

DERBY COLLEGE GROUP
ANNUAL REPORT



**Health, Safety &
Environmental
Management
2017/2018**

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EXECUTIVE SUMMARY

The 2017/2018 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 and training, 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 2017 - 2020

- Priority Three – Excel in all that we do
 - Ensuring our learning environments are safe, accessible and sustainable, provide aspirational learning zones and foster independent study.

Performance

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

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

Positive action taken during the year

There were a number of developments this year, for example testing the emergency procedures for hostile intruder at the Joseph Wright Centre in July 2018 and producing a training session in conjunction with the East Midlands Counter Terrorism Team which is to be rolled out across the country around optimizing people in security.

Next steps

A number of initiatives were started in 2017/2018 that will be continued moving forward into 2018/2019. For example, engaging volunteers to act as Health & Safety and Environment Champions.

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 across the Derby College Group.

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:-

- Educational Visits Policy
- Health & Wellbeing Policy
- Medication Management Policy
- Use of reasonable force Policy

The Environmental Compliance Team comprises of an Environmental Compliance Manager who is a Chartered member of IOSH (Institute of Occupational Safety and Health), a Team Manager – Campus Operations & HSE, and an Environmental Compliance Administrator.

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

The College's Environmental Compliance Team provide competent health safety and environmental management advice/support to the College, including food safety, fire, and security management.

The Environmental Compliance Team continues to be responsible for claims management within the College which has led to improved communication in the management of claims received by the College, whether this be civil, motor vehicle or property.

The health and safety legislation register continues to be monitored and reviewed to ensure that the College is meeting its statutory obligations.

ii) Co-operation and communication

Co-operation between the College, its employees and students is fostered through the Executive Health, Safety & Environment Committee (HSEC), which is chaired by the Deputy Chief Executive. The Committee met four times in 2017/2018. Employee views are represented by Trade Union Safety Representatives. Again, this academic year Trade Union representation has been poor, with only 2 representatives being put forward by the Trade Unions. Because of the poor employee representation Health & Safety Champions and Environmental Champions have been appointed to facilitate communication across the Derby College Group.

The Health, Safety & Welfare Monitoring Group (HSWMG), which is chaired by the Environmental Compliance Manager is accountable to the HSEC and met 3 times this academic year. The Group is responsible for establishing, promoting and

maintaining standards of health, safety and welfare, and environmental management, by monitoring College practice and feeding into the HSEC areas for improvement and the sharing of best practice across the Derby College Group.

The Operational Health, Safety & Environmental Management Group which is accountable to the HSWMG continues to improve health, safety and environmental management communication. The Group was established to operationally promote and monitor the College's Health, Safety & Environment management systems and is chaired by the Team Manager – Campus Operations & HSE. This group met 3 times this academic year.

Communication of health, safety and environmental management is primarily through attendance at Team meetings, the College's intranet site and administrator email system.

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

iii) Competence

The development of health and safety competence amongst College employees is a continual process. The training programme contains the following subject areas;

- Health and safety new starter induction
- Protecting against hostile attack, including Stay Safe
- Optimizing people in security
- IOSH Managing Safely
- Environmental management
- Workplace wellbeing
- Risk assessment
- Manual handling
- Health and Safety vetting of employers
- Educational visits
- MiDAS
- Emergency procedures, including evacuation equipment, first aid, fire-fighting equipment

The College's health and safety training matrix identifies employee training requirements dependent on their role and responsibilities within the College and is graded as to whether it is mandatory, essential for the role or desired. Appendix 1 summarises the training delivered during academic year 2017/2018.

The training was delivered internally by members of the Environmental Compliance Team and the Roundhouse Thinking Team. Specialist training was provided by external specialists, e.g. Derbyshire Firearms Response Unit.

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 2017/2018 the following was delivered:-

Subject area:

- LLDD students – Manual handling
- Inclusion & Support – Educational visits
- Construction – Risk Assessment
- DHU – Emergency procedures and use of emergency evacuation equipment
- St James Centre – Emergency procedures and use of emergency evacuation equipment

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 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 this group.

Campus Operations Managers continue to be supported by the Environmental Compliance Team, as one of their key roles is ensuring safety across the Derby College estate.

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 Education and Skills Funding Agency, as well as the expectations of employees, employers, students, visitors and the wider community. To ensure that these challenges are met the College has in place formal reporting procedures to the Leadership Team, College Management Team and the Executive Health, Safety & Environment Committee. It is also the responsibility of the Environmental Management Team, 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 community, which also includes robust management of any contractors working for

the College. 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 carried out throughout the year, and during 2017/18 there was a 100% completion rate of the College's 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.

Operational health and safety management audits have been carried out with Team Managers across the College, with action plans developed as part of the process. Implementation of the action plan is the Team Managers responsibility, with support being provided where required by members of the Environmental Compliance Team.

In support of the College's risk management processes, a College wide health safety and environment risk register is in place which is reported through Executive HSE Committee and the College's Executive Risk Committee.

ii) Fire Safety Management

The College's fire risk assessments were completed this academic year by a Consultant engaged by the College, from which action plans were 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 carried out across all the College estate, with drills being carried out on a termly basis and during times when the campuses were in operation, e.g. evenings and early mornings. Positive action was taken e.g. minor changes to local procedures such as management at Assembly Points and review of the systems in place for managing people requiring assistance.

iii) Environmental Management

The College continues to work closely with its waste contractor, Veolia and this relationship provides the opportunity for Veolia to attend College events to raise awareness of waste and recycling across the College as well as the opportunity to improve how the College's waste is managed.

Recycling facilities continue to be rolled out across all campuses and curriculum areas continue to work with the Environmental Compliance Team, Estates Management and Campus Operations with regards to segregating waste at source, which aims to mirror and promote sector best practice with students.

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.

Environmental management forms part of the new starter induction in order to raise awareness within the College community about our guiding principles and the cost of effective energy management, for example.

iv) Environmental Monitoring - Noise Assessments

Concerns had been raised about the noise levels within Reprographics at the Johnson Building. The general noise levels within the area were found to be below the first action level. However, one machine, (the Morgana Digifold Pro), when in use, is found to exceed the first action level. This machine is used infrequently and ear protection has been provided for employees to use when working on this piece of equipment.

v) Workplace Vetting

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

The Employer Liaison Team, Environmental Compliance Team, Apprenticeship Team and Business Development 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.

vi) Food Safety

The Environmental Compliance Team works with Caterlink, Hospitality and Catering and Little Explorers Nursery to ensure high standards of food safety and hygiene, which is achieved through inspections and meetings. 5* food hygiene ratings have been awarded to all catering facilities across the College estate, 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 96% in all of their outlets.

vii) Counter Terrorism

This academic year the College worked with Derbyshire Firearms Response Unit and carried out a hostile intruder simulated event at the Joseph Wright Centre to test the local emergency procedures. The event was well received by staff and testing of the College's Alertus system identified further action for IT, particularly in relation to activation on Apple Macs.

Feedback from the East Midlands Special Operations Unit – Counter Terrorism Team has identified that Derby College is leading in this area, and to this end has been visited by several FE Colleges and the University of Derby in order to share best practice.

Working with the East Midlands Counter Terrorism Team a new awareness raising session has been developed – Optimizing People in Security. This will now form part of the mandatory training for College employees. An assessment by the National Counter Terrorism Security Office (NaCTSO) will see this session being rolled out across the UK.

viii) Health and Wellbeing

The Health & Wellbeing Group is a subgroup of the College's Executive Health, Safety & Environment Committee and is responsible for implementing health and wellbeing initiatives in line with local and national priority areas. Health and wellbeing days have been held across College sites.

A key focus this year has been mental wellbeing and this will continue into the next academic year.

A health and wellbeing action plan is in place which is monitored through the Health & Wellbeing Group and will be the tool that is used to assess our performance against the Workplace Wellbeing Charter.

ix) Ionising Radiation Regulations 2017

The Ionising Radiation Regulations were revised, with the changes coming into force on 1 January 2018. The changes made identified that employers had to apply to the HSE before they start certain new work with ionising radiation, with a graded approach being taken, based upon size and likelihood of exposure. In line with these changes the College had to register our ionising radiation practices and this action was carried out in January 2018.

ix) Glazing Surveys

Glazing surveys have been carried out across the Broomfield Hall estate which have identified areas that require attention, namely the glasshouses and low-level glazing within buildings. A short, medium and long-term plan has been developed by Estates to improve the glazing within these areas.

2 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, safety and environmental 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.

i) Proactive monitoring

The Environmental Compliance Team, in conjunction with Campus Operations Managers carried out inspections on all of the main campuses during the 2017/2018 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, engineering in order to support them to improve health and safety management in this high risk area., working with the Plumbing & Gas Academy to support them in delivering the Uniper contract.

Health & Safety management audits were undertaken with Team Managers in order to assess how health and safety was being managed at an operational level, from which action plans were developed.

ii) Reactive monitoring

The total accidents, incidents and near misses reported for academic year 2017/18 is 362, however 127 of those reports are classed as 'non College related/first aid incidents' and are therefore taken out of the total, providing a total of 235 accidents, incidents and near misses for the academic year, compared to 219 reports for the year previous.

Two of the reports received resulted in RIDDOR:-

- IP slipped on wet leaves on one of the polished drain covers at the Roundhouse which resulted in a fracture. Drain covers replaced with aluminium 5 bar treadplate. (This accident resulted in a civil claim.)
- IP snagged the arm of their jumper whilst using a pedestal drill. IP was taken to hospital where their arm was found to be bruised and not broken. Area reviewed supervision levels and competency assessments for students. Student was reassessed on the machine and supervised until they were assessed as having the appropriate knowledge and skills to use the equipment unsupervised.

Investigations of accidents and occupational ill-health are undertaken at both departmental by Team Managers and area level by the Environmental Compliance Team and Campus Operations Managers. Statistical information can be found in Appendix 2.

Academic year	Students	Accidents reported	Accidents per student
2014/2015	19973	133	0.007
2015/2016	16366	223	0.014
2016/2017	15168	219	0.014
2017/2018	15762	235	0.015

Land Based reported 53 accidents, incidents or near misses, which were attributed to falls from horse, cuts from using equipment or animal bites. Safety management, e.g. enforcement in the wearing of PPE and safety management systems in this area is high and of a good standard, therefore the injuries are very minor.

Two animal welfare incidents were reported this year:-

- Lama had to be put to sleep because of an infection.
- Horse had to be put to sleep following a collapse. The emergency services were called to assist but, unfortunately, they were not able to get the horse back on its legs.

Animal welfare incidents will now be reported through AIR and fed into any reports generated for Committee.

Hair and beauty reported 25 accidents, incidents or near misses, which were attributed to cuts from scissors, burns from hair straighteners and allergic reactions. As part of learning the lessons practice is reviewed with students who sustain a 'vocational' injury, which is part of the learning process.

Construction reported 48 accidents, incidents or near misses. The reports related to misuse of tools, splashes in the face from hazardous substances, e.g. mortar and manual handling injuries. The dangers of misuse of tools and substances is reiterated to students, posters are in place and safe manual handling practices form part of curriculum delivery.

The Roundhouse (61), JWC (64) and Broomfield (100) had the highest rate of reports for the academic year.

There was one civil claim made against the College this academic year as identified above.

iii) Performance Indicators

a) Communication and visits by external agencies

Nil to report.

b) Enforcement actions by enforcing authorities

No enforcement actions have occurred in the reporting period.

Derby College Key Performance Indicators

Key Performance Indicators (KPIs) have been developed and approved by the College's Executive 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 100%**
- 100% of planned fire evacuation exercises on all campuses are completed within the agreed fire evacuation standard – **Achieved 100%**
- 100% of staff complete their mandatory three year health and safety refresher training within two months of the renewal date, excluding those on long term sick, maternity leave, etc – **Achieved 100%**
- Area health and safety management audits achieve at least an overall 90% compliance score - **Not achieved.** 85% average achieved for those audits undertaken. Action plans have been put in place for all audits undertaken, which are reviewed regularly with managers and additional Environmental Compliance support is given to those managers who are not achieving the required standard set. Team Managers attend and are expected to successfully complete the IOSH Managing Safely (as a minimum) and for some managers, i.e. Campus Operations it has been recommended that they also undertake the NEBOSH National General Certificate or equivalent.

Environmental Management

- 1% reduction in the volume of utilities – **Exceeded 8% reduction**
- 2% reduction in the volume of waste – **Exceeded 8% reduction**
- 100% of College waste not going to landfill - **Achieved**
- 2% increase in waste segregated at source (recycled) – **Exceeded 4.5% increase**
- 100% of employees complete their mandatory environmental awareness training, excluding those on long term sick, maternity leave, etc – **Achieved 100%**

Data will continue to be collected and analysed by the Environmental Compliance Team and Estates Management, and reported on at both Executive Health, Safety & Environment Committee and to Corporation as a means of providing assurance that robust processes are in place in respect of the College's health, safety and environmental management systems 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 developed by the College's Environmental Compliance Team continues to be undertaken with Team Managers. Feedback and action plans have been developed and their implementation is being monitored by the Environmental Management Team.

The College aims to seek accreditation of the ISO 45001 standard moving forward in order to provide assurance that the health and safety management system is robust.

In regards to ISO 14001, further work is required with regards to operational management and processes before certification can be sought.

5 Next steps

In terms of corporate responsibility for health and safety, work is ongoing to ensure that the key elements of an effective health and safety management system continue to be embedded across the College community, in line with the College's strategic objectives and the requirements of ISO 45001, such that the College can seek certification against this International Standard.

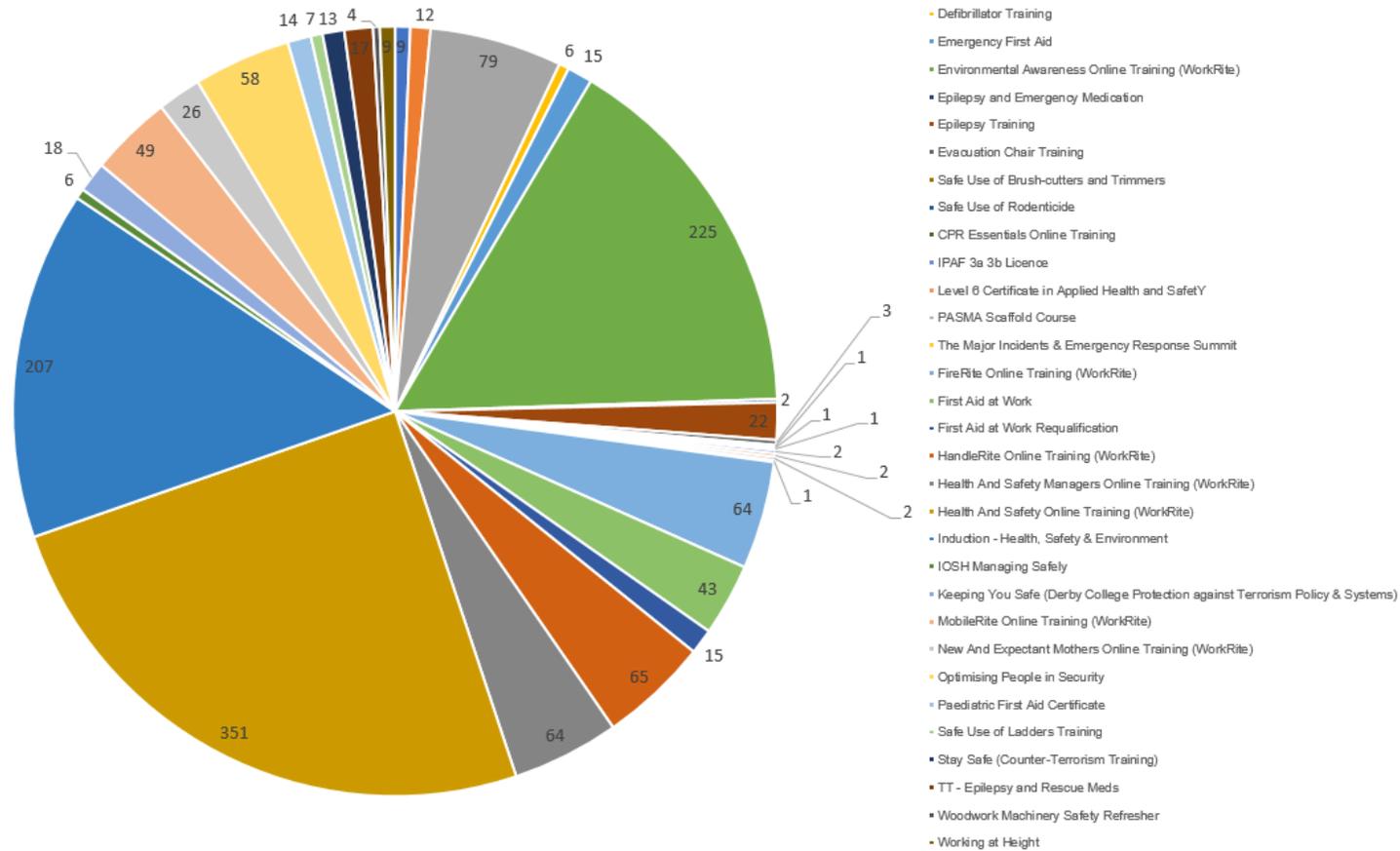
Work continues with Estates Management in the development of an Environmental Management System compliant with ISO 14001.

As part of the College's ongoing commitment to health and wellbeing across the College community, the College will be seeking to achieve The Workplace Wellbeing Charter which is a National Award for England.

Appendix 1

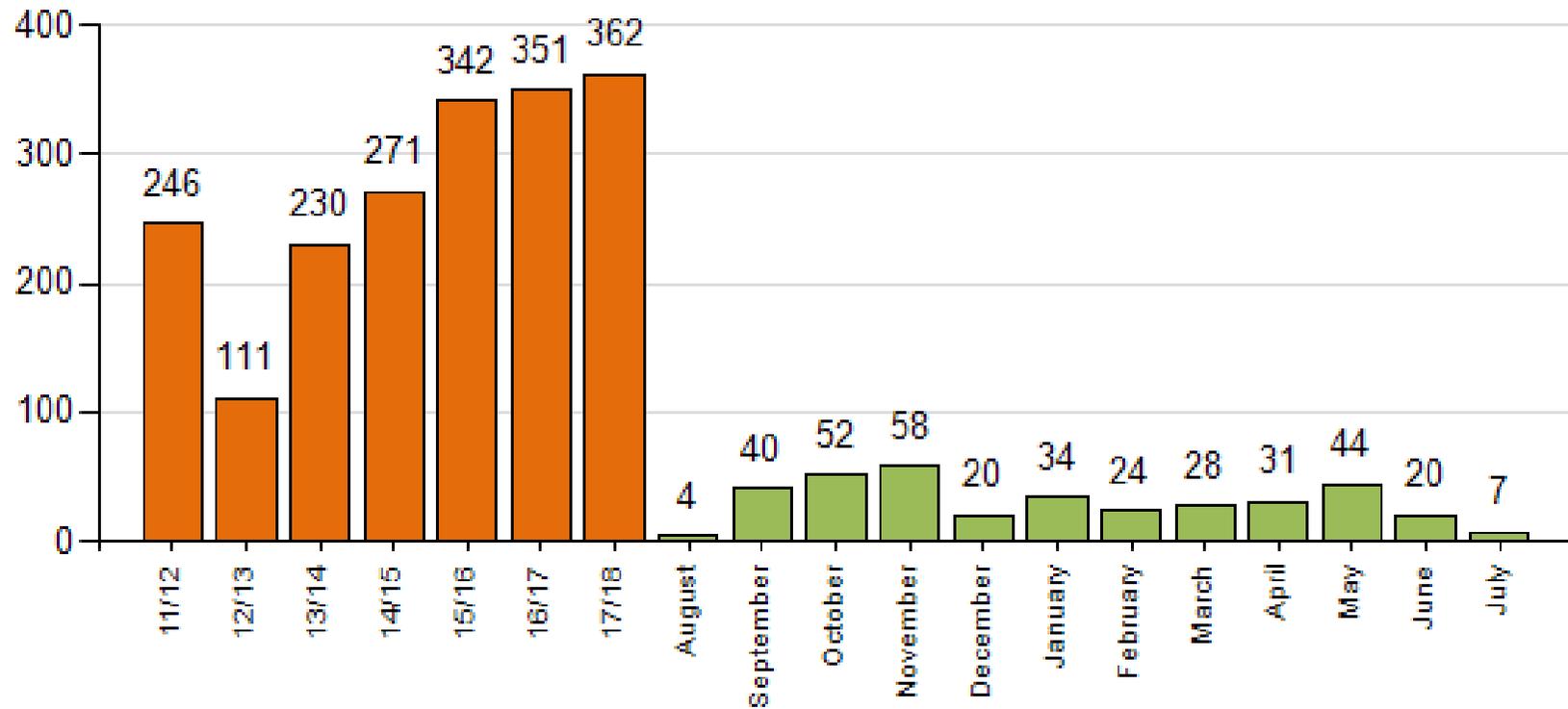
Graph 1 – Health and safety training data 2017/2018

Health, Safety & Environmental Management Training 2017/2018 Academic Year



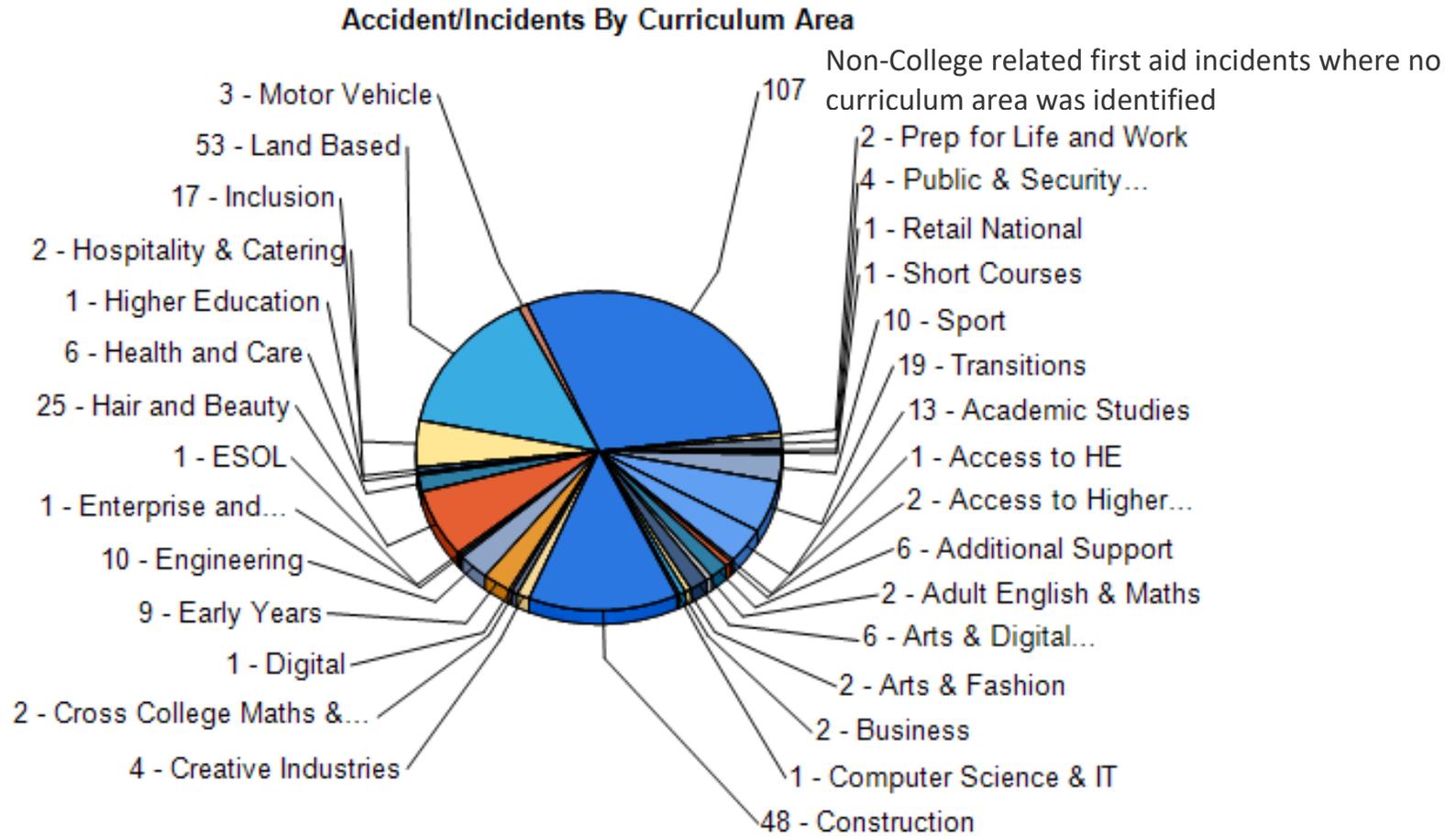
Appendix 2

Accident/Incident Data By Year With Current Year Monthly Breakdown

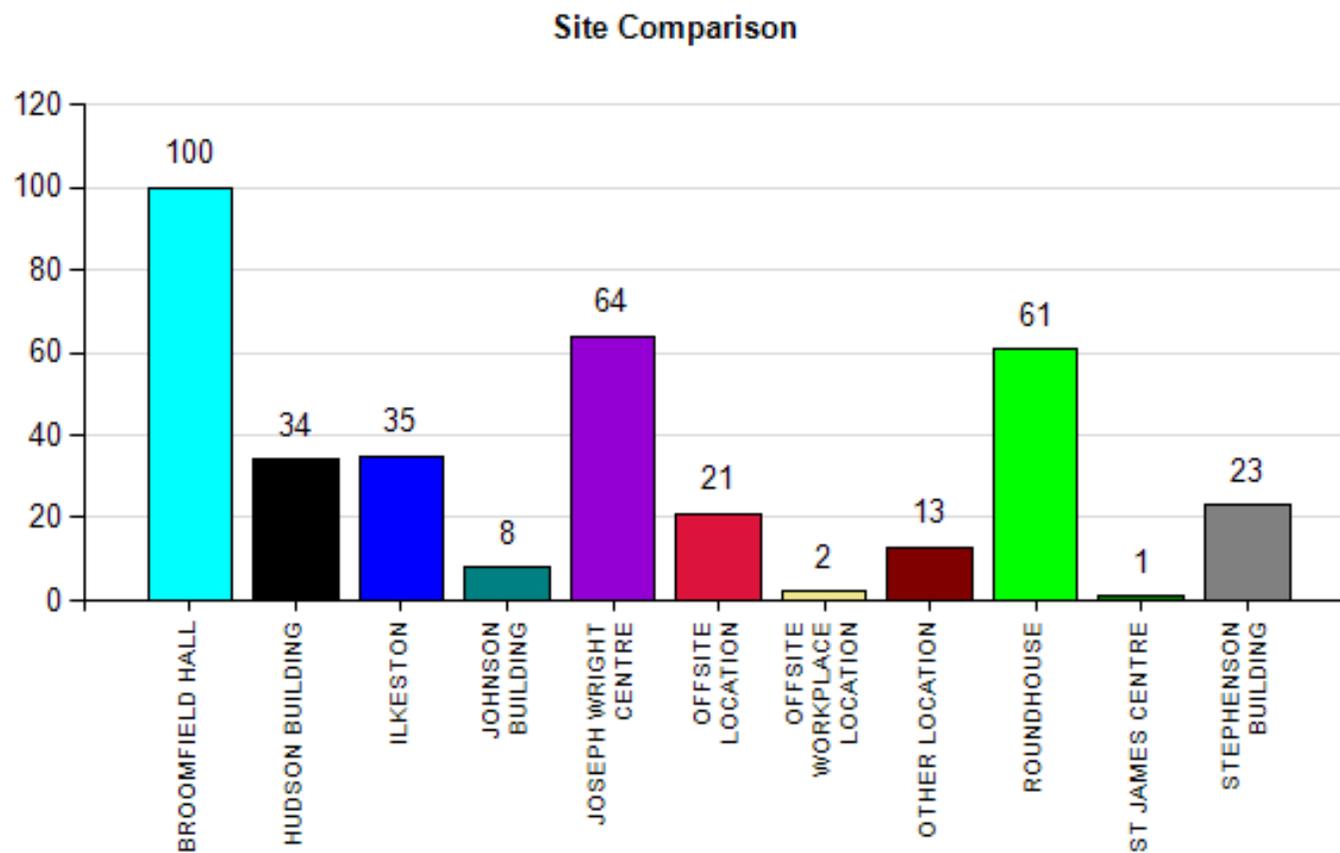


Graph 2 – Accident/Incident/Near Miss Data By Year With Current Year Monthly Breakdown.

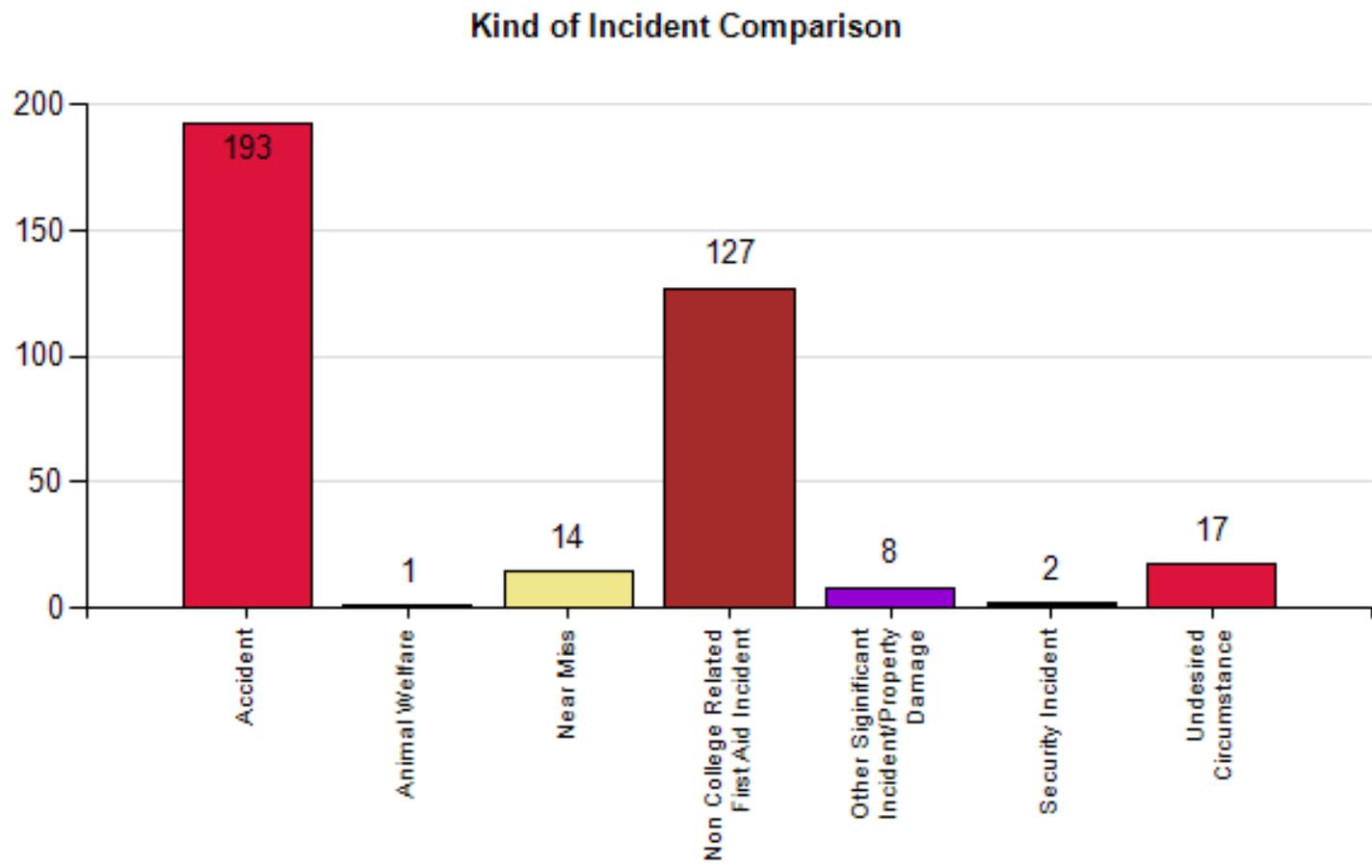
Graph 3 – Accidents, Incidents and Near Misses by Curriculum Area



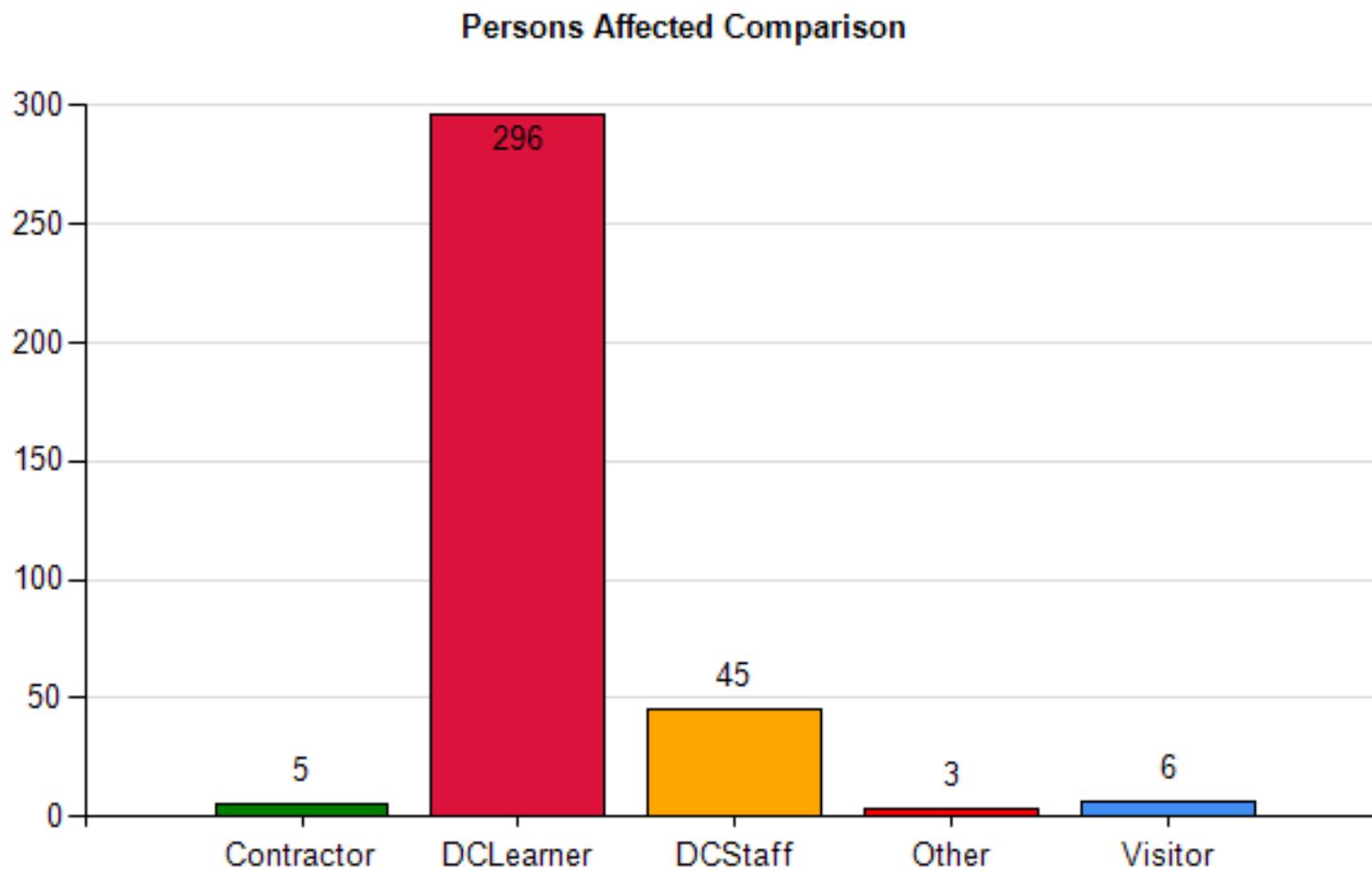
Graph 4 – Site Comparison



Graph 5 – Kind of Incident Comparison



Graph 6 – Persons Affected Comparison





The Derby College Group

The Roundhouse
Technical & Professional Skills College
Roundhouse Road
Pride Park
Derby
DE24 8JE

The Johnson Building
Motor Vehicle Academy
Locomotive Way
Pride Park
Derby
DE24 8PU

The Hudson Building
Construction Skills Academy
Locomotive Way
Pride Park
Derby
DE24 8PU

The Joseph Wright Centre
Post-16 Academic & Arts College
Cathedral Road
Derby
DE1 3PA

Broomfield Hall
Land-based & Leisure College
Morley
Ilkeston
Derby
DE7 6DN

Ilkeston College
Technical Skills College
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