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**Resources and General Purposes Committee – 19th May 2025**

**Item 10 NCL Health and Safety Update**

**This paper summarises current and planned activity in the areas above to provide an update for the Resources and General Purposes Committee. Where the approval/ratification of the Committee is required, this is highlighted at the appropriate points.**

**10.1 Significant Incidents Academic year 2024/2025**

* There have been no new claims received since the last update.

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| --- | --- | --- | --- | --- |
| DATE | CAMPUS | DETAILS | UPDATE | Status |
| 26th August 2024 | MW | An outside contractor was removing heavy plant machinery from the mechanical workshop to be delivered to a third-party source. During the lifting operation, the machine tipped resulting in a dangerous near miss. This incident is not RIDDOR reportable as there was not a failure of the lifting equipment or accessories. | The outside contractor did not ensure a suitable and sufficient lifting plan was in place. The NCL department did not carry out the necessary checks to ensure the H&S standards were being met. | Closed |
| 26th August 2024 | MW | A staff member exacerbated an existing back injury resulting in time off work when opening a door. This is currently a lost time incident but may become RIDDOR reportable if the employee remains off work. | The doors had new fire seals installed which meant they were stiffer than usual. Estates have removed the bottom seal on the door and instructed the contractor to come on-site correct any other doors that are sticking. | Closed |
| 20th September 2024 | MW | A supported learning student was reported missing from campus after leaving college and travelling to Lanark. | The student was found several hours later safe and well following an extensive search involving police, family, college and Enable staff and members of the public.  The incident investigation is complete and remedial recommendation have been passed to the department. The department is working through these and they will be implemented for the next academic year starting. | Open |
| 31st March 2025 | Motherwell | Students had set fire to a rucksack beside the picnic bench causing a small fire. Estates were called and extinguished the fire. | CCTV has been reviewed and the college is working with the school to identify the student responsible and action will then be taken. | Open |
| 24th April 2025 | Motherwell | Red conduit pipework from the smoke detection system (approx. 6m length) fell from the ceiling bringing with it some of the clips and saddles.  On inspection, many of the broken clips/saddles were plastic and had discoloured over time and become brittle. | There is still a section of the same length in position and a look with the naked eye from the third floor looks like the other clips are not discoloured. The remaining section may be fine however there will need to now be an inspection of the remaining section and a complete replacement of the smoke aspirator pipe. Estates will investigate this and plan the work for investigation and repair. | Open |
| 29th April | Motherwell | The Kaeser compressor had an oil leak, causing an oil mist to activate the fire alarm. | The area was ventilated and the compressor shut down.  An incident investigation is underway. | Open |

**10.2 Health & Safety Management System**

10.2.1 Policies

* Our Educational Excursions policy and procedure was reviewed and updated following consultation with a SLWG.
* The Dogs on Campus policy and procedure is under review with a SLWG.
* The annual review of the NCL H&S policy has been sent to the Principal and Chairman for consideration.

10.2.2 Audits & Inspections

* The Health, Safety & Wellbeing department has completed departmental audits for health surveillance. This has included reviewing risk assessments, chemical assessments, and safety data sheets. This has resulted in a reduction in our health surveillance requirements.

10.2.3 Legal Compliance

* A paper has been presented relating to car parking issues. The next stage will be to hold focus groups with staff and students to work collaboratively and generate ideas to solve the issues going forward.
* The Motherwell Evacuation tag system has been installed and training provided to all senior evacuation officers and fire wardens. A full evacuation will be undertaken in the coming weeks to test the new system and fire lifts.
* The H&S and Estates teams are working together to explore how The Terrorism (Protection of Premises) Act 2025, also known as Martyn’s Law, which received Royal Assent on Thursday 3 April 2025 will impact the college and identify ways to mitigate our risks.
* Estates & H&S are working with Jaz Sandhu to evaluate the college-wide impacts following the Supreme Court ruling.

10.2.4 Training

* Training has been provided to all Fire Wardens and Senior Evacuation officers on the new Evacuation Tag system at Motherwell.
* The Emergency Response Team has been undergoing training involving weekly practice simulations on the use of the refuge system and new fire lifts.
* Training has been provided to support workers and students on the new fire lift system and their Personal Emergency Evacuation Plans (PEEPs) have been adjusted accordingly.
* The new Safety Hub LMS system is now live and the HSW team is working in conjunction with the staff development academy to prepare for its implementation.
* The HSW dept are running online sessions to staff on risk assessment, incident investigation, Managing stress and Menopause throughout May.

**10.3 NCL Joint Health, Safety, and Wellbeing Committee**

* Our next Joint HS&W Committee is scheduled for the 28th of May.

**10.4 Health & Wellbeing**

* A Wellbeing strategy has been drafted and is currently under consultation.
* A Wellbeing Academy area is being developed on the staff and student intranet portals that will be the central hub for all wellbeing activities and information. This will ensure everything is easily found in one place.
* Managing Stress and Menopause sessions are being delivered in May.
* Two further Stress Decoded sessions will be delivered via the SDA.
* A passport to Health initiative is running via the Wellbeing Academy across all campuses with initiatives and external partners present from 20th – 22nd May.
* All staff and students will be asked to “wear green” to support Mental Health Awareness Week on the 15th of May.

**10.5 Resources**

* Jane Stanley has joined the department as a Trainee health, safety & wellbeing advisor.
* Fiona Macintyre has resigned and will leave NCL on the 28th of May.
* One of the HSW Advisors is currently absent due to ill health.
* One of the HSW Advisors' secondment into the department will end in June 2025.

Fiona Curran

**Assistant Registrar - Health, Safety & Wellbeing**

May 2025