

EAST RENFREWSHIRE COUNCIL

EDUCATION COMMITTEE

27 AUGUST 2015

Report by the Director of Education

HEALTH, SAFETY AND SECURITY: REVIEW OF 2014-15 AND  
PRIORITIES FOR 2015-16

**PURPOSE OF REPORT**

1. This report accompanies the Education Department's annual report on health, safety and security issues. The annual report sets out action taken in 2014/15 and objectives for 2015/16.

**RECOMMENDATIONS**

2. The Education Committee is asked to:
- (a) Note the progress made in 2014/15 in achieving the Education Department's agreed health, safety and security objectives.
  - (b) Agree the health, safety and security objectives proposed for 2015/16.
  - (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2015/16

**BACKGROUND**

3. At its meeting of 28 August 2014, the Education Committee approved key objectives for session 2014/15. The attached report, compiled in conjunction with the Corporate Health and Safety Unit (CHSU) shows progress against these objectives.

4. The Education Department remains fully committed to maintaining and improving its standards in health, safety and security. This is evidenced in the work done in 2014/15 and the planned activity for 2015/16.

**REPORT**

5. The annual report sets out progress in 2014/15 and highlights the activity undertaken in risk assessment, audit and inspection, training and responding to new requirements and situations. It shows the very significant progress made in carrying out fire risk assessments and reviewing evacuation procedures. It does show a return to earlier levels of incidents, particularly incidents involving physical violence, following last year's marked reduction. As in previous years, the large majority of these incidents can be attributed to a small number of pupils and are in the main associated with pupils who have additional support needs. In these instances, strategies and support arrangements are in place to respond to challenging behaviour.

6. The report sets out the priority areas for 2015/16. These have been categorised under three main headings fire, training and risk assessment and include the following:

- Complete fire warden refresher training for a further 20% of schools.
- Continue to carry out and embed the fire co-ordinator role, reviewing fire risk assessment action plans in schools and facilities
- Complete safe use of ladders training for 20% of schools
- Complete manual handling training for 20% of schools
- Display Screen Assessor training for school office managers
- Create working group process for school technical technicians
- Review Department H&S Management System
- Review MSF 14: Control Of Substances Hazardous to Health (COSHH)
- Review MSF 34: Manual Handling Assessments

7. With the transfer of services to East Renfrewshire Culture & Leisure Ltd (ERCL) from July 2015 culture and leisure services will no longer come within the scope of this report. Both the Corporate Health & Safety Unit and Health & Safety staff within the Education Department will provide support to ERCL through service level agreements

## **CONSULTATION**

8 Consultation with employees and their trade union representatives on health and safety matters takes place in the first instance through the Education Department's Health & Safety Committee. Any major issues arising are escalated through other consultative forums.

## **FINANCIAL IMPLICATIONS**

9. Operational aspects of the plan's delivery are contained within departmental budgets. Where an action requires capital investment, this will be submitted for consideration as part of the formulation of the future capital plan.

## **RECOMMENDATIONS**

10. The Education Committee is asked to:

- (a) Note the progress made in 2014/15 in achieving the Education Department's agreed health, safety and security objectives.
- (b) Agree the health, safety and security objectives proposed for 2015/16.
- (c) Request the Director of Education to bring forward a further report on health, safety and security following the end of session 2015/16.

Mhairi Shaw  
Director of Education  
August 2015

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**KEY WORDS**

This report accompanies the Education Department's annual report on health, safety & security.  
The key words are: health; safety; security; risk assessment, accident; incident.



**Education Department**  
**Annual Health, Safety & Security Report**

**2015**

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**INTRODUCTION**

The Education Department is committed to health, safety, welfare and security improvement. That commitment is illustrated both in the progress made in the last year in achieving objectives, and in setting targets for 2015/2016.

The report relates directly to the Corporate Health and Safety objectives. It sets out progress made, areas for further development and proposes actions for 2015/16.

**PROGRESS SINCE PREVIOUS REPORT**

The Education Department will ensure that health and safety continues to have a prominent place in the ethos, policy and procedures of individual services and establishments. During 2014/2015 the Department continued to take every opportunity to emphasise to all staff their responsibilities for minimising health and safety risks at work and to further enhance a positive health and safety culture in each establishment. Specific actions included continuation of training opportunities for all staff, updating and completion of fire evacuation procedures for education department buildings, generic risk assessments and renewal of fire risk assessments across establishments.

<b>DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES</b>
<b>Fire</b>

No.	Objective Description	
1.	Review and update Sports and Libraries fire evacuation procedures	90 % Complete
2.	Complete Fire Warden Training for Sports and Libraries Staff	70% Complete Training to be organised for remaining staff
3.	Complete refresher fire warden training for 25% of schools	100% Complete All schools have adequate number of staff trained.
4.	Carry out fire co-ordinator role.	Continuous review of fire risk assessments action plans in all establishments. This will continue in line with CHSU fire risk assessment programme.

<b>Training</b>		
5.	1.Complete Building Responsible Person training for Sports and Libraries 2.Complete management agreements for remaining education establishments	100% Complete
6	Develop programme for delivery of Manual	100 % Complete

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No.	Objective Description	
	Handling Training	
7.	Commence Institute for Occupational Health and Safety (IOSH) Managing Safely training for senior management staff	50% Complete External trainer sourced. Education Department to consider best approach for school SMT. Sports Venue Managers to attend IOSH course which is specific to service.
Risk assessment		
8.	Create risk assessment working group process and commence initial meetings for Leisure centres	100% Complete
9.	1. Review & update department risk assessments. 2. Gather risk assessments into central database & upload to intranet to allow employees to access	1. 50% 2. 50%  18 Risk assessments for school & office environment have been updated and uploaded to Education H&S section of intranet. Risk assessments for sports service are in the process of being updated and will be complete by August 2015.

## **HEALTH AND SAFETY TRAINING**

The Education department continued to promote health and safety training courses during this reporting period, with 667 attendees from across the department. Some courses were delivered by the department's health and safety professionals and by the CHSU.

HEALTH AND SAFETY TRAINING		
Departmental / External Courses	Numbers Attending	Comments
Behaviour Support Strategy (BSS) Training	208	Provided for school staff
Building Responsible Person Training	18	Training for Management
First Aid	57	First aid training for education staff
Fire Warden Training	211	Refresher programme in place for education staff
Fire Extinguisher Training	10	Refresher programme in place for education staff

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<b>HEALTH AND SAFETY TRAINING</b>		
<b>Departmental / External Courses</b>	<b>Numbers Attending</b>	<b>Comments</b>
Institute of Occupational Safety and Health (IOSH) Managing Safely	2	Safety Course for Supervisor/Management
Royal Environmental Health Institute of Scotland Elementary Food Hygiene Certificate (REHIS)	90	Training for School Kitchen Staff
Maintenance of Fixed workshop Machinery	3	Course Designed for School Technical Technicians
Portable Appliance Testing (PAT)	1	Course Designed for School Technicians
Mobile Elevated Work Platform Training (MEWP)	3	Training for Eastwood HS Janitors & H&S Advisor
Business Continuity Training	18	Training for Senior Management
<b>Corporate Courses</b>	<b>Numbers Attending</b>	<b>Comments</b>
Accident / Incident Reporting	8	Training available to all Education staff
Corporate Health & Safety Induction	5	Made available to all new employees
Dealing with Aggression & Difficult Situations	4	Training available to all Education staff
Fire Warden Training	10	Training available to all Education staff
Manual Handling Awareness	7	Training available to all Education staff
Risk Assessment for Assessors	9	Training available to all Education staff
Safe Use of Ladders & Stepladders	3	Training available to all Education staff
<b>TOTAL ATTENDEES</b>	<b>667</b>	

There has been a continuation of the training for the role of fire wardens as well as Building Responsible Person. Business Continuity Training introduced nursery management and senior management staff to the Council Civil Contingency planning arrangements.

### **HEALTH AND SAFETY MONITORING AND REVIEW**

The Education Department takes a proactive approach to health and safety monitoring. It receives periodic general health and safety audits and annual fire risk assessments undertaken by officers from the Corporate Health and Safety Unit (CHSU).

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<b>FIRE RISK ASSESSMENTS</b>		
<b>Premise</b>	<b>Previous Risk Rating</b>	<b>Current Risk Rating</b>
Giffnock Library	Low	Low
St.Mark's Primary School	Medium	Low
Hazeldene Nursery	Medium	Low
Busby Primary School	Medium	Low
Mearns Castle High School	Medium	Medium

There were 5 fire risk assessments carried out over the reporting period, these resulted in;

- 92 actions raised
- 50 actions closed
- 26 actions are related to work that has to be carried out by Property and Technical Services.
- Areas of improvement include updated fire evacuation procedures and fire warden training.

In premises where a reduction in overall risk rating has not been found this is largely due to building fabric issues that complied with legislation at the time of build but now need further investment. To compensate for this the department has implemented robust management procedures along with an extensive programme of fire safety training.

<b>AUDITS</b>		
<b>Service / Premise</b>	<b>Score</b>	<b>Comments</b>
Catering – Facilities Management	95%	Health & Safety Audit
Carlibar Primary School	90%	Health & Safety Audit
Clarkston Library	87%	Health & Safety Audit
Hazeldene Nursery	81%	Health & Safety Audit
Isobel Mair School	85%	Health & Safety Audit
Neilston Leisure Centre	88%	Health & Safety Audit
Neilston Library	85%	Health & Safety Audit
Neilston Primary School	83%	Health & Safety Audit
Woodfarm High School	96%	Health & Safety Audit
Eastwood High School	69%	Health & Safety Audit Meeting arranged with HT in August. Most actions can be easily remedied.

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<b>AUDITS</b>		
<b>Service / Premise</b>	<b>Score</b>	<b>Comments</b>
Thornliebank Primary School	66%	Health & Safety Audit Meeting arranged with HT in August. Most actions can be easily remedied.
Our Lady of the Missions Primary School	63%	Health & Safety Audit Meeting arranged with HT in June, some actions already complete and others can be easily remedied.

The Education Department's aim is to take prompt action in relation to issues identified within the general health and safety audits issued by the Corporate Health and Safety Unit. A proactive approach is in place to identify short, medium and long term remedial action as required. Following each audit support is provided to Head Teachers and Managers to progress action plans and improve the overall health and safety performance of the department.

<b>INSPECTIONS</b>		
<b>Service / Premise</b>	<b>No. of Actions</b>	<b>Comments</b>
Mearns Primary School	3	Actions fully complete
Carolside Primary School	0	Joint Management / Union Inspections
Calderwood Lodge Primary School	2	Actions fully complete
Carlibar Primary School	0	Joint Management / Union Inspections
Cross Arthurlie Primary School	0	Joint Management / Union Inspections
Isobel Mair School	1	Action fully complete
Woodfarm High School	0	Joint Management / Union Inspections
Hazeldene Nursery	0	Joint Management / Union Inspections

Local health, safety and joint inspections are undertaken by head teachers, managers and local health and safety representatives.

The methodology involves the head teacher/manager and/or local health and safety representative using a standard departmental check list to identify local issues, which may then be resolved locally or remitted to the appropriate health & safety officer for further action. This monitoring provides joint action plans for improvement which allows schools to take a proactive approach to Health & Safety.

Any building related matters can then be raised by the janitor, to Property and Technical Service, through the Property Log Book for repair and/or replacement

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**RISK EXPOSURE AND STRATEGIES FOR RISK CONTROL**

The main health and safety risks identified include fire, manual handling, slips and trips and Control of Substances Hazardous to Health (COSHH). In addition to these, more specific, school- or service-related risks, arising from the use of specific machinery in certain areas, e.g. technical/science classrooms, managing of pupil with additional support needs, school excursions and sports centre activities have been a focus. In all of these areas the review process is continuous and ongoing.

It is also worth highlighting that joint work was done between the Education Department, the Civil Contingencies Services and Calderwood Lodge Primary School, following the attack on the Charlie Hebdo offices in January 2015 and the resulting alert of increased risk to all Jewish establishments.

Although there was no indication of any specific threat to Calderwood Lodge, as a precautionary measure a Multi Agency Incident Response Guide (MAIRG), was produced, as an information resource. Security measures at the school were also reviewed.

<b>GENERAL RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK</b>		
<b>Type</b>	<b>Numbers</b>	<b>Comments</b>
New risk assessments created	21	This included assessments for school activities, office environment, school security/playground supervision and lone working.
Existing risk assessments reviewed	9	Reviewed assessments for pupils with additional support needs and outdoor activity centres
New safe systems of work created	1	SSOW for laser cutter

The Education Department is committed to corporate working and consultation through its participation in various committees such as

<b>HEALTH AND SAFETY WORKING GROUPS / MEETINGS</b>		
<b>Working Group / Meeting Name</b>	<b>Numbers</b>	<b>Comments</b>
Crisis Resilience Management Team (CRMT)	4	Departmental Meeting
Council CRMT	1	Corporate Meeting with Departmental Input
Culture & Sport Health & Safety	1	Departmental Meeting
Education Health & Safety Committee	3	Departmental Meeting
General Health & Safety Committee	2	Corporate Meeting with Departmental Input
SPLASH Strategy Group	1	Corporate Meeting
Vehicle Users Group	1	Corporate Meeting with Departmental Input
Violence to Staff meeting with Unions	1	Departmental Meeting

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<b>HEALTH AND SAFETY WORKING GROUPS / MEETINGS</b>		
<b>Working Group / Meeting Name</b>	<b>Numbers</b>	<b>Comments</b>
Hand Arm Vibration & Audio Meeting	1	Departmental Meeting
H&S Performance Review meeting	1	Corporate Meeting with Departmental Input
Corporate Risk Management Group	1	Corporate Meeting with Departmental Input

## **CONSULTATION**

Consultation with employees and their union representatives on health and safety issues is achieved through the following formal mechanisms:

- First tier Joint Consultative Committee (JCC), attended by Elected Members, Directors, Senior Officers and Trade Union Representatives
- Education Staff Consultative Committee attended by Head of Service, HR Business Partner and Trade Union health and safety representatives
- Local Negotiating Committee for Teachers (LNCT) attended by senior management and teacher representatives

## **ENFORCEMENT AUTHORITIES ACTIVITY**

There were no health and safety convictions during the period of this review.

## **ACCIDENT / INCIDENT STATISTICS**

<b>ACCIDENTS AND INCIDENTS BY CATEGORY / TYPE</b>		
<b>Incident Type</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>
Collision with Individual	2	10
Contact with Hazardous Substance	1	4
Contact with Sharp Object	3	13
Electric Shock	0	0
Fall from Height	2	5
Hit by Moving or Falling Object	6	27
Hit by Fixed or Stationary Item	9	20
Injured Whilst Moving and Handling	5	3
Medical Reason	1	6
Other Incident	10	24
Road Traffic Accident	0	0
Slipped, Tripped or Fell on the Level	18	48
Sporting Injury	2	14

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<b>ACCIDENTS AND INCIDENTS BY CATEGORY / TYPE</b>		
<b>Incident Type</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>
Swimming Pool (general)	0	8
Trapped between Objects	1	5
Violent Incident (Physical)	182	0
Violent Incident (Verbal)	40	0
Curriculum Related Sporting Injury (Education only)	0	61
Playground Incident (Education only)	1	33
Pupil Related Non Sporting Injury (Education only)	0	0
<b>RIDDOR REPORTABLE ACCIDENTS AND INCIDENTS</b>		
<b>RIDDOR Reportable Incident Category</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>
Fatality	0	0
Major Injury	0	0
Over 7 day absence	7	0
Dangerous Occurrence	0	0
Disease	0	0
Member of Public taken to Hospital	0	9
<b>NON-RIDDOR Reportable Incident Category</b>	<b>People Affected</b>	
	<b>Employees</b>	<b>Others</b>
Minor Injuries	54	272

The above accidents and incidents resulted in;

- 342 incidents overall for 2014/15 compared to 331 incidents for 2013/14
- 61 employee incidents for 2014/15 compared to 62 employee incidents for 2013/14
- 272 incidents for 2014/15 involving pupils and others compared to 269 incidents for 2013/14
- 222 violence to staff incidents for 2014/15 compared to 122 for 2013/14.

Violence to staff has increased overall by 100 incidents and this is highlighted in:

- Isobel Mair school – increase of 23 incidents
- Cross Arthurlie Primary School – increase of 35 incidents
- St Thomas Primary School – increase of 31 incidents

The increase in violence to staff incidents can be partly due to pupils with additional support needs, including challenging behaviour adapting to a new school environment and taking time to settle in.

The on-line Accident Incident Reporting System (AIRS) allows trained staff to input data relating to an incident and feeds directly to Education Health & Safety and CHSU teams to allow appropriate action.

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**Key to the above terms:**

**Major Injury** - Any fracture, other than to the fingers, thumbs or toes. Dislocation of the shoulder, hip, knee or spine.

**Minor Injury** - Minor injury accidents are those which have not resulted in major injuries and over 7 day absences. For example small cuts, bruises, minor strains, etc.

**Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) -**

Work related incidents are reported to the Incident Contact Centre. Corporate health and safety takes responsibility for reporting these.

**Curriculum Sports Related** – Accidents and incidents that happen in relation to curriculum sports activities.

**Dangerous Occurrence** - A dangerous occurrence is an event which does not necessarily result in a reportable injury, but has the potential to cause significant harm. (e.g. collapse of a scaffold)

**Near Miss** - Near miss incidents are those incidents which did not result in actual harm occurring but had the potential to cause harm. (e.g. slip resulting from ice on stairways and/or landings)

**COST OF ACCIDENTS AND ILL HEALTH**

Costs of Accidents and Ill Health	People Affected	
	Employees	Others
Compensation claims / costs	Nil	Nil
Expenditure on occupational health provision	Nil	Nil
Salary costs from work related injury and ill health	£9,462	Nil
Ill health retirements	Nil	Nil
Total days lost to work related injury and ill health	37	Nil

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## **OBJECTIVES FOR 2015/16**

The Education Department is committed to setting health and safety goals which are challenging but realistic, and will monitor and measure progress during the coming year. The main objectives are: Fire, Training and Risk assessments.

<b>DEPARTMENTAL HEALTH AND SAFETY OBJECTIVES</b>	
<b>Fire</b>	
<b>No.</b>	<b>Objective Description</b>
1.	Complete fire warden refresher training for 20% of schools.
2.	Continue to carry out and embed the fire co-ordinator role, reviewing fire risk assessment action plans in schools and facilities
<b>Training</b>	
<b>No.</b>	<b>Objective Description</b>
3.	Complete safe use of ladders training for 20% of schools
4.	Complete manual handling training for 20% of schools
5.	Display Screen Assessor training for school office managers
<b>Risk assessment</b>	
<b>No.</b>	<b>Objective Description</b>
6.	Create working group process for school technical technicians
7.	Review Department H&S Management System
8.	Review MSF 14: Control Of Substances Hazardous to Health (COSHH)
9.	Review MSF 34: Manual Handling Assessments
10.	Transfer and update risk assessments and H&S forms to Glow site

## **CONCLUSION**

This report sets out priorities to be addressed and implemented.

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