



Renfrewshire
Council

To: Education and Children's Services Policy Board

On: 18 August 2022

Report by: Director of Children's Services

Heading: Children's Services Health, Safety and Well Being Plan 2021/2022 Update and 2022/2023 Well Being Plan

1. Summary

- 1.1. The council's health and safety strategy places a responsibility on each service to prepare an annual report evaluating the management of health and safety within the service.
 - 1.2. The Children's Service's Health, Safety and Well Being Strategy 2021/2022 update is attached as Appendix 1. The report sets out the health and safety activity within the service in 2021/2022 and demonstrates the service's commitment to continuous improvement in health and safety performance.
 - 1.3. Attached as Appendix 2 is Children's Services Health and Well Being Strategy 2022/2023 which details the areas of health and safety performance the department would like to work on over the forthcoming year. The plan for 2022/2023 includes areas of health and safety within social work and education.
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2. Recommendations

- 2.1. The education and children's services policy board is asked to:
 - i) note the progress of Children's Services Health and Well Being Strategy 2021/2022; and
 - ii) approve the Children's Services Health and Well Being Strategy 2022/2023.
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3. Background

- 3.1 The council health and safety strategy requires each council service to maintain its own Health and Well Being Strategy.

- 3.2 In line with council policy, Health and Well Being Strategy documents are required to be updated annually.
- 3.3 The Health and Well Being Strategy sets out the areas of health and safety the Children's Services Health and Safety Committee want to improve on over the forthcoming year.

Implications of this report

1. Financial

Continuing to improve health and safety performance will reduce accidents / occupational ill health and associated costs.

2. HR and Organisational Development

This report supports the Council's commitment to the health, safety and welfare of employees and service users.

3. Community/Council Planning

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| Our Renfrewshire is safe | - | Protecting and supporting children and young people at risk in a safe environment. |
| Building strong, safe and resilient communities | - | Improving the physical and emotional wellbeing of service users and employees across the Council through effective health and safety management and practice. |
| Creating a sustainable Renfrewshire for all to enjoy | - | Recognising that Council employees are its most valuable asset and providing training and support to allow them to develop within the organisation and gain the skills and experience necessary to provide top quality services to service users. |
| Working together to improve outcomes | - | Facilitating the health, safety and well being of our service users and employees by ensuring appropriate policies and procedures are developed and adhered to and that all legal requirements for health and safety are fulfilled. |

4. Legal

The Council will continue to comply with current health and safety legislation.

5. Property/Assets

Implementation of the council's health and safety policy will ensure sustainability in service delivery.

6. Information Technology

The health and safety databases are facilitated through the Council's email server system.

7. Equality and Human Rights

The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the council's website.

8. Health and Safety

This policy reflects the commitment of the director, heads of service and managers to ensure that the main priorities for action are achieved within an environment, which is safe and is not harmful to the health of employees, clients and other users.

9. Procurement

None.

10. Risk

This report supports the overarching management of risk within the council.

11. Privacy Impact

None.

12. Cosla Policy Position

None.

13. Climate Risk

None.

List of Background Papers

- (i) Children's Services Health, Safety and Well Being Strategy 2019-2022 – May 2019

The foregoing background papers will be retained within Children's Services for inspection by the public for the prescribed period of four years from the date of the meeting.

*Children's Services
JC/LB/JC/KO
23 June 2022*

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Children’s Services Health, Safety and Well Being Strategy 2021 / 2022

Health and Safety Focused Themes	Description	Planned Start Date	Date Completed	Notes
<p>1.Violence and Aggression</p>	<p><u>1.1 Violence and Aggression Policy</u></p> <p>Finalise the Violence and Aggression policy for implementation across Education establishments.</p> <p><u>1.2 Monitor Violence and Aggression Incidents</u></p> <p>Ensure all Business World entries are monitored and actioned.</p>	<p>April 2021</p>	<p>Ongoing</p>	<p>Head of Education to re-establish the Violence and Aggression Working Group to finalise the policy and issue to all establishments.</p> <p>Corporate Health and Safety run quarterly reports and table these at the Children’s Services Health and Safety Planning Group.</p> <p>The Resources Support Manager flags up any concerns with individual establishments when reviewing the business world entries to the Corporate Health and Safety Team and also the Education Manager for the establishment.</p>
<p>2. Mental Health Addressing Stress (Work and Non Work related)</p>	<p><u>2.1 Occupational Health</u></p> <p>Staff are informed by management that they can access the council’s occupational health services and counselling service “time for talking”.</p> <p><u>2.2 Health Awareness Events</u></p> <p>The department will continue to support and promote council wide health awareness events and circulate information to staff.</p>	<p>April 2021</p>	<p>March 2022</p>	<p>Information is available for staff on Renfo about counselling services available for employees. All user emails are circulated via the communication team on health services available via the council.</p> <p>Information circulated to staff on council wide health initiatives.</p>
<p>3.Hand Arm Vibration Syndrome (HAVS)</p>	<p><u>3.1 Information Awareness</u></p> <p>Education Support Managers are asked to remind staff who</p>	<p>April 2021</p>	<p>March 2022</p>	<p>Education Support Managers are aware they have to remind staff</p>

	work with this type of risk to look out for symptoms and ask for an occupational health referral if required.			working in these areas to look out for symptoms and make any necessary referrals to occupational health.
4.Fire Safety Management	<u>4.1 Fire Risk Assessment</u> In accordance with legislation fire risk assessments will be reviewed and revised as necessary to include assessment of PEEP (personal emergency evacuation plans) for staff, clients or frequent users of the service.	April 2021	March 2022	All children's services establishments are reminded that fire risk assessments should be updated annually for their establishments.
5.Musculoskeletal and Joint Disorders	<u>5.1 Manual Handling</u> Ensure manual handling activities within the service have been identified and suitably risk assessed.	April 2021	March 2022	Inclusion Support Officers liaise with HTs on an individual basis to support staff / pupils with manual handling.
6. Managing Contractors	<u>6.1 Disruption Management Plan</u> Resources Support Manager to work with project manager for any school adaptations / new builds to ensure that an adequate disruption management plan is in place.	April 2021	March 2022	Project managers ensure that adequate disruption management plans are in place for works that are being undertaken during term time. Any contractors visiting educational establishments during the ongoing pandemic are required to follow the establishment COVID risk assessment. They should also have in place their own COVID risk assessment for the tasks they are carrying out and come equipped with appropriate PPE.
7. Audits	<u>7.1 Statutory Compliance</u> Continue to have maintenance checks and remedial works carried out.	April 2021	March 2022	All schools reminded that any repairs / faults should be logged onto CAMIS for repair.

	<p>Establishments to record requests within electronic CAMIS system where appropriate.</p> <p><u>7.3 General Risk Assessment</u></p> <p>Monitor risk assessments recorded on GRAD and on RENFO (for educational establishments). Ensure required reviews have been taken forward.</p> <p><u>7.4 Display Screen Assessments</u></p> <p>Monitor the implementation and management of display screen equipment self assessments for appropriate employees.</p>			<p>The property log book was adapted for use in Children's Residential Houses to bring in line with school recording procedures.</p> <p>All children's services risk assessments are available on RENFO.</p> <p>DSC assessments are now available on Business World for completion. Staff have all been reminded that they should update their DSC on business world as soon as possible.</p>
8. Inspections	<p><u>8.1 Establishment WOIR Inspections</u></p> <p>WOIR inspections in establishments to include education establishments joint inspection with trade union representatives. Ongoing - annual programme in place.</p> <p>WOIR to Include COVID Considerations</p> <p><u>8.2 Audit of Children's Services establishments by corporate health and safety team</u></p> <p>Audit of establishments by Health and Safety team to ensure safe working practices and</p>			<p>Establishments are reminded to carry out their annual inspection and trade union reps should be given the invitation to attend this walk round.</p> <p>The corporate health and safety team visit establishments on request to assist with H&S queries and to ensure control measures for COVID19</p>

	<p>compliance.</p> <p><u>8.3 CSHSAP2017.4.1</u> <u>Preparation for BSI</u></p> <p>Preparation to achieve accreditation to BSI Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.</p>			<p>in place</p> <p>Due to COVID restrictions visits to establishments have been reduced this session. The Resources Support Manager carries essential visits to establishments following an incident or on request from a Head of Establishment.</p>
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Children's Service's Health, Safety and Well Being Strategy 2022/2023

Health and Safety Focused Themes	Description	Planned Start Date	Date Completed	Notes
1. Violence and Aggression	<p><u>1.1 Violence and Aggression Policy</u></p> <p>Re-establish the Educational Establishments V&A working group to finalise the Violence and Aggression policy for implementation across Education establishments.</p> <p>The Promoting Positive Behaviour Policy within Children's Services (SW) will be reviewed and monitored by the Clyde Valley Social Care sub group when any updates are available.</p> <p><u>1.2 Monitor Violence and Aggression Incidents</u></p> <p>Review the process of supporting staff and young people following a violence and aggression incident across Education Estate. Ensuring trade unions representations are kept informed and updated.</p> <p>A review of business world reporting across Children's Services (SW)a is currently underway.</p>	April 2022		
2. Mental Health Addressing Stress (Work and Non Work related)	<p><u>2.1 Occupational Health</u></p> <p>Staff are informed by management that they can access the council's occupational health services and counselling service "time for talking" and other relevant services. Corporate stress risk assessment template revised and issued January 2022. Mental Health first aiders contact list published on the staff info section of</p>	April 2022		

	<p>the website.</p> <p><u>2.2 Health Awareness Events</u></p> <p>The department will continue to support and promote council wide health awareness events and circulate information to staff.</p>			
3.Hand Arm Vibration Syndrome (HAVS)	<p><u>3.1 Information Awareness</u></p> <p>Education Support/ Managers are asked to remind staff who work with this type of risk to look out for symptoms and ensure annual risk assessments are completed. Referrals should be made to occupational health referral if required.</p>	April 2022		
4.Fire Safety Management	<p><u>4.1 Fire Risk Assessment</u></p> <p>In accordance with legislation fire risk assessments will be reviewed and revised as necessary to include assessment of PEEP (personal emergency evacuation plans) for staff, clients or frequent users of the service. 2 templates in existence (residential and non-residential).</p> <p>Education Support Managers / Senior Service Delivery Officers/Social Work Managers are asked to save their updated Fire Risk Assessment on an annual basis to the Teams page for HQ review.</p> <p>The monitoring of fire training within education and children's services is the responsibility of establishment managers.</p>	April 2022		
5.Musculoskeletal and Joint Disorders	<p><u>5.1 Manual Handling</u></p>	April 2022		

	<p>Ensure manual handling activities across education and children's services have been identified and suitably risk assessed.</p>			
6. Managing Contractors	<p><u>6.1 Disruption Management Plan</u></p> <p>Resources Support Manager/Social Work Manager to work with project manager for any school/building adaptations / new builds to ensure that an adequate disruption management plan is in place.</p> <p><u>Working at Heights</u></p> <p>Ensure Senior Facilities Operative informs contractors of working at height regulations when carrying out works within establishments.</p> <p>Education staff should be reminded of requesting assistance when working from height is required to display information on walls to ensure proper equipment is used.</p>	April 2022		
7. Audits	<p><u>7.1 Statutory Compliance</u></p> <p>Continue to have maintenance checks and remedial works carried out as per the Corporate Guidance on Statutory Inspections and maintenance.</p> <p>Establishments to record requests within electronic CAMIS system.</p> <p><u>7.2 General Risk Assessment</u></p> <p>Remind educational establishments/children's services of the of risk assessments they have which require to be reviewed on annual basis.</p>	April 2022		

	<p><u>7.3 Display Screen Assessments</u></p> <p>Monitor the implementation and management of display screen equipment self assessments for employees.</p>			
8. Inspections	<p><u>8.1 Establishment WOIR Inspections</u></p> <p>WOIR inspections in establishments to include education establishments joint inspection with trade union representatives. Ongoing - annual programme in place.</p> <p>WOIR to Include COVID Considerations</p> <p><u>8.2 Audit of Children's Services establishments by corporate health and safety team</u></p> <p>Audit of establishments by Health and Safety team to ensure safe working practices and compliance.</p> <p><u>8.3 Audit of Children's Services establishments by CS HQ</u></p> <p>The Resources Support Manager/ Quality Assurance & Practice Development Officer audit a selection of establishments risk assessments to ensure they are updated.</p>	April 2022		
9. Flight Risk	<p><u>9.1 Supporting Establishments with Flight Risk Protocols</u></p> <p>The resources support manager will provide support to the Early Years Team to ensure appropriate risk assessments are in place for the risk of flight.</p>	April 2022		

	Children's Services (SW) will follow the agreed process with Police Scotland – <i>“Looked After and Accommodated Children Who Go Missing From Residential & Foster Care in Scotland”</i>			
10. Review of Health and Safety Standard Circulars	<p><u>10.1 H&S Standard Circulars</u></p> <p>Weapons in Schools and Children's policy document to be updated and include Children's Services.</p>	April 2022		
11. Annual Update Children's Services Incident Guidance	<p><u>11.1 CS Incident Guidance</u></p> <p>Ensure an annual review is carried out to the CS Incident Guidance and re issued to all educational/children's establishments.</p>	April 2022		
12. Business Continuity	<p><u>12.1 Business Continuity</u></p> <p>Ensure the CS business continuity plan is updated to capture any health and safety events.</p>	April 2022		