

To: Education and Children Policy Board

On: 23 May 2024

Report by: Director of Children's Services

Heading: Children's Services Health and Well Being Strategy Update
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 2023/2024 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 2024 for Children's Services.
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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 2023/2024, attached at Appendix 1
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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.
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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**

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.

List of Background Papers

- **Children's Services Health, Safety and Well Being Plan 2022/2024 – 18 August 2023**

Children's Services

GL/LB

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Appendix 1

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>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>	<p>Ongoing</p> <p>April 2024</p>	<p>Interim Head of Service is working on a revised policy on Violence and Aggression.</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 2024/25 for staff members.</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>	<p>April 2023</p>	<p>March 2024</p>	<p>Children's Services disseminate all corporate communications regarding counselling services available to staff to all staff within the service.</p> <p>Line managers are asked to share this information with their staff.</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 2023</p>	<p>March 2024</p>	<p>Children's Services will continue to support Corporate health awareness campaigns and disseminate information across the workforce.</p>
3.Hand Arm Vibration Syndrome (HAVS)	<p><u>3.1 Information Awareness Education Support/</u></p>	<p>April 2023</p>	<p>April 2024</p>	<p>Resources Support Manager issued a reminder to Education Support Managers / Senior Service Delivery</p>

	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.			Officers to ensure that staff who work in this area have appropriate risk assessment and training in place.
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. 2 templates in existence (residential and non-residential).	April 2023	March 2024	Education Support Managers, Senior Service Delivery Officers and House Manager's are reminded annually of the requirement to review the Fire Risk Assessment and associated paperwork.
	<u>4.1 Fire Risk Assessment (cont)</u> 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 2023	March 2024	Complete
	<u>4.1 Fire Risk Assessment (cont)</u> The monitoring of fire training within education and children's services is the responsibility of establishment managers.	April 2023	July 2023	Following the introduction of the Scottish Fire and Rescue's "Unwanted Fire Alarm Service (UFAS)" procedures for non residential premises in July 2023, all educational establishments were provided with updated risk assessment templates for responding to alarm activations. Training on completion of fire related paperwork was offered to all schools by the corporate health and safety team.
5.Musculoskeletal and Joint Disorders	<u>5.1 Manual Handling</u> <u>Ensure manual handling</u> activities across education and children's services have been identified and suitably risk assessed.	April 2023	April 2024	Resources Support Manager issued a reminder to Education Support Managers / Senior Service Delivery Officers to ensure that staff who work carry out manual handing tasks to ensure they are appropriately trained.
6. Managing Contractors	<u>6.1 Disruption Management Plan</u> Resources Support Manager/Social Work Manager to work with project manager for any	April 2023	March 2024	The Education Manager (Resources) works closely with the Property and Technical Services department to ensure a disruption management plan is developed for all property works carried out within Educational establishments.

	school/building adaptations / new builds to ensure that an adequate disruption management plan is in place.			Head Teachers and Heads of Centre will ensure that all disruption management plans are shared with staff.
	<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 2023	February 2024	<p>Complete</p> <p>An email reminder was sent out to all Education Support Managers / Senior Service Delivery Officers to ensure staff are reminded of the importance of ensuring Working at Height Guidance is followed.</p> <p>Resources Support Manager is a member of the corporate working at height group and will disseminate all relevant information to heads / managers.</p>
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	March 2024	Complete
	<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	August 2023	<p>In May 2023, HTs / Heads of Centre were asked to ensure precautions were taken due to extreme high temperatures being experienced. Safety Notice issued.</p> <p>At the beginning of school session 2023/2024, all head teachers were advised of the requirement to review the playground, security and flight risk paperwork.</p> <p>HTs / Heads of Centre were advised in November 2023 of the requirement to review their winter guidance and ice/snow risk assessment</p>

	<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	April 2024	Corporate Health and Safety provide an update to the Children's Services Health and Safety Committee with the number of staff who have completed their DSE Assessments.
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	August 2024	Education Support Managers were reminded in August 2023, that all annual health and safety walk rounds should take place and TU reps should be invited to attend the walk round.
	<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		<p>In School Session 2023/2024 the Resources Support Manager has visited educational establishments across the learning estate to support head teachers / heads of centres with Health and Safety concerns they have had.</p> <p>The Corporate Health and Safety team assist with these visits where required.</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 2023	March 2024	Complete
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> <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</p>	<p>April 2023</p> <p>April 2023</p>	<p>August 2023</p> <p>March 2024</p>	<p>Updated Flight Risk Paperwork and Checklists issued to head teachers and heads of centres to heads were requested to share with all staff.</p>

	Scotland"			
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 SW.	April 2023	Delayed	The policy has still to be worked on. This has been passed to Interim Head of Education for consideration.
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	February 2024	Resources Support Manager carried out a review of the CS Incident Guidance. The Incident Guidance is issued to all schools and ELCCs at the start of the new school session in August.
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	March 2023	Complete
13. Staff Training	<u>13.1 Staff Training</u> Organise a programme of technical refresher training for Technical Teachers and Technicians	April 2023	December 2023	Resources Support Manager organised with Glasgow Clyde College Technical refresher training for all technical staff in secondary schools.
14. Health Care In schools – Emergency Salbutamol Inhalers	<u>14.1 Emergency Salbutamol Inhalers</u> Work with colleagues in NHS to establish a policy for educational establishments on the use of emergency salbutamol inhalers	April 2023	March 2024	Resources Support Manager met with colleagues in Corporate Health and Safety to discuss the issue of stock inhalers being retained in school offices. Following discussions it was decided that the best approach was a reminder to parents / carers of pupils who require medicine throughout the school day to ensure that the school office / pupil has adequate supplies of medicines stored for use throughout the school day. Head Teachers / Heads of Centre were reminded that when taking pupils out on outings that all medicines should be taken with pupils.