

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 05 September 2023

**Report by
Principal HR & OD Adviser**

Developments in Health and Safety Incident Reporting.

1. Summary

This report outlines the developments in the H&S incident reporting process and the ERP development of the system, which have taken place since the last meeting of the Joint Negotiating Committee for Teachers (JNC).

2. Recommendations

- 2.1 This report is for information only and to note that this is a retrospective record of health, safety and well-being activities undertaken by Finance and Resources, HR, health and safety section and the ERP Businessworld team.

3. Background

- 3.1 The H&S incident reporting process has been an integral part of the ERP Businessworld solution for a number of years now. Over that period there have been some changes, mainly to try and refine the process to make it easier for people to report an incident as well as allowing managers greater access to data. We need to be mindful that the purpose of incident reporting is to;

- Record the incident.
- Determine the possible root cause and other causation factors.
- Document any actions taken for corrective action.

The aim of any incident management and investigation is to prevent a reoccurrence of any type of incident which may lead to injury, ill health, or damage to property. If we don't report incidents that occur in a timely manner, the same type of incident could happen again.

3.2 The work completed over the summer period includes:

- A housekeeping exercise conducted by the H&S team, The ERP team, and the CS H&S Coordinator to reduce the forms remaining in workflow.
- The ERP team have increased manager time to review the form, with the escalation time moving from 7 days to 14 days.
- New role and improved access for the H&S Coordinator within Childrens Services, this provides greater visibility to data and forms.
- A weekly incident review meeting with the Health and Safety Team and the Childrens Services, H&S Coordinator has been established.
- Improvements to the dashboard and reports.
- A revision to the supply teachers process that allows the report to go to the head teacher at the school they are working in.
- An overview of the improvements was provided at a recent Headteachers' meeting.

3.3 The benefits from these changes will ensure that:

- We continue to meet our moral and legal duties to manage, report and learn from incidents.
- We continue to demonstrate a commitment to health and safety in the workplace for our employees, our schools, and our children.
- We continue to improve the safety performance of the organisation.
- We continue to improve the data that headteachers and managers can access and as well as providing greater flexibility when responding to Freedom of Information Requests.