

AGENDA

A meeting of the Health and Safety and Human Resources Committee will be held on Tuesday 2 June 2020 at 3.30pm. Please join via Microsoft Teams.

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.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	VI	N/A
2	Minutes of the Previous Meeting: 25 February 2020	Approve	VI	
3	Matters Arising / Actions Outstanding	Note	VI	2-2
4	Health and Safety Update	Note	AL	3-9
5	Policies and Procedures			
	5.1 First Aid Policy and Procedure - Review	Approve	AL	
	5.2 Succession Planning – New Policy	Approve	ZFH	
	5.3 Volunteering Policy - Review	Approve	ZFH	
	5.4 Volunteering Agreement and Code of Conduct - Review	Approve	ZFH	
6	Delivering the Human Resource Strategy and Workforce Plan 2018 - 2023	Note	ZFH	
7	CLPL: Priorities for 2020-21	Note	ZFH	
8	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
9	Working at Home Survey	Note	ZFH	
10	Update on Annual HR Metrics 2018-19	Note	ZFH	
11	Minutes from Committees:			
	11.1 JCC: 22 November 2019, 24 April 2020	Note	ZFH	
	11.2 JNC Support Staff: 26 November 2019, 7 May 2020	Note	ZFH	
12	Review of Remit and Self Evaluation	Discuss	VI	10-13
13	Date of Next Meeting Tuesday 27 October 2020 at 3.30pm Boardroom, Fife College, Dunfermline	Note	VI	N/A

**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	04.06.19	To add comparator information for the sector / other colleges to future Accident and Near Miss Reports.	A Leadbetter	02.06.20		Statistics forwarded to Colleges Scotland. Awaiting publication of report. Statistics added to the accident report submitted for this meeting.
2	25.02.20	To circulate by email figures on the numbers of seizures including number of individuals and number of incidents and locations.	A Leadbetter	31.03.20		Due to current situation, it is not possible to get accurate figures. For the past two months, no incidents have been reported.



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Health and Safety Update	
Date of Meeting:	2 June 2020
Purpose:	To provide an update on progress since the last committee meeting.
Intended Outcome:	Committee members are invited to note the progress made since the last meeting and the status of each item.
Paper Submitted by:	Sue Reekie, Chief Operating Officer
Prior Committee Approvals:	Health and Safety Committee
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	No
Author Contact Details:	Sue Reekie (suereekie@fife.ac.uk)
Date of Production:	11 May 2020

Executive Summary

Health and Safety

- External Audit recommended action log being progressed.
- Accident / Incident Reporting trend analysis and action findings from Investigations.
- Programme of Health and Safety Training needs for all staff are being prioritised and scheduled. Initiated new booking system to allow monitoring of attendance.
- Working collaboratively with Fife College Students' Association on Wellbeing programmes.
- Conflict Management (Behavioural) training. Scoping conflict areas throughout all College Faculties / Departments to deliver appropriate training.
- We are working in collaboration with Estates Department to undertake Intrusive Surveys on all Campus buildings to meet recommended actions from Cole Report and update Fire Risk Assessments / systems.
- Health and Safety Team will work in conjunction with the Estates Department to monitor known Asbestos Containing Materials throughout all Campus so that all planned intrusive works at each location are undertaken to require legislative requirements.
- Continued Contracted inspections and Health and Safety reviews of all SPS Prison Learning Centres.

Health and Safety Update

Indicator / KPI	Current Status / Trends / Works	Flag	Comment
Accident/Incident Statistics	<ul style="list-style-type: none"> • One RIDDOR Report under investigation. • Total Incidents Reported 143 with increase in First Aid (ill-health reports) against 209 Incident total for whole of previous year. • Health and Safety Management System training complete increased number and quality of incident reports. • Incident trends are consistent with previous year's statistics. Three peak times related to student start dates and exams. 		<ul style="list-style-type: none"> • Investigation into RIDDOR incident has identified new control measures within workshop and standardisation of training techniques. • New reporting forms introduced for Self-harm incidents. • Wellbeing (Occupational Support) for First Aiders attending serious incidents (such as suicide attempt and self-harm). • College Sector Accident Statistics comparison report attached.
External Audit	<ul style="list-style-type: none"> • External Audit Action Log progressing: <ul style="list-style-type: none"> ○ Fire Wardens in place throughout all Campus's ○ H&S KPI list to be approved ○ H&S Media message drafted to be filmed. 		<ul style="list-style-type: none"> • All Fire Warden Zones are covered by at least one Warden Recommend two for each area. Volunteers still being sought. • H&S KPIs to be confirmed and signed off. • Draft media message passed to Internal Communications for review. Decision on media format still to be agreed.
Training Provision	<ul style="list-style-type: none"> • Identified training provision has been prioritised and scheduled. Including Commercial Training. 		<ul style="list-style-type: none"> • New booking system introduced to monitor attendees and report on % completions (proposed KPI). • Issue with attendees.
Workplace Inspections	<ul style="list-style-type: none"> • Joint Workplace Inspection Audits Scheduled. Four of thirteen inspections complete 		<ul style="list-style-type: none"> • Immediate Actions issued from inspections undertaken. • Full audit report will be completed from inspection reports.

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Accident / Incident Breakdown / Near Miss Report

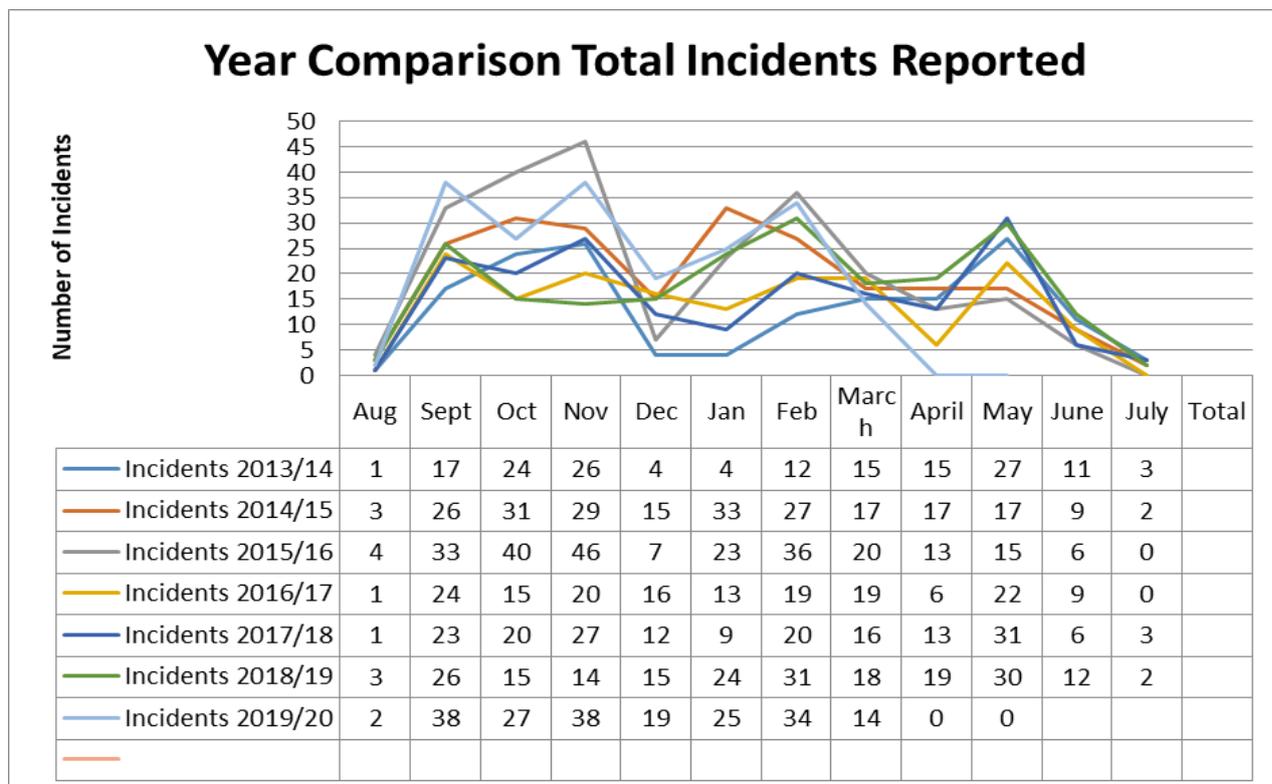
1 Introduction

This is the overview of the current accident / incident statistics compared against previous academic years stats. The report will also highlight any trends or major accidents reported. Due to the current circumstances, the College finds itself in this report will focus on an overview of statistic including last year’s College Sector comparison results.

2 Statistical Analysis

For discussion purposes, below are the totals of the accident/incidents for the past 7 years.

Total Incidents Reported						
Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Year 4 2016/17	Year 5 2017/18	Year 6 2018/19	Year 7 2019/20
159	226	243	164	181	209	197



Throughout each year, the graph show consistently two specific peak time 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. This year's statistics shows that there has been no reported incidents throughout April and May due to the College closure.

2.1 Incident RIDDOR Reports

There has only been one RIDDOR Reportable incident during the 2019/20 period. The incident occurred on 16 January 2020 and is currently under investigation. A student received a third degree burn to his left hand whilst carrying a Mig-Welding Task at Glenrothes Campus.

The investigation has highlighted the student followed the Lecturers standard operating and safety procedures during a timed welding task. There was however an inconsistency in teaching techniques between lecturers. The root cause of the incident was the failure of the welding gloves the student was wearing. The student received 3rd degree burns after 5 seconds of welding. The student had not fully inspected the gloves prior to starting the operation.

Recommendations

Pre-use PPE inspections completed and logged before tasks commence
Standard teaching practice with consistent safety procedures.

2.2 College Sector Accident/Incident Comparison

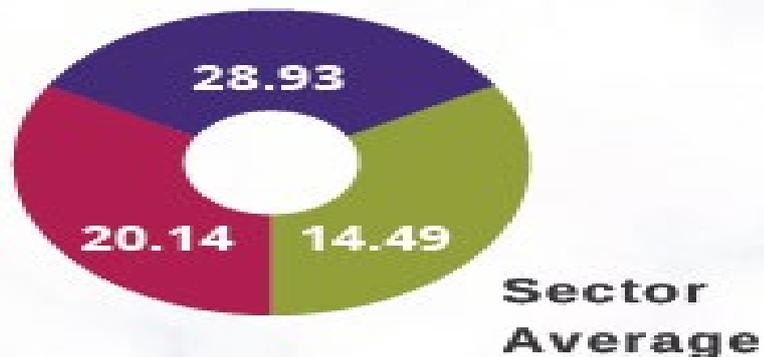
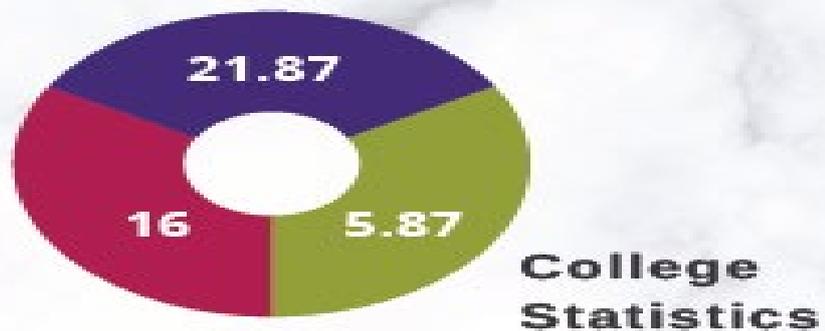
College Development Network (CDN) report on last year's accident statistics comparing accident numbers across the sector is attached to this report. This report highlights Fife College is below the average on all classifications detailed.

Alastair Leadbetter
Health and Safety Manager

Fife College

AIR statistics 2018-19

College Total Injuries
Staff Total Injuries
Student Total Injuries
- per 1000 at risk



Total Accidents - Injury + Dangerous Occurrences - Staff

17 

Total Accidents - Injury + Dangerous Occurrences - Students

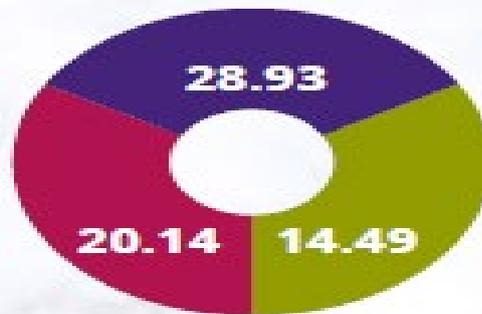
84 

Total Riddor Reportable Injuries

2 

College Sector

*AIR statistics 2018-19

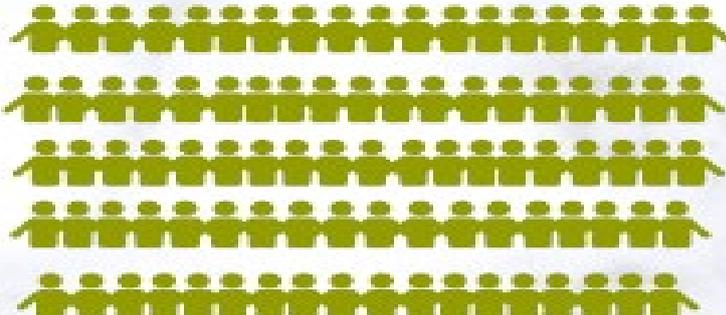


College Total Injuries 
Staff Total Injuries 
Student Total Injuries 
- per 1000 at risk

Total Accidents - Injury + Dangerous Occurrences - Staff

233 

Total Accidents - Injury + Dangerous Occurrences - Students

1037 

Total Riddor Reportable Injuries

15 + 24  

*Statistics based on a total of
18 submitted college returns



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Review of Remit and Self-Evaluation	
Date of Meeting:	2 June 2020
Purpose:	To undertake a review of the remit and self-evaluation of the Health and Safety and Human Resources Committee for academic year 2019-20
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
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	20 May 2020

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