

S1.18, Stirling
4.30pm (refreshments available from 4pm)

AGENDA

1. Declarations of interest
2. Apologies

FOR APPROVAL

3. Minutes of Meeting of 22 November 2016
4. Matters Arising
 - a) H/15/014 Update on Second Cultural Survey
 - b) H/15/015 Staff Development – August 2016
 - c) H/16/008 People Strategy

5. Health, Safety, Environment and Welfare Policy Fiona Duff

FOR DISCUSSION

6. Health and Safety Update Fiona Duff
7. Staffing Establishment Update Steven Still
(Paper 7 is withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)
8. Staff Development – February 2017 Steven Still
(Elements of paper 8 are withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)
9. National Bargaining Update (Verbal) Andrew Lawson
10. Review of Risk
11. Any other competent business

FOR INFORMATION

Programme of Committee Business

Room S1.03, Stirling Campus (commencing at 4.30pm)

Present: Mrs Beth Hamilton (Chair)
Mrs Fiona Campbell
Mrs Anne Mearns

Apologies: Mr Steven Tolson

In Attendance: Mr Andrew Lawson, Associate Principal and Executive Director, HR and Operational Effectiveness
Mr Steven Still, Head of HR
Mr Stephen Jarvie, Corporate Governance and Planning Officer
Ms Fiona Duff, Health and Safety Coordinator (for item H/16/004 only)

The Associate Principal and Executive Director, HR and Operational Effectiveness informed members that items 9 and 10 on the agenda were actually the same item.

H/16/001 Declarations of Interest

None.

H/16/002 Minutes of meeting held on 10 November 2015 and 7 June 2016

The Minute of the meetings of 10 November 2015 and 7 June 2016 were accepted as an accurate record.

H/16/003 Matters arising

a) H/15/014 Update on Second Cultural Survey

The Associate Principal and Executive Director, HR and Operational Effectiveness provided an update on the Cultural Survey, noting that the results and actions would be used to influence both strategic and operational planning. He announced that an employee forum would be convened to discuss the key themes arising from the survey.

b) H/15/018 Any Other Competent Business

The Associate Principal and Executive Director, HR and Operational Effectiveness updated members on recent developments with National Bargaining. He confirmed that UNISON had rejected the latest pay offer, that they intended to take further strike action and he also outlined the positions of both the union and management sides.

b) H/15/015 Staff Development – August 2016

The Head of HR noted that members had requested the College investigate the possibility of putting College staff development activity forward for external recognition.

He reported that the HR Department did receive a lot of recognition from peers with a number of other College's coming to see how our systems work.

He did confirm that the College would keep an eye out for award opportunities but cautioned that there was often an administrative cost to applying for these and any submission would be dependent upon work levels in the team.

Members noted the update and confirmed that, if feasible, they would still like the College to seek external recognition for staff development.

Members also noted that there were other awards the College should consider, for example ROSPA for Health and Safety.

H/16/004 Health and Safety Update

The Health and Safety Coordinator presented a report outlining the College's performance against Health, Safety and Sustainability.

She outlined key areas within the report, noting for example that the deployment of additional protective equipment had reduced the number of cuts within the College.

She also briefed members on health surveillance activity amongst staff designed to ensure relevant staff are regularly checked based upon their individual working environments.

a) Members noted the content of the report

H/16/005 Complaints Overview 2015/16

The Corporate Governance and Planning Officer provided an overview of the complaints received by the Executive Office in session 2015/16. He outlined the continued year on year reduction in complaints received by the Executive Office and noted that this was in part due to lessons learned from previous years complaints and the changes to systems and processes arising from these.

Members queried how proactive the College was in seeking out complaints. The Corporate Governance and Planning Officer outlined the complaints environment within the College and noted that staff would always try to identify problems and deal with any complaints as quickly as possible.

a) Members noted the content of the report

H/16/006 Staffing Establishment Update Q4 2015/16

The Head of HR presented an update on the College staffing establishment for Q4 2015/16. He noted that there were two staffing establishment reports being brought to the Committee and explained that these reports had been split to allow a full year on year comparison between 2015/16 and 2014/15 as well as provide an up to date picture for the first quarter of the current year.

He outlined the key aspects within the report and noted that, in terms of headcount, this had largely been consistent between the years.

He provided an overview of succession planning activity within the College and also discussed opportunities for staff development via internal and external secondment and the benefits this brings to individuals and the College as a whole.

Members queried the cost implications for this activity. The Head of HR noted that not all secondment activity was backfilled and that there was a comprehensive review process both for the benefit to the individual and the College of secondment along with the cost implications of maintaining an acceptable level of service.

Members queried the level of flexible working within the College. The Head of HR noted that there was a level of flexible working and the preferred method was for staff to work condensed hours. He confirmed that each request was reviewed on individual merit and to ensure any flexible working was appropriate to the individual role.

Members queried the methods used by the College to advertise vacancies. The Head of HR provided an overview of the MyJobsScotland which the College was involved in developing. He outlined the significant savings this provides versus more traditional and other online advertising avenues.

a) Members noted the content of the report

H/16/007 Staffing Establishment Update Q1 2016/17

The Head of HR presented an update on the College staffing establishment for Q1 2016/17.

He confirmed that, overall, there had been no significant differences since the previous quarter but noted there had been a slightly higher number of leavers than normal. He provided details on the reasons for these.

Members queried whether staff exiting the College were questioned on their experience. The Head of HR confirmed an exit interview is conducted.

a) Members noted the content of the report

H/16/008 People Strategy

The Associate Principal and Executive Director, HR and Operational Effectiveness presented a draft, outline people strategy which looks to further develop College staff.

He noted that this was a ten year strategy and that the final version would be brought back to the Committee for approval.

He outlined the main points within the strategy and noted that there would be staff input to the further development of the strategy once it had been fleshed out more by Senior Management and Heads of Department.

Members queried whether there was a risk that staff would view the strategy negatively. The Associate Principal and Executive Director, HR and Operational Effectiveness confirmed that, if not communicated correctly, there was a risk of the strategy causing some concern.

He reaffirmed that the strategy would have significant work done and a communications plan developed before it was made available to College staff for input.

a) Members noted the content of the report

H/16/009 Review of Risk

Members noted the potential industrial action by the College's recognised trade unions as a risk.

H/16/010 Any Other Competent Business

The Associate Principal and Executive Director, HR and Operational Effectiveness informed members that the local RPA had been signed by UNISON and it was anticipated EIS would be signing their one this week. He outlined the changes in the RPA and noted that these had arisen from elements of local activity now being covered under national bargaining.

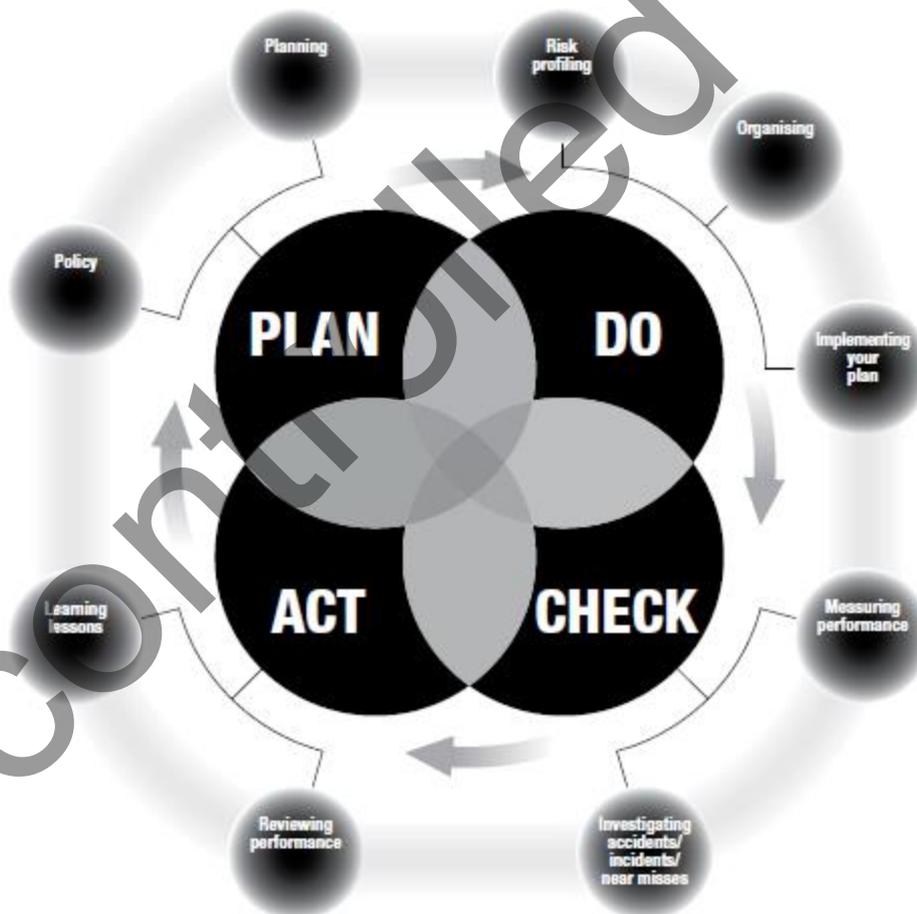
1. Purpose

To seek approval for the revised Health, Safety, Environment and Welfare Policy.
Appendix A - Health, Safety, Environment and Welfare Policy with amendments in 'red'.

2. Recommendation

That members note and approve the minor changes to this Policy, which include:-

- The inclusion of "Environment" in the policy title, to reflect the provision of our "green statement";
- The addition of details of the Sustainability Committee including KPIs and Objectives;
- Amended text to reflect updated legislative guidance changes to HSG65¹ model (Plan, Do, Check, Act).



¹ HSE Executive - HSG 65 – Managing for Health and Safety

3. Background

The Health, Safety, Environment and Welfare (HSWE) Policy is reviewed every three years.

Having a current Health, Safety, Environment and Welfare Policy in place, demonstrates the Senior Management's commitment to health and safety within the College. The policy reflects health and safety responsibilities and accountabilities to support our positive safety culture. It details the organisational elements required to ensure the Policy has ownership, and how risk is managed.

For information- the HSEW Policy is the overarching Policy within the College. We also have the following documents which were developed back in 2007, to support the H&S culture and fully comply with the legislation and best practice. These are also regularly updated and have minor amendments highlighted in red.

- H&S Committee Remit – Appendix B
- H&S Operational Team remit – Appendix C
- H&S TU Agreement – Appendix D

4. Key Considerations- to highlight changes made from the previous version.

- No major changes since the previous version, January 2014 – changes are highlighted in red;
- The Policy Statements have been updated and included - Policy, Evacuation and Sustainability – signed and dated, no other changes.
- Sections added to reflect the HSG 65 guidance revision; Plan, Do, Check, Act.
- “Plan”- Responsibilities Section, Page 5
 - Amended to reflect the Associate Principal and Executive Director for HR and Operational Effectiveness now chairing the H&S Committee.
 - Addition of a section on Sustainability to reflect and support the objectives in the existing college green statement.
 - Alignment of the document with the existing H&S Operational Remit, H&S Committee Remit and H&S Trade Union Agreement;
- “Do” Section- page 11 - Risk Assessments, reporting of incidents etc. – no significant changes
- “Check” Section- page 12 – audits/inspections – no significant changes
- “Act” Section- page 12 – Amended to reflect how we progress actions and findings from risk assessments and audits/ inspections – no other significant changes.

5. Financial Implications

No additional financial considerations

6. Equalities

This paper is regarding the Health, Safety, Environment and Welfare of all staff, students and visitors and does not require a separate impact assessment.

7. Risk

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		x
Medium		
Low		
Very Low	x	

Please describe any risks associated with this paper and associated mitigating actions

Risk Description – Failure to update and review the Policy would reflect poorly on the college and leave the college at risk for mitigation of liabilities.

Mitigation Actions - To strive for continual improvement of the health and safety culture by approving the revised Policy and circulating the updated document to Heads of Service and Teaching Departments.

Risk Owner – Claire Shiels, Head of FM and H&S

Action Owner – Tom Gorman, Associate Principal and Director of Estates Development

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes **Internal as an update – also provided externally to partners on request.**

Health and Safety – Yes

Paper Author – Fiona Duff

SMT Owner – Tom Gorman



HEALTH, SAFETY, ENVIRONMENT AND WELFARE POLICY

Status:	Pending Approval
Date of version:	January 2017
Responsibility for policy:	Associate Principal and Executive Director – Estates Development
Responsibility for implementation:	Head of FM and H&S
Responsibility for review:	Associate Principal and Executive Director – Estates Development
Date for review:	January 2020

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Building Your SAFER Future



Health & Safety Policy Statement

The Board of Management and the Senior Management Team (SMT) recognise that provision of a safe and healthy working environment is essential to ensure the safety of staff and learners and to the continuing success of Forth Valley College (FVC).

It is the policy of FVC to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors and others who may be affected by the organisation's activities. The effectiveness of our Health & Safety Policy will be regularly monitored and reviewed, in consultation with employees and their representatives.

Forth Valley College is committed to continual improvement in the management of health and safety and to development of a high performance health and safety culture. To this aim, the SMT will provide adequate resources to enable health and safety aims and objectives to be met and all departments will include health and safety improvement actions in their Operational Plans.

Forth Valley College will:

- Systematically identify operational hazards in order to assess and control risks
- Promote positive occupational health practices
- Provide adequate health and safety training
- Periodically review Health & Safety management systems and audit performance across all departments and campuses
- Consult with employees and their representatives on health and safety matters
- Set health and safety objectives, targets and key performance indicators
- Operate to recognised Further Education sector best practice and in accordance with available guidance and legal requirements

Specific health and safety responsibilities are included in Job Profiles, as appropriate to each post. In addition, all employees, learners and others on FVC premises have a duty to take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions. However, overall responsibility for effective implementation of health and safety management systems, within Forth Valley College, lies with the Principal and Senior Management Team. All employees must co-operate with the College in fulfilling its statutory duties and the aims of this policy.

The Health & Safety Policy Statement and its implementation will be reviewed at least annually by the SMT and the College Health & Safety Committee to ensure that account is taken of any applicable legislative changes, new guidance or best practices and to identify and correct any deficiencies. The policy will be brought to the attention of all employees at all campuses via the health and safety notice boards and on the staff intranet. All employees must co-operate with the College in fulfilling its statutory duties and aims of this policy.

Signed by the College Principal

Date

13.1.17

Chair of the Board of Management

Date:

13.1.17

NOTE

The detailed Health, Safety and Welfare Policy and associated procedures are available on the College intranet or from the Health and Safety Department.

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Building Your SAFER Future



Emergency Evacuation Policy Statement

The Board of Management and the Senior Management Team (SMT) at Forth Valley College recognise and accept in addition to the general provision of responsibilities under the Health and Safety at Work (etc.) Act 1974, their specific responsibilities as an employer to employees and provider of service to non-employees, under the Fire Scotland Act 2005.

Forth Valley College will, so far as is reasonably practicable, ensure the safety of staff, students and others who may be affected by fire or any other emergency in the workplace, which may result in a building evacuation.

Fire Safety is our primary objective as the preservation of life is the utmost goal. Effective fire safety management can also contribute to organisational performance by eliminating or reducing unnecessary risk and liabilities. To facilitate this, we will create and promote a positive fire safety culture that secures the commitment and participation of all staff and students to help achieve high standards of fire safety within our buildings.

Forth Valley College will:

- Undertake a comprehensive fire risk assessment process to identify fire risks;
- Implement suitable control measures to reduce fire risks as far as reasonably practicable;
- Ensure there is adequate means of fire detection and raising the alarm;
- Ensure there is an adequate and suitable supply of emergency escape lighting and emergency escape egress;
- Ensure there is adequate safety information notices and signs for escape;
- Ensure there is a schedule for the testing and maintenance of these key emergency provisions and adequate practice drills to test the arrangements;
- Ensure there are appropriate arrangements to fully evacuate all persons from our building in the event of an emergency;
- Provide suitable appliances, to fight confinable fires, to protect a persons escape or extinguish a person on fire; and
- Provide adequate information, instruction, training and supervision so that staff, students, and others contribute positively to the fire safety strategy and are aware of the action to take in the event of an emergency.

Specific health and safety responsibilities are included in job profiles, as appropriate to each post. In addition, all employees, learners and others on FVC premises have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. However, overall responsibility for effective implementation of health and safety management systems, within Forth Valley College, lies with the Principal, supported by the Senior Management Team on behalf of the Board of Management.

The Emergency Evacuation Policy Statement and its implementation will be reviewed at least annually by the SMT and the College Health & Safety Committee to ensure that account is taken of any applicable legislative changes, new guidance or best practices and to identify and correct any deficiencies. The policy will be brought to the attention of all employees at all campuses via the health and safety notice boards and on the staff intranet. All employees must co-operate with the College in fulfilling its statutory duties and aims of this policy.

Signed by the College Principal

Date

13.1.17

Chair of the Board of Management

Date:

13.1.17

NOTE

The detailed Health, Safety and Welfare Policy and associated procedures are available on the College intranet or from the Health and Safety Department.

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Building Your **GREEN** Future



Sustainability Commitment

The Board of Management, Principal and Senior Management Team of Forth Valley College recognise its moral and legal responsibilities to sound sustainability management, encompassing environmental, social, economic and technological factors, in line with the College vision for 'Making Learning Work'.

Forth Valley College is committed to minimising environmental impact from its activities and recognise its corporate responsibility, as provider of further education, to act in a responsible manner whilst also promoting sustainability issues within the course provision, for future generations to adopt and continue development of their heritage and culture.

Sustainability includes the social aspect of interaction with employees, students, stakeholders and the community to ensure a positive image and service with minimal negative impact for future societies, covering the wider aspects of sustainable growth. Forth Valley College has implemented and integrated a Management System for sustainability to achieve the key strategic principles identified and will aim to continuously improve its performance by monitoring these key principles and aspects of sustainability into the operational and strategic planning.

Forth Valley College will, so far as is reasonably practicable;

- Establish sound management processes to ensure environmental, social and economic risks are identified, quantified, prioritised and managed in an appropriate and timely way; whilst complying with current legislative controls.
- Manage its operations in ways that are environmentally and economically sustainable by making efficient and responsible use of energy and water whilst exploiting opportunities to maximise efficiency and reduce and minimise pollution and waste to landfill;
- Minimise material use and waste production by way of reduced consumption, developing and maintaining effective waste management and recycling procedures;
- Collaborate with key suppliers to promote environmentally, socially and responsible procurement of goods and services, and improved technological ways of working whilst considering both the production and end of life cycle for products and services;
- Invest in staff development, skills and attributes to maintain sustainable improvements with investment in training and the promotion of marketing and initiatives;
- Continue a process of communication to raise and maintain awareness amongst staff and students; promoting individual good practice, encouraging team participation to ensure all activity complies with the college aims and reduces potential negative impact on environmental, social and economic sustainability;
- Promote a sustainable travel management plan;
- Provide health surveillance for key employees and health initiatives for staff and learners, providing a basis for maximising longevity potential; including diet, health and exercise;
- Promote sustainable behaviour into the curriculum delivery in association with key stakeholders and wider community;
- Measure effectiveness and compliance and report regularly on the organisations sustainability performance targets; identifying further opportunities for continual improvement to reduce potential negative impacts at an early stage, taking appropriate action where reasonably practicable;
- Integrate sustainable concerns into all planning and design decisions, maintenance and management of its Estate;
- Liaise with the Local Community and other Stakeholders on sustainability issues;
- Maintain emergency procedures and contingency planning to deal effectively with any significantly harmful environmental, social and economic impact which may arise as a result of its activities;

This statement will be brought to the attention of all employees and students in all Campus sites, via the intranet and health and safety notice boards. It is the duty of all parties to support the college sustainability aims and report any concerns or non compliance.

Signed by the College Principal:

Date: 13.1.17

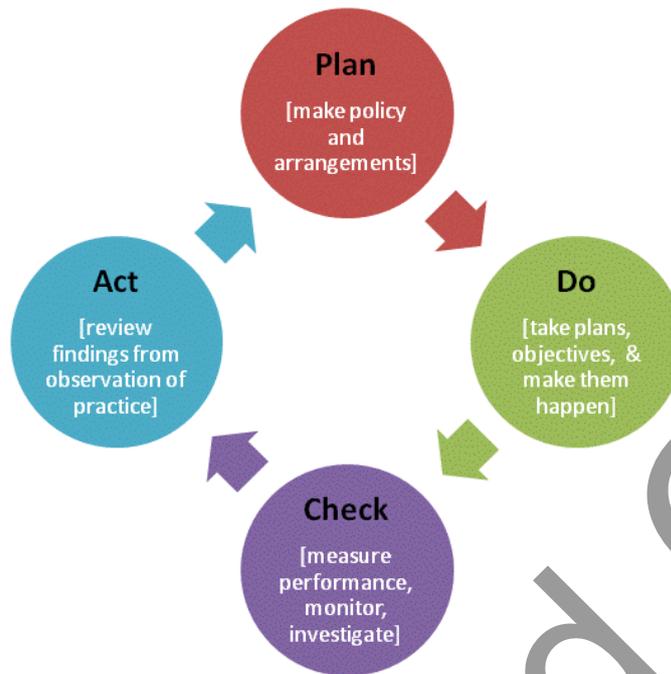
Chairman of the Board of Management:

Date: 13.1.17

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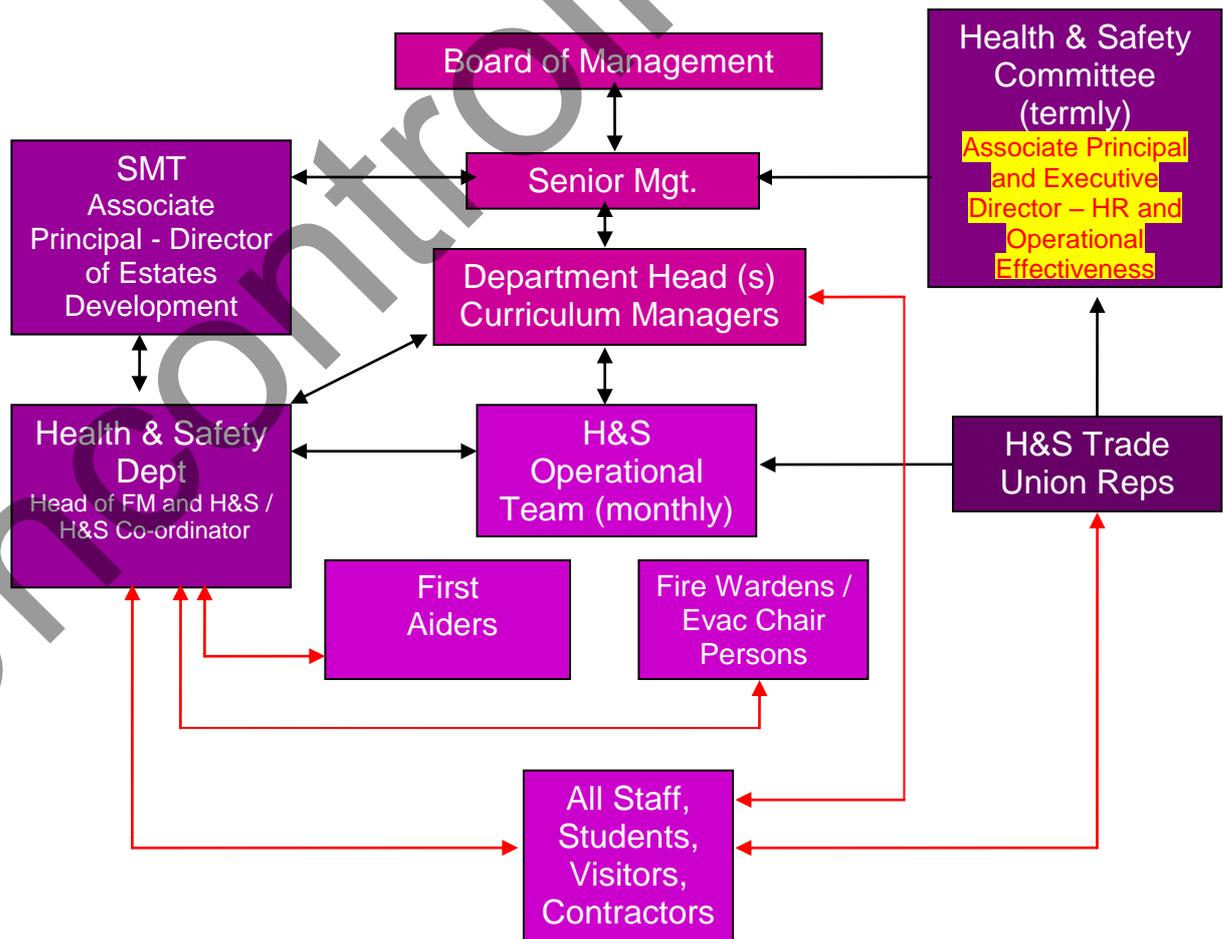
HEALTH AND SAFETY POLICY DOCUMENT

This policy document is based on the HSG 65 model (Plan, Do, Check, Act)



1. **PLAN** - Organisation and Responsibilities

[Hyperlink to full health and safety structure flow chart](#)



Board of Management

The Board of Management, as an employer, has the responsibility for ensuring the College is a safe and healthy environment for its employees to work. They ensure the College is fully compliant with Health and Safety legislation and allocate the necessary resources for health and safety provision detailed within this Policy. **A termly progress report is provided to the HR Committee to inform and update them on H&S and Sustainability continual improvement.**

Principal and Senior Management Team (SMT)

- Responsible on behalf of the Board of Management for the allocation of financial and other resources to ensure the effective implementation of legislative compliance and the overall risk management policy within the College.
- Ensuring the identification of health and safety roles and the application of a training schedule to meet these requirements.
- Ensuring a “lead by example” approach to health, safety and welfare, undertaking regular focus on health, safety and welfare issues within the college and regular agenda items to cover both analysis of operational health, safety and welfare arrangements along with strategic planning for future health, safety and welfare of employees.

Health & Safety Committee – refer to the [H&S Committee Remit Document](#)

- The Committee consists of **3** EIS Trade Union Representatives, **3** UNISON Trade Union Representatives, the Head of Facilities Management and Health and Safety, Human Resources Manager, two Department Managers and is chaired by a member of the Senior Management Team, currently the Associate Principal **and Executive Director – HR and Operational Effectiveness**. The recommended balance between Management and Union Representation according to the Safety representatives and Safety Committee Regulations 1977 **will be adopted should Committee matters require a vote**.
- The Committee meets once a term to review the progress of the operational plan and to plan for the strategic development of health, safety and welfare issues within the College, **including the review of risk**.

Health and Safety Operational Team – refer to [the Health & Safety Operational Team Remit Document](#)

- The H&S Operational Team consists of representation from Department Heads (or Curriculum Managers (Teaching), H&S Trade Union Representatives, the Head of Facilities Management and Health and Safety, Health and Safety Co-ordinator. This group is the driving force behind operational health and safety within the College and meets monthly to discuss current issues. Actions are recorded and included in the quarterly **or annual** report to the Senior Management Team. Matters can be escalated to the HS Committee where required.

Health and Safety Trade Union Representatives Functions: refer to the [Trade Union Agreement Document](#)

- to represent union employees on health and safety matters and offer guidance to other employees on request;
- to carry out health and safety inspections and investigations as necessary;
- to attend the H&S Committee meetings and contribute to the development of a positive health and safety culture;
- to carry out these and other functions as per the College Health and Safety Trade Union Agreement.

Head of Facilities Management and Health and Safety:

To develop and monitor the progression of the **Estates, Facilities and Health and Safety Operational Plan**;

- To develop and monitor the Health and Safety Policy and Procedures, updating as required, in keeping with changes to legislation;
- To provide regular health and safety reports to the Associate Principal Executive Director - Estates Development and Senior Management Team; HR Committee and the Board of Management.
- Provide independent health and safety advice to all parties;
- Establish and maintain procedures for communicating relevant health and safety information to employees and others in conjunction with relevant managers;
- Develop and maintain a plan for the management for statutory occupational health provision for employees identified as being at risk;
- To assess risk in line with key statutory requirements, e.g. dust and noise assessments along with the monitoring of activity based risk assessments, undertaking professional external assistance when required;
- Provide a comprehensive report to the Associate Principal and Executive Director - Estates Development and Executive Office and HS Committee in relation to any RIDDOR incident;
- Maintain safe access and egress for all users;
- Comply with the Gas Supply Safety Regulations;
- Maintain a suitable temperature for indoor facilities;
- Maintain scheduled testing of all electrical supply, (fixed and portable)
- Maintain the security of the facility;
- Manage the College overall waste and recycling procedures and environmental initiatives;
- Develop and maintain an asbestos risk register and co-ordinating any works or contractors relating to the communication of the register information;
- Manage the fire safety system and carrying out weekly tests of the system, annual checks of fire extinguishers and safety lighting;
- Liaise with the Emergency Services in the event of a security breach, fire or other emergency;
- Manage and prioritise any health and safety reported issues through the "fix it" system;
- Ensure the insurance risk register is maintained and the maintenance and scheduled testing of these items;
- Arrange and monitor the carrying out of statutory maintenance checks on all fixed plant and Local Exhaust Ventilation Systems;
- Manage the system for any contractors and planning of works in accordance with suitable H&S inductions, risk assessments and method statements;
- Co-ordinate and communicate any health and safety information with the Health and Safety Co-ordinator;
- **Manage legislative compliance with all Estates related activities which may impact on the safety of the building(s) and their users e.g. L8.**

Health and Safety Co-ordinator

- To actively monitor and review college health and safety performance;
- To co-ordinate any accident investigations in conjunction with the relevant manager and comply with the statutory duties for RIDDOR incidents;
- To liaise with First Aiders and Fire Wardens to maintain regular contact and communications and training;

- Liaise with external authorities when appropriate, e.g. HSE, Local Authority, Fire Service, Police, Insurers, Contractors and Consultants;
- To develop health and safety procedures and communicate these to all college employees, students and visitors as required;
- To organise core health and safety training for key roles; and maintain contact with cross college key health and safety roles.
- To communicate with the Trade Union Health and Safety Representatives on health and safety matters that may affect the safety of employees;
- To oversee the risk assessment process in conjunction with Departments;
- Co-ordinate and communicate with the Estates and Facilities Department, Human Resources and Trade Union Health and Safety Representatives on health and safety matters;
- **To manage communications of the Policy and Procedures with departments.**

Heads of Department (Teaching and Service)

- To apply the health and safety policy and procedures within their area of responsibility and ensure the day to day safety standards are maintained;
- Ensure the staff, students and visitors within their area of responsibility are aware of the health and safety procedures and provided with appropriate health and safety information, instruction and training;
- To ensure that competent risk assessments are carried out and regularly updated, in relation to their area of responsibility, and any recommendations or actions reviewed and progressed accordingly;
- Ensure that risk assessments are appropriate and inclusive for all groups of learners and staff, including external outings or events;
- To ensure regular safety inspections are carried out within their area of responsibility and any findings progressed for action; and to attend any scheduled H&S audits.
- Ensure actions listed on the HS Audit Tracker are completed timeously and prioritised for risk reduction;
- Ensure all hazardous substances are on the college index register and all accompanied by safety data sheets.
- Ensure Control of Substances Hazardous to Health (COSHH) assessments are undertaken in their area of responsibility;
- Ensure that risk assessments for display screen equipment users are carried out;
- Ensure that any personal protective equipment and clothing required within their respective areas, is readily available, adequate to control the risk for each individual and worn when required. To enforce the wearing of PPE as necessary;
- To manage the provision and maintenance of departmental equipment or if required co-ordinate this maintenance with the Head of FM and H&S.

Human Resources Manager:

- Is responsible for retaining all pertinent personal information relating to occupational health of individual employees and providing this information to particular individuals on their written request.
- Overseeing support for individual employees and managers through any process which may require occupational referrals, grievance or disciplinary procedures.
- Retention of any health and safety training and development documentation;
- Provision and arrangement of necessary training and re-training when required;
- Human Resource Department will notify the H&S Co-ordinator, as soon as possible, of any individual risk assessment requirement such as New and Expectant Mothers or individuals with possible work related health issues, **including new members of staff for review in line with the health surveillance risk register.**

All persons with responsibility for a class or group of learners will undertake daily enforcement of this health and safety policy **and associated procedures** and ensure all participants wear the appropriate personal protective equipment (PPE) for the activity if required and adhere to the risk assessment for the activity.

In the event of emergency, all persons in charge of class, will ensure all persons within their responsibility, safely evacuate the building to the assembly point, or follow their “personal emergency evacuation plan”.

Fire Wardens:

Nominated Fire Wardens will be given appropriate training, arranged through the Health and Safety Department. Their role will include, identifying themselves by wearing the fire warden arm band, sweeping a particular area of the building, directing persons to the nearest fire exit and reporting to the Senior Fire Controller at the fire assembly point. In addition, all fire wardens will be expected to adopt a proactive safety role to report any faults, defects or damage that may affect the College fire safety plan.

Trained Users of Evacuation Chairs:

The College provides evacuation chairs to assist with the emergency evacuation of users with mobility issues. Evacuation chair training will be carried out by the Health and Safety Department. The role of the trained person is, in the event of an evacuation, to assist persons from the refuge points, if safe to do so, and if deemed necessary. All trained persons are expected to attend refresher training when required.

Personal Emergency Evacuation Plans (PEEP's)

A PEEP is an agreed plan to identify suitable evacuation procedures for individuals who may need assisted evacuation. A PEEP is only required if it is foreseeable that the individual may experience difficulties during an evacuation; such as;

- Mobility – unable to descend the stairs (lifts not permitted)
- Hearing – unable to recognise the evacuation alarm when activated
- Visual – unable to see their nearest fire escape or manual break point to raise the alarm
- Cognitive – confused, anxious or in need of additional support.

Students must inform the College of their need for a PEEP and should request this via their application/ enrolment form or via their Curriculum Manager.
Staff should contact the H&S Dept to request a PEEP.

First Aiders:

The College will provide First Aid Provision in the form of first aid boxes and supplies, first aid rooms and First Aiders. First Aiders will be trained to the recognised HSE standard training and will be given refresher training when required. First Aiders will be issued with a first aid bag (response kit) for convenience; however additional provision is located throughout the building.

First Aiders are expected to;

- Carry a first aid pager at all times; or the first aid contact mobile phone;
- Contact the emergency number, promptly, if a “page / call” is received;
- Make their way promptly to any incident;
- Administer any first aid according to their first aid training; Preserve Life, Prevent Worsening and Promote Recovery; or seek further advice when unsure.
- Be aware of and follow the College procedure for first aid;
- Consider the medical action register for students/staff with disclosed medical information;
- Complete the standard incident report form for every event and submit on Sharepoint or send to the Health and Safety Co-ordinator;
- Contact the Health and Safety Co-ordinator when replacement supplies are needed;
- Report any concerns to the Health and Safety Co-ordinator;

Employees:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- Co-operate with the College in relation to health, safety or welfare matters;
- Follow the health and safety procedures established and communicated; including participation in regular HS refresher training;
- Report any faults, defects or health and safety concerns to the health and safety department, health and safety trade union representatives or “fix it” as appropriate;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Students:

All students are responsible for their own health and safety and that of others who may be affected by their acts or omissions. All students will be given a safety induction to the College and inducted to each activity as part of their course. Students are encouraged to ask if they are unsure of any safety aspect of an activity or facility. All students are expected to report health and safety incidents or concerns to a member of staff. Students with additional evacuation requirements should request a PEEP from their Curriculum Manager.

Visitors / Contractors:

All visitors, visiting lecturers and contractors are responsible for signing in at reception on arrival, and complying with the health and safety information which will be given to them. Any visitor who would require assisted escape during an emergency, should request a detailed PEEP from the Health and Safety Dept. Ext 3189/3274

- Contractors at any Campus sign in at the main Reception

All visitors must display an identification badge and comply with the health and safety procedures.

Sustainability Committee

The Committee consists of Representatives from a wide variety of departments and is chaired by a member of the Senior Management Team, currently the Associate Principal and Executive Director - Learning and Teaching - SMT

The Committee meets three times per academic year. Sustainability KPIs (including sustainability in the Curriculum, Carbon Management Plan, Energy, Waste, Travel, Fairtrade, Printing, IT) are discussed and agreed at this meeting for the forthcoming year whilst reviewing previous years performance. This supports the College "Green Statement" and aims for continual improvement of sustainable objectives.

2. DO - Implementing – College Key Principles

Forth Valley College Senior Management will:

- Ensure that the policy and procedures for emergencies, health and safety and welfare are known and understood by staff, students, visitors, contractors and service providers;
- Ensure suitable and sufficient risk assessments are undertaken for routine and non routine work activities and adequate control measures implemented and evaluated for all user groups. Whilst the College is focussed on embedding health and safety into the culture of the organisation, it will not be used as a barrier to learners or staff with a disability. Activities and risk assessments will be undertaken with a view to remove, reduce and control risk to a reasonable level for all users;
- Ensure inclusive risk assessments are carried out with the individual and recommendations will be made to enable reasonable adjustments to remove barriers;
- Ensure that incidents and accidents and dangerous occurrences are reported and investigative action is taken when required to prevent a re-occurrence; Reactive measures to be carried out as a priority;
- Ensure that adequate competent persons are appointed to uphold and maintain the health and safety requirements of the College;
- In the event of an emergency, ensure effective planning, preparation, training and resources to enable and maintain adequate response and means of escape for all college users of the premises;
- Ensure the reduction of risk to the lowest level reasonably practicable, and the provision of personal protective equipment when the risk cannot be controlled by other means; to enforce the wearing of PPE whenever required.
- Ensure this policy and associated procedures are monitored and reviewed;
- Allocate the necessary resources to;
 - Maintain the health and safety standards for the premises and
 - Ensure that all staff and students receive adequate health and safety training in relation to their ability and role;
- Encourage practices that support a positive safety culture and ensure these practices are adhered to;
- Adopt a proactive view to incorporate active monitoring of areas on a regular basis to compliment the existing risk assessment process.

3. **CHECK** - Measuring and Reviewing Performance

The Health and Safety Department monitors the progress of college health and safety via the operational plan which includes, where required, actions for all Departments.

The Health and Safety Department organises and carries out scheduled active monitoring inspections and audits in conjunction with the Departments and the Health and Safety Trade Union Representatives.

The Health and Safety Department collates and analyses all incident reports, with a view to implementing additional procedures to control risk, if required.

Regular reports on operational performance are provided to the Senior Management Team which reflects progress of the operational plan objectives and strategic outcomes.

Termly reports are provided for the Health and Safety Committee and the Human Resource Committee (including Board of Management Representatives) which outline the progress of the implementation and operational plan, analysis of the performance development and detail future strategic development and resource implications.

4. **ACT** – Implementing Findings

In line with continual improvements the college will adopt and implement the findings from any review process. This carried out via the Health and Safety Audit Tracker and in line with the Health and Safety Operational Team. This may also include actions resulting from any partnership or external audit and may be strategically progressed through the operational plan if required.

The previous reviews of this Policy :

- H&S Operational Team, November 2016
- H&S Committee and SMT, Jan 2014
- H&S Committee and SMT, Jan 2009
- H&S Committee and SMT, March 08
- H&S Advisor, August 2005
- H&S Officer, June 2003
- H&S Officer, Feb 2001

Associated Policies / Documents

- All Health and Safety Procedures, Forms and Templates
- Health and Safety Committee Remit
- Health and Safety Operational Team Remit
- Health and Safety Trade Union Agreement
- Health and Safety Inspection/Audit Schedule
- **Estates Facilities and Health and Safety** Operational Plan
- Human Resources Policies and Procedures
- Business Continuity Plan

Associated Legislation

- The Health & Safety at Work etc. Act 1974
- The Fire Scotland Act 2005
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Display Screen Equipment Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- **The Equalities Act 2010**
- All other regulations made under the statutory provision of the Health and Safety at Work etc Act 1974
- All associated Approved Code of Practice (ACOP's) and British Standard Guidance

This policy supersedes all previous related documents and was approved by the Senior Management team on **January 2017**

Additional Health and Safety Procedures can be found on the staff intranet or by contacting the H&S Department.

We welcome feedback on this Policy and the way it operates. We are interested to know of any possible or actual adverse impact that this Policy may have on any groups in respect of gender, race, disability, sexual orientation, religion or belief, age or other characteristics.

This Policy has been screened to determine equality relevance for the following equality group: people with disabilities. The policy is considered to be equality relevant for people with disabilities.

This Policy has been disability impact assessed to evaluate compliance with the College Equalities Policy.

Should you wish to offer feedback, comments or request additional information on this Policy, please contact:

Health and Safety Co-ordinator **Extn 3189, external dial (01324 403189)** or
Policy and Planning Officer **Extn 3273 external dial (01324 403273)**

Introduction

Forth Valley College recognises its duties under the Health & Safety at Work etc. Act 1974, the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and has an established Health and Safety Committee to provide a forum for consultation with employees on matters of safety and health in the workplace. Forth Valley College recognises the “workplace” to mean any authorised place likely to be frequented by an employee during the course of their work activities.

A priority for the Committee is to ensure that members of staff, at all levels in the organisation, contribute to maintaining a safe and secure working and learning environment, achieving and maintaining a positive Health and Safety Culture within the organisation.

The Committee will contribute to ensuring best practice standards are comprehensively and consistently carried out across the organisation. **The Associate Principal and Executive Director – HR and Operational Effectiveness currently chairs the Committee, as agreed by the Committee and the Head of Facilities Management and Health and Safety will act as lead officer.** Key monitoring reports will be referred to SMT and to the Board of Management directly through the Chair.

Committee meetings provide an opportunity for consultation and decision taking on significant Health & Safety issues across the College. However, it should be recognised that most day-to-day Health & Safety matters are dealt with on a routine basis in the normal operational running of the College, or through the Health and Safety Operational Team.

Purpose

The purpose of the College Health and Safety Committee is to address strategic health & safety planning to maintain legal compliance and promote and sustain a positive safety culture within the organisation;

- to monitor compliance and consistency with the Health & Safety policies and procedures within the College;
- to review the progression of the Health and Safety elements of the Operational Plan;
- to promote co-operation and good practice between managers and employees in developing and implementing measures to ensure the health and safety at work of employees, non employees, contractors and students;
- to monitor the effectiveness and advise on the adequacy of health and safety training, communication and information;
- to monitor the College performance indicators on health and safety; including incident statistics and trends and other health and safety reports;
- to advise on the allocation of resources to ensure compliance with the College Health and Safety Policy and current Health and Safety Legislation for safety and welfare of both employees and non employees;
- to develop and progress the College towards the achievement and retention of relevant professional safety standards and health awards within the College;
- to consider and analyse information and reports provided by enforcing authority inspectors and provide a link for any information from the enforcement authorities;

Decision-making authority: The committee has the authority to:

- approve the Health and Safety policies on behalf of the College for referral to SMT and the Board of Management;
- initiate improvement projects to engage staff proactively in matters of health and safety;
- provide guidance to departments and other Committees;
- advise on staff development and training in relation to matters of health, safety and effective risk management;
- recommend health and safety development strategies;
- recommend the Health and Safety Structure within the College to ensure sufficient support to meet operational requirements;
- to advise on the allocation of resources to specific health and safety issues.

Membership of the Committee

For the purpose of compliance with the Safety Representatives and Safety Committees Regulations 1977, Reg 9, membership of the Health and Safety Committee shall consist of an equal number of College Management and Health and Safety Representatives **for any issues which require a formal vote:**

The College Management

The College shall be represented on the Committee by:

- **an SMT member, currently the Associate Principal and Executive Director – HR and Operational Effectiveness;**
- the Head of FM and H&S;
- a Head of Department (Teaching) or Curriculum Manager
- the Human Resources Manager
- Health and Safety Co-ordinator

Trade Union Safety Representatives

The College recognises both EIS and UNISON Trade Unions and supports the [Safety Representatives' Charter \(HSC\)](#), recognising the importance of the role of the safety representative and the value of consulting with and involving safety representatives to ensure effective health and safety management.

Each recognised union, will have ~~two~~ three Health and Safety Trade Union representatives formally recognised on the Committee.

All safety representatives shall:

- be members of recognised trade unions;
- notify the College in writing before taking up post;
- be trained to carry out the functions of their role.

Other Committee Attendees

The other individuals attending meetings shall be:

- A minute taker may be appointed by the College;
- TU H&S Representatives who are not formally recognised on the Committee can be in attendance;
- persons with specialist knowledge may be invited to attend on an ex-officio basis

Committee Meetings / Communications

- Frequency of meetings: a minimum of one meeting per term, three meetings per year. Meetings will not normally be cancelled or postponed. Should the Chair be unavoidably unable to attend the scheduled meeting, another member of SMT can stand in as Chair. Should a meeting be unforeseeably postponed, then a suitable alternative date will be issued as soon as possible;
- the dates of meetings are planned well in advance, and all members of the Committee will be given notice of the meeting schedule;
- all relevant papers should normally be circulated to all members a minimum of five working days in advance of a meeting;
- draft minutes of the Committee Meetings will be circulated, for comment, by the Health and Safety Department, no later than seven working days after the meeting;
- Committee Members can propose an immediate amendment to the draft (if required) up to 14 days after the Committee Meeting.
- A final draft minute will be made available to all staff on the Sharepoint/ H&S Committee/ no later than 14 days after the Committee Meeting.
- The minute will be officially agreed by the members at the next Health and Safety Committee meeting.

The Health and Safety Committee Remit was formally approved in August 2007 and by the HS Committee again Friday 26th August 2011. It is regularly reviewed for any changes. Changes will be discussed and proposed at the H&S Committee, if required.

[Date of previous reviews:](#)

[August 2012](#)
[August 2015](#)

The Committee is monitored by: SMT; Board of Management

Ref: Health & Safety (Consultation with Employees) Regulations 1996
Safety Representatives and Safety Committees Regulations 1977
Safety Representatives Charter (HSC)
Health & Safety at Work etc. Act 1974

Health and Safety Operational Team

REMIT

Appendix C

Forth Valley College is committed to continual improvement in the management of health, safety and welfare of all employees, visitors, students and contractors. In order to develop and sustain a high performance and a positive health and safety culture, the College has formed a Health and Safety Operational Team to act as the driving force for developing operational Health and Safety throughout the organisation.

This H&S Team is a functional operational group which will meet approximately monthly. The actions and progress of the group will be discussed at a strategic level at the termly H&S Committee and reported as required to SMT. The group members will be required to report any relevant information to and from their respective teams, thus enabling a focus group for the development of health and safety and a provision for addressing any health, safety and welfare issues.

The remit of the group is to:

- promote, develop and maintain a positive safety culture throughout the organisation;
- approve, implement and evaluate health and safety procedures;
- progress cross college health and safety elements of the Operational Plan;
- review and analyse trends for active (inspections) and reactive (incident) monitoring;
- approve and review the actions resulting from health and safety inspections and audits. Monitor the progress of inspections and recommendations;
- provide a forum for consultation and agreement of health and safety matters between the Trade Union Safety Representatives, the College Safety Department and College Managers;
- to monitor the progression of health and safety training as required;
- consult on issues prior to them being taken forward for review at the Health and Safety Committee where appropriate, and to progress and feed into the strategic health and safety plan;
- bring to the agenda any health and safety related issue;
- review health and safety progress through the self evaluation process.

Membership of the Safety Team

The College Safety Team shall be chaired by the Head of FM and H&S or the Health and Safety Co-ordinator.

Members of the Safety Team include representation from;

- Head of Facilities Management and Health & Safety Co-ordinator;
- Health and Safety Union Representatives (all H&S TU representatives from Unison and EIS)
- 2 Teaching Departments (HOD or Depute), currently (HOD Dept of Business, Depute CM for ASME)

Health and Safety Operational Team REMIT

Others

Specialists who have knowledge that may be of assistance can be invited to discuss matters.

Administration & Communication

The meetings shall be conducted to reflect the following:

- the meetings will be agreed termly according to the meeting schedule and be conducted approximately once a month;
- meetings will not normally be cancelled or postponed;
- an agenda and all relevant papers should normally be sent out no less than 3 working days in advance of a meeting;
- post meeting action points will be circulated to the team members within seven working days and again in advance of the next meeting.
- Relevant actions and issues will be included in the feedback report to SMT on a quarterly basis
- All members of the team will be able to contribute to the agenda by communicating items to the H&S Department prior to papers being sent out.

Approved by the Senior Management Team: 23rd October 2007

Re-approved by the Health and Safety Committee on 26th August 2011

Revised August 2015- no changes.

Revised January 2017- roles updated

Introduction

Forth Valley College recognises its duties under the Health & Safety at Work Act etc. 1974, the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. The College is committed to providing a safe and healthy environment for all staff, students, visitors and contractors and has established a Health and Safety Committee¹ as a forum for the strategic development for health and safety. The Committee recognises the importance of consultation with employees and promotion of health and safety via the Trade Union Safety Representatives and in particular the guidance given in the [Safety Representatives' Charter](#) published by the Health and Safety Commission in consultation with HIFEAC (Higher and Further Education Advisory Committee).

The following information details the remit of Trade Union Representatives and the College commitment to support this role. The functions of Safety Representatives relates to the Health, Safety and Welfare of all employees at the workplace, whether it be union or non union employees. Forth Valley College recognises the "workplace" to mean any authorised place likely to be frequented by an employee during the course of their work activities.

Appointment of Safety Representatives

The College recognises both the EIS and UNISON Trade Unions. Safety representatives within the College are appointed by staff members of these unions. Once the College has been notified in writing of an appointment, the elected member is entitled to carry out the full range of functions for the post.

The employees of Forth Valley College currently have six Trade Union Safety Reps, (three from each Trade Union) currently they are;

EIS Reps	John McCluskey, Gordon Berry, George Walls
UNISON Reps	George Mawhinnie, Evelyn Burgess, Graeme Leebody

The term Safety Representative refers to a Trade Union representative. A Management Appointee refers to a member of the College Health and Safety Committee who is non union. It is noted that any employee, whether a union member or not, can approach any of the above for health and safety advice for the purpose of consultation with the College. This also meets the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

Functions of the Trade Union Representatives

Safety Representatives, as employees, have a duty to comply with Section 7 & 8 of the Health and Safety at Work etc. Act 1974. The following points detail the functions of Safety Representatives; however these functions do not put additional legal duties on them;

¹ Ref: Health & Safety Committee Remit, S: Health and Safety/ H&S Committee
Trade Union Safety Representatives Agreement
Version 5 – January 2017

- a) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the cause of accidents at the workplace;
- b) investigate complaints by an employee he or she represents relating to that employee's health, safety or welfare at work;
- c) make representations in writing to the **Head of FM and H&S** in the first instance, on matters arising out of either item (a) or (b) or on general matters affecting health, safety or welfare within the College. However if urgent action is required, the Representative should make contact with the Health and Safety Co-ordinator and/or the appropriate Head of Department or Service;
- d) to inspect and take copies, where appropriate, of any relevant health and safety documents which the Principal is required to keep by virtue of statute and any other information held within the Principal's knowledge, to enable the Safety Representatives to fulfil their functions. The Safety Representative must give reasonable notice (recommended one week) of their wish to inspect and take copies of such documents. A Safety Representative has no right to any health record of an identifiable individual, without their written consent. The College is not required to provide information obtained for the purpose of defending any legal proceedings;
- e) to represent the employees, where appropriate, in consultations with the health and safety enforcement authorities, such as HSE, Fire Service and receive information from them.
- f) to carry out formal inspections within the College, in consultation with the Health and Safety **Co-ordinator or Head of FM and H&S** and Head of Department/Service.

The College encourages joint inspections as stated in the Safety Representatives' Charter. Inspections will be carried out with the Health and Safety Department and a representative from the area being inspected. These inspections will be part of a planned inspection schedule of areas within the College and will also review any relevant documentation. Written reports will be developed and circulated to the appropriate person for review and/or action. Full reports will be discussed at the Health and Safety Operational Team or escalated to the Health and Safety Committee, with copies to SMT.

Trade Union Safety Representatives may also conduct their own inspections;

- before an inspection takes place the Safety Representative must give reasonable notice (one week) to the Health and Safety Co-ordinator or **Head of FM and H&S** and Head of Department/Service of the intended inspection so that they can be available. Revisiting a previous, fully compliant, inspection will not normally be undertaken until a minimum of 3 months has lapsed; otherwise re-inspection will occur to ensure compliance with any actions within the agreed timescale.

- a written inspection report shall be presented, within ten days, to the Health and Safety Co-ordinator and relevant Head of Department/Service, so that any appropriate action may be initiated. The Head of Dept/Service will reply to the Safety Representative (cc. **Head of FM and H&S**), within two weeks, detailing the action taken or to be taken. If action is not deemed appropriate, the Head of Department /Service will reply to the Representative within the specified time, (cc. **Head of FM and H&S**) giving any appropriate reasons.
- g) to carry out inspections following notifiable accidents, dangerous occurrences and diseases, provided it is safe for such inspections to be carried out. In this instance, Safety Reps may be required to conduct an investigation at short notice and are required to notify the Health and Safety Dept and appropriate Head of Dept/ Service. It may be beneficial to conduct a joint investigation. The College Head of Departments/ Service and Health & safety Dept will notify all Union Representatives as soon as possible, should a serious incident take place.
- h) to attend any scheduled inspections or scheduled meetings requested by the employer or give apologies;
- i) to co-operate with the College and provide any appropriate information to the employer on any use of allocated time off for safety representatives functions, if requested;
- j) to attend College Safety Committee, or Health and Safety Operational Team meetings in his or her capacity as a Safety Representative in connection with any of the above functions and to contribute to the agenda as required.
- k) undertake training, as part of their working hours, to enable the adequate carrying out of these functions and keep up to date with any relevant statutory provisions. Safety Representatives must give the College notice of any intention to undertake training in order to minimise operational disruption;
- l) contribute to the development of the College Health and Safety Policy and Procedures and keep up to date with developments;
- m) follow the procedure for notifying the College of any health and safety issue. Notify the H&S Co-ordinator or **Head of FM and H&S** (in writing/ e-mail) and Head of Department initially. *Reference point "c" or raise it at the scheduled meetings, Reference point "j"*

The College shall, through the Director of Estates Development, the Head of Facilities Management and Health and Safety or the Health and Safety Committee, consult Safety Representatives at the planning stage and consider any response with regard to;

- the introduction of any measures at the workplace which may substantially affect the health and safety of employees which he or she represents, for example a change in facilities, procedures or ways of working;
- the College arrangements for appointing or nominating Competent Persons in accordance with Reg. 7 of the Management of Health and Safety at Work Regulations 1999;
- additional health and safety information that the College will be relaying to the employees represented by Safety Representatives;
- the planning and organisation of health and safety training of members, that the Safety Representatives represent;
- the health and safety consequences to the employee of the introduction of new technologies in the workplace;
- initiatives undertaken to promote health and welfare amongst staff;
- the information that staff must be given on the likely risks and dangers arising from their work and measures to reduce or mitigate such risks;
- permit time off with pay, to attend approved training to enable the Safety Reps to fulfil their functions adequately. The number of Safety Representatives released for training at any one time will be balanced with the benefits to and the operational requirements of the organisation.

The College will ensure that the Safety Representatives have the facilities and assistance they need (or may reasonably require) to carry out their functions, including such facilities as they need to enable them to carry out workplace inspections or investigations following a notifiable accident or dangerous occurrence. This shall include any training requirements in respect of their functions as may be reasonable in all circumstances.

Where technical matters are involved, it may be necessary to outsource expert advice. The College must be notified in advance and agree any intention to seek advice from outside the College. Any subsequent report arranged by either the Safety Representatives or the employer must be shared between relevant parties.

The College will permit an appointed Safety Representative to take such time off work (on full pay) during normal working hours to carry out the functions of their role. Arrangements are currently 3 hours per week, to be agreed between the Safety Representatives and their Head of Department / Service. This time is currently being taken on a Friday afternoon.

It may be necessary to permit a Safety Representative time off for their duties, at short notice, in response to a serious incident or request from the enforcement authority. All reasonable arrangements should be made to release a Safety Representative to accommodate such requirements.

Resignation of Trade Union Health and Safety Representatives

- Any Safety Rep / Management Appointee can resign from this remit by submitting their resignation to the H&S Committee.
- Trade Unions may also notify the College if an employee is not continuing with this role.
- The role will also cease should an employee leave the employment of Forth Valley College

Trade Union Safety Representatives Remit approved by;

- The Senior Management Team on 23rd October 2007
- Re-approved by the Health and Safety Committee on 26th August 2011
- Updated Reps Name changes – August 2015
- Updated role changes – January 2017

College Ref: Procedures for complying with the;
Health & Safety Procedures

Ref: Data Protection Act 1998
Freedom of Information (Scotland) Act 2002
Health & Safety (Consultation with Employees) Regulations 1996
Safety Representatives and Safety Committees Regulations 1977
Safety Representatives Charter (HSC)
Health & Safety at Work Act etc.1974

1. Purpose

To provide members with an update on the Health and Safety performance and Sustainability outcomes planned in relation to the college session 2016-2017. The update includes the following;

- performance against the Incidents and Absence in line with the Health and Safety Committee key performance indicators;

2. Recommendation

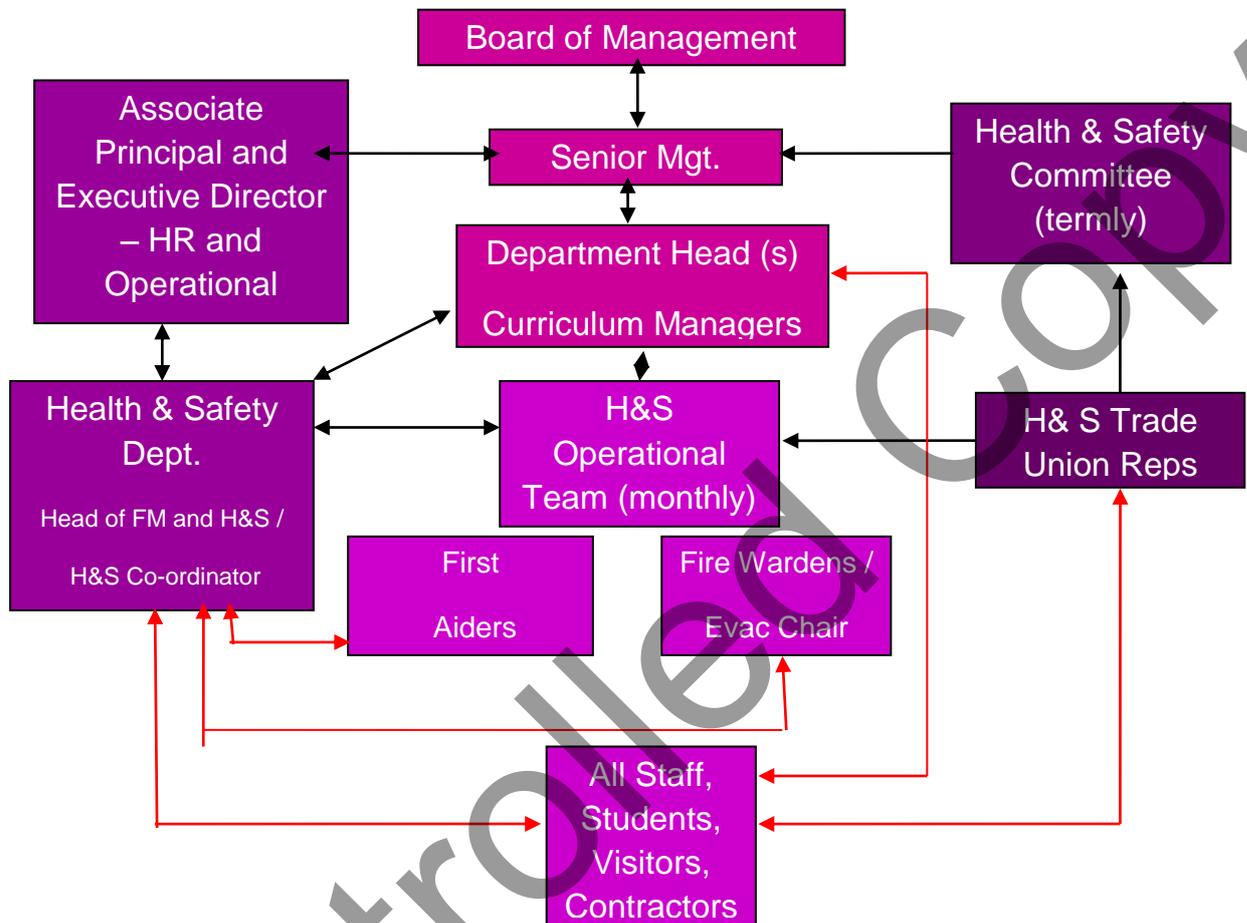
- To note the continual improvements with health and safety and associated key performance indicators.
- To note the outcomes illustrated on the sustainability key performance indicators for 2016-2017.
- To note the revision of the College Health, Safety, Environment and Welfare Policy and associated remits.

3. Background

A positive health and safety culture in any organisation should include the following five key areas. This report offers the college position against each of these areas. All objectives are listed and tracked through the Estates Operational Plan and Risk Register.

- Accident and Incidents
- Statutory Compliance
- Competency and Training
- Occupational Health
- Safety Culture

These points are progressed in line with the College embedded Health and Safety Structure.



In addition to the Estates Operational Plan, the College has a series of scheduled safety audits/inspections and carries these out in conjunction with the College TU HS Representatives.

The following table illustrates the planned schedule for 2016-2017, in date order and progress to date:

Alloa	Department	% of compliance
30/09/2016	Care, Health and Sport	98%
21/04/2017	Housekeeping Tour – all areas	
Stirling	Department	% of compliance
07/10/2016	Creative Industries	91%
28/04/2017	Construction	
Falkirk	Department	% of compliance
04/11/2016	Hospitality and Salon Services - Hospitality	96%
11/11/2016	Business	95%
18/11/2016	Marketing and Communications	88%

06/01/2017	Estates and Facilities / Business Development	96% 100%
13/01/2017	Hospitality and Salon Services – Hair and Beauty	96%
03/03/2017	ITNSU	
24/03/2017	Student Centre	
05/05/2017	EICE/ASMME Workshops	
19/05/2017	Core and Essential Skills	
02/06/2017	Executive Office	

Summary of Inspections/Actions;

Any actions arising from the HS Audits are logged on the College SharePoint system, Audit Tracker.

From all previous audits there are 11 actions being progressed which are summarised below, by Department. Some actions are recent or are currently being progressed as part of a Capital/Revenue request, and will remain on the list until the budget has been allocated. These actions are low risk. Any medium or high risk actions are progressed immediately as a priority.

All actions on the audit tracker are monitored and reminders sent to Heads of Department/Service as required, in line with the regular HS update on incidents statistics.

Department	Number of Outstanding Actions
Business	2
Creative Industries	2
Communication and Marketing	1
Estates and Facilities	2
Hospitality and Salon Services	4
Total	11

Sustainability – Appendix A - Key Performance Indicators

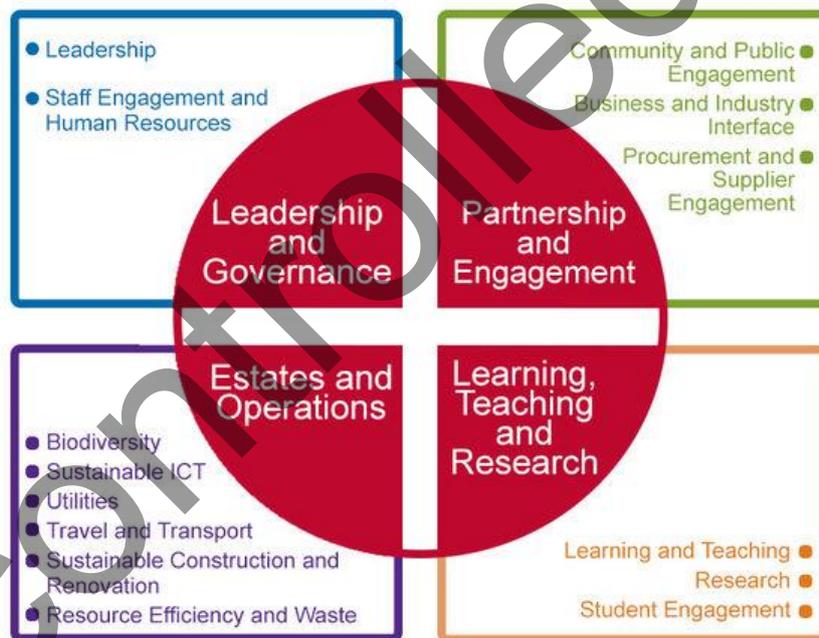
The Sustainability Committee continues to agree, develop and monitor the sustainability key performance indicators for the College. This group is now well established and will continue to meet, a minimum of twice per annum. The sustainability initiatives include waste, travel, energy, curriculum, printing, Fairtrade, health and wellbeing. The meetings and related documents are all held within SharePoint. The performance indicators, used to monitor and measure progress, have been provided within Appendix A. It is important to note that the indicators are set, monitored and progressed by each “owner” within the Sustainability Committee who report on these at the end of each academic year.

A new staff induction for Sustainability has been developed and is now available on Moodle and will be part of staff development focus week. Sustainability tools for learning for students are available on Moodle.

In addition, the Sustainability Committee has agreed to adopt the LIFE Tool (Learning in Future Environments) which is a Framework launched by the EAUC1 and contains a series of self-assessment criteria designed to help focus on continual improvements. The Committee has completed the “Leadership” under the Framework Section for “Leadership and Governance” Business and Industry Interface, Student Engagement and will continue to assess a different section at each Committee meeting, collating actions for progression. The forthcoming Committee Meeting in March 2017, will review the Travel and Transport Section.

There are 4 sections within the framework, illustrated below:

EAUC- LIFE Tool – Learning in Future Environments – 4 Sections



¹ Environmental Association of Universities and Colleges

4. Key Considerations

The College Health and Safety Committee monitors 2 key performance indicators.

- Accidents/ Incidents** - to maintain or reduce college accidents/incidents in line with the baseline. The Health and Safety Committee have set the KPI for 2016-2017 as 125 incidents. The 2015-2016 final figure was 110 incidents and this reflects a consistent drop in incidents year on year (since 2007). If the accident/incident figure remains around 110 at the end of 2016/2017 the KPI figure of 125 will be reviewed.
- Absence** – To date 2016/17 has seen a slight increase in absence compared to the same period in 2015/16. This is projected as an overall increase of approximately 2.85% (3919 days absence) absence in 16/17 versus 15/16 however it is important to note that 15/16 was a low rate of absence for the College at 2.43% (3342 days absence). At present the reasons for absence have indicated a positive step away from mental health to seasonal flu / cold and operation/post operation which include some factors outwith our control.

4.1 Accidents / Incidents Current Data Compared with Last Year's Data

The table below illustrates the annual incident reports for 2015-2016 and offers the figures for the first two quarters for 2016-2017. Qtr. 2 this session has reported 10 less incident than the same quarter last year, supporting our continual improvement.

Incidents/ Accidents

There have been no RIDDOR² reportable incidents

2015-2016	Bruise/ Abrasion	Burn/ Scald	Crush/ Injury	Cut/ Laceration	Electric Shock	Eye Injury	Fracture/ Dislocation	Other	Puncture Wound	Sprain/Strain	Sting	RIDDOR*	Total	Medical	Horseplay	Near Miss
Aug- Oct	6	3	0	14	0	3	0	2	0	5	0	0	33	32	0	1
Nov - Jan	3	2	1	12	0	6	1	1	2	11	0	0	39	27	0	2
Feb - April	6	1	1	8	0	1	0	2	0	8	0	0	27	25	0	3
May - July	3	0	0	6	0	0	0	1	0	1	0	0	11	7	0	2
Annual Total	18	6	2	40	0	10	1	6	2	25	0	0	110	91	0	8

² Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

2016-2017	Bruise/Abrasion	Burn/Scald	Crush Injury	Cut/Laceration	Electric Shock	Eye Injury	Fracture/Dislocation	Other	Puncture Wound	Sprain/Strain	Sting	RIDDOR*	Total	Medical	Horseplay	Near Miss
Aug-Oct	7	5	0	13	0	1	1	1	0	5	0	0	33	37	0	3
Nov-Jan	4	4	1	13	0	2	0	0	0	5	0	0	29	20	2	2
Feb-April																
May-July																
Annual Total																

The medical column relates to incidents that First Aiders have attended but it is not related to college operations. We record these to analyse the support required and to review any trends.

The number of incidents within the “sprain” and “cuts/laceration” category continues to be a focus for the college. These mainly result from the sports activities and construction/ hospitality activities respectively. Trend analysis is completed within the Health and Safety Operational Team meetings to illustrate what further actions can be taken to mitigate future incidents. This is in addition to the immediate reactive measures taken for each incident reported.

Two “near miss” incidents were reported, one for a compressor which overheated and one for a ceiling light diffuser which fell from its frame.

4.2 Absence – Appendix F – Qtr 2 Absence Statistics 16-17

Absence statistics are reported to the HS Committee as one of the key performance indicators. The quarter two figures for 16/17 confirmed a projected annual absence rate of 2.85%, or 3919 lost days.

The top three categories showing the highest results are “stress/depression/mental health (5.97%), “Operation / Post operation” (6.36%) and “flu / cold” (14.49%). The Stress/depression/Mental Health category which recorded the 3rd highest reason for absence is not to be confused with Work Related Stress which has a separate category which recorded 5.39% absence. Work related absence has shown a significant decrease against the same period Nov, Dec and Jan in 2015/16 which recorded 8.09%, 6 Occasions and 81 days absence, against 5.39%, 1 Occasion and 56 days absence.

Overall absence is well controlled with support mechanisms in place and referral services available. Long term absence cases are managed and appropriate support measure put in place. Early intervention is taken with stress related absence to support the employee.

4.3 Health and Safety Progress is measured and monitored through the Estates Operational Plan.

The Operational Plan covers the outcomes and objectives for health and safety, facilities and sustainability and feeds into the college wider operational objectives.

The following points are key elements of the operational plan and of the health and safety statutory requirements.

- **Health, Safety, Environment and Welfare Policy**

The Policy has been revised and approved by SMT on 31.01.2017. It has been renamed as the Health, Safety, Environment and Welfare Policy. This supports and adopts our continual commitment to sustainability and our College Green Statement along with our other statements of intent. The Policy has been updated to reflect the revised HSE Guidance to follow the Plan, Do Check, Act system communicated in the HSG 65 Document.

Appendix B – Health, Safety, Environment and Welfare Policy (Included with agenda item 5);
Appendix C – Health and Safety Committee Remit;
Appendix D – Health and Safety Operational team Remit;
Appendix E – Health and Safety Trade Union Representatives Agreement.

- **Health Surveillance**

The Health and Safety Co-ordinator continues to oversee the statutory requirements for the health surveillance of employees, to identify, assess and monitor employees who are exposed to risks at work, which may affect their health, this also enables the college to ensure the control measures for the protection of individuals are efficient and effective. Health Surveillance is carried out at college by health professionals and this provision ensures that the college remains compliant, whilst also supporting the health and wellbeing agenda.

Appointments are held regularly in accordance with the health risk register and categorised. (Audio, Skin, Respiratory, HAVS³)

Health Surveillance Clinics were held in December 2016/January 2017 with 83 appointments arranged. 73 attended, 10 did not attend their scheduled appointment.

Reasonable adjustments are made, in conjunction with the relevant teaching department, for any individual who has a negative outcome from their health appointment and regular follow up appointments are carried out to review the situation to a positive outcome.

Whilst there has been positive outcomes in the past these have been progressed to a successful resolution.

³ Hand Arm Vibration Syndrome

88 members of staff use Emtec Personal Noise Breaker ear protection when working in high noise areas. These staff require to be refitted and provided with new noise breakers periodically and this is planned for summer 2017.

Information, Instruction and Training is a mandatory element of all Health and Safety Legislation.

A summary of Health and Safety Training for this session has been provided below;

- Fire evacuation drills are planned again for each campus in April/May 2017.
- Personal Emergency Evacuation Plans (PEEP) reports continue to be completed weekly to communicate PEEP requests to departments. This enables the College to support students who require assistance to evacuate in an emergency.
- Noise monitoring was carried out in the Alloa Campus Joinery/Plumbing workshop in November 2016. This was to identify the levels of noise to the member of staff working in this area and to allow time limits for working on each machine to be measured. Report received on 19 January 2017 confirming the need to wear ear protection in this area. The Departments affected have been informed and PPE signage amended for the workshop.
- Safe Systems of Work has also been planned in the form of video clips for the Hospitality Department at Stirling. This will assist with student inductions and learning processes. Filming is now underway with a number of items being filmed and ties in with the focus to reduce cuts/lacerations.
- Work Positive Refresher Training was carried out on the 8th November with 7 members of staff attending this training.
- COSHH Training planned for March 2017
- Fire Warden Training is planned for March 2017
- Display Screen Equipment (DSE) Assessor Training to be carried out in February 2017
- In addition, the following on-line health, safety and sustainability courses have been included as mandatory refreshers in the support staff development week commencing 13th February.
 - Sustainability – Staff Induction
 - Fire Safety and Evacuation
 - Safe Manual Handling
 - VDU and Workstation Health & Safety
 - DSE- Display Screen Equipment

4.4 HS Competent Persons

The college continues to maintain a “health and safety competent persons list” for all key health and safety roles within departments. These continue to be reviewed to ensure that requirements and provision are current and sustained across all campuses.

The College recognises the importance of providing information, instruction and training to staff. To support this, the college plans to combine the mandatory health and safety training requirements into the Performance, Review and Development (PRD) system. This will provide a digital training “diary” for the individual and also create the health and safety profile for their role and include a mixture of on-line and face to face courses. This process is being driven by Information Systems and HR, and progresses from the launch of the new process being the first stage of this new on-line system. The new Employee Record, within SharePoint, now has a section that shows all staff CPD that has been recorded into Unit-e via a SDAF (Staff Development Approval Form) or via a bulk upload following a college staff development week.

Staff see the data in several ways. Staff can see the Continuous Professional Development (CPD) they have achieved for the last 12 months; in addition they can use the CPD History button to see all their CPD recorded.

HR and the Information Services Team have developed CPD into 3 distinct areas, mandatory training (depending on the member of staff’s role within the organisation), role specific training and professional practice which allows ad-hoc training to be recorded in line with General Teaching Council Scotland (GTCS) guidance. The College has now developed “unit-e” to record this data and is currently testing with dummy information.

The system is now able to extract and report on Moodle activity and have this reflected into Unit-e. The next stage is to have this happening automatically and have it linked to an individual’s training requirement. Information systems are continuing to develop this project in line with the college objectives.

4.5 Health and Safety Culture

The College continues to build on the positive health and safety culture established over the past few years. The Estates Operational Plan is a key document in the co-ordination of outcomes and objectives. In addition, the Risk Registers for Health and Safety and for Estates and Health and Safety are regularly reviewed, at the Health and Safety Committee, to progress measures for monitoring and controlling risk.

5. Financial Implications

No additional financial considerations.

6. Equalities

Assessment in Place? – Yes No

This paper includes reporting of the health, safety and welfare of all staff, students and visitors and does not require a separate impact assessment.

7. Risk

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		x
Medium		
Low		
Very Low	x	

Risk Description – The overall College risk remains low due to the support of all staff and the sound safety management operated in compliance with the established health and safety procedures.

Mitigating Actions – To strive for continual improvement of the health and safety culture.

Risk Owner – Claire Shiels
Head of FM and HS

Action Owner – Tom Gorman, Associate Principal,
Director of Estates Development

8. Other Implications –

Communications – Yes No **Health and Safety** – Yes No
H&S implications are detailed within this paper.

Paper Author – Fiona Duff

SMT Owner – Tom Gorman

Sustainability Performance Indicators 16-17

Appendix A

The following performance indicators will be used to satisfy both the future feedback to the SSN¹ and EAUC² and future review of the College Sustainability Statement. The progress of these indicators will be tracked on the [Estates Operational Plan](#) and reviewed by the Sustainability Committee.

Sustainable Factor	Target to be achieved by August 2017	Baseline	How will this be measured?	Responsibility for Reporting against the PI	Current position (for review end of year Aug/Sep 2017)
WASTE					
Waste Ratio	Aim to continue over 90% recycling to 10% landfill (confirmed 14.09.16)	94% recycling to 6% landfill average 15-16	Reports received from waste contractor via FES FM	FM Co-ordinator – P Donaldson	On target
TRAVEL					
Strategic Travel Management Plan; Travel Mileage claimed;	Aim for less than 295,000 miles staff miles claimed p/annum	Actual Mileage for 14-15 was 349,632 miles £157,334 15-16 total mileage : 295,128 External: 132,944 Internal: 162,185 Cost - £132,807	Travel Expenses Claims/ infopath forms; College vehicle mileage records	Finance- Fiona Lovell FM Co-ordinator – P Donaldson	On target
SUSTAINABLE ESTATES					
BREEAM ³	Achieve a post occupancy “Excellent Rating” for new campus builds (confirmed)	Based on BREEAM 2010 submissions – Alloa Complete	Post occupancy external consultant will assess compliance- Stirling Documentation to be confirmed.	Head of FM and H&S – C Shiels	Stirling on-going

¹ Sustainable Scotland Network

² Environmental Association of Universities and Colleges

³ Building Research Establishment Environmental Assessment Method

CARBON CONSUMPTION					
Reduce Overall Carbon Emissions	Progressive Target of 25% reduction in tCO2 by 2020 (relating to gas, electric) (re-confirmed 14.09.16)	Baseline 2008/09 figure 2873.35tCO2 (2489 tCO2 figure from 14-15 including the distribution electricity charges which were not previously included (Note: Changed in line with the new SSN template)	Energy supplier monthly statements	Head of FM and H&S – C Shiels	2012/13 = 2632.39tCO2 2013/14 = 2410 tCO2 2014/15 = 2372 tCO2 2015/16 = 2280 tCO2 (Cumulative at Aug 16 20.63% reduction) on target- Stats will be reviewed November 2017 in line with SSN reporting. On Target
FAIRTRADE					
Sustain Fairtrade status for the College;	Sustain Fairtrade Status Deliver the Fairtrade Fortnight & 2 x Fairtrade Meetings 16- 2017	Fairtrade Renewed August 2014 and renewed again in Sep 2016	Fairtrade Folder of Evidence on SharePoint.	Fairtrade Co-ordinator Lisa Hachemi with Ype Vandershaaf	Target Achieved Fairtrade Renewal successful 26/9/16 – next renewal 2018.
SUSTAINABILITY IN THE CURRICULUM					
Sustainability Learning Strategy; 1) Departments to increase opportunities for learners to embed their understanding of sustainability issues. (include citizenship and employability)	a) Listening to Learners reflects understanding of sustainability across the curriculum; Sustain target 75% of learners to acknowledge understanding. (confirmed 05.09.2016)	Listening to Learners: Sustainability awareness in 2015-2016 was confirmed as 77%	Analysis of Listening to Learners Focus Group feedback.	Associate Principal and Executive Director Learning and Teaching – SMT Fiona Brown	On target

2) Key Departments increase student understanding of sustainability;	2a) Core and Essential Skills Departments. Increase number of non advanced students achieving sustainability understanding from previous year. Aim for 60%. (confirmed 05.09.16)	2a) FVC Core and Essential Skills achieved awareness approx. 55% of students in 2014-15 (661 students) 2015-16 figures was 51% (560)	Measured through the Department Developed Projects	Core Skills- Kim Reid	On target
	2b) Access & Progression Increase the number of certificates issued for sustainability awareness. (confirmed 15/9/16) Aim for 155.	2b) 147 certificates during 15-16	Sustainability embedded in some LDW workshops, mainly through Fairtrade workshops.	Access & Progression Annemarie Harley	On target
ETHICAL PROCUREMENT OF GOODS AND SERVICES					
Undertake an annual review of the College's effectiveness and compliance of its sustainability procurement targets.	Sustain Level 2 of the Flexible Framework (confirmed 02.09.16)	Level 2 of the Flexible Framework 2011-2012	Measured by APUC against the Scottish Government Flexible Framework Criteria	Procurement Manager P Johnstone	No change – target was achieved in 2015 and the College intend to maintain at Level 2, due to resources.
PAPER CONSUMPTION					
Paper consumption from the print unit.	Increase the print unit figures and reduce the printing from the Multi-function Device printers. 2013 print unit figure was 3,317,919 2014/15 MFD Figures- confirmed 9/10/15 Baseline Mono 8,305,670 copies Baseline Colour 1,250,253 copies Total 14-15 (9,555,923 copies)	Print Unit volumes from 31.7.15 to 1.8.16 4,858,501 2015-2016 Mono 7,179,504 Colour 2,322,938 Total 9,502,442	Print Unit equipment production figures	Marketing Manager – L Condie Print Unit Co-ordinator – S Smith Graeme Robertson – IT Manager – Danwood Report	New Printers July 16 reports to be measured against previous statistics.

COLLEGE SUSTAINABILITY STATEMENT – ADDITIONAL INDICATORS					
Employee Awareness / Levels of training and information for staff	50% of all staff to complete the Moodle training course – as part of their PRDs or Staff Development week. "Sustainability Staff Induction"	Nil- new course launched Aug 2016.	Reports provided from the Moodle.	Health and Safety Coordinator – F Duff with assistance from HR and C&Q	On target
Health and Welfare					
Health Surveillance	90 % of employee health surveillance undertaken against actual required. Sustain target of over 90% for 16-17(confirmed 06.09.16) 2013-14 – 93.5% appointments were met. 2014-15 – 87% were met (confirmed 15.9.16)	2015-16 – 95% appointments were achieved.	Health Risk Register is in place and reviewed against actual attended.	Health and Safety Coordinator – F Duff	Below target – currently 87%
College Gym Users	Maintain the number of staff using the gym facilities- (confirmed 15.09.16) Overall Gym attendance use for all 3 campuses 2013-2014 was 7197 visits and 218 attendees. Overall Gym attendance use for all 3 campuses 2014-2015 was 9201 visits and 228 attendees.	2015-16 figures Was 246 Staff Members using the Gym(s) 2015-16 Overall Gym attendance was 7898	Gym usage tracked monthly	Gym Coordinator – Wai Mun Lee	On target

Introduction

Forth Valley College recognises its duties under the Health & Safety at Work etc. Act 1974, the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and has an established Health and Safety Committee to provide a forum for consultation with employees on matters of safety and health in the workplace. Forth Valley College recognises the “workplace” to mean any authorised place likely to be frequented by an employee during the course of their work activities.

A priority for the Committee is to ensure that members of staff, at all levels in the organisation, contribute to maintaining a safe and secure working and learning environment, achieving and maintaining a positive Health and Safety Culture within the organisation.

The Committee will contribute to ensuring best practice standards are comprehensively and consistently carried out across the organisation. The Associate Principal and Executive Director – HR and Operational Effectiveness currently chairs the Committee, as agreed by the Committee and the Head of Facilities Management and Health and Safety will act as lead officer. Key monitoring reports will be referred to SMT and to the Board of Management directly through the Chair.

Committee meetings provide an opportunity for consultation and decision taking on significant Health & Safety issues across the College. However, it should be recognised that most day-to-day Health & Safety matters are dealt with on a routine basis in the normal operational running of the College, or through the Health and Safety Operational Team.

Purpose

The purpose of the College Health and Safety Committee is to address strategic health & safety planning to maintain legal compliance and promote and sustain a positive safety culture within the organisation;

- to monitor compliance and consistency with the Health & Safety policies and procedures within the College;
- to review the progression of the Health and Safety elements of the Operational Plan;
- to promote co-operation and good practice between managers and employees in developing and implementing measures to ensure the health and safety at work of employees, non employees, contractors and students;
- to monitor the effectiveness and advise on the adequacy of health and safety training, communication and information;
- to monitor the College performance indicators on health and safety; including incident statistics and trends and other health and safety reports;
- to advise on the allocation of resources to ensure compliance with the College Health and Safety Policy and current Health and Safety Legislation for safety and welfare of both employees and non employees;
- to develop and progress the College towards the achievement and retention of relevant professional safety standards and health awards within the College;
- to consider and analyse information and reports provided by enforcing authority inspectors and provide a link for any information from the enforcement authorities;

Decision-making authority: The committee has the authority to:

- approve the Health and Safety policies on behalf of the College for referral to SMT and the Board of Management;
- initiate improvement projects to engage staff proactively in matters of health and safety;
- provide guidance to departments and other Committees;
- advise on staff development and training in relation to matters of health, safety and effective risk management;
- recommend health and safety development strategies;
- recommend the Health and Safety Structure within the College to ensure sufficient support to meet operational requirements;
- to advise on the allocation of resources to specific health and safety issues.

Membership of the Committee

For the purpose of compliance with the Safety Representatives and Safety Committees Regulations 1977, Reg 9, membership of the Health and Safety Committee shall consist of an equal number of College Management and Health and Safety Representatives for any issues which require a formal vote:

The College Management

The College shall be represented on the Committee by:

- an SMT member, currently the Associate Principal and Executive Director – HR and Operational Effectiveness;
- the Head of FM and H&S;
- a Head of Department (Teaching) or Curriculum Manager
- the Human Resources Manager
- Health and Safety Co-ordinator

Trade Union Safety Representatives

The College recognises both EIS and UNISON Trade Unions and supports the [Safety Representatives' Charter \(HSC\)](#), recognising the importance of the role of the safety representative and the value of consulting with and involving safety representatives to ensure effective health and safety management.

Each recognised union, will have three Health and Safety Trade Union representatives formally recognised on the Committee.

All safety representatives shall:

- be members of recognised trade unions;
- notify the College in writing before taking up post;
- be trained to carry out the functions of their role.

Other Committee Attendees

The other individuals attending meetings shall be:

- A minute taker may be appointed by the College;
- TU H&S Representatives who are not formally recognised on the Committee can be in attendance;
- persons with specialist knowledge may be invited to attend on an ex-officio basis

Committee Meetings / Communications

- Frequency of meetings: a minimum of one meeting per term, three meetings per year. Meetings will not normally be cancelled or postponed. Should the Chair be unavoidably unable to attend the scheduled meeting, another member of SMT can stand in as Chair. Should a meeting be unforeseeably postponed, then a suitable alternative date will be issued as soon as possible;
- the dates of meetings are planned well in advance, and all members of the Committee will be given notice of the meeting schedule;
- all relevant papers should normally be circulated to all members a minimum of five working days in advance of a meeting;
- draft minutes of the Committee Meetings will be circulated, for comment, by the Health and Safety Department, no later than seven working days after the meeting;
- Committee Members can propose an immediate amendment to the draft (if required) up to 14 days after the Committee Meeting.
- A final draft minute will be made available to all staff on the Sharepoint/ H&S Committee/ no later than 14 days after the Committee Meeting.
- The minute will be officially agreed by the members at the next Health and Safety Committee meeting.

The Health and Safety Committee Remit was formally approved in August 2007. It is regularly reviewed for any changes. Changes will be discussed and proposed at the H&S Committee, if required.

Date of previous reviews:

August 2011
August 2012
August 2015
January 2017

The Committee is monitored by: SMT; Board of Management

Ref: Health & Safety (Consultation with Employees) Regulations 1996
Safety Representatives and Safety Committees Regulations 1977
Safety Representatives Charter (HSC)
Health & Safety at Work etc. Act 1974

Health and Safety Operational Team

REMIT

Appendix D

Forth Valley College is committed to continual improvement in the management of health, safety and welfare of all employees, visitors, students and contractors. In order to develop and sustain a high performance and a positive health and safety culture, the College has formed a Health and Safety Operational Team to act as the driving force for developing operational Health and Safety throughout the organisation.

This H&S Team is a functional operational group which will meet approximately monthly. The actions and progress of the group will be discussed at a strategic level at the termly H&S Committee and reported as required to SMT. The group members will be required to report any relevant information to and from their respective teams, thus enabling a focus group for the development of health and safety and a provision for addressing any health, safety and welfare issues.

The remit of the group is to:

- promote, develop and maintain a positive safety culture throughout the organisation;
- approve, implement and evaluate health and safety procedures;
- progress cross college health and safety elements of the Operational Plan;
- review and analyse trends for active (inspections) and reactive (incident) monitoring;
- approve and review the actions resulting from health and safety inspections and audits. Monitor the progress of inspections and recommendations;
- provide a forum for consultation and agreement of health and safety matters between the Trade Union Safety Representatives, the College Safety Department and College Managers;
- to monitor the progression of health and safety training as required;
- consult on issues prior to them being taken forward for review at the Health and Safety Committee where appropriate, and to progress and feed into the strategic health and safety plan;
- bring to the agenda any health and safety related issue;
- review health and safety progress through the self evaluation process.

Membership of the Safety Team

The College Safety Team shall be chaired by the Head of FM and H&S or the Health and Safety Co-ordinator.

Members of the Safety Team include representation from;

- Head of Facilities Management and Health & Safety Co-ordinator;
- Health and Safety Union Representatives (all H&S TU representatives from Unison and EIS)
- 2 Teaching Departments (HOD or Curriculum Manager), currently (HOD Dept of Business, Depute CM for ASME)

Health and Safety Operational Team REMIT

Others

Specialists who have knowledge that may be of assistance can be invited to discuss matters.

Administration & Communication

The meetings shall be conducted to reflect the following:

- the meetings will be agreed termly according to the meeting schedule and be conducted approximately once a month;
- meetings will not normally be cancelled or postponed;
- an agenda and all relevant papers should normally be sent out no less than 3 working days in advance of a meeting;
- post meeting action points will be circulated to the team members within seven working days and again in advance of the next meeting.
- Relevant actions and issues will be included in the feedback report to SMT on a quarterly basis
- All members of the team will be able to contribute to the agenda by communicating items to the H&S Department prior to papers being sent out.

Approved by the Senior Management Team: 23rd October 2007

Re-approved by the Health and Safety Committee on 26th August 2011

Revised August 2015- no changes.

Revised January 2017- roles updated

Introduction

Forth Valley College recognises its duties under the Health & Safety at Work Act etc. 1974, the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. The College is committed to providing a safe and healthy environment for all staff, students, visitors and contractors and has established a Health and Safety Committee¹ as a forum for the strategic development for health and safety. The Committee recognises the importance of consultation with employees and promotion of health and safety via the Trade Union Safety Representatives and in particular the guidance given in the [Safety Representatives' Charter](#) published by the Health and Safety Commission in consultation with HIFEAC (Higher and Further Education Advisory Committee).

The following information details the remit of Trade Union Representatives and the College commitment to support this role. The functions of Safety Representatives relates to the Health, Safety and Welfare of all employees at the workplace, whether it be union or non union employees. Forth Valley College recognises the "workplace" to mean any authorised place likely to be frequented by an employee during the course of their work activities.

Appointment of Safety Representatives

The College recognises both the EIS and UNISON Trade Unions. Safety representatives within the College are appointed by staff members of these unions. Once the College has been notified in writing of an appointment, the elected member is entitled to carry out the full range of functions for the post.

The employees of Forth Valley College currently have six Trade Union Safety Reps, (three from each Trade Union) currently they are;

EIS Reps	John McCluskey, Gordon Berry, George Walls
UNISON Reps	George Mawhinnie, Evelyn Burgess, Graeme Leebody

The term Safety Representative refers to a Trade Union representative. A Management Appointee refers to a member of the College Health and Safety Committee who is non union. It is noted that any employee, whether a union member or not, can approach any of the above for health and safety advice for the purpose of consultation with the College. This also meets the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

Functions of the Trade Union Representatives

Safety Representatives, as employees, have a duty to comply with Section 7 & 8 of the Health and Safety at Work etc. Act 1974. The following points detail the functions of Safety Representatives; however these functions do not put additional legal duties on them;

¹ Ref: Health & Safety Committee Remit, S: Health and Safety/ H&S Committee
Trade Union Safety Representatives Agreement
Version 5 – January 2017

- a) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the cause of accidents at the workplace;
- b) investigate complaints by an employee he or she represents relating to that employee's health, safety or welfare at work;
- c) make representations in writing to the Head of FM and H&S in the first instance, on matters arising out of either item (a) or (b) or on general matters affecting health, safety or welfare within the College. However if urgent action is required, the Representative should make contact with the Health and Safety Co-ordinator and/or the appropriate Head of Department or Service;
- d) to inspect and take copies, where appropriate, of any relevant health and safety documents which the Principal is required to keep by virtue of statute and any other information held within the Principal's knowledge, to enable the Safety Representatives to fulfil their functions. The Safety Representative must give reasonable notice (recommended one week) of their wish to inspect and take copies of such documents. A Safety Representative has no right to any health record of an identifiable individual, without their written consent. The College is not required to provide information obtained for the purpose of defending any legal proceedings;
- e) to represent the employees, where appropriate, in consultations with the health and safety enforcement authorities, such as HSE, Fire Service and receive information from them.
- f) to carry out formal inspections within the College, in consultation with the Health and Safety Co-ordinator or Head of FM and H&S and Head of Department/Service.

The College encourages joint inspections as stated in the Safety Representatives' Charter. Inspections will be carried out with the Health and Safety Department and a representative from the area being inspected. These inspections will be part of a planned inspection schedule of areas within the College and will also review any relevant documentation. Written reports will be developed and circulated to the appropriate person for review and/or action. Full reports will be discussed at the Health and Safety Operational Team or escalated to the Health and Safety Committee, with copies to SMT.

Trade Union Safety Representatives may also conduct their own inspections;

- before an inspection takes place the Safety Representative must give reasonable notice (one week) to the Health and Safety Co-ordinator or Head of FM and H&S and Head of Department/Service of the intended inspection so that they can be available. Revisiting a previous, fully compliant, inspection will not normally be undertaken until a minimum of 3 months has lapsed; otherwise re-inspection will occur to ensure compliance with any actions within the agreed timescale.

- a written inspection report shall be presented, within ten days, to the Health and Safety Co-ordinator and relevant Head of Department/Service, so that any appropriate action may be initiated. The Head of Dept/Service will reply to the Safety Representative (cc. Head of FM and H&S), within two weeks, detailing the action taken or to be taken. If action is not deemed appropriate, the Head of Department /Service will reply to the Representative within the specified time, (cc. Head of FM and H&S) giving any appropriate reasons.
- g) to carry out inspections following notifiable accidents, dangerous occurrences and diseases, provided it is safe for such inspections to be carried out. In this instance, Safety Reps may be required to conduct an investigation at short notice and are required to notify the Health and Safety Dept and appropriate Head of Dept/ Service. It may be beneficial to conduct a joint investigation. The College Head of Departments/ Service and Health & safety Dept will notify all Union Representatives as soon as possible, should a serious incident take place.
- h) to attend any scheduled inspections or scheduled meetings requested by the employer or give apologies;
- i) to co-operate with the College and provide any appropriate information to the employer on any use of allocated time off for safety representatives functions, if requested;
- j) to attend College Safety Committee, or Health and Safety Operational Team meetings in his or her capacity as a Safety Representative in connection with any of the above functions and to contribute to the agenda as required.
- k) undertake training, as part of their working hours, to enable the adequate carrying out of these functions and keep up to date with any relevant statutory provisions. Safety Representatives must give the College notice of any intention to undertake training in order to minimise operational disruption;
- l) contribute to the development of the College Health and Safety Policy and Procedures and keep up to date with developments;
- m) follow the procedure for notifying the College of any health and safety issue. Notify the H&S Co-ordinator or Head of FM and H&S (in writing/ e-mail) and Head of Department initially. *Reference point "c" or raise it at the scheduled meetings, Reference point "j"*

The College shall, through the Director of Estates Development, the Head of Facilities Management and Health and Safety or the Health and Safety Committee, consult Safety Representatives at the planning stage and consider any response with regard to;

- the introduction of any measures at the workplace which may substantially affect the health and safety of employees which he or she represents, for example a change in facilities, procedures or ways of working;
- the College arrangements for appointing or nominating Competent Persons in accordance with Reg. 7 of the Management of Health and Safety at Work Regulations 1999;
- additional health and safety information that the College will be relaying to the employees represented by Safety Representatives;
- the planning and organisation of health and safety training of members, that the Safety Representatives represent;
- the health and safety consequences to the employee of the introduction of new technologies in the workplace;
- initiatives undertaken to promote health and welfare amongst staff;
- the information that staff must be given on the likely risks and dangers arising from their work and measures to reduce or mitigate such risks;
- permit time off with pay, to attend approved training to enable the Safety Reps to fulfil their functions adequately. The number of Safety Representatives released for training at any one time will be balanced with the benefits to and the operational requirements of the organisation.

The College will ensure that the Safety Representatives have the facilities and assistance they need (or may reasonably require) to carry out their functions, including such facilities as they need to enable them to carry out workplace inspections or investigations following a notifiable accident or dangerous occurrence. This shall include any training requirements in respect of their functions as may be reasonable in all circumstances.

Where technical matters are involved, it may be necessary to outsource expert advice. The College must be notified in advance and agree any intention to seek advice from outside the College. Any subsequent report arranged by either the Safety Representatives or the employer must be shared between relevant parties.

The College will permit an appointed Safety Representative to take such time off work (on full pay) during normal working hours to carry out the functions of their role. Arrangements are currently 3 hours per week, to be agreed between the Safety Representatives and their Head of Department / Service. This time is currently being taken on a Friday afternoon.

It may be necessary to permit a Safety Representative time off for their duties, at short notice, in response to a serious incident or request from the enforcement authority. All reasonable arrangements should be made to release a Safety Representative to accommodate such requirements.

Resignation of Trade Union Health and Safety Representatives

- Any Safety Rep / Management Appointee can resign from this remit by submitting their resignation to the H&S Committee.
- Trade Unions may also notify the College if an employee is not continuing with this role.
- The role will also cease should an employee leave the employment of Forth Valley College

Trade Union Safety Representatives Remit approved by;

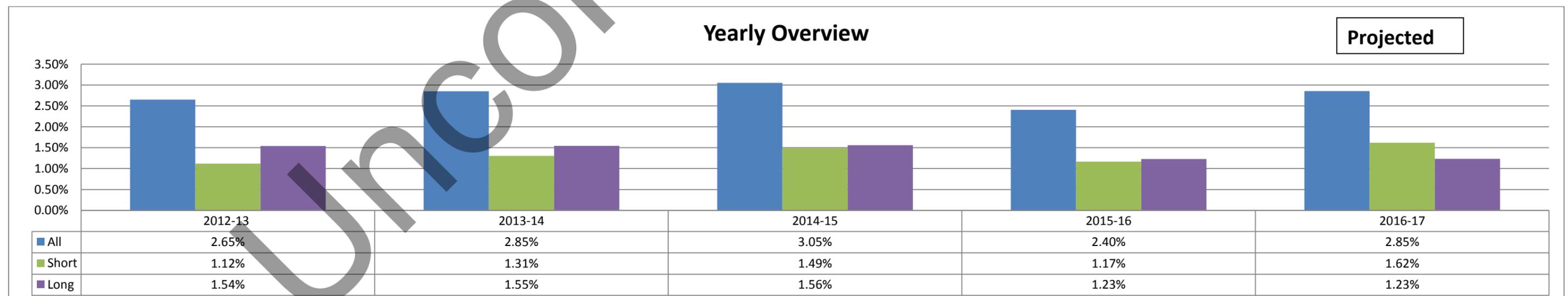
- The Senior Management Team on 23rd October 2007
- Re-approved by the Health and Safety Committee on 26th August 2011
- Updated Reps Name changes – August 2015
- Updated role changes – January 2017

College Ref: Procedures for complying with the;
Health & Safety Procedures

Ref: Data Protection Act 1998
Freedom of Information (Scotland) Act 2002
Health & Safety (Consultation with Employees) Regulations 1996
Safety Representatives and Safety Committees Regulations 1977
Safety Representatives Charter (HSC)
Health & Safety at Work Act etc.1974

Reasons	AUG 2016 – JAN 2017			AUG 2015 – JUL 2016			NOV 2015 – JAN 2016, Qtr 2			NOV 2016 – JAN 2017, Qtr 2		
	%	No.	Days lost FTE	%	No.	Days lost FTE	%	No.	Days lost FTE	%	No.	Days lost FTE
Anxiety State	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0
Back Pain	4.13%	10	77	3.12%	29	110	2.94%	7	29	5.30%	5	55
Benign and malignant tumours, cancers	3.29%	1	62	12.22%	5	431	7.08%	2	71	0.85%	1	9
Bereavement	4.31%	3	81	5.65%	10	199	1.10%	2	11	3.01%	1	31
Chest Infection	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0
Dental Illness	0.00%	0	0	0.73%	12	26	1.00%	4	10	0.00%	0	0
Diabetic Illness	0.21%	1	4	0.00%	0	0	0.00%	0	0	0.00%	0	0
Diarrhoea/Gastric/Bowel	4.82%	54	90	5.10%	72	180	4.93%	23	49	5.65%	36	59
Ear/Nose/Throat Illness	3.23%	16	61	4.45%	35	157	3.00%	10	30	2.00%	10	21
Glandular problems (eg diabetes, thyroid)	0.27%	2	5	0.13%	2	5	0.00%	0	0	0.48%	2	5
Flu/Cold	11.79%	93	221	6.25%	102	220	6.86%	31	69	14.49%	62	150
Genitourinary & gynaecological disorders	1.28%	3	24	1.66%	4	58	0.50%	1	5	0.00%	0	0
Headache/Migraine	0.98%	14	18	1.69%	35	60	1.06%	9	11	1.34%	10	14
Heart, cardiac & circulatory problems	0.62%	5	12	2.24%	5	79	0.58%	2	6	0.00%	0	0
Infectious Disease	0.11%	2	2	0.20%	2	7	0.30%	1	3	0.00%	0	0
Investigation	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0
Menstrual Illness	0.33%	3	6	0.00%	2	3	0.00%	0	0	0.10%	1	1
Musculo-skeletal	2.17%	11	41	4.60%	25	162	5.98%	11	60	1.46%	5	15
Nervous system disorders (eg Epilepsy, MS)	0.09%	3	2	0.14%	1	5	0.50%	1	5	0.11%	2	1
Operation/Post Operation	8.34%	10	156	11.42%	30	403	6.83%	5	69	6.36%	3	66
Pregnancy Related Illness	0.09%	1	2	0.51%	7	18	0.50%	1	5	0.15%	1	2
Renal/Kidney Illness	0.78%	6	15	2.33%	6	82	5.91%	2	59	0.10%	1	1
Respiratory Illness	5.23%	9	98	6.72%	253	237	3.76%	8	38	0.96%	4	10
Skin Disorders	0.96%	2	18	0.87%	4	31	0.70%	2	7	0.00%	0	0
Stress/Depression/Mental Health	6.67%	14	125	16.68%	19	588	20.93%	10	210	5.97%	8	62
Substance abuse - incl alcoholism & drug dependence	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0
Terminal Illness	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0
Viral	5.40%	48	101	7.92%	67	279	11.71%	22	117	4.54%	24	47
Work Related Stress	6.23%	2	117	5.09%	13	179	8.09%	6	81	5.39%	1	56
Blanks 'Live' or open absence	28.67%	30	537	0.19%	6	7	5.74%	10	58	41.74%	30	433
Grand Total	100%	343	1874	100%	746	3526	100%	170	1002	100%	207	1038

Please note: Only absences with a reason captured are shown. Reason above are for Quarter 2 – 01 November 2016 to 31 January 2017



1. Purpose

To provide an update on the arrangements for the February 2017 staff development event.

2. Recommendation

It is recommended that members note the impact of staff development on the College's commitment to 'Making Learning Work' and maintaining a safe environment for staff and learners.

3. Background

During 2016 discussion took place between HR and the Information Systems department to establish a greater level of focus on staff development and specifically individual CPD. It was important that we capitalised on the momentum that was achieved during 2015/16 in regards to compliance training, improvements to our PRD system and the integration with CPD. The 3 types of staff development were noted as compliance training, individual role CPD and professional practice. It was imperative that the college had mechanisms in place to ensure all compliance training was promoted, undertaken and monitored.

Although compliance training forms part of the employee inductions there is an ongoing requirement for existing staff to undertake refresher training to ensure they are aware of the minimum standards required while working in the College and to ensure that the College meets legislative requirements, FE sector CPD professional standards to ensure a secure and safe environment for staff and learners.

The support staff development week on the 13-17 February 2017 is selected as a compliance focused training week.

The aims of the compliance training were:

- Raise the awareness and achieve a greater number of staff having undertaken recent compliance training by hosting a specific online theme
- Ensure that staff understand the importance of maintaining their compliance training by undertaking the mandatory courses
- Develop a system that would automatically alert staff to outstanding compliance training
- Provide staff with an online interactive and challenging set of courses, both mandatory and optional, to raise awareness and test their knowledge
- Provide a degree of flexibility and time for staff to undertake a minimum amount (7 hours) of online training
- Monitor and drive the uptake of these courses through Moodle and line managers

In addition to the support staff event a compliance themed training day would take place on Thursday 17 August 2017 for academic staff returning from the summer break. Wednesday 16 August would be attributed to the next stage of the Creative Learning Conference held in the Stirling Campus.

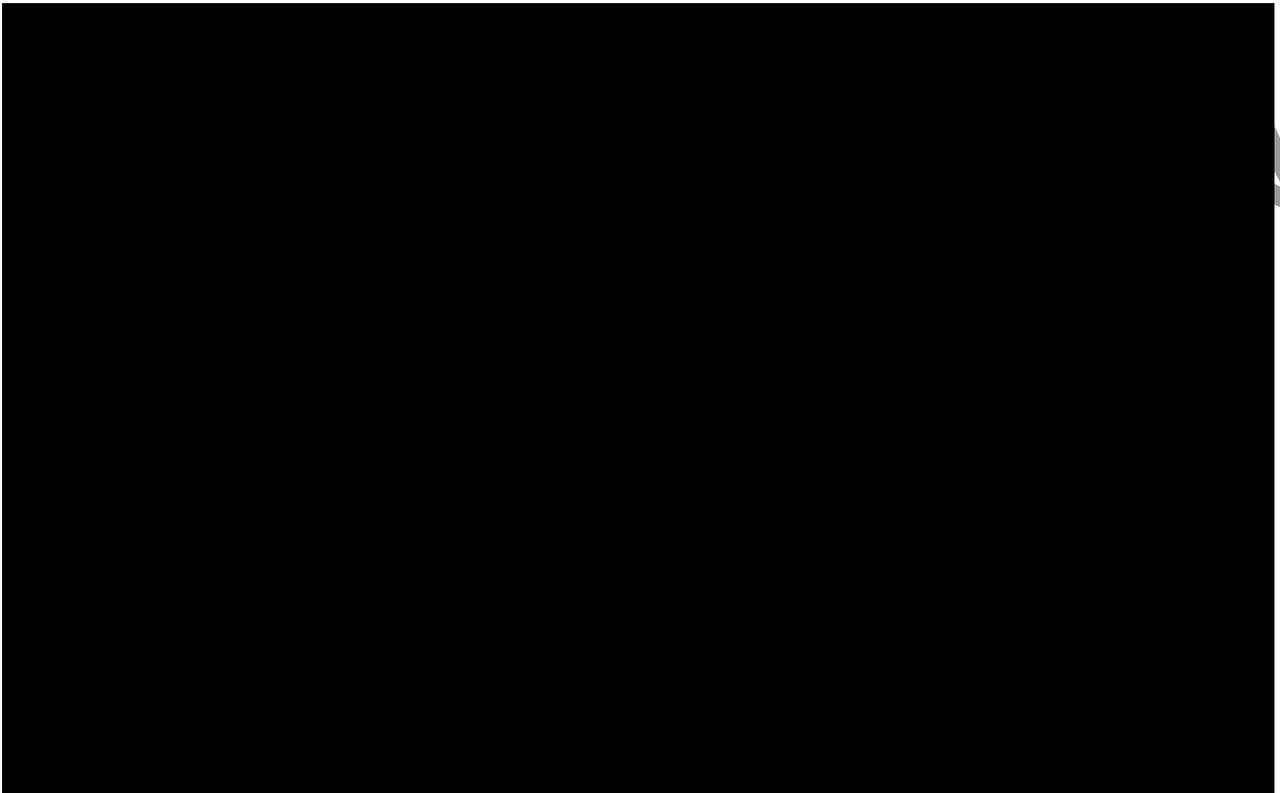
4. Key Considerations

Several key objectives were identified to ensure the compliance training would be successful, they were:

- Development of the PRD / SDAF systems and greater functionality and interaction between both
- Testing of Moodle platform for delivering staff development
- Consideration of locations and flexible approach
- Review and update of compliance courses
- Suite of compliance and optional courses available
- Cost and marketing of the event
- Monitoring and reporting on the completion rate and feedback via line managers

Prioritising the focus of staff development was highlighted by obtaining data from department training needs analysis and historical compliance training data, it was clear that further training on core compliance courses was needed. The CPD system was developed to improve the scheduling, reminder and monitoring of individual employees undertaking the required training.

The screen shot below highlights the new layout of the CPD record within the PRD. The CPD record is now split into 3 sections, 'Summary of Mandatory CPD', 'Role Specific CPD for last 12 Months' as well as 'Professional Practice' (Not shown). The Mandatory CPD section is date driven with each course having an expiration date of 1, 2 or 3 years as detailed later in the report. When a compliance course has expired for an individual employee the record will turn 'red' highlighting that it is required to be undertaken again. The employees' line manager will be able to access this as well and HR can report on all outstanding / completed compliance training.



The Staff Development Working Group considered high volume access and reliability of Moodle for accessing the same course, especially the mandatory compliance courses. In addition the courses were reviewed with the relevant specialist within the College and updated to ensure accuracy of information.

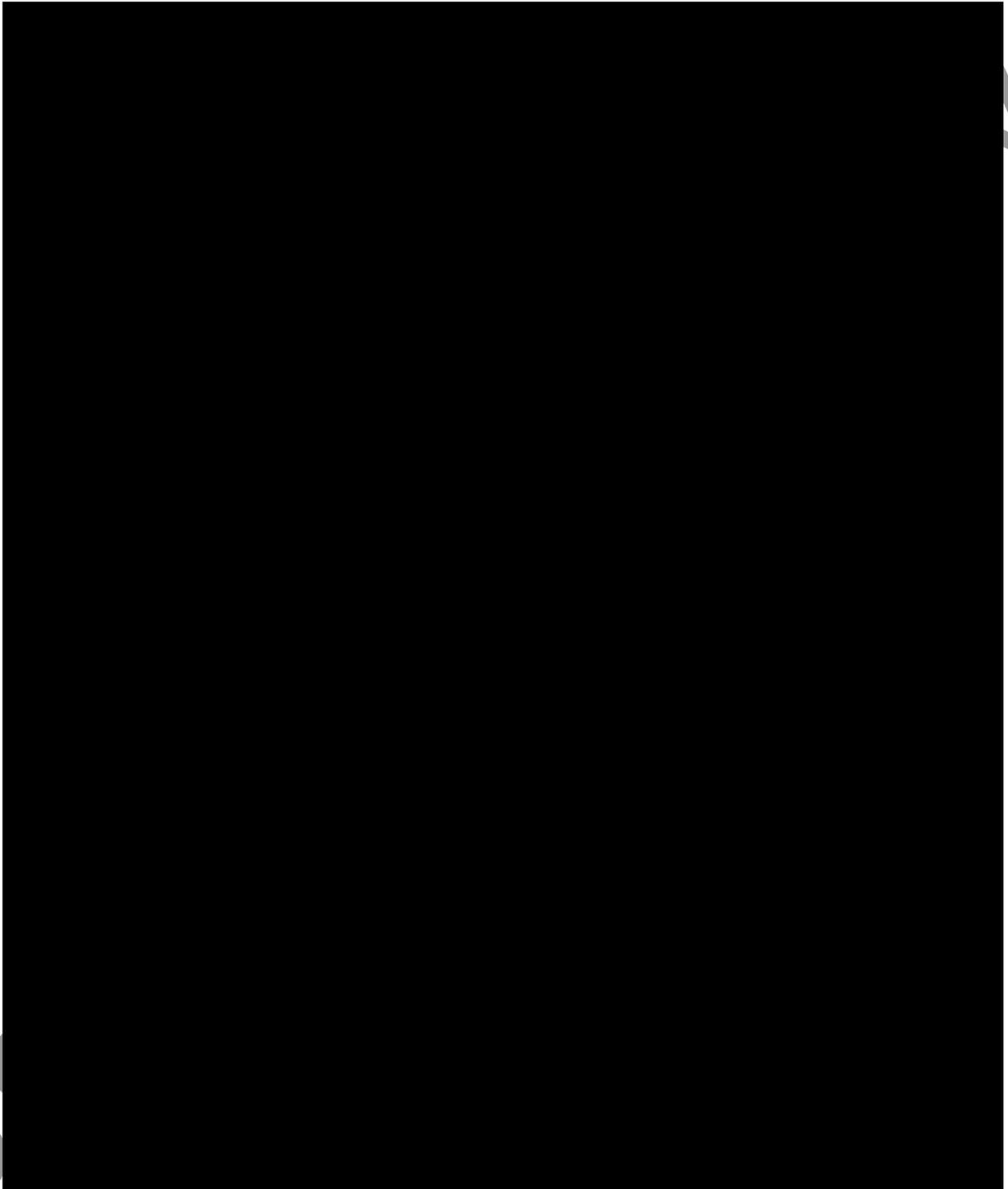
The Working Group also considered flexibility of approach in undertaking the online training, such as being able to work from your desk, LRC, specific IT labs or from home with your line manager's approval. It was clear from the success of last year's uptake that providing the added flexibility in undertaking the training helped achieve a very high attainment rate with support staff. A minimum amount of online training, equating to approx. 7 hours must be undertaken with compliance courses. These courses available listed over the page.

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Compliance Courses

Course	Lead	Frequency of Training
Sustainability - staff induction	Fiona Duff	3 yearly
Fire Safety and Evacuation	Fiona Duff	2 yearly
Safe Manual Handling	Fiona Duff	3 yearly
VDU and Workstation Health and Safety	Fiona Duff	every 18 months or if there has been a change to workstation
Safeguarding Protection of Children, Young People & Adults	Zak Stark	2 yearly
Data Protection	Stephen Jarvie/Graeme Robertson	2 yearly
Freedom of Information	Stephen Jarvie/Graeme Robertson	2 yearly
DSE - Display Screen Equipment	Fiona Duff	2 yearly
Equalities	Mhairi Shillinglaw	2 yearly
Social Media	Lyndsay Condie	2 yearly
Copyright	Ann Fowler/Lyndsay Condie	2 yearly

HR worked in partnership with the Department of IT and IS, Curriculum and Quality and Marketing to design, review and amend a suite of courses to be uploaded onto the College VLE system, Moodle. A section within Moodle has been designated for staff development and contains a host of courses that are used for induction purposes, compliance and optional training.



In addition to the above courses there are a selection of optional courses that employees can undertake to improve their individual knowledge and skill. They are:

Optional Courses

- Time Management
- Negotiation Skills
- Questioning Skills
- Presentation Skills
- Listening Skills
- SMARTER Objectives
- Asbestos Basics
- Legionella and Legionnaires Disease
- Repetitive Strain Injury - What is it and how to avoid it
- Staying Safe with Vehicles
- Avoiding Slips, Trips and Falls
- Microsoft Word 2010 - Level 1 to 6
- Microsoft Excel 2010 - Level 1 to 5
- Microsoft PowerPoint 2010 - Level 1 to 5
- Microsoft Outlook 2010 - Level 1 to 4

Launch and Marketing of the event

Details of the theme have been with managers and arrangements emailed to them. Marketing created art work and a series of e-focus news articles and announcements about the event, such as a list of courses available, how to access the online staff development area both internally and externally and from home and instructions for IT or Moodle support. Curriculum and Quality and IT department's have allocated staff for support purposes to liaise with staff that experienced any problems logging in.

Departmental Lead training

In addition to the online compliance training some support departments are hosting a variety of other development sessions relevant to their department needs.

5. Financial Implications

Costs were low and mainly indirect and were attributed to the staff development working group and preparation work from all departments involved. Minor costs were allocated for some department lead training and all within assigned budgets.

6. Equalities

Assessment in Place? – Yes No

7. Risk

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	X	X

Please describe any risks associated with this paper and associated mitigating actions –

No risks identified.

Risk Owner – Andrew Lawson

Action Owner – Steven Still

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No

Health and Safety – Yes No

Paper Author – Steven Still

SMT Owner – Andrew Lawson

	6 June 17	August 17	Nov 17
Apologies for Absence	✓	✓	✓
Declarations of Interest	✓	✓	✓
FOR APPROVAL			
Minutes of Previous Meeting	✓	✓	✓
FOR DISCUSSION			
Matters Arising	✓	✓	✓
Staff Development	✓	✓	✓
Health and Safety Update		✓	
SFC Staff Performance Indicators		✓	
Staffing Establishment Update	✓	✓	✓
Programme of Committee Business	✓	✓	✓
Risk Register/Review of Risks	✓	✓	✓
AOCB	✓	✓	✓

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