

To: Education and Children's Services Policy Board

On: 20 May 2021

Report by: Director of Children's Services

**Heading: Children's Services Health, Safety and Well Being Plan 2019-2022
Update for 2019/2020 and 2020/2021**

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. Due to the COVID-19 pandemic the annual update of the Children's Services Health, Safety and Well Being Strategy for year 2019/2020 was delayed. This is attached for information as Appendix 1.
 - 1.3. The Children's Services Health, Safety and Well Being Strategy 2020/21 update is attached as Appendix 2. 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 2021 for Children's Services.
 - 1.4. 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.
 - 1.5. There is currently a process whereby, in the event of an incident occurring that triggers a Duty of Candour notification, staff have a duty to report this to the Head of Schools, who has the responsibility for ensuring that the Duty of Candour procedure is followed. Where required, the Care Inspectorate will be notified.
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2. Recommendations

- 2.1. The education and children's services policy board is asked to:

- i) Note the progress of Children's Services Health and Well Being Strategy 2019/2022
- ii) Note the progress of Children's Services Health and Well Being Strategy 2020/2021
- iii) Approve the inclusion of Duty of Candour Incidents process, in the Children's Services Health and Well Being Strategy 2019-2022

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.

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

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| 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 |

Working together to improve outcomes

- 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.
- 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, Safety and Well Being Strategy 2019-2022 – May 2019

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

10 March 2021

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Annual update - Children's Services Health, Safety and Well Being Strategy for year 2019/2020

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	<p>Violence and Aggression flowchart updated and scenarios development to be presented to the next meeting of the V&A meeting in March 2020.</p> <p>All business world entries reviewed on a weekly basis.</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".</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	<p>Information is available for staff on Renfo about counselling services available for employees.</p> <p>Information circulated to staff on council wide health initiatives.</p>
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	<p>Corporate Health and Safety Questionnaire circulated to ESMs for completion and completed forms returned to Corporate Health and Safety.</p>

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	All children's services establishments are reminded that fire risk assessments should be updated annually for their establishments.
5.Musculoskeletal and Joint Disorders	<p><u>5.1 Manual Handling</u></p> <p>Ensure manual handling activities within the service have been identified and suitably risk assessed.</p>	August 2019	March 2020	Inclusion Support Officers liaise with HTs on an individual basis to support staff / pupils with manual handling.
6. Managing Contractors	<p><u>6.1 Disruption Management Plan</u></p> <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	Discussions have taken with project managers who are overseeing early years 1140 expansion projects to ensure the adequate disruption management plans are in place for works that are being undertaken during term time.
7. Audits	<p><u>7.1 Statutory Compliance</u></p> <p>Continue to have maintenance checks and remedial works carried out. Establishments to record requests within electronic CAMIS system where appropriate.</p>	August 2019	March 2020	<p>All schools reminded that any repairs / faults should be logged onto CAMIS for repair.</p> <p>The property log book was adapted for use in Children's Residential Houses to bring in line with school recording procedures.</p>

	<p><u>7.2 General Risk Assessment</u></p> <p>Monitor risk assessments recorded on GRAD and on RENFO (for educational establishments). Ensure required reviews have been taken forward.</p> <p><u>7.3 Display Screen Assessments</u></p> <p>Monitor the implementation and management of display screen equipment self assessments for appropriate employees.</p>			<p>GRAD is no longer in use. Risk Assessments will be available via Business World but no confirmed date is available. All children's services risk assessments are available on RENFO.</p> <p>Headquarters staff reminded that DSC assessments should be carried out annually.</p>
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><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> <p><u>8.3 CSHSAP2017.4.1 Preparation for BSI</u></p> <p>Preparation to achieve accreditation to BSI Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.</p>			<p>Schools are reminded to carry out their annual inspection and trade union reps should be given the invitation to attend this walk round.</p> <p>The corporate health and safety team visit education establishments on request to assist with H&S queries.</p> <p>Resources Support Manager carries out pre audits of establishments selected for BSI inspection.</p>

Appendix 2

Children's Services Health, Safety and Well Being Strategy Update 2020/21

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>	April 2020	March 2021	<p>The Violence and Aggression Group meeting of April 2020 had to be rescheduled due to COVID-19 pandemic. Gordon McKinlay has re-established the group with the initial meeting on January 2021</p> <p>All business world entries reviewed on a weekly basis.</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".</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>	April 2020	March 2021	<p>Information is available for staff on Renfo about counselling services available for employees. In addition to this information emails have been sent out to employees weekly from the communication team with links to government websites and supports to help staff with their mental / physical health during the COVID-19 pandemic.</p> <p>Information circulated to staff on council wide health initiatives. Including any information available to employees around supports for COVID-19.</p>
3. Hand Arm Vibration Syndrome (HAVS)	<p><u>3.1 Information Awareness</u></p> <p>Education Support Managers are asked to remind staff who</p>	April 2020	March 2021	<p>Education Support Managers are aware they have to remind staff</p>

	work with this type of risk to look out for symptoms and ask for an occupational health referral if required.			working in these areas to look out for symptoms and make any necessary referrals to occupational health.
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>	April 2020	March 2021	All children's services establishments are reminded that fire risk assessments should be updated annually for their establishments.
5.Musculoskeletal and Joint Disorders	<p><u>5.1 Manual Handling</u></p> <p>Ensure manual handling activities within the service have been identified and suitably risk assessed.</p>	April 2020	March 2021	Inclusion Support Officers liaise with HTs on an individual basis to support staff / pupils with manual handling.
6. Managing Contractors	<p><u>6.1 Disruption Management Plan</u></p> <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>	April 2020	March 2021	<p>Project managers ensure that adequate disruption management plans are in place for works that are being undertaken during term time.</p> <p>Any contractors visiting educational establishments during the ongoing pandemic are required to follow the establishment COVID risk assessment. They should also have in place their own COVID risk assessment for the tasks they are carrying out and come equipped with appropriate PPE.</p>
7. Audits	<p><u>7.1 Statutory Compliance</u></p> <p>Continue to have maintenance checks and remedial works carried out.</p>	April 2020	March 2021	All schools reminded that any repairs / faults should be logged onto CAMIS for repair.

	<p>Establishments to record requests within electronic CAMIS system where appropriate.</p> <p><u>7.3 General Risk Assessment</u></p> <p>Monitor risk assessments recorded on GRAD and on RENFO (for educational establishments). Ensure required reviews have been taken forward.</p> <p><u>7.4 Display Screen Assessments</u></p> <p>Monitor the implementation and management of display screen equipment self assessments for appropriate employees.</p>			<p>The property log book was adapted for use in Children's Residential Houses to bring in line with school recording procedures.</p> <p>All children's services risk assessments are available on RENFO.</p> <p>DSC assessments are now available on Business World for completion. Staff have all been reminded that they should update their DSC on business world as soon as possible.</p>
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> <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</p>			<p>Establishments are reminded to carry out their annual inspection and trade union reps should be given the invitation to attend this walk round.</p> <p>Corporate Health and Safety created a COVID compliant WOIR form for schools to complete prior to schools re-opening in August 2020.</p> <p>The corporate health and safety team visit establishments on</p>

	<p>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>		<p>request to assist with H&S queries and to ensure control measures for COVID19 in place. In light of COVID additional inspections for the creation of HAZID's for establishments was undertaken prior to re-opening of schools</p> <p>Due to COVID restrictions visits to establishments have been reduced this session. The Resources Support Manager carries out pre-inspection audits of establishments selected for BSI inspection.</p>
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