Minute of the meeting of the Human Resources & Organisational Wellbeing Committee Meeting held at the Kilmarnock Campus on 1 December 2016

(Paper 1)

Present: Nicki Beveridge (Chair)
                           Heather Dunk
                           Barbara Graham
                           Marri Welsh
                           Tom Wallace

In attendance: Brendan Ferguson (Secy to the Board)
                           Michael Breen
                           David Davidson
                           Jackie Galbraith
                           Jane McKie

1   Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. There were no declarations of interest.

2   Apologies

Apologies were received from Committee Member Fiona Fawdry and from EMT member Donna Vallance.

3   Minute of the meeting held on 12 September 2016 *(Paper 1)*

The above minute was confirmed as a correct record.

Proposed: Barbara Graham   Seconded: Marri Welsh

The minutes of the meeting held on 26 May 2016 had previously been confirmed by circulation and the confirmation record is homologated into this minute.

4   Matters Arising

There were no matters arising that were not contained within the items for discussion.

5   Organisational Review 2016/17 and Voluntary Severance (VS) Scheme: Presentation *(Presentation)*

J McKie made a presentation on proposals for the Organisational Review during session 2016/17 which included details of the impact of the 2017-18 CDP which

had recently been approved by the Learning and Teaching Committee on 24 November 2016. The presentation also linked to the letter from John Kemp, Interim Chief Executive of the Funding Council, dated 19 October 2016, in relation to the College VS Scheme which had been submitted to SFC for approval. During the course of the presentation a number of questions were asked and satisfactory answers provided.

Following the presentation, the Committee discussed the proposals for the 2016/17 Organisational Review and the impact of the 2017/18 Curriculum Delivery Plan (CDP).

It was noted that SFC had indicated approval of the revised VS scheme in their email to the College of 9 November 2016, which had also referred to the letter from John Kemp to the Principal of 19 October 2016. The 9 November email had confirmed the indication contained in John Kemp's 19 October letter that approval of the proposed VS scheme did not imply that additional funding would be made available to meet the costs of the scheme.

The Committee expressed some surprise and disappointment at aspects of the content of the 19 October letter from John Kemp. In particular, the Committee expressed concerns at suggestions that VS costs be met *"through application of the College's net depreciation funds"*. The College had made clear in the past its profound discomfort with the SFC instructions pertaining to the use of net depreciation funds, both in terms of governance and its medium term financial impact on the College. Alternatively, the letter suggested, the College could approach *"the local arm's length foundation for financial support in this area"*. The Committee felt that the above suggestions were indicative of a lack of understanding of the impact on College cash flow of using net depreciation and also of the governance which applies to the relationship between colleges and arm's length foundations. The Committee asked that its concerns be conveyed to Mr Kemp.

The Committee further noted the following as outlined in the above presentation.

- The 2017/18 CDP resulted in overstaffing in certain curriculum areas to a total of 6.5 FTE staff.

- The realignment of MIS/ICT and the performance and planning structures, resultant on the previously approved adjustments to the VP portfolios in 2015/16, had led to the proposal to discontinue the Director of ICT post and create two Heads of Service, one to lead ICT and one to lead the Planning and Performance Team.

- The achievement of further efficiencies, dependent on the outcome of recruitment to the proposed new Heads of Service posts.

- There was no budget set for VS within the overall College budget for 2016/17. The VS funding required to implement the proposed changes was estimated at £350k, with a payback period of 12 months, which could be accommodated within the College's cash flow. If agreed this would effect the previously approved budget deficit figure.

2

Following discussion, it was agreed that the following recommendations be made by the Committee to the Board of Management at its meeting on 15 December 2016.

The proposals for of the 2016/17 Organisational Review be approved for implementation.

The overstaffing of 6.5 FTE staff resultant on the approval of the 2017/18 CDP cannot be sustained within the current fiscal environment.

The VS scheme, as approved by SFC, be opened with effect from February 2017.

The Committee supported the provision of an additional £350k of costs being made available within the 2016/17 budget to support the implementation of the VS scheme. In supporting this recommendation, the Committee was aware that the estimated payback period for this investment was 12 months and that the indication provided was that the College cash flow could accommodate this additional cost.

6   **IiP Report** *(Paper 3)*

J McKie introduced the above Report, explaining that an action plan had been developed and worked through on the basis of the report's content and the outcome of the culture study. The Committee discussed the report and a number of questions were asked and answered.

The IiP Report was noted and it was agreed that the recommendations contained within the report would be considered by the College. The Committee also welcomed confirmation of the IiP Gold Award to the College.

7   **Human Resources and Organisational Wellbeing Quarterly Report** *(Paper 4)*

D Davidson introduced the above paper, taking members through the ongoing monitoring processes which take place. A number of points of clarification were raised and questions asked. The Committee was satisfied with the responses received.

The Committee noted the content of the above Report and commended the work being undertaken.

8   **2016/17 Corporate Risk Register (V1): HR&OW Committee Extract** *(Paper 5)*

M Breen introduced the above extract and the Chair noted that the papers were clear and informative.

The above Corporate Risk Register: HROW Extract, was approved to be forwarded to the Audit Committee subject to completion of the following amendments:

- **HRW1** – Add financial risks within the "key areas"
- **HRW2** – The risk now be reduced
- **HRW3** – No change

9   **Health Safety and Wellbeing Annual Report 2015/16** *(Paper 6)*

J McKie introduced Paper 6 noting that the format had been retained from the previous year's Report. A number of questions were asked and answered and the Committee commended the report and its content.

The Committee agreed that the above Report be approved and forwarded for consideration by the Board of Management.

10   **Date of Next Meeting**

The next meeting of the Committee was scheduled to take place on 2 March 2017.

11   **Received for information** *(Paper 7)*

Letter from John Kemp, CEO of SFC, dated 19 October 2016**.**

Note Reserved Item on page 5.

Equality Outcome 1	In Ayrshire, people experience safe and inclusive communities
Related Scottish Funding Council Outcome (s)	More equal society
Related National Outcome(s)	We have tackled the significant inequalities in Scottish Society We have improved the life chances for children, young people and families at risk We live our lives safe from crime, disorder and danger We have strong, resilient and supportive communities where people take responsibility of their own actions and how they affect others

Equality Outcome 1	Actions	General Equality Duty Need	PC	Indicators	Timescale	Responsibility
In Ayrshire, people experience safe and inclusive communities	Implement an Equality and Inclusion staff learning and development programme and further mainstream equality and inclusion into Staff Development	All	All	Number of staff trained At least two equality and inclusion themed training sessions are embedded in annual cycle of Staff Development days Staff report increased knowledge and understanding across the spectrum of equality concerns and protected characteristic groups	April 2021	Vice Principal
	Develop an equality and inclusion awareness raising programme including e-learning module	All	All	Number of students completing the Equality and Inclusion e-learning module Students report increased awareness across the spectrum of equality concerns and protected characteristic groups	April 2021	Vice Principal
	At least four equality strands or themes will be included as part of the College's annual events calendar	All	Age, Disability, Gender Reassignment, Race, Religion and Belief, Sex, and Sexual Orientation	Students and staff with relevant protected characteristics report being treated fairly and with respect to the same degree as those who do not	April 2021	Vice Principal
	Work with key local partners to raise overall awareness of hate crime and share data	All	Disability, Gender Reassignment, Race, Religion	Number of hate crimes reported and detected	April 2021	Vice Principal

	appropriately for monitoring purposes		and Belief, and Sexual Orientation			
	Raise staff and student awareness of identifying and reporting hate crime	All	Disability, Gender Reassignment, Race, Religion and Belief, and Sexual Orientation	Number of staff trained	April 2021	Vice Principal
				Number of students completing Equality and Inclusion e-learning module		
				Number of students participating in Hate Crime workshop(s) delivered by College Police Liaison Officer		
				Students and staff, including those with relevant protected characteristics, report increased awareness of identifying and reporting hate crime		
	Raise awareness of Third Party Reporting including widely promoting Ayrshire College as a Third Party Reporting Centre	All	Disability, Gender Reassignment, Race, Religion and Belief, and Sexual Orientation	College is widely promoted as a Third Party Reporting Centre	April 2019	Vice Principal
				Number of frontline services staff trained	April 2021	
				Students and staff, including those with relevant protected characteristics, report increased awareness of Third Party Reporting		
				Increased use of Third Party Reporting to report hate crime		
	Work with key local partners to implement the 'Keep Safe' scheme across Ayrshire	All	Disability	Baseline established to identify existing participants in the 'Keep Safe' scheme and an action plan developed to support implementation	April 2019	Vice Principal
				Overall increase in number of establishments registered as part of the 'Keep Safe' scheme	April 2021	
	Raise staff awareness of Prevent Strategy and the associated reporting procedures to support its implementation	All	All	Number of staff trained	April 2021	Vice Principal
				Guidance on reporting procedures widely available		

	Deliver fully the actions in the Mentally Healthy Colleges Action Plan 2017-	All	Disability	Students and staff with relevant protected characteristics report being treated fairly and with respect to the same degree as those who do not	April 2021	Vice Principal
	Continue working in both the pan-Ayrshire and locality Violence against Women (VAW) partnerships and fully deliver the actions in College Equally Safe Action Plan	All	Sex	Number of staff trained	April 2021	Vice Principal
				Staff report increased awareness of gender inequality being root of gender-based violence		
				Action against Stalking's Victim Impact Box embedded as a support tool for students and staff		
				Students and staff with relevant protected characteristics report being treated fairly and with respect to the same degree as those who do not		

Equality Outcome 2	In Ayrshire, people have equal opportunities to access and shape our public services
Related Scottish Funding Council Outcome (s)	More equal society Outstanding system of learning
Related National Outcome(s)	We have tackled the significant inequalities in Scottish society We live in well-designed, sustainable places where we are able to access the amenities and services we need Our public services are high quality, continually improving, efficient and responsive to local people's needs

Equality Outcome 2	Actions	General Equality Duty Need	PC	Indicators	Timescale	Responsibility
In Ayrshire, people have equal opportunities to access and shape our public services	Work with key local partners to undertake a mapping exercise so as to better identify marginalised or under-represented groups in Ayrshire	Advancing Equality of Opportunity	All	Key local partners have a better understanding of marginalised or under-represented groups in Ayrshire and use this knowledge to improve accessibility and inclusion	April 2019	Vice Principal
	Work with key local partners to explore a joint approach for the commissioning of translation, interpretation and communication support (TICS) services	All	Disability and Race	Review usage of TICS services	April 2019	Vice Principal
	Deliver fully the actions from the Continuous Improvement: student application review exercise	Advancing Equality of Opportunity	All	Overall increase in the number of course applications received across all protected characteristic groups	April 2021	Vice Principal
				Overall increase in the number of student disclosures at application and enrolment stages		
			Gender Reassignment, Race, Religion and Belief, and Sexual Orientation	Action plan developed and implemented to increase the relative number of students with relevant protected characteristics at application and enrolment stages	April 2021	
	Further mainstream equality and inclusion into	Advancing Equality of Opportunity	All	Student and staff feedback processes capture relevant equalities data and include	April 2019	Vice Principal

			questions about equitable experiences		
			Action plan developed and implemented to increase the participation levels of students with relevant protected characteristics in current student feedback processes	April 2021	
Continue ensuring services and buildings are fully inclusive and accessible to those who are in transition or identify as trans (including non-binary)	All	Gender reassignment	Student and staff name change processes fully implemented including 'preferred name' option	April 2019	Vice Principal
			Number of frontline services staff trained	April 2021	Vice Principal
			Students and staff who are in transition or identify as trans (including non-binary) report being treated fairly and with respect to the same degree as those who are not in transition or identify as trans	April 2021	
Deliver fully the actions in the Mentally Healthy Colleges Action Plan	All	Disability	Overall increase in the number of students and staff disclosing a mental health condition	April 2021	Vice Principal
Deliver fully the actions in the Corporate Parenting Action Plan	Advancing Equality of Opportunity	Age	Overall increase in the number of students disclosing they are look after and accommodated or care experienced	April 2021	

Equality Outcome 3	In Ayrshire, people have opportunities to fulfil their potential throughout life
Related Scottish Funding Council Outcome (s)	More equal society Outstanding system of learning More successful economy and society
Related National Outcome(s)	We realise our full economic potential with more and better employment opportunities for our people We are better educated, more skilled and more successful, renowned for our research and innovation Our young people are successful learners, confident individuals, effective contributors and responsible citizens Our children have the best start in life and are ready to succeed We live longer, healthier lives

Equality Outcome 3	Actions	General Equality Duty Need	PC	Indicators	Timescale	Responsibility
In Ayrshire, people have opportunities to fulfil their potential throughout life	Student data will be continuously reviewed to identify gaps in recruitment, retention, attainment and progression across all protected characteristics groups and specific work carried out to address these gaps	Advancing Equality of Opportunity	All	Increased recruitment, retention, attainment and progression of students across all protected characteristics groups	April 2021	Vice Principal
	Further mainstream equality and inclusion in the Team Evaluation framework meaning all College teams report on how they support the retention, attainment and progression of students across all protected characteristics groups					

						Vice Principal
	Develop the Personal and Professional Review process to include reporting on the three needs of the Public Sector Equality Duty and work towards aligning this with the Team Evaluation framework					Vice Principal
	Continue to support and encourage gender representation in subject choices and careers where under-representation currently exists	Advancing Equality of Opportunity	Sex	Increased number of staff involved in recruitment stage of learner journey aware of unconscious bias and potential impacts upon decision-making	April 2021	Vice Principal
				Trend increase in number of male enrolments in non-traditional subject choices and careers including Modern Apprenticeships	April 2021	Vice Principal
				Trend increase in number of female enrolments in non-traditional subject choices and careers including Modern Apprenticeships		
				ECU Attracting Diversity action plan implemented with trend increase in male enrolments in non-gender stereotypical Foundation Apprenticeships and trend increase in female enrolments in non-gender stereotypical Foundation Apprenticeships		
				Increased student participation in STEM Ambassadors and Ayrshire Connects networks and work undertaken to establish a male subject-career network		
	Work with external stakeholders to promote and support increased representation in Modern	Advancing Equality of Opportunity	All	Baseline established to identify under-representation and action plans developed to address areas of inequality including	April 2021	Vice Principal

	Apprenticeships where under-representation currently exists			enhancing current data collection mechanisms for Modern Apprenticeships		
			Race	Trend increase in uptake of Modern Apprenticeships by those from Black and Minority Ethnic backgrounds		
			Disability	Trend increase in uptake of Modern Apprenticeships by those with a declared disability		
	Deliver fully the actions in the Mentally Healthy Colleges Action Plan	Advancing Equality of Opportunity	All	Overall increase in student and staff engagement with wellbeing initiatives and interventions	April 2021	Vice Principal
			Disability	Overall trend reduction in the gap between students with a mental health condition and those who do not successfully completing their course of study		
			Sex	Overall trend reduction in the gap between male and female students and staff disclosing a mental health condition		
	Deliver fully the actions in the Corporate Parenting Plan	Advancing Equality of Opportunity	Age	Overall increase in number of students who are looked after and accommodated or identify as care experienced taking up appropriate College supports	April 2021	Vice Principal
				Students who are looked after and accommodated or identify as care experienced will achieve positive outcomes to the same degree as students who are not looked after and accommodated or identify as care experienced		

Equality Outcome 4	In Ayrshire, public bodies will be inclusive and diverse employers
Related Scottish Funding Council Outcome (s)	High performing, sustainable institutions
Related National Outcome(s)	We realise our full economic potential with more and better employment opportunities for our people We are better educated, more skilled and more successful, renowned for our research and innovation

Equality Outcome 4	Actions	General Equality Duty Need	PC	Indicators	Timescale	Responsibility
In Ayrshire, public bodies will be inclusive and diverse employers	Increase representation across all protected characteristic groups throughout key stages of the staff journey – recruitment, retention and progression – where under-representation currently exists	All	All	Recruitment processes include alternative advertising opportunities and e-recruitment technologies to support accessibility and inclusion	April 2019	Vice Principal
		Advancing Equality of Opportunity	Disability	Recognised as a Disability Confident Employer (Level 3)	April 2021	
				ECU Supporting Workforce Diversity project action plan developed and implemented	April 2019	
		Advancing Equality of Opportunity	Gender Reassignment and Sexual Orientation	Participation in the Stonewall Equality Workplace Index to benchmark LGBT+ inclusion	April 2019	
		Advancing Equality of Opportunity	Pregnancy and Maternity	Review supports available to staff who are or become pregnant or have caring responsibilities and specific work undertaken to promote retention and career progression	April 2021	
	Continue to have an organisational structure where equality and inclusion is mainstreamed through effective governance and management arrangements	All	All	Values, Inclusion, Equality and Wellbeing (VIEW) Steering Group monitoring cross-College equalities activities including Equality Impact Assessments (EqIA)	April 2021	Vice Principal
				EqIA e-learning module and on-line tool developed	April 2021	
				Key local partners working together to share training opportunities	April 2021	

Human Resources and Organisational Wellbeing Committee

Quarterly Report: November 2016 – January 2017

1   Human Resources Report

1.1   Recruitment and Selection

A total of twenty internal adverts and eighteen external adverts were placed during the reporting period.

Twelve internal candidates were appointed to new roles within the College, six of which were promoted posts. In addition to this, fourteen new members of staff commenced employment with the College across a range of posts.

1.2   Sickness Absence

Sickness absence levels for the reporting period are as follows:

Term	November	December	January
Long Term	2.23%	1.48%	2.31%
Short Term	1.67%	1.76%	1.59%
Total absence	3.9%	3.24%	3.90%

1.3   Maternity, Paternity and Adoption Leave

During the reporting period November 2016 to January 2017, thirteen members of staff were on maternity leave, with five staff returning to work. One member of staff also accessed paternity leave during this period.

1.4   Policy Development

During the reporting period, policy development work continued to progress through the joint Policy Development and Review Group.

The following policies are at the JNC stage of the development and approvals process.

- Raising Matters of Concern – Whistleblowing Policy
- Alcohol and Substance Misuse Policy
- Dignity at Work Policy
- Social Media Personal Use Policy
- Maternity, Paternity, Adoption and Shared Parental Leave Policy

1.5   Employment Relations

In the period November 2016 to January 2017, one disciplinary investigation and one dignity work investigation were in progress.

1.6   Flexible Working Requests

During the reporting period five members of staff submitted flexible working requests for consideration. This resulted in the five members of staff reducing their contractual hours of work.

1.7   Staff Contracts of Employment

By the end of January 2017, 83% of staff had signed and returned their new contract of employment. The HR team continue to contact staff to arrange for the return of any outstanding contract documents.

1.8   HR and Payroll Information System

The HR team have undertaken a significant workload during December and January, to ensure the successful implementation of the new HR and Payroll Information system. This has included training days on the system functionality, data cleansing to ensure data integrity, and system build and configuration.

The project reached a critical milestone at the end of January, when the first data load was undertaken. This milestone was completed successfully by the project team with a less than 2% error rate reported. The project continues to progress with the final build elements and is on target to meet the agreed April implementation date.

2   Staff Learning and Development Report

2.1   February CPD Conferences

During February two CPD conferences were scheduled. On Wednesday 15 February curriculum staff attended the "Achieving Excellence through Innovation" event and the following day all staff from the College service areas attended the "Enhancing the Student Experience" conference. The venue for both days was Kilmarnock campus. Keynote speakers addressed all staff on the morning of both days, followed by a wide range of workshops focusing on key strategic themes. A full analysis and evaluation of the conferences will be included in the next paper to the committee.

2.2   Mandatory CPD

Eighty-four percent of all College staff have now completed the following mandatory training modules:

- Health and Safety Awareness
- Fire Safety
- Equality and Inclusion
- Safeguarding

2.3   Leadership and Management Development

The internal programme of leadership and management is continuing, with the second session having been delivered in January. Stuart Millar, Director of Education Contracts and Business Development, along with Shelagh McLachlan, Marketing Manager, delivered this session. The themes were: social media channels to target and reach young people and how to engage with local employers. The next session is due to run in March.

An Action Learning pilot is now underway. A total of 25 managers are taking part in a pilot of this management development programme. All five sets have now had their initial meeting and will continue to meet monthly until June 2017.

2.4   Staff Learning and Development Technology Projects

Alcohol Awareness Module – launched November

New Safeguarding module – launched November

Processing Student Results and Outcomes – launched December

Mental Health Awareness – scheduled to be launched August 2017

2.5   Teaching Qualifications

Of the 18 lecturers enrolled on the semester one cohort of the initial the PDA in Teaching Practice, 13 have completed to date and five have been given an extension until the beginning of March. Twelve members of staff have enrolled on the semester 2 cohort.

There are also 18 lecturers enrolled on the TQFE programme, delivered by the University of Dundee. All candidates passed module 1 on their first attempt and are currently progressing with module 2.

2.6   New College Values

Following the work carried out by staff at our August 2016 conference and a further online survey of both staff and students, our new College values have been agreed. The three values are Respectful, Open and Honest and Supportive. The Principal presented the values to staff at the Racecourse on the Wednesday 1 February and these will also be included in the 2017-2020 strategic plan.

2.7   PPDR and Learning & Development Plans

Most departments are making good progress on the Personal and Professional Development and Review process however the overall completion and return rate is still sitting below 50%. Completion is now being reported and monitored by the EMT and this is beginning to have a positive impact on the number of staff having review meetings and L&D plans coming through to Staff Learning & Development.

For the first time, team L&D plans were included in the team evaluation process (as part of the College's quality enhancement process). These were completed by Heads of Learning & Skills in November and submitted in December 2016. Together with individual PPDRs these plans will inform the team and ensuring that planned CPD addresses more accurately the skills gaps and development needs identified.

3   Equality and Inclusion Report

3.1   Ayrshire Regional Equality Outcomes 2017-2021

A set of four regional Equality Outcomes and associated shared actions have now been developed following a period of both public consultation and College consultation. The College consultation consisted of mini-focus groups with particular student groups and Student Association representatives. In addition, staff were consulted via the Values, Inclusion, Equality and Wellbeing (VIEW) Steering Group. The VIEW Steering Group will continue to support the on-going development of the College's Equality Outcomes 2017-2021 action plan.

The draft College Equality Outcomes 2017-2021 plan highlighting actions is included for Committee approval.

3.2   Equality Outcomes 2017-2021: Mainstreaming and Progress Report

The Equality and Inclusion team has started the College's Equality Outcomes 2017-2021: Mainstreaming and Progress Report. The publication of this report is required by law and must be made available by 30 April 2017.

New additional requirements are in regards to the College's Equal Pay Statement and College Board of Management.

In respect of the Board of Management, the report must outline board composition with regard to gender and comment to steps, undertaken and proposed, to ensure diversity of membership.

3.3   Equal Pay Statement

The College must revise its Equal Pay Statement and publish this by 30 April 2017.

The Equal Pay Statement must be amended to include reference to the protected characteristics of disability and ethnicity. In previous legislation the only requirement was in relation to gender.

A revised Equal Pay Statement is included below for Committee approval:

Ayrshire College is committed to the principle of equal opportunities in employment and more specifically that pay should be awarded fairly and equitably regardless of age, disability, ethnicity, gender identity, marital status, pregnancy and maternity, religion or belief (including no religion or belief), sex, and sexual orientation.

The Equality Outcomes 2017-2021: Mainstreaming and Progress report is required to comment on the gender pay gap and to include an analysis of disability and ethnicity.

3.4   ECU Staff Progression Routes project

The Equality Challenge Unit (ECU) has now accepted the College's expression of interest with regard to an 18-month action-research project focused on staff progression routes. Ayrshire College is one of six College's in Scotland to be supported by the ECU, with our action-research project being in relation to disability and staff progression.

Further updates will be advised to the Committee in due course.

4   Health, Safety and Wellbeing Report

4.1   Bespoke Training

Facilitated training workshops during this period included: Fire Warden, First Aid and Refresher Training, Conflict Resolution and IOSH Managing Safely Training.

4.2   Mandatory and Online Training

There were 118 members of staff who completed mandatory training during the reporting period and 102 members of staff undertook a range of HSW online courses.

- 46 members of staff undertook an Introduction to Health and Safety at Work
- 72 members of staff undertook Fire Safety and Evacuation training

4.3   Accidents and Incidents

There were 190 incidents recorded during the reporting period, breakdown as follows:

Accident Types	Campus Details
77 Accidents	Kilmarnock – 115
12 Incidents	Kilwinning – 36
13 Near Miss (prevention control)	Ayr – 38
58 Medical	Irvine – 1
30 Other	

Seven incidents were reported to HSE under RIDDOR:

1. Kilmarnock Campus	Nov 2016	Tennis Elbow
Preventative Action *Employee has tennis elbow and torn right bicep muscle due to lifting boxes during the campus move. This was an isolated incident.*		
2. Kilmarnock Campus	Nov 2016	Student cut top of finger
Preventative Action *Whilst cleaning knife in sink, student picked up knife by blade cutting top off left hand finger, unable to stop bleeding. Student attended A&E. Safety rules were reinforced.*		
3. Kilmarnock Campus	Dec 2016	Student burned tips of fingers
Preventative Action *Student burned finger tips on right hand when putting sauce into metal bowls which were sitting on top of a stove. Kitchen safety rules reinforced.*		
4. Ayr Campus	Dec 2016	Sewing machine accident
Preventative Action *Student removed safety shield on sewing machine when using a zipper foot, and was not paying full attention and stitched thumb to material. Safety reminder.*		
5. Ayr Campus	Dec 2016	Eye Incident
Preventative Action *Mortar entered students eye when bricklaying. Attended A&E where his eye was cleaned. Safety eyewear and eye wash irrigation provided in College.*		
6. Kilmarnock Campus	Jan 2017	Pregnant student fell into a kitchen cabinet when installing a kitchen unit.
Preventative Action *Student taken to A&E where it was identified that she had a herniated disc. Student is still attending hospital, baby OK. Investigation still ongoing.*		
7. Kilmarnock Campus	Jan 2017	Student cut hand with a catering knife which protruded from his backpack. Attended A&E where stitches were applied.
Preventative Action *Student agreed to carry his catering knives in an appropriate container.*		

4.4   Fire Safety

Planned Fire Evacuations

25/01/2017	Nethermains Campus
31/01/2017	Kilwinning Campus – Evening Class
02/02/2017	Kilwinning Campus – Evening Class

Unplanned Fire Evacuations

12/12/2016	Kilmarnock	Through the night	False activation
11/01/2017	Kilmarnock	Dishwashing in Science Dept.	False activation
17/01/2017	Kilmarnock	Student activated alarm at 3.18	False activation
26/01/2017	Ayr (R'side)	Sauna activated sensor	False activation

Scottish Fire and Rescue Visits

02/11/2016	Kilmarnock Hill Street Campus
05/12/2016	Kilmarnock Hill Street Campus
01/02/2017	Kilmarnock Hill Street Campus

4.5   Risk Assessment and Surveys

Dam Park Ayr and Nethermains	Asbestos Re-inspection
Kilmarnock Campus (Hill Street) and Kilwinning	Annual Fire Risk Assessment

4.6   Health and Wellbeing Themes

Five wellbeing themes promoted included: New Year–New You, Yoga, Leisure Centre Discounts, Creative Services Vouchers and the 1,000 Mile Walking Challenge.

4.7   Safety Management System (SMS)

During this period 132 Risk assessments, 203 pieces of plant and equipment, 100 Safety Manuals and 140 chemicals and hazardous substances were uploaded to the system.

4.8   Policy and Procedures

The Health, Safety and Wellbeing Policy was updated in February to include a new organisational chart.   All supporting Procedures were updated in January 2017 to include legislative amendments.

4.9   Legislative Update

HSE Strategy and proposed legislation is identified below:

HSE Strategy - Helping Great Britain Work Well 2016
http://www.hse.gov.uk/strategy/

Gas Safety CD280 Consultation Document revisits The Gas Safety Installation and Use Regulations 1998
http://www.hse.gov.uk/consult/condocs/cd280.htm