

LEWISHAM SCHOOLS' FORUM		
Report Title	Lewisham Schools Annual Health and Safety Report 2015/16	
Key Decision	No	Item No. 7
Ward	All	
Contributors	Head of Corporate Resources, Service Manager – Estates Management & Contracts	
Class	Part 1	Date: 6 October 2016

1. Purpose of the report

- 1.1. This report presents members of the Schools Forum with a summary of the 2015/16 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. The Council aims to carry out the following annually:

- Self-Assessment H&S Audits of all schools in the borough
- A selection of onsite H&S audits of schools for community schools
- Offer schools a Statutory Inspection audit through a SLA
- Inspections of all schools with radiation sources (under CLEAPPS guidelines)
- Offer schools a Fire Services SLA inclusive of a Fire Risk Assessment (FRA)
- Review and any follow up required on all reported accidents, incidents, dangerous occurrences and instances of work-related ill-health.

4. Onsite and self-assessment H&S audits

- 4.1. The council aims to conduct a full (onsite) audit on all community schools on a four year cycle. During the academic year 2015/16 six schools were audited.
- 4.2. Further to the rolling onsite audits noted in 4.1 the council on an annual basis requests that every school complete a self-assessment audit of their H&S arrangements. This is partly for assurance purposes but also to maintain awareness of H&S matters within schools.
- 4.3. The format of the audit is reviewed annually following feedback from the schools and any changes in H&S legislation and policy. The 2016/17 self-assessment audit (to be issued in November) aims to have clearer categories with more explanatory notes. It was noted that in some cases previously there was a weakness in the understanding of risk assessment and risk management. The Council will continue to issue advice and is looking into how this may be incorporated into the 2016/17 training programme.

The scope of each self-assessment audit reviews the key risk areas for effective management of H&S in the school. Within each of these areas specific risks are considered. These are:

- **H&S Documentation** including Policies, Procedures and Risk Assessments
- **Workplace/Site-specific arrangements** such as, for example, statutory inspections including gas, electricity and boilers, and other inspections such as playground equipment and security)
- **Job Specific risks** such as, for example, lone working, working at height, homeworking, use of computers and manual handling.
- **Hazardous materials** such as, for example, laboratory chemicals, cleaning chemicals and specialist substances used in arts projects.
- **Work Equipment risks** such as, for example, maintenance of workshop equipment, maintenance of ladders, maintenance of contractors' equipment such as floor cleaners and ovens.
- **Occupational Health** such as, for example, medical follow up on issues such as back problems and stress.
- **Welfare** such as, for example, provision (and maintenance) of adequate changing facilities, toilets, dining areas and locked storage.

- 4.4. Noting the lack of response from some schools to the self-assessment questionnaire in 2014/15 the council has introduced a more robust procedure for following up those schools not responding. This resulted in an increase of 10% more school returning the audits in 2015/16. The majority of those not reporting were found to be non-community schools. However It should be noted that while in respect of voluntary aided schools (VA) the Chair of Governors is the statutory duty holder the council has a duty of care to ensure that **all** schools within the borough meet acceptable health and safety standards and further work is planned on the assessment process.
- 4.5. The Council's onsite H&S audits of schools for the 2015/16 year up to January 2015 were conducted by the Corporate H&S Team under an SLA agreement with the Council. This approach was changed during the Council's restructure and a new post, Schools' H&S Compliance Officer, was created. This position aims to cover H&S compliance, radioactive source management and statutory compliance within schools and has been staffed as an interim post during the recruitment process for a permanent member of staff.
- 4.6. In 2014/15 seventeen onsite audits were planned with five completed before the arrangements changed in January 2015. Five audits were then completed in 2015/16. The assurance opinions from these audits were:

	2014/15	2014/15	2015/16
Schools	Onsite Audit	Self-Assessment	Self-Assessment
Abbey Manor	Excellent	Excellent	Excellent
Baring	Good	Not returned	Excellent
Dalmain	Excellent	Excellent	Excellent
Greenvale	Excellent	Not returned	Not returned
Haseltine	Good	Not returned	Excellent

	2015/16	2014/15	2015/16
Schools	Onsite Audit	Self-Assessment	Self-Assessment
Ashmead	Good	Excellent	Excellent
Coopers Lane	Good	Not returned	Not returned
Drumbeat Downham	Excellent	Excellent	Not returned
Drumbeat Brockley	Excellent	Excellent	Not returned
Sedgehill	Good	Not returned	Excellent

- 4.7. All onsite 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:

H&S Assurance Opinion	Adequacy of H&S arrangements	Compliance with H&S arrangements
EXCELLENT	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.
GOOD	Sufficient framework or key controls for H&S objectives to be achieved but could be stronger.	H&S controls are applied with some lapses.
WEAK	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.
POOR	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.

- 4.8. H&S reports are typically carried out on an exception basis (i.e. recording only areas for improvement). Within each audit report where areas for improvement are noted recommendations are made. These are rated High, Medium, or Low and it is the responsibility of the School's management to record when and by whom the recommendations will be addressed and feedback the same to the Council.

5. Radiation Source Management Inspections

- 5.1. 2015/16 saw the introduction of annual inspections under CLEAPSS guidelines (see www.cleapss.org.uk) for those schools managing radioactive sources. Nine schools were identified for inspection (six community and three voluntary aided) of which two have been inspected to date (Sedgehill and Forest Hill), both receiving an "excellent" rating. The remainder are programmed to be inspected before Christmas.

6. H&S Training

- 6.1 Whilst the Council offers Governors training and a full suite of courses throughout the year, a number of schools identified a lack of take up (via the self-assessment and onsite audits) as an issue impacting their H&S arrangements.

- 6.2 Stress management, lone working and events risk assessment and management have been identified as key areas needing further support from the council.
- 6.3 The requirement for Trained Assessors (for example, for the risks of working at height, display screen equipment (workstation) assessment, manual handling, construction and maintenance projects, fire marshals and PEEPs training) has again been identified by some schools.
- 6.4 The council is currently preparing a new training programme for the current year in consultation with schools to try and ensure the most effective delivery. Consideration is being given to e-learning alongside traditional classroom methods.
- 6.5 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.

7. Incident Reporting

- 7.1 Accidents, incidents and dangerous occurrences continue to be reviewed monthly and comparison statistics are given in Appendix 1 below.
- 7.2 Primary schools continue to report the most accidents and these are largely trips and falls and bumps from collisions.
- 7.3 Assaults by pupils have also increased slightly overall and this will continue to be monitored closely. One school has received death threats further to an event they organised. This will be considered within the training management programme currently being developed. In particular, de-escalation training and general personal safety training have been highlighted. In addition, there will be a focus on providing schools with information and training on how to risk assess and manage events.
- 7.4 From site inspections it was noted that many instances of verbal and minor physical abuse are not being recorded and further advice will be issued regarding what constitutes abuse and how it should be followed up.
- 7.5 Finally, a number of schools have not been reporting RIDDOR incidents to the HSE or appear not to be reporting incidents to the Council. These have been identified and the schools will be individually approached over the incidents concerned. Schools have already received advice from LBL and from the HSE on this subject but further advice and reinforcement will be provided.

8. Statutory Maintenance

- 8.1 In 2015/16 the statutory maintenance audit SLA become chargeable to schools. As such schools were offered the opportunity to purchase the SLA or self-assess and provide evidence of compliance.
- 8.2 Only a third of schools purchased the statutory maintenance audit SLA with number of schools failing to confirm compliance with some of the schools who undertook their own self-assessment not understanding their responsibilities or unable to provide satisfactory evidence to demonstrate statutory compliance. This leaves the school and the Council vulnerable.
- 8.3 In light of the lack of clarity and perceived understanding relating to statutory compliance and the paramount importance of ensure school buildings and managed and maintained in accordance with relevant legislation all school governors have been communicated through the governors bulletin. The purpose of the message was to raise awareness of both the governing bodies and schools statutory duties. Further the council are reviewing how statutory compliance is monitored and will report back to Schools Forum at the next meeting.

9. Summary and Actions

In summary, the majority of schools are performing well in terms of compliance and continue to improve.

The key issues being addressed by the council to support this in 2016/17 are:

- Appraising schools' H&S training with the aim of developing a more accessible and focussed training programme.
- Reinforcing the procedures for reporting accidents, incidents, dangerous occurrences and work-related ill-health with a view to improving the standard of general reporting and especially focussing on RIDDOR reportable incidents and the subsequent follow up investigations, and abuse.
- Significantly improving reporting from the schools' the self-assessment H&S auditing.
- Raising the level of onsite H&S auditing.
- Reviewing the monitoring of schools statutory compliance.

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Appendix 1 – Incident Statistics – 2015/16

Row Labels	Count of Primary Cause of Incident
Abuse verbal/threatening behaviour	13
Another kind of accident/incident	197
Assault by a member of the public on an employee	5
Assault by a pupil/client on an employee	484
Assault by a pupil/client on pupil/client	104
Contact with electricity/discharge	1
Contact with moving machinery/machined material	16
Contact with moving/flying/falling object/person	996
Contact with sharp edge inc. needles	34
Contact with something fixed or stationery	521
Dangerous Occurrence	2
Drowned or asphyxiated	1
Exposure to an explosion	2
Exposure to fire/heat	10
Exposure/contact to a harmful substance	7
Exposure/contact with hot material/substance	10
Fall from a height	126
Human bite	44
Illness	10
Incident/Accident involving a vehicle	15
Injured by an animal/insects	3
Injured whilst manually handling, lifting/carrying	33
Known Medical condition	3
Near miss	29
Not known	136
Property/equipment damage only	4
Slip/trip/fall on same level	816
Swallowed inhaled substance	4
Swimming/diving related activity	2
Trapped by something collapsing/overturning	9
Grand Total	3637