

EAST RENFREWSHIRE COUNCILEDUCATION COMMITTEE22 AUGUST 2019Report by the Director of EducationHEALTH, SAFETY AND SECURITY: REVIEW OF 2018-19 AND PRIORITIES FOR 2019-20**PURPOSE OF REPORT**

1. This report accompanies the Education Department's annual report on health, safety and security issues. The annual report sets out action taken in 2018/19 and objectives for 2019/20.

RECOMMENDATIONS

2. The Education Committee is asked to:
 - (a) Note the progress made in 2018/19 in achieving the Education Department's agreed health, safety and security objectives;
 - (b) Agree the health, safety and security objectives proposed for 2019/20; and
 - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of school session 2019/20 and, in line with the Council's reporting arrangements on Health and Safety, submit this for the consideration of JCC.

BACKGROUND

3. At its meeting on 23 August 2018, the Education Committee approved key objectives for session 2018/19. The attached report (Appendix 1), compiled in conjunction with the Corporate Health and Safety Unit (CHSU) shows progress against these objectives and how these are supported within the Education Department.

REPORT

4. The Education Department remains fully committed to maintaining and improving its standards in health, safety and security. This is evidenced in the work done in 2018/19 and the planned activity for 2019/20 as noted in the attached report. Activity over the year includes risk assessment, audit and inspection, training and responding to new requirements and situations. A summary of the actions and areas is included within the appended report.
5. Violence to staff incidents have decreased in some schools but at the same time has increased in others. The majority of violent incidents relate to pupils with additional support needs or pupils posing challenging behaviour in predominately seven schools. As a result of discussions with union colleagues it has been agreed to

establish a working group consisting of staff of various job roles. This working group will meet to look at the numbers in detail and identify good practice and areas for improvement.

6. The appended report sets out the priority areas for 2019/20. These have been categorised under three main headings - fire, training and management system and include the following:
 - Complete fire warden training for 20% of schools.
 - Complete manual handling training for 20% of schools
 - Carry out Fire Co-ordinator Role
 - Review of GLOW documents to identify those that require updated and prioritise, prioritise these and devise a plan of work for the next two to three years
 - Review Standard Circular 33 (Safety in Outdoor Education- A Code of Practice)
 - Review and update Code of Practice in Science
 - Development of a chemical safety management protocol for high schools to ensure best practice is followed across the school estate.
 - Development of a strategy to implement Occupational Road Risk (ORR) policy across priority/key areas within Education
 - Pilot new on-line school excursion form.
 - Review and Update Standard Circular 48
7. Education is the only department which reports to elected members discretely on its annual Health and Safety report; all others are reported to First Tier Joint Consultative Committee (JCC) through the annual corporate Health and Safety report, where elected members are present but there is a wider representation of Trade Union partners.
8. To bring the department into line with others and to allow a broader range of views and comments, it is proposed that this report be the last one submitted to Education Committee. In future years it is still proposed that Education brings its annual health and safety report to the JCC.

CONSULTATION

9. Consultation with employees and their trade union representatives on health and safety matters takes place in the first instance through the Education Department's Health & Safety Committee. Any major issues arising are escalated through other consultative forums.
10. The department has consulted Trade Union Partners on the proposal to take future annual Health and Safety reports to First Tier JCC.

FINANCIAL IMPLICATIONS

11. Operational aspects of the plan's delivery are contained within the department's budget. Where an action requires capital investment, this will be submitted for consideration as part of the Council's annual capital planning exercise.

RECOMMENDATIONS

12. The Education Committee is asked to:

- (a) Note the progress made in 2018/19 in achieving the Education Department's agreed health, safety and security objectives;
- (b) Agree the health, safety and security objectives proposed for 2019/20; and
- (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of school session 2019/20 and, in line with the Council's reporting arrangements on Health and Safety, submit this for the consideration of JCC.

Mhairi Shaw
Director of Education
August 2019

Convener Contact Details

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**Education Department Annual Health, Safety & Security
Report**

2018 - 2019

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INTRODUCTION

The Education Department is committed to health, safety, welfare and security improvement. That commitment is illustrated both in the progress made in the last year in achieving objectives, and in setting targets for 2019/20.

The report relates directly to the Corporate Health and Safety objectives and how these are supported within the Education Department. It sets out progress made, areas for further development and proposes actions for 2019/2020.

PROGRESS SINCE PREVIOUS REPORT

The Education Department will ensure that health and safety continues to have a prominent place in the ethos, policy and procedures of individual services and establishments. During 2018/2019 the Department continued to take every opportunity to emphasise to all staff their responsibilities for minimising health and safety risks at work and to further enhance a positive health and safety culture in each establishment. Specific actions included continuation of training opportunities for all staff, updating and completion of departmental and individual establishment risk register, generic risk assessments and reviewing of fire risk assessments across establishments.

This year proved particularly challenging with a change in personnel within the Health and Safety Team for Education with the employment of a Health and Safety Adviser on a temporary basis to cover maternity leave and recruitment of a new Health and Safety Technician. This new team has strived to ensure continuity of service wherever possible across the Department however as a consequence of this recruitment a number of objectives set for 2018/19 were not fully realised.

DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES

No.	Objective Description	
1.	Complete fire warden training for 20% of schools. (based on a 3 year cycle)	100% Complete
3.	Complete annual refresher evacuation chair training	80% Complete *
4.	Carry out Fire Co-ordinator Role	100% Complete
5.	Review Standard Circular 8b – Incidents of Anti - Social Behaviour and Violence towards Staff	90% Complete
6.	Review Standard Circular 33 – Safety in Outdoor Education – A Code of Practice	Deferred to 2019/2020
7.	Review and Update Code of Practice in Science	Deferred to 2019/2020

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No.	Objective Description	
8.	1. Develop on-line school excursion form. 2. Pilot on-line excursion form with school 3. Review & Update Standard Circular 48	Deferred to 2019/2020

*80% complete as staff previously trained within one school due to health constraints could not complete refresher session, therefore full training session is required during 2019/20 with new staff chosen.

HEALTH AND SAFETY TRAINING

The Education department continued to promote health and safety training courses during this reporting period, with attendees from across the department. Courses were delivered by both the department's health and safety professionals and by the Corporate Health and Safety Unit.

HEALTH AND SAFETY TRAINING			
Departmental/External Courses	Numbers Attending	Comments	Training Provider
Business Support Manager Programme x 4	36 (9) per 4 meetings held	H&S Advisor provided training on relevant topics at Business Support Managers meetings	Education H&S
Conflict Management Training	2	Training for education staff	
DSE Assessor training	6	Training for education staff	Education H&S
First Aid at Work Training	22	Training available to all Education staff	External provider
Emergency First Aid	1	Training available to all Education staff	External Provider
Behavioural Support Strategies Training	118	Training available to all Education staff - Proactive Approaches to the management of behaviour that challenges	Education Department
Fire Warden Training	419	Refresher programme in place for education staff	Education H&S
Fire Extinguisher Training	148	Refresher programme in place for education staff	Education H&S
Manual Handling training	4	Training for education staff	Education H&S
Microbiology Course	1	Course Designed for	SSERC

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		School Technicians	
Office Safety Training	26	Training for education staff	Education H&S
Safe Use of Evac Chairs	6	Training for schools with Evac Chairs	Education H&S
Safe Use of Evac chairs – refresher	13	Refresher Training for schools with Evac Chairs	Education H&S
Safe Use of Ladders	16	Training for education staff	Education H&S
TOTAL ATTENDEES	816		

Corporate Online Courses	Numbers Attended	Comments
Building Responsible Person	32	All Heads of Establishment
Dangerous Substances Module – E- Learning	2	Training available to all Education staff
Display Screen Equipment Module - E- Learning	16	Training available to all Education staff
Electricity Module E- Learning	4	Training available to all Education staff
Fire Module – E- Learning	155	Training available to all Education staff
Health and Safety Module – E- Learning	14	Training available to all Education staff
TOTAL ATTENDEES	223	

There has been a continuation of the training for the role of fire wardens across schools to ensure actions on fire risk assessments were complete. Safe use of ladders was provided to ensure staff working at height had training in safe access with ladders. There was an initiative to encourage those staff working out with schools to complete the online Fire Awareness module. Head teachers were also asked to complete the new online Building Responsible Person module launched by Corporate Health and Safety team in December 2018.

HEALTH AND SAFETY MONITORING AND REVIEW

The Education Department takes a proactive approach to health and safety monitoring. It receives periodic general health and safety audits and annual fire risk assessments undertaken by officers from Corporate Health and Safety Unit (CHSU).

FIRE RISK ASSESSMENTS		
Premise	Previous Risk Rating	Current Risk Rating
Carolside Primary School	High	Medium
Hillview Primary School	High	High –working with

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FIRE RISK ASSESSMENTS		
Premise	Previous Risk Rating	Current Risk Rating
		school
Our Lady of the Missions PS	High	Still to be reviewed
St Luke's High School	Medium	Low
Style Academy Crookfur	Medium	Medium
St Joseph's Primary School	Medium	Medium
McCready Family Centre	Medium	Low
Giffnock Primary School	Medium	Medium
Cross Arthurlie Primary School	Medium	Medium
Woodfarm High School	Medium	Low
Braidbar Primary School	Medium	Medium
Eastwood High School	Low	Low
Busby Nursery Building	Low	Low
Netherlee Primary School	Low	Low

Actions are in place to improve the risk rating for both Hillview Primary and OLM. There are a number of outstanding property related issues across the department that have been raised with Property and Technical Services for action. Many of these actions have been identified on previous fire risk assessments and form part of Property and Technical Services long term plans to repair or replace.

There were 14 fire risk assessments carried out over the reporting period, 9 were new assessments and 5 were reviews. These resulted in:

- 285 actions raised
- 80 actions closed
- 66 actions remaining are related to work that has to be carried out by Property and Technical Services.

In premises where a reduction in overall risk rating has not been found this is largely due to building fabric issues that complied with legislation at the time of build but now need further investment. To compensate for this the department has implemented robust management procedures along with an extensive programme of fire safety training and each school continues to reduce any outstanding actions throughout the year.

The introduction of Playful Pedagogy has in some instances contributed to the increase in fire safety actions for schools, in many cases the best available space to promote this important part of the curriculum is not been sought and as a result equipment has been kept in fire escape routes. The department continues to work with head teachers and staff to support them to find a balance between delivering high quality curriculum without compromising fire safety of the building.

Corporate Health and Safety Audit Programme

There were 15 audits covering a variety of different topics carried out by the Corporate Health and Safety Unit throughout 2018/19.

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AUDITS – these can be full building audits but tend to be policy / topic related, e.g. first aid, manual handling		
Service / Premise	Total Score	Comments
McCready Centre	96%	Health and Safety Policy (100%) Slips, trips and Falls (89%) Accident/Incident reporting and investigation (100%)
Calderwood Lodge	90%	Health and Safety Policy (80%) Slips, trips and Falls (90%) Accident/Incident reporting and investigation (100%)
Carolside Primary School	73%	Health and Safety Policy (60%) Slips, Trips and Falls (60%) Accident/ Incident Reporting and Investigation (100%)
Giffnock Primary School	93%	Building Responsible Person
Neilston Primary School	91%	Building Responsible Person
Thornliebank Primary School	100%	Building Responsible Person
Busby Primary School	77%	First Aid (71%) Infection Control (80%) Safety Signs and Signals (100%)
FM Catering	81%	First Aid (73%) Infection Control (100%) Safety Signs and Signals (50%)
Carlibar Primary School	89%	Concern Marker (100%) Management of Lone Working and Violence and Aggression (82%) Training, reporting and support mechanisms (75%)
St Cadoc's Primary School	86%	Concern Marker (100%) Management of Lone Working and Violence and Aggression (85%) Training and support (75%)
Hazeldene Family Centre	72%	Display Screen Assessment (63%) Manual Handling (54%) Electricity (100%)
Arthurlie Family Centre	51%	DSE (43%) Manual Handling (29%) Electricity at work (82%)
St Thomas' Primary School	44% *(63%)	DSE (8%), Manual Handling (50%) Electricity at work (71%)
St Ninian's High School	87%	PPE (86%); Use of Ladders (86%); Work at Height (83%); PUWER (89%)
Eastwood High School	87%	COSHH (82%); Noise (91%);

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AUDITS – these can be full building audits but tend to be policy / topic related, e.g. first aid, manual handling		
Service / Premise	Total Score	Comments
		Vibration (86%)
St Ninian's High School	86%	PPE (86%) Use of Ladders (86%) Working at Height (83%) Provision & Use of Work Equipment (89%)
Cross Arthurlie Primary School	78%	First Aid (77%) Infection Control (83%) Safety Signs (75%)

*Provides the updated total score following completion of a number of actions from the audit

The Education Department's aim is to take prompt action in relation to issues identified within the general health and safety audits issued by the Corporate Health and Safety Unit.

A proactive approach is in place to identify short, medium and long term remedial action as required. Following each audit support is provided to head teachers and managers to progress action plans and improve the overall health and safety performance of the department.

INSPECTIONS – these are generic inspections, often undertaken in conjunction with trade unions representatives, for e.g. storage, electrical safety			
Service / Premise	No. of Actions	Comments	
Hazeldene Family Centre	4	Joint Management/EIS Inspection	H&S
Carlibar Primary School	0	Joint Management/EIS Inspection	H&S

Local health, safety and joint inspections are undertaken by head teachers, managers and local health and safety representatives.

The methodology involves the head teacher/manager and/or local health and safety representative using a standard departmental check list to identify local issues, which may then be resolved locally or remitted to the appropriate health and safety officer for further action. This monitoring provides joint action plans for improvement which allows schools to take a pro-active approach to health and safety.

Any building related matters are then raised by the janitor, to Property and Technical Services, through the Property Log Book for repair and/or replacement

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RISK EXPOSURE AND STRATEGIES FOR RISK CONTROL

The main health and safety risks identified, and reflected in objectives for the year, include fire, manual handling, slips and trips and violence to staff. In addition to these more specific, school or service-related risks arising from the use of specific machinery in certain areas, e.g. technical/science classrooms, managing of pupils with additional support needs, school excursions have been a focus. In all of these areas the review process is continuous and ongoing.

GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK		
Type	Numbers	Comments
New risk assessments created	24 10 general	This included general risk assessments carried out for school environment including Display Screen Equipment, manual handling, lone working, working at height, slips and falls, and assessments for pupils with additional support needs
Existing risk assessments reviewed	2	Reviewed assessments for pupils with additional support needs
New safe systems of work (SSoW) created	0	

School Trips and Excursions

A key part of the curriculum supported by the Education Health and Safety team is the delivery of school trips across the UK and abroad, ranging from Primary 7 residential trips, Duke of Edinburgh expeditions and World Challenge expeditions. Head Teachers and Party Leaders were supported to complete risk assessments for trips and ensure health and safety is an integral part of the planning process for all trips. Throughout the period 90 trips and excursions were reviewed and approved for the coming year and in excess of 4000 pupils went on trips and excursions organised by staff in schools.

Committees

The Education Department is committed to corporate working and consultation through its participation in various committees such as

HEALTH AND SAFETY WORKING GROUPS / MEETINGS		
Working Group / Meeting Name	Numbers	Comments
Crisis Resilience Management Team (CRMT)	4	Education team in attendance
Culture & Sport Health & Safety	2	Departmental Meeting
Education Health & Safety Committee	3	Departmental Meeting
General Health & Safety Committee	3	Corporate Meeting with Departmental Input
SPLASH Strategy Group	1	Corporate Meeting

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HEALTH AND SAFETY WORKING GROUPS / MEETINGS		
Working Group / Meeting Name	Numbers	Comments
Business Support Managers Meeting	4	Departmental Meeting
Concern Marker Group	3	Corporate Meeting with Departmental Input
Corporate Risk Management Group	0	Corporate Meeting with Departmental Input
Violence to Staff Meeting with Unions	3	Departmental Meeting

CONSULTATION

Consultation with employees and their union representatives on health and safety issues is achieved through the following formal mechanisms:

- First tier Joint Consultative Committee (JCC), attended by Elected Members, Directors, Senior Officers and Trade Union Representatives
- Education Staff Consultative Committee attended by Education Senior Manager, HR Business Partner and Trade Union health and safety representatives
- Local Negotiating Committee for Teachers (LNCT) attended by Education Senior Manager as well as senior school management and teacher representatives

ENFORCEMENT AUTHORITIES ACTIVITY

There were no health and safety convictions during the period of this review.

ACCIDENT / INCIDENT STATISTICS

ACCIDENTS AND INCIDENTS BY CATEGORY / TYPE		
Incident Type	People Affected	
	Employees	Others
Collision with Individual	12	8
Contact with Hazardous Substance	4	5
Contact with Sharp Object	4	7
Electric Shock	0	0
Fall from Height	3	2
Hit by Moving or Falling Object	11	15
Hit by Fixed or Stationary Item	3	8
Injured Whilst Moving and Handling	8	2
Medical Reason	4	8
Other Incident	4	16

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ACCIDENTS AND INCIDENTS BY CATEGORY / TYPE		
Incident Type	People Affected	
	Employees	Others
Road Traffic Accident	2	0
Slipped, Tripped or Fell on the Level	33	21
Sporting Injury	0	15
Swimming Pool (general)	0	0
Trapped between Objects	1	5
Violent Incident (Physical)	492	1
Violent Incident (Verbal)	98	1
Curriculum Related Sporting Injury (Education only)	0	32
Playground Incident (Education only)	0	54
Total	679	200
RIDDOR REPORTABLE ACCIDENTS AND INCIDENTS		
RIDDOR Reportable Incident Category	People Affected	
	Employees	Others
Fatality	0	0
Major Injury	1	0
Over 7 day absence	6	0
Dangerous Occurrence	0	0
Disease	0	0
Member of Public taken to Hospital	2	1
NON-RIDDOR Reportable Incident Category	People Affected	
	Employees	Others
Minor Injuries	89	200

The above accidents and incidents resulted in;

- 289 incidents overall for 2018/2019 compared to 210 incidents for 2017/18
- 89 employee incidents for 2018/2019 compared to 59 employee incidents for 2017/18
- 200 incidents for 2018/2019 involving pupils and others compared to 176 incidents for 2017/2018
- 592 violence to staff incidents for 2018/19 compared to 262 for 2017/18.

Violence to staff incidents has decreased in some schools but at the same time has increased in others. As a result of discussions with union colleagues it has been agreed to establish a working group consisting of staff of various job roles. This working group will meet to look at the numbers in detail and identify good practice and areas for improvement.

The overall increase is 330 incidents; this could be attributable to raised awareness of the importance of accident reporting, including as a consequence of trade union colleagues promoting reporting. Many incidents could also be due to younger pupils with additional support needs, who find the school environment challenging.

The majority of violent incidents relate to pupils with additional support needs or pupils posing challenging behaviour in predominately seven schools.

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The On-line Accident Incident Reporting System (AIRS) allows trained staff to input data relating to an incident and feeds directly to Education Health & Safety and CHSU teams to allow appropriate action.

Key to the above terms:

Major Injury - Any fracture, other than to the fingers, thumbs or toes. Dislocation of the shoulder, hip, knee or spine.

Minor Injury - Minor injury accidents are those which have not resulted in major injuries and over 7 day absences. For example small cuts, bruises, minor strains, etc.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) -

Work related incidents are reported to the Incident Contact Centre. Corporate health and safety takes responsibility for reporting these.

Curriculum Sports Related – Accidents and incidents that happen in relation to curriculum sports activities.

Dangerous Occurrence - A dangerous occurrence is an event, which does not necessarily result in a reportable injury, but has the potential to cause significant harm. (e.g. collapse of a scaffold)

Near Miss - Near miss incidents are those incidents which did not result in actual harm occurring but had the potential to cause harm. (e.g. slip resulting from ice on stairways and/or landings)

COST OF ACCIDENTS AND ILL HEALTH

Costs of Accidents and Ill Health	People Affected	
	Employees	Others
Compensation claims / costs	£10,000	Nil
Expenditure on occupational health provision	Not Known	Nil
Salary costs from work related injury and ill health	£12,850	Nil
Ill health retirements	0	0
Total days lost to work related injury and ill health	42	Nil

OBJECTIVES FOR 2019/2020

The Education Department is committed to setting health and safety goals which are challenging but realistic, and will monitor and measure progress during the coming year. The main objectives are: Fire, Training and Management Systems.

DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES	
No.	Objective Description
1.	Complete fire warden training for 20% of schools.
2.	Complete Manual Handling training for 20% of schools
3.	Carry out Fire Co-ordinator Role
4.	Review of GLOW documents to identify those that require updated and prioritise

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DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES	
No.	Objective Description
	those that need updated; devise a plan of work for the next two to three years
5.	Review Standard Circular 33 - Safety in Outdoor Education - A Code of Practice
6.	Review and update Code of Practice in Science
7.	Development of a chemical safety management protocol for high schools/for schools handling chemicals to ensure best practice is followed across the department
8.	Development of a strategy to implement ORR policy across priority/key areas within Education Undertake an analysis of what areas are subject to the policy and what procedures are already in place. Devise a plan to implement further steps within the policy to improve/ensure compliance
9.	1. Pilot on-line excursion form with school 2. Review & Update Standard Circular 48

CONCLUSION

This report sets out priorities to be addressed and implemented.

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