
To: Education and Children Policy Board

On: 12 May 2016

Report by: Director of Children's Services

**Heading: Children's Services Annual Health and Safety Report 2015/16
and Action Plan 2016/17**

1. Summary

- 1.1. The council's health and safety policy 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 report for 2015/16 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 2016 for both education and social work.

Appendix 2 outlines a joint action plan, detailing the actions which the service aims to take by March 2017 for Children's services to consolidate and improve health and safety practice.

- 1.3. Children's services have a proactive approach to health and safety. This is evidenced by the attainment of accreditation and certification to BS OHSAS 18001:2007 with recommendation that the registration be continued. The standard measures the suitability and effectiveness of the service's occupational health and safety management systems.
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2. Recommendations

- 2.1. The education and children policy board is asked to:
- i) note the content of the report at Appendix 1; and
 - ii) approve the health and safety action plan for 2016/17 at Appendix 2.
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3. Background

- 3.1. Children's Services offer guidance, care and support to children. It ensures the range of needs experienced by vulnerable people, their families and communities are effectively met. This is achieved through close working relationships across other council services, other local authorities, public agencies, users and carers, their representatives and the independent and voluntary sectors.
 - 3.2. The annual report provides information on the implementation of Children's Services health and safety policy and identifies areas for future and continued action. These actions are identified in the health and safety action plan 2016/17 which is included as appendix 2 to this report.
 - 3.3. The creation of this annual report has been supported by the corporate health and safety section.
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Implications of this report

1. Financial Implications

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

2. HR and Organisational Development Implications

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

3. Community Plan/Council Plan Implications

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|------------------------------------|---|
| Children and Young People | - Protecting and supporting children and young people at risk in a safe environment. |
| Community care, health & wellbeing | - Improving the physical and emotional wellbeing of service users and employees across the Council through effective health and safety management and practice. |
| Jobs and the Economy | - 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. |
| Safer and Stronger | - 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 Implications

The Council will continue to comply with current 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**
The health and safety databases are facilitated through the Council's email server system.
- 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**
This report supports the overarching management of risk within the council.
- 11. Privacy Impact**
None.

List of Background Papers

- (a) Departmental Annual Health & Safety Report 2014/15 and Action Plan 2015/16 EPB 14/05/15

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
AG/KL/ES/MD/LG
30 March 2016

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Children's Services

Annual Health and Safety Report

2015/16

This annual report is prepared by Children's Services in accordance with Renfrewshire Council's Health and Safety Policy and Plan. The purpose of this report is to evaluate the health and safety performance of the service during the year 2015/2016 and set future health and safety objectives.

1. Management of health and safety within the service

1.1 Broad context of health and safety policy

The objective of Children's Services is to ensure that health, safety and well being is an integral part of its business. The service seeks to continually improve its health and safety performance and to further develop the positive response amongst its staff and service users.

2. Organisation of implementing health and safety management

- 2.1 The senior leadership team (SLT) monitors and reviews all service health and safety issues. It is chaired by the Director of Children's Services with senior representatives across the service. This group considers the formulation and implementation of the service's health and safety policy and plan, determines and prioritises service issues and monitors the health and safety plan. This group meets on an approximately six weekly cycle and health and safety is a standing agenda item.

The Head of Development or a suitable representative attends the Corporate Health and Safety Committee.

The quarterly Children's Services Health and Safety Planning Group (CSHSPG) comprises of wide representation across the service and is chaired by the Head of Development. Progress of the service's health and safety plan is monitored by this group and updated every quarter.

The operational responsibility for maintaining and progressing actions within the annual health and safety plan is through the Finance and Resources, HR and Organisational Development, (FACS, H.R. and O.D.) health and safety section and Children's Services Resources Manager.

The service's health and safety plan outlines the key objectives and related actions which require attention within the service. This dictates the main health and safety focus of the SLT in order to ensure continuous improvement in health and safety matters.

2.2 Consultation mechanisms

The CSHSPG is chaired by the Head of Development and both management and trade unions are represented. Consultation takes place at these meetings on the development of any health and safety policies or initiatives being planned across the service.

Following the achievement of the Healthy Working Lives Gold Award, the Corporate Health Improvements Group (CHIG) continues to be instrumental in highlighting health issues to employees and to the community. The group is chaired by the Health Improvement Manager and made up of a cross-section of council employees and representatives from the occupational health service.

Health and safety is a standing item on the agendas of team meetings across the service.

Service statistics are provided quarterly for accidents and violence and aggression incidents and reviewed/discussed at the CSHSPG. The group acknowledges that, due to the nature of the service, it would not be possible to stop all violent and aggressive incidents occurring but it is possible to seek to reduce the incidence and severity.

The service cascades relevant information, advice and guidance which is received from the Health and Safety team and other relevant organisations.

Local communications have been produced at a local level, for example within residential units, staff notice boards are used to convey local safety arrangements.

3. Planning and setting standards

3.1 Setting of health and safety objectives

The service's accreditation to BS OHSAS 18001: 2007 measures the suitability and effectiveness of the Service's health and safety management systems. The accreditation process continued on a sampling basis during 2015/16 as part of the overarching Council's BS OHSAS 18001: 2007 assessment plan. Children's Services were last audited during March 2016.

Inspections are carried out in educational, residential and home care services by the Care Inspectorate. Inspections are either announced or unannounced and address national standards which include health and safety arrangements within each of the premises.

Further to this, Scottish Fire and Rescue also undertake inspections within residential units to ensure compliance with the requirements of the Fire Scotland Act 2005. The health and safety section assist on request.

Risk assessments are undertaken by staff within the service with support and advice from the health and safety section where required. Areas covered include moving and handling, violence and aggression, lone working, fire safety, educational excursions, display screen equipment and general office/working environment.

Personal Emergency Evacuation Plans continue to be undertaken by management representatives with guidance from the health and safety section when required.

Use of the General Risk Assessment Database (GRAD) and risk assessment templates on RENFO have increased across the service. This is attributed to by the following:

- Increasing awareness by regularly monitoring the service's related Performance Indicator and related actions within the 2015-16 health and safety plan at the CSHSPG;

- Managers/supervisors undertaking corporate training courses namely general risk assessment and IOSH Supervising/Managing Safely;
- highlighting risk assessments to managers during planned inspections, audits and site visits; and
- providing training/mentoring on GRAD upon request.

Within establishments it is important where risks have been identified, risk assessments are carried out and adequate controls are established. Managers and heads of establishments are required to carry out or arrange for risk assessments to be carried out as and when appropriate.

Generic risk assessments, curricular and non-curricular are available on Renfo. It is the responsibility of the manager / head of each establishment to customise the risk assessments for their own establishment.

Children's Services carry out individual risk assessment for pupils who exhibit challenging behavior. It is important that members of staff are protected and that specific needs of children are addressed to allow them to access a full curriculum.

Portable appliance testing continues to be undertaken in line with Corporate Guidance Document HR Circular 06/11 – Revised Guidance on Inspection, Maintenance and Use of Portable Electrical Appliances. Testing is organised by the Corporate Landlord Section currently based within Development and Housing Services.

Following the implementation of the Noise at Work Regulations 2006, which came into force within the music and entertainment sectors on 6 April 2008, a programme of audiometric testing has been put in place for members of staff who have been identified as being at risk. This testing is conducted by the Council's occupational health service.

3.2 Training

The training undertaken within Children's Services supports the outcomes of the service requirements, individual training needs and the result of risk assessments. To enable this, the service has a dedicated training section which offer bespoke training courses that address the needs of the staff and complement the courses offered corporately. The training section is an accredited provider of SVQ training and within the curriculum there is a requirement to provide adequate health and safety knowledge to enable participants to evidence and practice their acquired knowledge for assessment purposes. This training has been further developed to incorporate Dealing with Violent Incidents, Moving and Handling, Health Emergencies and Infection Control training. Additional training may be outsourced to further education colleges or external agencies as appropriate.

Training needs analysis and individual development plans are also part of the service's processes and this supports the identification of health and safety training needs.

4. Measuring performance

4.1 Active monitoring

An audit is a systematic examination of the health and safety management systems in place including implementation of policies, procedures, training and safety awareness of staff. An inspection is the physical examination of the workplace including tools and equipment. The service is externally audited in line with the Council's overarching plan to ensure standards meet those required to continue accreditation to BS OHSAS 18001:2007.

The BS OHSAS 18001:2007 audits conducted during 2015-16 focused on the health and safety management system within establishments. Support was provided to establishments in preparation for the audits.

A formal inspection programme for 2015-16 was compiled by the health and safety section for all Council premises. Within children's services, premises are assigned either a high, medium or low risk rating. Residential units were assigned a high risk rating given the vulnerable nature of the clients and the residential setting. There is a constant focus on various aspects of health and safety within residential units.

Inspections were undertaken on a sampling basis and managers/heads are asked to consider sharing findings with all other colleagues.

The service's proactive health and safety performance indicators (PI) are discussed/monitored at the extended SLT and the CSHSPG.

4.2 Re-active monitoring

4.2.1 The performance of the service is measured internally by recording, collating and reporting the number of accidents/incidents and violent incidents within Children's Services through the Accident and Incident Recording Database (AIRD). This action includes:

- promoting the importance of reporting all incidents, accidents, acts of violence and/or aggression to staff. This allows for the identification of any trends within the service;
- Where appropriate issuing information to all establishments to notify them of any generic health and safety concerns arising from reported incidents. Also allows for accident investigation at line management level;
- highlighting good practice identified and endeavouring to implement this practice across all establishments; and
- ensuring that all relevant health and safety information is disseminated to employees and service users.

4.2.2 A systematic examination of health and safety management information is in place. This includes in depth analysis of accident/incident reports by type of incident, causal factor, trend, and establishment. The monitoring arrangement also includes in-depth analysis of incidents including violence towards staff.

- 4.2.3 A programme of inspection of Children's Services estate in preparation for audit visits has been established.
- 4.2.4 The service will continue to monitor and respond to incidents taking action as appropriate.

5. Review of Health and Safety Management

5.1 Health and safety activities

The implications of the Scottish Manual Handling Passport on the Council as a whole is being considered, an implementation plan is under development.

The Violent Incident Review Group (VIRG) met throughout the year. Its purpose is to analyse violent and aggressive incidents occurring within the service, identify potential trends and develop best practice to avoid or reduce incidents aimed at staff/clients. Regular reports from the group are provided at the CSHSPG. The VIRG was instrumental in testing the online violence and aggression reporting prior to it being formally launched.

The Service worked in partnership with Finance and Resources and the occupational health service to promote health and well being for staff. The Health Improvement manager was a key contributor to the Council's Healthy Working lives award maintenance programme.

The corporate health and safety section provided support in various areas. Various site visits were undertaken throughout the year. Once results of audits were collated, support and advice was provided to managers.

5.2 Occupational Health

The Service utilises the occupational health service to assist with the managing absence process within the Council. The service recognises that early intervention can support staff return to work, reducing absence levels and the associated costs.

5.3 Corporate Landlord

The Corporate Landlord arranges statutory testing within Council owned properties. Their remit includes managing Legionella checks, periodic testing of electrical hardwiring as well as gas boilers. Repairs are now logged by each unit via the Corporate Asset Management Information System (CAMIS)

5.4 Joint Working with Scottish Fire and Rescue (SFR)

The SFR are responsible for enforcing the Fire (Scotland) Act 2005. Assistance is provided where joint inspections/visits require to be held.

5.5 Training

As well as health and safety training being made available by the health and safety section via the corporate training planner, establishments can request on site training if required. Alternatively some training may be outsourced to further education colleges or external agencies where appropriate.

6. Future objectives – Health and Safety Plan for 2016-17

The health and safety plan for 2016-17 is attached at Appendix 2 to this report and covers the main objectives set out below.

Audits/Inspections 2016-17

An internal audit plan will be taken forward for the service for 2016-17 by the health and safety team in order to assess the existing health and safety management system (on a sampling basis).

An inspection programme for 2016-17 will be arranged and communicated to relevant establishments on a sampling basis according to the risk rating of premises. Inspections will be undertaken by the health and safety team.

In order to encourage establishments to undertake an annual Workplace Observation Inspection Reports (WOIRs), a service template will be distributed to all establishments and monitored within the health and safety plan to review compliance.

Risk Assessments

The process of migrating paper based general risk assessments onto the General Risk Assessment Database (GRAD) will continue during 2016-17. It is recommended this remain as a performance indicator within the health and safety plan to enable monitoring of reviews of risk assessments already on the system.

Electronic Display Screen Equipment (DSE) Assessment

It is recommended the uptake of the electronic DSE assessment tool continues to be monitored by the CSHSPG during 2016-17.

Educational Excursions

Review of Standard Circulars 33 & 48 will be completed to review guidance in line with Scottish Government Guidance “Going Out There”.

Administration of Medicine













Review of current Administration of Medicine Policy to be taken forward to meet the needs of Care Inspectorate guidance.

































CHILDREN'S SERVICES (EDUCATION)

HEALTH AND SAFETY ACTION PLAN 2015 – 2016










Final Status Report





















ELS H&S Action Plan Final Report 2015 16

Code & Title	Description	Planned Start Date	Due Date	Status Icon	Progress Bar	Latest Note
ELSHSAP2015 Education and Leisure Health and Safety Action Plan 2015 16	OVERALL SUMMARY INDICATOR	01-Apr-2015	31-Mar-2016		<div><div>99%</div></div>	
ELSHSAP2015.1 Compliance with Corporate Health and Safety Policy	SUMMARY INDICATOR - COMPLIANCE WITH CORPORATE H&S POLICY	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.1.1 Ensure compliance with current legislation	Review and update current health and safety procedures and guidance across ELS estate.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.1.2 Review and update annual health and safety report and plan	Review and update departmental health and safety report and plan annually.	01-Apr-2015	30-May-2015		<div><div>100%</div></div>	
ELSHSAP2015.1.3 Review and update master safety file	Review and update master safety file information within RENFO to reflect current legislation and updated guidance for the education sector.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.1.4 Risk Assessment Programmes	Monitor and review risk assessments for ELS estate (to include QWLR) . Update within RENFO as appropriate.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.2 Statutory Compliance	Summary Indicator - Statutory Compliance	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.2.1 Statutory Compliance	Continue to have maintenance checks and remedial works carried out throughout ELS estate. Establishments to record requests within electronic CAMIS system where appropriate.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.2.2 Fire Risk Assessment	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 ELS premises.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.2.3 Statutory Inspections	Liaise with Corporate Landlord on quarterly basis in relation to statutory inspection and assessment within premises as detailed within corporate HR circular 07/09 Revised Guidance on Statutory Inspections.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.3 Inspection programme	SUMMARY INDICATOR - INSPECTION PROGRAMME	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.3.1 Joint inspections with trade unions	Joint inspections in school with trade union representatives. Ongoing - annual programme in place.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	

ELSHSAP2015.3.2 Inspection of public buildings	Inspection of public buildings estate within the department including libraries, town halls and community facilities.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.3.3 ELS Audits	Audit of ELS estate ongoing annual programme via paper submissions / onsite visits.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.3.4 Audit of ELS establishments by corporate services	Audit of ELS establishments by corporate services	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.4 Planning and setting standards	SUMMARY INDICATOR - PLANNING & SETTING STANDARDS	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.4.1 Preparation for BSI	Preparation to achieve accreditation to BSI Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.4.2 Analyse accidents and incidents	Quarterly reporting of departmental stats from AIRD system.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.4.3 Analyse violent and aggressive incidents	Quarterly reporting of stats from departmental database. Discuss at Violent Incident Review Group	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.4.4 Provide Health and Safety Report to Corporate Health and Safety Committee	Preparation of quarterly report to corporate health and safety committee.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.4.5 Frequency of health and safety committee meeting	Quarterly departmental meetings to be held with other sectors and trade unions.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.5 Communication	SUMMARY INDICATOR - COMMUNICATION	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.5.1 Issue guidance to staff on new legislation	Issue guidance to staff on new legislation.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.5.2 Implement policy documentation including HR circulars	Implement policy documentation including HR circulars.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.5.3 Review Standard Circulars 33 & 48	Review Standard Circulars 33 & 48 in line with new Scottish Government Guidance "Going Out There"	01-Apr-2015	31-Mar-2016			Draft paper has been circulated to H&S Committee for comment. Anticipated it will be presented to August board for implementation at beginning of new school academic year.
ELSHSAP2015.6 Training	SUMMARY INDICATOR - TRAINING	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.6.1 Moving / Handling Training	Department to provide training to appropriate staff on Moving / Handling.	01-Apr-2015	31-Mar-2016			
ELSHSAP2015.6.2 Staff Training	Ensure appropriate staff receive training in the following: Induction, IOSH Working / Supervising / Managing Safety, First Aid, COSHH, Fire Warden / Emergency Evacuation / Fire Risk Assessment, DSE, Management of Challenging Behaviour	01-Apr-2015	31-Mar-2016			

SW H&S Action Plan Final Report 2015-16

Code & Title	Description	Planned Start Date	Due Date	Status Icon	Progress Bar	Latest Note
RSW/H&S/01 and RSW/H&S/02 - No. of planned SW Health & Safety Audits undertaken (both internal and 3rd party) and Percentage of actions, resulting from SW H&S audits, carried out on time.	SUMMARY INDICATOR – HEALTH AND SAFETY AUDITS	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
SWHS1401a – BS OHSAS 18001:2007	Ensure this standard is retained by the service.	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
ELSHSAP2015.1 Compliance with Corporate Health and Safety Policy	SUMMARY INDICATOR - COMPLIANCE WITH CORPORATE H&S POLICY	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
SWHS1401b – Internal Health and Safety Audits	Review the strengths and weaknesses of the service's health and safety management system by undertaking audits within Social Work Services in accordance with the Corporate Audit Plan.	01-Apr-2015	31-Mar-2016		<div><div>0%</div></div>	Scottish Manual Handling Passport audit postponed due to corporate strategic objectives being amended. This will be added to 2016-17 Health and Social Care Partnership H&S Plan.
RSW/H&S/03 Monitor risk assessments captured/reviewed on the Health and Safety Database (GRAD) during the course of 2015-2016	SUMMARY INDICATOR – GENERAL RISK ASSESSMENTS	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
SWHS1402a - General Risk Assessments	Increase number of approved general risk assessments captured/reviewed on the General Risk Assessment Database (GRAD) by 50.	01-Apr-2015	31-Mar-2016		<div><div>82%</div></div>	41 new risk assessments were created during 2015-16. This could be attributed to the service having an established suite of risk assessments.
SWHS1402b - Display Screen Equipment (DSE) self assessments	Monitor the implementation and management of display screen equipment self assessments for appropriate employees via the Social Work Health and Safety Committee	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
SWHS1402c - Manual Handling Activities	Ensure manual handling activities within home care, residential services and RLDS have been identified and suitably risk assessed via the Social Work Health and Safety Committee	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	
SWHS1402d - Fire Risk Assessments	Monitor the implementation and management of fire risk assessments within premises occupied by Social Work Services employees	01-Apr-2015	31-Mar-2016		<div><div>100%</div></div>	

	via the Social Work Health and Safety Committee.						
RSW/H&S/04.01 Number of Health and Safety training places taken up by Social Work staff	SUMMARY INDICATOR – TRAINING	01-Apr-2015	31-Mar-2016			950 places were utilised by SW employees.	
SWHS1403a – fire related training	Monitor fire related training requirements for staff located in all premises occupied by Social Work Services via the Social Work Health & Safety Committee.	01-Apr-2015	31-Mar-2016				
SWHS1403b – manual handling training	Monitor and provide training for employees undertaking manual handling activities via the Social Work Health & Safety Committee.	01-Apr-2015	31-Mar-2016				
RSW/H&S/05, RSW/H&S/06 and RSW/H&S/07 - H&S inspections	SUMMARY INDICATOR – HEALTH AND SAFETY INSPECTIONS AND WORKPLACE OBSERVATIONS INSPECTION REPORTS (WOIRS)	01-Apr-2015	31-Mar-2016				
SWHS1404 – Planned corporate H&S inspections undertaken on time	Monitor the implementation of the annual 2015-16 corporate health and safety inspection programme for Social Work Services.	01-Apr-2015	31-Mar-2016				
General Management of Health and Safety	SUMMARY INDICATOR – HEALTH AND SAFETY MANAGEMENT	01-Apr-2015	31-Mar-2016				
SWHS1405a – Lone Working Review	A review of lone working procedures and risk assessments will continue during 2015-16 to ensure they are suitable and sufficient.	01-Apr-2015	31-Mar-2016				
SWHS1405b – H&S Committee meetings	Hold quarterly service-specific health and safety committee meetings after the Corporate Health & Safety Committee meetings.	01-Apr-2015	31-Mar-2016				
SWHS1405c – Quarterly Statistics	Prepare quarterly statistics.	01-Apr-2015	31-Mar-2016				
SWHS1405d - Reporting to the Corporate H&S Committee	Prepare and submit a quarterly report on H&S performance to the Corporate Health & Safety Committee.	01-Apr-2015	31-Mar-2016				














CHILDREN'S SERVICES















HEALTH AND SAFETY PLANNING GROUP

(CSHSPG)

ACTION PLAN 2016 – 2017

Children's Services H&S Action Plan 2016 17

Code & Title	Description	Planned Start Date	Due Date	Status Icon	Progress Bar	Completed Date
CSHSAP2016 Children's Services Health and Safety Action Plan 2016 - 2017	OVERALL SUMMARY INDICATOR	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.1 Compliance with Corporate Health and Safety Policy	SUMMARY INDICATOR - COMPLIANCE WITH CORPORATE H&S POLICY	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.1.1 Review and update Children's Services Health and Safety Policy and Plan	Review H&S Policy (3 yearly) and Annual Plan	01-Apr-2016	31-Mar-2016		<div>0%</div>	
CSHSAP2016.1.2 Ensure compliance with current legislation	Review and update current health and safety procedures and guidance across children's services estate.	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.2 Statutory Compliance	Summary Indicator - Statutory Compliance	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.2.1 Statutory Compliance - Property	Continue to have maintenance checks and remedial works carried out. Establishments to record requests within electronic CAMIS system where appropriate.	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.2.2 Fire Risk Assessment	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.	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.2.3 General Risk Assessment	Monitor risk assessments recorded on GRAD and on RENFO (for educational establishments). Ensure required reviews have been taken forward.	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.2.4 Display Screen Assessments	Monitor the implementation and management of display screen equipment self assessments for appropriate employees	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.2.5 Manual Handling Activities	Ensure manual handling activities within the service have been identified and suitably risk assessed	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.3 Inspection programme	SUMMARY INDICATOR - INSPECTION PROGRAMME	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.3.1 Establishment WOIR Inspections	WOIR inspections in establishments to include education establishments joint inspection with trade union representatives. Ongoing - annual programme in place.	01-Apr-2016	31-Mar-2017		<div>0%</div>	
CSHSAP2016.3.2 Audit and inspection of Children's Services establishments by corporate services health and safety team.	Audit and inspection of establishments by corporate services	01-Apr-2016	31-Mar-2017		<div>0%</div>	

Code & Title	Description	Planned Start Date	Due Date	Status Icon	Progress Bar	Completed Date
CHSAP2016.3.3 % of actions resulting from audits by corporate health and safety team	Monitoring of % of actions identified during due for completion that have been completed on time.	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.4 Planning and setting standards	SUMMARY INDICATOR - PLANNING & SETTING STANDARDS	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.4.1 Preparation for BSI	Preparation to achieve accreditation to BSI Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.4.2 Analyse accidents and incidents	Quarterly reporting of departmental stats from AIRD system.	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.4.3 Analyse violent and aggressive incidents	Quarterly reporting of stats from departmental database. Discuss at Violent Incident Review Group	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.4.4 Provide Health and Safety Report to Corporate Health and Safety Committee	Preparation of quarterly report to corporate health and safety committee.	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.4.5 Frequency of Children's Services health and safety planning meeting	Quarterly departmental meetings to be held with other sectors and trade unions.	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.5 Review of Health and Safety Management	SUMMARY INDICATOR - COMMUNICATION	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.5.1 Issue policy/guidance to staff on safety / health related matters	Communicate forthcoming external and internal H&S campaigns to the staff and participate where appropriate	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.5.2 Review Educational Excursions Policy	Review Standard Circulars 33 & 48 in line with new Scottish Government Guidance "Going Out There"	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.5.3 Review of Administration of Medicine Policy	Review policy to meet the needs of Care Inspectorate guidance.	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.6 Training	SUMMARY INDICATOR - TRAINING	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.6.1 Moving / Handling Training	Service to provide appropriate training for employees undertaking manual handling activities. Scottish Manual Handling Passport for the Council as a whole is being considered at a corporate level. The service will require to take forward actions as appropriate.	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	
CSHSAP2016.6.2 Staff Training	Ensure staff receive training as appropriate to include: - Induction, IOSH Working / Supervising / Managing Safely, First Aid, COSHH, Fire Warden / Emergency Evacuation / Fire Risk Assessment, DSE, Management of Challenging Behaviour	01-Apr-2016	31-Mar-2017		<div><div></div></div> 0%	