
To: Education and Children Policy Board

On: Thursday 24 August 2023

Report by: Interim Chief Education Officer

Heading:

- **Children's Services Health and Well Being Strategy Update 2022/2023**
- **Children's Services Well Being Strategy 2023/2024**

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 Services Health, Safety and Well Being Strategy 2022/2023 update is attached as Appendix 1. This sets out the arrangements for the management of health and safety within the service and demonstrates the service's commitment to continuous improvement in health and safety performances summarising the achievements to March 2023 for Children's Services.
 - 1.3. Appendix 2 to this report contains the Children's Services Health, Safety and Well Being Strategy for 2023/2024 and the key areas the plan is going to focus on during 2023/2024.
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2. Recommendations

- 2.1. It is recommended that the education and children policy board approves the Health, Safety and Well Being Strategy completed actions for 2022/2023, attached at Appendix 1
- 2.2. It is recommended that the education and children policy board approves the Health, Safety and Well Being Strategy 2023/2024 attached at Appendix 2.

3. Background

- 3.1. The council health and safety policy requires each council service to maintain its own health and safety policy.
- 3.2. In line with council policy, health and safety policies are required as a minimum, to be reviewed and updated every 3 years or following significant changes in a service.
- 3.3. Children's Services policy has been revised to reflect standard health and safety industry guidance on effective policies which set a clear direction for the service to follow.
- 3.4. The service health and safety policy sets out the organisation of, and responsibilities for, health and safety within the service and provides details of the arrangements made for the service to meet its legal obligations.

Implications of this report

1. Financial Implications

None.

2. HR and Organisational Development Implications

Improved health, safety and welfare of employees.

3. Community Plan/Council Plan Implications

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| Community Care, Health and Well-being | - Improved health, safety and welfare of users. |
| Safer and Stronger | - The implementation of the council's health and safety policy will contribute to improvement of service delivery. |

4. Legal Implications

This report must allow and assist the department to meet its legal requirement under health and safety legislation.

5. Property/Assets Implications

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

6. Information Technology Implications

None.

7. Equality and Human Rights Implications

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 Implications

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 Implications

None.

10. Risk Implications

None.

11. Privacy Impact

None.

12. COSLA Policy Position

None.

13. Climate Risk

None.

List of Background Papers

- **Children's Services Health, Safety and Well Being Plan 2021/2022 Update and 2022/2023 Well Being Plan – 18 August 2022**

Children's Services

JC/LB

25 July 2023

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Appendix 1

Children's Services Health, Safety and Well Being Strategy Update 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>April 2022</p> <p>Head of Service (Inclusion and Quality improvement) took over this task in November 2022</p>	<p>Revised completion date September 2023</p>	<p>Head of Service (Inclusion and Quality Improvement) is taking revised policy on Violence and Aggression to policy board in November 2023.</p> <p>Work has been ongoing within the service to review the existing policy. This review is involving trade union representatives from the JNC and the JCB, head teachers from primary and secondary, heads of establishments (Early Years). The agreed draft policy will then be further developed with both the management and union sides with focus groups of practitioners. Once this has been completed it will be brought to members. There will also be access to training throughout 2023/24 for staff members.</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>March 2023</p>	<p>This area for Children's Services SW continues to be monitored and training delivered to staff.</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>April 2022</p> <p>Head of Service (Inclusion and Quality improvement) took over this task in November 2022</p>	<p>July 2023</p>	<p>As part of the review, there has been training available to all staff on de-escalation techniques/promoting positive behaviour and this will continue throughout session 23/24. There is a rolling schools programme of training on Non-violent resistance techniques led by the Educational Psychology team. This training will help to support practitioners who work with our most distressed children and young people.</p> <p>The Promoting Positive Relationships Policy has been refreshed and from August 2023 it will be reviewed by key members of staff both teaching and support, pupils and our parent ambassador group.</p>

	A review of business world reporting across Children's Services (SW) is currently underway.	April 2022	January 2023	<p>This will be brought to members in the November board.</p> <p>There is support available for all practitioners who are subject to violent behaviour as a result of violent incident including those incidents where distressed children have caused harm.</p> <p>From August 2023 there will be training delivered to all education staff on how to complete the V&A form on business world which will allow for more accurate reporting.</p> <p>New incident reporting form available on Business World from 5 January 2023. Corporate Email circulated to all staff advising details of the new form.</p>
2. Mental Health Addressing Stress (Work and Non Work related)	2.1 Occupational Health 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 the website.	April 2022	December 2022	Resources Support Manager circulated an HR communication on 20 December 2022, providing line managers with details of the update Employee Counselling Services New Employee App for "Time for Talking"
	2.2 Health Awareness Events The department will continue to support and promote council wide health awareness events and circulate information to staff.	April 2022	November 2022	All children's services staff are made aware of corporate health initiatives. Staff were invited along to the One Ren Event in November 2022.
3.Hand Arm Vibration Syndrome (HAVS)	3.1 Information Awareness 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.	April 2022		Email sent to Education Support Managers / Senior Service Delivery Officers in schools to advise that council policy / risk assessment should be reviewed for staff who carry out these duties..
4.Fire Safety Management	4.1 Fire Risk Assessment In accordance with	April 2022	October 2022	All educational establishments / children houses were asked to submit the date in which their

	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).			fire risk assessment was last updated. A return was received from all establishments. Including Children's Houses.
	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.	April 2022	October 2022	An email sent to ESMs/SSDOs. House Managers to request their updated fire risk assessment is saved to the Teams page.
	The monitoring of fire training within education and children's services is the responsibility of establishment managers.	April 2022	November 2022	The corporate fire warden course dates were circulated to heads of all establishments on 13 October 2022. Fire Extinguisher Videos circulated to all head teachers to share with staff 03/11/22
5.Musculoskeletal and Joint Disorders	5.1 Manual Handling Ensure manual handling activities across education and children's services have been identified and suitably risk assessed.	April 2022		Email sent to Education Support Managers / Senior Service Delivery Officers in schools to advise that council policy / risk assessment should be reviewed for staff who carry out these duties.
6. Managing Contractors	6.1 Disruption Management Plan 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.	April 2022		Managers from the Resources Team meet on a 6 weekly basis with colleagues from Hard FM / Property Services at a service liaison meeting. All projects that require a disruption management plan are discussed and all necessary actions followed up on.
	Working at Heights Ensure Senior Facilities Operative informs contractors of working at height regulations when carrying out works within establishments. Education staff should be reminded of requesting assistance when working from height is required to display information on walls	April 2022		Email sent to Education Support Managers / Senior Service Delivery Officers in schools to advise that council policy / risk assessment should be reviewed for staff who carry out these duties.

	to ensure proper equipment is used.			
7. Audits	<p>7.1 Statutory Compliance</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>	April 2022	January 2023	<p>An audit was carried out in September 2022 in relation to the inspection of PE / Outdoor play equipment in educational establishments. All establishments completed a short survey to give up update on their inspection dates. Results discussed with Corporate Health and Safety.</p> <p>The Playground Risk Assessment was updated to include visual checks should be carried out by establishments.</p> <p>An outdoor equipment risk assessment was prepared and circulated to heads of establishments on 5 January 2023.</p> <p>All establishments have been reminded of the procedure for logging repairs on CAMIS.</p>
	<p>7.2 General Risk Assessment</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	September 2022	<p>A reminder was sent to HTs/HoS September to remind them of the requirement to ensure playground RA, Security RA and flight risk paperwork is all up to date.</p>
	<p>7.3 Display Screen Assessments</p> <p>Monitor the implementation and management of display screen equipment self assessments for employees.</p>	April 2022		<p>Email sent to Education Support Managers / Senior Service Delivery Officers/Social Work Manager to ask that all staff are reminded of the need to review their DSE assessment.</p>
8. Inspections	<p>8.1 Establishment WOIR Inspections</p> <p>WOIR inspections in establishments to include education establishments joint inspection with trade union representatives. Ongoing - annual programme in place.</p>	April 2022	January 2023	<p>Establishments Heads along with ESM/SSDO and SFO carry out an annual H&S walk round of the building and any issues are raised on CAMIS for repair. Trade Union representatives are given the opportunity to attend this walk round. A reminder was sent to ESMs/SSDOs January 2023.</p>

	WOIR to Include COVID Considerations			
	<p>8.2 Audit of Children's Services establishments by corporate health and safety team</p> <p>Audit of establishments by Health and Safety team to ensure safe working practices and compliance.</p>	April 2022	April 2023	<p>The corporate health and safety team have supporting visits to various educational establishments over the year 2022/2023.</p> <p>Pre Audit Visits were carried out to establishments before Scottish Fire and Rescue Visits.</p> <p>Pre Audit Visits were carried out before HSE Asbestos visits undertaken.</p>
	<p>8.3 Audit of Children's Services establishments by CS HQ</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		<p>The resources support manager has visited the following establishments to assist with health and safety concerns:</p> <p>St Mary's PS – General Health and Safety concerns</p> <p>Glenfield ELCC – Fire Service Visit</p> <p>Kirklandneuk ELCC – Pre Audit in relation to Fire Service Visit</p> <p>Cochrane Castle PS – H&S visit prior Education Scotland Visit</p> <p>Trinity HS – Fire Service Visit</p> <p>Ralston – Fire Service / HSE Visit</p> <p>Lochfield PS – HSE Visit</p> <p>Renfrew HS – Fire Service Visit</p> <p>St Peter's ELCC – Flight Risk Visit</p> <p>A selection of fire risk Assessments are audited by the Resources Support Manager.</p>
9. Flight Risk	<p>9.1 Supporting Establishments with Flight Risk Protocols</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		<p>All establishments who have requested support over the year have received this. Site visits have been carried out by corporate health and safety officers where required also.</p>

	Children's Services (SW) will follow the agreed process with Police Scotland – "Looked After and Accommodated Children Who Go Missing From Residential & Foster Care in Scotland"	April 2022		
10. Review of Health and Safety Standard Circulars	<u>10.1 H&S Standard Circulars</u> Weapons in Schools and Children's policy document to be updated and include Children's Services.	April 2022	Ongoing	This policy is still under review. This action will be carried forward onto the 2023/2024 plan.
11. Annual Update Children's Services Incident Guidance	11.1 CS Incident Guidance Ensure an annual review is carried out to the CS Incident Guidance and re issued to all educational/children's establishments.	April 2022	August 2022	Updated CS Incident Guidance was issued to all educational establishment at start of term August 2022.
12. Business Continuity	12.1 Business Continuity Ensure the CS business continuity plan is updated to capture any health and safety events.	April 2022	November 2022	CS business continuity plan updated and passed to civil contingencies

Appendix 2

Children's Service's Health, Safety and Well Being Strategy Update 2023/2024

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>November 2022</p> <p>April 2023</p>		
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 the website.</p>	April 2023		
	<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>	April 2023		
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 2023		

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>	April 2023		
	<p><u>4.1 Fire Risk Assessment (cont)</u></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>	April 2023		
	<p><u>4.1 Fire Risk Assessment (cont)</u></p> <p>The monitoring of fire training within education and children's services is the responsibility of establishment managers.</p>	April 2023		
5.Musculoskeletal and Joint Disorders	<p><u>5.1 Manual Handling</u> <u>Ensure manual handling</u></p> <p>activities across education and children's services have been identified and suitably risk assessed.</p>	April 2023		
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>	April 2023		
	<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>	April 2023		

	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.			
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>	April 2023		
	<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 2023		
	<p><u>7.3 Display Screen Assessments</u></p> <p>Monitor the implementation and management of display screen equipment self assessments for employees.</p>	April 2023		
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>	April 2023		
	<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>	April 2023		

	<u>8.3 Audit of Children's Services establishments by CS HQ</u> The Resources Support Manager/ Quality Assurance & Practice Development Officer audit a selection of establishments risk assessments to ensure they are updated.	April 2022		
9. Flight Risk	<u>9.1 Supporting Establishments with Flight Risk Protocols</u> 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. Children's Services (SW) will follow the agreed process with Police Scotland – "Looked After and Accommodated Children Who Go Missing From Residential & Foster Care in Scotland"	April 2023 April 2023		
10. Review of Health and Safety Standard Circulars	<u>10.1 H&S Standard Circulars</u> Weapons in Schools and Children's policy document to be updated and include Children's Services.	April 2023		
11. Annual Update Children's Services Incident Guidance	<u>11.1 CS Incident Guidance</u> Ensure an annual review is carried out to the CS Incident Guidance and re issued to all educational/children's establishments.	April 2023		
12. Business Continuity	<u>12.1 Business Continuity</u> Ensure the CS business continuity plan is updated to capture any health and safety events.	April 2023		
13. Staff Training	<u>13.1 Staff Training</u> Organise a programme of technical refresher training for Technical Teachers and Technicians	April 2023		
14. Health Care In schools – Emergency	<u>14.1 Emergency Salbutamol Inhalers</u>	April 2023		

Salbutamol Inhalers	Work with colleagues in NHS to establish a policy for educational establishments on the use of emergency salbutamol inhalers			
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