

EAST RENFREWSHIRE COUNCIL

EDUCATION COMMITTEE

28 August 2014

Report by the Director of Education

HEALTH, SAFETY AND SECURITY: REVIEW OF 2013-14 AND  
PRIORITIES FOR 2014-2015

**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 2013/14 and objectives for 2014/15.

**RECOMMENDATIONS**

2. The Education Committee is asked to:
- (a) Note the progress made in 2013/14 in achieving the Education Department's agreed health, safety and security objectives.
  - (b) Agree the health, safety and security objectives proposed for 2014/15.
  - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2014/15.

**BACKGROUND**

3. At its meeting on 22 August 2013, the Education Committee approved key objectives for session 2013/14. 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 2013/14 and the planned activity for 2014/15.

**REPORT**

5. The annual report sets out progress in 2013/14 and highlights the activity undertaken in risk assessment, audit and inspection, training and responding to new requirements. It also indicates an overall drop in the level of accidents or incidents and a very slight reduction in the overall level of violence to staff.

6. The report sets out the priority areas for 2014/15. These have been categorised under three main headings - fire, training and risk assessment and include the following:

- Reviewing and updating Master Safety Files on Administration of Medicines and protocols in medical emergencies; and on security in schools
- Continuing to roll out fire warden training for sports and libraries staff
- Completing fire evacuation plans for all schools and establishments
- Reviewing first aid needs and arrangements
- Taking forward the risk assessment group

## **CONSULTATION**

7. Consultation with employees and their trade union representatives takes place through the First Tier Joint Consultative Committee; through the Education Staff Consultative Committee; through the Local Negotiating Committee for Teachers; and also through Third Tier JCCs.

## **FINANCIAL IMPLICATIONS**

8. Operational aspects of the plan's delivery are contained within departmental budgets. 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 2013/14 in achieving the Education Department's agreed health, safety and security objectives.
  - (b) Agree the health, safety and security objectives and priority actions proposed for 2014/15.
  - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2014/15.

Mhairi Shaw  
Director of Education  
August 2014

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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.



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

**2014**

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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 2014/2015.

The report relates directly to the Corporate Health and Safety objectives. It sets out progress made, areas for further development and proposes actions for 2014/15.

## **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 2013/2014 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 fire evacuation procedures for all schools, generic risk assessments and renewal of fire risk assessments across establishments.

<b>DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES</b>		
<b>No.</b>	<b>Objective Description</b>	<b>Progress</b>
1.	Review MSF 29: Procedures regarding Administration of Medicines and Protocols in certain Medical Emergencies in Educational Establishments	The department has currently put this on hold as there is a review of the guidance on Administration of Medicines in schools which will be carried out by the Scottish Government.
2.	Review MSF 42: Security in Schools	100% Complete
3.	Streamline process for collating insurance company equipment maintenance information	100% Complete
4.	Rationalise Education H&S electronic file system (Y drive vs S drive)	100% Complete
5.	Complete fire warden training for 25% of schools (75% of schools now covered)	100% Complete
6.	Complete fire evacuation plans for remaining schools	100% Complete
7.	Management agreements for schools	92% Complete, 3 agreements still to be submitted
8.	Review First Aid needs and carry out assessment for all schools	100% Complete

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<b>DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES</b>		
<b>No.</b>	<b>Objective Description</b>	<b>Progress</b>
9.	Create risk assessment working group process and commence initial meetings.	100% Complete
10.	Carry out fire co-ordinator role.	Co-ordinator position in all schools but continuous training on-going.

### **HEALTH AND SAFETY TRAINING**

The Education department continued to promote health and safety training courses during this reporting period, with 779 attendees from across the department. For year 2012/13 there was 949 attendees. Some courses were delivered by the CHSU and by departmental health and safety professionals.

<b>HEALTH AND SAFETY TRAINING</b>		
<b>Departmental / External Courses</b>	<b>Numbers Attending</b>	<b>Comments</b>
Abrasive wheels	2	Course Designed for School Technical Technicians
Behaviour Support Strategy (BSS) Training	138	Provided for school staff
Building Responsible Person Training	21	Training for Senior Management
Civil Contingency Service Training	46	Event designed to introduce Head Teacher's and Depute Head Teacher's to Council Civil Contingency Planning
Critical Decision Planning	2	Course carried out by the Civil Contingency Service
First Aid	71	First aid training for education staff
Institute of Occupational Safety and Health (IOSH) Managing Safely	14	Safety Course for Supervisor/Management
Microbiology Course	8	Course for School Science Technicians
Portable Appliance Testing (PAT)	7	Course for School Technicians
Royal Environmental Health Institute of Scotland Elementary Food Hygiene Certificate (REHIS)	24	Training for School Kitchen Staff
Safe Use of Machinery	4	Course Designed for School Technical Technicians
Technicians Maintenance	5	Course Designed for School Technical Technicians

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Corporate Courses	Numbers Attending	Comments
Corporate Health & Safety Induction	6	Provided to all new employees
Dealing with Aggression & Difficult Situations	11	Training available to all Education staff
DSE, Manual Handling & Office Safety Overview	3	Training available to all Education staff
Fire Extinguisher Training	63	Training carried out for school & office staff
Fire Warden Training	268	Training carried out for school staff
Manual Handling Awareness	76	Training carried out for school and Eastwood Park Theatre staff
Risk Assessment for Assessors	2	
Safe Use of Ladders & Stepladders	8	
<b>TOTAL ATTENDEES</b>	<b>779</b>	

There has been a continuation of the training for the role of fire wardens as well as Building Responsible Person. Civil Contingency Service Training introduced senior management to the Council Civil Contingency planning arrangements.

### **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).

<b>FIRE RISK ASSESSMENTS</b>		
Premise	Previous Risk Rating	Current Risk Rating
Eastwood High School	New risk assessment	Low
Crookfur Primary School	High	Medium
St Thomas Primary School	High	Medium
Uplawmoor Primary School ICT suite (ex Janitor House)	New risk assessment	Low
Neilston Library	Medium	Medium
Carolside Nursery 'Cabin'	New risk assessment	Low
Crookfur Primary School Style Academy (ex Janitor House)	New risk assessment	Low
Thornliebank Library	Medium	Low
St John's Primary School	High	Medium
St Luke's High School	High	High
St Mark's Primary School	High	Low

There were 11 fire risk assessments carried out over the reporting period, these resulted in;

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- 236 actions raised
- 60 actions closed
- 59 actions are related to work that has to be carried out by Property and Technical Services.
- Areas of improvement include updated fire evacuation procedures and fire warden training.

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, with assistance from the Corporate Health & Safety Unit, has implemented robust management procedures along with an extensive programme of fire safety training.

<b>AUDITS</b>		
<b>Service / Premise</b>	<b>Score</b>	<b>Comments</b>
Arthurlie Family Centre	80%	Health & Safety Audit
McCready Family Centre	84%	Health & Safety Audit
Busby Primary School	80%	Health & Safety Audit
Calderwood Lodge Primary School	89%	Health & Safety Audit
Carolside Primary School	86%	Health & Safety Audit
Cross Arthurlie Primary School	84%	Health & Safety Audit
Springhill & Auchenback Primary School	87%	Health & Safety Audit
St Cadoc's Primary School	91%	Health & Safety Audit
St Joseph's Primary School	80%	Health & Safety Audit
St Thomas' Primary School	88%	Health & Safety Audit
St Luke's High School	73%	Health & Safety Audit
St Ninian's High School	91%	Health & Safety Audit
Eastwood High School Swimming Pool	88%	Swimming Pool 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

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progress action plans and improve the overall health and safety performance of the department.

<b>INSPECTIONS</b>		
<b>Service / Premise</b>	<b>No. of Actions</b>	<b>Comments</b>
Glenwood Nursery	0	Joint Management / Union Inspections
Busby Primary School	0	Joint Management / Union Inspections
Cross Arthurlie Primary School	0	Joint Management / Union Inspections
Eaglesham Primary School	0	Joint Management / Union Inspections
Kirkhill Primary School	2	Actions fully complete
St Joseph's Primary School	4	Actions fully complete
St Thomas' Primary School	3	Actions fully complete
St Luke's High School	2	Actions fully complete
St Ninian's High School	0	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 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 pupil with additional support needs, school excursions and sports centre activities have been a focus. In all of these areas the review process is continuous and ongoing.

<b>GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK</b>		
<b>Type</b>	<b>Numbers</b>	<b>Comments</b>
New risk assessments created	39	This included assessments for school staff and pupils outdoor play equipment, workplace transport, general teaching and first aid needs
Existing risk assessments reviewed	9	Reviewed assessments for pupils with additional support needs and outdoor activity centres

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<b>GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK</b>		
<b>Type</b>	<b>Numbers</b>	<b>Comments</b>
New safe systems of work created	1	

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>
Agile Working	2	Corporate Meeting
Barrhead Fire Risk Assessment Meeting	3	Corporate Meeting with Departmental Input
Corporate Health & Safety Team Meetings	5	Corporate Meeting with Departmental Input
Crisis Resilience Management Team	6	Departmental Meeting
Culture & Sport Health & Safety	2	Departmental Meeting
Education Health & Safety Team	5	Departmental Meeting
Education Health & Safety Committee	3	Departmental Meeting
General Health & Safety Committee	2	Corporate Meeting with Departmental Input
SPLASH Strategy Group	3	Corporate Meeting
Vehicle Users Group	2	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
- 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.

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## 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	1	12
Contact with Hazardous Substance	1	3
Contact with Sharp Object	4	9
Electric Shock	3	1
Fall from Height	0	2
Hit by Moving or Falling Object	7	14
Hit by Fixed or Stationary Item	1	15
Injured Whilst Moving and Handling	12	10
Medical Reason	3	7
Other Incident	7	19
Road Traffic Accident	0	0
Slipped, Tripped or Fell on the Level	22	19
Sporting Injury	0	4
Swimming Pool (general)	0	2
Trapped between Objects	1	8
Violent Incident (Physical)	90	0
Violent Incident (Verbal)	32	0
Curriculum Related Sporting Injury (Education only)	0	95
Playground Incident (Education only)	0	49
Pupil Related Non Sporting Injury (Education only)	0	0
<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	2	0
Over 7 day absence	7	0
Dangerous Occurrence	0	0
Disease	0	0
Member of Public taken to Hospital	0	8
<b>NON-RIDDOR Reportable Incident Category</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>
Minor Injuries	62	269

The above accidents and incidents resulted in;

- 331 incidents overall for 2013/14 compared 312 incidents for 2012/13
- 62 employee incidents for 2013/14 compared to 83 employee incidents for 2012/13
- 269 incidents for 2013/14 involving pupils and others compared to 226 incidents for 2012/13
- 122 violence to staff incidents for 2013/14 compared to 243 for 2012/13

Violence to staff has decreased overall by 121 incidents (50%) and this is highlighted in:

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- Isobel Mair school – down by 69 incidents (87%)
- Barrhead High School – down by 28 incidents (87%)
- Thornliebank Primary School - down by 17 incidents (94%)
- St John’s Primary School – down by 14 incidents (100%)

The decrease in violence to staff incidents can be partly due to involvement by consultant psychologists and support from various agencies working with pupils resulting in huge improvement in behaviour; Pupils moving on to college and to other external schools; Risk assessment and control measures in place to assist staff and pupils.

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	Nil	Nil
Salary costs from work related injury and ill health	£19,884	Nil
Ill health retirements	Nil	Nil
Total days lost to work related injury and ill health	561	Nil

3 employees were still absent at the end of 31 March 2014. These 3 accidents resulted in 476 absence days and £13,404 paid in salaries.

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## **OBJECTIVES FOR 2014/15**

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 Risk assessments.

<b>DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES</b>	
<b>Fire</b>	
<b>No.</b>	<b>Objective Description</b>
1.	Review and update Sports and Libraries Fire Evacuation Procedures
2.	Complete Fire Warden Training for Sports and Libraries Staff
3.	Update Fire Warden Training for 25% of Schools. By training 25% in 2014/15 it will increase to 100% of schools covered to date.
4.	Carry out the development of the Fire Co-ordinator Role in all schools and review fire risk assessment action plans.
<b>Training</b>	
<b>No.</b>	<b>Objective Description</b>
5.	1.Complete Building Responsible Person training for Sports and Libraries 2.Complete management agreements for remaining education establishments
6.	Develop programme for delivery of Manual Handling Training
7.	Commence IOSH training for senior management staff
<b>Risk assessment</b>	
<b>No.</b>	<b>Objective Description</b>
8.	Create risk assessment working group process and commence initial meetings for Leisure centres
9.	1. Review & update department risk assessments. 2. Gather risk assessments into central database & upload to intranet to allow employees to access

## **CONCLUSION**

This report sets out priorities to be addressed and implemented.

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