

EAST RENFREWSHIRE COUNCILEDUCATION COMMITTEE24 August 2017Report by the Director of EducationHEALTH, SAFETY AND SECURITY: REVIEW OF 2016-17 AND
PRIORITIES FOR 2017-18**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 2016/17 and objectives for 2017/18.

RECOMMENDATIONS

2. The Education Committee is asked to:
- (a) Note the progress made in 2016/17 in achieving the Education Department's agreed health, safety and security objectives.
 - (b) Agree the health, safety and security objectives proposed for 2017/18.
 - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2017/18.

BACKGROUND

3. At its meeting on 25 August 2016, the Education Committee approved key objectives for session 2016/17. The attached report (Appendix 1), compiled in conjunction with the Corporate Health and Safety Unit (CHSU) shows progress against these objectives.

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 2016/17 and the planned activity for 2017/18.

REPORT

5. The annual report sets out progress in 2016/17 and highlights the activity undertaken in risk assessment, audit and inspection, training and responding to new requirements and situations. It shows an increase in violence to staff. 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. 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.

6. The report sets out the priority areas for 2017/18. 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:
 - Review Standard Circular 8b
 - Input Pupil Support Assistant Training Event
- Review Standard Circular 33 - Safety in Outdoor Education - A Code of Practice
- Security Threats and Guidance – implement revised policy to relevant staff groups across the Education Estate (malicious calls, suspect mail, security breaches in restricted areas)
- Review and update Code of Practice in Science
- Develop on-line school excursion form.

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 formulation of the future capital plan.

RECOMMENDATIONS

9. The Education Committee is asked to:
- (a) Note the progress made in 2016/17 in achieving the Education Department's agreed health, safety and security objectives.
 - (b) Agree the health, safety and security objectives proposed for 2017/18.
 - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2017/18.

Mhairi Shaw
Director of Education
August 2017

Convener Contact Details

Councillor Paul O’Kane, Convener for Education and Equalities

Tel: Mobile 07718 697115

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Report Author

Fiona Morrison. Head of Education Services (Provision and Resources)

Tel: 0141 577 3229

fiona.morrison@eastrenfrewshire.gov.uk

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**

2016 - 2017

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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 2017/2018.

The report relates directly to the Corporate Health and Safety objectives and how these are supported within the Education Department. Health and Safety issues of corporate concern, such as Grenfell and the Cole Report, are managed by the Environment Department. It sets out progress made, areas for further development and proposes actions for 2017/2018.

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 2016/2017 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.

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 manual handling training for 20% of schools (based on a 3 year cycle)	100% Complete
4.	Review and complete risk assessment for assessors training	100 % Complete
5.	Review and update Education Department's Fire Risk Assessments	71% Complete (71% completion within reporting period, now 100% complete)
6.	Review and update Education Department's H&S Audits	71% Complete (71% within reporting period, now 100% complete)
7.	Review Department General and Subject Safety Files	100% Complete

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No.	Objective Description	
8.	Review and update Code of Practice in Technical Education	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. 70%. 2.0% 3. 30%

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. 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	157	Provided for school staff
Display Screen Equipment Assessor	2	Training for School Office Managers
Evac Chair Key Trainer Course	2	Training for Health and Safety Team
First Aid	61	First aid training for education staff
Fire Warden Training	257	Refresher programme in place for education staff
Fire Extinguisher Training	55	Refresher programme in place for education staff
Health & Safety Induction	143	H&S induction process for new staff
Institute of Occupational Safety and Health (IOSH) Managing Safely	2	Training for education staff
Institute of Occupational Safety and Health (IOSH) Managing Safely – Refresher	17	Training for education staff
Manual Handling	100	Training for education staff
Portable Appliance Testing (PAT)	2	Course Designed for School Technicians
Risk Assessment for Assessors	38	Training for School Management Team
Safe Use of Ladders	129	Training for education staff

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HEALTH AND SAFETY TRAINING		
Departmental / External Courses	Numbers Attending	Comments
Threat Assessment, Management and Response	34	Training for Senior Education Management
Qualitative Face Fit Testing	2	Training for Health and Safety Team
Corporate Courses	Numbers Attending	Comments
Corporate Induction	2	Provided to all new employees
COSHH Awareness	4	Training available to all Education staff
Display Screen Equipment Awareness	1	Training available to all Education staff
Fire Warden Training	7	Training available to all Education staff
Manual Handling Assessors	6	Training available to all Education staff
Manual Handling Awareness	1	Training available to all Education staff
TOTAL ATTENDEES	1022	

There has been a continuation of the training for the role of fire wardens, those using ladders and those who participate in manual handling tasks. Risk Assessment for Assessors training also provided school senior management staff an overview of how the risk assessment process works.

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
St. Thomas' PS	Medium	Low
Thornliebank PS & Nursery	Medium	Low
Isobel Mair PS	Medium	Medium
Calderwood Lodge PS	Medium	Low
Cartmill FC	Low	Low
Our Lady of the Missions PS	High	Medium

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Actions are in place to improve the risk rating for Isobel Mair and Our Lady of the Missions schools. For Our Lady of the Missions these include a number of property related issues that have been raised with Property and Technical Services for action. At Isobel Mair Personal Emergency Evacuation Plans (PEEPs) will be prioritised for new pupils early in the session and a number of improvements relating to coverage of documentation and training are being addressed.

There were 6 fire risk assessments carried out over the reporting period, these resulted in;

- 128 actions raised
- 91 actions closed
- 27 actions 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.

AUDITS – these can be full building audits but tend to be policy / topic related, e.g. first aid, manual handling		
Service / Premise	Score	Comments
Glen FC	92%	Building Responsible Person Audit
Eaglesham PS	89%	First Aid at Work, Infection Control and Safety Signs and Signals Audit
St Mark's PS	96%	Health and Safety Policy, Slips Trips and Falls and Accident/Incident Reporting and Investigation
Netherlee PS	100%	VWM, Management of Aggressive incidents and lone working Audit
Kirkhill PS	83%	Building Audit
Cleaning Services	91%	Building 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.

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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
Williamwood HS	2	Building Inspection - actions now complete
St Joseph's PS	6	Building Inspection
St Cadoc's PS	8	Building Inspection - 6 complete, 2 actions remaining
Hazeldene FC	0	Building Inspection
Arthurlie FC	5	Building Inspection
Eastwood HS	7	Building Inspection
St Ninians HS	5	Building Inspection
OLM PS – Kitchen	4	Building Inspection
Woodfarm HS	3	Joint Management / Union Inspections
Carlibar PS	0	Joint Management / Union Inspections
Carolside PS	0	Joint Management / Union Inspections
Uplawmoor PS	2	Joint Management / Union Inspections
Giffnock PS	3	Joint Management / Union Inspections
St Mark's PS	5	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 of 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 2016/2017, in particular for Instrumental Music and School Teaching Staff. Audio surveillance is well underway for all staff and going forward plans will be put in place to ensure compliance is met relating to the Noise at Work Regulations 2005.

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GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK		
Type	Numbers	Comments
New risk assessments created	28	This included generic risk assessments carried out for school environment, manual handling and assessments for pupils with additional support needs
Existing risk assessments reviewed	6	Reviewed assessments for pupils with additional support needs
New safe systems of work (SSoW) created	1	SSoW carried out for St.Lukes HS automotive workshop

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)	2	Departmental Meeting
Senior Technicians	1	Corporate Meeting with Departmental Input
Culture & Sport Health & Safety	3	Departmental Meeting
Education Health & Safety Committee	4	Departmental Meeting
General Health & Safety Committee	3	Corporate Meeting with Departmental Input
SPLASH Strategy Group	2	Corporate Meeting
Violent Warning Marker Group	8	Corporate Meeting with Departmental Input
Corporate Risk Management Group	1	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 Head of Service, HR Business Partner and Trade Union health and safety representatives
- Local Negotiating Committee for Teachers (LNCT) attended by senior management and teacher representatives

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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	5	5
Contact with Hazardous Substance	0	3
Contact with Sharp Object	8	5
Electric Shock	0	0
Fall from Height	3	7
Hit by Moving or Falling Object	10	7
Hit by Fixed or Stationary Item	4	17
Injured Whilst Moving and Handling	9	0
Medical Reason	0	5
Other Incident	10	13
Road Traffic Accident	0	0
Slipped, Tripped or Fell on the Level	22	27
Sporting Injury	1	1
Swimming Pool (general)	0	0
Trapped between Objects	0	5
Violent Incident (Physical)	323	0
Violent Incident (Verbal)	36	0
Curriculum Related Sporting Injury (Education only)	5	32
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	0	0
Dangerous Occurrence	0	0
Disease	0	0
Member of Public taken to Hospital	0	0
NON-RIDDOR Reportable Incident Category	People Affected	
	Employees	Others
Minor Injuries	77	156

The above accidents and incidents resulted in;

- 239 incidents overall for 2016/2017 compared to 224 incidents for 2015/16
- 77 employee incidents for 2016/2017 compared to 48 employee incidents for 2015/2016
- 156 incidents for 2016/17 involving pupils and others compared to 175 incidents for 2015/2016
- 359 violence to staff incidents for 2016/17 compared to 283 for 2015/16.

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Violence to staff incidents have decreased in some schools but at the same time have increased in others.

The overall increase is 76 incidents and this can be partly due to pupils displaying challenging behaviour while adapting to a new school environment and taking time to settle in.

The majority of physical violent incidents relate to pupils with additional support needs in Isobel Mair school and Carlibar Primary’s Communications Centre. The Department is scheduling an event for Pupil Support Assistants to provide enhanced support and guidance to staff in this regard.

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	Nil	Nil
Expenditure on occupational health provision	£16,612	Nil
Salary costs from work related injury and ill health	£14,590	Nil
Ill health retirements	Nil	Nil
Total days lost to work related injury and ill health	108	Nil

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OBJECTIVES FOR 2017/2018

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 safe use of ladders training for 20% of schools
3.	Complete evacuation chair training
4.	Carry out Fire Co-ordinator Role
5.	Incidents of Anti-social Behaviour and Violence towards Staff: <ul style="list-style-type: none"> • Review Standard Circular 8b • Input Pupil Support Assistant Training Event
6.	Review Standard Circular 33 - Safety in Outdoor Education - A Code of Practice
7.	Security Threats and Guidance – implement revised policy to relevant staff groups across the Education Estate (malicious calls, suspect mail, security breaches in restricted areas)
8.	Review and update Code of Practice in Science
9.	1. Develop on-line school excursion form. 2. Pilot on-line excursion form with school 3. Review & Update Standard Circular 48

CONCLUSION

This report sets out priorities to be addressed and implemented.

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