



College Health & Safety Verification Visit Pilot

Final Report

CDN Health & Safety Development Network

Contents

Project title	3
Project summary	3
Aims and intended outcomes of pilot	3
Timetable of main activities	4
Verification Pilot – background context	5
Summary of good practice findings	5
Pilot verification visit recommendations for participating colleges	5
Pilot Evaluation	5
Next Steps and recommendations	5
APPENDICES	
Appendix A – Health and Safety pilot evaluation questionnaire	
Appendix B – Evaluation form responses	
Appendix C – Good Practice Findings	

Project title

College Health and Safety Verification Visit pilot

Project summary

To help ensure that colleges continued to maintain effective compliance with health and safety legislation and good practice in the absence of regular external audits; to support the shared understanding and dissemination of best practice relating to health and safety issues and monitoring across Scotland's colleges.

Aims and intended outcomes of pilot

College Development Network Health and Safety steering group members will work collaboratively with selected colleges to:

- Plan and agree an approach to verification of college based health and safety within a discrete subject area (Joinery and Woodworking departments)
- Develop an observation schedule and standardised questions to enable systematic and focused information gathering (from Heads of Departments, Lecturers, college support staff, Union Representatives)
- Create and distribute pre-visit documentation, ensuring that selected colleges/departments were clear about the expectations, purpose and nature of the planned visits.
- Carry out scheduled verification visits, engaging in professional dialogue with college staff.
- Produce post-visit reports, highlighting the areas of good practice and recommendations for college(s).

Health and Safety practitioners from the following organisations worked collaboratively on this project.

Dundee and Angus College
Fife College
Perth UHI College

Andy Cathro

Health and Safety Development Network Chair

Contact: a.cathro@dundeeandangus.ac.uk

Timetable of main activities

Pilot stages and actions	When	Who
Initial Meeting <ul style="list-style-type: none"> Agree project plan and proposed timeframe 	January 2015	CDN Health and Safety Development Network Steering Group members
Identify and agree college participation for the pilot	September 2015	3 colleges selected for the pilot exercise
Research and prepare Verification Pilot approach <ul style="list-style-type: none"> Establish scope and nature of visits (length, participants etc.) Establish standardised approach (key areas/questions) 	January- August 2016	CDN Health and Safety Development Network Steering Group member(s) and participating colleges
Implementation of Pilot Verification visits <ul style="list-style-type: none"> Send out invitations to participate to selected college principals Send out pre-visit documentation/paperwork Carry out planned visits 	August/September 2016 August/September 2016 06 October 2016 21 October 2016 28 October 2016	Health and Safety Development Network Chair Health and Safety Development Network Chair and participating college health and safety practitioner(s)
Evaluation of Pilot Verification Visit Outcomes <ul style="list-style-type: none"> Send Evaluation to participating colleges Compile and evaluate feedback 	November 2016 May 2017	Health and Safety Development Network Chair
Project Outputs Sector dissemination <ul style="list-style-type: none"> Prepare draft report and present to the participating colleges and Steering Group members Upload and publicise the final evaluation report on CDN's Health and Safety Development Network web page Seek endorsements from key external partners (e.g. Scottish Government, HSE, IOSH Scotland) Present/submit summary findings to the college Principal's Group 	June 2017 July 2017 November/December 2017 December/January 2017/18	Health and Safety Development Network Chair/CDN lead CDN lead Health and Safety Development Network Chair/CDN lead Health and Safety Development Network Chair

Verification Pilot – Background context

The area selected for this pilot was college Joinery and Wood Machining Department(s).

The verification visits were completed within one working day and included observations and information gathering from the Head of the Department, Lecturers, Support Staff and Union Representatives. A walk-through of the areas was also included in the visit and pre-defined questions were used at all visits to ensure a common standard was obtained for verification purposes. Following each visit, a report was produced and issued to the relevant College. After issuing the College's reports each participating college was asked to complete a post visit evaluation.

Summary of good practice findings

A full list of the pilot findings is provided in Appendix C.

Pilot verification visit recommendations for participating colleges

Within each College's report there were some suggestions to enhance health and safety compliance. These suggestions were detailed within each individual report but have not been included within this report.

Pilot Evaluation

It is clear from the feedback that those involved in this pilot exercise have viewed the visits positively. (see Appendix B) Following discussions with the Health and Safety Officers, conducting the visit, they found the process to be a positive experience. For example:

- College managers have shown commitment to safety and afforded those involved to be part of the process resulting in a sense of ownership
- Department reviewed health and safety compliance prior to the visit
- Proactive monitoring by another College's Health and Safety Practitioner, who knows how further education operates, was beneficial
- A benchmark standard has been achieved
- Numerous good practices were observed that can be implemented within their College.

From this evaluation, this pilot exercise has been a success. It has provided valuable opportunities for professional dialogue and the sharing of comparative health and safety practices. By providing an independent view of the health and safety standards within a department of a College by someone with knowledge and understanding, not just of health and safety but on how a further education College operates, this pilot has supported the ongoing professional development of subject lecturers, support staff and increased the profile and role of health and safety practitioners. This approach is forward looking, ambitious and of clear benefit to the sector.

Next Steps and Recommendations

1. Encourage continued involvement after this pilot (e.g. a 2/3yearly verification exercise with Dundee and Angus College, Fife College, Perth UHI College).
2. Colleges across Scotland agree on a sustainable model to participate in the rolling out of this approach (on a regional/national basis).

APPENDIX A

HEALTH AND SAFETY VERIFICATION VISIT EVALUATION FORM

In order to evaluate the pilot exercise, your views would be greatly appreciated. Please provide comments under the following headings.

- Quality of communication prior to the visit:
- Quality of the dialogue between yourself and the verifiers:
- Value of the pilot exercise to you:
- Value of the pilot exercise to the department:
- Your views on the verification visits being introduced to other Colleges:
- Additional comments:
- Suggested improvements on the pilot exercise:

Thanks in advance for your feedback

APPENDIX B

HEALTH AND SAFETY VERIFICATION VISIT EVALUATION FORM RESPONSES

Quality of communication prior to the visit:

- *The communication was good prior to visit, short notice but everything went ok*
- *Excellent*
- *Good communication and information was given prior to the visit I felt well informed.*
- *The communication to inform the department and myself of the exercise I felt was a bit on the short side on this occasion. This meant that we had a shorter period of time to get things in order but never the less worked out.*
- *All communication was by email and verbal in time which gave the team time to reflect on any outstanding issues that were required to be addressed*
- *Some communication by email to make me aware of a visit*
- *External & internal communication very good outlining scope, purpose and format of the visit.*

Quality of the dialogue between yourself and the verifiers:

- *The dialogue was good, had a nice chat with the guys involved, they had some great ideas*
- *Excellent*
- *I was made to feel comfortable by them and felt comfortable speaking and discussing the issues they brought forward*
- *I felt the dialogue was good between us. They asked various questions on the structure and where H&S fits in with the college priorities, department priorities etc.*
- *They understood that the task is much greater than anticipated and it will take some time to bring it all together*
- *The meetings were informal but informative (both ways) a lot of useful information was gained on practices at other colleges*
- *Good dialogue, but I felt this did not allow enough time to cover all aspects and some points were missed which they have included in their report i.e. we have a record of weekly lev checks but this has been picked up in the report as not happening*
- *Good professional high level dialogue with clear transparent communication.*

Value of the pilot exercise to you:

- *Very worthwhile*
- *Excellent*
- *I feel it is a very good idea*
- *In my eyes, definitely worthwhile and on the back of it, should help shape future exercises like this*
- *Very valuable and more than happy to participate in another or similar*
- *Some potential, but I believe the individual being able to visit different sites rather than just the H&S representatives who do not have relevant specialist knowledge about the areas*
- *Pilot allows me to benchmark where the department is with regards H&S. It also gives me, the line manager, an indication of my staff & learners understanding and implementation regarding H&S.*

Value of the pilot exercise to the Department:

- *Keeps our department up to date with H&S*
- *Excellent*
- *It focused some of our practices (good and not so good) we have altered some areas and taken on board some suggestions*
- *Good to have an outside view on the department*
- *The report will be shared with all staff in construction as this will inform them of the good practice that already exists in the department. It also highlights some areas for development, which Construction staff and learners will address.*

Your views on the verification visits being introduced to other Colleges:

- *Great idea, would recommend it.*
- *I feel this could be beneficial to other Colleges (if the no blame element remains)*
- *Would encourage other colleges to be involved in this exercise, virtually painless*
- *Could be a useful exercise, if it is done by people with relevant specialist knowledge of the area*
- *Excellent, a great opportunity to share good practice and standardise H & S across the sector.*

Additional comments:

- *More of a health and safety culture and an improved focus on staff training in high risk areas*
- *Very worthwhile with xxxx leading the construction team through some of the issues this has improved H and S in workshops and awareness*
- *Visits and interviews were done during a designated break, so little time and left a class for the visit then returned to teach a class right after.*

Suggested improvements on the pilot exercise:

- *More time for the inspections and interviews*
- *Clear time allowed for the visits*
- *Maybe focusing on certain topics across the college sector e.g. Stress, Sickness, and General condition of estates high risk areas/activities across the whole College.*

APPENDIX C

HEALTH AND SAFETY VERIFICATION PILOT GOOD PRACTICE FINDINGS

Staff Development	Systems & Processes	Student experience
<ul style="list-style-type: none"> • Staff spoken to had awareness of their responsibilities in line with the Colleges Health and Safety Policy • Health and Safety training has been identified and is being rolled out • Health and Safety Management Software. System includes Risk Assessments, Training, Accident/Incident reporting • Health and Safety training is time lined (completion within 6 months) • Health and Safety is discussed at the staff team meetings • Good understanding of accident/incident reporting procedures • Information on accidents is shared on the College portal 	<ul style="list-style-type: none"> • Accident reporting process in place and staff knowledge confirmed as working practice • Risk assessments completed and available within workshops • LEV (local exhaust ventilation) system automated • Designated first aiders and staff on a rota • Risk assessments and maintenance records were displayed on each machine • Numerous warning signs and lock off process within the machine shop • All rooms were locked when not in use • Health surveillance programme in place: Audiometry, Lung function • General Risk Assessments, CoSHH Assessments are readily available, copies displayed in department and uploaded onto College portal. • PPE provided for all persons working or training in the areas, all persons wearing PPE at time of inspection • Hearing protection readily available • Good layout -sufficient room around machines • Machines locked off centrally when not in use. • List of persons authorised to use each machine on display in rooms • Health and Safety Notice board(s) in workshop area 	<ul style="list-style-type: none"> • Warning letter issued to students who breach health and safety rules • Different clothing to differentiate student groups • Students are involved in risk assessment • Students wearing similar PPE to the contractors when visiting off-site construction projects