

<b>LEWISHAM SCHOOLS FORUM</b>		
<b>Report Title</b>	<b>Annual Health &amp; Safety Report 2014/15</b>	
<b>Key Decision</b>	<b>No</b>	<b>Item No. 5</b>
<b>Ward</b>	<b>ALL</b>	
<b>Contributors</b>	<b>Head of Corporate Resources</b>	
<b>Class</b>	<b>Part 1</b>	<b>Date: 1 October 2015</b>

**1. Purpose of the report**

- 1.1. This report presents members of the Schools Forum with a summary of the 2014/15 Health & Safety (H&S) work in schools.

**2. Recommendations**

- 2.1. It is recommended that the Schools Forum note this report.

**3. Background**

- 3.1. Up to 2014/15, each academic year (September to July) approximately one quarter of Lewisham schools receive a full audit. All schools are audited once every four years on a rotational basis.
- 3.2. In addition, on an annual basis each school is requested to complete a self-assessment of their H&S arrangements. This is partly for assurance purposes but also to maintain awareness of H&S matters in schools.
- 3.3. The scope of each audit reviews the key risk areas for effective management of H&S in the school. These are: Workplace / Site; Job Specific; Chemical / Hazardous materials; Work Activity / Equipment; Occupational Health & Welfare; and H&S Management. Within each of these areas specific risks are considered. These are detailed in Appendix 1.
- 3.4. All audits conclude with a report and an assurance opinion that is shared with the Council and the School's Governors and Senior Management. The H&S assurance opinions used by the Council are: Excellent; Good; Weak; and Poor. Excellent and Good are regarded as positive with Weak or Poor as negative. A fuller description of these opinions is provided at Appendix 2. The self assessment reviews report as a percentage of H&S practices evidenced as in place.
- 3.5. H&S report on an exception basis (i.e. recording only areas for improvement, not all that is working well). Within each audit report where areas for improvement are noted recommendations are made.

There are rated High, Medium, or Low and management record the action by when and by whom the recommendations will be addressed.

- 3.6. The Council's H&S audits of schools for the 2014/15 year up to January 2015 were conducted by the Corporate H&S Team under an SLA agreement with the Council. This approach was then stopped following changes to the Council's corporate H&S arrangements and new arrangements put in place to take effect for 2015/16. These have been presented to and discussed by the Schools Forum in 2015.

#### 4. Summary of work completed

##### Full H&S audits

- 4.1. In 2014/15 seventeen audits were planned with five completed before the arrangements changed in January 2015. These assurances from these audits were:

School	H&S arrangements	H&S Compliance
<b>Abbey Manor</b>	Excellent	Good
<b>Baring</b>	Good	Weak
<b>Dalmain</b>	Excellent	Good
<b>Greenvale</b>	Excellent	Excellent
<b>Haseltine</b>	Good	Excellent

- 4.2. The one weak assessment was around compliance with the arrangements in place. In particular, in respect of need for better risk assessments, procedures and records for activities to do with maintenance of the premises and administration of medication.

##### H&S Self-Assessments

- 4.3. In 2014/15 from all schools, 45 H&S self-assessment returns were completed. Of these 43 were analysed in more detail (two had not scanned fully). All returned a positive (over 75%) view of H&S practices in their school. This is consistent with previous year returns. A table with the schools from whom returns were received and their scores is provided at Appendix 3.
- 4.4. Of the 43 analysed we had score for 35 from 2013/14. A year on year comparison identified that 23% rated themselves weaker in 2014/15; 27% the same; and 57% as having improved in 2014/15. For those

that scored themselves lower the differences were small (less than 5%). While those that rated themselves as improved showed better numbers, up to 15%.

4.5. While recognising each school circumstances are different, the H&S audit recommendations around common risk areas does enable us to look for common areas for improvement. From the analysis of the H&S assurance work completed in 2014/15 the common areas for improvement identified were:

- Risk Assessments: across a variety of H&S risks, schools recognised the need to ensure risk assessments are up to date, regularly reviewed and local procedures for managing the risks communicated.
- H&S Training: while the Council offers Governors training and a full suite of courses throughout the year, a number of schools identified a lack of take up as an issue impacting their H&S arrangements.
- Stress assessments / audits: was a particular risk that a number of schools highlighted in their self-assessments where consideration is required.
- Trained Assessors: for the risks of working at height, manual handling, display screen equipment and personal evacuation plans - a number of schools identified the need to have access to trained assessors to be able to fully assess these risks.
- Maintenance inspection records and incident reporting: while all schools record this as being done, some highlighted that the recording and reporting of these was not always complete and could be improved.
- Business Continuity Planning (BCP): a number of schools recognised that their BCPs were neither complete, up to date nor had been recently tested and this was an area for improvement.

4.6. Nonetheless, and noting these specific areas for attention and action to continue to improve, overall the combination of generally positive full audit opinions and high self-assessment scores indicates that schools are moving forward positively and with confidence in respect of H&S.

For further information on this report please contact:

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**Appendix 1 – H&S Risks**

<b>Workplace / Site Related</b>	<b>Job Specific</b>	<b>Chemical &amp; Hazardous Agents</b>	<b>Work Activity &amp; Equipment</b>	<b>Occupational Health &amp; Welfare</b>	<b>Health &amp; Safety Management</b>
<b>Building Maintenance</b> <ul style="list-style-type: none"> <li>• Asbestos</li> <li>• Confined spaces</li> <li>• Construction</li> <li>• Electricity</li> <li>• Fire</li> <li>• Gas</li> <li>• Glazing</li> <li>• Legionella</li> </ul> <b>First Aid</b> <ul style="list-style-type: none"> <li>• Paediatric</li> <li>• Emergency</li> <li>• First Aid</li> </ul> <b>Site Specific</b> <ul style="list-style-type: none"> <li>• Curriculum Sport</li> <li>• Educational Visits</li> <li>• PE Equipment</li> <li>• Play Equipment</li> <li>• Playgrounds</li> <li>• Ponds</li> <li>• Security</li> <li>• Swimming Pools</li> </ul> <b>Workplace Environment</b> <ul style="list-style-type: none"> <li>• Heating</li> <li>• Housekeeping</li> <li>• Lighting</li> <li>• Toilets</li> <li>• Ventilation</li> </ul> <b>Signs &amp; Signals</b>	Administration of medication  Display screen equipment  Lone working  Manual handling  Moving & handling people  Noise  Personal Protective Equipment  Violence & Aggression	Batteries  Chemical & Substances  Flammable Liquids <ul style="list-style-type: none"> <li>• Petrol / Diesel</li> </ul> Radiation  Waste <ul style="list-style-type: none"> <li>• Clinical</li> <li>• Hazardous</li> </ul>	Driving for Work  Imported OH&S risks <ul style="list-style-type: none"> <li>• Goods/Services</li> <li>• Events</li> </ul> Lifting equipment  Managing contractors  Passenger lifts  Permit to work  Pressure systems  Working at height  Work equipment	Alcohol & drugs  Infectious diseases <ul style="list-style-type: none"> <li>• Bites (human)</li> <li>• CCD's</li> <li>• Bodily fluids</li> </ul> Management of personal safety <ul style="list-style-type: none"> <li>• CRB</li> </ul> Stress  International travel	<b>Governance</b> <ul style="list-style-type: none"> <li>• Statement of Intent</li> <li>• H&amp;S Board ToR</li> <li>• Roles &amp; Resp.</li> <li>• Doc. Control Mgmt.</li> <li>• H&amp;S Mgmt. Review</li> <li>• Legal &amp; Other Requirements</li> </ul> <b>Policies &amp; Guidance</b> <ul style="list-style-type: none"> <li>• H&amp;S Arrangements</li> <li>• Doc. Control Register</li> <li>• Hazard / Risk Assessment &amp; Control</li> <li>• Training</li> </ul> <b>Communications</b> <ul style="list-style-type: none"> <li>• Communication, Participation, Consultation &amp; Representation</li> <li>• Competence, Training &amp; Awareness</li> </ul> <b>Assurance &amp; Reporting</b> <ul style="list-style-type: none"> <li>• Incident reporting</li> <li>• Audit Requirements</li> </ul>

**Appendix 2 – Definition of H&S assurance opinions**

The table below explains the intent behind each of the four levels of H&S audit opinion.

<b>H&amp;S ASSURANCE OPINION</b>	<b>Adequacy of H&amp;S arrangements</b>	<b>Compliance with H&amp;S arrangements</b>
<b>EXCELLENT</b>	Robust framework of controls matched to risk ensures H&S objectives are likely to be achieved.	H&S controls are applied continuously or with minor lapses.
<b>GOOD</b>	Sufficient framework or key controls for H&S objectives to be achieved but could be stronger.	H&S controls are applied with some lapses.
<b>WEAK</b>	Risk of H&S objectives not being achieved due to the absence of key internal controls.	Significant breakdown in the application of H&S controls.
<b>POOR</b>	System of control not in place. Absence of basic H&S controls resulting in inability to meet objectives.	Absence of compliance with fundamental H&S controls.

