Forth Valley College

# Agenda

**5 September 2017**
**HR (INC. NOMINATION) COMMITTEE**

**Stirling Campus**
**4.30pm (refreshments available from 4pm)**

**AGENDA**

1. Declarations of interest

2. Apologies

**FOR APPROVAL**

3. Minutes of Meeting of 6 June 2017

4. Matters Arising

   a) H/16/024 National Bargaining (Verbal)
   b) H/16/025 People Strategy
   c) H/16/028 Staffing Establishment

**FOR DISCUSSION**

| | | |
|---|---|---|
| 5. | People Strategy | Andrew Lawson |
| 6. | Health and Safety | Fiona Duff |
| 7. | Staff Development – August 2017 | Andrew Lawson |
| 8. | Staffing Establishment | Andrew Lawson |

(Paper 8 is withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)

| | | |
|---|---|---|
| 9. | Staff Morale (verbal) | Andrew Lawson |

10. Review of Risk

11. Any other competent business

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

| | |
|---|---|
| Present: | Mrs Beth Hamilton (Chair)<br>Mrs Fiona Campbell<br>Mr Davie Flynn<br>Mrs Anne Mearns |
| Apologies: | Mr Steven Tolson<br>Mr Steven Torrie (Co-opted member) |
| In Attendance: | Mr Andrew Lawson, Associate Principal and Executive Director, HR and Operational Effectiveness<br>Mr Steven Still, Head of HR<br>Mr Stephen Jarvie, Corporate Governance and Planning Officer |

**H/16/021 Declarations of Interest**

None.

**H/16/022 Minutes of meeting held on 28 February 2017**

The Minute of the meeting of 28 February 2017 was accepted as an accurate record.

**H/16/023 Matters arising**

a) H/16/016 Staffing Establishment Update

The Chair noted that this would be covered later in the agenda.

b) H/16/020 Any Other Competent Business

The Associate Principal and Executive Director, HR and Operational Effectiveness updated on the consultation on the non-contractual death in service benefit. He noted that, while the consultation materials had been prepared, in light of the recent industrial action it had been decided to delay the launch of the consultation.

Members asked if the renewal of this cover was an annual cost to the College. The Head of HR informed members that it was a monthly premium which could be exited with 30 days' notice if it was the conclusion of the consultation and the decision of the Board of Management to do so.

**H/16/024 National Bargaining (Verbal)**

The Associate Principal and Executive Director, HR and Operational Effectiveness updated members on progress with National Bargaining within the College sector at this time.

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He outlined the positions of the Employers Association and the EIS and updated members on progress towards resolution of the outstanding issues.

He highlighted the concerns of Colleges that there was no guarantee at this time from Scottish Government of the necessary funding to meet the proposed salary increases nor whether any such funding would be consolidated into College budgets.

Members noted their concern with this and how, taking into consideration their duties as Charity Trustees, they would not be in a position to approve any deal which would result in a deficit budget.

a) Members noted the content of the update and agreed this should be discussed further at the next meeting of the Board

**H/16/025 People Strategy**

The Associate Principal and Executive Director, HR and Operational Effectiveness presented members with a copy of the draft People Strategy for comment.

Members provided a range of input to the strategy, noting that it should both recognise the strong position of the College at the moment and be clearer on the future aspirations of the College for staff empowerment, training and development.

Members also noted that, once the suggested changes had been incorporated, that this be passed to the Board staff members to get a staff perspective on the strategy prior to it coming to the Board of Management.

a) Members noted the content of the strategy and requested it be updated to reflect their feedback

**H/16/026 Demonstration of HR systems (Presentation)**

The Head of HR provided members with an overview of the SharePoint based HR systems. He noted how this system provided benefits both to College managers in their line management responsibilities as well as individual staff who have greater access and control over their own information.

a) Members noted the content of the presentation and commended the College on developing this system in house

**H/16/027 Staff Development – August 2017**

The Head of HR provided an overview of the programme of staff development over 2 days in August for lecturing staff once they return from leave.

He highlighted the continued focus on creative learning as well as an increased focus on ensuring all staff complete training modules that the College deems to be mandatory.

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Members noted that an invite should be extended to Board Members who may wish to participate in the creative learning sessions with staff.

Members also discussed Board induction and how this may be enhanced through more formal training and induction for members.

a) Members noted the content of the report

**H/16/028 Staffing Establishment**

The Head of HR presented members with an update on the current staffing establishment, noting that there were no areas of concern to highlight.

Members noted that, as the College establishment fluctuates throughout the year, it would be of use to have a graphical comparator of current against anticipated establishment levels.

a) Members noted the content of the report

**H/16/029 Review of Risk**

Members noted that National Bargaining remains a risk for the College.

**H/16/030 Any Other Competent Business**

None

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# 5. People Strategy
# For Discussion

**5 September 2017**
**HR (INC NOMINATION) COMMITTEE**

## 1. Purpose

**To provide an update on the development of the People Strategy for Forth Valley College.**

## 2. Recommendation

It is recommended that members note the amendments to the People Strategy.

## 3. Background

During the course of 2016/17, as part of the overall strategic aims of the College, a People Strategy was developed to help highlight and inform the commitment of the College to its most important asset, its people. The People Strategy recognises the value of our people and the contribution they make in achieving the strategic goals and aspirations of the College. The purpose of this document is to provide strategic direction in regards to people resource and development over the next 5 years.

## 4. Key Considerations

A number of example People Strategies were reviewed to help develop the Colleges People Strategy and ensure it is pitched at the right level. There are a number of key areas to include within a People Strategy, the following 6 were deemed to be relevant to the College:

- Wellbeing, Engagement and Diversity
- Skilled & Talented Workforce
- Innovation & Transformation
- Performance, Reward & Recognition
- Agile, Effective Organisation & Teams
- Excellence in Leadership & Management

Following discussion at the previous HR Committee is was suggested that the layout be reviewed and where possible to remove the names of people pictured in the document. It was also suggested that the wording in the document could be changed to be more ambitious in our thinking, recognise the position the College is in and outline the future aspirations of the College.

The overall design of the People Strategy has been changed and the key themes listed above have been removed and replaced with the following:

- Leadership and Drive
- Workforce of the Future
- Well-being, Engagement and Diversity
- Recognising and Celebrating Success

All of which link into our vision of Instilling and Energy and Passion for our people, celebrating success.

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The People Strategy will evolve and adapt over the 5-year strategic period and react to internal and external influences on the College.

**5. Financial Implications**

Ongoing investment in our core CPD and Staff Development budgets is required as well new funding to develop a Talent Academy.

**6. Equalities**

**Assessment in Place? – Yes** ☐ **No** ☒

Not required at this time.

**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 identified risks at this time. Proposed activity in the first year has been allocated funding.

**Risk Owner –** Andrew Lawson **Action Owner –** Andrew Lawson

**8. Other Implications –**

Please indicate whether there are implications for the areas below.

**Communications – Yes** ☒ **No** ☐
**Health and Safety – Yes** ☐ **No** ☒

**Paper Author –** Andrew Lawson **SMT Owner –** Andrew Lawson

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MAKING LEARNING WORK

# People Strategy 2017-22

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Forth Valley College
Making Learning Work

www.forthvalley.ac.uk

## INTRODUCTION

**AT FORTH VALLEY COLLEGE, WE RECOGNISE THE CONTRIBUTION THAT OUR STAFF MAKE TO DELIVERING OUR MISSION OF MAKING LEARNING WORK.**

OUR WORKFORCE OF OVER 600 STAFF MEMBERS ARE OUR MOST TREASURED ASSET AND IT IS THE HARD-WORK, COMMITMENT AND INNOVATION OF OUR DYNAMIC TEAM THAT HAS ENSURED OUR CONTINUED SUCCESS.

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Forth Valley College

## Making Learning Work

Since 2014, we have been on an ambitious journey, with a mission of "Making Learning Work" – placing students at the centre of our development and strategic thinking.
Now as we move into a new planning cycle, we aim to build on our progress by placing a real emphasis on our people to create a workforce for the future.

It is through our people that 'Making Learning Work' is delivered and will be sustained. To succeed we need the right people, with the right skills and values, in place at the right time. We need exceptional leaders who advocate our culture, live our values and encourage high performance.
Our People Strategy is linked directly to the College's Strategic Plan and seeks to create a highly talented, diverse and motivated workforce who are empowered and engaged through working in a developmental, collaborative, forward thinking and dynamic working environment.

**Together we can continue to make learning work for our staff, students and stakeholders.**

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## OUR STORY SO FAR...

OVER **600** **MEMBERS OF STAFF**

**1ST** COLLEGE IN SCOTLAND TO COMMIT TO **THE SCOTTISH BUSINESS PLEDGE**

**LIVING WAGE EMPLOYER**

**Healthy Body, Healthy Mind Award** ★★★

**19** SECTOR LEADING **GOOD PRACTICE POINTS** IDENTIFIED IN OUR 2016 EDUCATION SCOTLAND REVIEW

HEALTHY WORKING LIVES **GOLD AWARD**

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**Gold Award for Sustainability** at the CDN Annual Awards 2014

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**Most Innovative Teacher Award** at TES (UK) FE Awards 2014

**'Best Teaching & Learning Initiative'** award at TES (UK) Further Education Awards 2016

**HIGHLY SKILLED STAFF WITH A WIDE VARIETY OF INDUSTRY EXPERIENCE**

**DISABILITY CONFIDENT** EMPLOYER

AWARDED LGBT CHARTER OF RIGHTS **FOUNDATION LEVEL**

Winner of the **'Innovation in FE Award'** at the AoC Beacon Awards 2014

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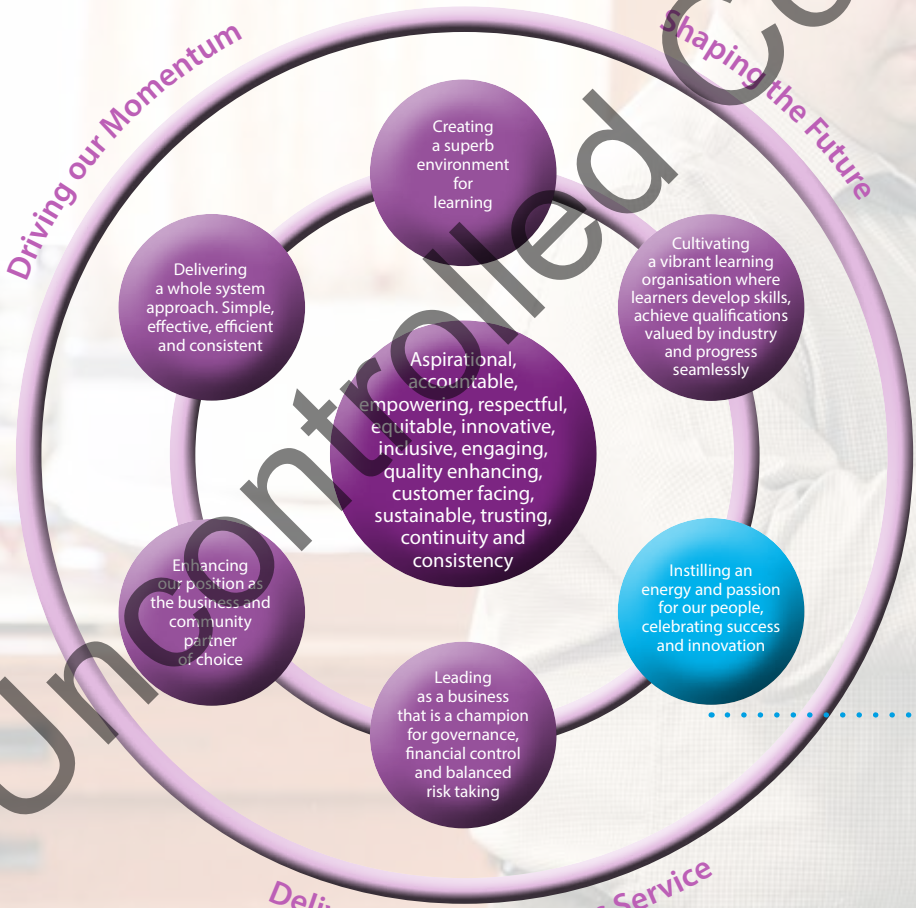
# OUR VISION

## Make Learning Work

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## In delivering the People Strategy we will:

- ✓ **Develop** and empower our people as a workforce for the future
- ✓ **Ensure** all college activities reflect the key principles of equality and diversity to achieve an inclusive organisation
- ✓ **Value** staff by recognising and celebrating success

## We will do this by:

- ✓ **Promoting** an agile workforce, embracing innovation, facilitation, mentoring and peer support
- ✓ **Developing** future leaders ensuring effective succession planning
- ✓ **Engaging** staff in the future direction of the College and providing opportunities for professional development and collaborative opportunities
- ✓ **Delivering** the benefits of a digital environment through capacity building and CPD that embraces emerging technologies and practices
- ✓ **Fully** integrating equality and diversity in everything we do
- ✓ **Ensuring** every member of staff has the opportunity to contribute to the direction of the College
- ✓ **Celebrating** the success of our staff and students

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# LEADERSHIP AND DRIVE

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Our people are at the core of our success. At Forth Valley it's a team effort and everyone has a role to play in ensuring each student leaves us with the skills ready to take on a productive role in the world of work.

For this to happen, it's critical that our staff feel trusted, respected, and supported through inspiring leadership which sets a clear vision for the direction of the College. Our People Strategy aims to provide staff with the freedom and scope to innovate and use creativity to enhance the learning experience for all.

## Together we will:

- **Create** a student-centric organisation to ensure everyone reaches their full potential
- **Cultivate** a culture that strives for excellence in everything we do and seek to continually improve and develop
- **Instill** a collaborative approach by listening to our people to shape the future direction of the College
- **Lead** the College through strong governance, sound decision-making and clear expectations
- **Enhance** the College's brand position through our shared culture and values
- **Deliver** trust and confidence in our people to deliver a world class service

## We will achieve this by

- ✓ Equipping our people with the confidence to contribute to the development of the College, their department and own career development
- ✓ Creating a strategic mission, vision and values which are relevant, progressive and embedded into the fabric of everyday College life
- ✓ Developing and encouraging our people to become leaders through a robust talent management programme
- ✓ Maintaining productive working relationships with our Trade Union representatives
- ✓ Empowering our people to become influential in their specialist field and encouraging them to share their knowledge both internally and externally
- ✓ Regularly consulting with staff and encouraging open dialogue to share insights into current practice and update on the progress of the College
- ✓ Listening to staff and ability to feedback on ideas for future developments

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# WORKFORCE FOR THE FUTURE

Forth Valley College has enjoyed continued success as a leading provider of education and training locally, nationally and internationally. Central to our success is the talent and skills of our staff and our People Strategy 2017 – 2022 seeks to build on this success by striving to create a workforce for the future.

Therefore, the College must fully embrace technology and provide our staff with the flexibility, knowledge and resources to ensure our future generations prosper in a digital world.

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## Together we will:

- **Create** a modern, flexible working environment which promotes innovation and creativity
- **Cultivate** a sector leading workforce of highly skilled employees in both teaching and service departments
- **Instill** an agile methodology that responds to the needs of students, staff and stakeholders
- **Lead** a digital first ethos that ensures digital literacy and creativity is placed at the heart of everything we do
- **Enhance** our position as the employer of choice through world class development opportunities
- **Deliver** opportunities for effective cross college partnership working to build on our success

## We will achieve this by

- ✓ Building, developing and nurturing a multi-skilled workforce and culture
- ✓ Developing a competency based sector-leading training framework
- ✓ Regularly review structures and role profiles to ensure they are flexible, responsive and fit-for-purpose
- ✓ Investing in an individual's personal development
- ✓ Creating opportunities to build resource capacity through robust curriculum development aligned to the needs of the labour market
- ✓ Encouraging our people to embrace digital technologies and new innovations for enhanced service delivery and effective working practices
- ✓ Reflective and evaluative approach to service improvement
- ✓ Investing in our equipment and working environment to lead the way in modern and innovative learning and teaching

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# WELL-BEING, ENGAGEMENT AND DIVERSITY

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At Forth Valley College, we are committed to ensuring that all staff work in an environment that is free from discrimination, harassment and victimisation and that everyone can progress equally.

We strive for fairness and inclusion in all that we do and are committed to many national initiatives. We aim to enhance our position as the employer of choice. We are very proud to be the first College in the country to commit to the Scottish Business Pledge and also delighted to be accredited as a Living Wage and a Disability Confident Employer.

Our dedicated teams are at the heart of our continued success and are advocates of the College brand. Our People Strategy aims to enhance communication, allow individuals to contribute to the direction of the College and provide opportunities for staff to flourish by creating state-of-the art working environments and more initiatives to support their health and well-being.

## Together we will:

- **Create** opportunities for enhanced two-way communications and scope for staff to provide feedback for our future development
- **Cultivate** the very best talent from within and out with the College to support curriculum development, deliver strategic priorities and capitalise on growth opportunities
- **Instill** a consistent and fair approach across the College for career development and talent sourcing
- **Lead** a culture of respect, openness, transparency and accountability across the College
- **Enhance** opportunities to improve the health and well-being of our workforce
- **Deliver** clear and concise expectations of individual roles, responsibilities and impact on the overall success of the College

## We will achieve this by

✓ Encouraging collaborative working and respect between teaching and service teams and creating opportunities for staff to work on cross college initiatives

✓ Promoting a culture of inclusion, health & safety and well-being and ensuring staff members take individual responsibility for their conduct

✓ Recruiting staff in a fair and transparent way - with a consistent approach

✓ Communicating effectively with staff at all levels, including them in key decisions and ensuring their opinions are valued

✓ Ensuring staff are clear about what is expected of their roles through effective induction and performance monitoring/departmental planning processes

✓ Adopting a consultative approach to organisational change to ensure staff understand and trust ambitious decisions being taken

✓ Providing professional development opportunities for staff

✓ Offering access to information and services which benefit staff in both their work and personal lives

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# RECOGNISING & CELEBRATING SUCCESS

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As part of our strategic vision we want to build on our success through providing more opportunities for our staff to progress and develop their own careers. We aim to embed a talent programme across the College to develop our future leaders.

We seek to empower staff by giving them the confidence to challenge current practice, and make ambitious decisions for their own areas of expertise. We want to provide greater flexibility to innovate and develop partnerships both internally and externally. Our ability to recognise success will require effective managing and monitoring of individual and team performance through effective HR processes. We must ensure we have a consistent approach across the College to develop individuals in the role, their department and the wider College. This may include increased opportunities for involvement in business transformation projects, more secondment opportunities and increased investment in both staff development and enhanced employee benefits.

## Together we will:

- **Create** an environment where people flourish – giving scope to work with a greater autonomy, and celebrate and recognise success
- **Cultivate** future leaders through a clearly defined talent management programme
- **Instill** a management culture that leads by example and seeks to provide feedback through positive dialogue
- **Lead** the development of the College through new creative approaches and champion collaborative working
- **Enhance** staff development opportunities and increase investment in CDP and Staff Development
- **Deliver** creative development solutions where we learn from each other and share best practice and provide forums to shape ideas and recognise success

## We will achieve this by

✓ Reviewing and enhancing the process for developing individual development/ career plans and ensuring a consistent approach adopted across the College

✓ Supporting the development of staff to achieve skills, knowledge and qualifications to help them develop further and reach their full potential

✓ Investing in CPD and staff development and working closely with managers to ensure options available aligns with the needs of the College, departments and individual career objectives

✓ Create a talent management programme which aims to develop our managers to become future leaders and support succession planning

✓ Promoting opportunities and career progression and encouraging regular dialogue with team members to discuss career aspirations and their future plans through our PRD process

✓ Encouraging staff to enter their work in external awards to showcase their practice and raise their profile across the sector through external endorsement

✓ Celebrate success through increased internal and external communications

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Making Learning Work

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# 6. Health and Safety Update
# For Discussion

**5 September 2017**
**HR (INC NOMINATION) COMMITTEE**

## 1. Purpose

**To provide the HR Committee with an update on the Health and Safety performance indicators and Sustainability outcomes in relation to the college session 2016-2017 and those planned for next session. The update includes the following;**

- **Accidents and Incidents figures:**
- **Absence figures:**
- **Sustainability Objectives.**

**Appendices Include**

- Appendix A - Sustainability Key Performance Indicators
- Appendix B – Accidents /Incidents Historical Data
- Appendix C – "Take 5" Reactive Document
- Appendix D – Absence Statistics

## 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 developed over 2016-2017.

## 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.

Figure 3.1 below indicates the College HS Structure.

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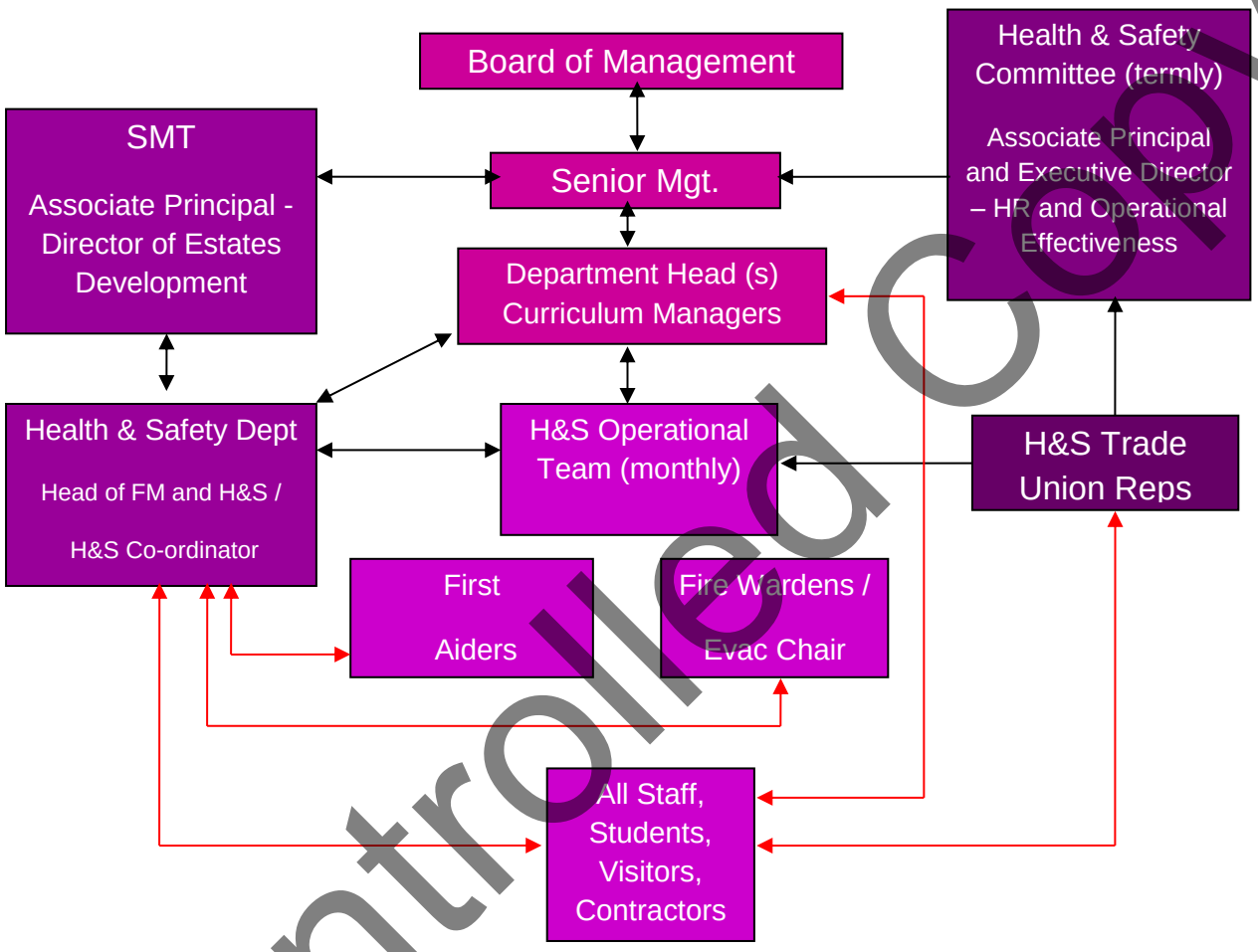
Figure 3.1 – College Health and Safety Structure




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 2017-2018. The audit team use a standard template to ensure all audits are consistently executed. The outcomes of each audit is retained on the department section of the Health and Safety SharePoint Page. The % of compliance will continue to be tracked as each audit is undertaken. It is important to note that last session, the College consistently achieved in excess of 90% for the scheduled audits.

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| Alloa | Department | % of compliance |
|---|---|---|
| 03/11/2017 | Hospitality and Salon Services – Hair & Beauty | |
| 09/03/2018 | Housekeeping Tour | |
| 08/06/2018 | Human Resources | |
| Falkirk | | |
| 08/09/2017 | Housekeeping Tour | |
| 10/11/2017 | Learning Resource Centre | |
| 08/12/2017 | Care, Health and Sport | |
| 15/12/2017 | Finance / Student Records | |
| 23/02/2018 | Engineering | |
| Stirling | | |
| 29/09/2017 | Housekeeping Tour | |
| 06/10/2017 | Creative Industries | |
| 19/01/2018 | Hospitality and Salon Services – Hospitality | |
| 16/03/2018 | Housekeeping Tour | |
| 11/05/2018 | Historic Scotland | |

**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 4 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 |
|---|---|
| Construction | 1 |
| Information Services | 3 |
| **Total** | **4** |

**Sustainability – Appendix A - Key Performance Indicators 2016-2017**

The Sustainability Committee, currently Chaired by Fiona Brown, Associate Principal and Executive Director - Learning and Teaching, 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.

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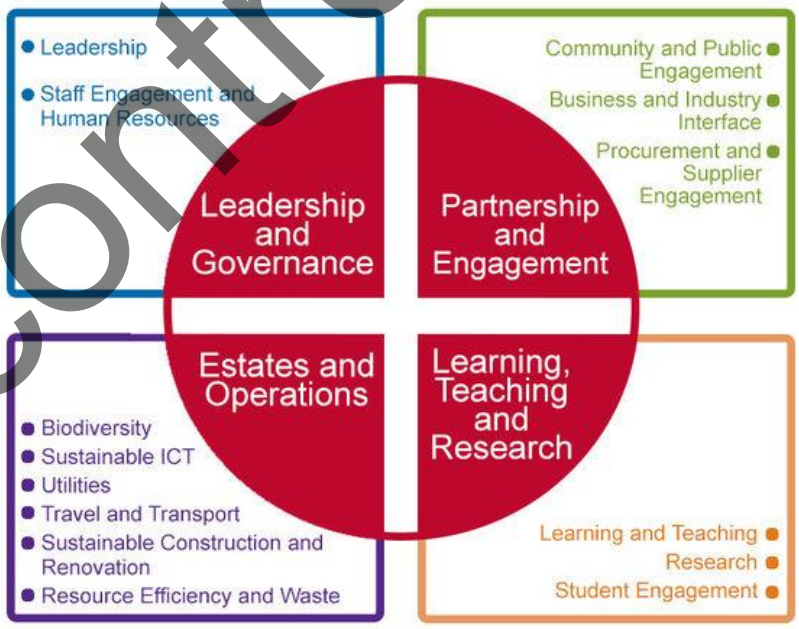
The sustainability initiatives include waste, travel, energy, curriculum, printing, Fairtrade, health and wellbeing. The meetings and related documents are all held within SharePoint. The performance indicators, used to monitor and measure progress, have been provided within Appendix A. It is important 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. Any outstanding items will be discussed and updated at the Sustainability Meeting in September 2017.

A staff induction for Sustainability is now embedded and available on Moodle. This forms part of the College staff development focus week. Sustainability tools for learning for students are available on Moodle. 400 staff have completed the course to date and completion of the course is monitored through the staff Performance Review and Development (PRD) process.

In addition, the Sustainability Committee has agreed to adopt the LIFE Tool (Learning in Future Environments) which is a Framework launched by the EAUC[1] and contains a series of self-assessment criteria designed to help focus on continual improvements. The Committee has completed the Framework Sections for "Leadership and Governance" "Business and Industry Interface", "Student Engagement", "Travel and Transport" and will continue to assess a different section at each Committee meeting, collating actions for progression. The forthcoming Committee Meeting in September 2017 will review the Procurement Section and the Sustainable Construction section.

**EAUC- LiFE Tool – Learning in Future Environments – 4 Sections of the Framework**




[1] Environmental Association of Universities and Colleges

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## 4. Key Considerations

**4.1 The College Health and Safety Committee monitors accidents and incidents as a key performance indicator.**

- **Accidents/ Incidents -** to maintain or reduce college accidents/incidents in line with the baseline. The Health and Safety Committee set the KPI for 2016-2017 as 125 incidents (an average of the previous 3 years) The 2016-2017 final figure was 90 incidents and this reflects a consistent drop in incidents year on year ( Refer to Historical Incident Data – Appendix B). As the accident/incident figure was under 125 at the end of 2016/2017 the KPI figure for 2017-2018 will be reviewed and agreed with the Health and Safety Committee.

### 4.2 Accidents / Incidents Current Data Compared with Last Year's Data

The table below illustrates the annual incident reports for 2016-2017. This session has reported less incidents than last year, supporting our continual improvement.

| 2016/2017 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | Horse play | Near Miss |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 7 | 5 | 0 | 13 | 0 | 1 | 1 | 1 | 0 | 5 | 0 | 0 | **33** | 32 | 0 | 3 |
| November - Jan | 4 | 4 | 1 | 13 | 0 | 2 | 0 | 0 | 0 | 5 | 0 | 0 | **29** | 20 | 2 | 2 |
| February - April | 6 | 2 | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | **20** | 10 | 0 | 1 |
| May - July | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 3 | 1 | 0 | **8** | 14 | 0 | 0 |
| **Total** | **17** | **13** | **1** | **34** | **0** | **4** | **2** | **2** | **0** | **16** | **1** | **0** | **90** | **76** | **2** | **6** |

The medical column relates to incidents that First Aiders have attended but it is not related to college operations, for example sickness, headaches. These incidents are recorded to enable analysis of the first aid 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. To address this, we have introduced a Reactive Take 5 Document – Please see Appendix C. This will provide a process for the individual or department to Take 5 minutes to analyse "lessons learnt". In addition, we have progressed a digital Safe System of Work in conjunction with the Hospitality department.

No "near miss" incidents were reported in the last quarter.

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**4.3 The College Health and Safety Committee also monitors absence as a key performance indicator. Absence – Appendix D –Absence Statistics 16-17**

- **Absence**
  The key performance indicator for absence 2016-17 was to remain within the FE sector average for absence (3.7%). Absence for 2016/17 has shown an overall increase of 0.48% from 2015/16 however overall absence for the year was recorded as 2.98%.

  For the year 2016/17 there has been a slight increase in absence compared to the same period in 2015/16. Total absence for 2016/17 was 2.98%, this is less than the predicted absence rate presented at quarter 3. A total of 4152 days were lost due to absence in 16/17 versus 3526 days in 15/16. At present, the main categories for absence are mental health (excluding Work Related Stress) 795 days lost, operation/post operation 693 days lost and seasonal flu / cold 344 days lost.

  The top three categories showing the highest results are "stress/depression/mental health (19.15%) "flu / cold" (8.29%) and "Operation / Post operation" (16.70%). The Stress/depression/ Mental Health category, which recorded the highest reason for absence, is not to be confused with Work Related Stress which has a separate category which recorded 3.26% absence, which is a reduction of 0.54% from that recorded during 15/16.

  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 in cases of stress related absence to maximise support for the employee.

**4.4 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 and strategic plan.

- **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, HAVS2)

  Health Surveillance Clinics were held in 2016-2017 with 129 appointments arranged. 114 attended, 15 individuals did not attend their scheduled appointment.

[2] Hand Arm Vibration Syndrome

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Any reasonable adjustments are made, in conjunction with the relevant teaching department, for any individual who has a negative outcome from their health appointment. Regular follow up appointments are carried out to review the situation to conclude a positive outcome. Whilst there have been negatives outcomes in the past these have been very few and have been progressed to a successful resolution. This demonstrates the importance of capturing early warning signs to enable control measures to be adapted or reviewed.
88 members of staff use Emtec Personal Noise Breaker ear protection when working in high noise areas. These are fitted as moulded ear plugs specific to each individual and reduce the noise to an acceptable level. The staff have been refitted for replacements over the summer 2017 and have been provided with new noise breakers. 8 members of staff did not attend their scheduled appointment and will require to wear alternative ear protection until they have received their new provision.

**A summary of Health and Safety Training has been provided below;**

- Fire evacuation drills are planned for September 2017 on each campus.
- Evening fire drills to take place on each campus in September 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.
- Personal Emergency Evacuation Plans (PEEP) Training was carried out in March 2017.
- Safe Systems of Work (SSOW) 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 underway with a number of items being filmed and ties in with the focus to reduce cuts/lacerations. 17 SSOW videos are now available on Moodle.
- COSHH Training was carried out in March 2017.
- 16 members of staff attended Fire Warden Training held in 2016-2017.
- Ladder Safety Training was carried out in March 2017.
- DSE training was carried out in July 2017.

**4.5 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 now combines the mandatory health and safety training requirements into the Performance, Review and Development (PRD) system.

This provides a digital training “diary” for the individual and also creates the health and safety profile for their role which may include a mixture of on-line and face to face courses. This process

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is being driven by Information Systems and HR and is continually improving as training is undertaken and reviewed.

Following a pilot, the Employee Record, within SharePoint, now has a section that shows all staff CPD that has been recorded into Unit-e via a CPD Request, completion of a Moodle course or via a bulk upload following a college staff development week. The CPD request process and the completion of a Moodle course are now completed automated with the employee's records being updated automatically.

Staff now see the data in several ways:-

- Mandatory CPD - The mandatory section currently shows all compliance training required by an employee and indicates whether the training is completed or if a member of staff needs to complete the training. This will be further developed to show any role specific training that is deemed mandatory.
- Role specific CPD.
- Professional Practice CPD, which allows ad-hoc training to be recorded in line with General Teaching Council Scotland (GTCS) guidance Staff.
- In addition they can use the CPD History button to see all their CPD recorded.

**5.0 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 Register for Health and Safety is regularly reviewed, at the Health and Safety Committee, to progress measures for monitoring and controlling risk.

**5.1** Facilities Management and H&S - The Health and Safety Committee has extended invitations to our new Total Facilities Management (TFM) contractor, Servest (previously Arthur McKay) which demonstrates partnership working and positive Health and Safety commitment. Suggested items to be discussed are:

- Evidence of PVGs completed for the contract;
- Number of inductions or tool box talks and topics covered;
- Accidents / incidents reported – outcome of all investigations.

The annual risk register for the Facilities Management Contract will be reviewed jointly with the TFM contractor and the Colleges Facilities Management Team.

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**5.2** Fire Safety - BB7 are specialist fire consultants engaged in the review and development of fire safety guidance and compliance. A report was undertaken in June 2017, to review the College management procedures for fire evacuations, for supporting evidence for the fire strategy to be adopted for the new Falkirk campus. In their report conclusion they noted that the "Management level is currently organised and well managed".

Some general recommendations were proposed on the format of documentation and this will be adopted in line with the new Falkirk Campus review.

**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 –** Andrew Lawson, Associate Principal, Director of HR and Operational Effectiveness

**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 –** Andrew Lawson

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# Sustainability Performance Indicators 16-17

*Appendix A*

The following performance indicators will be used to satisfy both the future feedback to the SSN[1] and EAUC[2] 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 | Achieved. New contractor from 1/07/17. |
| **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<br><br>15-16 totals Mileage : 299,778 Cost - £134,900 | Travel Expenses Claims/ infopath forms; College vehicle mileage records | Finance- Faine Weir | Actual Figures for 2016-17 Miles Claimed = 296,584 Cost = £ 133,462<br><br>Slight improvement but Target Not Achieved |

[1] Sustainable Scotland Network
[2] Environmental Association of Universities and Colleges

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| | | | | | |
|---|---|---|---|---|---|
| **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 Achieved "Very Good" Rating and action now closed. |
| **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<br>2013/14 = 2410 tCO2<br>2014/15 = 2372 tCO2<br>2015/16 = 2280 tCO2<br>**(cumulative at Aug 16 20.63% reduction) on target- Stats will be reviewed November 2017 in line with SSN reporting.**<br><br>**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. |

[3] Building Research Establishment Environmental Assessment Method

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| SUSTAINABILITY IN THE CURRICULUM | | | | | |
|---|---|---|---|---|---|
| **Sustainability Learning Strategy;**<br>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;<br>Sustain target 75% of learners to acknowledge understanding. (confirmed 05.09.2016) | Listening to Leaners: 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<br>Fiona Brown | On target, to be discussed and reviewed at the meeting on 20/09/17. Reminder circulated 24/8/17 |

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| | | | | | |
|---|---|---|---|---|---|
| 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)<br>2015-16 figures was 51% (560) | Measured through the Department Developed Projects | Core Skills- Kim Reid | On target, to be discussed and reviewed at the meeting on 20/09/17. Reminder circulated 24/8/17 |
| | 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, to be discussed and reviewed at the meeting on 20/09/17. Reminder circulated 24/8/17 |
| **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<br>E Vasallo | No change – target was achieved in 2015 and the College intend to maintain at Level 2, due to resources. |

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| | | | | | |
|---|---|---|---|---|---|
| **PAPER CONSUMPTION** | | | | | |
| Paper consumption from the print unit. | Increase the print unit figures and reduce the printing from the Multi-function Device printers.<br>2013 print unit figure was 3,317,919<br><br>2014/15 MFD Figures- confirmed 9/10/15<br>Baseline Mono 8,305,670 copies<br>Baseline Colour 1,250,253 copies<br>Total 14-15 (9,555,923 copies) | Print Unit volumes from 31.7.15 to 1.8.16 **4,858,501**<br><br>2015-2016<br>Mono 7,179,504<br>Colour 2,322,938<br>**Total 9,502,442** | Print Unit equipment production figures | Marketing Manager – L Condie<br>Print Unit Co-ordinator – S Smith<br><br>Graeme Robertson – IT Manager – Danwood Report | New Printers July 16 reports to be measured for 2016-17 against previous statistics. Reminder circulated 24/8/17 |
| **COLLEGE SUSTAINABILITY STATEMENT – ADDITONAL 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.<br>"Sustainability Staff Induction" | Nil- new course launched Aug 2016. | Reports provided from the Moodle. | Health and Safety Co-ordintor – F Duff with assistance from HR and C&Q | **Target Achieved.**<br>Feb 2017<br>400 staff out of 640 completed in 2017 - 62.5% |
| **Health and Welfare** | | | | | |
| Health Surveillance | 90 % of employee health surveillance undertaken against actual required. Sustain target of over 90% for 16-17<br>2013-14 – 93.5% appointments were met.<br>2014-15 – 87% were met (confirmed 15.9.16)<br>2016-17 – 88% of appointments were met (confirmed 14.8.17) | 2015-16 – 95% appointments were achieved. | Health Risk Register is in place and reviewed against actual attended. | Health and Safety Co-ordintor – F Duff | **Target not achieved –** 88% appointments were met (confirmed 16.08.2017) |

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| | | | | | |
|---|---|---|---|---|---|
| College Gym Users | Maintain the number of staff using the gym facilities- (confirmed 15.09.16)<br><br>Overall Gym attendance use for all 3 campus 2013-2014 was 7197 visits and 218 attendees.<br><br>Overall Gym attendance use for all 3 campus 2014-2015 was 9201 visits and 228 attendees. | 2015-16 figures Was 246 Staff Members using the Gym(s)<br><br>2015-16 Overall Gym attendance was 7898 | Gym usage tracked monthly | Gym Co-ordintor – Wai Mun Lee | **Target achieved** 308 staff users at Feb 2017 |

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# Forth Valley College - Histotical Incident Data - All Campuses

**Archived Incident Data from 2006 to present**

**Incident Reporting - INJURY TYPE**

| 2006/2007 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | Medical | Near Miss | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 11 | 3 | | 18 | | 2 | | 5 | 2 | 16 | 2 | 17 | | 76 | |
| November - Januar | 21 | 3 | | 30 | | | | 3 | 1 | 6 | | 15 | 1 | 80 | without medical |
| February - April | 7 | 2 | | 18 | | 2 | | 5 | | 7 | | 5 | | 46 | |
| May - July | 5 | 1 | | 8 | | 1 | | 2 | 1 | 2 | | 9 | 2 | 31 | |
| Total | **44** | **9** | | **74** | | **5** | | **15** | **4** | **31** | **2** | **46** | **3** | **233** | |

| 2007/2008 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | Medical | Near Miss | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 13 | 1 | | 22 | | 6 | 1 | 1 | 1 | 10 | 1 | 19 | 5 | 79 | Total |
| November - Januar | 11 | 1 | | 9 | | 2 | | | | 7 | 1 | 7 | 3 | 42 | without |
| February - April | 15 | 3 | | 16 | | 4 | | | | 4 | | 15 | 1 | 58 | medical |
| May - July | 9 | 1 | | 11 | | 1 | | | | 11 | | 4 | 2 | 39 | |
| Total | **48** | **6** | | **58** | | **13** | **1** | **1** | **1** | **32** | **2** | **45** | **11** | **218** | |

| 2008/2009 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | Medical | RIDDOR | Total | | *Near Miss* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 13 | 4 | | 18 | | | 1 | 4 | | 17 | 1 | 17 | 1 | 76 | | *5* |
| November - Januar | 3 | 3 | 1 | 5 | | | 1 | 2 | 1 | 9 | | 18 | | 43 | | *14* |
| February - April | 8 | 5 | | 14 | | 2 | 1 | 4 | 1 | 12 | | 22 | | 69 | | *20* |
| May - July | 4 | 0 | | 8 | | 0 | 1 | 1 | 1 | 1 | | 2 | | 18 | | *3* |
| Total | **28** | **12** | **1** | **45** | **0** | **2** | **4** | **11** | **3** | **39** | **1** | **59** | 1 | **206** | | ***42*** |

| 2009/2010 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | | Near Miss |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 9 | 2 | | 9 | | | 1 | 1 | | 7 | 2 | | **31** | 10 | | 6 |
| November - Januar | 12 | 4 | | 13 | | 1 | 2 | 2 | 1 | 7 | | | **42** | 13 | | 2 |
| February - April | 3 | 7 | | 11 | | 7 | 1 | 6 | 2 | 8 | | | **47** | 18 | | 5 |
| May - July | 6 | 1 | | 3 | | 1 | 1 | 1 | 1 | 6 | | 1 | **21** | 7 | | 8 |
| **Total** | **30** | **14** | | **36** | | **9** | **5** | **10** | **4** | **28** | **2** | **1** | **141** | **48** | | **21** |

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Appendix B

# Forth Valley College - Histotical Incident Data - All Campuses

| 2010/2011 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | Horse play | Near Miss |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 11 | | | 17 | | 2 | 5 | 3 | 3 | 13 | | | **54** | 33 | 0 | 6 |
| November - Jan | 11 | 4 | | 18 | | 2 | | 3 | 1 | 7 | | 1 | **47** | 10 | 3 | 2 |
| February - April | 8 | 6 | | 11 | | 3 | 2 | | 3 | 5 | | | **38** | 24 | 3 | 9 |
| May - July | 4 | | | 5 | | 1 | | | | | | | **10** | 6 | 0 | 0 |
| **Total** | **34** | **10** | | **51** | | **8** | **7** | **6** | **7** | **25** | | **1** | **149** | **73** | **6** | **17** |

| 2011/2012 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | Horse play | Near Miss |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 11 | 4 | 1 | 1 | | | 3 | 2 | 4 | 19 | | 2 | **47** | 22 | | 9 |
| November - Jan | 9 | 3 | | 13 | 1 | 1 | | 4 | 1 | 8 | | 2 | **42** | 22 | 7 | 7 |
| February - April | 7 | 2 | 2 | 8 | | 3 | 1 | 1 | | 8 | | 1 | **32** | 23 | 1 | 3 |
| May - July | 3 | 1 | | 6 | | | | 2 | 1 | 6 | | | **19** | 6 | | 1 |
| **Total** | **30** | **10** | **3** | **28** | **1** | **4** | **4** | **9** | **6** | **41** | | **5** | **141** | **73** | **8** | **20** |

| 2012/2013 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | Horse play | Near Miss |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 9 | 9 | | 16 | | 3 | | 1 | 3 | 9 | 2 | | **52** | 23 | | 5 |
| November - Jan | 9 | 3 | | 13 | 2 | 2 | 1 | 2 | | 6 | | 1 | **39** | 21 | 2 | 6 |
| February - April | 8 | 3 | | 15 | | 4 | 2 | 2 | | 4 | | 1 | **39** | 14 | | 3 |
| May - July | 7 | 1 | | 3 | | 1 | | 1 | 2 | 4 | | 1 | **20** | 9 | | 3 |
| **Total** | **33** | **16** | **0** | **47** | **2** | **10** | **3** | **6** | **5** | **23** | **2** | **3** | **150** | **67** | **2** | **17** |

| 2013/2014 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | Horse play | Near Miss |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 8 | 4 | | 7 | | 1 | 3 | 2 | 1 | 6 | 1 | | **33** | 21 | | 4 |
| November - Jan | 7 | 8 | | 16 | | 3 | 1 | 3 | 1 | 5 | | | **44** | 23 | | 6 |
| February - April | 9 | 5 | | 8 | | | | 3 | 1 | 2 | | 1 | **29** | 23 | | 1 |
| May - July | 6 | 1 | | 7 | | 1 | 1 | 1 | | 2 | | | **19** | 11 | | 2 |
| **Total** | **30** | **18** | **0** | **38** | **0** | **5** | **5** | **9** | **3** | **15** | **1** | **1** | **125** | **78** | **0** | **13** |

| 2014/2015 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | Horse play | Near Miss | 14-15 KPI 131 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 9 | 2 | 2 | 6 | | | | 2 | 1 | 8 | | 0 | **30** | 32 | | 3 | |
| November - Jan | 5 | 3 | 1 | 12 | | | 2 | 3 | 1 | 8 | | 0 | **35** | 41 | | 4 | |
| February - April | 7 | 4 | 3 | 19 | | 2 | 2 | 2 | 1 | 6 | | 0 | **46** | 22 | | 2 | |
| May - July | 5 | 1 | | 3 | | | | 1 | | 2 | | 0 | **12** | 9 | | 3 | |
| **Total** | **26** | **10** | **6** | **40** | **0** | **2** | **4** | **8** | **3** | **24** | **0** | **0** | **123** | **104** | **0** | **12** | |

| 2015/2016 | Bruise/ Abrasion | Burn/ Scald | Crush/ Internal Injury | Cut/ Laceration | Electric Shock | Eye Injury | Fracture/ Dislocation | Other | Puncture Wound | Sprain/ Strain | Sting | RIDDOR | Total | Medical | Horse play | Near Miss | 14-15 KPI 125 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 6 | 3 | | 14 | | 3 | | 2 | | 5 | | | **33** | 32 | | 1 | |
| November - Jan | 3 | 2 | 1 | 12 | | 6 | 1 | 1 | 2 | 11 | | | **39** | 27 | | 2 | |
| February - April | 6 | 1 | 1 | 8 | | 1 | | 2 | | 8 | | | **27** | 25 | | 3 | |
| May - July | 3 | | | 6 | | | | 1 | | 1 | | | **11** | 7 | | 2 | |

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Appendix B

# Forth Valley College - Histotical Incident Data - All Campuses

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Total** | **18** | **6** | **2** | **40** | **0** | **10** | **1** | **6** | **2** | **25** | **0** | **0** | **110** | **91** | **0** | **8** |

| **2016/2017** | **Bruise/ Abrasion** | **Burn/ Scald** | **Crush/ Internal Injury** | **Cut/ Laceration** | **Electric Shock** | **Eye Injury** | **Fracture/ Dislocation** | **Other** | **Puncture Wound** | **Sprain/ Strain** | **Sting** | **RIDDOR** | **Total** | **Medical** | **Horse play** | **Near Miss** | **14-15 KPI 125** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | 7 | 5 | 0 | 13 | 0 | 1 | 1 | 1 | 0 | 5 | 0 | 0 | **33** | 32 | 0 | 3 | |
| November - Jan | 4 | 4 | 1 | 13 | 0 | 2 | 0 | 0 | 0 | 5 | 0 | 0 | **29** | 20 | 2 | 2 | |
| February - April | 6 | 2 | 0 | 7 | 0 | 1 | 0 | 1 | 0 | 3 | 0 | 0 | **20** | 10 | 0 | 1 | |
| May - July | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 3 | 1 | 0 | **8** | 14 | 0 | 0 | |
| **Total** | **17** | **13** | **1** | **34** | **0** | **4** | **2** | **2** | **0** | **16** | **1** | **0** | **90** | **76** | **2** | **6** | |

| **2017/2018** | **Bruise/ Abrasion** | **Burn/ Scald** | **Crush/ Internal Injury** | **Cut/ Laceration** | **Electric Shock** | **Eye Injury** | **Fracture/ Dislocation** | **Other** | **Puncture Wound** | **Sprain/ Strain** | **Sting** | **RIDDOR** | **Total** | **Medical** | **Horse play** | **Near Miss** | **16-17 KPI** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| August - October | | | | | | | | | | | | | | | | | |
| November - Jan | | | | | | | | | | | | | | | | | |
| February - April | | | | | | | | | | | | | | | | | |
| May - July | | | | | | | | | | | | | | | | | |
| **Total** | | | | | | | | | | | | | | | | | |

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# Forth Valley College - Histotical Incident Data - All Campuses

**20011 KPI: to achieve a 25% reduction of baseline 06-07 figure (187 incidents) by 2010/11**

**% of reduction of incidents from base figure 2006-07 ( 187 incidents)**

**2007-2008** Achieved a reduction of 14 incidents from the previous year = 7.5%

**2008-2009** Achieved a reduction of 26 incidents from the previous year = 15%

**2009-2010** Achieved a reduction of 3 incidents from the previous year= 4.08%

**2009-2010** 37% of incidents involved Young Persons

**2010-2011** Qtr 3 incident reporting have increased by 6% compared to Qtr3 (09-10) as more staff report over and above first aiders

**Overall achievement of 26.58% from the 2006 figure. ( included 5 incidents from ice/snow Jan 10)**

**2011-2012** Target to reduce incients in Qtr 1 and 2 compared to 10-11

**RIDDOR:**

**Qtr 1:** 25/08/2011 - Ineos Apprentice - at Ineos - Bruised finger - hit with hammer - over 3 day injury
25/10/2011 CO student - Cut / Laceration to finger - sent to infirmary.

**Qtr 2:** 07/11/2011 Student caught hand in revolving door at Alloa - fracture to wrist
06/12/2011 Staff member slipped on ice resulting in fall - over 3 day injury.

**Qtr 3:** 27/02/2012 Ineos Apprentice - at Ineos - hurt lower back - manual handling injury

**Qtr 4:** No reports

**2012-2013** Target to reduce incidents form the baseline of 141 p/annum

**RIDDOR**

**Qtr 1:** No reports

**Qtr 2:** 16/11/2012 Member of public fell at evening event in the Raploch Campus - resulted in fractured wrist

**Qtr 3:** 07/03/2013 Fractured both wrists. Student was sprinting full length of hall, He failed to decelerate in an appropriate manner & had to use his hands (wrists) to stop his fall.

**Qtr 4:** 18/07/2013 Carbon Monoxide release in boiler room Middlefield. Reported to HSE as a Dangerous Occurrence.

**2013-2014**

**RIDDOR**

**Qtr 1:** No Reports

**Qtr 2:** No Reports

**Qtr 3:** 27/03/2014 FMC Technology apprentice hit by rotating metal pipe in the workshop 2W

**Qtr 4:** No Reports

**2014-2015**

**RIDDOR**

**Qtr 1:** No Reports

**Qtr 2:** No Reports

**Qtr 3:** No Reports

**Qtr 4:** No Reports

**2015-2016**

**RIDDOR**

**Qtr 1:** No Reports

**Qtr 2:** No Reports

**Qtr 3:** No Reports

**Qtr 4:** No Reports

**2016-2017**

**RIDDOR**

**Qtr 1:** No Reports

**Qtr 2:** No Reports

**Qtr 3:** No Reports

**Qtr 4:** No Reports

**2017-2018**

**RIDDOR**

**Qtr 1:** No Reports

**Qtr 2:** No Reports

**Qtr 3:** No Reports

**Qtr 4:** No Reports

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Appendix C

Forth Valley College
Making Learning Work

# *T.A.S.K.K*

Take 5 minutes to **reflect** on your actions!

| | | |
|---|---|---|
| 1) | **TRAINING** | DID YOU HAVE SUITABLE TRAINING FOR THE TASK? |
| 2) | **AUTHORISED** | WERE YOU AUTHORISED TO CARRY OUT THE TASK? |
| 3) | **SSOW** | IS THERE A SAFE SYSTEM OF WORK FOR THE TASK? |
| 4) | **KEY EQUIPMENT** | ARE YOU FAMILIAR WITH THE KEY EQUIPMENT FOR THE TASK? |
| 5) | **KNOWLEDGE** | DO YOU FULLY UNDERSTAND THE KEY STEPS FOR THIS TASK? |

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# SAFETY REVIEW

| Name: | Department: | Date: |
|---|---|---|
| What job are you reviewing? | | Campus: |

*Answer **Yes, No** or **N/A** to each shaded box*

| **Wider Picture** | Yes √ | No √ | N/A √ |
|---|---|---|---|
| Are you trained or were you supervised for the task? | | | |
| Were the tools safe for use – no defects? | | | |
| Were you wearing the correct PPE? | | | |
| Was the area tidy? (think about slips, trips and falls) | | | |
| Do you follow the daily and weekly hygiene procedures? | | | |
| Are you aware how to segregate & dispose waste? | | | |
| Do you know your nearest safe escape route? - is it clear? | | | |
| **Specific** | | | |
| Do you know which risk assessment covers the task you were doing? If so, please state the reference number below. | | | |
| Did you check the relevant COSHH assessment prior to commencing the task? | | | |
| Did you follow the instructions on how to safely use the equipment? | | | |
| Is there a Safe System of Work for this task? If yes, did you follow the SSOW correctly? *Explain below:* | | | |
| Are you comfortable that you can do this task correctly next time? *(please give reason for your answer)* | | | |
| What lessons can you learn from this review that may prevent a repeat of this incident? | | | |

| Department Staff Signature: | | Date: |
|---|---|---|

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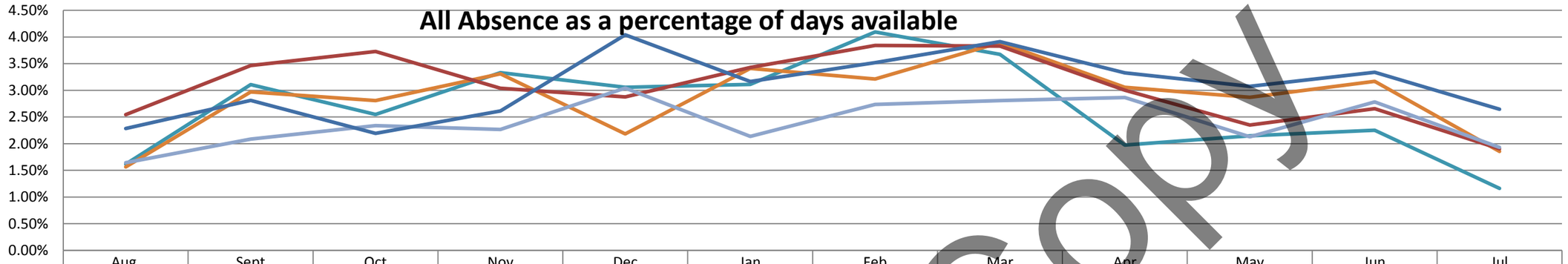
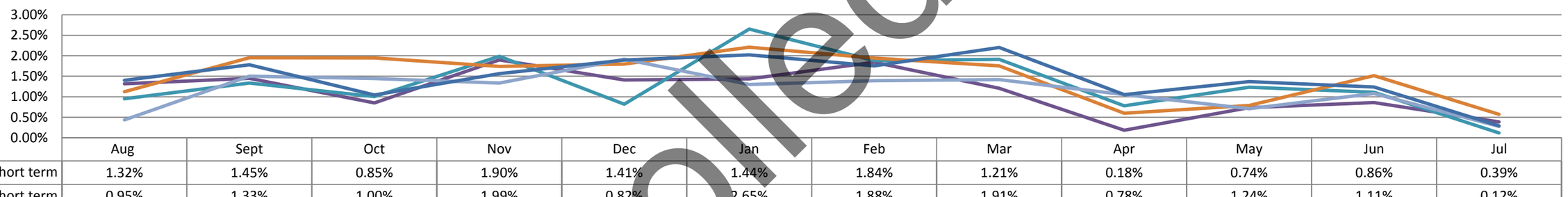
## All Absence as a percentage of days available



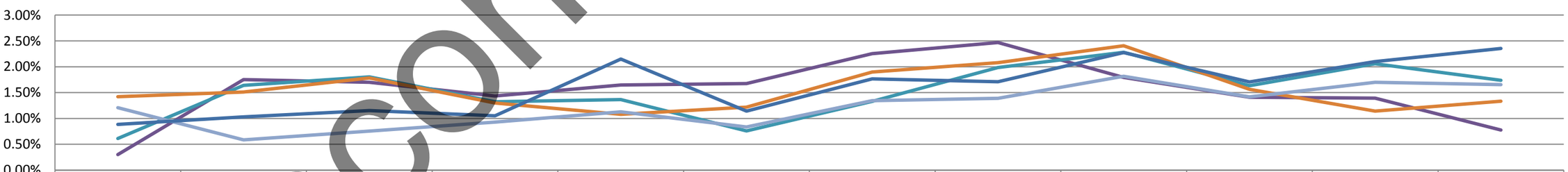

| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2012-13 all | 1.62% | 3.11% | 2.55% | 3.33% | 3.06% | 3.11% | 4.09% | 3.68% | 1.98% | 2.15% | 2.25% | 1.16% |
| 2013-14 all | 1.56% | 2.97% | 2.81% | 3.31% | 2.18% | 3.41% | 3.21% | 3.89% | 3.06% | 2.87% | 3.17% | 1.86% |
| 2014-15 all | 2.54% | 3.47% | 3.73% | 3.04% | 2.88% | 3.43% | 3.84% | 3.83% | 3.00% | 2.35% | 2.65% | 1.90% |
| 2015-16 all | 1.64% | 2.09% | 2.34% | 2.27% | 3.04% | 2.14% | 2.74% | 2.81% | 2.87% | 2.13% | 2.78% | 1.93% |
| 2016-17 all | 2.29% | 2.81% | 2.19% | 2.61% | 4.04% | 3.17% | 3.52% | 3.91% | 3.33% | 3.08% | 3.34% | 2.65% |

## Short Term Absence as a percentage of days available




| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2012-13 short term | 1.32% | 1.45% | 0.85% | 1.90% | 1.41% | 1.44% | 1.84% | 1.21% | 0.18% | 0.74% | 0.86% | 0.39% |
| 2013-14 short term | 0.95% | 1.33% | 1.00% | 1.99% | 0.82% | 2.65% | 1.88% | 1.91% | 0.78% | 1.24% | 1.11% | 0.12% |
| 2014-15 short term | 1.12% | 1.95% | 1.95% | 1.74% | 1.80% | 2.21% | 1.94% | 1.75% | 0.60% | 0.79% | 1.51% | 0.57% |
| 2015-16 short term | 0.44% | 1.50% | 1.44% | 1.33% | 1.92% | 1.30% | 1.39% | 1.42% | 1.05% | 0.71% | 1.08% | 0.28% |
| 2016-17 short term | 1.40% | 1.78% | 1.04% | 1.56% | 1.89% | 2.02% | 1.76% | 2.20% | 1.05% | 1.37% | 1.24% | 0.29% |

## Long Term Absence as a percentage of days available




| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2012-13 long term | 0.30% | 1.75% | 1.70% | 1.43% | 1.65% | 1.68% | 2.25% | 2.47% | 1.79% | 1.41% | 1.39% | 0.78% |
| 2013-14 long term | 0.61% | 1.64% | 1.80% | 1.32% | 1.36% | 0.76% | 1.33% | 1.98% | 2.28% | 1.63% | 2.06% | 1.74% |
| 2014-15 long term | 1.42% | 1.51% | 1.78% | 1.30% | 1.08% | 1.22% | 1.90% | 2.08% | 2.41% | 1.56% | 1.14% | 1.33% |
| 2015-16 long term | 1.21% | 0.59% | 0.75% | 0.93% | 1.13% | 0.84% | 1.35% | 1.39% | 1.82% | 1.42% | 1.70% | 1.65% |
| 2016-17 long term | 0.89% | 1.03% | 1.15% | 1.05% | 2.15% | 1.14% | 1.77% | 1.71% | 2.27% | 1.71% | 2.10% | 2.35% |

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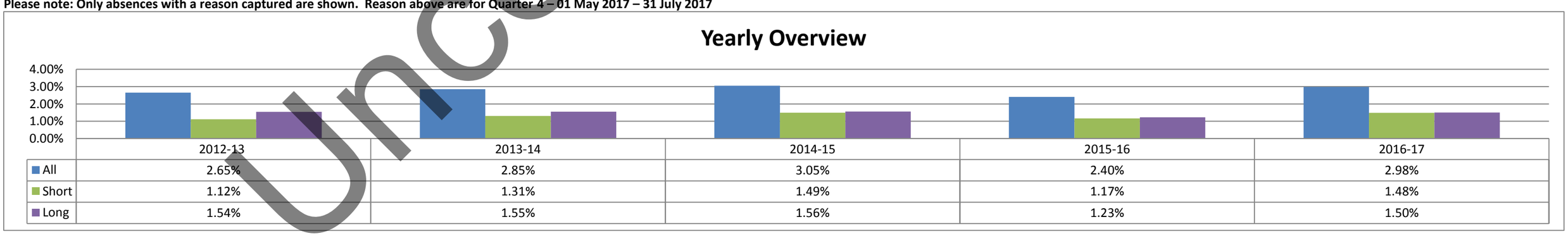
| | AUG 2016 –JUL 2017 | | | AUG 2015 – JUL 2016 | | | MAY 2016 –JUL 2016, Qtr 4 | | | MAY 2017 – JUL 2017, Qtr 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Reasons** | **%** | **No.** | **Days lost FTE** | **%** | **No.** | **Days lost FTE** | **%** | **No.** | **Days lost FTE** | **%** | **No.** | **Days lost FTE** |
| **Anxiety State** | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 |
| **Back Pain** | 2.35% | 20 | 98 | 3.12% | 29 | 110 | 10.95% | 8 | 68 | 0.63% | 4 | 7 |
| **Benign and malignant tumours, cancers** | 3.22% | 4 | 134 | 12.22% | 5 | 431 | 0.64% | 1 | 4 | 0.00% | 0 | 0 |
| **Bereavement** | 3.01% | 6 | 125 | 5.65% | 10 | 199 | 0.07% | 1 | 0.5 | 2.02% | 1 | 21 |
| **Chest Infection** | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 |
| **Dental Illness** | 0.12% | 4 | 5 | 0.73% | 12 | 26 | 0.16% | 1 | 1 | 0.00% | 0 | 0 |
| **Diabetic Illness** | 0.10% | 1 | 4 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 |
| **Diarrhoea/Gastric/Bowel** | 4.10% | 101 | 170 | 5.10% | 72 | 180 | 17.11% | 26 | 106 | 3.94% | 19 | 41 |
| **Ear/Nose/Throat Illness** | 3.25% | 28 | 135 | 4.45% | 35 | 157 | 2.96% | 5 | 19 | 1.39% | 4 | 14 |
| **Glandular problems (eg diabetes, thyroid)** | 0.17% | 3 | 7 | 0.13% | 2 | 5 | 0.00% | 0 | 0 | 0.00% | 0 | 0 |
| **Flu/Cold** | 8.29% | 145 | 344 | 6.25% | 102 | 220 | 4.36% | 14 | 27 | 1.12% | 5 | 12 |
| **Genitourinary & gynaecological disorders** | 1.35% | 4 | 56 | 1.66% | 4 | 58 | 0.00% | 0 | 0 | 0.79% | 1 | 8 |
| **Headache/Migraine** | 3.40% | 22 | 141 | 1.69% | 35 | 60 | 6.87% | 13 | 43 | 0.29% | 2 | 3 |
| **Heart, cardiac & circulatory problems** | 4.76% | 9 | 198 | 2.24% | 5 | 79 | 1.56% | 2 | 10 | 6.55% | 2 | 68 |
| **Infectious Disease** | 0.05% | 2 | 2 | 0.20% | 2 | 7 | 0.56% | 1 | 4 | 0.00% | 0 | 0 |
| **Investigation** | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 |
| **Menstrual Illness** | 0.15% | 3 | 6 | 0.00% | 2 | 3 | 0.00% | 0 | 0 | 0.00% | 0 | 0 |
| **Musculo-skeletal** | 6.75% | 23 | 280 | 4.60% | 25 | 162 | 8.52% | 9 | 53 | 13.90% | 7 | 144 |
| **Nervous system disorders (eg Epilepsy, MS)** | 4.71% | 8 | 195 | 0.14% | 1 | 5 | 0.00% | 0 | 0 | 0.19% | 1 | 2 |
| **Operation/Post Operation** | 16.70% | 23 | 693 | 11.42% | 30 | 403 | 15.89% | 12 | 99 | 13.23% | 6 | 137 |
| **Pregnancy Related Illness** | 0.53% | 5 | 22 | 0.51% | 7 | 18 | 2.34% | 6 | 15 | 0.75% | 2 | 8 |
| **Renal/Kidney Illness** | 0.43% | 10 | 18 | 2.33% | 6 | 82 | 0.00% | 0 | 0 | 0.08% | 1 | 1 |
| **Respiratory Illness** | 5.93% | 31 | 246 | 6.72% | 253 | 237 | 1.82% | 5 | 11 | 5.26% | 8 | *55* |
| **Skin Disorders** | 0.65% | 3 | 27 | 0.87% | 4 | 31 | 5.12% | 2 | 32 | 0.00% | 0 | 0 |
| **Stress/Depression/Mental Health** | 19.15% | 32 | 795 | 16.68% | 19 | 588 | 10.25% | 4 | 64 | 33.88% | 11 | 352 |
| **Substance abuse - incl alcoholism & drug dependence** | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.80% | 1 | 5 | 0.00% | 0 | 0 |
| **Terminal Illness** | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 | 0.00% | 0 | 0 |
| **Viral** | 7.24% | 82 | 301 | 7.92% | 67 | 279 | 1.56% | 12 | 10 | 12.95% | 15 | 135 |
| **Work Related Stress** | 3.26% | 5 | 135 | 5.09% | 13 | 179 | 8.46% | 1 | 53 | 1.64% | 2 | 17 |
| **Blanks 'Live' or open absence** | 0.35% | 11 | 14 | 0.19% | 6 | 7 | 0.00% | 0 | 0 | 1.39% | 10 | 14 |
| **Grand Total** | **100%** | **585** | **4152** | **100%** | **746** | **3526** | **100%** | **124** | **624.5** | **100%** | **101** | **1039** |

**Please note: Only absences with a reason captured are shown. Reason above are for Quarter 4 – 01 May 2017 – 31 July 2017**

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# 7. Staff Development - August 2017
# For Discussion

**5 September 2017**
**HR (INC NOMINATION) COMMITTEE**

## 1. Purpose

**To provide information on the outcome of the Staff Development event held on 16 August 2017.**

## 2. Recommendation

It is recommended that members note the impact of staff development on the College's commitment to 'Making Learning Work'.

## 3. Background

In recent years, there has been a focus on Creative Learning and this has been embedded into the College's Learning Strategy as a key aim. In order to help achieve this, the College continue to run Creative Learning Conferences in August of each year. Whilst the Creative Learning Conferences are primarily for lecturing staff, a number of learner facing support staff are invited to attend the conference.

The aims of the Creative Learning Conference were:

- Ensure that staff understand the importance of creativity in learning for our learners and ourselves as an organisation
- Inspire and motivate staff to embrace creative approaches to learning
- Help staff to see the real benefits to them and their learners in being more creative and developing creativity skills in their learners
- Encourage staff to work across boundaries and outside of perceived limitations and to feel well-supported in risk-taking and pushing boundaries

A second day was dedicated to mandatory training on Moodle, staff have been working through the mandatory training and the HR team have reminded Head of Departments and Curriculum Managers that the training must be complete by all staff by the end of September, regular reports are generated and sent in order for managers to continually review this.

## 4. Approach and Outcomes

The aims for the Creative Learning conference included:

- Creation of a specific working group for the Creative Learning Conference
- Consultation with internal and external parties
- Creation of working module within Moodle that each group worked through, throughout the day to encourage use of technology.
- New approach to staff development delivery – self lead
- Event timings / scheduling
- Organisation of event day
- Cost

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Overall, 234 members of staff attended the conference. There were 23 working teams, five of the teams were selected to present their ideas to a panel of judges using any method of technology they felt appropriate. The Judges selected the winning team and the audience selected a second team to attend a full day session in Glasgow to further develop their idea and present this to the Senior Management Team to progress within the college. A third team were asked to complete a feasibility study into their idea and report their findings.

The HR team are currently collating feedback from the attendees in order to further develop the creative learning conference for next year.

**5. Key Considerations**

**Creation of a specific working group**

Within the College's Operational Plan, there is a strategic objective to "further engage staff and students in initiatives to embed creativity in learning" and within the College's Learning Strategy, there is a key objective to "adopt creative approaches to learning, teaching and assessment that create engaging and stimulating opportunities for every learner to develop as an effective and successful learner and increasingly take responsibility for their own learning". The Associate Principal for Learning and Teaching had overall responsibility for this objective therefor it was vital to have her on the working group as the subject specialist.

Additionally, the Head of Department for Creative Industries was integral to the introduction of the concept of Creative Learning and therefore he was an important member of the working group.

Creative Industries staff also supported the working group and created the online course for the day and acted as a facilitator throughout the creative learning conference.

Feedback from the day has been very good with many staff stating they enjoyed the opportunity to lead the process and the freedom to self-direct and create learning new and exciting learning opportunities. Other comments included 'this was the best staff developed day ever what a great start to the session'

**Consultation with internal and external parties**

Colleagues from local businesses, Education Scotland and the Student Association were asked to attend the afternoon session of the Creative Learning Conference and act as judges, a Dragon Den style of format whereby four winning teams presented to the 'Dragons'. This allowed collaborative working and networking opportunities.

Two winning teams, The Moodle Bar and FVC Entrepreneurial Incubator, received £1000 and an away day in Glasgow to develop their plans further. These will be presented to SMT. A third group who pitched for the development of Child Care provision which could support placement for students were awarded £1000 to conduct a feasibility study and produce a report of their findings

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**6. Financial Implications - None**

**Please detail the financial implications of this item –** Staff Development activity was fully budgeted for.

**7. Equalities**

**Assessment in Place? – No (delete as appropriate)**

**If No, please explain why –** Not applicable

**8. 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 –** There are no identified risks in association with the topic in this paper

**Risk Owner –** Andrew Lawson

**Action Owner –** Gillian Donald

**Paper Author–** Gillian Donald

**SMT Owner –** Andrew Lawson

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