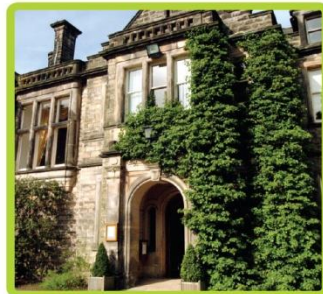




DERBY college



# Health, Safety & Environmental Management Annual Report 2016/2017

# Health, Safety & Environmental Management Annual Report 2016/2017

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## EXECUTIVE SUMMARY

The 2016/2017 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 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 favourably against the previous academic year.

Data on accidents is displayed in Appendix 3. The report contains some commentary and causes observed.

### Positive action taken during the year

There were a number of developments this year, for example establishing robust hostile attack procedures across all College campuses, which were tested in December 2016 to ensure that they would be effective should an incident occur.

### Next steps

A number of initiatives were started in 2016/2017 that will be continued moving forward into 2017/2018. For example, ongoing implementation of the College's counter terrorism plan, particularly focusing on hostile intruder.

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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:-

- Risk Assessment Policy
- Manual Handling Policy
- Communicable Diseases Policy
- Control of Contractors Policy
- Workplace Vetting Policy
- Water Management Policy
- Environmental Management Policy
- Educational Visits 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 Health, Safety and Environmental Adviser, 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 Health, Safety & Environment (HSE) Committee, which is chaired by the Chief Executive. The Committee met four times in 2016/2017. Employee views are represented by Trade Union Safety Representatives. However, this academic year Trade Union representation has been poor, with only one representative being put forward by the Trade Unions. Because of the poor employee representation it was agreed at HSE Committee that Health & Safety Champions and Environmental Champions would be sought to facilitate communication across the College community. To this end Environmental Compliance and Human Resources worked

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together to actively encourage employees to volunteer as ambassadors in these two areas. This approach was successful with several employees putting themselves for these important roles.

The establishment of an Operational Health, Safety & Environmental Management Group which is accountable to the Health, Safety & Environment Committee continues to improve health, safety and environmental management communication. 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. This group met four 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, 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
- IOSH Managing Safely
- Environmental management
- Workplace wellbeing
- Risk assessment
- Manual handling
- Health and Safety vetting of employers
- 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 2016/17.

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. East Midlands Special Operations Unit – Counter Terrorism Team.

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.

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Excluding the training programme discussed above, the Environmental Compliance Team are often asked to provide tailored bespoke training for specific groups. In 2016/2017 the following was delivered:-

Subject area:

- LLDD students – Manual handling
- Travel and Tourism – Risk Assessment

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 supporting operational delivery of the health, safety and environmental management strategy for the College.

## **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 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 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. 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.

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Health and safety inspections are carried out throughout the year, and during 2016/17 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 in high risk areas of the College, with an 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 HSE Committee and the College's Risk & Finance Group. Any significant risks are fed into the College corporate risk register.

## **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 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 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 at source, e.g. segregation of food waste.

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 and implementation of the carbon reduction plan. All of these are underpinned by the College's Carbon Management Plan, which demonstrates the College's commitment to reducing its carbon emissions.

## Health, Safety & Environmental Management Annual Report 2016/2017

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) 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 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) Food Safety**

The Environmental Compliance Team works with Caterlink and Hospitality and Catering to ensure high standards of food safety and hygiene, which is achieved through inspections and meetings. Five star 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 90% in all of their outlets, with the average being 95%.

### **vi) AIR (Accident & Incident Reporting) Online Reporting System**

The College's online AIR (accident and incident reporting) system, has now been live for three academic years. Feedback from employees continues to be very positive, with them stating that the system is easy, and quick to use and that the investigation tool is easy to follow. Data and statistical analysis has improved, allowing for the College to identify any trends and learn lessons in order to prevent recurrence.

### **vii) Counter Terrorism**

This academic year saw the culmination of the hard work carried out last year with two practical exercises taking place at the Roundhouse and Broomfield Hall campuses. Both exercises involved a bomb threat call being received by the Call Centre and the placing of unattended items in several locations. The exercises were carried out in conjunction with the East Midlands Special Operations Unit – Counter Terrorism Team and valuable lessons learnt, in particular with regards to searching and effective communication between search teams and the Duty Safety Officer managing the incident.

Simulations on a smaller scale were carried out on all of the College's other campuses by activation of the Alertus system, which tested their local procedures, as well as the effectiveness of the IT system as a means of communication.

Moving forward into the next academic year further work will be undertaken, with support from the East Midlands Special Operations Unit – Counter Terrorism Team,



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in relation to hostile intruder. There is an aim to carry out a simulation on one of the College campuses towards the end of the academic year.

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.

## **viii) Health and Wellbeing**

The Health & Wellbeing Group is a subgroup of the College's 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 with information, advice and guidance being available from areas such as the College's Occupational Health provider, healthy eating, sexual health, Samaritans, First Steps, Blood Transfusion Service and local gyms.

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) Educational Visits**

As part of the ongoing review of risk and in light of the global threat the College's educational visits documentation has been revised to ensure that appropriate authorisations are sought as part of the approvals process. This has been further enhanced by the requirement for an overseas risk assessment to be completed for all overseas travel, including employees visiting with overseas partners.

## **x) Occupational Health**

This academic year saw the occupational health service go through a tendering process, with a new provider (Industrial Diagnostics Company) being awarded the contract. They will provide the full health surveillance and occupational health service, including return to work assessments, management referrals and ill-health retirement.

## **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. For example, trend analysis of accidents/incidents/near misses and site waste management audits.

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## i) Proactive monitoring

The Environmental Compliance Team, in conjunction with Campus Operations Managers carried out inspections of all of the main campuses during the 2016/2017 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.

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

## ii) Reactive monitoring

The College's KPI of a 1% reduction in reported accidents/incidents, was not achieved. 2015/16 reported 342 accidents/incidents, whilst 2016/17 reported 351 accidents/incidents, two of which resulted in a RIDDOR.

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.

The total accidents, incidents and near misses reported for academic year 2016/17 is 351, however 132 of those reports are classed as 'non College related/first aid incidents' and are therefore taken out of the total, providing a total of 219 accidents, incidents and near misses for the academic year, compared to 223 reports for the year previous.

Academic year	Students	Accidents reported	Accidents per students
2014/2015	19973	133	0.007
2015/2016	16366	223	0.014
2016/2017	15168	219	0.014

Land Based reported 55 accidents, incidents or near misses, which were attributed to falls from horse, needlestick injuries when injecting sheep 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.

LLDD reported 29 accidents, incidents or near misses. The reports related to LLDD students cutting, scalding or burning themselves whilst cooking or slips, trips and falls. Supervision ratios are reviewed when such incidents occur and work has been carried out at the Broomfield Hall campus to improve the pathways.

Health and care reported 21 accidents, incidents or near misses, which were related to students feelings unwell, fainting, self harming, having panic attacks and receiving

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a bite from a child whilst on placement in a school. Files and racks on top of a filing cabinet fell onto an employee. Personal Assessment Plans are in place where a vulnerability has been identified, which is locally managed and updated as required. With regards to the incident involving the employee, they have been informed that items should not be stored at height.

Hair and beauty reported 20 accidents, incidents or near misses, which were attributed to cuts from scissors, burns from hair straighteners and an allergic reaction. As part of learning the lessons practice is reviewed with students who sustain a 'vocational' injury, which is part of the learning process. For the student who suffered an allergic reaction a Personal Assessment Plan was completed.

Construction reported 19 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 and Broomfield had the highest rate of reports for the academic year. This is likely to be due to the amount of students and staff based at these two sites, in addition to the high risk activities undertaken, compared to the smaller sites such as Ilkeston. However, JWC reported 60 accidents/incidents/near misses and from reviewing the reports the majority of these were non-College related first aid incidents. One incident involved a student burning a finger during an experiment as she was wearing false nails. Students are informed that the wearing of false nails is not permitted.

The two RIDDOR reportable incidents, both involved students being taken to hospital for further treatment:-

- IP cut their hand whilst using a hand saw at the Hudson Building, resulting in a laceration. Safe working practices were reviewed with the student as part of the lessons learnt.
- IP who is visually impaired and suffers from Ehlers-Danlos syndrome slipped on spilt liquid in the lift at JWC. No long term effects were suffered by the student as a consequence of this incident. To order to try and prevent a recurrence signs have been put in place to request people to report spillages and lifts are checked every 20 minutes. Inclusion & Support employees also check lifts prior to any vulnerable student using them to ensure that they are safe to use.

There was one civil claim made against the College this academic year when the IP slipped and fell on the carpark at the Roundhouse. Liability has been accepted.

### **iii) Performance Indicators**

#### **a) Communication and visits by external agencies**

The Caterlink provision has been inspected by Local Authority Environmental Health Officers and awarded grade 5's in all of its outlets.

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

The Engine Shed Restaurant was also inspected this year and again was awarded a grade 5.

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## 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 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%**
- 1% reduction in reported accidents/incidents – **Not achieved**. There was a 4% increase in reporting this academic year. However, the rates of accidents to students per year remains consistent at around 0.010.
- 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**. 82% 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 now have to successfully complete the IOSH Managing Safely and for some managers, i.e. Campus Operations it has been identified that they also undertake the NEBOSH National General Certificate or equivalent.
- 99% of students believe that the College is a safe place to be. (Learner Voice Quality Survey) – **Achieved 99%**

#### Environmental Management

- 5% reduction in the volume of utilities – **Achieved 8% reduction**
- 2% reduction in the volume of waste – **Achieved 8% reduction**
- 100% of College waste not going to landfill - **Achieved**
- 2% increase in the use of renewable energy – **Achieved**
- 100% of new build will be BREEAM excellent – **N/A as no new builds**
- 70% of Derby College Estate will achieve B rating for Display Energy Certificates – **Not achieved**. Currently 27% of the College estate has achieved a B rating. Capital bids have been submitted with regards to improving the estates infrastructure to make it more energy efficient, together with raising awareness across the College community to be more energy aware. Also now forms part of the new starter induction.

Data will continue to be collected and analysed by the Environmental Compliance Team and Estates Management, and reported on at both 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.

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## **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, the action plan compiled following an external consultant review is being implemented and accreditation of this standard will be sought once the action plan is complete.

## **5 Next steps**

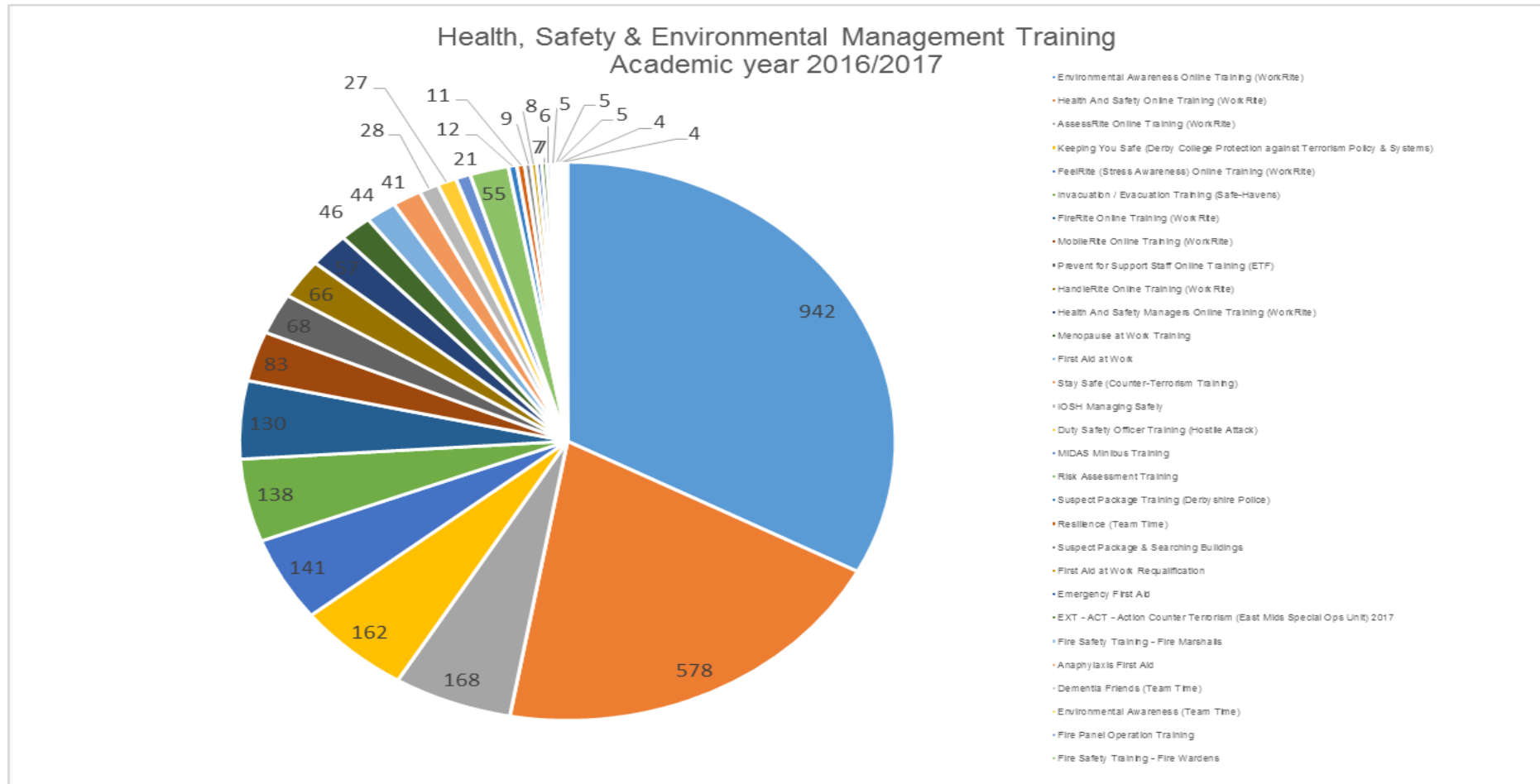
In terms of corporate responsibility for health and safety, work is ongoing to ensure that the key elements of an effective health and safety management system continue to be embedded across the College community, in line with the College's strategic objectives and the requirements of ISO 45001, such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

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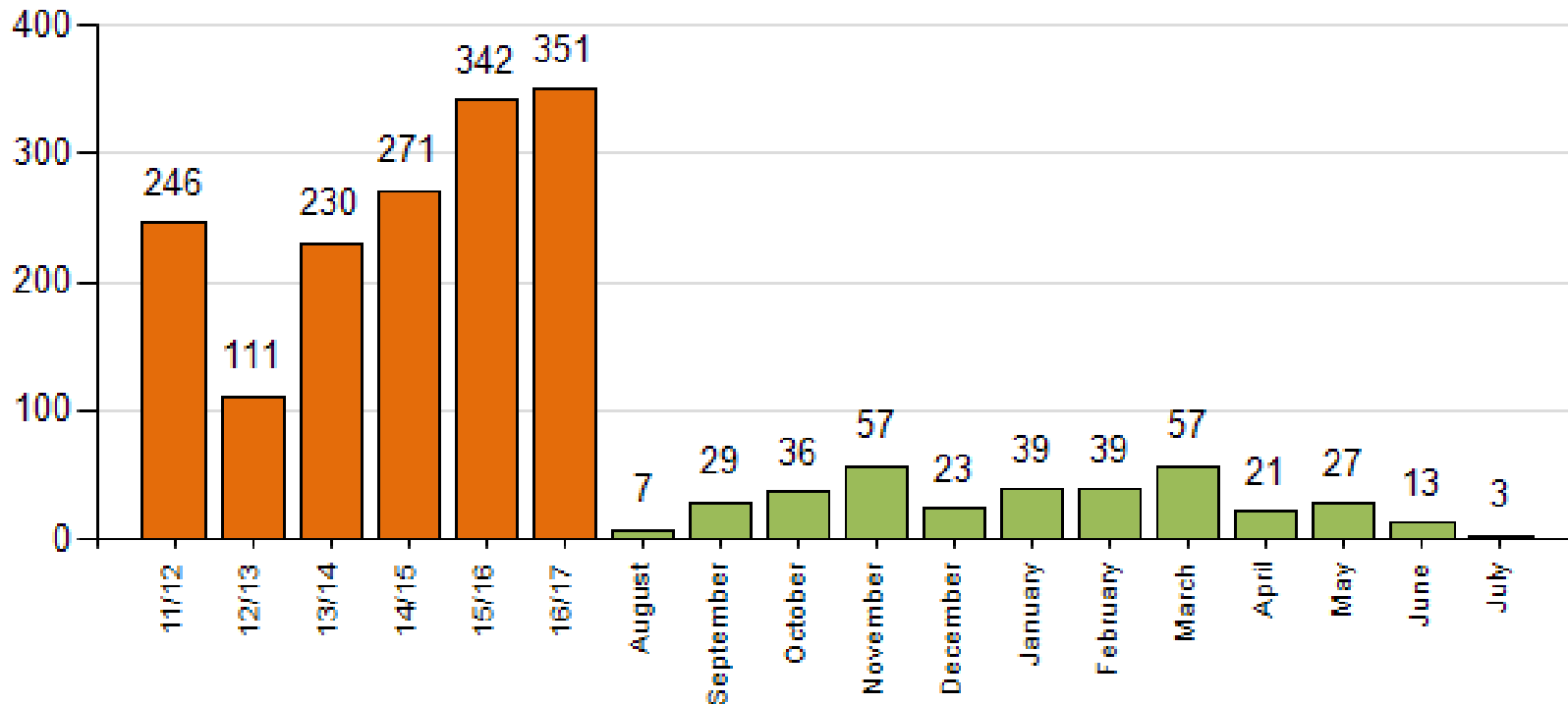
## Appendix 1



Graph 1 – Health and safety training data 2016/2017

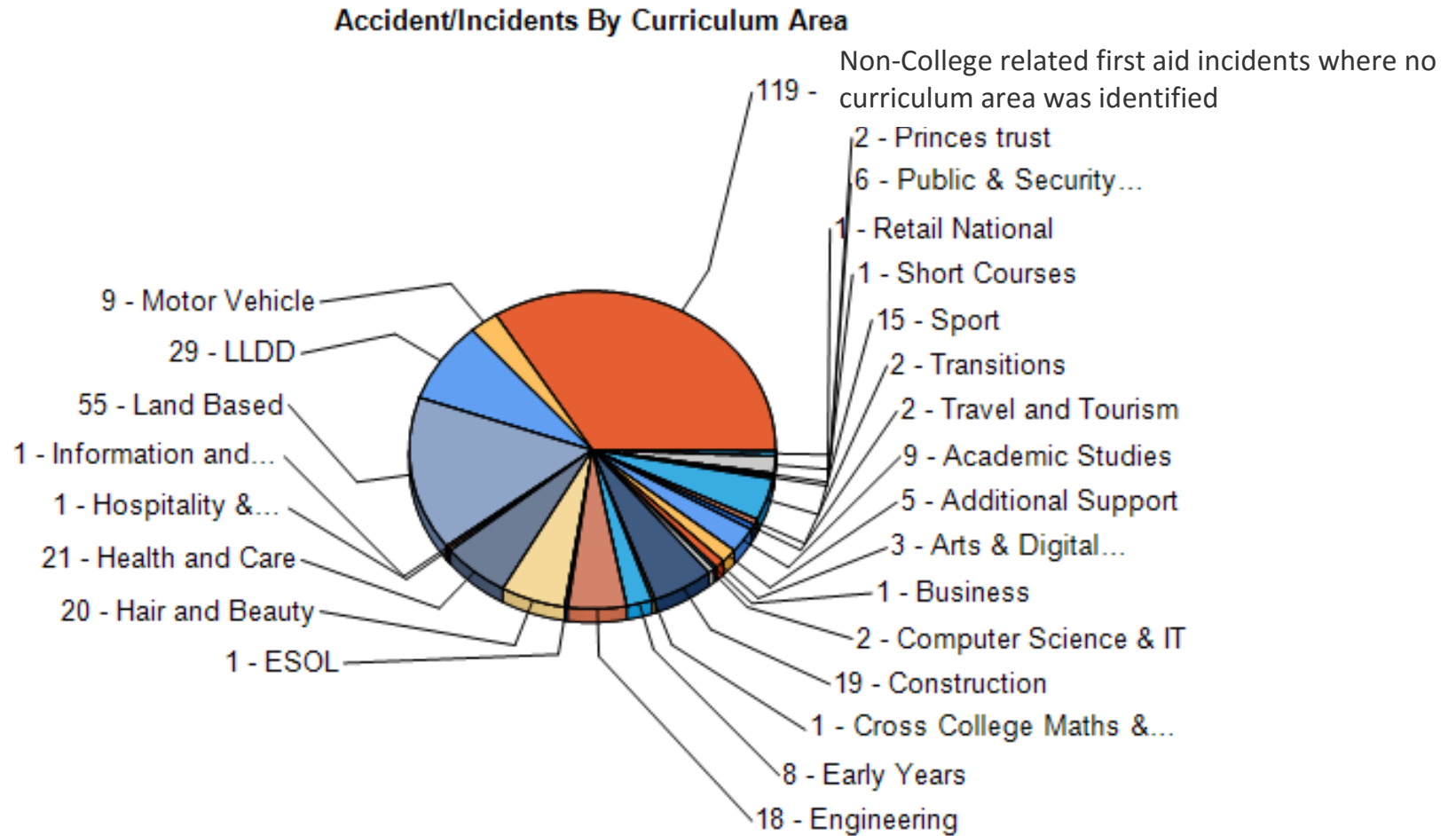
Appendix 2

**Accident/Incident Data By Year With Current Year Monthly Breakdown**



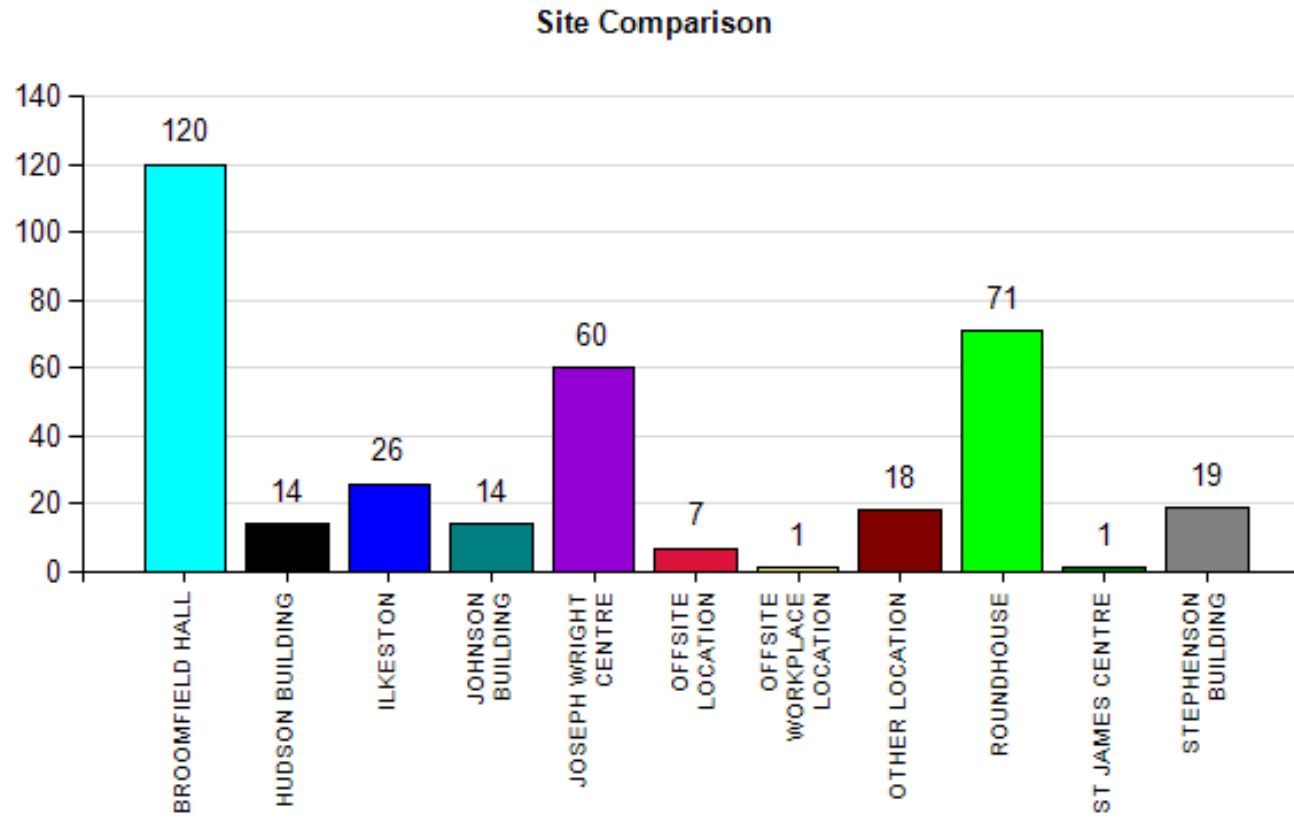
Graph 2 – Accident/Incident/Near Miss Data By Year With Current Year Monthly Breakdown.

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



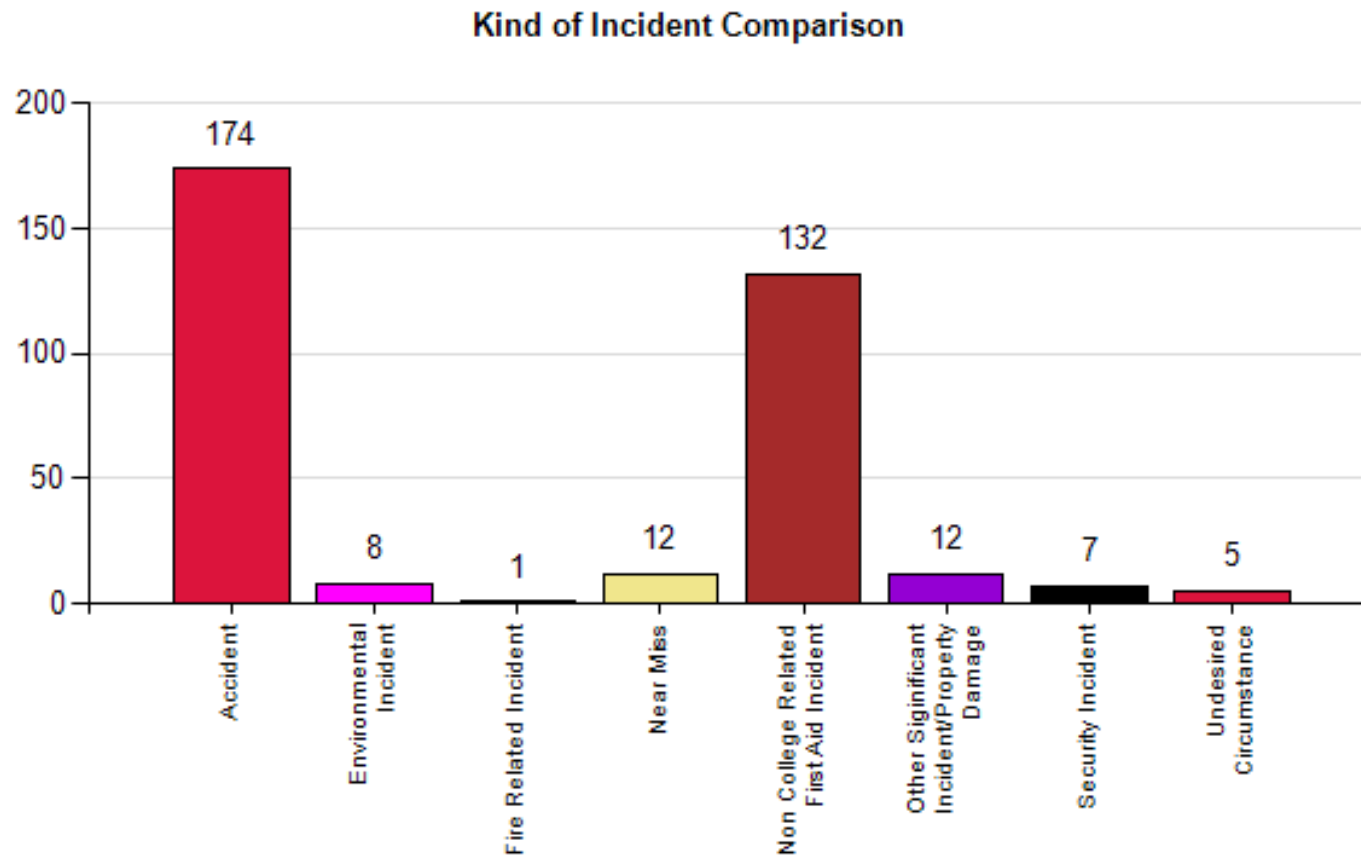


Graph 4 – Site Comparison

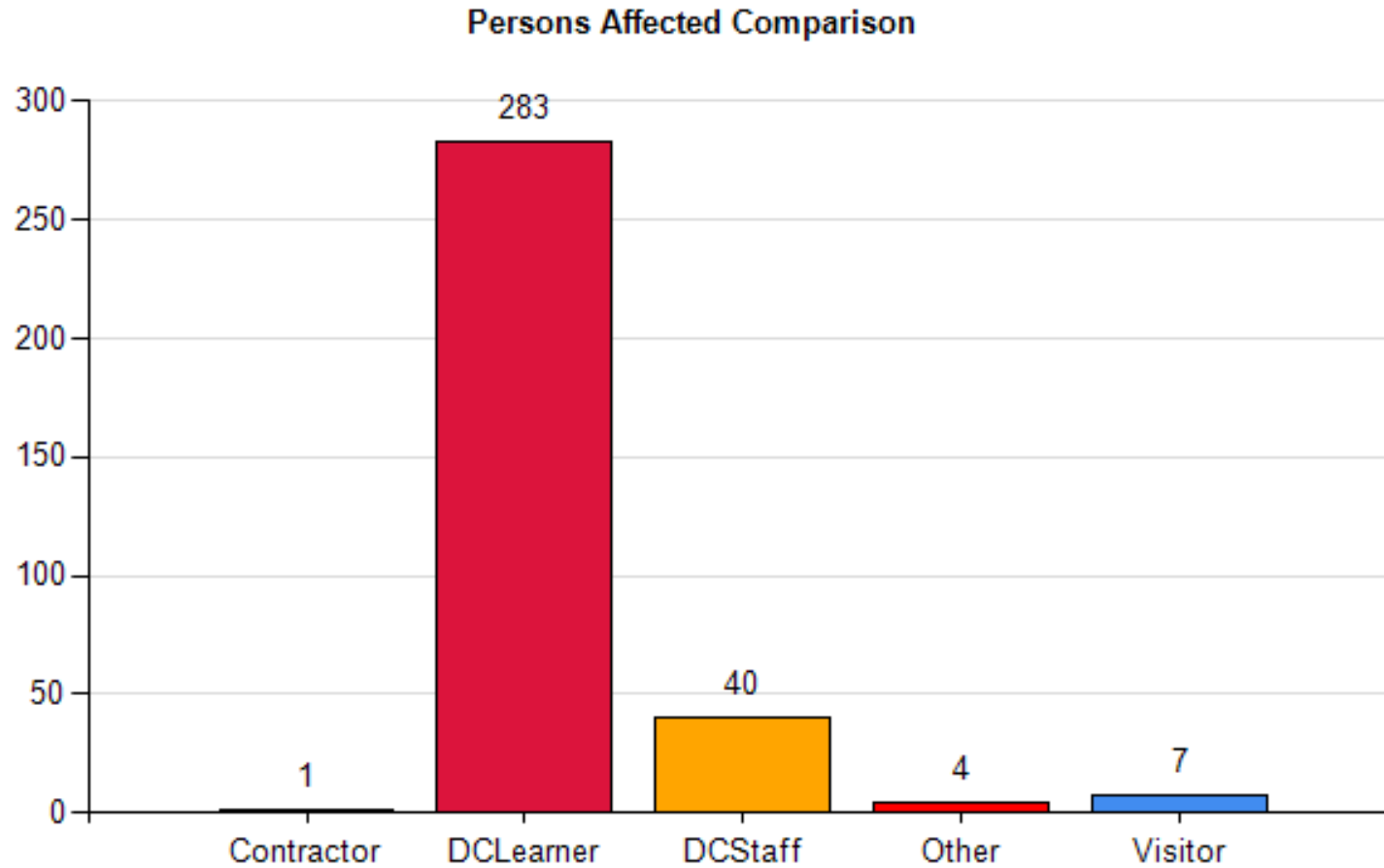


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Graph 5 – Kind of Incident Comparison



Graph 6 – Persons Affected Comparison

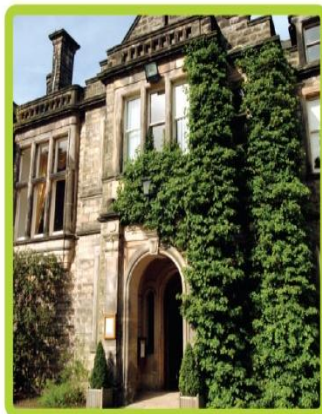




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Area: Environmental Compliance



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