



**CORPORATE HEALTH AND SAFETY COMMITTEE -  
17TH FEBRUARY 2014**

**SUBJECT: EDUCATION HEALTH AND SAFETY WORKS PROGRAMME UPDATE**

**REPORT BY: INTERIM CHIEF EXECUTIVE**

**1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to inform the Corporate Health and Safety Group of the recent work and developments undertaken by H&S Officers with maintained Caerphilly Schools and Education premises during 2013 to 2014.

**2. SUMMARY**

- 2.1 The Authority have a total of 87 maintained schools and two Private Finance Investment (PFI) Schools where the Authority holds statutory responsibilities for Health and Safety. As such these schools require support and advice relating to Health and Safety matters. In formalise such support the Health and Safety section have developed a Service Level Agreement (SLA). This allows Schools to sign up to receive Health and Safety support. Each school take up 5 days of SLA support, which will cover Officers time and hours. Three days per year must be allocated to cover the Local Authorities delegated duties in terms of a General Site Inspection or Health and Safety Management Audit and a Fire Inspection. The remaining days can be requested by the school for numerous school specific Health and Safety audits, inspections, training sessions, plus access to the recently developed Ramis 4 Schools information data base.

**3. LINKS TO STRATEGY**

- 3.1 The report links to the Authority's statutory duties in relation to Local Authority maintained education premises/activities.

**4. THE REPORT**

- 4.1 The Health and Safety Section have completed the following School General Inspections

<b>Date: 29.01.2014</b>				
<b>School</b>	<b>Total No's</b>	<b>Completed</b>	<b>O/S</b>	<b>% Completed</b>
Secondary	14	3	11	21%
*Primary	68	34	34	50%
*Six primary schools had previously been completed the previous year				
<b>Grand Totals</b>	82	37	45	45%

- 4.2 The School General Inspections cover specific site hazards/non compliances observed on the given day of inspection. Such observations include site security, traffic segregation, housekeeping and storage issues, playground equipment, fire escape routes, finger traps, maintenance issues, furniture or equipment condition or any building issues sighted or observed.
- 4.3 The Schools General Inspection report once published is uploaded on to the RAMIS Live Data Base. A hard copy of reports is shared with the School Governors via the Governor Support Section within Education Achievement Service (EAS).
- 4.4 Schools will be expected to implement remedial actions to rectify any non – compliances raised. Some actions will be no cost/low cost others may require capital bids via 21<sup>st</sup> Century Schools Programme. When schools have completed remedial actions they are responsible for updating the RAMIS database.
- 4.5 The General Inspections have been well received by schools, who are keen to use this support as part of their evidence base for Estyn Inspections. The School reports are provided to the Head Teacher and the Chair of Governors.
- 4.6 Inspections will be on a rolling programme and schools will be re-inspected every 2 years.
- 4.7 The Health and Safety section have also undertaken a programme of school premises Fire Risk Assessments in compliance with the Regulatory Reform (Fire Safety) Order 2005. To date Fire Officers have completed a total of 17 Fire Inspections involving 15 Primary and 2 Secondary Schools. This is also over a two year rolling programme.
- 4.8 Currently the main findings of the Fire Inspections have been the omission of basic on site staff training providing awareness of fire exits, routes, emergency procedures and external assembly points. Other regular findings have been potential for arson by unacceptable storage of materials, fire spread due to display areas in circulation / escape routes and covering or obscuring fire signage.
- 4.9 Health and Safety Officers have completed audits on all secondary schools that hold Radiation Sources for delivery of A Level Physics. Schools using such materials must follow a guidance document “Managing Ionising Radiation and Radioactive Substances 2013. A total of 8 secondary schools were involved and audits covered numerous procedural and practical aspects of the guidance to monitor compliance.
- 4.10 A very mixed picture was uncovered among the secondary schools involved. All of the schools covered some of the necessary procedures, but none of the schools covered all the required good working practices. The most concerning omissions involved schools failure to have a Standard Operating Procedure for staff, not providing staff who handle radioactive sources appropriate instruction and training and an inability to evidence any leak tests undertaken on the material by the school. In general however the physical control and safe storage of the material on site was at an acceptable standard and the records for usage regularly followed.
- 4.11 All schools will receive individual feedback in relation to action they need to take to achieve compliance with the above guidance. A one off training session will be funded and arranged via the Authority for Heads of Science Departments in May 2014 to raise awareness on the good working practices via an external provider. After this schools will be expected to arrange appropriate staff training and maintain staff levels of competency when moving forward.
- 4.12 Health And Safety Officers have provided training and support to schools Special Educational Needs Coordinators (SENCO’s). This involved pupil risk assessment training for staff to assess the hazards posed to pupils with medical needs such as broken limbs, diabetes, long term medical conditions. In addition SENCO’s were trained on undertaking risk assessments of pupils with behaviour issues which can be dealt with at school level. Clarity was provided to trainees on how to undertake a suitable and sufficient risk assessment, what is reasonable

and foreseeable along with the practical controls that can be implemented by schools to safely accommodate the pupil in the school and on educational visits. The training took place over a six month period between June to November 2013. A total of 101 staff received training which was beneficial in providing staff the confidence to self manage these regular school issues.

- 4.13 Asbestos has been a high profile Health and Safety issue in many Authority maintained schools. In particular the Asbestos Management Team has continued to provide practical advice and support to schools to deal with and maintain the school building. In order to help secondary schools progress maintenance issues in line with Authority guidance, 7 secondary schools participated in Asbestos Category B training in June 2013. This allowed school staff to safely undertake lower level, everyday maintenance task which otherwise would have to be contracted out to a competent contractor. A total of 67 schools, involving 78 employees received Asbestos awareness training between May & June 2013 to provide relevant school staff with a greater understanding of the management issues that arise when dealing with contractors and what procedures the Authority expect a school to follow and implement.
- 4.14 In secondary schools Design and Technology areas have the potential to be high risk areas. The Health and Safety section organised and facilitated specialist external training for a further 10 members of school staff in June 2013 to a nationally recognised accredited standard. This was a follow up to the previous year's training provided to D&T Heads of Department. This allows Heads of Departments to evidence competency of staff and implement safe practices to protect staff as well as pupils. This should help raise awareness and safety standards within these areas.
- 4.15 Secondary school bursars/business managers play an integral part in the safe management of school sites, with most having health and safety responsibilities within the school. In order to assist school bursars/business managers carryout their duties a NEBOSH Health and Safety Certificate course was run via the Authority for staff between October and December 2013. A total of 11 staff participated in the qualification. This qualification is a foundation qualification for those responsible for Health and Safety.
- 4.16 Health and Safety Officers provide annual refresher training for Head Teachers, both established heads and newly appointed heads. A total of 28 Headteachers attended the course over three sessions during November and December 2013. Similar training was also provided to School Governors from various schools within the Authority during October and November which was equally well received.
- 4.17 A total of 14 Caretakers received onsite Health and Safety advice and training during 2013 covering general health and safety issues as well as specific Legionella training. This provided facilities staff at school premises with the necessary knowledge to meet the schools statutory compliance and undertake any on site works in a safe manner.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 There are no Equalities implications for the Council arising from this report.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There are no direct financial implications for the Council arising from this report.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 There are no direct personnel implications arising from this report.

## **8. CONSULTATIONS**

8.1 All consultations have been reflected in the report.

## **9. RECOMMENDATIONS**

9.1 That the contents of this report are noted by Committee members.

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