

To: Education and Children's Services Policy Board

On: 22 August 2019

Report by: Director of Children's Services

**Heading: Children's Services Health, Safety and Well Being Plan
2019-2022**

1. Summary

- 1.1 The council's health and safety governance arrangements were audited in 2017/18 and opportunities were identified to strengthen service departments arrangements.
 - 1.2 The main purpose of this strategy is to identify the key areas that Children's Services require to work on to ensure legal compliance and, where appropriate meet industry standards and good practice.
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2. Recommendations

- 2.1. The education and children's services policy board is asked to:
 - i) approve the Children's Services Health and Well Being Strategy 2019/2022.
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3. Background

- 3.1 The Finance, Resources and Customer Services Policy Board on 14 November 2018, approved the Council Health, Safety and Wellbeing Strategy 2019/2022.
- 3.2 The council health and safety strategy requires each council service to maintain its own health and safety strategy.
- 3.3 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.
- 3.4 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.

- 3.5 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

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

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 and Safety Policy

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

GMCK/LB

13 August 2019

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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><u>1.2 Monitor Violence and Aggression Incidents</u></p> <p>Ensure all Business World entries are monitored and actioned.</p>	August 2019	March 2020	
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".</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>	August 2019	March 2020	
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 ask for an occupational health referral if required.</p>	August 2019	March 2020	
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.</p>	August 2019	March 2020	

5. Musculoskeletal and Joint Disorders	<u>5.1 Manual Handling</u> <p>Ensure manual handling activities within the service have been identified and suitably risk assessed.</p>	August 2019	March 2020	
6. Managing Contractors	<u>6.1 Disruption Management Plan</u> <p>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.</p>	August 2019	March 2020	
7. Audits	<u>7.1 Statutory Compliance</u> <p>Continue to have maintenance checks and remedial works carried out. Establishments to record requests within electronic CAMIS system where appropriate.</p> <u>7.3 General Risk Assessment</u> <p>Monitor risk assessments recorded on GRAD and on RENFO (for educational establishments). Ensure required reviews have been taken forward.</p> <u>7.4 Display Screen Assessments</u> <p>Monitor the implementation and management of display screen equipment self assessments for appropriate employees.</p>	August 2019	March 2020	
8. Inspections	<u>8.1 Establishment WOIR Inspections</u> <p>WOIR inspections in establishments to include education establishments joint inspection with trade union representatives. Ongoing - annual programme in place.</p> <u>8.2 Audit of Children's Services establishments by corporate health and safety team</u>			

	<p>Audit of establishments by Health and Safety team to ensure safe working practices and 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>			
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