



CORPORATE HEALTH AND SAFETY COMMITTEE - 17TH FEBRUARY 2014

SUBJECT: RAMIS 4 SCHOOLS MODULE

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives on the implementation of the new RAMIS4Schools module.

2. BACKGROUND

In January 2013 the School bursars group raised concerns regarding the amount of Health and Safety responsibilities placed on them. In response to this concern the school bursars held a meeting with an external advisory service. The external advisory service provided online management systems and consultancy services in numerous areas, including, health and safety, personnel issues and legal advice. Some schools engaged their services and took out a 12 month licence.

In response to this the health and safety division raised concerns with all Primary and Secondary Head teachers advising the external service could provide conflicting advice on the Authorities Health and Safety policies, arrangements and procedures, in addition to the legal implications for any possible future claims.

The Health and Safety Division therefore met with the bursars group to discuss their requirements for an on-line health and safety resource. It was therefore agreed that in addition to a Health and Safety SLA Service a school specific H&S module would be developed in the RAMIS system with school specific guidance, procedures, templates and general Health and Safety advice.

3. REPORT

- 3.1 RAMIS4Schools is a comprehensive resource of health, safety and statutory maintenance guidance developed specifically for education establishments. The module allows schools to:

- Access to guidance on all aspects of school's health and safety requirements,
- All Corporate health and safety policies,
- All Corporate health and safety arrangements,
- Access to all forms and templates,
- Ability to download blank forms and risk assessment,
- Access to numerous generic risk assessments,
- Ability to mark your favourite documents to store in one place,

- 3.2 The module allows the school to record an accident via the system including the uploading of all supporting documents, photographs, accident investigations etc. Any accidents recorded via the module automatically notify the Health and Safety division.
- 3.3 The module allows the user to download generic risk assessments and risk assessment templates in addition to allowing the user to upload their risk assessments to centrally store and manage the assessments.
- 3.4 The module also allows the Health and Safety division to communicate Health and Safety bulletins / messages to all users of the system via a tickertape notification.
- 3.5 The cost for each school to subscribe to the RAMIS4Schools module is one SLA day, this equates to £276 per school. The module has been live since January 2014 and currently out of the 87 schools in the Authority, 46 have requested access.

4. GOING FORWARD

- 4.1 The RAMIS4Schools module will be continually developed with further topics being added with improved functionality. Phase 2 of the module is currently being developed with a planned roll out date of June 2014.

5. RECOMMENDATIONS

- 5.1 That the content of this report is noted.

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