



Health and Safety 2019/2020

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Purpose

This report is a statement of Derby College Group’s (DCG) health and safety management for the academic year 2019/20 and its intentions with regards to 2020/21 and beyond. The purpose of this report is to give an overview of arrangements in place to fulfil DCG’s statutory health and safety obligations. It provides a review on management arrangements, accident performance data, and health and safety activities that have taken place over the last 12 months.

This report sets out key health and safety control measures and systems in place to demonstrate DCG’s approach to minimising risk and ensuring the health and safety of its employees, students, and visitors.

Introduction and Background

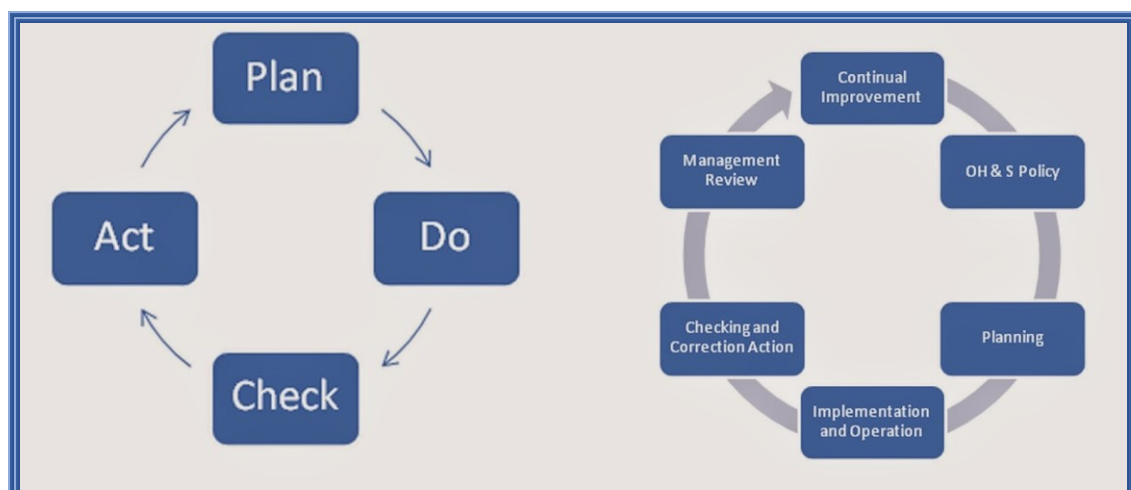
Derby College Group (DCG) provides learning opportunities at all levels, from pre-16 provision for school students to higher education courses, apprenticeships and work-based learning, across a wide vocational spectrum, including engineering, construction, motor vehicle, hair and beauty, hospitality and catering, business and ICT, land-based, leisure, sport and public services, creative arts, health and social care, early years and A-Level provision, and is based on six main campuses.

In addition to delivery on campuses, a variety of other community-based venues are utilised to meet the need for basic skills, including adult maths and English, as well as supporting those whose first language is not English.

DCG attaches the greatest importance to the health, safety and welfare of its employees and others affected by its undertakings, and accepts fully its duties and responsibilities under the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant statutory obligations.

Health and Safety Management

DCG is committed to continuous improvement in health and safety and has developed standards and safety systems to achieve this. DCG’s Health and Safety management system includes the key elements of the HSE’s guidance document HSG65 ‘Managing for Health and Safety’. This model is summarised in the diagram below:



DCG aims to provide and maintain a safe and healthy environment for all that use our services. This is achieved through, effective leadership by senior managers, participation of all staff and open and responsive communication channels.

Organisational Responsibilities

The overall responsibility for leading and implementing health and safety rests with the Chief Executive and the Executive Team. The strategic lead for health and safety across the Group is the Deputy Chief Executive having line management responsibility for the Head of Health and Safety. The Head of Health and Safety is a qualified health and safety practitioner and is defined as the competent person for the organisation and manages the Health and Safety Team. The Health and Safety Team ensures that clear lines of responsibility and communication are in place as part of DCG's overall health and safety management system. At all levels within the organisation, managers accept accident prevention and health and safety as part of their day to day responsibilities.

Policy and Health and Safety Systems

DCG continues to aim towards ISO 45001 Occupational Health and Safety Management Certification and all health and safety policies and procedures are controlled and reviewed to maintain this standard. All policies are reviewed by the Head of Health and Safety, and SharePoint is used as the central repository for all asset health and safety documentation.

Communication and Co-operation

DCG feels that involvement of the workforce to develop a genuine management and workforce partnership is integral. Managers are actively encouraged to have open communications with employees and students that raise any health and safety concerns, and DCG communicates information on safety through various measures, outlined below:

- **Executive Health and Safety Committee:** this committee has been established to take a strategic overview of health and safety issues affecting DCG. It ensures best practice in health and safety, promoting communication, co-operation, and consultation. The Committee is chaired by the Deputy Chief Executive and has representatives from all areas of the DCG (including Trade Union Safety Representatives). Representatives act as contact points within their service areas on matters of health and safety.
- **Operational Health and Safety Management Group:** this group has been established to operationally promote and monitor DCG's Health and Safety management system. The Group is chaired by the Health, Safety & Environment Adviser and is accountable to the Executive Health and Safety Committee.
- **Senior Management/Leadership Teams:** Health and safety is a standard agenda item at and provides the Corporation Board with regular updates the on health and safety performance, incidents/investigations, and legal issues.
- **Safety Campaigns:** A programme of compliance and safety campaigns on common health and safety issues are communicated to staff throughout the year.

Assessing and Managing Risk

DCG undertakes a number of key activities to manage and reduce risk, this includes:

- **Health and Safety Inspections** – There is a programme of inspections across the group completed by the Health, Safety and Environment Advisor. Any unresolved issues are identified and escalated to Local Senior Management and if necessary, the Head of Health and Safety and the Operational Health and Safety Management Group.
- **Health and Safety Management Audits** - There is a programme of audits across the Group completed by the Head of Health and Safety. These target higher risk schemes and service areas. The findings of these audits are circulated to service managers and if necessary, the Senior Management Team and the Executive Health and Safety Committee.
- **Safe Plant and Equipment** - There is a programme of statutory inspections, testing and maintenance completed by the **Estates and Facilities & Site Services team** for the following areas:
 - ✓ *Asbestos Surveying*
 - ✓ *Fire Risk Management*
 - ✓ *Fire Safety Equipment*
 - ✓ *Electrical Installation*
 - ✓ *Gas Safety*
 - ✓ *Water Treatment and Control*
 - ✓ *Lifting Equipment*
 - ✓ *Portable Appliance Testing*

Review of Significant Risks

COVID-19 is an infectious disease caused by a newly discovered coronavirus which nationally has during 2019-20 had a medical, social, and economic impact.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

In response to this COVID-19 pandemic, and in particular safeguarding the clinically and extremely clinically vulnerable, DCG has carried out and implemented an organisational wide COVID risk assessment which remains under constant review.

To reduce the transmission risk between employees and students, and in line with national guidance, DCG has and continues to provide a COVID secure work environment. As required, sites have been closed due to lockdown restrictions and to enable reopening, investment has been given to provide additional controls to ensure compliance with social distancing and hand hygiene, as well as workplace adaptations made to enable home working and safe service delivery.

Health and Safety Activities and Changes

Fire Safety Management

DCG is required to carry out suitable and sufficient fire risk assessments to ensure that adequate fire safety measures are in place and a programme of fire risk assessments has been completed by our special fire consultants, Marpal Ltd.

The code of practice BS 5839 in line with current building regulations sets out the standards for maintenance of fire systems (including equipment maintenance schedules). DCG has a programme of inspections, testing and maintenance of fire-fighting equipment, emergency lighting and fire detection and warning systems. This is undertaken by an external contractor.

Fire evacuation exercises were carried out across all College sites, 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.

Environmental Management

DCG continues to work closely with its waste contractor, Veolia and this relationship provides the opportunity for improvements in recycling rates and appropriate segregation and disposal of waste.

Recycling facilities continue to be rolled out across all Colleges and curriculum areas continue to work with the Health and Safety Team and Estates Management with regards to segregating waste at source, with the aim of mirroring and promoting sector best practice with students.

Collaborative work is being undertaken by the Estates Management Team and Health and Safety to drive forward initiatives to ultimately achieve a robust environmental management system. For example, policy development, establishing operational procedures for waste management, energy consumption, and low carbon management solutions.

Environmental management forms part of the new starter induction to raise awareness within DCG about our guiding principles and the cost of effective energy management.

Workplace Vetting

DCG 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 Work Experience Team, Apprenticeship Team and Business Development input all documentation and information pertaining to employer health, safety and safeguarding assessments into the central records library and database, with the Health and Safety Team providing the strategic overview.

Food Safety

The Health and Safety 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 DCG, following inspections undertaken by local authorities.

Link Governor

Stronger links have been forged with the Corporation this year with the identification of a Link Governor. Frequent meetings have taken place between them and Health and Safety, with both parties finding this of benefit.

The links with the Corporation have been further enhanced by the Head of Health and Safety attending each Corporation meeting to present an update report on compliance and KPI progress.

Competent Person (Health and Safety)

In March 2020, the Environmental Compliance Manager left DCG, and in June 2020 a Health and Safety Manager was appointed and joined the Senior Leadership Team in the position of Head of Health and Safety.

Monitoring Performance

DCG evaluates performance based on several health and safety key performance indicators, as detailed below.

Accident and Incidents

Outlined below is a summary of some of the main health and safety statistics monitored and reviewed by the Executive Health and Safety Committee. *Please refer to 'Appendix 1' for a full Breakdown of Accidents.*

| | 2017-18 | 2018-19 | 2019-20 |
|---|---------|---------|---------|
| Total Number of Accidents (incl. Incidents and Near misses) | 362 | 432 | 363 |
| Total Number of RIDDOR Incidents | 2 | 6 | 7 |
| Employees: Total Number of Accidents | 45 | 65 | 29 |
| Students: Total Number of Accidents | 296 | 336 | 315 |
| Others: Total Number of Accidents | 15 | 26 | 8 |

H&S Enforcement (Statutory Breaches)

Over the last 12 months DCG have been subjected to a formal investigation by an enforcing authority. The Health and Safety Executive (HSE) visited the Broomfield campus to investigate an accident involving the collapse of a haystack. This work-related accident was

reported to the HSE as per the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) because of a specified injury sustained by a student. An improvement notice was served and the HSE have since confirmed the appropriateness of the action taken by DCG to comply with this notice which has been closed.

In relation to this accident a personal injury claim has been received and an investigation remains open.

Number of Accidents, Locations and Type

Figures show a small decline in the number of accidents, and this can be attributed to the investment in health and safety training, procedures and good management arrangements, as well as a reduction in on-site activity because of site closures due to COVID-19 lockdown restrictions.

On review, the following observations can be made:

- As expected, (in line with UK Statistics) the two most common types of accidents were manual handling and slip, trips and falls.
- No specific trends relating to any one site or service.
- No animal welfare incidents were reported this year.

RIDDOR Reportable Incident

7 reportable incidents were reported to the HSE and full investigations completed, where necessary, remedial corrective and preventative measures were implemented.

Personal Injury Claims

3 personal and employee liability claims were received in relation to work-related accidents. All claims have either been settled or remain open impeding further investigation and/or negotiations.

Training and Development

DCG provides a comprehensive safety training programme via e-Learning (Safety Media), in-house delivered courses and externally accredited safety courses. DCG's health and safety training matrix identifies employee training requirements dependent on their role and responsibilities within DCG and is graded as to whether it is mandatory, essential for the role or desired.

All training is coordinated by the Learning and Development Manager and delivered internally by members of the Health and Safety Team, or the Roundhouse Thinking Team.

Breakdown of Health & Safety e-Learning Training

| Course | Number of Employees Trained |
|--|-----------------------------|
| AssessRite Online Training (WorkRite) | 107 |
| DCG Returning to Site Working - COVID-19 Online Training (WorkRite) | 661 |
| Environmental Awareness Online Training (WorkRite) | 928 |
| E Safety | 214 |
| FeelRite (Stress Awareness) Online Training (WorkRite) | 104 |
| FireRite Online Training (WorkRite) | 117 |
| HandleRite Online Training (WorkRite) | 109 |
| Health and Safety Managers Online Training (WorkRite) | 85 |
| Health and Safety Online Training (WorkRite) | 628 |
| Health & Safety Pre-Vet Training | 50 |
| MobileRite Online Training (WorkRite) | 83 |
| New and Expectant Mothers Online Training (WorkRite) | 46 |
| Prevent for Employers Online Training (ETF) | 28 |
| Prevent for Leaders and Managers Online Training (ETF) | 13 |
| Prevent for Practitioners Online Training (ETF) | 137 |
| Prevent for Support Staff Online Training (ETF) | 158 |
| EXT - (2019) L2 Fire Safety in Education Online Training (EduCare) | 1 |
| EXT - (2019) L2 The Prevent Duty (Colleges & Universities) Online Training (EduCare) | 1 |
| EXT - (2020) Radicalisation & Extremism Assessment Online Learning (ETF) | 2 |

Breakdown of Delivered Health and Safety Courses

| Course | Number of Employees Trained |
|--|-----------------------------|
| Anaphylaxis First Aid | 31 |
| Defibrillator Training | 1 |
| EXT - (2019) 18th Edition Wiring Regs (Elm Training) | 1 |
| EXT - (2019) Chainsaw Refresher Training (Derbyshire Landskills) | 4 |
| EXT - (2019) Mental Health Awareness (Harmless) | 1 |
| EXT - (2019) Youth Mental Health First Aid (Derbyshire County Council) | 1 |
| EXT - (2020) Designated Safeguarding Lead for Schools & Colleges in England Refresher Course (NSPCC) | 1 |
| EXT - (2020) Designated Safeguarding Lead Online Training (NSPCC) | 2 |
| EXT - (2020) Legionella Responsible Person Training (Hydro X) | 1 |
| EXT - (2020) Mental Health First Aid Instructor Training (MHFA England) | 1 |
| First Aid at Work | 20 |
| First Aid at Work Requalification | 8 |
| Health & Safety Pre-Vet Training | 50 |
| Induction - Health, Safety & Environment | 109 |
| IOSH Leading Safely (FPA Consulting) | 7 |
| IOSH Managing Safely | 19 |
| IOSH Working Safely | 2 |
| Level 2 Allergen Awareness | 2 |
| MiDAS Minibus Training | 14 |
| Paediatric First Aid Certificate | 8 |
| Personal Care Manual Handling Training | 6 |

Future Actions and Improvements

DCG aims to improve standards in health and safety, and priorities are based on the findings of health and safety audits, consultation with employees and changes to law and industry standards. To following outlines the key aims for 2020-21:

| Aim Key | Objective | Outcome | Performance Indicators |
|--|---|--|---|
| To develop culture and ownership of health and safety across DCG | To ensure that everyone understands their health and safety role | Employees will be engaged in securing a safe and healthy workplace with an increased level of communication which embeds H&S matters and provides efficient resources/guidance | <i>Policies reviewed (in date)</i> <i>H&S Committee (number of meetings/attendance)</i> <i>To be developed around HR survey</i> |
| To promote sensible and proportionate risk management | To ensure that all risk assessments are in place for hazardous activities | Improved management of significant risks throughout DCG | <i>Risk registers are formally reviewed annually</i> |
| To ensure that employees are competent and provided with the right mix of training, skills, experience, and knowledge. | Promote H&S training initiatives | Employees will be able to fulfil their roles safely | <i>Mandatory Training compliance 100 %</i> <i>Induction compliance 100 %</i> |
| To learn lessons when things do go wrong and make appropriate changes | To achieve improvements in reporting, recording and investigating accidents and incidents | More accurate accident reporting, investigation and learning from accidents. Better trending of data. | <i>Reportable accidents to employees maintained below the sector rate</i> <i>Reportable accidents to non-workers maintained below the sector rate</i> <i>Year on year reduction of lost time accidents</i> <i>Reduction in fire alarms annually in both residential buildings and academic buildings</i> <i>100% of RIDDORS reported within statutory limit</i> |
| To monitor and measure health and safety performance throughout DGG | Implement a robust auditing system which is designed to drive continual improvement | Revised audit process will be effective in monitoring health and safety performance and will drive improvements giving assurance to the Corporation | <i>Inspection/Audit compliance</i> <i>All areas attaining minimum assurance level</i> |

| | | | |
|--|--|---|---|
| To ensure that DCG remains legally compliant | Keep updated on changes of legislation and provide appropriate H&S professional advice | DCG remains legally compliant with no legal actions or notice served against it | <p><i>Annually no prohibition or improvement notices, or notices of contravention served on DCG by the Health and Safety Executive or Local Authority Environmental Health Departments.</i></p> <p><i>Annually no prohibition, or enforcement notices served on DCG by the Fire Authority</i></p> |
|--|--|---|---|

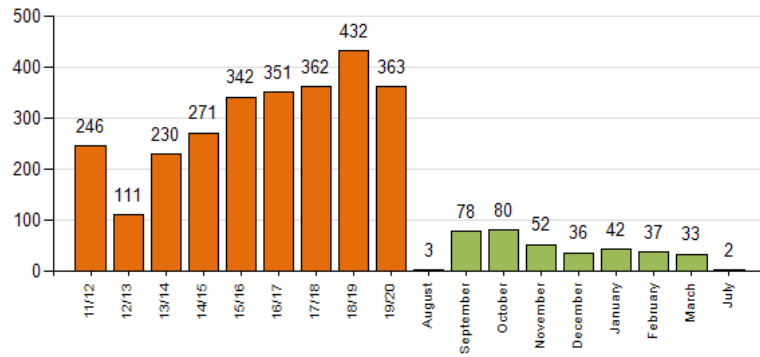
Conclusion

This report provides an overview of both pro-active and re-active health and safety activities that have and will continue to be undertaken to maintain performance and minimise risk. Overall, it has been a successful year for health and safety, with the DCG responding positively to external drivers and demands and continuing to demonstrate our compliance.

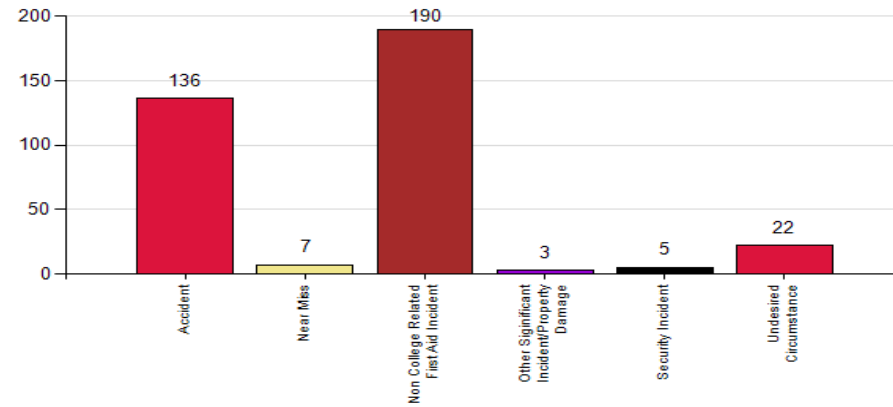
For the next 12 months and beyond, DCG is committed to continuous improvement in health and safety as outlined within this annual report; and aims to develop further actions based on the findings of health and safety audits, consultation with the employees and changes to law and industry standards.

Appendix 1

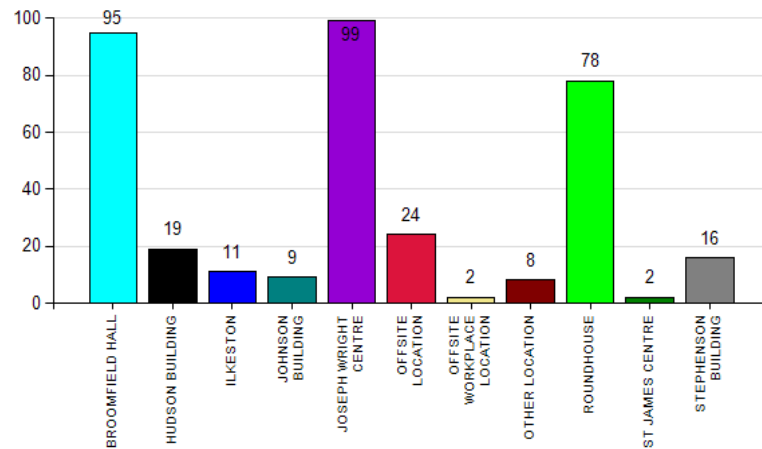
Accident/Incident Data By Year With Current Year Monthly Breakdown



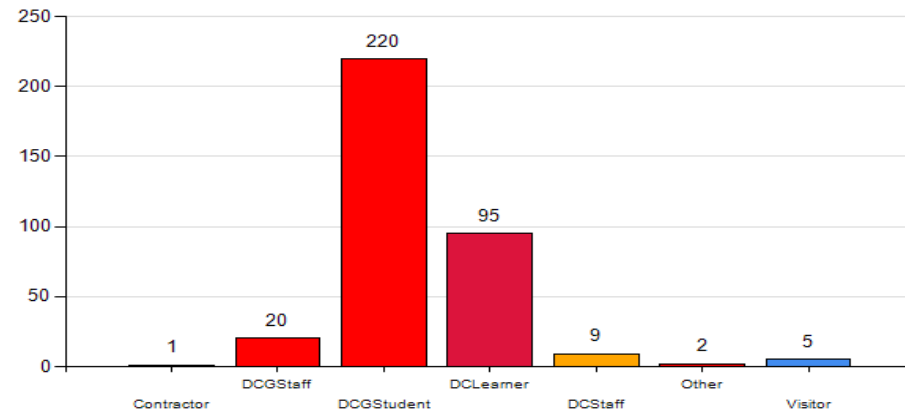
Kind of Incident Comparison



Site Comparison



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
2 Pimlico
Ilkeston
Derbyshire
DE7 5JS

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