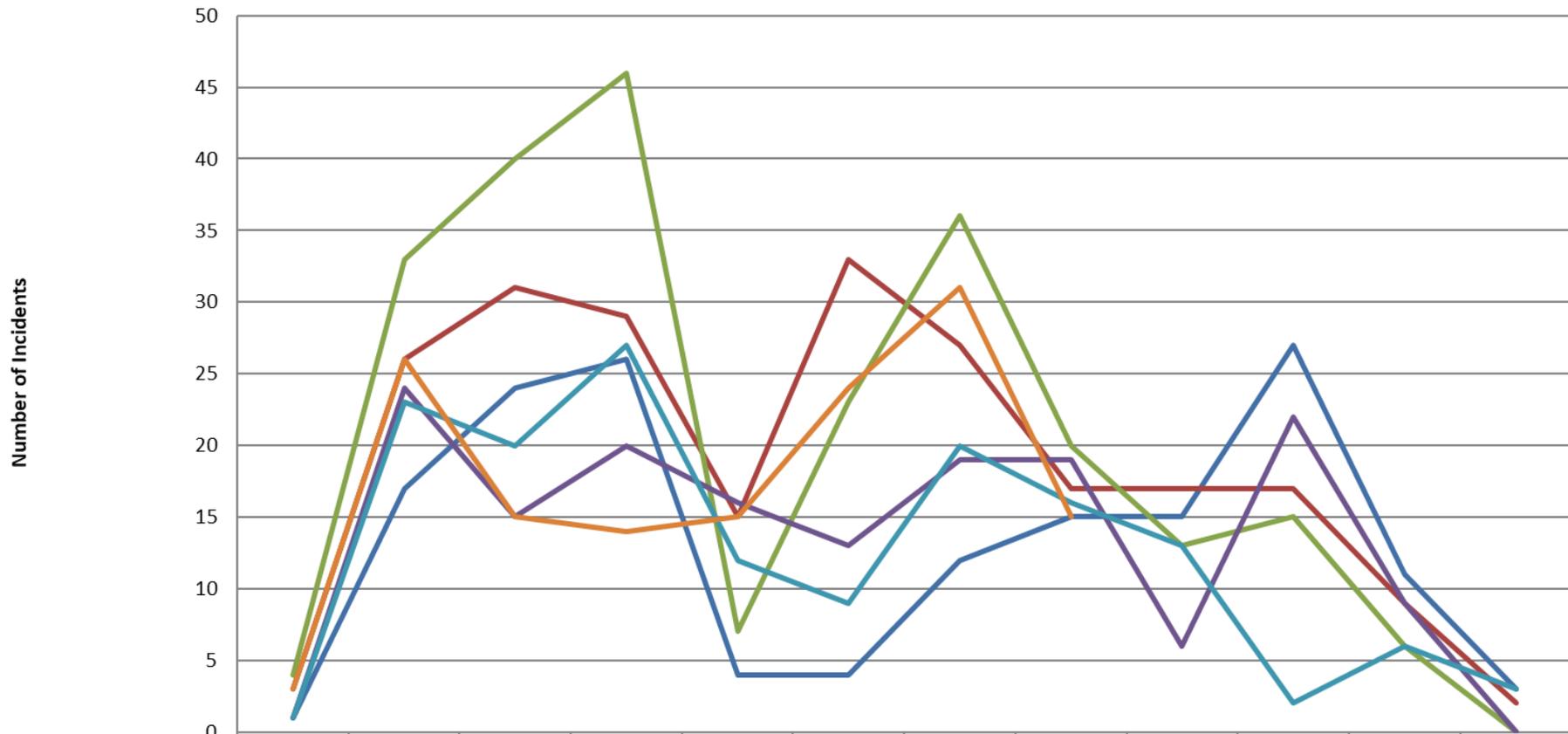
Following on from the last report the main classifications of incident has remained constant with the exception of the “hand tools” category, which is no longer showing high numbers of incidents. The number of incidents reported under the “other” category has also reduced significantly in number. On investigation, it was noted that staff were reporting “Ill Health or First Aid” incidents under the “other” category which have now been transferred to the right area, reducing the numbers.

Following the introduction of the New First Aid provision throughout the College there has been an increase in reported First Aid incidents and notifications of First Aiders attending incidents within college areas, which has allowed the Health and Safety team to follow up the full reports. This has led to an increase in previously unreported incidents.

A graph has been added showing the breakdown of the verbal abuse and physical assault categories, which were specifically mentioned as a concern area by, staff. Overall, there has been a reduction in the numbers of incidents at Levenmouth Campus with only two verbal abuse incidents reported. There has been however, five Physical Assaults reported in this current period since August. Four of these assaults were reported as Students fighting with students, three of which were not on College ground. One reported Assault was on a Lecturer by a student, which is currently being investigated by the Department / Faculty. The police were called to this incident. This incident has highlighted the potential for confrontation within the College, which staff need to be aware of and have the necessary skills to deal with these situations. I would therefore recommend that the College develops and implements a programme of training, such as Conflict Management, that will allow the staff to undertake their day to day roles with more confidence.

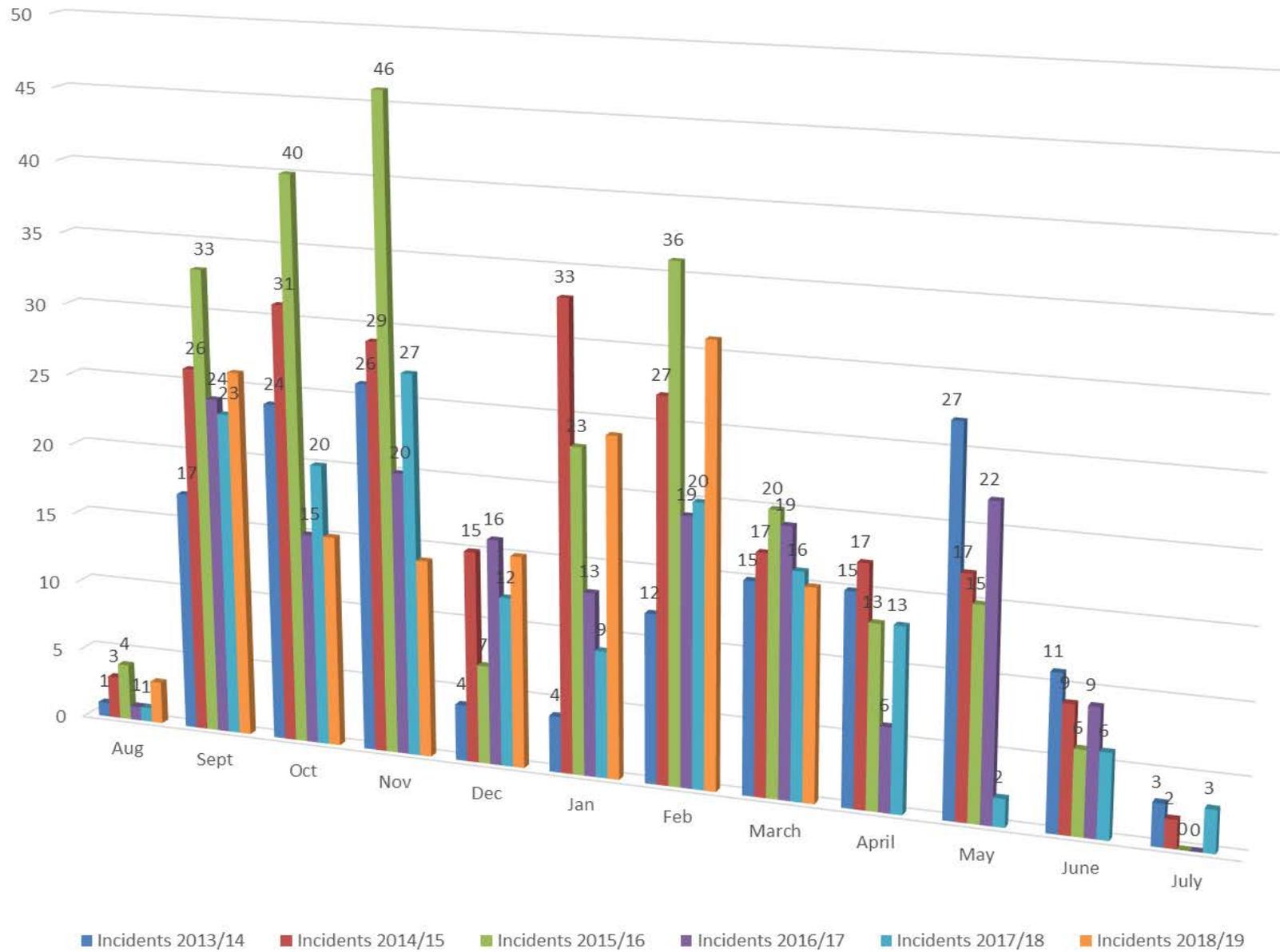
Alastair Leadbetter
Health and Safety Manager

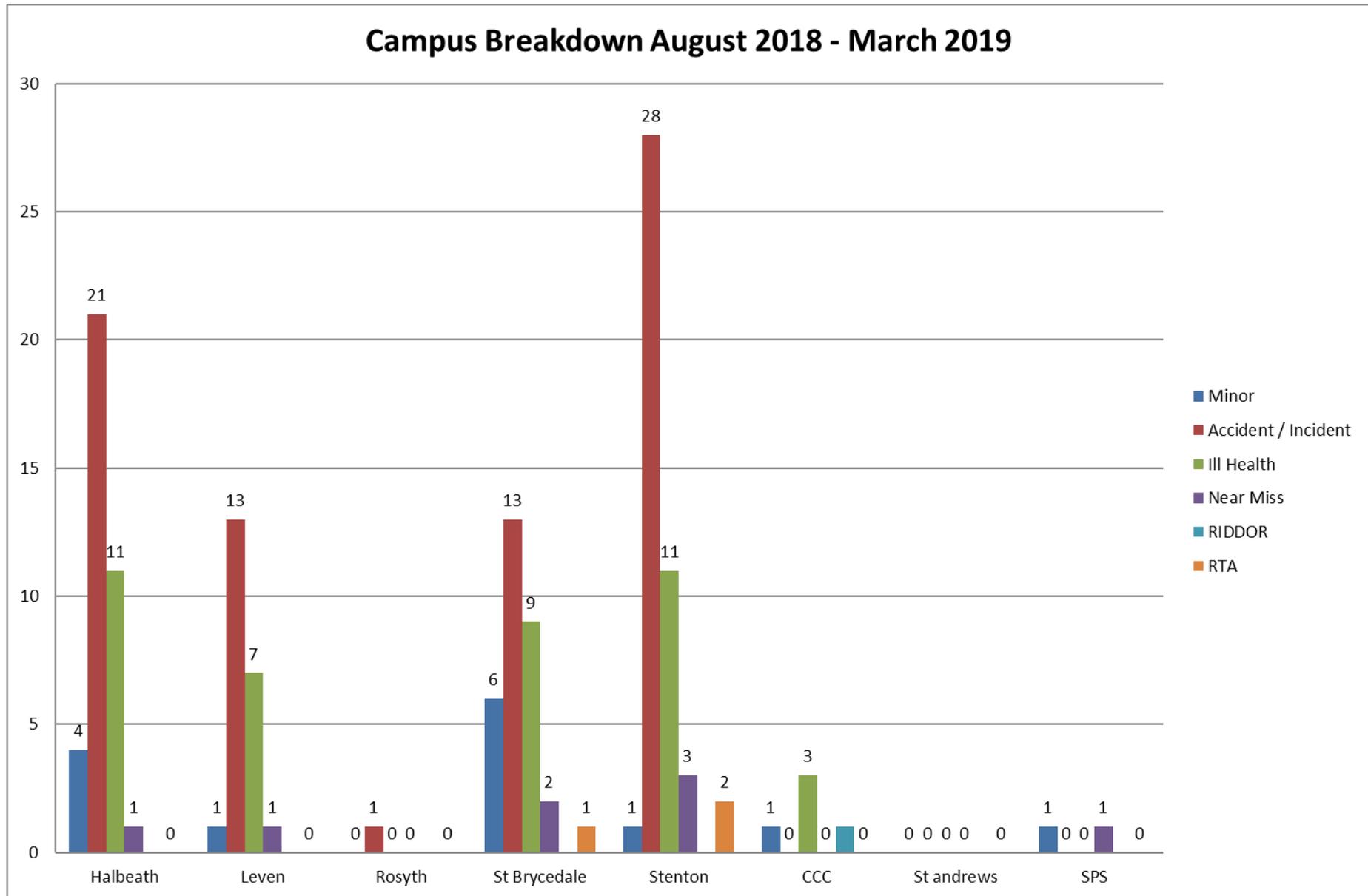
Year Comparison Total Incidents Reported

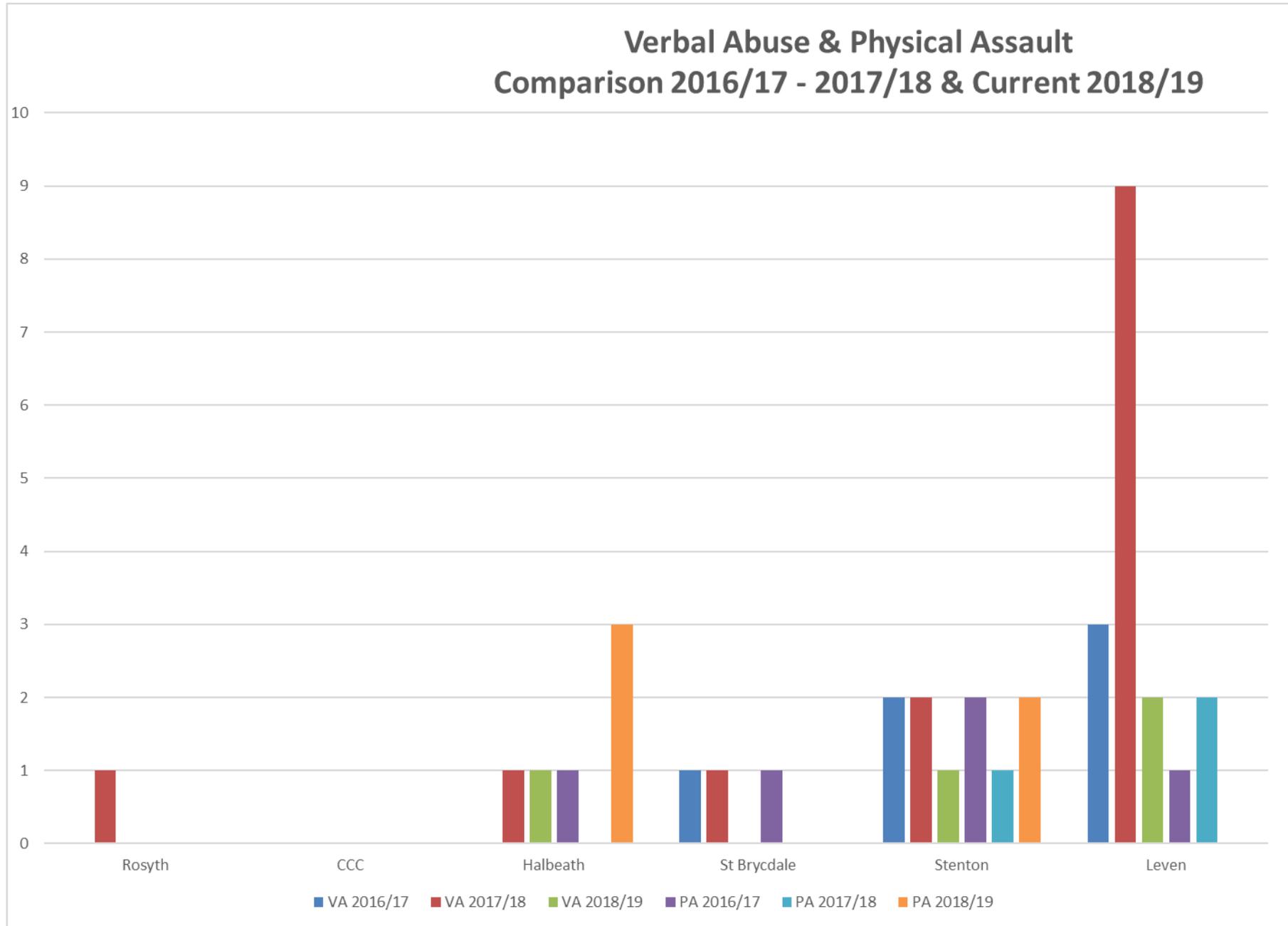


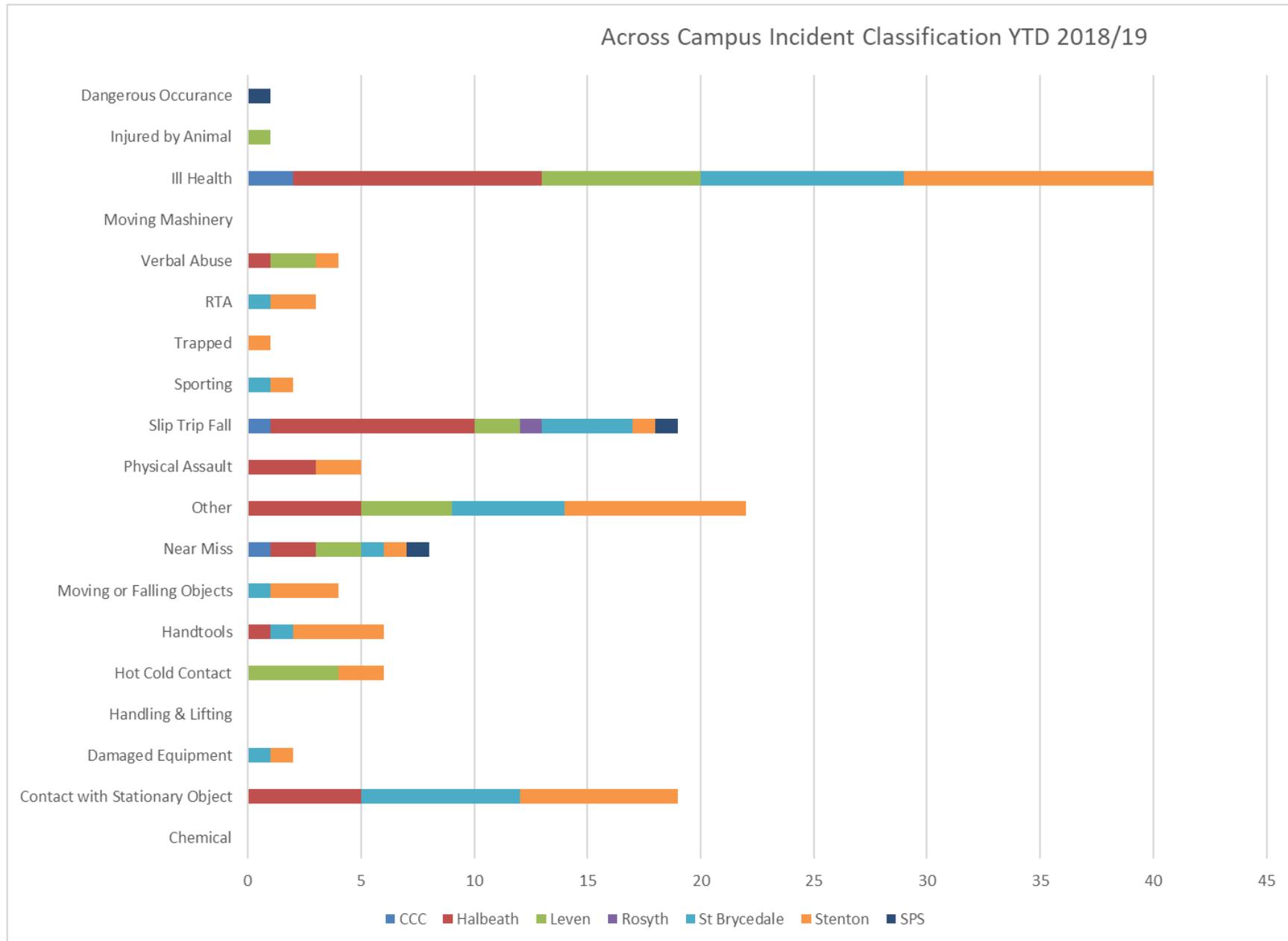
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Incidents 2013/14	1	17	24	26	4	4	12	15	15	27	11	3
Incidents 2014/15	3	26	31	29	15	33	27	17	17	17	9	2
Incidents 2015/16	4	33	40	46	7	23	36	20	13	15	6	0
Incidents 2016/17	1	24	15	20	16	13	19	19	6	22	9	0
Incidents 2017/18	1	23	20	27	12	9	20	16	13	2	6	3
Incidents 2018/19	3	26	15	14	15	24	31	15				

YTD Comparison











COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Review of Remit and Self-Evaluation	
Date of Meeting:	4 June 2019
Purpose:	To undertake a review of the remit and self-evaluation of the Health and Safety and Human Resources Committee for academic year 2018-19
Intended Outcome:	To agree any changes to the remit that may be required, and any improvements that can be made to the work of the Committee
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Financial Implications:	None
Equality and Diversity Implications:	None
Risks Assessed:	None
Publicly Available:	Yes
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Date of Production:	23 May 2019

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Evaluation of Committee Structure

1 Introduction

The Board of Governors and each of its Committees is required to undertake a self-evaluation on an annual basis. It is also good practice to review the remit of each Committee annually.

2 Feedback

Feedback is requested on all aspects of the Committee structure and the work of the Health and Safety and Human Resources Committee in particular. Members may wish to consider some or all of the following points:

- Timing of meetings
- Frequency of meetings
- The remit of this Committee – eg is it correct and it is too narrow / too wide, have all aspects been covered during this academic year, does it fit with the College's strategic priorities?
- Are there any gaps (in terms of this Committee or in reporting on key areas to the Board)?
- Information contained within papers – is it easy to understand or is more/less information needed?
- Are papers issued sufficiently in advance of meetings to allow adequate preparation?
- Do Board members have sufficient skills / knowledge to contribute to meetings or are there any gaps?

These points are indicative and you should feel free to add any other points that you think are relevant.

3 Remit

The current remit is attached. Members are invited to consider whether or not this remains relevant or if any changes are required.

4 Next Steps

Results will be collated from all Committees, and presented at the June Board of Governors meeting where themes can be identified / any changes required agreed. Members are invited to discuss this at the meeting, and to submit any feedback separately to the Director: Governance and Compliance.



BOARD OF GOVERNORS

Remit of Health and Safety and Human Resources Committee

1.0 Composition

The Health and Safety and Human Resources Committee will have a minimum of four members of the Board, one of whom shall be the Principal.

For a meeting to be quorate, at least three members must be present.

The Committee should have a range of skills and experience and at least one member should have a background in health and safety, organisational development or human resources.

Members of staff may be invited to attend all or part of a meeting where items of relevance are on the agenda, with the prior agreement of the Committee Chair and the Principal. The Chair of the Board may attend or be invited to attend meetings as an ex officio member of the Committee.

The Committee should normally meet three times per year.

2.0 Overall Purpose

The purpose of the Health and Safety and Human Resources Committee is to assure the Board of Governors that Fife College has in place appropriate policies and procedures to promote and safeguard the health, safety and wellbeing of staff, students and all stakeholders and satisfies current legislation. With regard to organisational development and human resources, it is to assure the Board of Governors that Fife College meets its ethical and legal obligations to staff and has appropriate strategies, policies and procedures in place to promote a positive and inclusive culture.

3.0 Remit and Duties

3.1 Health and Safety

- Ensure the overall health and safety policy of Fife College is reviewed and approve any changes to it at least annually
- Receive reports that detail the approach to health and safety in the College and provide reassurance to the Board of Governors that the College meets its legal obligations
- Ensure that action is taken to promote the health, safety and wellbeing of staff, students and others within the College



- Consider any reports from external enforcing authorities under health and safety legislation or other bodies and ensure that issues where weakness is identified are addressed fully by the College
- Receive regular reports and monitor trend information relating to incidents (such as accidents, ill health and near misses) and ensure that the College is taking appropriate action.

3.2 Organisational Development and Human Resources

- Contribute to, approve and monitor progress towards the organisational development and human resources strategies to ensure sustainability and fit with the overall strategy of the College
- Ensure effective arrangements are in place relating to talent management, succession planning, workforce planning and staff welfare issues, taking into account available budgets
- Receive statistical reports HR metrics and equalities monitoring and ensure that any key findings are addressed by the College
- Ratify or endorse employment policies and procedures ensuring that these meet legislative requirements
- Receive reports on Career Long Professional Learning (CLPL) opportunities available to staff, the take up of these and the impact on the College
- Ensure the College maintains positive dialogue with recognised trade unions and staff
- Ensure that statutory, contractual and other duties placed on the College through the national bargaining process are met

3.3 Other Matters

- Receive and review reports related to the work of the Committee prepared by external bodies

3.4 Reports from the Committee

- Report to each Board meeting relevant matters discussed within the Committee
- Report to the relevant Committee of the Board matters that impact on their remit