Annual Health and Safety Report – Academic Year 2025/26

(August 2025 to July 2026)

Report by Health and Safety Manager



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1. Introduction

Glasgow Kelvin College is a learning organisation that aspires to be successful and values the many benefits of a positive and thriving safety culture. The College places the highest priority on protecting, enhancing, and promoting the health, safety and wellbeing of our employees, students, contractors, and visiting members of the public.

Our robust management of health and safety (H&S) and psychosocial risks focus on:

- The prevention of illness or injury, as a result of their work.
- Encouraging positive relationships with partners and contractors, to ensure that their activities do not expose the college, its employees, students, or members of the public to risk.
- Avoiding any breaches in Health and Safety legislation and any possible penalties.
- Avoiding reputational damage in the eyes of partners, suppliers, other stakeholders, and the wider community.

This annual report summarises the health and safety performance across all college activities and locations during the reporting period Academic Year 2025/26 i.e. August 2025 to July 2026.

2. Budget

Budget spend by cost code for the Academic Year 2025/26 is set out below (figures accurate up to June):

Code	Purchased	22-23	23-24	24-25	25-26
201002	Staff Travel	35.10	338.36	678.98	**235**
201007	Medical Referrals	4,775.00	6,048.00	12,421.00	**6,137**
201011	Staff Training Fees	12,336.80	7,819.20	7,806.00	**5,174**
202010	Hospitality	0.00	184.08	0.00	**0.00**
202020	Reasonable Adjustments	0.00	6,268.83	3803.76	**6,056**
209001	Equipment and Materials	45,385.02	29,927.67	49,232.92	**30,591**
210008	License Fees & Renewals	23,787.60	30,753.20	19,472.58	**29,932**
210009	Memberships Fees & Subscriptions	1,690.70	1,317.00	1,271.40	**2,260**
3040041	Maintenance Costs				**2,774**
306004	Protective Clothing				**157**
306005	Health & Safety Materials				**1,283**
	Total (£)	88,010.22	82,656.34	94,687.64	**84,599**

Licencing Fees & Renewals and Equipment and Materials accounted for 72% of the budget (35% and 36% respectively).

The two primary licences fees are for the WorkRite (online training and risk management system) and Smartlog, new H&S Management System. The contract with Alcumus, for their Sypol COSHH management system (CMS) expired at the end of May.

Equipment and Materials – new evacuation chairs were purchased for all three campuses.

3. Health and Safety Management System

A procurement exercise was run to identify a dedicated Health & Safety Management System (HSMS) for Glasgow Kelvin College. The system will consolidate all health and safety information, processes, and reporting into a single digital platform.

The objective is to improve compliance, reduce risk, enhance operational efficiency, and align the college with ISO 45001: Occupational Health and Safety Management Systems.

The proposed HSMS will replace the current fragmented approach (e.g. spreadsheets, One Drives, Teams, and standalone platforms) with a single source, delivering measurable operational, safety performance and financial benefits.

The winner of the exercise was – **Smartlog.**

A five-year contract was signed in March and the launch of live system across the college is planned for start of the new academic year - 1 August.

4. Fire Safety

Fire risk assessments (FRA)

The annual fire risk assessment (FRA) review took place:

Campus	Date	Recommendations
Easthouse	6th July 2026	50
East End	7 July 2026	49
Springburn	8-10th July 2026	81

This year's fire risk assessment reviews were conducted by All Risk Management and reports and recommendations are being reviewed and the necessary actions will be recorded in Smartlog.

The number of recommended actions appears to be high compared to previous annual fire risk assessments; however, it should be borne in mind:

- Some actions remain from last FRA.
- A different methodology and focus than the previous FRA assessor.
- A proportion of the recommended actions are already underway, following a previous fire safety audit (fire door and fire-stopping).

- Large number of extension-leads in use, highlighting the need to review the number of sockets which are available in the buildings (potential capital cost).

Fire extinguisher

Servicing and maintenance at Springburn campus took place on October 25. The extinguisher checks at Easterhouse and East End campuses took place July 25.

Dry Risers

Dry Riser inspections and maintenance at both Easterhouse and Springburn took place on October 25.

5. H&S Committee

The Chair for the H&S Committee for the period of this report was due to be the either an EIS or Unison Safety Representative. The H&S committee met on the following dates:

2025	1 October and 19 November
2026	11 February, 1 April, 30 April and 11 June

The committee meetings 2026-2027 are scheduled for the following dates:

2026	30 September, 11 November
2027	27 January, 17 March, 28 April, and 2 June

The chair of the Health and Safety Committee rotates between college management and EIS and UNISON on an annual basis. The Chair for Academic Year 2026/27 will be occupied by a nominated Unison or EIS representative, when confirmed.

6. H&S Documents

A review of controlled college H&S documentation is taking place and when completed, documents are being uploaded to Smartlog for version control.

7. H&S Policy

- The annual review of the colleges Health & Safety policy was conducted and contained a number of small changes:
  - Update of 3.2 organisational chart (H&S line management).
  - Updating and standardisation of post titles throughout the policy.
  - Amendment to Sec 4 – removal of the reference to HSE 41.
  - Amendment to 4.8.2 – addition of section relating to training provision.
  - Full document – correction of grammatical, spelling and formatting mistakes.

  The document was presented to the Health & Safety Committee, the SLT and the F&R Committee for review, discussion and endorsement before being presented to the Board of Management for final approval at the June meeting.

  The document is displayed on the health and safety noticeboard in the reception areas of all campuses and is available to all employees via the College Intranet.

- Health & Safety noticeboards. All of the reception noticeboards were reviewed and updated in May and now have a rationalised and uniform layout.

8. H&S Reporting

Reports on the performance of the H&S management system, processes and activities were made to the following committees during the reporting period:

Health & Safety Committee	1 October 2025, 19 November 2025, 11 February, 1 April, 30 April and 11 June
Finance and Resources	November 2025, 27 May 2025 and September 2025
Board of Management	September 2025

Copies of all these reports are available on the Health and Safety intranet page.

9. Incident Reports and RIDDOR

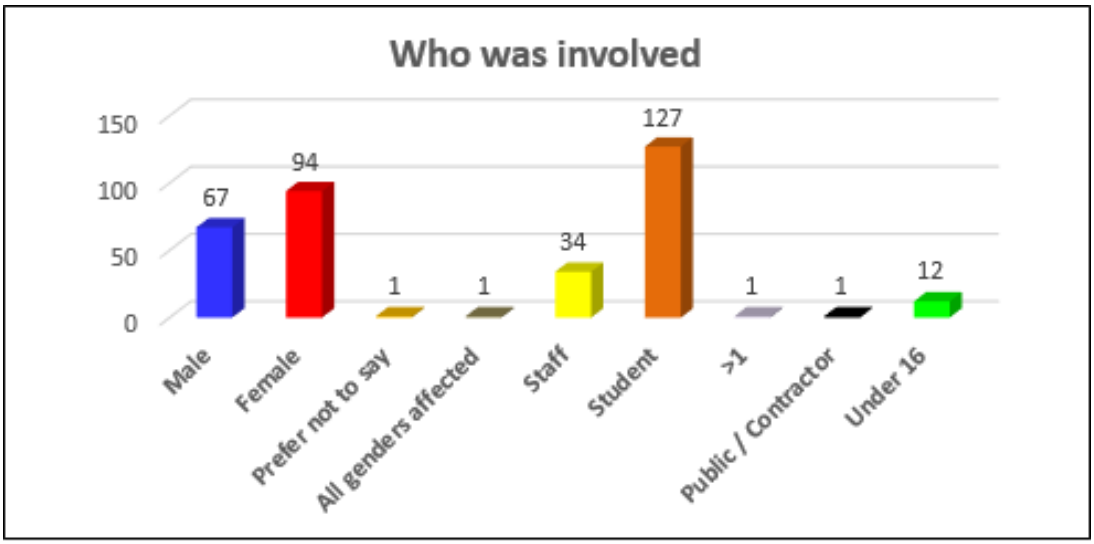
Incident Reporting

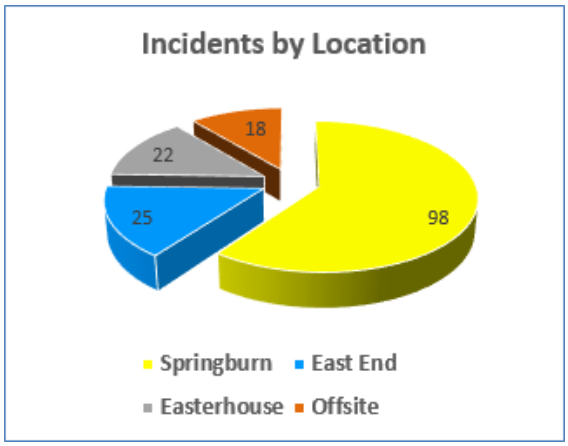
2025-26		2025					2026							Totals
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Accident		3	14	6	5	6	11	4	5	1	6	0	1	**62**
Incident		8	16	13	7	5	11	4	2	5	10	3	0	**84**
Aggression & Violence	**Physical**	0	1	0	1	0	1	1	0	1	0	0	0	**5**
	Verbal	1	3	0	2	0	1	0	0	0	1	2	0	**11**
Near Miss/Other		0	1	0	1	0	0	0	0	0	0	0	0	**2**
Total		12	35	19	16	11	24	9	7	7	17	5	1	**163**

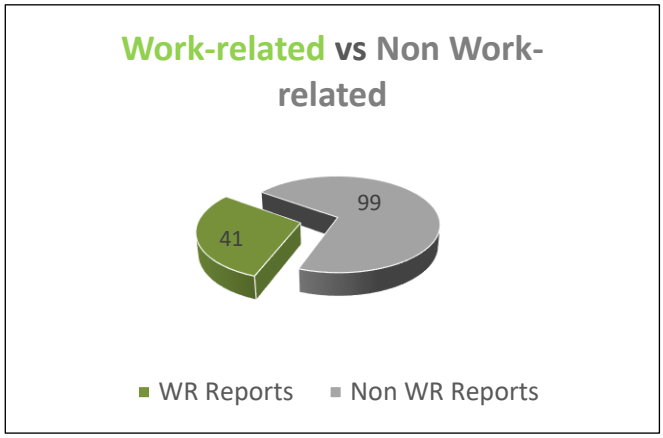
There was a 2.4% decrease in number of reported accidents / incidents compared against the 2024-2025 figures. Of note:

- 29% of all incident reports were ‘work-related’

Statistics tables







10. Legal and Current Issues Review (LCIR)

The LCIR is issued on a monthly basis throughout the year and provides a summary of each topic with a link to the full article on the relevant website. LCIR's are made available to employees on the Health and Safety Intranet.

11. Martyn's Law (AG Lockdown) Preparations

a. The Terrorism (Protection of Premises) Bill, also known as Martyn's Law, will deliver the UK Government's manifesto commitment to 'bring in Martyn's Law to strengthen the security of public events and venues. Under Martyn's Law, the college will need to take reasonable steps to improve our preparedness for potential threats (armed intruder etc.). These measures include:

The college have engaged AG Lockdown; following a recommendation from the college insurers (UMAL), and the system will help the College with Evacuation, Invacuation, and Lockdown Procedures.

The implementation phase for the lockdown system is currently underway, and includes technical discussions with ICT for Smart screen, computer and CCTV aspects, roll-out of room QR codes and campus familiarisation visits. When all preparations have been complete, communication will be sent to employees to explain the system and processes and training will then take place before this becomes fully operational.

12. Occupational Health Surveillance (OHS)

OHS serves two purposes:

- The identification and management of employees exposed to hazards which may result in potential work-related ill-health effects,
- Provision of the mandated health surveillance as required by specific legislation (Management, COSHH, Lead, Noise, Vibration Regulations etc.).

OHS includes employees being exposed to noise, vibration (handheld vibrating tools), ionising radiation, lead, solvents, fumes, dusts, biological agents, and other substances hazardous to health.

The College OHS programme includes:

- Audiometry for noise exposure
- Respiratory for dust & fume exposure

- Hand-arm vibration (HAV) for vibrating handheld tool exposure
- Skin health checks for solvent or COSHH material exposure
- Blood tests for lead work exposure, and
- Eyesight checks for employees who routinely drive college vehicles as part of their role.

Acura Occupational Health conducted the 2025-2026 OHS programme, which commenced in September and continued through until June. The programmed clinics took place at Springburn (SB) and East End (EE) campuses.

Date	Appointments	Attended	DNA	%
25.09.25 (SB)	9	6	3	67
09.10.26 (SB)	9	9	0	100
23.10.26 (EE)	11	7	4	64
09.02.26 (SB)	10	7	3	70
02.03.26 (EE)	10	8	2	80
30.03.26 (SB)	8	3	5	38
03.06.26 (SB)	8	8	0	100

3 other planned clinics were cancelled due to ill health.

a. Occupational Health Surveillance referrals

Over the reporting period and following their routine OHS appointments one member of staff remains under the Physician (Optima Health Care) for further investigations. All employees were subsequently assessed as fit for work.

Flu Clinic

During the Staff Development Week in November, a free to employees' flu-clinic was conducted by Rowlands Pharmacy at Springburn campus. This offering was taken up by 83 employees.

The remaining 17 doses were administered to staff during the Staff Development Week in March.

13. Employees Training

a. Minibus Driver Awareness Scheme (MiDAS)

The college has four members of employees qualified as MiDAS Assessor, which allows the college to maintain our minibus driver standards. Two of the Assessors underwent their 3-yearly refresher training in June and are now in a position to requalify our existing MiDAS drivers and induct any future volunteers.

b. First Aid

Eight members of employees completed first aid at work qualifications, six newly qualifying and two who requalified.

c. Fire Safety

A rolling fire safety training programme was initiated in July, which included Evacuation Chair and Fire Warden. This programme will continue in November and September.

d. WorkRite

The mandatory online modules on WorkRite (11 modules) have been added to employee's user profile on the system. The contract for WorkRite expires December 2027

A comparison of the levels of completion in year is set out below:

Mandatory Training	Percentage (%)	
	Sep 25	Sept 26
Anti-Bribery / Anti-Corruption	50	72
AssessRite	56	96
Conflict Management	52	72
Cyber Security Awareness	90	90
Equality and Diversity	43	72
FeelRite	58	66
FireRite	69	61
GDPR	36	55
Manual Handling Awareness v2	43	70
Risk Assessment	44	61
Safeguarding	50	71
Slips, Trips and Falls	55	70

14. Safety Inspections

The recording of Workplace Safety Inspections (WSI) were halted due 2024 / 2025 due to the data being unable to be found in the previous H&S Managers One Drive.

WSI will recommence this academic year through Smartlog which can track and report on progress.

15. Health and Safety Manager CPD

In addition to conducting the CPD required by Institute of Occupational Safety and Health (IOSH), the HSM participated in the following external training courses and was involved or provided the internal training listed below during this reporting period:

External Webinars and Courses:

- Webinar – Neurodivergence in the Workforce - Posturite
- MiDAS Driver Assessor training
- NEBOSH CPD Event – Glasgow SEC
- Colleges Scotland – Emergency Planning and Preparedness – Enactment of Martyn's Law

Internal Training:

- H&S Induction (18 members of employees)
- Incident Management Team Training
- WorkRite risk management system team briefings
- College minibus drivers MiDAS training and assessment
- Fire Warden (12 volunteers trained and majority of members of the Estates Team)
- Safe Operation of Evacuation Chair (9 trained)

The Health and Safety Manager has also provided support to Dumfries and Galloway College at the request of their Principal. This support is ongoing while they recruit a Health and Safety Advisor.



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Health & Safety Manager