

EAST RENFREWSHIRE COUNCILEDUCATION COMMITTEE23 AUGUST 2018Report by the Director of EducationHEALTH, SAFETY AND SECURITY: REVIEW OF 2017-18 AND PRIORITIES FOR 2018-19**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 2017/18 and objectives for 2018/19.

RECOMMENDATIONS

2. The Education Committee is asked to:
- (a) Note the progress made in 2017/18 in achieving the Education Department's agreed health, safety and security objectives;
 - (b) Agree the health, safety and security objectives proposed for 2018/19; and
 - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of school session 2018/19.

BACKGROUND

3. At its meeting on 24 August 2017, the Education Committee approved key objectives for session 2017/18. 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 2017/18 and the planned activity for 2018/19 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. There has been a significant decrease (27%) in the number of instances of violence to staff, from 359 to 262. As in previous years, a large majority of these incidents can be attributed to a small number of pupils who have significant additional support needs; and in part related to some children and young people adapting to an environment that was previously unfamiliar to them. In these instances, strategies and support arrangements are in place to respond to challenging behaviour and additional interventions are planned to support staff in this regard. During the year the department held a specific event for Pupil

Support Assistants to support them in their engagement with pupils with challenging behaviour.

6. The appended report sets out the priority areas for 2018/19. 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 safe use of ladders training for 20% of schools
- Complete evacuation chair training
- Carry out Fire Co-ordinator Role
- Anti-social Behaviour and Violence towards Staff:
 - Conclude review of Standard Circular 8b (Incidents of Anti- Social Behaviour and Violence towards Staff)
 - Input to Pupil Support Assistant Training Event
- Review Standard Circular 33 (Safety in Outdoor Education- A Code of Practice)
- Review and update Code of Practice in Science
- Pilot on-line school excursion form
- Risk, Emergency Closure, Security Threats and Guidance
 - Commence streamlining of duplication across various emergency policies and associated training for key staff
 - Deliver high level summary / quick reference guides for staff to supplement more extensive circulars and policies.

CONSULTATION

7. 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.

FINANCIAL IMPLICATIONS

8. 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

9. The Education Committee is asked to:

- (a) Note the progress made in 2017/18 in achieving the Education Department's agreed health, safety and security objectives;
- (b) Agree the health, safety and security objectives proposed for 2018/19; and
- (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of school session 2018/19.

Mhairi Shaw
Director of Education
August 2018

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KEY WORDS

This report accompanies the Education Department’s annual report on health, safety & security.

The key words are: health; safety; security; risk assessment; accident; incident.

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

2017 - 2018

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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 2018/2019.

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 2018/2019.

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 2017/18 the Department continued to take every opportunity to emphasise to all staff their responsibilities for minimising health and safety risks at work and to 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.

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
2.	Complete safe use of ladders training for 20% of schools (based on a 5 year cycle)	100 % Complete
3.	Complete evacuation chair training	100% Complete
4.	Carry out Fire Co-ordinator Role	100 % Complete
5.	Review Standard Circular 8b (Incidents of Anti- Social Behaviour and Violence towards Staff)	80 % Complete
6.	Review Standard Circular 33 (Safety in Outdoor Education- A Code of Practice)	10 % Complete
7.	Review and Update Code of Practice in Science	10 % Complete
8.	Security Threats and Guidance – implement revised policy to relevant staff groups across the Education Estate (malicious calls, suspect mail, security breaches in restricted areas)	100 % Complete
9.	1. Develop on-line school excursion form. 2. Pilot on-line excursion form with school 3. Review & Update Standard Circular 48	1. 100% 2. 0% 3. 90%

HEALTH AND SAFETY TRAINING

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The Education Department continued to promote health and safety training courses during this reporting period, with attendees from across the department. Some courses were delivered by the department's health and safety professionals and by CHSU.

HEALTH AND SAFETY TRAINING		
Departmental / External Courses	Numbers Attending	Comments
Behaviour Support Strategy (BSS) Training	110	Provided for school staff
Business Continuity Training	7	Training for Business Support Managers
Business Support Manager Programme x 4	1	Training for Health and Safety Advisor
Conflict Management with Breakaway - Refresher	1	Training for Health and Safety Advisor
Evac Chair Training	25	Training for schools with Evac chairs
First Aid	42	First aid training for education staff
Fire Warden Training	180	Refresher programme in place for education staff
Fire Extinguisher Training	53	Refresher programme in place for education staff
Founding Principles of Crisis Management	1	Training for Health and Safety Advisor
Institute of Occupational Safety and Health (IOSH) Managing Safely	12	Training for education staff
Institute of Occupational Safety and Health (IOSH) Managing Safely – Refresher	19	Training for education staff
Managers for the Future	2	Training for Facilities Management Staff
Microbiology Course	1	Course Designed for School Technicians
Portable Appliance Testing (PAT)	1	Course Designed for School Technicians
Risk Assessment for Assessors	10	Training for School Staff
Risk Register Training	7	Training for Business Support Managers
Safe Use of Ladders	62	Training for education staff

HEALTH AND SAFETY TRAINING

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HEALTH AND SAFETY TRAINING		
Corporate Courses	Numbers Attending	Comments
Corporate Induction	1	Provided to all new employees
Dangerous Substances Module - E- Learning	4	Training available to all Education staff
Display Screen Equipment Module - E- Learning	2	Training available to all Education staff
Electricity Module E- Learning	6	Training available to all Education staff
Fire Module - E- Learning	7	Training available to all Education staff
Fire Warden Training	1	Training available to all Education staff
Health and Safety Module - E- Learning	2	Training available to all Education staff
Risk Assessment for Assessors	1	Training available to all Education staff
Working Safely with Ladders	2	Training available to all Education staff
TOTAL ATTENDEES	560	

There has been a continuation of the training for the role of fire wardens and those using ladders. Training in the use of the Evac Chair was also provided to approximately 4 staff members on average in each school with the need to use a chair in an emergency.

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
Cross Arthurlie PS	Medium	Medium
Kirkhill PS	Medium	Low
Williamwood HS	Medium	Medium
St John's PS incl EMIS & Trust	Medium	Medium
St Mark's PS	High	Medium
Hazeldene FC	Medium	Low
Calderwood / St Clare's	Medium	Low

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FIRE RISK ASSESSMENTS		
Premise	Previous Risk Rating	Current Risk Rating
Barrhead HS	High	Medium
Braidbar PS	Medium	Medium
Crookfur PS	Medium	Low
St Cadoc's PS	Medium	Medium
Glen FC	Medium	Low
Arthurlie FC	Medium	Still to be reviewed
Eaglesham PS	Medium	Medium
St Joseph's PS	High	High
Our Lady of the Missions PS	Medium	Medium
Mearns Castle HS	Medium	Still to be reviewed

Actions are in place to improve the risk rating for St Josephs. There are several outstanding property related issues that have been raised with Property and Technical Services for action. There were 17 fire risk assessments carried out over the reporting period, 10 were new assessments and 7 were reviews, these resulted in;

- 381 actions raised
- 189 actions closed
- 50 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 through the year.

AUDITS – these can be full building audits but tend to be policy / topic related, e.g. first aid, manual handling		
Service / Premise	Score	Comments
Cart Mill FC	85%	First Aid at Work, Infection Control, Safety Signs and Signals Audit
St John's PS	50%	DSE, Manual Handling and Electricity, reviewed now 68%
St Luke's HS	84%	First Aid at Work, Infection Control, Safety Signs and Signals Audit
Mearns Castle HS	56%	DSE, Manual Handling and Electricity, reviewed now 83%
Williamwood HS	96%	Building Responsible Person (BRP)
Crookfur PS	91%	Violent Warning Marker, Management of Aggression Incidents and Lone Working

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.

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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 union representatives, for e.g. storage, electrical safety		
Service / Premise	No. of Actions	Comments
Eastwood HS	7	Building Inspection- 1 action remaining
Isobel Mair FC	11	Building Inspection - response tbc
Madras FC	6	Building Inspection- 0 action remaining
Netherlee PS	8	Building Inspection- 3 actions remaining
St Ninian's HS	5	Building Inspection- 1 action remaining
Thornliebank PS	9	Building Inspection- 2 actions remaining
Woodfarm HS	2	CHSU Janitorial Site Inspection
Carlibar PS	11	Joint Management / Union Inspections
Hazeldene FC	2	Joint Management / Union Inspections
Giffnock PS	4	Joint Management / Union Inspections
Williamwood HS	2	Joint Management / Union Inspections

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 & safety officer for further action. This monitoring provides joint action plans for improvement which allows schools to take a proactive approach to Health & 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.

RISK EXPOSURE AND STRATEGIES FOR RISK CONTROL

The main health and safety risks identified 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 pupils with additional support needs, school excursions have been a focus. In all of these areas the review process is continuous and ongoing.

Noise at Work has been a focus for Education Health and Safety in the last quarter of 2017/2018, in particular for Instrumental Music and School Teaching Staff. Audio surveillance is well underway for all staff and measurements and assessments have been carried out to ensure compliance with the Noise at Work Regulations 2005. Results of assessments undertaken by external consultants will be received early 2018/2019 and any recommendations considered and where possible put in place.

GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK

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Type	Numbers	Comments
New risk assessments undertaken	50	This included generic risk assessments carried out for school environment including Display Screen Assessments, Security Needs Assessments, Lone Working Assessments and assessments for pupils with additional support needs
Existing risk assessments reviewed	1	Reviewed assessments for pupils with additional support needs
New safe systems of work (SSoW) created	0	

CONSULTATION

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

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 senior management, HR Business Partner and Trade Union health and safety representatives
- Local Negotiating Committee for Teachers (LNCT) attended by senior 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	4	3
Contact with Hazardous Substance	6	2
Contact with Sharp Object	3	12
Electric Shock	1	0
Fall from Height	3	9
Hit by Moving or Falling Object	2	12
Hit by Fixed or Stationary Item	3	13

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ACCIDENTS AND INCIDENTS BY CATEGORY / TYPE		
Incident Type	People Affected	
	Employees	Others
Injured Whilst Moving and Handling	3	1
Medical Reason	2	5
Other Incident	2	5
Road Traffic Accident	1	0
Slipped, Tripped or Fell on the Level	30	29
Sporting Injury	0	3
Swimming Pool (general)	0	0
Trapped between Objects	0	9
Violent Incident (Physical)	202	0
Violent Incident (Verbal)	60	0
Curriculum Related Sporting Injury (Education only)	0	43
Playground Incident (Education only)	0	29
RIDDOR REPORTABLE ACCIDENTS AND INCIDENTS		
RIDDOR Reportable Incident Category	People Affected	
	Employees	Others
Fatality	0	0
Major Injury	0	0
Over 7 day absence	3	0
Dangerous Occurrence	0	0
Disease	0	0
Member of Public taken to Hospital	0	3
NON-RIDDOR Reportable Incident Category	People Affected	
	Employees	Others
Minor Injuries	59	175

The above accidents and incidents resulted in:

- 59 employee incidents for 2017/2018 compared to 77 employee incidents for 2016/2017
- 175 incidents for 2017/18 involving pupils and others compared to 156 incidents for 2016/2017
- 262 violence to staff incidents for 2017/18 compared to 359 for 2016/17.

The pattern of violence to staff incidents is variable across schools, with some increasing and others decreasing compared to last year and reflects the relatively small number of cases.

The majority of physical violent incidents relate to pupils with additional support needs in predominately four schools - Isobel Mair School, Carlibar Primary's Communications Centre, Carlibar Primary and St Thomas' Primary.

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The department organised a specific training event for Pupil Support Assistants. Staff were provided with enhanced support and guidance with regards to violence to staff.

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)

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COST OF ACCIDENTS AND ILL HEALTH

Costs of Accidents and Ill Health	People Affected	
	Employees	Others
Compensation claims / costs	Nil	Nil
Expenditure on occupational health provision	£15,562	Nil
Salary costs from work related injury and ill health	£5,658	Nil
Ill health retirements	4	0
Total days lost to work related injury and ill health	108	Nil

OBJECTIVES FOR 2018/2019

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.	Complete annual refresher evacuation chair training
4.	Carry out Fire Co-ordinator Role
5.	Incidents of Anti-social Behaviour & Violence towards Staff- Review Standard Circular 8b
6.	Review Standard Circular 33 (Safety in Outdoor Education - A Code of Practice)
7.	Review and update Code of Practice in Science
8.	Pilot on-line school excursion form
9.	Risk, Emergency Closure, Security Threats & Guidance- streamline policy/quick reference guides

CONCLUSION

This report sets out priorities to be addressed and implemented.

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