
ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting	16 MAY 2017
Paper Title	HEALTH AND SAFETY REPORT 2016/17
Agenda Item	17.27
Responsible Officer	GILLIAN CRANKSHAW, ORGANISATIONAL DEVELOPMENT MANAGER
Status	DISCLOSABLE
Action	FOR NOTING

1 INTRODUCTION

- 1.1 This report covers the Accident Statistics from 1 December 2016 to 28 February 2017 and work undertaken by the team over the academic year so far.

2 STATISTICS

2.1 Accident Statistics

- 2.1.1 The accident statistics from 1 December 2016 to 28 February 2017 are attached (Appendix 1). The next reporting period will be 1 March 2017 to 31 May 2017 and this will be included in the first report to the Organisational Development Committee in 2017/18.
- 2.1.2 The total number of accidents/incidents reported in the period 1 December 2016 to 28 February 2017 was 15. For the same period in 2016 there were 29. This reduction is welcomed.
- 2.1.3 There have been no accidents that have required to be reported to the HSE (RIDDOR).
- 2.1.4 Two of the accidents resulted in attendance at hospital as a precautionary measure.
- 2.1.5 The highest categories were Burns with 4 recorded incidents, 3 of these incidents were in kitchen areas. For the same period in 2016 the highest category was Slip/Trip & Falls and Machinery/Tool Cuts with 10 recorded incidents in each of these categories and both these areas have now reduced to 3 within the same period this year.

2.2. First Aid Call Outs

2.2.1 College first aiders have attended 41 calls during the period 1 December 2016 to 28 February 2017 (Appendix 2). Six of these call outs resulted in a visit to hospital as a precautionary measure. 15 of these were recorded as accidents.

2.2.2 The Organisational Development Unit have increased the number of first aiders available and training will be taking place for new first aiders and for those that require refresher training in May/June this year.

3 ACCIDENT REDUCTION PLAN

3.1 As part of the accident reduction plan we have worked with the Estates team to post keep left signage all the stairwells on each campus.

3.2 We have commenced a poster campaign for reporting near misses and are working with Student Services and Systems Development to implement a section within the new Student App for highlighting all aspects of Health and Safety but in particular accident and near miss reporting.

4. RISK ASSESSMENT TRAINING

4.1 Risk Assessment training has been organised to ensure managers have the skills and knowledge to undertake risk assessments of the areas in their remit. As part of the audit programme the Health and Safety Officers will advise the managers when the risk assessments are due to be carried out and will ensure the audit plan is adhered to.

4. HEALTH AND SAFETY COMMITTEES

The Health & Safety Committee met on 23 January 2017 and there were no major actions or concerns to be addressed.

5. RISK ANALYSIS

There are no risks associated with this paper.

6. LEGAL IMPLICATIONS

There are no legal implications associated with this paper.

7. FINANCIAL IMPLICATIONS

There are no financial implications associated with this paper.

8. REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

9. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A