

HEALTH AND SAFETY AUDIT REPORT RECOMMENDATIONS

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1. Purpose of Report

The purpose of this report is to summarise the Education Services Action Plan for Health and Safety, which has been informed by the main findings of a broad remit audit carried out by the Corporate Health and Safety Team.

2. Recommendations

Members are asked to note the key actions and timeline as detailed at section 4 of the report and full action plan as detailed in the **Appendix**.

3. Background

3.1 A broad remit audit was conducted by members of the Corporate Health and Safety Team between November 2010 and January 2011 (available on Sharepoint). The audit process focussed on a range of pre-school, primary and secondary schools across the estate and also covered dedicated Education Services and office accommodation. Due to the size of the secondary schools, high risk areas (Technical, Science, Physical Education, Home Economics etc) formed part of the main focus, however an overview was established through the full audit programme. In each selected location a range of Education staff were involved, headteachers, management team, teaching staff, admin staff etc. The involvement ranged from interviews to observations and asking for documented evidence to verify in house Health and Safety arrangements.

3.2 The conclusion detailed by the Corporate Health and Safety Team states that the audit demonstrated a reasonable overall standard of Health and Safety Management in relation to the risks faced by the Education Services. It also lists key areas for action that the Service must address. The Education Services Health and Safety Action Plan reflects these recommendations and has made good progress towards them. It was however recognised through the reorganisation of the service that there was a need for a dedicated member of Education staff with a remit solely for Health and Safety. A Safety Improvement Officer has been successfully appointed and this lead will now have the responsibility for driving this agenda forward. The appointment will supplement the existing Corporate Health and Safety provision and work collegiately with the appointed Education Services Health and Safety Advisor and other members of the Corporate Health and Safety Team.

4. Considerations

4.1 The table below summarises the key areas for action which have shaped the overall Education Service Health and Safety Action Plan.

Key area for action	Recommendations	Timescale	Status
Policy	Produce documentation which can demonstrate that the Education Services Health and Safety Arrangements documents have been brought to the attention of all staff.	Dec 2011	On target

Key area for action	Recommendations	Timescale	Status
Planning	Develop an Education Services Health and Safety Plan and produce documentation which can demonstrate that the plan has been brought to the attention of all staff.	Sept 2011	Complete
	Review allocation of responsibilities as per Building Safety Roles and Responsibilities Document and ensure awareness and training of suitable, competent persons allocated responsibilities. Monitor compliance on a regular basis.	Follows on from SPS review	On target
Control	Develop protocols, standards and procedures for conducting risk assessment.	June 2011	Complete
	Develop safe working procedures in all areas of Education Services.	June 2011	Behind schedule
Co-operation	Encourage attendance of all Group members at the Education Services Joint Health & Safety Group.	March 2011& ongoing	Complete
	Improve dissemination of information to staff including a sign off procedure for documents received and noted.	March 2011	Complete
Communication	Develop a Communications Plan.	March 2012 (tied to Education Services Coms Plan)	On target
	Improve dissemination of information to staff including a sign off procedure for documents received and noted.	March 2011	Complete
Competence	Ensure all Headteachers and Senior Managers receive appropriate safety management training.	Ongoing	On target
	Ensure training to provide competency for those staff undertaking risk assessments, accident investigation, fire risk assessments etc.	Ongoing	On target
Implementing and Operating	Ensure the results of all risk assessments and safe working procedures are implemented.	August 2011 then monitor	On target

Key area for action	Recommendations	Timescale	Status
Measuring Performance	Develop a programme for monthly and six monthly workplace inspections.	August 2011	Behind schedule
	Develop a monitoring system for completion of risk assessments, safe working procedures, equipment checks and maintenance and document/record reviews.	September 2011	Behind schedule
	Develop and implement internal auditing procedures for health and safety.	June 2011	Behind schedule
	Develop a specific project plan based on audit findings and delegate to relevant employees to address recommendations as appropriate.	Ongoing – based on findings	On target

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4.2 The recommendations that came from the audit process have been incorporated into the Education Services Health and Safety Action Plan. The action plan will be monitored and reported to the Education Services Joint Health and Safety Group.

5. Governance Assurance

5.1 The following have been consulted on the contents of this report:

- Education Services Management Team
- Health and Safety Manager

5.2 All consultees are in agreement with the information contained in this report.

6. Impact Assessment

As this report does not propose a change in policy, the formal adoption of a plan, policy or strategy it is not necessary to complete an Impact Assessment.

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Appendices – 1

Background Papers - None

Actions and Monitoring Performance 10/11

Objective	Desired Outcome	Actions Required	Target date	Status	Required process / evidence
1 To help build on the councils existing health and safety management framework and work towards achieving BS OHSAS 18001 accreditation by 01 Dec 2012.					
	a) Develop safety management systems that are consistent across Services to achieve high standards.	<ul style="list-style-type: none"> Health and Safety Systems to be developed using HS(G) 65 as base model. 	30 Dec 2011	☺	<ul style="list-style-type: none"> The Education Services should develop internal systems in line with the Corporate Health and Safety Action Plan 10/11 <ul style="list-style-type: none"> ➤ Consultation with Corporate H&S team to ensure consistent approach.
		<ul style="list-style-type: none"> Recognised trade union representatives to be invited to Service level H&S Meetings 	30 Jun 2010	☺	<ul style="list-style-type: none"> The Education Services to actively seek cooperation and involvement of Trade Union Representatives in H&S Meetings. <ul style="list-style-type: none"> ➤ Trade Union representatives already sit on the Joint H&S group.
	b) Actively pursue staff co-operation and participation in the identification of best practice opportunities.	<ul style="list-style-type: none"> Develop, adopt and deliver H&S training programmes. 	31 Dec 2010	☺	<ul style="list-style-type: none"> Each Service should develop their own training programmes, taking cognisance of health and safety training needs identified through risk assessment, Personal Development Reviews and audits etc <ul style="list-style-type: none"> ➤ High risk areas identified and appropriate training in place- examples being Science technicians and chemical handling/COSHH training, CDT teachers and technicians fixed workshop machinery training. ➤ Still a requirement for training needs analysis.
2 Develop and maintain a positive and proactive approach to health and safety throughout the Education Services.					
	a) To raise the awareness about taking a common sense approach to health and safety.	<ul style="list-style-type: none"> Good practice is that Health and Safety is a standing agenda item at every Service Management meeting. 	30 Jun 2010	☺	<ul style="list-style-type: none"> Health and Safety should be made a mandatory agenda item at every Service level management meeting. <ul style="list-style-type: none"> ➤ Standing agenda item at service level meetings.
	-	<ul style="list-style-type: none"> Induction training for all new employees. 	30 Jun 2010	☺	<ul style="list-style-type: none"> Corporate Health and Safety Team available to advise Services on minimum standards. Comprehensive induction training should be developed and delivered to all new employees covering all relevant aspects of health and safety. <ul style="list-style-type: none"> ➤ HR investigating induction process for new employees – base level being established. ➤ IOSH managing safety training available for HT's, different delivery methods being investigated.
	b) Risk assessments to be completed for all operational tasks, processes and activities.	<ul style="list-style-type: none"> Risk assessments to be completed by all sectors. 	31 Dec 2010	☺	<ul style="list-style-type: none"> All activities/premises/fire risk assessments should be undertaken, recorded, reviewed and available for inspection at any time. <ul style="list-style-type: none"> ➤ Schools generally hold copies of all relevant risk assessment documentation for activities. Sharepoint being investigated for electronic storage and sharing. This would also facilitate monitoring and a higher level of collaboration. ➤ All fire risk assessments are held on site and centrally within PMIS – property database.
	c) Implement systems of work that adequately control risks identified following risk assessment.	<ul style="list-style-type: none"> Introduce robust health and safety management arrangements. 	31 Mar 2011	☺	<ul style="list-style-type: none"> Each Service should develop their own written arrangements for managing safety, covering all risk aspects relevant to the Service, as detailed in Corporate Health and Safety Policy. <ul style="list-style-type: none"> ➤ Class activities that have an inherent risk do have a documented risk assessment and safe procedures verbally communicated, however written arrangements require to be created. Given the quantity of risk assessments across the estate this will be an ongoing process.
	d) Introduce monitoring procedures for assessing occupational safety and health management arrangements to ensure they meet statutory and Council H&S requirements.	<ul style="list-style-type: none"> Undertake workplace inspections/audits. 	30 Jun 2011	☺	<ul style="list-style-type: none"> Each Service should develop and implement an internal written programme for carrying out workplace audits. Monthly and six monthly housekeeping inspections should be carried by each Service and recorded using the appropriate checklist in CHASM. <ul style="list-style-type: none"> ➤ Programme of inspections drawn up. ➤ Housekeeping inspections formalised with SSO/SSM's - CHASM checklist being employed.
☺ - behind schedule ☺ - on target ☺ - delivered/action complete					

Objective	Desired Outcome	Actions Required	Target date	Status	Required process / evidence
3 Improve Service delivery by ensuring all accidents and incidents are reported, recorded and investigated thoroughly					
	a) Establish effective procedures for reporting safety related incidents to managers. Ensure all accidents /incidents are investigated to the appropriate level.	<ul style="list-style-type: none"> Improve reporting procedures. 	30 Jun 2011	☹	<ul style="list-style-type: none"> Each Service must have robust procedures for reporting, recording and processing accidents/incidents <ul style="list-style-type: none"> Robust system in place – issues with iTrent and data entry. New accident/incident forms and guidance notes deployed.
	-	<ul style="list-style-type: none"> Comprehensive accident /incident investigation. 	30 Jun 2010	☹	<ul style="list-style-type: none"> All accidents/incidents must be thoroughly investigated and remedial actions taken to prevent recurrence. RIDDOR reportable accidents/incidents require a more stringent investigation and the production of a detailed internal report. <ul style="list-style-type: none"> RIDDOR reportable accidents/incidents investigated by IOSH certificated staff.
	-	<ul style="list-style-type: none"> Produce Service annual health and safety report. 	31 Dec 2011	☹	<ul style="list-style-type: none"> The Corporate Health and Safety Team and Education Services to compile and issue a report to an agreed template. <ul style="list-style-type: none"> Liaising with Corporate H&S team.
4 To improve the way that health and safety performance is measured and monitored.					
	a) Measure, analyse and publish KPI related data.	<ul style="list-style-type: none"> Establish suitable data processing system. 	30 Sep 2010	☹	<ul style="list-style-type: none"> Improved performance reporting to Education Committee and Joint H&S Group. <ul style="list-style-type: none"> Accident/incident stats analysed and reported though business objects
	b) Determine status of safety management systems at all levels of the Council.	<ul style="list-style-type: none"> Monitor progress against the Education Services Health and Safety Action Plan. 	N/A	☹	<ul style="list-style-type: none"> The Education Services must produce quarterly progress reports for the Education Services Committee (against Service Health and Safety Action Plan). <ul style="list-style-type: none"> Ongoing process.
5 To develop leadership skills for managers that improves health and safety performance					
	a) Services to ensure that quality assured training is delivered.	<ul style="list-style-type: none"> Competence of training verified by an appropriate body. 	30 Sep 2010	☹	<ul style="list-style-type: none"> All training delivered by or on the behalf of the Council must be verified as suitable and sufficient prior to delivery. <ul style="list-style-type: none"> All H&S related training courses centrally verified and provided by appropriate body.
	b) Encourage and support the development of health and safety leadership skills for: <ul style="list-style-type: none"> senior managers who operate at a strategic and policy level; middle managers who operate at a planning and objective setting level; and managers who operate at the service delivery or implementation level. 	<ul style="list-style-type: none"> Health & Safety Training appropriate to management responsibilities. 	30 Jun 2010	☹	<ul style="list-style-type: none"> Each Service should clearly identify and deliver specific training requirements based on management responsibilities. <ul style="list-style-type: none"> School Support Officers and School Support Managers all IOSH managing safety certificated. Online IOSH training being piloted for HT's.
6 To ensure that all people involved in delivery of the Council services have the appropriate levels of competency to address their health and safety responsibilities.					
	a) To ensure that all individuals, including Elected Members, senior managers, employees, volunteers, contractors and partners who deliver the services have the appropriate level of competency to undertake their role safely without causing unnecessary risk to themselves or others who could be affected.	<ul style="list-style-type: none"> Documentation covering roles and responsibilities 	30 Jun 2010	☹	<ul style="list-style-type: none"> Each Service must have in place appropriate documentation which clearly identifies roles and responsibilities of individuals/external partners and relevant competency requirements. <ul style="list-style-type: none"> Building roles and responsibilities documentation being revised by Strategic Property Services. 'Contractors in schools' produced.
	b) To ensure that any training or development necessary to achieve competence is identified, quantified, planned and resourced to ensure that success in this aim is achieved.	<ul style="list-style-type: none"> Adequately resource training identified. 	30 Sep 2010	☹	<ul style="list-style-type: none"> Each Service should establish funding and resources for FY 11/12 that will adequately address H&S training programmes. <ul style="list-style-type: none"> CPD or central funding (depending on training being provided) used for H&S related training.
☹ - behind schedule ☹ - on target ☹ - delivered/action complete					

Objective	Desired Outcome	Actions Required	Target date	Status	Required process / evidence
7	To ensure that where the Council contracts out work or works in partnership with other organisations the occupational health and safety risks are satisfactorily addressed.				
	a) Where activities/projects are undertaken by others on the behalf of the Education Services, consideration of the adequacy of their health and safety arrangements will form part of the selection criteria in deciding which projects to support.	<ul style="list-style-type: none"> • Implementation of procurement procedures. 	30 Sep 2010	☹	<ul style="list-style-type: none"> • Procurement Programme Manager to advise the Education Services on processes and procedures in respect of activities/projects being undertaken on the behalf of the Council. <ul style="list-style-type: none"> ➢ <i>Procurement and Standing Orders policy adhered to.</i>
	-	<ul style="list-style-type: none"> • Production of safe working procedures. 	30 Sep 2010	☹	<ul style="list-style-type: none"> • Partners/external agencies must produce risk assessments and safe working procedures for scrutiny prior to commencement of undertakings (eg overseas trips, site activities etc). <ul style="list-style-type: none"> ➢ <i>Procedural steps and process's in place to ensure systematic checks take place.</i>
☹ - behind schedule ☹ - on target ☹ - delivered/action complete					