

Annual Health and Safety Report to Board of Governors: Session 2004/2005

Health and Safety Officer
6 December 2005

SUMMARY

Last year year's target "*Adopt the UCEA H&S Plan and plan the best approach to implement it at the College*" was carried out and now provides a framework for ongoing work in some key H&S areas.

We continue to have variable implementation of College safety systems – I quote the example again of the safety induction system – very few H&S induction forms duly completed by the new employee and his Head of School/Support Department reach me. Careful induction into their School is something that only they can do.

Our accident rates last year were generally similar to previous years but significantly higher for more serious accidents.

Our safety inspection programme was partially completed. We should consider how this can be oriented towards identifying areas which could give rise to accidents and thereby reduce them.

The Asbestos Register was substantially updated and revised. Although some asbestos and suspect asbestos containing material and equipment was removed, work concentrated on sampling especially in the Main Building. This has resulted in various areas which were suspected of containing asbestos to be declared free and has further defined the hazard posed by asbestos in other areas.

1 INTRODUCTION

This Report follows on from the one presented last year to the Board. Unless otherwise stated, it covers the period 1/10/2004 - 30/9/2005.

2 ISSUES FROM ANNUAL REPORT 2003/2004

TARGET: Continue with the Government/Health & Safety Commission *Revitalizing Health & Safety* campaign.

Our approach has been to use the Universities & College's Employers Association/ Universities Safety & Health Association targets and objectives as a framework to implement the campaign at eca. UCEA/USHA have identified the various national objectives and aims which are most relevant to the HE sector. (*Note: some have been omitted below where the action is primarily on UCEA/USHA eg organization of seminars for senior management*).

Main objectives

b) HE Colleges will be included in the data collection exercise.

I compiled statistics for Calendar Year 2004 and submitted them. The four key areas in the overall report which was published are shown in Appendix A. On these I have shown where ECA lies. The increase in reportable accidents detailed below significantly worsened our position from previous years. Our worst area is that of total injury rate for students closely followed by RIDDOR reportable injuries to staff. The College will need to put more effort into this field over the next year or so to reduce the incidence (see Section 5 below).

c) Reliable ill health and sickness absence data is to be collated.

Data passed consisted of ill health details supplied by Human Resources. We had none of the diseases that are reportable to HSE. Of those that are, the ones that might arise in the College are Cramp of the hand or forearm due to repetitive movement, Occupational Asthma.

d) RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) reported incidents will be reduced by 10% by 2010 (with the exception of the non-employee visits to hospital).

This shows the RIDDOR accidents (Staff + Students) over the last few years.

Calendar Year	1997	1998	1999	2000	2001	2002	2003	2004
No of accidents	6	0	4	1	3	0	2	3

The minimum that was achieved in 2002 proved temporary. While fluctuations in such statistics can be expected, recent increases are unacceptable. See section 5.

e) Accidents/incidents due to slips, trips & falls and musculo-skeletal issues will be reduced by 30% by 2010.

We should note that two of our reportable accidents were due to slips and trips and one due to manual handling.

Our record (until recently) was quite good in the area of slips and trips. The previous review I carried out needs to be updated and recommendations implemented as far as reasonably practical.

Our record in the musculo-skeletal area is also generally good. However, over the last year I have been receiving indications of some problems starting to arise. A few staff have consulted me about a variety of aches and pains which seem to arise from incorrectly set up DSE workstations. Primarily this seems to be caused when staff do not carry out workstation self assessments and then implement actions following this. This is an area where safety relies heavily on staff themselves undertaking their responsibility for ensuring health and safety. See comments in Appendix B.

The other musculo-skeletal area is the lifting and moving of items. Again our record is generally good but I expressed concerns last year that the reduction in the number of janitorial staff was putting a strain on the remaining ones. We have carried out training in Lifting and Moving Safely for Janitors and Cleaning Staff over the last year. However, given the reduction in numbers, training is probably not adequate to prevent long term problems arising and we need to consider purchase of more equipment that will reduce the risk – for instance powered pallet trucks to supplement the present manual ones.

Moving part of the College into Evolution House along with the knock-on moves will present a challenge to prevent musculo-skeletal disorders. The planned use of specialist teams and contractors will keep the risk low.

Additional objectives

1) USHA should investigate the use of 'HASMAPP' (USHA audit/monitoring tool) to assist in monitoring implementation of the guidance.

Discussion with my colleagues at the Scottish Universities Safety Advisers Group (SUSAG) suggests that this may not be a useful tool for a small institution such as ours. Our efforts would be better spent in reviewing our risk and other assessments and ensuring they are as comprehensive as possible and thereafter, ensuring that the outcomes have been implemented. I propose to remove this as an eca objective.

2) Funding bodies require institutions to adopt risk management techniques in Universities and Colleges the link should be highlighted in the context of the Code of Best Practice.

I carried out an initial review of risk and other assessment throughout the College. Details are at Appendix B. I have proposed to Heads of Schools/Support Departments what they should do over the next year with some suggested priorities. Generally, our activities are well covered by risk and other assessments. A few gaps were identified. The other main comment is that most of the assessments are 5 years old (older in some cases) and need to be reviewed. Changes will actually be for the better in several areas where less hazardous materials are being used.

4) UCEA should review its guidance on stress to the sector in the light of proposed Management standards to be published by HSE (currently due 2003). A campaign should then be run around the revised/re-issued guidance.

In February 2005, a stress audit was carried out in eca using an adapted format of the Health Education Board Scotland (HEBS) Work Positive questionnaire. A return percentage of 42% was achieved and the audit results were communicated in several different formats to ensure that staff had as many opportunities as possible to access the information.

A summary of the stress audit results are detailed below;

Percentage Return

187 returns received out of a total of 444 sent out (333 sent to permanent staff and 111 sent to sessional staff) - 42% return

Comparison with HE institutions and public sector bodies show that this is a good response – return rates vary from 20% to 50% with a median of about 30%.

Summary of Results - eca Overall

As an organisation, on average, the key area identified as a stressor by **eca** staff was 'Organisation Change and Job Security'. The area that was identified as the least stress related was 'Fairness and Interpersonal Relationships'.

Of the questions answered, the following 5 questions were identified as the main stressors for **eca** staff. The minimum (least stressful) rating that could be given was 1; the maximum (most stressful) was 4.

Question	Overall Response	Average Rating	Stressor Area
(9) Are you consulted about these decisions? (ie eca policy & decisions)	Sometimes	3.14	Organisational Structure & Mgt Style
(3) How are organisational changes communicated?	Not very well	2.99	Organisational change & job security
(39) How adequate is the equipment you need to do your job?	Adequate	2.96	Work environment
(2) How are organisational changes planned?	Not very well	2.84	Organisational Structure & Mgt Style
(45) Do you come to work when you are not well enough to work?	Sometimes	2.83	Indicators

Of the questions answered, the following questions were identified as the least stressful aspects for **eca** staff;

Question	Overall Response	Average Rating	Stressor Area
(25) If you work shifts and / or unsociable hours, are you satisfied with the shift patterns/arrangements?	Not applicable	1.25	Work processes
(33) Do you find your work mundane or boring?	Sometimes	1.45	Job Characteristics
(24) If you work alone, are you concerned about working alone?	Satisfied	1.53	Work processes
(21) Generally, how would you describe your working relationship with colleagues?	Quite good	1.57	Fairness & interpersonal relationships

The Results were also analysed to see if there were any differences in key stressors between sessional and permanent staff and between academic, academic support, research, manual, administrative.

Having completed the audit, the HR Advisor and Health and Safety Officer analyzed the results and recommended to the Health and Safety Committee that a stress working group be established to take forward any action points relating to the most commonly identified stressors and propose ways to address the issues raised.

The group has met regularly and presented suggested solutions to the Management Group for approval. In addition to this the group has ensured that staff have been made continually aware of the group's progress through frequent and varied communication. The group will continue to meet and follow through actions relating to the stressors highlighted in the audit and strive to raise stress awareness within the College. The Stress Policy will continue to be revised in line with legislative changes, stress awareness and stress management initiatives will continue to be sought and put in place and stress audits completed on a regular basis. The next audit is planned following completion of the job evaluation process.

Awareness is also required in relation to the audits result and the actions arising as stressors have been identified in a global fashion, where the College is looked at as a whole. The Group has therefore strongly recommended to management group that stress awareness training and training on stress management for managers are essential methods in assisting the group to implement other recommendations. The next course on Stress Management for Managers will be run in early January 2006 so that as many managers as possible can attend this essential course.

5) HiFEAC (Higher & Further Education Advisory Committee of the Health and Safety Commission) is due to develop a "Safety Representative's Charter" for promulgation during 2003. The UCEA group should promote the HiFEAC "Charter" and be prepared to support HiFEAC and Trade Unions in promoting the guidance at national or regional level.

The programme of joint safety representative/management safety inspections started but was not completed (see Appendix C).

6) The importance of training and competence of non-specialists should be emphasised. All persons in management or supervisory positions should be trained in health and safety. The Code of Best Practice advocates a training strategy for institutions and this should be encouraged and facilitated.

This may be a suitable objective for a future session of the College. Again Heads of Schools and Support Departments would need adequate warning so they can plan time and resources.

7) Universities should be aware of and adopt where appropriate the construction industry's response to *Revitalising*.

The Scottish Universities Safety Advisers Group has now set up a Universities Construction Sub-Group which is starting to publish best practice. I have started reviewing this and seeing the extent to which it impinges on the College. The current main issue is to do with the new Working at Heights Regulations. In the first instance all ladders need to be registered and subject to an annual inspection. I have instructed Schools/Departments to compile registers and supplied them with guidance on the frequency of inspection and checklists for the inspections.

I have carried out a review of maintenance department operations against these new regulations and these are subject to ongoing discussions. For the generality of the College, our present guidance and procedures may require some amendment although, if followed, they represent safe working. The problems arise are when they are not followed.

For instance, during Degree Show preparation, Maintenance Department erect scaffolding towers for students who require them for safe installation at height of their art. On one occasion the Maintenance Supervisor found a student using a tower erected for another student to affix her own work. Since the tower was not configured for her and was therefore not high enough she stood on the hand rails of the tower resulting in high risk of falling from height.

Priorities:

Of the above objectives, I suggest the following should be treated as having priority during the next year:

- i) Review of risk assessments concentrating on completion of areas where gaps have been identified.
- ii) Revise slips and trips assessment and ensure actions from it, where practicable, have been implemented.
- iii) Continue and complete safety representatives/heads of schools inspections.

3 EMERGENCY FIRE PROCEDURES AND ARRANGEMENTS

Continued reviews of the College's out-of-hours signing-in/out system showed that it was not being followed adequately. Rather than relying wholly on this system the H&S Committee agreed that we should supplement it by making the fire safety talks by the H&S Officer at the beginning of session compulsory for all students – these were only for first year and direct entrant students and attendance was not mandatory. This should raise awareness of the importance of fire safety and result in better compliance with the system. It would also mean a better chance that students would evacuate safely in the event of a fire and we would not be relying on checking of signing-in books to determine if anyone is in the building.

I gave 18 talks during the first three weeks of term and approximately two-thirds of the student body attended. Many thanks to those who did attend and also to the SRC for their support and encouragement. However, we really need to have at least 90% attendance. I shall be running more talks during the latter half of the winter term. Thereafter we need to move to the situation where a student cannot be considered fully matriculated unless she has attended these vital talks. I recommended to the H&S Committee that from the start of January students who have not attended are not allowed to use facilities out of hours. They agreed with this approach. Heads of Schools will be supplied with name of attendees and non-attendees to assist them in policing this.

A new Fire Safety Law comes into force next spring. This will do away with Fire Certificates issued by the Fire Brigade. The main thrust will be that we will have to develop the present Fire Risk Assessments and not rely on the Fire Certificates which, in any event, only cover part of the Estate.

4 ASBESTOS

We removed some asbestos bearing (and suspected asbestos bearing) equipment and material - primarily in the "old" Ceramics area. However, the main work was in identifying areas where sampling would increase the accuracy and certainty of the Register. Sampling in some areas in previous years (late 80s, early 90s) had suggested that there was no asbestos. However, it was not clear from the records how extensive the sampling had been and whether it had been carried out in accordance with modern protocols. The law is now

that we must assume the presence of asbestos for control purposes if we cannot be sure of its absence. Following this more thorough sampling, we were able to declare several areas clear of asbestos where there had been uncertainty before.

In some areas where we knew there was asbestos, it would be beneficial to determine the extent of its presence and the effect it was having on the environment.

For instance, the pipes of the original heating system of the College had been insulated with “monkey dung” – white asbestos (chrysotile) mixed with clay. Most of these pipes and the associated asbestos has been removed over the years – some of it quite recently – for instance in the Main Building Basement. In the North Attic, some pipes and their asbestos were removed during the installation of the current heating system in the 1970s. Some were left with the asbestos on them. Removal methods in the 1970s were not as fastidious as nowadays. Consequently, in addition to lumps of monkey dung which can be seen in some parts of the attic where they had been left during the 1970s removal, we can be fairly sure that there is monkey dung under the fibre glass insulation lying between the joists.

Personnel enter the North Attic rarely and then only for short periods. Air sampling found that the concentration of fibres in the air was below the limit of detection and confirms that no further restrictions/controls are needed unless the work is going to be on or adjacent to the asbestos bearing materials.

5 ACCIDENTS/INCIDENTS

i) The College's accident database records date, details, possible cause, remedial action, severity and potential severity.

ii) The severity classification used by eca relates to the classifications used by the Health and Safety Executive in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 as follows:

A	Minor or no injury (e.g. paper cut, small scratch)	College classification only - not notifiable to HSE
B	Any injury requiring first aid beyond a plaster.	College classification only - not notifiable to HSE
C	Any injury requiring 3 days off work as defined by RIDDOR.	Notify HSE within 10 days
D	Broken bone above first joints in hand/feet	Notify HSE by quickest practicable means
E	Amputation or fatality.	Notify HSE by quickest practicable means

iii) Using the database, the College has again participated in the nationwide exercise carried out by the Universities Safety and Health Association to see how the Higher Education Sector performs against the Health and Safety Commission/Government targets which are part of their *Revitalising* Health and Safety Campaign.

iv) The figures for the last six years in terms of severity are as follows:

Class	1/10/04 - 30/9/05	1/10/03 – 30/9/04	1/10/02 - 30/9/03	1/10/01 - 30/9/02	1/10/00 - 30/9/01	1/10/99 - 30/9/00	1/10/98 - 30/9/99
A	101	119	176	76	238	111	19
B	29	30	23	35	40	38	58
C	3	=	=	=	=	1	2
D	1	1	1	2	1	1	=
E	=	=	=	=			=
Total	134	179	201	113	279	151	79
Class B+C+D	34	31	24	37	41	40	60

The numbers of Class A accidents varies from year to year – recording them depends on the diligence of our First Aiders entering these minor injuries in the Minor Injuries Books introduced in 1999/2000. Fluctuations at this level may be more apparent than real.

Class B and above are the significant accidents and we can gauge trends more accurately by looking at them. There has been some decrease over the years but the trend recently has been gently upwards. We have not yet succeeded fully in creating a "safety culture". This is particularly important since we have had at least one Cat D accident every year for the last 6 years. Looking purely at Class B accidents/incidents and above, the breakdown between various kinds of accidents/incidents is as follows:

Type of accident	1 Oct 2004 - 30 Sept 2005			1 Oct 2003- 30 Sept 2004			1 Oct 2002 - 30 Sept 2003			1 Oct 2001 - 30 Sept 2002			1 Oct 2000 - 30 Sept 2001		
	Total	Of which students	Of which public, contractors	Total	Of which students	Of which public, contractors	Total	Of which students	Of which public, contractors	Total	Of which students	Of which public, contractors	Total	Of which students	Of which public, contractors etc
Contact with moving machinery	2	1		2	1	-	2	1	-	1	1	-	1	1	-
Falling object	1			4	1	1	4	1	1	3	2	-	3	1	-
Stationary object	2	1					1	1	-	-	-		2	2	1
Moving object	2	1		1	1		1	1		5	4				
Hand tools	10	8	1	4	4		4	4		4	4		11	10	-
Sharp piercing objects	3	2		6	3		5	2		9	6		4	2	-
Slip trip fall	3			4	2	1	2		1	1			2	1	-
Fall from height				3	1		3	1		-			1	-	-
Handling, lifting injuries	5			3			3			-			2	-	-
Exposure to harmful substances	2			1	1		1	1		-			6	1	-
Electric shock				1	1		1			-			-	-	-
Hot burns/fire	3	2		2	1		2	1		2	1		5	3	
Total	33	15	1	31	16	2	29	13	2	25	18	=	37	21	1

The overwhelming bulk of Class A accidents as recorded in the minor injuries books result from students cutting themselves with scissors, scalpels, Stanley knives, sharp objects etc and this also reflects through to the Category B accidents – hand tools contributed 10 this year of which students sustained 8. As a new initiative to try and reduce the number, the H&S Committee required all students to be issued in October 2005 with a Maum Safety Ruler and a roller cutter. Hopefully, this will enable students to have a safer tool available and restrict their use of a scalpel/craft knife to those occasions when they really need to.

v) While the database records in which department the event happened, this is not shown above. For such accident statistics to be of use, personnel are encouraged to report all events, however trivial they may be, so that trends may be reliably established.

vi) There were 4 accidents reportable to the Health and Safety Executive. Several of these were briefly mentioned in last year's Report. One further accident was reported to the HSE but subsequent investigation showed that it need not have been. The summaries below are based on the detailed investigation reports considered by the H&S Committee and have been anonymised as far as possible – IP means Injured Person..

Category D Injury Ref 0300: Broken bone due to slip

IP had been clearing a choked waste pipe in a toilet. In the process of finishing the job and clearing and drying the floor, he slipped and fell. His ankle became sore. He reported the accident to the Maintenance Supervisor the following morning when he came in to work. He thought the ankle had been sprained.

He continued working for the rest of the week and the following week with his ankle strapped by his wife, who is a nurse. The ankle continued to be sore and in due course he saw his GP, went to hospital for X-ray. This revealed a broken tendon in the heel which had also fractured a heel bone. The orthopaedic surgeon put it in plaster.

Was there was any deficiency in the safety system of the College and was there a root cause

In his discussions with the H&S Officer, IP commented that he was rushing since it was the end of the day and that the sludge that came out of the pipe when he opened it had made the floor very slippery. He and the H&S Officer looked at his safety shoes – these were in good condition and there was plenty of tread.

The Maintenance Supervisor commented that working in wet conditions was not taken particularly into account when ordering safety foot wear.

The team noted that, in terms of pressure of work, there was no particular urgency to finish the job from the College's point of view – this toilet could have been left out of action overnight if necessary.

The team was not sure as to what the prime cause of the accident was – IP is an experienced plumber used to working in wet conditions

The toilet floor consists of red tiles with a smooth surface which are found throughout the College toilets and which are reasonably slip resistant even when wet.

Recommendations to prevent an occurrence

i) Maintenance Department review the footwear provided to staff who will be working in wet conditions and ensure they chose footwear that provides maximum resistance to slip.
Timescale: next time footwear is purchased.

Category C Injury Ref 1235: over 3 days off work

IP had started hand chiselling a hole in concrete in sump. The concrete was found to be harder than anticipated and access was also restricted making progress slow. A Bosch Hammer Drill (SDS Max) was hired. Although pointed and flat chisels had been ordered, only a twist drill was delivered.

IP started using the twist drill. Due to the restricted nature of area, he had to sit with his legs in the sump with the Drill between them. At some point, the drill bit hit a small reinforcing bar, twisted and the handle hit him in the knees but not seriously.

He hand chiselled the bar away. IP informed supervisor of blows to knees caused by drill (but not what caused it). Supervisor instructed him to get ear and eye PPE and proceed with care.

IP had been instructed to do other work from time to time due to awkward nature of job. He assisted in putting some scaffolding up and returned to the job after lunch. The chisels had arrived by this time so he used them rather than the drill bit.

IP thinks a chisel hit part of the reinforcing bar causing the Hammer Drill to twist from his grip and hit him again but this time with a much more severe blow.

IP stopped work and reported to First Aider. He was sent home early, phoned GP and advised to go to A&E.

IP had used similar machines in the past but not necessarily this exact model. A set of instructions had been supplied with the machine.

Lighting in area was good but as IP drilled/chiselled further into the concrete conditions became more cramped and the light levels dropped where he was cutting concrete as he leant forward

The Hammer Drill requires a switch to be turned to go from Rotary Hammer to Hammer-only mode. However, it was very likely to be on hammer-rotary action rather than hammer only and the twisting action will have been caused by that in addition to the chisel hitting part of the reinforcing bar.

The accident was probably caused by a combination of two things:

The Hammer Drill arriving without the chisels – had these been used from the start then IP would probably have used the machine in the hammer-only mode from the start. While the chisel on hammer-only action would have bounced off the reinforcing bar, it would probably not have struck him with as much force.

This was compounded by the IP not being completely familiar with the machine and not realising that he needed to switch from hammer-rotary to hammer-only.

Was there was any deficiency in the safety system of the College and was there a root cause?

The College has a guide to assist purchasers of new equipment take into account the various safety aspects of new equipment. It is downloadable from the Health and Safety website. This covers the requirement to train users. However, it is less clear that hired equipment also needs to be assessed and consideration given to training in its use if necessary.

IP commented that, if he were working in outside industry e.g. on a building site, he would probably have been trained more thoroughly in the use of such machines. He confirmed, however, that if he thought a machine was unsafe he would not use it.

Recommendations to prevent an occurrence

- a) Maintenance Safety Rules to include a requirement to positively check that an operator is familiar with hired equipment and its operating instructions. *To be completed by end February 2005.*
- b) College H&S Website to extend guidance to include hired equipment being brought in. *To be completed by end March 2005.*

Category C Injury 1236: over 3 day off work

IP was passing through the outer door of the Male Toilet (Rm C25b), tripped and started to fall. IP put out left hand to prevent falling further and jarred left shoulder. It became very painful. He was taken to A&E at the new Royal Infirmary. X-ray showed no broken bones but subsequent diagnosis showed that tendon bones had fused preventing the tendon moving.

He was not sure what he tripped on but thought it was the hardwood threshold.

The investigating team inspected the area and noted that the hardwood threshold is 2-3 mm higher than the quarry tiles. Overall drop from the quarry tiles to the foyer floor is about 14 mm. It is just possible to catch a shoe with a well defined sole on the 2 mm lip.

Was there any deficiency in the safety system of the College and was there a root cause?

There was no deficiency in the College safety system

Recommendations to prevent a re-occurrence

Estates/Maintenance arrange to modify this and similar thresholds so that they are level with the tiles/flooring behind them

Category Injury Ref 1245: over 3 days off work

IP was pushing a 660 litre loaded wheelie bin from the Hunter Building to the Compactor at the west end of the Main Building – about 200 metres. This was the third move of the day along this route. The route is level.

The last stretch of 20 metres or so of the route along the south face of the Main Building has a camber on part of it to allow the compactor lorry access from the road to the pavement and thence to the compactor.

Normally the bins are pushed along the level part of this pavement. However, there were three cars parked on the level part and so IP had to push the bins along the cambered part and then turn them through approx 60 degrees to gain access to the compactor. It was during this turn that he felt a sudden pain in his right hand which started to bruise and swell. He reported to his GP the following day. X-rays do not show any broken bones - it is assumed that the tendons have suffered some kind of damage.

This third bin was more heavily loaded than the other two but not outwith the usual range.

Was there was any deficiency in the safety system of the College and was there a root cause

The immediate causes of the accident were the presence of the third car combined with a heavier-than-usual bin. The two combined caused strain on his wrist.

The root cause is probably the parking arrangements in the main quad. Taking into account the parking permits issued, the actual number of mobility impaired students, visitors/contractors, pieces of sculpture, skips, delivery vehicles etc, the quad comes under severe pressure. The number of "official" parking places includes two unmarked ones on the south side of the library so even if not under pressure due to other things, the wheelie bin route is partially compromised.

The expectation of staff and students that they can come into the quad at any time (eg to pick up/drop off material/work) also causes problems and there are arguments between janitors and drivers at the barrier. The janitors are reluctant to not raise the barrier and thereby hold somebody at it if there is no space inside since it is then difficult for somebody who wants to get out to pass by. This reflects the restricted configuration of the quad.

Recommendations to prevent a re-occurrence

- i) Make the route for wheelie bins completely unobstructed including removing the two parking spaces against the south wall. This will require a reduction in the number of parking permits for the main quad. Given the pressure that the quad comes under this may require reducing them by more than two so there is some slack in the system. Additionally, given the attitude of some drivers that they are entitled to get into the quad come what may, the area will need to be kept free by some physical means such as (removable) bollards otherwise drivers will continue to park and double park adjacent to the library.
- ii) In the longer term, it might be possible to relocate the compactor so that the route is shorter and there is less of a clash with parking requirements.

6 TARGETS FOR 2004/2005

Continue with the UCEA/UHSA programme based on the Government/HSC *Revitalising* campaign and, in particular:

- a) Revise the Slips and Trips assessment and implement reasonably practicable measures arising from it.
- b) Complete the review of risk and other assessments
- c) Complete and continue the programme of safety representative/management safety inspections.

Appendix A:

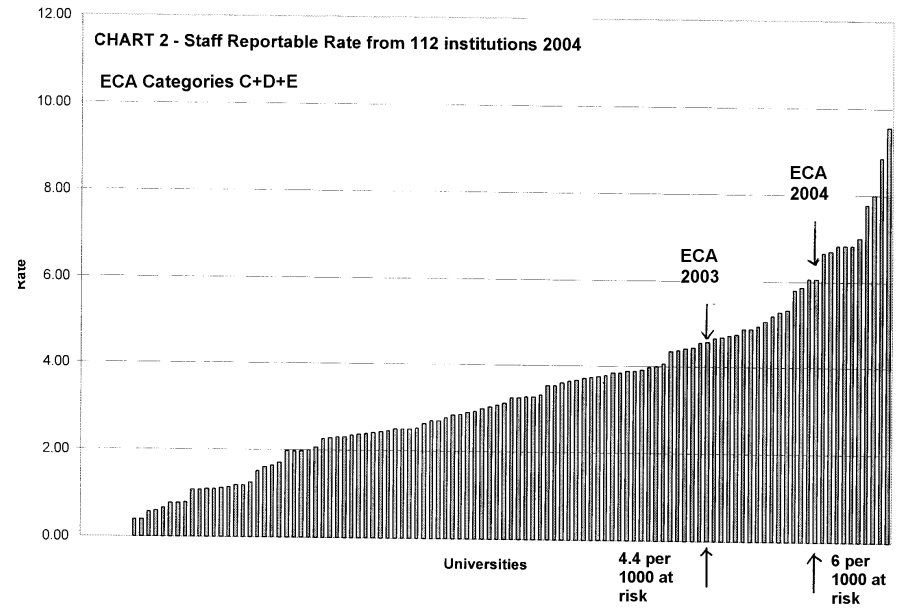
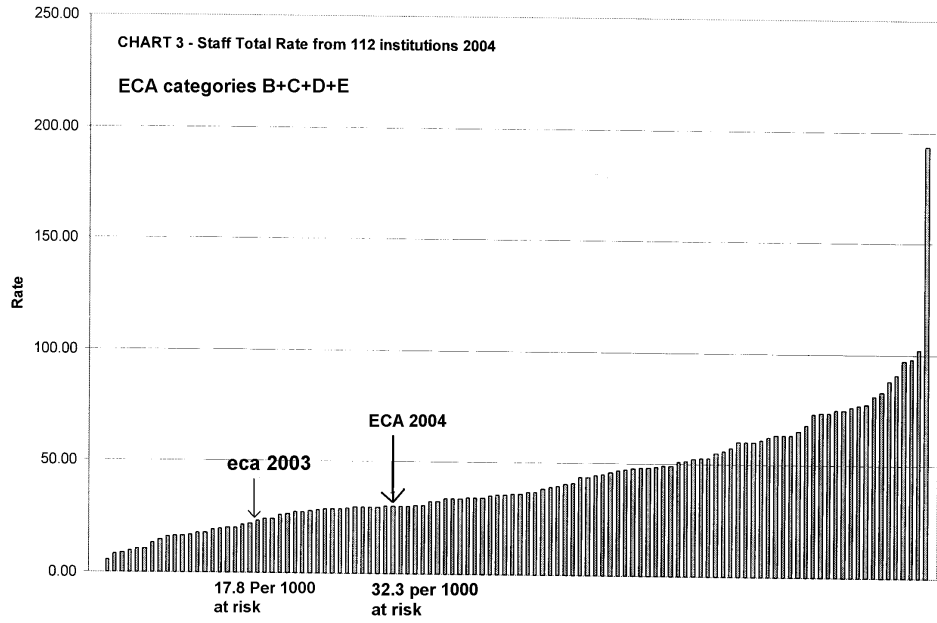
Results from USHA survey of injury rates. These cover the calendar year 2004 so will not match figures in the main body of the report which cover the academic session.

	STUDENTS - ALL INJURIES PER 1000 AT RISK			STUDENT - RIDDOR reportable injury rate per 1000 at risk ECA Categories C+D+E	
0.00	1.62		3.57		
0.00	1.63		3.61	0.00	0.22
0.00	1.63		3.61	0.00	0.22
0.00	1.68		3.65	0.00	0.23
0.17	1.73		3.74	0.00	0.23
0.28	1.76		4.06	0.00	0.24
0.28	1.78		4.43	0.00	0.24
0.32	1.80		4.43	0.00	0.24
0.37	1.82		4.46	0.00	0.25
0.50	1.94		4.56	0.00	0.26
0.52	2.00		4.83	0.00	0.26
0.57	2.10		4.89	0.00	0.26
0.63	2.15		5.07	0.00	0.26
0.66	2.20		5.42	0.00	0.27
0.74	2.22		6.08	0.00	0.28
0.74	2.22		6.43	0.00	0.29
0.79	2.22		7.11	0.00	0.30
0.89	2.43		7.11	0.00	0.32
0.95	2.47		7.23	0.00	0.32
0.97	2.61		7.30	0.00	0.32
0.98	2.61		7.46	0.00	0.33
0.99	2.62		7.58	0.00	0.36
1.00	2.64		7.66	0.00	0.37
1.08	2.82		7.79	0.00	0.41
1.10	2.82		8.90	0.00	0.44
1.15	2.94		9.61	0.00	0.44
1.20	3.00		10.14	0.00	0.46
1.21	3.02		10.86	0.00	0.46
1.26	3.04		11.00	0.00	0.58
1.37	3.11		11.28	0.00	0.60
1.38	3.20		12.12	0.00	0.69
1.43	3.22		12.86	0.00	0.74
1.49	3.24		12.86	0.00	0.86
1.50	3.24		16.15	0.00	0.91
1.53	3.25		24.55	0.00	1.00
1.54	3.26		117.49	0.00	1.75
1.57	3.43			0.00	2.73
1.61	3.45			0.00	0.22

ECA 2003 →

ECA 2004 →

0.00 ECA - same as 2003



Appendix B: Review of Risk and other Assessments

School/ Support Department	
<i>Academic</i>	
Visual & Cultural	Office based – need to check DSE assessments are all up to date
Continuing Studies	a) Study tours: assessments done before each b) Taught courses: use Safety Rules based on the RAs and Safety Rules of the various Schools whose subjects are taught under their aegis. Over next year match activities to Safety Rules to ensure there are no gaps – particularly for the areas exclusively under CCS control.
Sculpture	Thorough set of assessments most of which carried out some years ago. No obvious gaps. Now need to be reviewed to ensure take requirements of some recent H&S regulations into account and changes to processes including incorporation of Ceramics.
Visual Communication	Most assessments carried out recently. COSHH assessment in Spray Booth Room to be completed. Also COSHH assessments in Print W/S and Photography to be completed. Review and update risk assessment in Photography.
Design & Applied Arts:	Generally, assessments need to be signed off as evidence that the HoS has seen them. Actions have been taken following assessments.
Fashion, Perform Cost.	Comprehensive set carried out some years ago. COSHH needs to be reviewed to ensure chemicals now used matches those in assessment.
Furniture, Interior Design	Comprehensive set of assessments carried out some years ago. No obvious gaps. Safety guidance based on old Woodworking Machine Regulations. Should be revised to take account of PUWER Woodworking Approved Code of Practice. Assessments should be reviewed.
Glass, Architect. Glass	Comprehensive set of assessments carried out some years ago plus more recent ones as new operations/materials introduced. No obvious gaps. Need reviewing to ensure accurately describes current operations – in some cases hazard (& therefore risk) will have decreased (eg use of olivine sand instead of flint)
Silversmithing/ Jewellery	Comprehensive set carried out some years ago. Variety of more recent assessments in case of machinery and some chemicals. No obvious gaps. Need reviewing to ensure accurately describes current operations.
Printed Textiles	Comprehensive set especially with respect to COSHH. Need to review other older ones to confirm completeness. Need to assess steamer and heat transfer machines under PUWER.
Drawing & Painting	Comprehensive set carried out some years ago. COSHH assessment needs to be reviewed to ensure matches current
Inverleith Printmaking	Comprehensive set with no obvious gaps. Carried out some years ago and now need to be reviewed to ensure cover current operations.
First Year Studies	Comprehensive set of assessments with no obvious gaps. Carried out some years ago and now needs to be reviewed to ensure covers current operations. Several need to be signed off by Head of School. Priority, however, should be given to current project of revising COSHH assessments. Substantial work has been done and now requires to be consolidated and organized.
Architecture	Major hazard area (Model Making Room) recently assessed. Other assessments produced for foreign trips as needed.

School/ Support Department	
Landscape Architecture	Comprehensive set of assessment but no evidence of having been signed off by Head of School. Carried out some years ago. Need to be reviewed.
Research	Office based – need to check DSE assessments are all up to date. One-off produced as needed for special activities.
<i>Support Departments</i>	
Library	Comprehensive set of up to date assessments.
Development/Marketing	Primarily office based – need to check DSE assessments are all up to date. One-offs produced as needed for special activities.
Reprography	Assessments carried out some years ago – no obvious gaps. Review.
Janitors/Night Security	Comprehensive set done some time ago. Revise those for new compactor and fork lift truck. Review others.
Cleaners	Comprehensive set done some time ago. Revise manual handling assessment to take account of new compactor. Review others.
Catering Services	Carried out COSHH assessment. Use generic safety rules derived from HSE Guidance for the catering industry. Review to ensure up to date with current guidance and that chemicals used are still covered by assessment.
Computing Services incl A/V Services & Switchboard	Activities covered by generic safety rules of College.
Maintenance	Recently updated. Some specific ones covering electrical work to be produced.
College Shop	Assessments carried out recently.
Human Resources	Office based – need to check DSE assessments are all up to date
Finance	Office based – need to check DSE assessments are all up to date
Registry	Office based – need to check DSE assessments are all up to date
Student Services	Office based – need to check DSE assessments are all up to date

Note on Display Screen Equipment (DSE) assessments: Some DSE users use the College system to have their vision screened to determine whether they need spectacles for DSE work or not. They are required by the H&S Officer to carry out a workstation self assessment prior to screening. Those who make their own arrangements are subject to less control and Heads of Schools/Departments should ensure that they have indeed carried out self assessment of their work station.

In addition to reviewing assessments to make sure they have incorporated any changes that have occurred in the School/Department, the following new H&S regulations will need to be taken into account:

- a) Control of Substances Hazardous to Health (COSHH)
- b) Manual Handling Operations (MHO)
- c) Hand Arm Vibration (HAV)
- d) Working at Height Regulations (WAH)

I have supplied guidance to Heads on how these revised/new regulations apply to College operations. I have also supplied each School/Department with details of all its accidents from the College database so it can assess the adequacy of its assessments and revise school safety rules if necessary.

If an assessment adequately describes current conditions then it merely needs to be signed and dated by the assessor and Head of School/Department. If conditions have changed and actions are required (eg a revision to safety rules, new equipment, further training) then a new assessment will have to be produced.

Appendix C

The following Schools were inspected by a team consisting of at least one of the Safety Representatives, the Head of School and the H&S Officer. Two checklists drawn up by the H&S Officer (one for office/studio areas, one for workshop areas) were used to make the inspections systematic.

Issues were prioritised as

- U URGENT – needs speedy attention
- M Medium – a safety issue which needs to be addressed by the School
- LT Longer Term – a matter which requires interaction with other schools/departments/College as whole to resolve satisfactorily.

A generic item that came up was the discovery of portable electrical equipment that had been brought into the College and not registered and then tested. There was also portable electrical equipment that had passed its PAT date.

I list the urgent items identified. This gives a very clear snapshot of the College in H&S terms.

Landscape Architecture: 26 Oct 2004.

Several Offices have high shelves beyond standing reach. Obtain kick stools.

Several high chairs required replacement/tightening of bolts holding the seat in place.

First Year Studies: 15 November 2004

Rm 101 Studio: Easel boards stacked next to fire extinguisher. Move.

Rm 117 Studio: Wooden ladder needs checking to ensure safe to use. If to be retained as prop, then label.

Blue chair not structurally sound – dispose.

Rm 120: Items on floor – starting to constitute a trip hazard – store in better fashion.

Rm 126 Models' Room: Kettle with exposed flex. Remove.

Two bar electric fire on and removed from its supporting box. Remove.

Rm 127 Staff Room: Card lying on floor – trip hazard – store in better fashion.

Rm 365 (Edit Suite): When all electronic items are in use, temperature rises. Remind staff/students to switch on extract (by means of notice)?

Rm 361 (Tapestry Studio): Wooden ladder of unknown provenance in need of repair. If wish to keep as working ladder, get repaired. If wish to keep as prop then label not to be used. Lighting conditions could be better. Several fluorescent tubes not working. Get Maintenance to replace.

Rm 362 Store: Replace failed light bulb.

Architecture: 29 Nov 2004

Several offices/stores have high shelves beyond standing reach. Obtain safe means of access for these (eg kickstools, small stepladders as appropriate).

K4 Office: Mobile chair with 4 castors. Dispose off.

Main Stair: Used for storage of model – remove.

Main Stair – H5 Mezzanine Platform: Used for storage of model – remove.

Main Stair at Level K: Display board has had Perspex cover removed & being used as a general notice board. Re-instate or remove.

L4a Studio: Emergency Exit to/from Principal's Suite blocked by drawing board. Remove.

H10 Studio Corridor East: Table needs legs tightened.

J3 & J5 Lecture Rooms: Shelves supporting slide projectors are of sufficient height that tall person can strike head against corner. Arrange for padding to be fitted.

Visual Communications 18 January 2005

Rm L30: Obtain KikStool or small step ladder for access to high shelves.

Rm J2 Illustration Studio 1/2 Year: Broken chair – dispose.

Rm C29a: Illustration Overflow/4 Year Photography: Clear exit route.

Rm E19 4th Year Illustration: Broken glass stored on lockers. Wrap with protective cover over sharp edges/corners.

Rm E16 Spraymount: Untidy – clear up.

Rm D9a Photography Technicians: Material stored at high level – needs small step ladder/kikstool. Replace failed light bulb.

Rm C16 Lower Photography: Storage of material at high level – need small stepladder/kikstool.

Rm D10 Photography Office: Material stored at high level – needs small step ladder/kikstool.

Design and Applied Arts 19 January 2005

Rm R12 Plaster Room: Obtain KikStool or small step ladder for access to high shelves.

Rm Q21 Cutting Room: Material stored at high level. Provide safe means of access eg small step ladder/kikstool.

Rm Q19: Material stored at high level. Provide safe means of access eg small step ladder/kikstool.

Rm P16 Printed Textiles W/S: Plan chest drawers left open – trip hazard – inform students to keep shut when not in use.

Sculpture: 17 February

A1 Kiln Room: Clutter round foot of stairs to emergency exit. Leave clear.

A2 Ceramics Studio: Drawings and material stacked in corridor on east side restricting access. Clear away.

C11 Studio: Paper towels in sink – instruct students not to block sinks.

Drawing and Painting:

C28 Tapestry Studio: Trailing cables – re-arrange to obviate trip hazard.

E25 Studio: Student has broken glass in bin-bag. Arrange to store in more robust container – eg cardboard/wooden boxes. Use protective gloves and do not overload boxes if cardboard. If need to move glass then use a wooden box with lid and, as far as possible, move box using a trolley or similar.

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