![Renfrewshire Council logo]

To: Education and Children's Services Policy Board

On: 23 May 2019

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Report by: Director of Children's Services

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Heading: Children's Services Annual Health and Safety Report 2018/2019

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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 service.

1.2. The Children's Services report for 2018/2019 is attached as an Appendix to this report. 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 2019 for Children's Services.

1.3. 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.

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2. Recommendations

2.1. The Education and Children's Services Policy Board is asked to:

- note the content of the Appendix to this report.

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3. Background

3.1. Children's Services offer guidance, care and support to children. It ensures the range of needs experienced by vulnerable people, their families and communities are effectively met.

3.2. This is achieved through close working relationships across other council services, other local authorities, public agencies, users and carers, their representatives and the independent and voluntary sectors.

3.3. The annual report provides information on the implementation of Children's Services health and safety policy and identifies areas for future and continued action. 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
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.

List of Background Papers

(a) Departmental Annual Health & Safety Report 2017/2018 and Action Plan 2018/2019 ECPB 24 May 2018

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
21 March 2019

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Appendix

Children's Services

Annual Health and Safety Report

2018/2019

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 2018/2019.

1. Management of health and safety within the service

1.1 Broad context of health and safety policy

The objective of Children's Services is to ensure that health, safety and well being is an integral part of its business. The service seeks to continually improve its health and safety performance and to further develop the positive response amongst its staff and service users.

2. Organisation of implementing health and safety management

2.1 The senior leadership team (SLT) monitors and reviews all service health and safety issues. It is chaired by the Director of Children's Services with senior representatives across the service. This group considers the formulation and implementation of the service's health and safety policy and plan, determines and prioritises service issues and monitors the health and safety plan.

2.2 The Head of Schools or a suitable representative attends the Corporate Health and Safety Committee.

2.3 The bi-annual Children's Services Health and Safety Planning Group (CSHSPG) comprises of wide representation across the service and is chaired by the Head of Schools. Progress of the service's health and safety plan is monitored by this group.

2.4 The operational responsibility for maintaining and progressing actions within the annual health and safety plan is through the Finance and Resources, HR and Organisational Development, (FACS, H.R. and O.D.) health and safety section and Children's Services Resources Support Manager.

2.5 The service's health and safety plan outlines the key objectives and related actions which require attention within the service. This dictates the main health and safety focus of the SLT in order to ensure continuous improvement in health and safety matters.

3 Consultation mechanisms

3.1 The CSHSPG is chaired by the Head of Schools and both management and trade unions are represented. Consultation takes place at these meetings on the development of any health and safety policies or initiatives being planned across the service.

3.2 Service statistics are provided for accidents and violence and aggression incidents and reviewed/discussed at the CSHSPG.
The group acknowledges that, due to the nature of the service, it would not be possible to stop all violent and aggressive incidents occurring but it is possible to seek to reduce the incidence and severity.

3.3   The service cascades relevant information, advice and guidance which is received from the Health and Safety team and other relevant organisations.

3.4   Local communications have been produced at a local level, for example within residential units, staff notice boards are used to convey local safety arrangements.

4.   Planning and setting standards

Setting of health and safety objectives

4.1   The service's accreditation to BS OHSAS 18001: 2007 measures the suitability and effectiveness of the Service's health and safety management systems. The accreditation process continued on a sampling basis during 2017/18 as part of the overarching Council's BS OHSAS 18001: 2007 assessment plan.

4.2   Inspections are carried out in educational and residential establishments by the Care Inspectorate. Inspections are either announced or unannounced and address national standards which include health and safety arrangements within each of the premises.

4.3   Further to this, Scottish Fire and Rescue also undertake inspections within residential units to ensure compliance with the requirements of the Fire Scotland Act 2005. The health and safety section assist on request.

4.4   Risk assessments are undertaken by staff within the service with support and advice from the health and safety section where required. Areas covered include moving and handling, violence and aggression, lone working, fire safety, educational excursions, display screen equipment and general office/working environment.

4.5   Personal Emergency Evacuation Plans (PEEP) continue to be undertaken by management representatives with guidance from the health and safety section when required.

4.6   Use of the General Risk Assessment Database (GRAD) and access to risk assessment templates on RENFO are available across the service.   These contribute to:

- Increasing awareness by regularly monitoring the service's related Performance Indicator and related actions within the health and safety plan at the CSHSPG;

- Managers/supervisors undertaking corporate training courses namely general risk assessment and IOSH Supervising/Managing Safely; and

  Highlighting risk assessments to managers during planned inspections, audits and site visits.

4.7   Within establishments it is important where risks have been identified, risk assessments are carried out and adequate controls are established. Managers and heads of establishments are required to carry out or arrange for risk assessments to be carried out as and when appropriate.

4.8   Generic risk assessments, curricular and non-curricular are available on Renfo. It is the responsibility of the manager / head of each establishment to customise the risk assessments for their own establishment.

4.9 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 specific needs of children are addressed to allow them to access a full curriculum.

4.10 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.

5.   Training

5.1 The training undertaken within Children's Services supports the outcomes of the service requirements, individual training needs and the result of risk assessments. To enable this, the service has a dedicated training section which offer bespoke training courses that address the needs of the staff and complement the courses offered corporately. The training section is an accredited provider of SVQ training and within the curriculum there is a requirement to provide adequate health and safety knowledge to enable participants to evidence and practice their acquired knowledge for assessment purposes. This training has been further developed to incorporate Dealing with Violent Incidents, Moving and Handling, Health Emergencies and Infection Control training. Additional training may be outsourced to further education colleges or external agencies as appropriate.

5.2 Training needs analysis and individual development plans are also part of the service's processes and this supports the identification of health and safety training needs.

6.   Measuring performance

Active monitoring

6.1 An audit is a systematic examination of the health and safety management systems in place including implementation of policies, procedures, training and safety awareness of staff. An inspection is the physical examination of the workplace including tools and equipment. The service is externally audited in line with the Council's overarching plan to ensure standards meet those required to continue accreditation to BS OHSAS 18001:2007.

6.2 The BS OHSAS 18001:2007 audits conducted during 2017-18 focused on the health and safety management system within establishments. Support was provided to establishments in preparation for the audits.

6.3 A formal inspection programme for 2017-18 was compiled by the health and safety section for all Council premises. Within children's services, premises are assigned either a high, medium or low risk rating. Residential units were assigned a high risk rating given the vulnerable nature of the clients and the residential setting. There is a constant focus on various aspects of health and safety within residential units.

6.4 Inspections were undertaken on a sampling basis and managers/heads are asked to consider sharing findings with all other colleagues.

6.5 The service's proactive health and safety performance indicators (PI) are discussed/ monitored at the extended SLT and the CSHSPG.

Re-active monitoring

7.1 The performance of the service is measured internally by recording, collating and reporting the number of accidents/incidents and violent incidents within Children's 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. Also allows for accident investigation at line management level;

- 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.

7.2 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.

7.3 The service will continue to monitor and respond to incidents taking action as appropriate.

8. Review of Health and Safety Management

<u>Health and safety activities</u>

8.1 The service work in partnership with the Corporate Health and Safety team and the occupational health service to promote health and well being for staff.

8.2 The corporate health and safety section provided support in various areas. Various site visits were undertaken throughout the year. Once results of audits were collated, support and advice was provided to managers.

<u>Occupational Health</u>

8.3 The Service utilises the occupational health service to assist with the managing absence process within the Council. The service recognises that early intervention can support staff return to work, reducing absence levels and the associated costs.

<u>Facilities Management (Hard)</u>

8.4 Facilities Management arrange statutory testing within Council owned properties. Their remit includes managing Legionella checks, periodic testing of electrical hardwiring as well as gas boilers. Repairs are now logged by each unit via the Corporate Asset Management Information System (CAMIS).

8.5   The SFR are responsible for enforcing the Fire (Scotland) Act 2005. Assistance is provided where joint inspections/visits require to be held.

Training

8.6   As well as health and safety training being made available by the health and safety section via the corporate training planner, establishments can request on site training if required. Alternatively some training may be outsourced to further education colleges or external agencies where appropriate.

9.   Future objectives – Children's Services Health, Safety and Well Being Plan for 2019/2022

9.1   The Finance, Resources and Customer Services Policy Board on 14 November 2018, approved the "Health, Safety and Wellbeing Strategy 2019/2022". The main purpose of the strategy is to help Services understand where the key areas require to be focused on are, to help improve the overall standard of health, safety and wellbeing within Renfrewshire Council.

9.2   Services have been asked to create their own Action Plan based on the areas of their service they feel requires improvement. A paper detailing the service's action plan will be taken to the Education and Children's Services Policy Board for approval.

CHILDREN'S SERVICES (EDUCATION)

HEALTH AND SAFETY ACTION PLAN 2018/2019

Final Status Report

Children's Services H&S Action Plan 2018 19

Code & Title	Description	Planned Start Date	Due Date	Progress Bar	Completed Date	Latest Note
CSHSAP2017 Children's Services Health and Safety Action Plan 2017 - 2018	**OVERALL SUMMARY INDICATOR**	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.2 Statutory Compliance	**Summary Indicator - Statutory Compliance**	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.2.1 Statutory Compliance - Property	Continue to have maintenance checks and remedial works carried out. Establishments to record requests within electronic CAMIS system where appropriate.	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.2.2 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 the service.	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.2.3 General Risk Assessment	Monitor risk assessments recorded on GRAD and on RENFO (for educational establishments). Ensure required reviews have been taken forward.	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.2.4 Display Screen Assessments	Monitor the implementation and management of display screen equipment self assessments for appropriate employees	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.2.5 Manual Handling Activities	Ensure manual handling activities within the service have been identified and suitably risk assessed	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.3 Inspection programme	**SUMMARY INDICATOR - INSPECTION PROGAMME**	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.3.1 Establishment WOIR Inspections	WOIR inspections in establishments to include education establishments joint inspection with trade union representatives. Ongoing - annual programme in place.	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.3.2 Audit of Children's Services establishments by corporate services health and safety team.	Audit of establishments by corporate services	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.4 Planning and setting standards	**SUMMARY INDICATOR - PLANNING & SETTING STANDARDS**	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.4.1 Preparation for BSI	Preparation to achieve accreditation to BSI Occupational Health and Safety Assessment Series (OHSAS) 18001:2007.	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.4.2 Analyse accidents	Reporting of departmental stats from AIRD system.	01-Apr-2018	31-Mar-	**100%**	31/03/19	

			2019			
CSHSAP2017.4.3 Analyse violent and aggressive incidents	Reporting of stats from departmental database. Discuss at Violent Incident Review Group	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.4.4 Provide Health and Safety Report to Corporate Health and Safety Committee	Preparation of report to corporate health and safety committee.	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.4.5 Frequency of Children's Services health and safety planning meeting	Six monthly departmental meetings to be held with other sectors and trade unions.	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.5 Review of Health and Safety Management	**SUMMARY INDICATOR - COMMUNICATION**	01-Apr-2018	31-Mar-2019	**83%**		
CSHSAP2017.5.1 Issue policy/guidance to staff on safety / health related matters	Communicate forthcoming external and internal H&S campaigns to the staff and participate where appropriate	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.5.3 Review of Administration of Medicine Policy	Review policy to meet the needs of Care Inspectorate guidance.	01-Apr-2018	31-Mar-2019	**50%**		This action will be carried forward onto the Children's Services Plan for 2019/2020.
CSHSAP2017.5.4 Review of Technical Department Code of Practice	Review policy to meet the needs of Secondary School Technical Departments	01-Apr-2018	31-Mar-2019	**100%**	31/03/19	
CSHSAP2017.6 Training	**SUMMARY INDICATOR - TRAINING**	01-Apr-2018	31-Mar-2019	**50%**		This action will be carried forward onto the Children's Services Plan for 2019/2020. Karen Flood drafted a briefing for HTs explaining the requirements around Fire Training for staff. Head Teachers have been asked to identify any training needs and the health and safety team will devise a training schedule.