

# 2023/24 Annual Health & Safety Report

## College's Vision

The 2023-24 academic year has been a period of continuous improvement in health and safety, aimed at ensuring the well-being of students, staff, and visitors. This report outlines the key updates, achievements, challenges, and future priorities regarding health and safety at Fircroft College. As part of our ongoing commitment to a safe learning environment, we have focused on regulatory compliance, risk reduction, and promoting a culture of health and safety across the campus.

## Scope & Purpose of Report

This report covers all aspects of health & safety reporting across the whole Fircroft College site for academic year 2023/24. The purpose of this report is to review the health & safety performance for 2023/24 and identify key priorities or areas of risk.

## College Overview

Day to day operational responsibility for Health & safety for the college is led by the Head of Business Infrastructure. This position is supported by the colleges Estates & Facilities Manager.

Fircroft College remains compliant with all relevant health and safety legislation, including the Health and Safety at Work Act 1974 and associated regulations. Regular audits were conducted to ensure compliance, with no significant breaches identified.

The college continue to monitor and manage the health & safety requirements presented from emergence of new transmittable diseases. Since the Covid-19 pandemic, the college takes a proactive approach to reducing the potential risks from transmittable diseases.

In line with regulatory requirements and best practices, the college's Health & Safety Policy was reviewed in January 2024. The college also appointed an external Fire Safety and Health & Safety assessor who reviewed the colleges fire safety/Health & Safety procedures.

## Risks & Recommendations

The college's framework for compliance with legal and regulatory requirements for health & safety was last audited w/c 2nd October'23. The conclusion from this audit was that the Board can take 'reasonable assurance that the controls upon which the organisation relies to manage this area are suitably designed, consistently applied and operating effectively.'

RSM have identified further actions which the college are prioritising and these can be found in appendix A. They include 6 low and 6 medium level actions. No high level actions were identified. All actions have since been completed.

The following table highlights the number and categories of management actions made as a result of this audit.

Risk	Control design not effective*	Non Compliance with controls*	Agreed actions		
			Low	Medium	High
Framework for Compliance with Legal and Regulatory Requirements	0 (20)	12 (20)	6 (50%)	6 (50%)	0 (0%)
<b>Total</b>			<b>6</b>	<b>6</b>	<b>0</b>

To ensure the college is meeting not only its legal and regulatory requirements for health & safety, which is covered as part of its RSM audits. It also utilises a third-party consultant to review its operational responsibilities for health & safety. This audit is more practical and reviews the operational processes and procedures the college have in place to support health & safety. The audit report summarised that *'The overall standard of health and safety for Fircroft College is currently deemed to be: SATISFACTORY'*. The last audit which occurred on 21<sup>st</sup> March'2023 identified 14 medium and 14 minor actions to be prioritised. Further information relating to these actions and the action taken by the college can be found in appendix B. The next audit is scheduled to occur w/c 14<sup>th</sup> October'24.

## Risk Assessments

The college continues to prioritise the review of its risk assessment process. The college is now proactive in its approach to assessing risk. The colleges risk assessment register is up to date and available to view via the colleges Health & Safety SharePoint site 'Safety Zone'

Following the all staff risk assessment training which occurred in July'23, the college has provided detailed learning material to staff in how to complete risk assessments. This information can be found via Safety Zone. Any activity that may pose a risk of harm to learners, staff or visitors are required to complete an RA two weeks before the activity commencement. This is to ensure appropriate time is given to the staff member completing the RA and the colleges Estates & Facilities Manager to review all potential risks.

## Health & Safety Performance

### Operational Estates

Statutory testing & Inspection of utility & estate-based systems have all been completed within deadline. The college has replaced the main entrance to its Learning Support Office as this had become structurally vulnerable and provided a health & safety risk. The college has overseen multiple refurbishments to bedrooms, classrooms and common areas during this period in line with its wider maintenance cycle. The college continues with its schedule of tree maintenance to ensure the gardens remain a safe space for learners to enjoy.

As part of its continued task of improvement, the college are developing a new outdoor classroom area, further external seating and more recreational activities for its visitors. As part of its recent Estates Strategy review, it has also committed to improving its capital estates, delivering sustainability targets related to increased biodiversity of its grounds, food production and waste reduction.

### First Aid Accidents/Incidents

The number of incidents, illnesses and accidents requiring first aid intervention in 2023/24 were 11. Compared to 14 in 2022/23 and 9 in 2021/22. Although quite a spiky profile, this represents a 21% reduction of first aid incidents since last academic year. Of those cases reported in 2023/24, 1 reported incident were a case of RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations). The college reported this case to the Health & Safety Executive due to the amount of time required for the staff member to recover rather than due to the severity of the injury.

- Slips, Trips, and Falls: 2 incidents (2 minor injuries, 3 near misses)
- Manual Handling Injuries: 1 incident (RIDDOR Case)
- First Aid Assistance: 8 incidents, ranging from minor cuts to fainting episodes.

The college currently has 19 first aid at work staff trained. If the college is open, including in the evening and overnight, at least 1 first aid member of staff will be present onsite.

We have streamlined the process for reporting health and safety incidents by introducing a new online reporting system. This system makes it easier for staff and students to report incidents and near misses in real time. As a result, we have seen an increase in near-miss reports, which helps identify potential hazards before they result in actual harm.

### Fire Safety

The college currently has 13 fire marshals all of which are trained. The college ensures there are appropriate number of fire marshals on site at all times. The college performs weekly testing of its fire safety systems where by each month, every emitter is tested. The college completed three emergency evacuation tests in 2023/24, this is in line with its target of performing termly tests. There were also 2 unplanned evacuations, 1 during the day and 1 during the night. The 1 evacuation was caused by steam from a prolonged shower and the other from the toaster in the canteen. The fire brigade were not alerted in either case.

### H&S Training

The college's day to day operational lead for health & safety is its Head of Business Infrastructure. This position has successfully completed IOSH certification (Institute for Occupational Safety & Health). The college's Estates & Facilities Manager is also IOSH trained.

All first aid trained staff are also trained to operate the colleges cardio defibrillator, positioned on the external wall near reception. First aid training renewal is every 3 years. However, the college offer refresher training to anyone who wishes annually. Communication around safety at work and the colleges Safety Zone are circulated to all staff through its staff newsletters.

New starters including staff and learners are required to undertake mandatory health and safety inductions. For staff this is a separate H&S induction performed by a member of the estates team. For learners, this is part of their welcome induction. All visitors are made aware of their individual responsibility to health and safety as well as the colleges duty of care to its visitors.

## Proactive Safety Measures

The below measures have been identified from feedback in the college's previous internal audit and from internal reviews carried out by the college;

- Continue to proactively review and update risk assessment procedures
- While significant progress has been made in mental health support, demand for counselling services has continued to rise. The college will need to explore additional resources or partnerships to meet growing demand and reduce wait times for appointments.
- The shift towards hybrid working has presented new challenges in ensuring the health and safety of staff working from home. The college also has lone workers on site which also require additional care when managing risk. While ergonomic guidelines have been provided, the college will explore more direct support, such as offering staff equipment to set up safe home workstations and remote escalation procedures.
- Continue consistent, clear and concise health & safety communications
- Continue development of Safety Zone in SharePoint
- While incident rates remain low, there is room for improvement in fostering a safety-first culture among students. Plans for the coming year include more targeted safety awareness campaigns, particularly for new students and those in higher-risk environments.

## Summary

The college continues to improve and develop its health & safety approach. The college's duty of care to its staff and learners begins with strong health & safety procedures. It is hoped, Governors and external stakeholders are assured that the college are meeting its health and safety responsibilities, not only by its audit feedback but by its preventative measures outlined in this report.

While challenges remain, particularly in the areas of mental health and remote work safety, the college is well-positioned to address these issues in the coming year and continue its progress toward excellence in health and safety.



Appendix A – RSM H&S Audit Actions

FIRCROFT COLLEGE

Framework for Compliance with Legal and Regulatory Requirements: Health and Safety

Internal audit report 1.23/24

Draft

14 November 2023

This report is solely for the use of the persons to whom it is addressed.

To the fullest extent permitted by law, RSM UK Risk Assurance Services LLP will accept no responsibility or liability in respect of this report to any other party.

<b>Management Action 1</b>	A Control of Substances Hazardous to Health (COSHH) procedure will be established which outlines the proper protocols for the identification, assessment, and management of hazardous substances, ensuring compliance with safety regulations. The Procedure will be uploaded to the staff SharePoint and communicated to relevant members of staff.	<b>Responsible Owner:</b> Head of Business Infrastructure	<b>Date:</b> 31 January 2024	<b>Priority:</b> Medium
<b>Management Action 2</b>	Policies and procedures will be updated to contain a version control section within to facilitate the tracking and monitoring of document revisions.	<b>Responsible Owner:</b> Head of Business Infrastructure	<b>Date:</b> 31 January 2024	<b>Priority:</b> Low
<b>Area: Training and Awareness</b>				
<b>Control</b>	<b>Training - Induction</b> As part of Induction, staff must complete a Health and Safety Checklist. This is reviewed and signed off by the employee.	<b>Assessment:</b>  <b>Design</b> ✓ <b>Compliance</b> ×		
<b>Findings / Implications</b>	Review of the template Health and Safety Induction Checklist confirmed this contains the following areas within: <ul style="list-style-type: none"> <li>• Health and Safety Policy;</li> <li>• Health and Safety Concerns;</li> <li>• First Aid;</li> <li>• Care of Premises;</li> <li>• Safety and Security;</li> <li>• Welfare Facilities;</li> <li>• Fire and Evacuation;</li> <li>• Signed and Dated (Employee and Inductor).</li> </ul>			

We were informed the College aims to complete checklists within one session with the employee; however, this depends on the individual needs of the staff member.

We selected a sample of 10 new starters since August 2022 to confirm they have fully completed a Health and Safety Induction Checklist. Testing identified that in all cases a Health and Safety induction had been completed which was signed and dated by the employee and inductee. However, in 1/10 cases the staff member had completed the induction around one month after their start date. As such the risk exists that staff members may be working at the College in the absence of appropriate training/knowledge

<b>Management Action 3</b>	Induction checklists will be completed on the employee's first day of employment.	<b>Responsible Owner:</b> Head of Business Infrastructure	<b>Date:</b> 31 December 2023	<b>Priority:</b> Medium
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**Area: Training and Awareness**

<b>Control</b>	<p><b>Training - All Staff</b></p> <p>The College currently mandates the following training modules:</p> <ul style="list-style-type: none"> <li>• Safeguarding;</li> <li>• PREVENT; and</li> <li>• Equality, Diversity, and Inclusion.</li> </ul> <p>However, there is currently no training in place specifically focused on raising awareness of Health and Safety.</p>	<p><b>Assessment:</b></p> <p><b>Design</b> ✓</p> <p><b>Compliance</b> ×</p>
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<b>Findings / Implications</b>	<p>We were informed the Head of Business and Infrastructure delivered an assessing risk training session for staff as part of the July 2023 'Learning Week' Review of the training content confirmed this covered the following areas:</p> <ul style="list-style-type: none"> <li>• An Introduction to Assessing Risk;</li> <li>• Learning Aims;</li> <li>• What is Risk?;</li> <li>• What is a Hazard?;</li> <li>• What is the Difference Between Hazard and Risk?;</li> <li>• The Five Steps to a Successful Risk Assessment;</li> <li>• Measuring Risk;</li> </ul>
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- Assessing Risk; and
- Further Information.

We were informed that general staff induction currently comprises three e-learning modules: Safeguarding, PREVENT, and Equality, Diversity, and Inclusion. However, we confirmed through discussion, although there used to be a dedicated module addressing Health and Safety, this is no longer in place. Additionally, we found that there are no established practices for providing refresher training in Health and Safety for long-standing employees. As such, the risk exists that this can increase the risk of non-compliance.

<b>Management Action 4</b>	The College will consider implementing mandatory Health and Safety training for staff, including new employees. Refresher training will also be introduced to promote continuous learning and awareness.	<b>Responsible Owner:</b> Head of Business Infrastructure	<b>Date:</b> 31 January 2024	<b>Priority:</b> Medium
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**Area: Training and Awareness**

<b>Control</b>	<p><b>Training - Role Specific</b></p> <p>The College offers role specific training with regard to Health and Safety, including:</p> <ul style="list-style-type: none"> <li>• Control of Substances Hazardous to Health (COSHH);</li> <li>• Fire Warden;</li> <li>• First Aid; and</li> <li>• Manual Handling.</li> </ul>	<p><b>Assessment:</b></p> <p><b>Design</b> ✓</p> <p><b>Compliance</b> ×</p>
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**Findings /  
Implications**

We selected a sample of 10 staff members from a mandatory training tracker to confirm role-specific training has been completed, consisting of the following:

- 2/10 staff members eligible for first aid training;
- 4/10 staff members eligible for fire warden training;
- 2/10 staff members eligible for COSHH training; and
- 2/10 staff members eligible for manual handling training.

In all 10 cases we were provided with certification to confirm role-specific training has been completed.

Review of the mandatory training tracker confirmed this contained incomplete/blank areas with regard to the following areas:

- Mandatory training;
- Training frequency; and
- Date last completed

Furthermore, we identified inconsistencies with regard to role-specific training. For example, a total of four Food Services Assistance roles have been recorded within the spreadsheet. However, mandatory Basic Food Hygiene training has only been noted as mandatory for 1/4 roles. Additionally Level Food 2 Hygiene has been mandated 3/4 roles.

**Management  
Action 5**

The mandatory training tracker will be updated to ensure that mandatory training requirements are consistently defined for each role, and that all areas have been completed. Where areas are not applicable, this will be stated.

**Responsible Owner:**

Head of Business Infrastructure

**Date:**

31 December  
2023

**Priority:**

Medium

**Area: Training and Awareness**

<b>Control</b>	<b>Awareness - Students</b> The College has a dedicated Health and Safety Portal containing information, advice and guidance on a range of safety-related topics. Students are also made aware of health and safety considerations as a part of induction.	<b>Assessment:</b>	
		<b>Design</b>	✓
		<b>Compliance</b>	×

<b>Findings / Implications</b>	<p>Review of the 2023/24 Student Handbook confirmed this contains the following information with regard to Health and Safety:</p> <ul style="list-style-type: none"> <li>• Signing in/Out;</li> <li>• Visitors;</li> <li>• No Overnight Visitors;</li> <li>• 24 Hour Emergency Support;</li> <li>• Security &amp; Safety;</li> <li>• ID Badges;</li> <li>• First Aid and Illness; and</li> <li>• Medical Cards.</li> </ul> <p>Review of the Student Charter confirmed this contains the expectation for all students to adhere to health and safety requirements. Review of the student Frequently Asked Questions (FAQ) document confirmed this includes the following information with regard to health and safety measures:</p> <ul style="list-style-type: none"> <li>• <i>Why do I have to sign out and in again if I leave the site?;</i></li> <li>• <i>Why are the College and grounds alcohol free?;</i></li> <li>• <i>Why do we need to be quiet after 11pm?;</i></li> <li>• <i>Why are children not normally allowed on site?;</i></li> <li>• <i>Why can't I have visitors?; and</i></li> <li>• <i>Covid-19 Specific information.</i></li> </ul>
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**Area: Training and Awareness**

We also confirmed that, through photographic evidence, the College displays a variety of Health and Safety related posters around its premises.

Review of the Student Onsite Induction presentation slides confirmed this includes the following areas with regard to health and safety:

- Social distancing;
- In the event of a fire;
- First Aid;
- Smoking; and
- Security and site access.

We were informed that as part of the induction process, students are shown a video outlining Health and Safety measures. Review confirmed the video contains, but is not limited to, the following content within:

- COVID-19 measures and precautions;
- Fire alarms procedures;
- Student visitors;
- Wear a lanyard; and
- Noise levels.

We were unable to confirm induction attendance numbers as we were informed that these would not be accurate due to repeat learners turning up to induction sessions that they have already attended.

<b>Management Action 6</b>	Attendance monitoring for Health and Safety induction for new learners will be introduced to ensure that learners attend and receive Health and Safety induction.	<b>Responsible Owner:</b> Head of Business Infrastructure	<b>Date:</b> 31 January 2024	<b>Priority:</b> Low
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**Area: Risk Assessments**

**Area: Training and Awareness**

<b>Control</b>	<p><b>Premise</b>          A number of Health and Safety/Premise Risk Assessments have been undertaken by the College via an external provider.          The College also conducts annual internal risk assessments encompassing the following areas:</p> <ul style="list-style-type: none"> <li>• Catering;</li> <li>• COSHH (Control of Substances Hazardous to Health);</li> <li>• Premises Management; and</li> <li>• Lone Working</li> </ul>	<p><b>Assessment:</b></p> <p><b>Design</b> ✓</p> <p><b>Compliance</b> ×</p>
<b>Findings / Implications</b>	<p>We confirmed a Site Risk Assessment was undertaken by an external provider, 'JTelecUK LTD', in March 2023. This included, though was not limited to, a review of the following areas:</p> <ul style="list-style-type: none"> <li>• Electric shock;</li> <li>• Sharp objects;</li> <li>• Manual handling;</li> <li>• Falling from height; and</li> <li>• Asbestos.</li> </ul> <p>We were provided with an Asbestos Register and Management Plan for September 2022 which confirmed an assessment was undertaken of various locations at the College.</p> <p>We confirmed a Legionella Risk Assessment of Domestic Water Services was undertaken by 'Brotex Trident Compliance Services', in October 2021.</p> <p>We confirmed a Legionella Risk Assessment for the College was undertaken in February 2023 by an external provider 'Genex'. We note the result of the assessment was that the current systems at the College constitute a 'Medium' risk.</p> <p>Review confirmed a Risk Assessment of the Maintenance Air Conditioning Units for the College was undertaken in January 2022.</p> <p>We confirmed a Risk Assessment was undertaken by 'Elevate Facilities Management' in January 2023, including, though not limited to, a review of the following hazards:</p> <ul style="list-style-type: none"> <li>• Coronavirus PPE and Face Coverings;</li> <li>• Slips, Trips and Falls;</li> </ul>	

## Area: Training and Awareness

- Manual Handling;
- Ventilation; and
- Working Near Children.

We were provided with a Gas Safety Certificate & Equipment Safety Report completed by JLA Limited in November 2022. The date of review is next due November 2023.

The College has also completed a number of internal risk assessments. We were provided with the most recent examples which include:

- Catering (September 2023);
- COSHH - Pesticide Spraying (August 2023);
- Premises Management (August 2023);
- Lone Working (September 2023);
- PREVENT issues (November 2022);
- Cleaning Activities (September 2023);
- Secure Reopening Site to Delivery (August 2023); and
- COVID Secure - Digital (November 2022).

We were informed these are reviewed on an annual basis or sooner depending on if the need to do so arises.

We confirmed internal checks conducted by the College include the following areas:

- Flush little used outlets checks (December 2022 to September 2023);
- Weekly site visual checks;
- Nightly site visual checks; and
- Water temperature checks.

We were informed that the Estates and Facilities Manager monitors premise risk assessments on a monthly basis, with priority actions raised to the Head of Business Infrastructure. However, the College does not currently have a centralised record of actions stemming from premise risk assessments, which may pose challenges in terms of providing overall visibility of the total number of actions which have been raised.

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**Area: Training and Awareness**

<b>Management Action 7</b>	The College will establish a schedule to track and monitor the progress and completion of actions arising from risk assessments (and from other processes such as but not limited to fire drills). This spreadsheet will be stored in a centralised location, ensuring accessibility for relevant staff members.	<b>Responsible Owner:</b> Head of Business Infrastructure	<b>Date:</b> 31 January 2024	<b>Priority:</b> Low
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**Area: Risk Assessments**

<b>Control</b>	<p><b>Risk Assessments - Offsite Trips and Visits</b></p> <p>A risk assessment is conducted by the College for every off-site visit. Templates are available for staff to access on the staff SharePoint.</p> <p>All off-site risk assessments are reviewed by the Estates and Facilities Manager.</p>	<p><b>Assessment:</b></p> <p><b>Design</b> ✓</p> <p><b>Compliance</b> ×</p>
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<b>Findings / Implications</b>	<p>Review of Risk Assessment for Events template confirmed this contains, but is not limited to, the following information within:</p> <ul style="list-style-type: none"> <li>• Task;</li> <li>• Hazard Description;</li> <li>• Hazard Effect;</li> <li>• People At Risk;</li> <li>• Control Measures; and</li> <li>• Residual Risk.</li> </ul> <p>Review of the Educational Visit Risk Assessment template confirmed this contains, but is not limited to, the following information within:</p> <ul style="list-style-type: none"> <li>• Hazard/what could happen?</li> <li>• Who is at risk?</li> <li>• Severity;</li> <li>• Chance;</li> <li>• Risk;</li> <li>• Control; and</li> </ul>
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**Area: Training and Awareness**

- Residual Risk.

We selected eight off-site visits to confirm a risk assessment had been fully completed. Testing identified the following exceptions:

- 1/8 offsite trips/visits risk assessments did not provide a date of visit, trip leader, risk assessor and risk assessment completion date; and
- 1/8 offsite trips/visits risk assessments contained potential hazards with incomplete severity, chance and residual risk.

<b>Management Action 8</b>	Risk assessments for trips/visits will be reviewed to ensure all sections have been fully completed.	<b>Responsible Owner:</b> Estates and Facilities Manager	<b>Date:</b> 31 December 2023	<b>Priority:</b> Low
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**Area: Risk Assessments**

<b>Control</b>	<b>Fire Drills</b> The College undertakes a Fire and Evacuation Drill each term.	<b>Assessment:</b>
		<b>Design</b> ✓
		<b>Compliance</b> ×

**Findings / Implications** Review of the Fire Drill Report forms confirmed that fire evacuation drills took place in March 2023 and September 2023. We were informed that one of the three planned drills did not proceed as scheduled despite two separate dates being set, however one was cancelled due to exam conflicts and the other due to staff illness. We were unable to obtain evidence regarding fire drills conducted in Term 1 (between August 2022 and December 2023) due to the responsible staff member being unavailable. We were further informed that actions arising from fire drills are typically monitored by the Chair and Co-Chair of the Health and Safety Committee, however the College does not currently have a centralised record of actions stemming from fire drills, which may pose challenges in terms of monitoring the total number of issues that have been identified (refer to management action 7).

<b>Management Action 9</b>	The College will conduct fire drills at least once a term, with documentation of these drills being retained in conjunction with any corresponding action plans.	<b>Responsible Owner:</b> Estates Manager	<b>Date:</b> 31 January 2024	<b>Priority:</b> Low
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**Area: Risk Assessments**

<b>Control</b>	<b>Fire Equipment Testing</b> The College maintains oversight of its fire equipment by conducting annual assessments through an external provider and weekly internal evaluations.	<b>Assessment:</b>	
		<b>Design</b>	✓
		<b>Compliance</b>	×

<b>Findings / Implications</b>	<p>We were informed by the Head of Business Infrastructure that an external company, 'Sunfish Fire Detection and Prevention' undertake testing of fire doors and extinguishers twice a year. Review of the Fire Detection and Alarm System Special Inspection Reports confirmed an assessment of fire equipment was undertaken by Sunfish in August 2022 with a further assessment carried out by 'Beta Fire Protection' in January 2023.</p> <p>We were also informed the College undertakes weekly internal fire extinguisher checks. We were provided with the latest records of fire extinguisher checks conducted between August 2022 and September 2023. Review confirmed this contained fire extinguisher checks across various locations at the College, including:</p> <ul style="list-style-type: none"> <li>• Breeze Hall;</li> <li>• Marketing Suite;</li> <li>• Main Building;</li> <li>• New Reception;</li> <li>• Oak Tree Entrance; and</li> <li>• Primrose Hill.</li> </ul>		
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<b>Management Action 10</b>	The College will ensure that external fire equipment testing is conducted annually, at a minimum, with supporting documentation of these tests being retained alongside associated action plans.	<b>Responsible Owner:</b> Estates Manager	<b>Date:</b> 31 January 2024	<b>Priority:</b> Medium
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**Area: Accidents and Incidents**



<b>Control</b>	<b>Accidents and Incidents - Reporting and Monitoring</b> In the event of an incident, employees and visitors notify the on-duty fire marshal or a designated first aider. Where there is a potential risk to life, employees and visitors report directly to the Estates and Facilities Manager or the Head of Business Infrastructure. Subsequent to any incident, a health and safety report is completed and all injuries are documented in the first aid ledger. Lessons learned are shared among relevant staff members.	<b>Assessment:</b>  <b>Design</b> ✓ <b>Compliance</b> ×
<b>Findings / Implications</b>	At the time of our audit we confirmed the College had a total of 13 recorded accidents/incidents (including RIDDOR) during 2022/23 and 2023/24 to date. Testing identified the following exceptions: <ul style="list-style-type: none"> <li>• 4/13 did not state the address of the person who had the accident;</li> <li>• 5/13 did not state the postcode of the person who had the accident;</li> <li>• 5/13 did not state the occupation of the person who had the accident;</li> <li>• 3/13 did not state the address of the individual completing the form;</li> <li>• 7/13 did not state the postcode of the individual completing the form;</li> <li>• 2/13 did not state the occupation of the individual completing the form;</li> <li>• 5/13 did not state the cause of the accident;</li> <li>• 1/13 did not provide a date of completion;</li> <li>• 4/13 did not provide a printed name, signature and date of the person who has had the accident.</li> </ul> We confirmed that 2/13 incidents were identified by the College as RIDDOR reportable, however only 1/2 had been declared as such on the incident reporting form. We confirmed all 13 incidents had been reported within 24 hours of the incident occurring.	
<b>Management Action 11</b>	Accident records will be fully completed, including RIDDOR reportable incidents. Where areas for completion are not required, this will be indicated by stating 'not applicable' or similar.	<b>Responsible Owner:</b> Estates Manager  <b>Date:</b> 31 December 2023  <b>Priority:</b> Low
<b>Area: Reporting</b>		

<b>Control</b>	<p><b>Health and Safety Committee</b></p> <p>The College has established a Health and Safety Committee responsible for overseeing and enhancing health and safety processes and procedures throughout the organisation.</p>	<p><b>Assessment:</b></p> <p><b>Design</b> ✓</p> <p><b>Compliance</b> ×</p>		
<b>Findings / Implications</b>	<p>We were informed by the Head of Infrastructure that there had been a Health and Safety Committee prior to 2022, however this dissolved due to the impacts of Covid-19. Since then, the committee has been re-established and one Health and Safety Committee meeting has taken place in the past year during March 2023.</p> <p>Review of Health and Safety Meeting Agenda confirmed the following areas were discussed:</p> <ul style="list-style-type: none"> <li>• Terms of Reference;</li> <li>• Fire evacuation update;</li> <li>• Sign in systems;</li> <li>• Risk Assessment Review;</li> <li>• Live &amp; Upcoming Projects;</li> <li>• People Issues.</li> </ul> <p>Review of Health and Safety Committee Terms of Reference confirmed this contains the following aims:</p> <ul style="list-style-type: none"> <li>• <i>To review and discuss current or emerging health &amp; safety risks or concerns;</i></li> <li>• <i>To monitor the effective management of risk relating to health &amp; safety across college; and</i></li> <li>• <i>Engage with multiple stakeholders to ensure a comprehensive and robust health &amp; safety procedure is in place.</i></li> </ul> <p>The meeting scheduled for July 2023 did not go ahead, however, were informed the next Health and Safety Committee meeting has been planned for November/December 2023 to allow time for a new Students' Union to form and a student representative to be selected. Following this, the Committee will meet on a termly basis.</p>			
<b>Management Action 12</b>	<p>The Health and Safety Committee will hold regular meetings once a term, as a minimum. Agendas and minutes of these meetings will be documented and retained to capture discussions held and actions taken.</p>	<p><b>Responsible Owner:</b></p> <p>Head of Business Infrastructure</p>	<p><b>Date:</b></p> <p>31 December 2023</p>	<p><b>Priority:</b></p> <p>Medium</p>



## Appendix B – Lighthouse H&S Actions

Health & Safety Action Plan					
Risk Level	Action Required	Target Date	Action Taken By	Progress	Date Completed
Low	It is advised that a H&S notice board is put together centralising all relative information at one location and should include the H&S law poster, employers liability, H&S policy statement, minutes for the last H&S meeting, details of first aid representatives, fire marshals etc.	Mar-24	JWT	Completed	Aug-23
Medium	It should be noted that there are extinguisher units located in the communal corridors of the residential areas. In the event of a fire there is the potential that residents will attempt to use the extinguishers without adequate training which may lead to the wrong extinguisher being used or the extinguisher being used incorrectly which may exasperate the fire.  There are a number of Powder extinguishers located internally, this type of extinguisher is no longer recommended for internal used as the fine dust from the extinguisher can restrict visibility and impair the ability to safely escape.	Dec-23	JWT	Fire extinguishers removed from communal corridors, the college is seeking further clarification regarding the use of powder extinguishers	
Medium	All recommendations as to the condition of the internal fire doors should be actioned in a timely manner.	Mar-24	JWT	Quote received by 2 separate companies, capital spend plan currently being reviewed. Work to commence in term 2	
Low	Ensure a copy of the emergency evacuation policy is displayed in a prominent position.	Mar-24	AG	Emergency Evacuation Procedure currently being reviewed with the colleges wider emergency planning	
Low	Ensure that a suitable first aid policy and procedure is implemented.	Feb-24	AG		
Low	In the rear grounds there are steps down leading to the lower areas with no hand rail fitted. The current building regulations approved document K requires that external stairs with more than three steps should be fitted with an appropriate handrail. Consideration should be given to the installation of an appropriate handrail.	Dec-23	JWT	College currently seeking quotes for installation of handrail	
Medium	The servicing of the air conditioning is now due.	Apr-23	JWT	Servicing completed	Apr-23
Medium	Some of the ground surfaces at the front of the property around the archway were noted to have deteriorated with changes in the ground level identified. While not a hazard at the time, these areas should be monitored for further deterioration.	Aug-24	AG	Planned ground works to be carried out in line with colleges capital plan	
	If required, a more appropriate surface should be applied to			Currently looking at options relating to	