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| --- | --- | --- |
| University of Cumbria |  | **HSC23/03** |
| **Health & Safety Committee** | Meeting Date | **28/09/2023** |
| **Annual Health & Safety Report 1st August – 31st July 2023** | | |
|  | | |
| **Author:**  Tosin Odipe  Health & Safety Manager | **Senior Lead/Sponsor:**  Andrew Gravett  Head of Estate & Property | |
| **Action required:** Please ☒ as appropriate.  Approval ☐ Comment ☒ Noting ☐ | | |
| **The Committee is asked to:** consider and approve the Health & Safety Report | | |

**Executive Summary:**

This paper is presented as the update report of the Health & Safety matters.

This report summarises the work completed for the period 1st August 2022 to 31st July 2023 to improve the health & safety performance of the University and maintain legal compliance. Included in the report are details of changes to health & safety legislation, accident and incident statistics, policy reviews, training initiatives, fire safety work, Health & Safety Key Performance Indicators and engagement with satellite campuses.

**Actions and Recommendations:**

The report is presented for note and comment on:

* the accident and incident figures.

**Progress achieved:**

* Accident figures have decreased and 1 RIDDOR accidents reported this year.
* All fire risk assessments have been completed.
* All fire evacuation drills were completed on all buildings.
* Of 6 safety policies due for review, 6 were completed. The backlog will be completed during 2023-24
* On campus, homeworking DSE assessments and Fire safety awareness achieved 80.2%, 84.9% and 86.9% completion respectively.
* Robust health & safety management system implemented.

**Alignment with Strategic and AOP Objectives**

This report aligns with the section of the AOP that covers equipping & enabling staff and sustainability & success.

**Risks/Benefits to the Student Experience**

The Health & Safety Service provides advice and training to the student body. This is beneficial in providing the students with a safe environment to study, education in risk management and introduction to a compliance organizational function. Ensuring we have a safe University contributes to improvement of the student experience.

**Onward Reporting Line**

Health and Safety Committee

**Confidentiality**

Confidential

**Key Highlights 2022/23**

A key focus for health and safety for this reporting period has been the significant work required to ensure the health and safety of all staff and students. This has included:

* + One accident reported to the HSE
  + A downward trend in accidents and upward in incidents recorded.
  + Update on the health & safety legislation
  + Further review of the accident & incident analysis
  + Health & Safety Key Performance Indicators
  + Summary of University of Risk Register
  + Policy Review

**Introduction**

The Health and Safety Strategy has been developed and is aligned to the Strategic Plan and strategies of relevant organisations such as the HSE, USHA (Universities Safety and Health Association) and IOSH (Institute of Occupational Safety and Health). Supporting the Strategy and detailing risk is the H&S risk register. This report provides a summary of the activity and formal reporting of health and safety matters in accordance with our Strategy.

1. **Changes to Health & Safety Legislation**

The Health and Safety (H&S) Manager monitors UK legislation to consider the potential impact of new and reviewed regulations. The following pieces of legislation have been undergoing consultation (In italics) or due to be enacted (In bold) associated to the University during this year:

* 1. **Building Gateways** - the building gateways process is due to come into force in October 2023. The Building Safety 2022 Act includes scrutiny by the new Building Safety Regulator prior to commencement of construction and completion through the new Gateway regime. The three-stage Gateway system aims to ensure that consideration is given to building safety risks at each stage of the design, construction, completion and occupation of a higher-risk building.

Gateway 1 – Planning Application stage

Gateway 2 (Before building work starts) – this stage replaces the building control deposit plans stage for relevant buildings and will act as a stop / go point. Building control approval will be obtained through the Building Safety Regulator and information covering duty holder competence, “Golden Thread” data, and strategies to minimize risk during construction must be submitted.

Gateway 3 (When building work is complete) - this stage marks the completion / final certificate stage once relevant building work is complete. This provides assurance that the building is safe for occupation and requires the issue of a Completion Certificate from the Regulator. Confirmation that “Golden Thread” data and key building information has been handed over to the accountable person for the occupation phase will be required. It will become an offence for buildings to be occupied without registration.

The principal accountable person is required to provide the Regulator with key building information about their building. The principal accountable person will be required to submit this key building information to the Regulator alongside, but not as part of, their application for registration. They will also have to provide updates to the Regulator whenever the key building information changes.

The government considers that the key building information needs to be submitted

**from April 2023** to enable the Regulator to have the data necessary to prioritise the

scrutiny of building assessment certificate applications and prioritise the scrutiny of building assessment certificate applications.

The University’s Estate & Property team have been informed of the update.

* 1. *Government Proposes Second Staircases to Make Buildings Safer*: The government is proposing to mandate second staircases in new residential buildings over 30m. Proposals also include sprinkler systems for all new care homes to improve the safety of vulnerable residents and help firefighters with evacuations.
  2. *Building Safety Competence Information for Principal Contractors and Principal Designers:* The Building Safety Regulator (BSR) has issued a consultation, inviting views on its information document highlighting the necessary competency for the new principal designer (PD) and principal contractor (PC) roles, including a summary of the recent British Standards, publicly available specifications (PAS):
     1. PAS 8671:2022 Built Environment—Framework for Competence of Individual Principal Designers—Specification
     2. PAS 8672 Built Environment—Framework for Competence of Individual Principal Contractors—Specification*.*
  3. *Code of Conduct for Registered Building Inspectors Building control professionals-* Building control professionals will have to register with the BSR to perform building control work in England. The code of conduct sets out standards of professional conduct and practice that registered building inspectors (RBIs) are expected to meet. The code of conduct are mandatory principles of conduct and standards of behaviour for RBIs, whether they work in the private or public sector
  4. *Emergency Evacuation Information Sharing +(EEIS+): -* The EEIS+ consultation followed the PEEPs consultation, which raised significant issues covering three broad areas—practicality, proportionality and safety. The EEIS+ consultation sought views on alternative proposals to support the fire safety of residents who would need support to evacuate in an emergency. The EEIS+ proposal does not rule out the possibility of PEEPs (or similar) being put in place where the Responsible Person and resident agree that this is practical, proportionate and safe.
  5. *Retained EU Law (Revocation and Reform) Bill*- It aims to provide the UK government with the required provisions that allow for the amendment of retained EU law (REUL) and remove the special features it has in the UK legal system, the Bill currently covers most aspects of UK law that were previously derived or influenced by EU legislation, including environmental regulation, data protection, employment law, intellectual property, financial services and competition law. All retained EU law contained in domestic secondary legislation and retained direct EU legislation will expire on the 31st of December 2023, unless otherwise preserved.
  6. *Terrorism (Protection of Premises) draft Bill*: *Martyn’s Law:* This legislation will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there. Better protection will be delivered through enhanced security systems, staff training, and clearer processes. *The Bill sets out the requirements that, under Martyn’s Law, venues and other organisations will have to meet to ensure public safety. ‘Martyn’s Law’ is a tribute to Martyn Hett who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017.*
  7. *Mental Health First Aid Bill* – This Bill aims to make mental health first-aid part of first-aid training requirements, it is a legal requirement for businesses in England to offer mental health first aid training. This means that employers will have to invest in providing mental health support to their employees. Additionally, employers will have to develop policies to identify and manage workplace mental health issues.
  8. *Menopause in the Workplace:* The government recently appoints first ‘Menopause Employment Champion’, she will focus on encouraging employers to develop menopause policies to create more supportive environments to help women experiencing menopause to stay and progress in work. The role will focus on workplace support and raising awareness of menopause related issues.

1. **Accident and Incident Report**

The following statistics indicate the accidents and incidents occurring in each campus over the period 1st August 22 to 31st July 23 in comparison to the same period in 2021/22 academic year. Further details are in Appendix 1.

**Accidents by Campus**

|  |  |  |
| --- | --- | --- |
| **Campus** | **Number of Accidents 2021/22** | **Number of Accidents 2022/23** |
| **Lancaster** | 18 | 20 |
| **Brampton Road** | 4 | 7 |
| **Fusehill Street** | 10 | 8 |
| **Ambleside** | 16 | 4 |
| **London** | 2 | 1 |
| **Off Campus** | 0 | 2 |
| **Total** | **50** | **42** |
| **RIDDOR** | **4** | **1** |

During the year, there was one accident reported to the HSE. Overall, there have been 42 accidents, which is a downward trend in the accidents reported in comparison to the same period last year. The trend analysis of the accident did not identify any significant trends.

**Incidents by Campus**

|  |  |  |
| --- | --- | --- |
| **Campus** | **Number of Incidents 2021/22** | **Number of Incidents 2022/23** |
| **Lancaster** | 55 | 79 |
| **Brampton Road** | 25 | 32 |
| **Fusehill Street** | 23 | 31 |
| **Ambleside** | 94 | 88 |
| **London** | 5 | 1 |
| **Off Campus** | 0 | 5 |
| **Total** | **202** | **236** |

Overall, the number of incidents reported shows an upward trend in comparison to the same period last year. The trend analysis of the incidents did not identify any significant trend however there is 15.2% reduction in the incidents reported at Ambleside whilst there is 17.9% increase in the incidents reported at Fusehill Street, 36.7% increase at Brampton Road and 15.6% increase in the incidents reported at Lancaster.

32 incidents were reported at Brampton Road, 5 accounts for fire alarm, 2 account for illness, 3 accounts for Youth Nuisance, 1 account for Student antisocial behaviour, and 21 accounts for other incidents that do not fall under the existing categories. We will review the incident category for better reporting.

31 incidents were reported at Fusehill Street, 1 account for fire alarm, 5 account for illness, 8 accounts for Intruder alarm, 3 accounts for Noise, 3 accounts for theft, 1 account for antisocial

behaviour, and 9 accounts for other incidents that do not fall under the existing categories. We will review the incident category for better reporting.

79 incidents were reported at Lancaster, 27 accounts for fire alarm, 4 accounts for illness, 5 accounts for Intruder alarm, 2 accounts for Noise, 3 accounts for theft, 2 accounts for antisocial behaviour, 10 accounts for Accidental damage, 1 accounts for Dangerous occurrence, 1 accounts Acute mental health, 2 accounts for fire, , 1 accounts for Near miss, 1 accounts for Tampering with fire and 10 accounts for other incidents that do not fall under the existing categories. We will review the incident category for better reporting.

88 incidents were reported at Ambleside, 39 accounts for fire alarm, 1 account for illness, 6 accounts for Intruder alarm, 6 accounts for Accidental damage, 4 accounts for Noise, 1 account for Malicious damage, 4 accounts for antisocial behavior, 4 accounts for Youth Nuisance, 3 accounts for Near miss, and 20 accounts for other incidents that do not fall under the existing categories. We will review the incident category for better reporting.

Staff and students are advised to continue to report any accidents or incidents via the University accident and incident reporting whether on campus or not. Further analysis is provided in Appendix 1.

**Health and Safety Key Performance Indicators**

The agreed performance indicators for Health & Safety have been updated and are attached in Appendix 2.

Joint campus inspections with the Trade Unions were completed across all campuses.

Each Institute and Service area has a H&S representative who should raise issues with the Health & Safety Manager or relevant director who is a member H&S Committee

1. **Health & Safety Audit**

The Health & Safety audit follows a five-year cycle, the auditing programme measures health and safety performance to ensure policy and practices are effective and ensure continual improvement. The auditing programme uses the Health and Safety Management Performance Standards (HASMAP), which have been developed by the Universities Safety & Health Association and are accepted by the Health and Safety Executive (HSE) as a valid auditing tool for Higher Education.

The Finance & Resources audit started in January 2021; the audit was due to finish at the end of June 2021 however due to the additional workload caused by the covid19 pandemic the audit became delayed. The F&R Service consists of seven departments. This year all departments in Finance & Resources have been audited; corrective actions are currently being implemented.

The health & safety audit scheduled has been risk based reviewed and approved by the committee in May 2023; the three -year cycle auditing programme will commence from 2023/24 academic year.

An audit of health & safety was undertaken by UNIAC, and as a result an action plan was agreed to improve the University’s arrangements. Good progress is being made and a report was presented to the committee in May 2023.

1. **Health & Safety Policy Update**

During this year, the following policies/code of practices have been reviewed. General Health and Safety Policy Statement

* Fire Safety Policy
* Provision of Personal Emergency Evacuation Plans (PEEP)
* Health & safety Risk Management Policy
* Animal on Campus Policy
* CoP for the Use of Unmanned Aerial Vehicles (UAV)

The health and safety policy review schedule for the 2023/24 is as shown below:

|  |  |
| --- | --- |
| Policy | HSC Meeting Dates |
| * Lone Working | 7 December 2023 |
| * Fire Safety | 7 December 2023 |
| * Driving for Work * H&S in Fieldwork | 8 February 2024 |
| * First Aid at Work * Accident and Incident Reporting | 25 April 2024 |
| * Health & Safety Responsibilities Policy | 7 December 2023 |

Attached is the link to the status of the Health & Safety Policy tracker

1. **Health and Safety Risk Register**

The Health and Safety risk register has been reviewed throughout the year with focus on assurance and the actions required to reach the target risk score.

The highest risks after consideration of control measures/mitigations are:

* Fire
* Hazardous and Dangerous Substances
* Contractor Management
* Travel
* Infectious Disease
* Stress/ Anxiety /Wellbeing
* Emergency Lock Down

The risk register will be included for review at the December meeting.

1. **Other Activities**

**Fire Safety**

Fire evacuation drills - 100% Fire evacuation drills for all other University buildings as part of a rolling program; have been completed. The regular weekly alarm testing has continued to be carried out.

Personal emergency evacuation plans (PEEPs) working group reviewed the PEEP Code of Practice, managers brief and Global has been sent out to both staff and students explaining what a PEEP is, who needs to complete a PEEP, and how to identify need or request a PEEP for yourself, Line manager responsibilities and Link to the code of practice. HR is also working on a workplace adjustment plan; this will support staff and managers to identify and implement any reasonable adjustments.

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**Fire Wardens**

The university currently has 63 trained fire wardens across all campuses. The fire wardens are not distributed where we need them, and additional staff were trained. The presence of the estate team and security provides additional cover on site.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Campus | Lancaster | Fusehill Street | Brampton Road | Ambleside | London | Total |
| Number | 28 | 18 | 6 | 9 | 2 | 63 |

A program of delivery of annual Fire Warden refresher training/ training ran throughout the academic year and a fire warden recruitment campaign plan was advertised via the staff Global and staff screensavers throughout the year.

The fire wardens conducted monthly building inspections throughout the year.

**First Aid**

The University currently has 38 staff trained in first aid across all campuses. We recently recruited more first aid volunteers to ensure that there are always sufficient first aiders for the numbers of staff and students on campuses. The first aiders recently completed first aid kit audit of their areas. This year to date first aiders attended **24** incidents involving illness or injury across the University.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Campus | Lancaster | Fusehill Street | Brampton Road | Ambleside | London | Total |
| Number | 19 | 10 | 5 | 2 | 2 | 38 |

**Health and Safety Training**

The health & safety e-learning training packages will continue to be utilized. All staff who work on workstations for more than two hours/day are required to undertake mandatory training modules for the display screen equipment. All staff are also required to complete a mandatory fire safety awareness module. The report below is based on the current employees, this is showing increasing completion rate compared to the last reporting period:

* As at 4th of September 84.9% of staff have completed the Display Screen Assessment. Since October 2021, the triennial Assessrite Display Screen Training and Assessment has been undertaken as an update and for new starters.
* The University has also undertaken a Homeworkers Display Screen Assessment of all staff who work flexibly, at present 781 have completed this (80.2%)
* The University has been undertaking a triennial Fire Safety Awareness Assessment of all staff, using the Assessrite software. To date 883 staff have completed this (86.5%).
* So far, we have about 13 members of staff who have been referred to Posturite for equipment adaptation.

Regular reports are available to Directors of Institutes and Services to promote the completion of the above training and assessments. Directors have been advised to ensure staff complete their training and assessment and a training reminder is currently being displayed on the screensavers.

**Fire Safety Training Completion Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute/Se rvice** | **Employees** | **Completio n No.** | **Completi on Rate**  **(%)** |
| Academic Registry | 139 | 132 | 95.0% |
| Central | 2 | 1 | 50.0% |
| Finance and Resources | 157 | 149 | 94.9% |
| Institute of Business, Industry and  Leadership | 101 | 89 | 88.1% |
| Institute of Education | 116 | 90 | 77.6% |
| Institute of Health | 267 | 219 | 82.0% |
| Institute of  Science & Environment | 49 | 35 | 71.4% |
| Marketing and  Student Recruitment | 49 | 44 | 89.8% |
| Research and  Knowledge Exchange | 10 | 10 | 100.0% |
| Student Services | 103 | 87 | 84.5% |
| VC Office | 28 | 27 | 96.4% |
| **Grand Total** | **10** | **883** | **86.5%** |

The completion rate for additional modules aimed at specific job roles is now 100%. The H&S Manager continues to facilitate the fire wardens and first aid training events:

* + All health & safety training is recorded on the staff individual training record with HR.

The H&S Manager continues to work with students on placement.

The H & S Manager continues to provide support by working with HR, OH & academic staff/managers in investigating underlying root causes around health & wellbeing of both student and staff and providing reasonable adjustment as appropriate.

**Health & Safety Training Matrix**

A health and safety training matrix was created to show the University training program offered to staff at all levels. The matrix was reviewed to reflect all mandatory HR training. The IOSH Safety for Executives & Directors and for managers will be rolled out as a priority and other areas will follow with the appropriate level of training across the university. Attached is the link to the Health & Safety Training Matrix

1. General issues

The H&S service continues to be involved in the regional USHA group – the Northwest Universities Safety Officers Group (NWUSOG). Regular webinars / meetings / conferences provide a great opportunity to meet with peers for support and discussion of H&S issues pertaining to HEI’s.

The H&S Service continues to work closely with both Unions recognised by the University.

The H&S Service continues to engage with colleagues working at smaller campuses and sites.

**Appendix 1**

***Accidents***

**Accident & Incident Statistics 1st August 2022 to 1st July 2023**

|  |  |  |
| --- | --- | --- |
| Type of Accident | No. of accidents 2021/2022 | No. of accidents 2022/2023 |
| Contact with moving machinery or machined material | 0 | 0 |
| Hit by object | 7 | 1 |
| Hit by moving vehicle | 2 | 2 |
| Collided with stationary object | 0 | 5 |
| Injury while manual handling | 6 | 2 |
| Slip, trip, fall | 16 | 15 |
| Fall from height | 1 | 2 |
| Trapped by something collapsing | 1 | 0 |
| Drowned or asphyxiated | 0 | 0 |
| Exposed to harmful substance | 1 | 0 |
| Exposed to fire | 0 | 0 |
| Exposed to explosion | 0 | 0 |
| Contact with electricity | 1 | 0 |
| Injured by animal in line of work | 0 | 0 |
| Acute mental health distress | 0 | 0 |
| Assaulted by person in line of work | 0 | 0 |
| Other | 15 | 15 |
| **Total** | **50** | **42** |



Accident Category : 1st August 2022 - 31st July 2023

60

50

40

30

20

10

0

1st August 2022 to 31st July 2023 No. of accidents 2021/2022 1st August 2022 to 31st July 2023 No. of accidents 2022/2023

During this reporting period, there was one RIDDOR reporting. 4 further accidents were reported during this period which are regarded as ‘not work related’, i.e., not arising

from the work of the University. These accidents occurred while the injured party was taking part in sporting activities.

In relation to the accidents reported into the above table:

* The total number of accidents is lower than the previous year.
* The largest category is ‘slip, trip and fall,’ followed by ‘collided with stationary

object,’ 'Hit by moving Vehicle’ ‘fall from height, Injury while manual handling, and ‘other.

* The majority of the slip, trip & fall accidents occurred between 08.45am and 14.09pm except for two that occurred at 19.15pm at Lancaster sport complex where member of public was playing football on ATP and the other jumped from a bench onto the floor. The reported accidents occurred as a result missed footings, member of the public with mobility issue, pushing trolley across the carpet wheels locked and the trolley tipped over, slip on wet carpet at the side entrance of College Main, IP went over her ankle, IP slipped whilst on her bike and IP’s lost balance whilst using her hand to support herself, IP fell due uneven Tarmac, IP tripped over gravel at the carpark.
* Out of the 15 slips, trip and fall accidents recorded, 40% of accidents relate to staff, 33.3% relate to students and 26.7% relate to members of the public.
* Out of the 15 slips, trip and fall accidents recorded, 53.3% occurred at Lancaster, 26.7% occurred at Brampton Road, 13.3% occurred at Fusehill street and 6.67% occurred at London.
* Colliding with stationary object is the second highest accident, 20% occurred at Ambleside, 20% occurred off campus, 20% occurred at Fusehill Street and 40% at Lancaster where IP caught arm on a sharp part of art décor.
* Hit by moving object is the third highest accident, 50% occurred at Lancaster and 50% at Off campus
* Falls from height is the third highest accident, 50% occurred at Ambleside and 50% at Lancaster.
* Injury while manual handling is the fourth highest accident, 50% occurred at Fusehill Street and 50% at Lancaster.
* The ‘other’ category included accidents which did not readily fit into other categories, including finger caught on faulty chair, IP rested foot on drawer, caught face on door car, hand warmer exploded and needlestick injury, Glass Ampoule shattered whilst in use, chair gave way, swipe card, stolen bikes, no hot water, Wasp infestation)

Reportable (RIDDOR) Accidents = 1 14th February 2023 – (Staff)

A staff was clearing laurel bushes (manually - no machinery used) and their leg became caught on shrubbery which penetrated their reinforced work trousers, leaving them with two puncture wounds. The incident was not noted at the time and reported only when it became infected on 31st March 2023 and the IP required medical treatment resulting in 7 days (or more) off. An individual risk assessment has been completed for IP to prevent this in future. The department are currently reviewing IP’s lone working arrangement.

*Number of Accidents: Totals from previous years (full year):*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Pre Covid**  **17/18** | **Pre Covid**  **18/19** | **Pre Covid**  **19/20** | **Covid 20/21** | **Post Covid**  **21/22** | **Post Covid**  **22/23** |
| **Ambleside** | 5 | 23 | 17 | 7 | 16 | 4 |
| **Brampton Road** | 11 | 7 | 8 | 4 | 4 | 7 |
| **Fusehill Street** | 4 | 11 | 6 | 1 | 10 | 8 |
| **Lancaster** | 38 | 31 | 26 | 6 | 18 | 20 |
| **London** |  | 4 | 2 | 1 | 2 | 1 |
| **Off Campus** |  |  |  |  |  | 2 |
| **Total** | **58** | **76** | **57** | **19** | **50** | **42** |

Number of Accidents: Totals from Previous Years (full year)

80

70

60

50

40

30

20

10

0

17/18

18/19

19/20

20/21

21/22

22/23

Ambleside Brampton Road Fusehill Street Lancaster London Off Campus Total

There has been a decrease in accidents compared to last year. All accidents have been investigated, and there is no identifiable trend.

**Staff and Student Accident Rate**

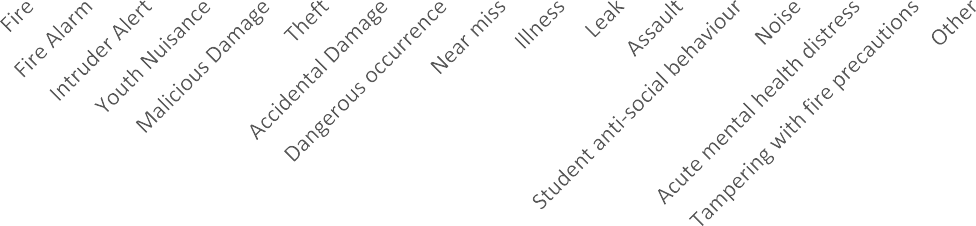
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **No. of Staff** | **Staff** | **No. of** | **Student** |
| **Accident** | **Students** | **Accident** |
| **Rate/1000** | **Rate/1000** |
| **Lancaster** | 486 | 16.5(8) | 2493 | 2.4(6) |
| **Brampton Road** | 82 | 24.39(2) | 390 | 10.26(4) |
| **Fusehill Street** | 324 | 6.17(2) | 1698 | 3.53(6) |
| **Ambleside** | 76 | 52.63(4) | 527 | 0(0) |
| **London** | 44 | 22.73(1) | 671 | 0(0) |
| **Total** | **1012** | **16.79** | **5779** | **2.77** |

There is limited information available for sector comparison, UCEA in their annual Health and Safety Report, details RIDDOR reportable incident rates for staff in HEI Sector in 2021/22 as 0.54 per 1,000 staff; the UK wide Health and Safety Executive figures are 0.016 per 1,000.

This year, the University had 1 RIDDOR reportable accidents to staff this year; equivalent to 0.001 per 1,000 lower to the sector.

***Incidents***

|  |  |  |
| --- | --- | --- |
| Type of Incident | No. of incidents 2021/2022 | No. of incidents 2022/2023 |
| Fire | 3 | 2 |
| Fire Alarm | 44 | 72 |
| Intruder Alert | 3 | 19 |
| Youth Nuisance | 23 | 17 |
| Malicious Damage | 5 | 1 |
| Theft | 2 | 8 |
| Accidental Damage | 2 | 19 |
| Dangerous occurrence | 2 | 1 |
| Near miss | 2 | 4 |
| Illness | 8 | 13 |
| Leak | 0 | 0 |
| Assault | 1 | 0 |
| Student anti- social behaviour | 29 | 8 |
| Noise | 12 | 9 |
| Acute mental health distress | 3 | 2 |
| Tampering with fire precautions | 0 | 1 |
| Other | 63 | 60 |
| **Total** | **202** | **236** |



Incident Category August - 1st August 2022 - 31st July 2023

250

200

150

100

50

0

No. of incidents 2021/2022

No. of incidents 2022/2023

* The total number of incidents is higher than the previous year.
* The largest category is ‘Fire alarms’ followed by ‘Intruder Alert, ‘Illness’ ‘Intruder Alert’ ‘Accidental Damage’ and ‘Youth Nuisance’.
* Many fire alarm incidents involved student residences; many are caused by fumes from cooking or accidental activations.
* Out of the 72 fire alarm incidents recorded, 54.2% occurred at Ambleside, 37.5% occurred at Lancaster, 6.9% occurred at Brampton Road and 1.4% occurred at Fusehill Street. Even though it still records the highest fire alarm incident, this shows a decline in the number of incidents reported to date in comparison to the previous year at this stage.
* 1 out 2 of fire incident occurred at Dalton building due to smoking on site
* The second fire incident occurred at the Lancaster accommodation, due to the disposal of a barbeque in Waddell bins. The accommodation team has been asked to review their fire safety awareness training and delivery and communicate barbecue prohibition to students.
* Intruder Alert is the second highest incident reported, 31.6% at Ambleside, 42.1% at Fusehill Street accounts and 26.3% at Lancaster. All incidents have been investigated, no concern at this stage. The Intruder alarm was recently serviced across all campuses. This might be the reason for the increase in the number of Intruder alert incidents reported. We will continue to monitor this.
* Illness is the third highest incident reported, 7.7% at Ambleside, 15.4% at Brampton Road, 38.5% at Fusehill Street, 30.8% at Lancaster and 7.7% at London.
* Accidental Damage is the fourth highest incident reported, 36.4% at Ambleside, 36.4% at Lancaster and 27.3% off campus
* Youth Nuisance is the fifth highest incident reported, 58.8% at Lancaster, 23.5% at Ambleside and 17.6% at Brampton Road.
* 7 out 10 Youth nuisance incident recorded at Lancaster occurred at the sport hall: caused by youths gaining access to the pitch when in use (half booked), Increased presence of Security during school holidays and ongoing works on the CCTV around the football pitch.
* Out of the 60 other incidents recorded, 21 occurred at Brampton Road, 20 occurred at Ambleside, 10 occurred at Lancaster and 9 occurred at Fusehill Street.
* 9 out of the 21 incidents recorded at Brampton Road account for lack of hot water in the halls while the rest are swipe card issues, lost key, lost purse, student getting stuck in the lift.
* 20 Other incidents recorded at Ambleside includes dog attacked another dog on campus, tables outside the building, smell of gas, Police on site, Minibus arrived late, doors and windows left open, student encounter strange man in the lane over the bridge etc.
* 10 Other incidents recorded at Lancaster includes Wasp infestation, tree sapling, leak, kitchen doors left open to public etc.
* 9 Other incidents recorded at Fusehill Street include swipe card issues, faulty socket, blocked toilet etc.

**Accident & Incident Category Intervention**

The accident and incident categories have been reviewed to reduce the number of ‘Other’ category of incidents reported. The following categories will be included as part of the Incident category:

* Building Security,
* Building safety,
* Animal on campus,
* Unacceptable behaviour

*Number of Incidents: Totals from previous years (full year):*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Pre Covid 16/17** | **Pre Covid 17/18** | **Pre Covid 18/19** | **Pre Covid 19/20** | **Covid 20/21** | **Post Covid 21/22** | **Post Covid 22/23** |
| **Ambleside** | 158 | 160 | 186 | 153 | 131 | 94 | 90 |
| **Brampton Road** | 46 | 44 | 69 | 119 | 27 | 25 | 34 |
| **Fusehill Street** | 52 | 45 | 46 | 18 | 19 | 23 | 32 |
| **Lancaster** | 210 | 167 | 137 | 150 | 101 | 55 | 73 |
| **London & Barrow** |  |  | 3 | 0 | 0 | 5 | 1 |
| **Off Campus** |  |  |  |  |  |  | 6 |
| **Total** | **466** | **416** | **441** | **440** | **278** | **202** | **236** |

No. of Incidents: Total from Previous Years(Full Year)

500

400

300

200

100

0

16/17

17/18

18/19

19/20

20/21

21/22

22/23

Ambleside Brampton Road

London & Barrow Off Campus

Fusehill Street

Total

Lancaster

**Appendix 2: Key Performance Indicators**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance** | **Performance Indicators** | | **2021/22** | **2022/23** | **Comments** |
| **Measures** | **Full year** | **Full year** |
| ***Lagging Indicators*** | | |  |  |  |
| Accidents | Year on year comparison of: | |  |  | Please note that incident |
| and | • | Accident rate | 50 | 42 | figures do not include |
| Incidents | • | Incident Rate | 202 | 236 | sporting incidents. |
|  | • | RIDDOR reportable incidents | 4 | 1 |  |
|  | * Accident Rates –student per 1,000 | | 3.47% | 2.77 |  |
|  | * Accident Rates – staff 1,000 | | 18.35% | 16.79 |  |
| Fire safety | Year on year comparison of: | |  |  |  |
| * Unwanted fire signals (with a fire) | | 3 | 2 |
| * Fire Alarms incidents (residential and | | 44 | 72 |
|  | non- residential) |  |  |
| *Leading Measures* | | |  |  |  |
| Fire Risk | All buildings have an up-to-date fire risk | | 100% | 100% | Continuous Monitoring |
| Assessment | assessment – details of assessments | | Process in place |
|  | Reviewed | | (Risk Assessment |
|  |  | | Schedule) |
| Annual | Report produced to deadline | | Yes | Yes |  |
| Report |
| Fire Safety | Number of fire drills completed | | 61 | 61 |  |
| Campus | No. of Campus inspections planned | | 0 planned, | 4 planned, | All campus Inspection completed |
| Safety |  | | 0 completed | 4 completed |
| Inspections | % of campuses inspections by H&S Service | |  |  |
|  | and TU’s versus completed | | None | 100% |
|  | % of issues raised that have been | | 100% | 100% |
|  | Addressed | |  |  |
| Safety | All policies up to date – details of policies | | 21 policies, | 21 policies | Plan to review the past |
| Policies | Reviewed | | 3 reviewed | 6 reviewed | review date policies over |
|  |  | | and 3 past | and 6 past | the next 12 months - |
|  |  | | review date | review date | Ongoing |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Measures** | **Performance Indicators** | **2020/21**  **Full year** | **2022/23**  **Full year** | **Comments** |
| Health and Safety  Committees | Met as required (no. and schedule of mtgs. Minutes produced  Reps from all Institutes and Services attend CHSC | Yes Yes  No | Yes Yes  No |  |
| Health and Safety Training | Total hours of health and safety training per month, number of staff trained and level of staff, for example leadership/executive team, senior managers, line managers, supervisors, general staff, etc. | Dec – 15hrs Mar – 20hrs Dec – 48hrs | Dec – 19hrs Feb – 6hrs Mar – 11hr June – 22hrs | Some training is pending due workload |
|  | Total – 88hrs | Total – 58hrs |  |
| Percentage completion of AssessRite | 79% | 84.9% |  |
| Percentage completion of Homeworking DSE assessment | 86% | 80.2% |  |
| Percentage completion of Fire Safety Awareness | 60% | 86.5% |  |
| Percentage of staff with IOSH qualification | No training carried out in 2021/22 | No training carried out in 2022/23 | IOSH training plan currently under reviewed |
| Risk Register and Action Plan | Risk register and action plan current and regularly reviewed | Reviewed with focus on assurance given to and actions required to reach the target risk score | Reviewed with focus on assurance given to and actions required to reach the target risk score | Continuous monitoring process |

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