To:	**Education and Children Policy Board**
On:	**14 May 2015**

Report by:	**Director of Children's Services**

Heading:	**Annual Health and Safety Report 2014/15 and Action Plan 2015/16**

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 department.

1.2. There are transitional reporting arrangements in place reflecting the change in the council's management and governance arrangements from 2014/15 to 2015/16, and this is reflected in the format and content of the report.

1.3. The children's services health and safety report for 2014/15 as it relates to Education services is attached as appendix 1, which includes an action plan for 2015/16 which is attached as appendix 2 to this report.

1.4. The 2015/16 health and safety plan for the social work children's and criminal justice areas of the new children's services directorate is also contained within the report at appendix 3.

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2. Recommendations

2.1. The education and children policy board is asked to:

   i) note the content of this report; and
   ii) approve the health and safety action plans for 2015/16.

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3. Background

3.1. The council's corporate health and safety policy requires that each service prepares an annual health and safety report which evaluates its approach and performance in health and safety management.

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. This action is identified in the health and safety action plan 2015/16 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
None.

2. HR and Organisational Development Implications
Improved health, safety and welfare of employees and service users.

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. (Report author to arrange this).

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.

List of Background Papers

(a)   Background Paper 1: Departmental Health & Safety Policy 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. The contact officer within the service is (Jill Hayes, Resources Support Manager, 0141 618 4010, jill.hayes@renfrewshire.gov.uk
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Children's Services
JH/AMcM
1 May 2015

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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 2014/2015 and set future health and safety objectives and tasks for 2015/2016.

1. Management of health and safety within the service

1.1 Children's Services provides a broad range of services which will enable individuals to fulfil their potential and contribute to the economic, social, cultural and environmental well being of local communities.

1.2 Children's Services was previously Social Work and Education and Leisure Services.

1.3 The main priorities for action are structured around the four pillars of Scottish public sector reform. These planning themes are:
- prevention
- people
- partnerships
- performance

1.4 The Children's Services health and safety 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 of the service.

1.5 It is intended that this report will demonstrate our commitment to maintaining and developing the Children's Services health and safety policy and highlight our intention to maintain a high level of health and safety performance.

2. Organisation of implementing health and safety management

2.1 The Children's Services health and safety policy is developed in line with the council's health and safety policy and plan. The purpose of this policy is to ensure that good practice in health and safety matters is integral to the operation of Children's Services. This is achieved through the development of positive staff attitudes; progressing an agreed programme of risk assessments; and training of appropriate staff.

The responsibility for the delivery and monitoring of the policy is delegated by the Director of Children's Services to the Health and Safety Committee (CSHSC) which meets six monthly. The group is chaired by Children's Services and includes representation from management, other departments and trade unions.

2.2 Consultation Arrangements

Employees and clients are actively encouraged to co-operate with Children's Services, not only by stating their concerns but also by highlighting good practice to be shared with others.

CSHSC meets six monthly and is the principle mechanism for consultation. Its purpose is to identify specific issues and to report on progress.

School Liaison Groups (SLGs) are involved in school estate management planning. These groups comprise representatives of the school staff; the trade unions; the contractor; and property services. These school level meetings are designed to deal with health and safety matters associated with the refurbishment or rebuild projects.

Access to the electronic safety file is available in all Children's Services establishments. This serves as the main source of information and guidance on matters relating to health and safety. It is updated as required with advice from council headquarters. Managers and heads of establishment ensure that all relevant information is brought to the attention of staff, clients, contractors and others affected by the service.

3. Planning and setting standards

3.1 Setting of health and safety objectives

The CSHSC has responsibility for delivery and monitoring of the policy, setting and publicising the expected standards for health and safety within council headquarters and in individual establishments. Heads of service, managers and heads of establishments are responsible for ensuring compliance with health and safety standards. To ensure that these standards are met, each establishment is expected to engage the support and commitment of employees to safe working practices.

The CSHSC will progress the implementation of the health and safety policy and action plan by:

- establishing procedures to create and maintain a positive health and safety culture;

- monitoring and evaluating the arrangements made for the implementation of the policy;

- ensuring that employees, clients and all other users are well informed on matters relating to their health, safety and welfare; and

- acting on the advice of the corporate health and safety and corporate landlord departments, ensuring adherence to current legislation and establishing related statutory procedures for compliance.

Children's Services utilises the services of a variety of specialists including medical practitioners, the occupational health service and Corporate Personnel to support and advise on the implementation of the action plan.

3.2   Training

General and specific health and safety training needs continue to be addressed with most of the statutory training delivered by the corporate health and safety section. Some training is outsourced to further education colleges or external agencies where appropriate.

Operational management of health and safety matters within individual schools and early years establishments is delegated to heads of establishments, supported by business / education support staff.

The following statutory and awareness training, and health and safety training for staff continued to take place during 2014/15:

- corporate services' general safety training for all staff including risk assessment, accident investigation etc.;
- display screen equipment assessment;
- working safely, supervising safely and managing safety courses for nominated managers, Institute of Occupational Safety and Health (IOSH) accredited;
- fire wardens, fire safety and fire risk assessment training,
- Quality of Working Life
- COSHH Awareness and
- Violence and Aggression

Training planned for 2015/16 includes:

- statutory and awareness training as required for new employees and other staff as appropriate;
- refresher courses in statutory testing and operational procedures for machinery used in schools for school technicians where and when appropriate;
- specific manual handling instruction for classroom assistants (ASN) where required to meet the individual needs of children with physical disability;

4.   Measuring performance

Children's Services attained accreditation and certification to British Standards Institute Occupational Health and Safety Series (BS OHSAS) 18001:2007 in July 2008. This standard measures the suitability and effectiveness of the health and safety management systems in place within Children's Services. The accreditation process and continual audit of systems will continue throughout 2015/2016

4.1 Monitoring

4.1.1   Children's Services have approximately 3,600 employees performing many tasks which carry varying levels of risk. In addition there is provision of formal education for around 30,000 children and young people in 3 special schools, 11 secondary schools, 49 primary schools, 23 nursery classes and 12 pre-5 centres. Many other members of the community benefit from various services provided.

It is important that where risks have been identified, risk assessments are carried out and adequate controls are established. 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 head of each establishment to customise the risk assessments for their own establishment.

4.1.2   Children's Services supports a zero tolerance approach to managing violent or aggressive behaviour towards staff and the council's statement on violence and aggression to staff is displayed in all establishments.

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

4.1.4   A programme of individual manual handling risk assessment for those young people with mobility problems who are educated within mainstream education is in place.

4.1.5   Health and safety monitoring groups continue to assess the programmes of work on refurbishment projects to ensure a safe working environment for all occupants.

4.1.6   Responsibility for occupational health and welfare lies within the responsibilities of the human resources manager (operations) within corporate services. Over the past year the staff support service continued to be well used.

4.1.7   Corporate services personnel continue to provide guidance for employees on the support available, ranging from bereavement counselling to handling violent or aggressive behaviour.

4.1.8   Flu protection vaccine programme was continued and administered to staff in pre 5 establishments, primary and additional support needs schools during 2015.

4.1.9   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.

4.1.10 It is the responsibility of each head of establishment to liaise with corporate landlord department to ensure that all applicable statutory inspections are carried out within the required timescales.

Joint management/trade union health and safety inspections of premises have continued during 2014/15. The head teacher, head of establishment or nominated representative carries out this function with the local trade union representative.

4.1.11 Procedures to address the support needs of pupils in mainstream education with mobility difficulties and visual/hearing impairments are now established. A formal procedure has been developed to identify:

- the role of key partners/services;
- activities to be undertaken;
- timescales;
- communication and resource implications;
- risk assessment procedures; and
- monitoring and review arrangements.

4.1.12 Fire risk assessments in all Children's Services establishments are reviewed on an annual basis.

4.2   Reactive 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 education and leisure 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;

- 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 CSHSC will continue to monitor and respond to incidents taking action as appropriate.

5.   Review of Health and Safety Management

Auditing processes identified in BS OHSAS 18001:2007 are used to monitor Children's Services health and safety management systems for suitability and effectiveness.

The health and safety policy is continually improved through constant monitoring, through the implementation of the Children's Services health and safety action plan and through appropriate health and safety training for relevant staff.

CHILDREN'S SERVICES (EDUCATION)

HEALTH AND SAFETY ACTION PLAN 2014 – 2015

Final Status Report

Children's Services H&S Action Plan Final Report 2014 15

Code & Title	Description	Planned Start Date	Due Date	Status Icon	Progress Bar	Completed Date	Latest Note
CSHSAP2014.1 Compliance with Corporate Health and Safety Policy	**SUMMARY INDICATOR - COMPLIANCE WITH CORPORATE H&S POLICY**	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.1.1 Ensure compliance with current legislation	Review and update current health and safety procedures and guidance across Children's Services estate.	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.1.2 Review and update annual health and safety report and plan	Review and update departmental health and safety report and plan annually.	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.1.3 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-2014	31-Mar-2015	●	100%		
CSHSAP2014.1.4 Risk Assessment Programmes	Monitor and review risk assessments for Children's Services estate (to include QWLR). Update within RENFO as appropriate.	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.2 Statutory Compliance	**Summary Indicator - Statutory Compliance**	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.2.1 Statutory Compliance	Continue to have maintenance checks and remedial works carried out throughout Children's Services estate. Establishments to record requests within electronic CAMIS system where appropriate.	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.2.2 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 Children's Services premises.	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.2.3 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-2014	31-Mar-2015	●	100%		
CSHSAP2014.2.4 DSE Assessment	Continue to monitor DSE on-line assessment within establishments.	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.3 Inspection programme	**SUMMARY INDICATOR - INSPECTION PROGAMME**	01-Apr-2014	31-Mar-2015	●	100%		
CSHSAP2014.3.1 Joint inspections with trade unions	Joint inspections in school with trade union representatives. Ongoing - annual programme in place.	01-Apr-2014	31-Mar-2015	●	100%		

Ref / Name	Description	Start	End	Status	Progress
CSHSAP2014.3.2 Inspection of public buildings	Inspection of public buildings estate within the department including libraries, town halls and community facilities.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.3.3 Children's Services Audits	Audit of Children's Services estate ongoing annual programme via paper submissions / onsite visits.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.3.4 Audit of Children's Services establishments by corporate services	Audit of Children's Services establishments by corporate services	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.4 Planning and setting standards	SUMMARY INDICATOR - PLANNING & SETTING STANDARDS	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.4.1 Preparation for BSI	Preparation to achieve accreditation to BSI Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.	01-Apr-2014	31-Mar-2015	●	100%
Children's ServicesHSAP2014.4.2 Analyse accidents and incidents	Quarterly reporting of departmental stats from AIRD system.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.4.3 Analyse violent and aggressive incidents	Quarterly reporting of stats from departmental database. Discuss at Violent Incident Review Group	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.4.4 Provide Health and Safety Report to Corporate Health and Safety Committee	Preparation of quarterly report to corporate health and safety committee.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.4.5 Frequency of health and safety committee meeting	Quarterly departmental meetings to be held with other sectors and trade unions.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.5 Communication	SUMMARY INDICATOR - COMMUNICATION	01-Apr-2014	31-Mar-2015	▲	83%
CSHSAP2014.5.1 Issue guidance to staff on new legislation	Issue guidance to staff on new legislation.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.5.2 Implement policy documentation including HR circulars	Implement policy documentation including HR circulars.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.5.3 Review Standard Circulars 33 & 48	Review Standard Circulars 33 & 48 in line with new Scottish Government Guidance "Going Out There"	01-Apr-2014	31-Mar-2015	▲	50%
CSHSAP2014.6 Training	SUMMARY INDICATOR - TRAINING	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.6.1 Moving / Handling Training	Department to provide training to appropriate staff on Moving / Handling.	01-Apr-2014	31-Mar-2015	●	100%
CSHSAP2014.6.2 Staff Training	Ensure appropriate staff receive training in the following: Induction, IOSH Working / Supervising / Managing Safely, First Aid, COSHH, Fire Warden / Emergency Evacuation / Fire Risk Assessment, DSE, Management of Challenging Behaviour	01-Apr-2014	31-Mar-2015	●	100%

CHIILDREN'S SERVICES (EDUCATION)

HEALTH AND SAFETY ACTION PLAN 2015 – 2016

Children's Services H&S Action Plan 2015 16

Code & Title	Description	Planned Start Date	Due Date	Status Icon	Progress Bar	Completed Date	Latest Note
CSHSAP2015.1 Compliance with Corporate Health and Safety Policy	**SUMMARY INDICATOR - COMPLIANCE WITH CORPORATE H&S POLICY**	01-Apr-2015	31-Mar-2016	▲	0%		
CSHSAP2015.1.1 Ensure compliance with current legislation	Review and update current health and safety procedures and guidance across Children's Services estate.	01-Apr-2015	31-Mar-2016	▲	0%		
CSHSAP2015.1.2 Review and update annual health and safety report and plan	Review and update departmental health and safety report and plan annually.	01-Apr-2015	31-Mar-2016	▲	0%		
CSHSAP2015.1.3 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	▲	0%		
CSHSAP2015.1.4 Risk Assessment Programmes	Monitor and review risk assessments for Children's Services estate (to include QWLR). Update within RENFO as appropriate.	01-Apr-2015	31-Mar-2016	▲	0%		
CSHSAP2015.2 Statutory Compliance	**Summary Indicator - Statutory Compliance**	01-Apr-2015	31-Mar-2016	▲	0%		
CSHSAP2015.2.1 Statutory Compliance	Continue to have maintenance checks and remedial works carried out throughout Children's Services estate. Establishments to record requests within electronic CAMIS system where appropriate.	01-Apr-2015	31-Mar-2016	▲	0%		
CSHSAP2015.2.2 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 Children's Services premises.	01-Apr-2015	31-Mar-2016	▲	0%		
CSHSAP2015.2.3 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	01-Apr-2015	31-Mar-2016	▲	0%		

		Start	End	Status	Progress	Comments
	Statutory Inspections.					
CSHSAP2015.2.4 DSE Assessment	Continue to monitor DSE on-line assessment within establishments.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.3 Inspection programme	**SUMMARY INDICATOR - INSPECTION PROGAMME**	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.3.1 Joint inspections with trade unions	Joint inspections in school with trade union representatives. Ongoing - annual programme in place.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.3.3 Children's Services Audits	Audit of Children's Services estate ongoing annual programme via paper submissions / onsite visits.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.3.4 Audit of Children's Services establishments by corporate services	Audit of Children's Services establishments by corporate services	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.4 Planning and setting standards	**SUMMARY INDICATOR - PLANNING & SETTING STANDARDS**	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.4.1 Preparation for BSI	Preparation to achieve accreditation to BSI Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.4.2 Analyse accidents and incidents	Quarterly reporting of departmental stats from AIRD system.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.4.3 Analyse violent and aggressive incidents	Quarterly reporting of stats from departmental database. Discuss at Violent Incident Review Group	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.4.4 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	▲	0%	
CSHSAP2015.4.5 Frequency of health and safety committee meeting	6 monthly departmental meetings to be held with other sectors and trade unions.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.5 Communication	**SUMMARY INDICATOR - COMMUNICATION**	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.5.1 Issue guidance to staff on new legislation	Issue guidance to staff on new legislation.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.5.2 Implement policy documentation including HR circulars	Implement policy documentation including HR circulars.	01-Apr-2015	31-Mar-2016	▲	0%	
CSHSAP2015.5.3 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	▲	50%	Carried forward from 2014-2015
CSHSAP2015.6 Training	**SUMMARY INDICATOR - TRAINING**	01-Apr-2015	31-Mar-2016	▲	0%	

CSHSAP2015.6.1 Moving / Handling Training	Department to provide training to appropriate staff on Moving / Handling.	01-Apr-2015	31-Mar-2016	▲	0%
CSHSAP2015.6.2 Staff Training	Ensure appropriate staff receive training in the following: Induction, IOSH Working / Supervising / Managing Safely, First Aid, COSHH, Fire Warden / Emergency Evacuation / Fire Risk Assessment, DSE, Management of Challenging Behaviour	01-Apr-2015	31-Mar-2016	▲	0%

Children's Services and Criminal Justice Health and Safety Plan 2015-16

Children's Services and Criminal Justice Health and Safety Plan 2014-15

Health and Safety Objective

01- Undertaking planned Health and Safety Audits and managing any arising non-conformities

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
No of planned Health & Safety Audits undertaken (both internal and 3rd party)	No of planned Health & Safety Audits undertaken (both internal and 3rd party)	2015-16	Value				
			Target				
			TBC				

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
% of actions, resulting from H&S audits, carried out on time	% of actions, resulting from Health and Safety audits, carried out on time	2015-16	Value				
			Target				
			100%				

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
BS OHSAS 18001:2007 standard	Ensure BS OHSAS 18001:2007 standard is retained by the service during 2015-16	TBC	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Undertaking internal audits	Review the strengths and weaknesses of the service's health and safety management system by undertaking audits within Children's Services and Criminal Justice in accordance with the Corporate Audit Plan.	TBC	31 Mar 2016			

Health and Safety Objective

02 - Monitor and review risk assessment programmes

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
Increase number of general risk assessments captured on the General Risk Assessment Database (GRAD)	Increase number of approved general risk assessments captured/reviewed within Children's Services and Criminal Justice on the General Risk Assessment Database (GRAD) by 50 during the course of 2015	2015-16					
		Value	Target				
			+ 50				

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Generic Risk Assessments	Increase number of existing risk assessments due for review and new risk assessments onto the GRAD	TBC	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Display screen assessments	Monitor the implementation and management of display screen equipment self assessments for appropriate employees via the Children's Services Health and Safety Planning Group	TBC	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Manual handling activities	Ensure manual handling activities have been identified and suitably risk assessed via the Children's Services Health and Safety Planning Group	TBC	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Fire risk assessments	Monitor the implementation and management of fire risk assessments within premises occupied by Children's Services employees via the Children's Services Health and Safety Planning Group.	TBC	31 Mar 2016			

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Health and Safety Objective

03 - Ensure health and safety training and development is identified and appropriate courses are available

Linked PI Code and Title	Description	Values			Short Term Trend	Long Term Trend	Status	Latest Note
Ensure sufficient numbers of Children's Services employees receive H&S training	Ensure health and safety training places are taken up by Children's Services and Criminal Justice employees during 2015-16	2015-16	Value					
			Target	TBC				

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Fire related training requirements	Monitor fire related training requirements for staff located in all premises occupied by Children's Services employees via the Children's Services Health and Safety Planning Group.	TBC	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Manual handling training	Monitor and provide training for employees undertaking manual handling activities via the Children's Services Health and Safety Planning Group.	TBC	31 Mar 2016			

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Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Any additional health and safety training including first aid and in-house Institute of Occupational Safety and Health (IOSH) courses	Monitor any additional health and safety training requirements for Children's Services employees as deemed necessary via the Children's Services Health and Safety Planning Group.	TBC	31 Mar 2016			

Health and Safety Objective

04 - Undertake a health and safety inspection programme in partnership with Children's Services and Criminal Justice Managers

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
No of Children's Services and Criminal Justice health & safety inspections undertaken/ reviewed on time	No of H&S inspections undertaken/reviewed on time	2015-16 Value Target 100%					

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
% of actions resulting from Children's Services and Criminal Justice H&S inspections carried out on time	% of actions identified during Health and Safety inspections due for completion in 2015-16 carried out on time	2015-16 Value Target 100%					

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Undertake annual health and safety inspections in accordance with the Corporate Inspection Programme 2015-16	Monitor the implementation of the annual corporate health and safety inspection programme for Children's Services and Criminal Justice.	TBC	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Ensure actions identified from health and safety inspections due for completion during 2015-16 are closed out on time.	Monitor the implementation of actions at the Children's Services Health and Safety Planning Group.	TBC	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Unit managers to undertake an annual Workplace Observation Inspection Report (WOIR)	Monitor the implementation of the 2015-16 WOIR programme within Children's Services via the Children's Services Health and Safety Planning Group.	TBC	31 Mar 2016			

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