



CORPORATE HEALTH AND SAFETY COMMITTEE – 24TH JUNE 2019

SUBJECT: HEALTH AND SAFETY SLA UPDATE

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Health and Safety Committee Members on the Health and Safety SLA Service offered to schools.

2. SUMMARY

- 2.1 Since 2009 a health and safety SLA has been provided to all Caerphilly schools. Following requests from Head Teachers for additional health and safety support a premium SLA service was introduced in 2015. This report provides an overview of the support provided to Caerphilly Schools over the past year.

3. RECOMMENDATIONS

- 3.1 That the contents of the report be noted.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 For Committee to be updated with regard the progress of the Health and Safety SLA in Schools.

5. THE REPORT

- 5.1 All Caerphilly Schools buy into a health and safety SLA which is a fully income funded service providing specific health and safety support to schools. The core SLA provides 5 days of health and safety officer time of which 3 days per annum are allocated to mandatory inspections; General Health and Safety Inspection, Fire Risk Assessment and Health and Safety Management Audit. The 2 remaining days can be used by the schools as they see fit to assist them with managing their health and safety risk.

5.1.1 Premium Health and Safety SLA

The Premium Health and Safety SLA Service provide the schools with a named Health and Safety Officer who visits the school on a monthly or fortnightly basis. The range of tasks undertaken by the Health and Safety SLA Officer is vast and includes:

- Completion of risk assessments
- Completion of DSE assessments
- Pupil and staff assessments
- Site Inspections
- Updating RAMIS for statutory inspections
- Physical Access Strategy Reviews
- Supporting the School Educational visit Co-ordinator in developing and reviewing risk assessments for offsite visits.
- Accident reporting and investigation
- Arranging specialist training e.g. choking, epilepsy
- Legionella Temperature Checks
- Monitoring Asbestos in Situ
- Production of Governors Health and Safety Reports and attending Governors Meetings to report/update on health and safety

Health and Safety training remains a significant part of the role and ensures that the schools comply with their legal obligation to provide staff with information, instruction and training on health and safety. During 18/19 the following training briefings were provided:-

	Number of Sessions	Number Trained
Fire Awareness/Fire Awareness Refresher	34	1176
Lying/Standing Change Instruction	1	2
Changing Bed Instruction	1	6

Most Primary Schools (67 out of 73 for 18/19) continue to buy into the Premium Health and Safety SLA Service. The Learning Centre, Pupil Referral Unit and Trinity Fields School and Resource Centre also continue to opt into the Premium H&S SLA Service. We are seeing an increasing number of schools choosing to opt for a monthly service. This is a reflection of the level of support they have received since the services commenced with many schools having in place comprehensive and effective health and safety arrangements and feeling more confident in their ability to manage health and safety risk.

The service remains valued by Head Teachers. Two schools have dropped out of the service since its introduction, one of which has since chosen to buy-back in. The school who recently opted out of the premium SLA advised that this decision was purely financial.

5.1.2 Secondary Schools

The Premium SLA was extended to all Secondary School across the Borough from 3rd June 2019 for one year through central funding. This decision was made to enable better engagement with secondary schools and to help support schools in identifying and addressing their risks. At the end of the year of premium support schools will have the option of continuing to buy into the premium service or revert to the core SLA. This arrangement is mutually beneficial in that schools benefit from support and expertise which will improve health and safety compliance and standards and the Authority will have a better understanding of the key health and safety issues across secondary schools allowing more targeted guidance and support.

5.1.3 Core Health and Safety SLA

The 6 primary schools who chose not to buy into the premium service receive a standard Health and Safety SLA. This means they receive either a general inspection or a health and safety management audit annually and a fire risk assessment (frequency determined by risk), they also have 2 days of Officer support each year to use as they choose e.g. delivering H&S training, supporting on risk assessments. Telephone support is available to all schools regardless of levels of support during normal office hours.

5.2 **Conclusion**

The Health and Safety SLA appears to be working well and is well perceived. Continuing to work with schools and to build strong relationships means the service is best placed to provide effective health and safety support. Health and Safety performance is increasingly being scrutinised internally and whilst the HSE are generally less proactive the penalties for health and safety breaches are a strong incentive to ensure that health and safety risk is managed. The Health and Safety Division will continue to work closely with schools and to review and monitor their performance, ensuring that the level and type of health and safety support provided remains effective.

6. **ASSUMPTIONS**

6.1 No assumptions have been made regarding the information contained in this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 This report links to the Corporate Health and Safety Policy and other CCBC Health and Safety Policies e.g. Asbestos, Fire and Lone Working.

7.2 **Corporate Plan 2018-2023**

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through affording Health and Safety training opportunities both school based employees which will support with developing skills and improving employability.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy whilst at work and able to remain in employment. Relevant, targeted and effective health and safety training which is provided as part of the health and safety SLA contributes to this objective.

Objective 5 - Creating a County Borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that the health risks associated with work are assessed, controlled and managed and that health and safety training provided in schools ensures that Managers and employees are aware of the Health and Safety policies and practises that support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that our health and safety training reflects our health and safety policies and practices which promote good health and well-being.

8. **WELL-BEING OF FUTURE GENERATIONS**

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of Health and Safety policies, practices and training, we will seek to prevent any ongoing issues and ensure that Health and Safety training and subsequent practise is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

12. CONSULTATIONS

12.1 All comments from consultees have been included in the report.

13. STATUTORY POWER

13.1 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulation 1999.

Author: Emma Townsend, Health and Safety Manager, townsej@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services, edmure@caerphilly.gov.uk

Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk

Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk