

EAST RENFREWSHIRE COUNCILEDUCATION COMMITTEE25 AUGUST 2016Report by the Director of EducationHEALTH, SAFETY AND SECURITY: REVIEW OF 2015-16 AND  
PRIORITIES FOR 2016-17**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 2015/16 and objectives for 2016/17.

**RECOMMENDATIONS**

2. The Education Committee is asked to:
- (a) Note the progress made in 2015/16 in achieving the Education Department's agreed health, safety and security objectives.
  - (b) Agree the health, safety and security objectives proposed for 2016/17.
  - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2016/17.

**BACKGROUND**

3. At its meeting on 27 August 2015, the Education Committee approved key objectives for session 2015/16. The attached report, 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 2015/16 and the planned activity for 2016/17.

**REPORT**

5. The annual report sets out progress in 2015/16 and highlights the activity undertaken in risk assessment, audit and inspection, training and responding to new requirements and situations. It shows the very important progress made in carrying out fire risk assessments. It does show an increase in violence to staff incidents, compared to last year. 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.

6. The report sets out the priority areas for 2016/17. These have been categorised under three main headings - fire, training and management system and include the following:

- Review and update fire risk assessments for all education establishments
- Complete fire warden training for 20% of schools
- Complete safe use of ladders training for 20% of schools
- Complete manual handling training for 20% of schools
- Review and complete risk assessment for assessors training
- Review and update H&S audits for all education establishments
- Review department general and subject safety files
- Review and update code of practice in technical education
- Develop on-line school excursion form and update standard circular 48

7. With the transfer of services to East Renfrewshire Culture & Leisure Ltd (ERCL) from July 2015, culture and leisure services will no longer come within the scope of this report. Both the Corporate Health & Safety Unit and Health & Safety staff within the Education Department will provide support to ERCL through service level agreements.

## **CONSULTATION**

8 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**

9. 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**

10. The Education Committee is asked to:

- (a) Note the progress made in 2015/16 in achieving the Education Department's agreed health, safety and security objectives.
- (b) Agree the health, safety and security objectives proposed for 2016/17.
- (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2016/17.

Mhairi Shaw  
Director of Education  
August 2015

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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**

**2016**

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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 2016/2017.

The report relates directly to the Corporate Health and Safety objectives. It sets out progress made, areas for further development and proposes actions for 2016/17.

## **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 2015/2016 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 registers, generic risk assessments and reviewing of fire risk assessments across establishments.

### **DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES**

#### **Fire**

<b>No.</b>	<b>Objective Description</b>	
1.	Complete fire warden training for 20% of schools.	100 % Complete
2.	Carry out fire co-ordinator role.	Continuous review of fire risk assessments action plans in all establishments. This will continue in line with CHSU fire risk assessment programme.
<b>Training</b>		
3.	Complete safe use of ladders training for 20% of schools	100% Complete
4.	Complete manual handling training for 20% of schools	100 % Complete
5.	Display Screen Assessor training for school office managers	100% Complete
<b>Risk assessment</b>		
6.	Create working group process for school technical technicians	100% Complete

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No.	Objective Description	
7.	Review Department H&S Management System	100% Complete
8.	Review MSF 14: COSHH	100% Complete
9.	Review MSF 34: Manual Handling Assessments	100% Complete
10.	Transfer and update risk assessments and H&S forms to Glow site	100% Complete

### **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 the CHSU.

<b>HEALTH AND SAFETY TRAINING</b>		
<b>Departmental / External Courses</b>	<b>Numbers Attending</b>	<b>Comments</b>
Accident / Incident Reporting	27	Training for education staff
Behaviour Support Strategy (BSS) Training	152	Provided for school staff
Business Continuity Training	39	Training for Senior Management
DSE Assessor	35	Training for School Office Managers
First Aid	43	First aid training for education staff
Fire Warden Training	151	Refresher programme in place for education staff
Fire Extinguisher Training	90	Refresher programme in place for education staff
Health & Safety Induction	104	H&S induction process for new staff
Institute of Occupational Safety and Health (IOSH) Managing Safely	36	Safety Course for Supervisor/Management
Manual Handling Instructor	7	External 3 day course with delegates across Education Department

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<b>HEALTH AND SAFETY TRAINING</b>		
<b>Departmental / External Courses</b>	<b>Numbers Attending</b>	<b>Comments</b>
Manual Handling	81	Training for education staff
Microbiology Course	6	Course Designed for School Technical Technicians
Portable Appliance Testing (PAT)	29	Course Designed for School Technicians
Risk Register	34	Training for School Senior Management Team carried out by Zurich Insurance
Safe Use of Ladders	158	Training for education staff
<b>Corporate Courses</b>	<b>Numbers Attending</b>	<b>Comments</b>
Dealing with Aggression & Difficult Situations	7	Training available to all Education staff
Fire Warden Training	9	Training available to all Education staff
Manual Handling Awareness	11	Training available to all Education staff
Institute of Occupational Safety and Health (IOSH) Managing Safely	2	Training available to all Education staff
Safe Use of Ladders & Stepladders	4	Training available to all Education staff
<b>TOTAL ATTENDEES</b>	<b>1025</b>	

There has been a continuation of the training for the role of fire wardens. Business Continuity Training introduced primary and secondary management staff to the Council Civil Contingency planning arrangements. Risk register training also provided school senior management staff with an overview of how the risk management 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 the Corporate Health and Safety Unit (CHSU).

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FIRE RISK ASSESSMENTS		
Premise	Previous Risk Rating	Current Risk Rating
Carolside PS & Nursery	Medium	Low
Cart Mill Family Centre	Low	Low
Madras Family Centre	Low	Low
McCready Family Centre	Medium	Medium
Netherlee PS	Medium	Low
St. Josephs PS	Medium	Medium

There were 6 fire risk assessments carried out over the reporting period. These resulted in;

- 121 actions raised
- 80 actions closed
- 30 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		
Service / Premise	Score	Comments
Barrhead High School	100%	Risk Assessment Audit
Braidbar Primary School	77%	Health & Safety Audit Meeting arranged with HT in May. Most actions can be easily remedied.
Eaglesham Primary School	88%	Health & Safety Audit
Glenwood Nursery	91%	Risk Assessment Audit
Springhill & Auchenback Primary School	85%	Health & Safety Audit Some actions already complete and others can be easily remedied.
Thornliebank Primary School	84%	Health & Safety Audit Some actions already complete and others can be easily remedied.
Uplawmoor Primary School	98%	Health & Safety 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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<b>INSPECTIONS</b>		
<b>Service / Premise</b>	<b>No. of Actions</b>	<b>Comments</b>
Calderwood Lodge Primary School	4	Actions fully complete
Eaglesham Primary School	0	Joint Management / Union Inspections
Carlibar Primary School	0	Joint Management / Union Inspections
Williamwood High School	2	Actions fully complete

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 can then be raised by the janitor to Property and Technical Service, 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 Control of Substances Hazardous to Health (COSHH). 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.

On September 2015 a series of hoax bomb threats were received by 4 schools. Scottish Police and Fire & Rescue attended and schools were evacuated safely. There were similar threats made to other schools across the country.

The department has procedures in place for this type of incident and the Civil Contingency Service is reviewing its guidance.

Threat Assessment, Management and Response training for senior staff was carried out in June 2016.

<b>GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK</b>		
<b>Type</b>	<b>Numbers</b>	<b>Comments</b>
New risk assessments created	17	This included generic risk assessments carried out for school environment, manual handling and assessments for pupils with additional support needs

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<b>GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK</b>		
<b>Type</b>	<b>Numbers</b>	<b>Comments</b>
Existing risk assessments reviewed	8	Reviewed assessments for pupils with additional support needs
New safe systems of work created	6	SSOW carried out for school technical department and home economics department

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

<b>HEALTH AND SAFETY WORKING GROUPS / MEETINGS</b>		
<b>Working Group / Meeting Name</b>	<b>Numbers</b>	<b>Comments</b>
Crisis Resilience Management Team (CRMT)	1	Departmental Meeting
Council CRMT	2	Corporate Meeting with Departmental Input
Culture & Sport Health & Safety	2	Departmental Meeting
Education Health & Safety Committee	3	Departmental Meeting
General Health & Safety Committee	1	Corporate Meeting with Departmental Input
SPLASH Strategy Group	2	Corporate Meeting
Vehicle Users Group	1	Corporate Meeting with Departmental Input
Violent Warning Marker Group	4	Corporate Meeting with Departmental Input
Corporate Risk Management Group	2	Corporate Meeting with Departmental Input
Technical Technicians Working Group	2	Departmental Meeting
Lone Working Group	3	Corporate Meeting with Departmental Input

## **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

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- 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

### **ENFORCEMENT AUTHORITIES ACTIVITY**

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

### **ACCIDENT / INCIDENT STATISTICS**

<b>ACCIDENTS AND INCIDENTS BY CATEGORY / TYPE</b>		
<b>Incident Type</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>
Collision with Individual	3	7
Contact with Hazardous Substance	0	2
Contact with Sharp Object	3	7
Electric Shock	2	0
Fall from Height	3	4
Hit by Moving or Falling Object	4	3
Hit by Fixed or Stationary Item	6	11
Injured Whilst Moving and Handling	5	0
Medical Reason	1	11
Other Incident	4	7
Road Traffic Accident	0	0
Slipped, Tripped or Fell on the Level	16	19
Sporting Injury	0	5
Swimming Pool (general)	0	2
Trapped between Objects	0	6
Violent Incident (Physical)	222	0
Violent Incident (Verbal)	61	0
Curriculum Related Sporting Injury (Education only)	0	66
Playground Incident (Education only)	0	26
<b>RIDDOR REPORTABLE ACCIDENTS AND INCIDENTS</b>		
<b>RIDDOR Reportable Incident Category</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>
Fatality	0	0
Major Injury	0	0
Over 7 day absence	1	0
Dangerous Occurrence	0	0
Disease	0	0
Member of Public taken to Hospital	0	0
<b>NON-RIDDOR Reportable Incident Category</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>

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ACCIDENTS AND INCIDENTS BY CATEGORY / TYPE		
Incident Type	People Affected	
	Employees	Others
Minor Injuries	47	176

The above accidents and incidents resulted in;

- 224 incidents overall for 2015/16 compared to 342 incidents for 2014/15
- 48 employee incidents for 2015/16 compared to 61 employee incidents for 2014/15
- 176 incidents for 2015/16 involving pupils and others compared to 272 incidents for 2014/15
- 283 violence to staff incidents for 2015/16 compared to 222 for 2014/15

There has been a decrease of 119 incidents in the reporting of incident type. This may be partly due to refresher training of staff on accident/incident reporting; training on other aspects, i.e. manual handling, safe use of ladders; risk assessment and control measures in place to allow staff and pupils to work and play in a safer environment.

The number of violence to staff incidents has decreased in some schools but at the same time has increased in others.

The overall increase is 61 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 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)

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**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	Nil	Nil
Salary costs from work related injury and ill health	£3209	Nil
Ill health retirements	Nil	Nil
Total days lost to work related injury and ill health	73	Nil

### **OBJECTIVES FOR 2016/17**

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	
<b>Fire</b>	
No.	Objective Description
1.	Review and update Fire Risk Assessments for all Education Establishments
<b>Training</b>	
No.	Objective Description
2.	Complete fire warden training for 20% of schools
3.	Complete safe use of ladders training for 20% of schools
4.	Complete manual handling training for 20% of schools
5.	Review and complete risk assessment for assessors training
<b>Management System</b>	
No.	Objective Description
6.	Review and update H&S Audits for all Education Establishments
7.	Review Department General and Subject Safety Files
8.	Review and update Code of Practice in Technical Education
9.	1. Develop on-line school excursion form 2. Pilot on-line excursion form with school 3. Review & Update Standard Circular 48

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**CONCLUSION**

This report sets out priorities to be addressed and implemented.

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