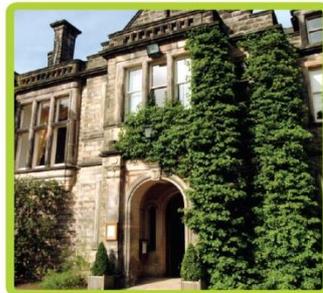




DERBY college



Health, Safety & Environmental Management Annual Report 2014/2015

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EXECUTIVE SUMMARY

The 2014/2015 annual report on health, safety and environmental management summarises college performance and the programme of work carried out during the academic year, in order to work towards the highest standards of health, safety and environmental management.

Overall the report captures the diversity of activity relating to health, safety and environmental management that takes place in the college, whilst combining statistical information on incidents with explanatory information on management.

Derby College's commitment

Derby College acknowledges that all matters of health, safety and environmental management are essential factors which must be integrated within all corporate and management decisions, such that it is embedded within the Strategic Objectives 2014 – 2017 –

- Providing safe and inspiring environments that encourage progress and aspirational outcomes (1.3)
- Championing excellence, every day, to achieve success for all (1.5)
- Maximizing the sustainable use of our resources for positive financial and environmental benefits (4.5)

Performance

Health and safety performance compares well against the previous academic year.

Data on accidents are displayed in Appendix 2. The report contains some commentary and causes observed.

Positive action taken during the year

There were a number of significant developments this year, including:-

- Winning the annual Association of College Health & Safety Champion Award for the development and implementation of the college's online accident and incident reporting system (AIR)
- Development of the college's Carbon Management Plan
- Having a gap analysis undertaken by an independent third party against OHSAS 18001
- Having a gap analysis undertaken by an independent third party against ISO 14001

Next steps

A number of initiatives were started in 2014/2015 that should see results in 2015/2016. For example, reduction in the college's carbon footprint; achieving ISO14001 and OHSAS 18001 certification.

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1 Policy

i) Improving health, safety and environmental management

The Governing Body recognise the important role it plays in giving leadership to improving health, safety and environmental management.

In order to ensure that there is a clear direction for the college to follow, the Health, Safety & Welfare at Work Policy was presented to and approved by the Corporation. This policy forms the foundation on which all other policies, procedures and guidance are built. Further policies and procedures were developed and reviewed this academic year, including:-

- Health and Safety Vetting for Work-based Learning and Work Experience (including projects) Policy
- Fire Safety Management Policy
- Control of Contractors Policy
- Water Management Policy
- Health and Safety Risk Assessment Policy
- Manual Handling Policy

The academic year culminated in the college being awarded the Association of Colleges Annual Health & Safety Champion Award for its online accident and incident reporting system. Achieving this award has generated interest from other education providers within the sector.

The Environmental Compliance Team and Estates Management continue to work with curriculum areas and Campus Operations to embed best practice with regards to waste management, to ensure that robust processes are in place.

The college's Environmental Compliance Team continues to provide competent advice on food safety standards. This has led to improved communications with the college's subcontracted provision, Caterlink, as well as the Catering Academy.

The Environmental Compliance Team has been made responsible for claims management within the college. This has led to a closer working relationship with the college's insurers (Zurich), which had led to a better understanding of risk thresholds, and the claims management process, which has allowed the college to work with Zurich to deny liability on claims more robustly.

The Environmental Compliance Team have developed an environmental aspects and impacts register which identifies college activity and its impact upon the environment. This has also allowed for an assessment to be undertaken with regards to legislation that impacts upon the college, in order to implement measures to obtain ISO14001, and benchmark the college's legal compliance with the relevant legislation, and thus provide assurance that the college is meeting its statutory obligations.

In order for the college to achieve OHSAS 18001, a health and safety legislation register has been developed. This again has allowed the college to benchmark its legal compliance with the relevant legislation, and thus provide assurance that the college is meeting its statutory obligations.

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ii) Co-operation and communication

Co-operation between the college, its staff and learners is fostered through the Health, Safety & Environment Committee, which is chaired by the Chief Executive. The Committee membership was reviewed this academic year to ensure that all areas of the college were represented. The Committee met four times in 2014/2015. Employee and learner views are represented by an active team of Trade Union Safety and Learners Union Representatives.

The Trade Union Safety Representatives remain an important part of the college's health and safety management system, and they should continue to receive full support from the college for the work they do to promote and improve health and safety standards.

The establishment of an Operational Health, Safety & Environmental Management Group which is accountable to the Health, Safety & Environment Committee has improved communication of health and safety information. Its remit is to promote and maintain standards of health, safety and welfare, and environmental management by monitoring college health and safety, and environmental management practice at an operational level.

Communication of health, safety and environmental management is primarily through the college's intranet site and administrator email system. To this end, extensive work has been undertaken with the college's Web Development Team to improve the website to make it more 'user friendly'. Feedback received following the launch of the new web site has been very positive, with staff finding it a useful source of information.

The introduction of a quarterly newsletter has also helped improve the communication of health, safety and environmental management matters across the college. Feedback received about the newsletter has been very positive, with staff finding the topics raised current and informative.

The Environmental Compliance Team continue to provide access for staff and learners to legislation and guidance produced by the Health & Safety Executive (HSE), Environment Agency, Skills Funding Agency and other relevant bodies.

In order to raise awareness amongst learners, the Environmental Compliance Department promotes the Safe Learner concept through support to the college curriculum areas, Subcontract and Partnership Team, the Work-based Learner Team and the Employer Liaison Team.

As part of the college's commitment to getting learners ready for the world of work, health and safety notice boards have been installed in those areas of the curriculum, e.g. Construction and Engineering, which replicate the practice within these sectors. The notice boards are managed by both staff and learners, and this forms part of the teaching and learning which takes places in these areas.

iii) Competence

The development of health and safety competence amongst college staff is a continual process. The Health and Safety training programme contains the following subject areas;

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- Health and safety awareness
- Risk assessment training
- Manual handling training
- Health and Safety Pre-vet training

All staff are assessed for their relevancy for each subject area, for example those who have high levels of manual handling associated with their job roles would attend Manual Handling training. Appendix 1 summarises the training delivered during academic year 2014/15.

The majority of training was delivered internally by the Health, Safety and Environmental Co-ordinator who is a member of the Environmental Compliance Team. Specialist training was purchased externally from competent suppliers on an ad hoc basis depending upon requirements at the time, e.g. safe use of evacuation equipment.

The Environmental Compliance Team continues to work with senior management and Learning & Development in order to ensure that a robust training programme is available to meet the needs of the college. Feedback from each delegate is reviewed to ensure the training programme meets their needs.

Excluding the training programme discussed above, the Environmental Compliance Team are often asked to provide tailored bespoke training for specific groups. In 2014/2015 the following was delivered:-

Subject area:

- Business Development – Employer Assessment Training
- Inclusion and LLDD - Employer Assessment Training
- Estates Maintenance Team – Risk Assessment Toolbox Training
- Work Based Learning Team – Risk Assessment Training
- Roundhouse staff - Fire Safety Training
- Business learners - DSE Awareness
- Art and Design - Manual Handling

The Management of Health and Safety at Work Regulations 1999 requires the college to have access to competent advice to help it meet its health and safety obligations. This is met through members of the Environmental Compliance Team who continue to participate in Continuous Professional Development schemes run by their accredited professional body and other sources, together with specialist advice being provided from external sources, e.g. Radiation Protection Officer, where necessary.

The Health, Safety and Environmental Co-ordinator achieved Certification in Environmental Internal Auditing, accredited by IEMA. This will improve the college's chance of obtaining ISO14001 Environmental Management System, and understanding of the college's environmental impacts.

The Environmental Compliance Team comprises of an Environmental Compliance Manager and a Health, Safety and Environmental Co-ordinator, who are both Chartered members of IOSH (Institute of Occupational Safety and Health).

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The Environmental Compliance Team has, over the academic year, continued to acknowledge the benefit of attending East Midland Health and Safety Networking Forum meetings, with the Environmental Compliance Manager chairing the East Midlands Health & Safety Networking Forum.

Campus Operations Managers have been allocated one day per week to support the Environmental Compliance Team in moving forward the health and safety agenda. These members of staff will be supported by the Environmental Compliance Manager and one of their key roles will be supporting operational delivery of the health, safety and environmental management strategy for the college.

2 Planning and implementing

Planning is essential for the implementation of health and safety policies. When executed correctly it is a good way of demonstrating commitment to continuous improvement and promoting a positive health, safety and sustainable culture. Derby College has a robust process in place which supports an effective health and safety management and environmental management system.

Health, safety and environmental management/sustainability planning operates at all levels of the college, hence the devolution of responsibility to an operational level.

Derby College has robust policies, procedures and standards in place for health, safety and environmental management. Our commitment to continuous improvement recognises the increasing challenges of meeting the demands of legislation, regulatory authorities and the Skills Funding Agency, as well as the expectations of staff, employers, learners and visitors. To ensure that these challenges are met the college has in place formal reporting procedures to the Senior Leadership Team, the Policy Review Group and the Health, Safety & Environment Committee. It is also the responsibility of Health, Safety, Environmental Management, Campus Operations and Estates to review and monitor their implementation.

i) Health and Safety Risk Management

Control of risk is achieved through co-ordinated action by all members of the college. This also includes robust management of any contractors working for the college. To this end, control of contractors was reviewed this academic year and there are stringent checks undertaken with regards to control of contractors on College sites, with liaison taking place between Campus Operations, Events Management and Estates. The appropriateness and effectiveness of this can be measured through the pro-active receipt of suitable and sufficient risk assessments, safe systems of work and permit to work systems.

Health and safety inspections are delivered throughout the year, between 2014/15 there was a 100% success rate in the inspection programme. All action plans were provided to management for their areas of responsibility and reviewed in meetings with Campus Operations, Estates and Team Managers responsible for the area.

In support of the college's risk management processes, a college wide health safety and environment risk register has been developed which is reported through HSE Committee and the college's Risk Management Group. Any significant risks are fed into the college corporate risk register.

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ii) Fire Safety Management

The college has contracted the services of Active Fire Management to undertake fire risk assessments across the college and these have been undertaken for all college premises from which action plans have been developed. It is the responsibility of Campus Operations to liaise with the Estates Team and the Environmental Compliance Team to ensure that the action plans are implemented. The responses range from physical work to the estate to minor changes to local procedures.

Fire evacuation exercises were undertaken at all of the campuses, which were recorded. Positive action was taken e.g. minor changes to local procedures such as management at Assembly Points and Fire Warden re-allocation.

iii) Environmental Management

The College reviewed the waste management contract in 2014/15 academic year, and has subsequently changed the contract holder from Biffa to Veolia. The changeover to a new waste contractor went smoothly, feedback from staff shows the waste management service provided has improved, in addition the working relationship provides the opportunity for Veolia to attend college events to raise awareness of waste and recycling across the college.

The college will continue to work with our main waste management contractor, Veolia, in order to ensure that appropriate facilities are available on all college sites for the effective disposal of waste.

Site waste audits have been undertaken across the main college sites, in conjunction with our Waste Contractor at the start of the contract, in order to ensure that waste is being managed effectively and the correct bins have been provided, which will assist the college in moving towards achieving ISO 14001.

Recycling facilities have been rolled out across all campuses. Curriculum areas continue to work with the Environmental Compliance Team, and Campus Operations with regards to segregating waste at source, which promotes sector best practice with learners.

The college appointed the Energy Team to undertake a gap analysis against the ISO 14001 Environmental Management Standard. From this an action plan has been produced, which demonstrates an ongoing commitment to improvement, leading to certification of the standard.

The college continues to support and proactively promote green travel through its Green Travel Plan.

The Estates Management Team works with external stakeholders and interest groups in developing the college's Travel Plan to ensure it is fit for purpose and has a positive impact upon the wider Derby community.

Collaborative work is being undertaken by the Estates Management Team and Environmental Compliance in order to drive forward initiatives to ultimately achieve a robust environmental management system. For example, policy development, establishing operational procedures for waste management, energy consumption, low carbon maintenance solutions, working with community and educational partners to develop and share best practice across the sector and implementation of the carbon reduction plan.

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All of these are underpinned by the college's Carbon Management Plan, which demonstrates the college's commitment to reducing its carbon emissions.

iv) Workplace Vetting

Derby College has legal, moral and contractual obligations with regards to its learners' health, safety and welfare whilst they are engaged with employers for the purpose of work based learning and work experience.

The Employer Liaison Team, Environmental Compliance Team and Business Development Team inputs into the central records library and database all documentation and information pertaining to employer health, safety and safeguarding assessments, with the Environmental Compliance Manager providing the strategic overview and auditing of the operational management.

v) Safe Learner

The Environmental Compliance Team continues to work with the curriculum areas in delivering bespoke training sessions for learners. For example, construction site safety, and display screen equipment assessment within business.

The aims and objectives of these training sessions are to raise general awareness of health and safety within the workplace so that learners develop a safe set of behaviours in preparation for their chosen vocations, such that:-

- 100% of our learners said they were aware of their own responsibility for safe working
- 99% of our learners said that the College was a safe place (KPI achieved)

Additionally the Environmental Compliance Team continues to support curriculum areas to ensure health, safety and sustainability principles are embedded within the programmes delivered.

vi) Food Safety

The Environmental Compliance Team works with Caterlink and Culinary Arts to ensure high standards of food safety and hygiene. This is achieved through regular meetings and inspections with Team Managers and associated staff from these areas. To date this initiative has contributed to five star food hygiene ratings being awarded following inspections undertaken by local authorities.

Caterlink continue to be audited against the European Food Hygiene standards to enable them to continually monitor and improve food safety standards and quality within the college outlets, attaining over 90% in all of their outlets.

vii) 'Good Spot' Triangle

The target audience for the 'Good Spot' triangle was learners. It was developed and introduced as a method by which they could report any health and safety concerns in a simple way without the need to seek out a member of staff.

viii) AIR (Accident & Incident Reporting) Software

The college's Online AIR (Accident and incident reporting) system, has now been live for the full 14/15 academic year. It is based upon the college's paper based accident, incident and near miss report and investigation form.

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When a report is submitted the Environmental Compliance Team are informed by email and a member of the team will then allocate the report to the member of staff responsible.

Feedback from staff has been very positive, stating the system is easy, and quick to report and investigate with. Data and statistical analysis has improved, allowing for the college to identify any trends.

The implementation of AIR will allow for a more robust and auditable accident, incident and near miss reporting process and also contributes to the college's ongoing carbon reduction commitment as it is proposed that the introduction of this system will lead to less paper being used.

Following successful achievement of the Association of Colleges Award for the AIR system, the college has been approached by various external providers to share best practice, and they have expressed an interest in obtaining the system for their own organisations because of its ease of use and the ability to demonstrate an auditable process.

ix) Slip Testing

The Environmental Compliance Team were approached by Merrill Academy to undertake slip test meter readings and production of a report, in relation to an accident whereby a member of staff fell on the internal flooring. The Team undertook the assessment using the college's Slip Test Meter Equipment, and analysed the data, using the Health and Safety Executive's Slip Assessment Tool, to produce a report of evidence and guidance.

x) Derby UTC

The Environmental Compliance Team provided health and safety advice and guidance to Derby UTC. Before learners and staff were provided with access to the site, the Team were asked to undertake a health and safety inspection, to provide assurance that the facility was up to required health and safety standards. The college will continue to provide advice to the UTC.

xi) Environmental Think Tank

The college implemented an Environmental Think Tank, whereby learners and staff can submit ideas to assist the college in further developing its commitment to environmental sustainability and its carbon management.

3 Monitoring

Monitoring the college's health and safety performance is a legal requirement under the Management of Health and Safety at Work Regulations 1999. Measuring performance against agreed standards to reveal when and where improvement is needed is also an essential part of best practice in health and safety management. As a college we are continually monitoring our performance in order to ensure that we maintain the highest possible standards and comply with sector best practice. For example, trend analysis of accidents/incidents/near misses and site waste management audits.

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i) Proactive monitoring

The Trade Union Safety Representatives' inspection team accompanied by a member of the Environmental Compliance Team carried out inspections of all of the main campuses during the 2014/2015 academic year, from which action plans were developed and brought to the attention of the operational areas, Campus Operations and Estates for action. In line with the college's KPI, we achieved 100% compliance.

Members of the Environmental Compliance Team were involved in visits to all areas of the college on a very wide range of topics. Specific areas would include, for example, construction.

ii) Reactive monitoring

The college's KPI of a 1% reduction in reported accidents/incidents, was achieved. 2013/14 reported 230 accidents/incidents, whilst 2014/15 reported 176 accidents/incidents.

Investigations of accidents and occupational ill-health are undertaken at both departmental and area level by the Environmental Compliance Team and Staff Support Teams. The statistics for academic year 2014/15, 2013/2014, and 2012/2013, can be found under Appendix 2.

The total accident, incident and near misses reported for academic year 2014/15 is 267, however 91 of those reports are classed as 'non college related/first aid incidents' and are therefore taken out of the total, providing a total of 176 accidents, incidents and near misses for the academic year, compared to 230 reports for the year previous.

Land Based reported 40 accidents, incidents or near misses, which were all attributed to 'falls from horse', safety management in this area is high and of a good quality, therefore the injuries are very minor (bruising, or soreness). Falling from a horse is part of the learning process, and the activity is classed as a risk sport.

Construction reported 14 accidents, incidents or near miss reports, the majority of the reports concern the misuse of tools, which result in a minor injury, and manual handling injuries. This is a low statistic of reports, it would be expected that with the levels of tool use, and learning of skills, accidents and incidents are likely to be higher than 14 for the academic year. The Environmental Compliance Team will continue to work with Construction to ensure all types of accidents, incidents and near misses are reported.

Conferencing and Events reported 10 accidents, incidents and near misses, concerning first aid incidents involving clients, traffic management and security incidents.

Motor Vehicle reported 8 accidents, which concerned misuse of equipment and environmental spillages. Again 8 is a very low statistic for reporting within this department. The Environmental Compliance Team will continue to work with the department to ensure all types of accidents, incidents and near misses are reported.

The Roundhouse and Broomfield had the highest rate of reports for the academic year. This is likely to be due to the amount of learners and staff based at these two sites, in addition to the high risk activities undertaken, compared to the smaller sites such as JWC.

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Prince Charles Avenue reported only 5 incidents, however these were of high risk security incidents, two of which involved fires being set in the external bins, damaging the playing fields.

At the start of the academic year, an accident involving a Fort Lift Truck being grounded by a member of staff who was not licenced to drive the equipment was reported by the Construction department. It was identified from investigating, that no member of staff in the Construction department was licenced to drive the FLT. Historically the FLT has been driven by untrained staff. The FLT was prohibited from being used by the Environmental Compliance Manager, until such time as staff had been trained in its use, and obtained the appropriate licence.

The Civil claims made against the College this academic year include:-

- **Prince Charles Avenue: Case closed, settled at £5237.30**
Claimant playing football, slipped on surface water coming from the leaking roof, sustaining soft tissue damage. Investigation found Estates were aware of the issue, but were unable to identify the reason or location of the leak, preventing them for undertaking works.
- **Broomfield : Case closed, settled at £11,328**
The Claimant tripped and fell down a flight of stairs whilst carrying a box of papers, resulting in concussion and bruising to various body parts. Investigation found the carpet was worn, and thought that the Claimant's foot had caught the carpet, causing the fall.
- **Princes Trust: Denial of liability**
Claimant walked through the kitchen area (Drum Hill Scouts Camp), slipping on water/juice on the kitchen floor, sustaining unspecified injury. Investigation identified the water/juice was spilt just as the claimant entered the room.
- **Stephenson Cabin: Settled, no payment**
Claimant walked into a wooden pole at the side of the cabin.
- **Equine: Claim currently being disputed**
Claimant fell from the horse, sustaining minor injuries. Insurers, Environmental Compliance and Equine have investigated the accident, Zurich are denying liability for the claim from their investigation.

iii) Performance Indicators

a) Communication and visits by external agencies

The Local Authority Environmental Health Officer undertook a Food Hygiene Inspection in academic year 2014/15, and re-awarded the Engine Shed Restaurant a Grade 5 Food Hygiene rating,

The Caterlink provision was also inspected and was awarded a grade 5.

The Broomfield Little Explorers nursery was inspected and awarded a grade 5.

b) Enforcement actions by enforcing authorities

No enforcement actions have occurred in the reporting period.

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c) Derby College Key Performance Indicators

Key Performance Indicators (KPIs) have been developed and approved by the college's Health, Safety & Environment Committee as a way of measuring performance.

Health and Safety

- 100% completion of Health and Safety Inspection Programme for the academic year. **Achieved.**
- 1% reduction in reported accidents/incidents. **Achieved.**
- 100% of planned fire evacuation exercises on all campuses are completed within the agreed fire evacuation standard. **Achieved.**
- 100% of staff complete their mandatory 3-year health and safety refresher training within 2 months of the renewal date, excluding those on long term sick, maternity leave, etc. **Achieved.**
- Area health and safety management audits achieve at least an overall 90% compliance score. **89% was achieved; therefore the KPI was not met.**
- 99% of learners believe that the College is a safe place to be. (Learner Voice Quality Survey). **Achieved.**

Data will be collected and analysed by the Environmental Compliance Team and reported on at both Health, Safety & Environment Committee and to Corporation as means of providing assurance that robust processes are in place in respect of the college's health, safety and environmental management responsibilities and that, where necessary, remedial action is being taken to ensure compliance with these KPIs.

4 Audit and Review

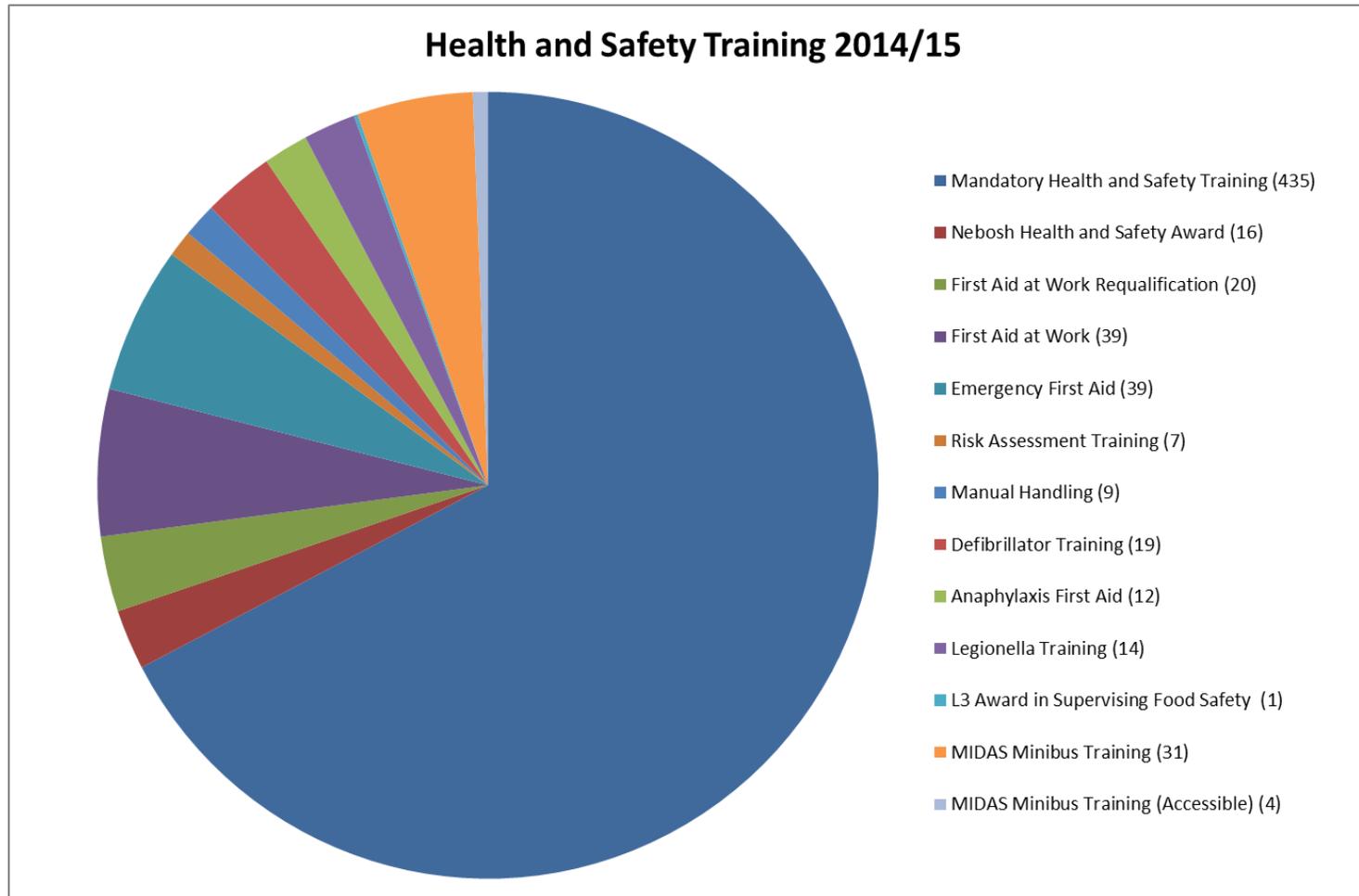
As part of the college's commitment to continuous improvement, an internal operational health and safety management audit was developed by the college's Environmental Compliance Team and carried out within the high risk academies, Feedback was given to Faculty Head's, Faculty Team Manager's and Assistant Head's for action and monitoring of implementation.

5 Next steps

In terms of corporate responsibility for health and safety, work is being undertaken to ensure that the key elements of an effective health and safety management system are being addressed and implemented in line with the health and safety strategic objectives, and taking on board the principles of HSG 65 and the requirements of OHSAS 18001, such that the college can seek certification against this International Standard.

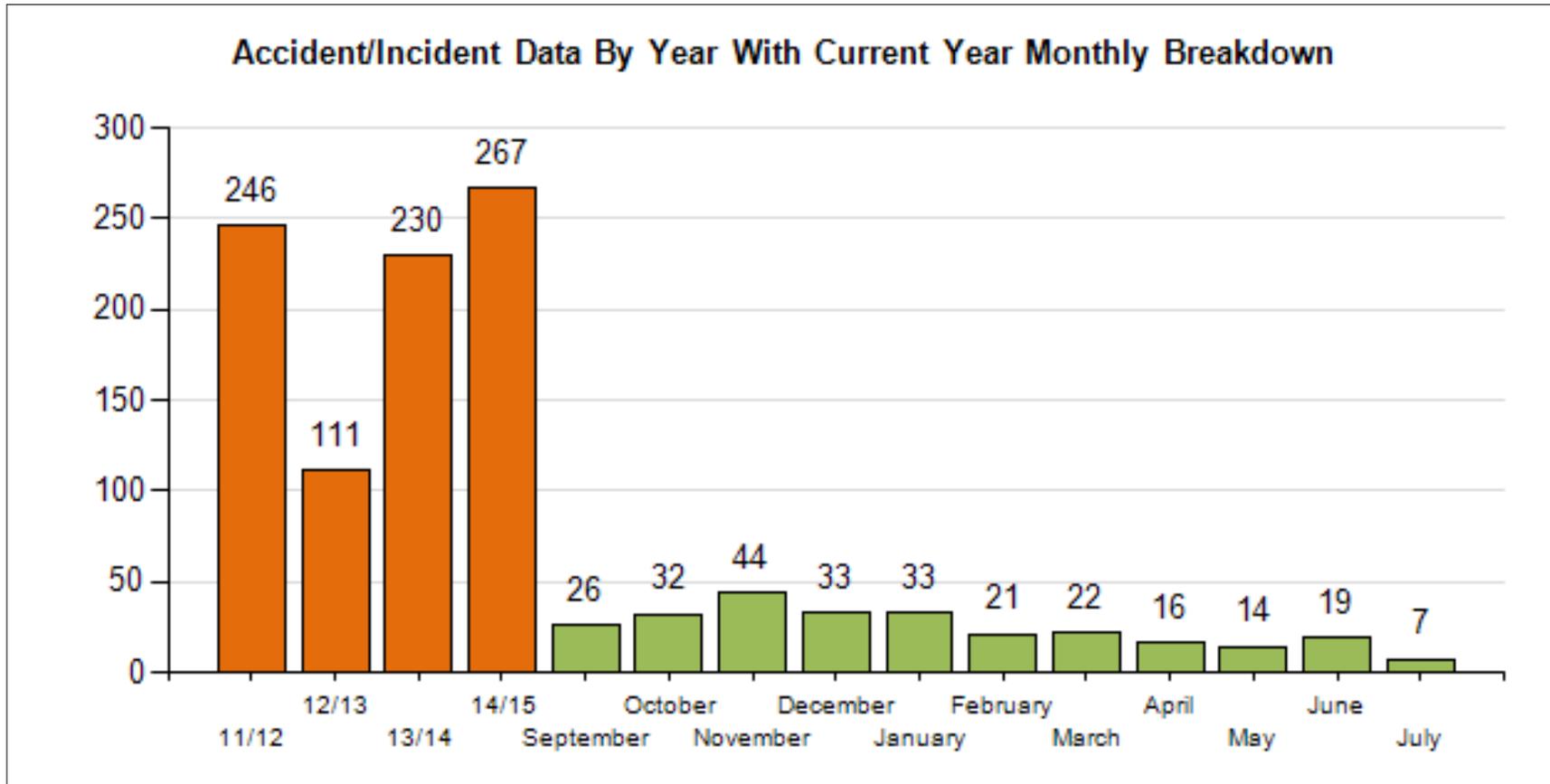
Continuing work is being undertaken with Estates Management in the development of an Environmental Management System compliant with ISO 14001.

Appendix 1

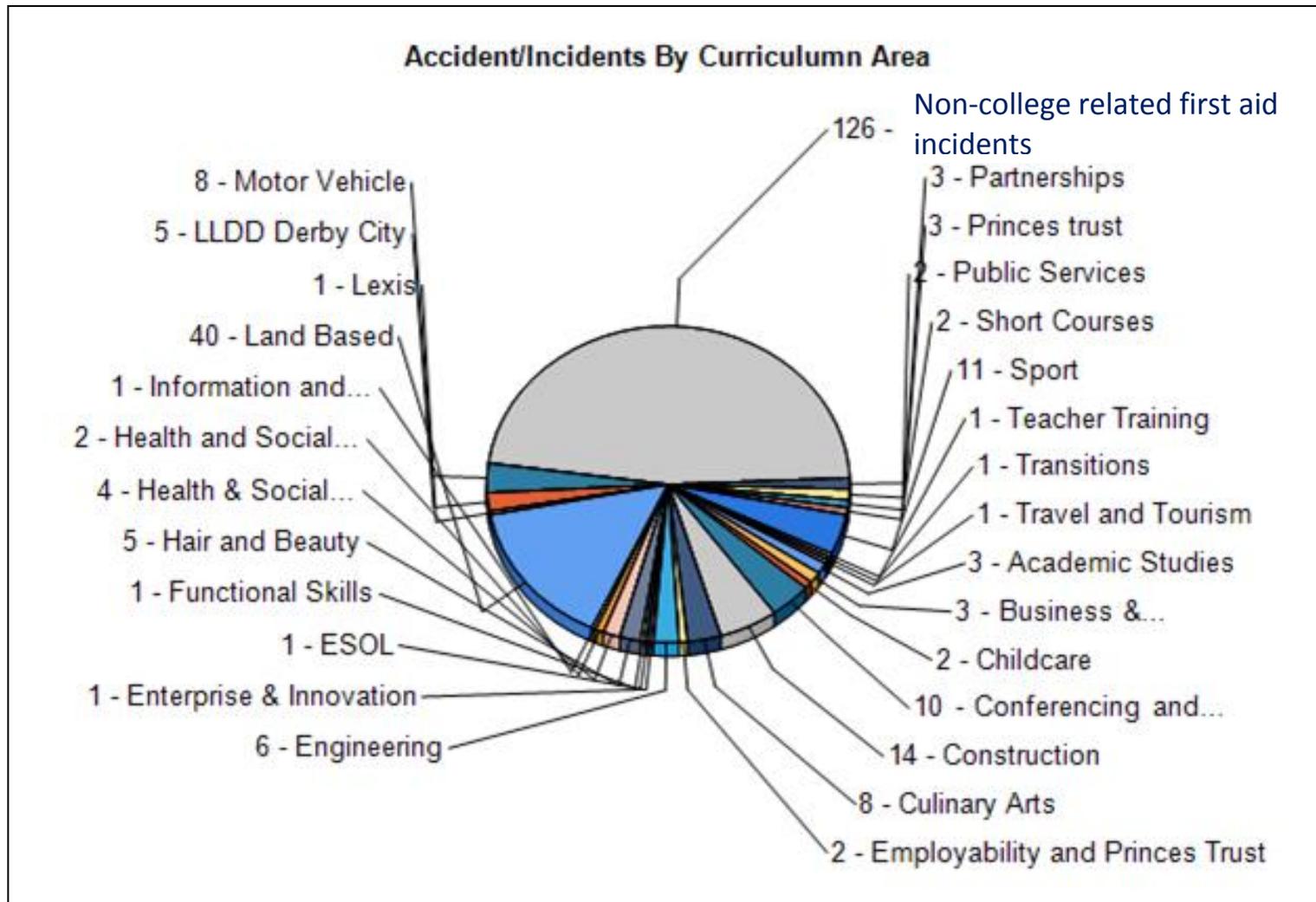


Graph 1 – Health and safety training data 2014/15

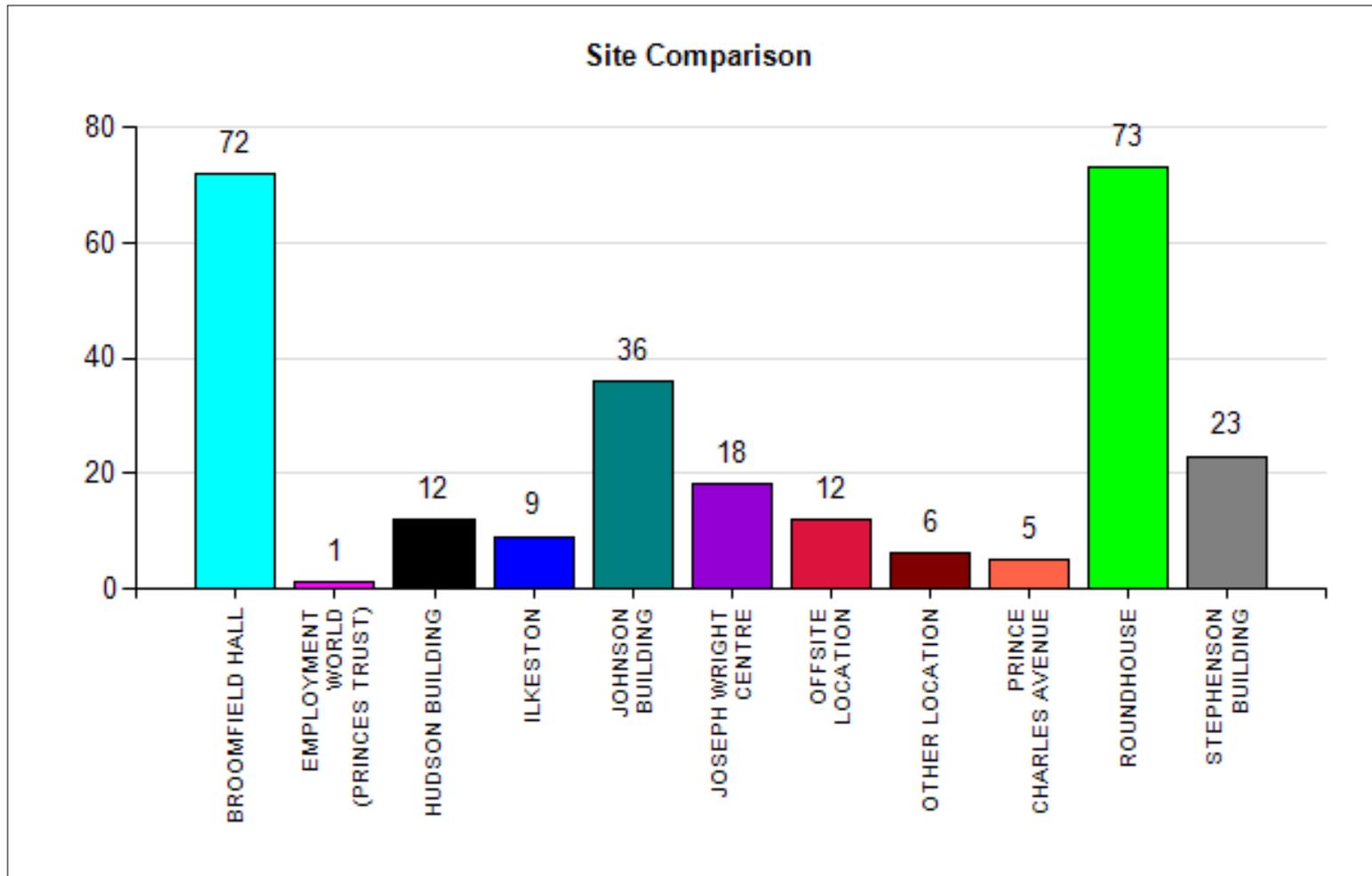
Appendix 2



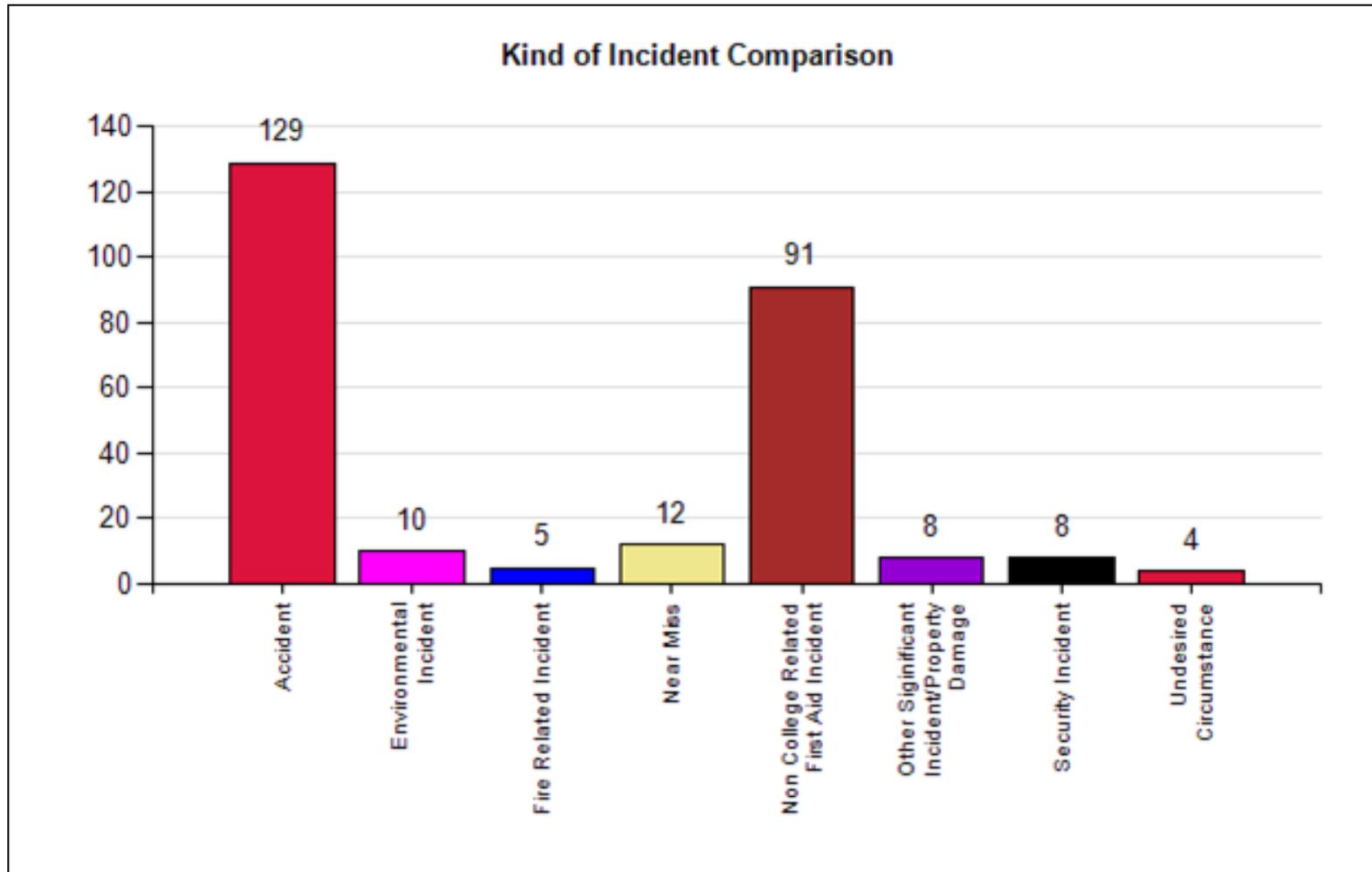
Graph 2 – Accident/Incident/Near Miss Data By Year With Current Year Monthly Breakdown.



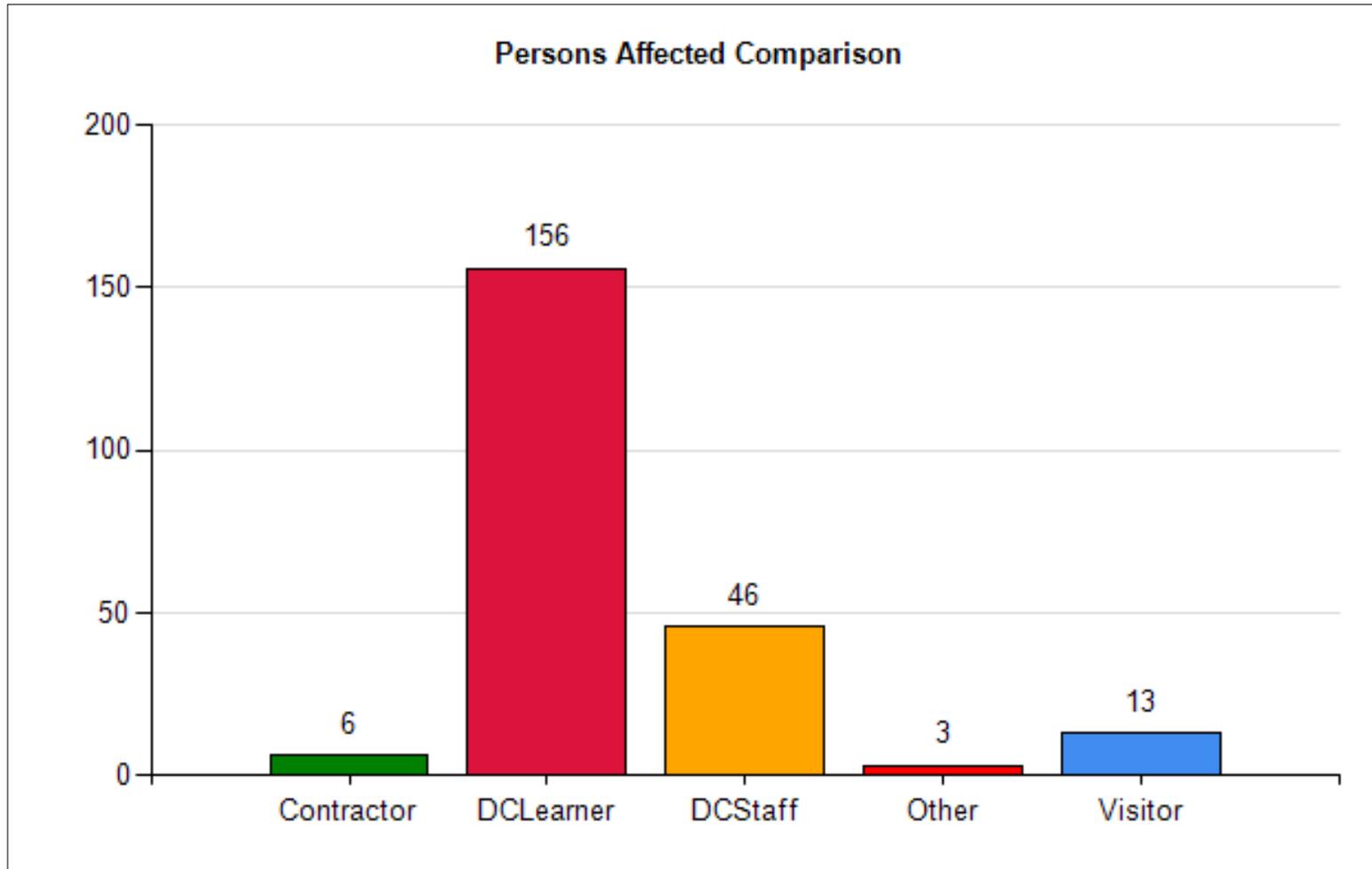
Graph 3 – Accidents, Incidents and Near Misses By Curriculum Area



Graph 4 – Site Comparison



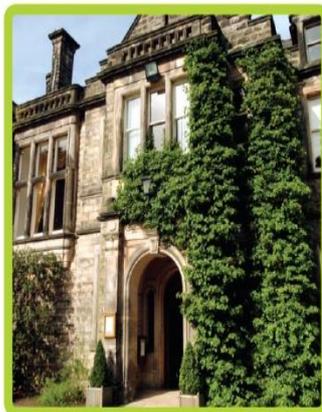
Graph 5 – Kind of Incident Comparison



Graph 6 – Persons Affected Comparison



DERBY college



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Ref: ps/ni/version 1
Date: August 2015

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