

<b>Schools Forum</b>			
<b>REPORT TITLE</b>	<b>Schools Health &amp; Safety – Annual Report 2017/18</b>		
<b>KEY DECISION</b>	<b>No</b>	<b>Item No.</b>	<b>13</b>
<b>WARD</b>	<b>N/A</b>		
<b>CLASS</b>	<b>Part 1</b>	<b>Date</b>	<b>4 October 2018</b>

## 1. Purpose of the report

- 1.1. The purpose of this report is to present to members of the Schools Forum and Children & Young People (CYP) Health, Safety and Welfare Committee a summary of the Health & Safety (H&S) activities undertaken by the Authority so far 2017 – 2018 and plans for 2018/19.

## 2. Recommendations

- 2.1. The Schools Forum is recommended to:

- 2.1.1 Note the contents of this report.

## 3. Background

- 3.1. The Council undertakes to carry out the following activities annually:

- A programme of onsite Health and Safety audits of Community schools. This will be based on time since last audit, risk ratings, and the accident/incident profile. Each school will be audited once every 3 years.
- Management and review of Health and Safety Self-Assessments for all schools
- Inspections of all schools with radiation sources (under CLEAPPS guidelines)
- Health and Safety advise, training and support.
- Management of the online accident/incident reporting platform including review, advice and support to schools.
- An annual building related statutory compliance review of Community schools and other schools through a Service Level Agreement (SLA)

## 4. Onsite Health & Safety Audits

- 4.1 The council aims to conduct a full (onsite) audit at all community schools on a three year cycle. In 2017/18 only 7 audits took place. During the academic year of 2018/19, 20 schools are planned for an onsite audit. Of the 2 onsite audits

undertaken so far 1 school has been rated good and 1 school has been rated as poor – support has been offered to improve the deficiencies in the systems at the school rated as poor to improve the risk rating.

4.2 The purpose of the onsite audit exercise is to provide the auditor an overview of the health and safety management system at the school. This is achieved through reviewing all health and safety related documentation and conducting a walkabout inspecting the school premises. The onsite audit concludes with a report and an assurance opinion that is shared with the Authority, School Governors and the schools senior management. The Health and Safety assurance opinions used by the Council are noted in the table below:

<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.

Noted below are lists of schools audited so far in 2018/19 and those scheduled for an audit:

**Scheduled for Audit 2018/19**

<b>Schools</b>
Rushey Green - completed
Chelwood Nursery - completed
Coopers Lane
Edmund Waller
Horniman
Brent Knoll
Kilmorrie
Toriridon
Eliot Bank
Foster Park
Baring
Beecroft Garden
Clyde Nursery
Segdehill
St Margaret's Lee
Marvels Lane

Stillness Junior/Infants
St Winifred's
Sydenham
Grinling Gibbons

4.3 Health and Safety audit reports typically provide commentary on an exception basis (i.e. recording only areas for improvement). The audit report sets out areas for improvement and recommendations are made. These recommendations are rated High, Medium, or Low and it is the responsibility of the School's management to ensure these are addressed within the prescribed timescales.

## 5 Annual Self- Assessments

5.1 Further to the programme of rolling onsite Health & Safety audits for community schools, the Authority requests that every school complete a self-assessment of their Health and Safety arrangements on an annual basis. For community schools this is a mandatory requirement whilst for VA, Foundation and Academies, this a voluntary exercise but one that is encouraged by the Council. The purpose of the annual Health and Safety self-assessment is to demonstrate a level of assurance but to also provide schools and governing bodies with a tool kit to review its Health and Safety arrangements and to maintain awareness.

5.2 The scope of each health and safety self-assessment audit reviews the key risk areas for effective management of H&S in a school environment. Within the self-assessment, specific risks areas 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 and Welfare** such as, for example, medical follow up on issues such as back problems and stress.

5.3 Based on feedback from a number of forums, the 2017/18 self-assessment audit which was issued in November, had clearer categories with more explanatory notes. The new questionnaire was posted online and automatically provided quantitative scoring based on a weighted system which produced marks relative to the hazard, for example:

- Does your school have an appointed Health and Safety Lead? - **10 marks**

- Has your Health & Safety Policy been reviewed and updated within the last 3 years?  
- **4 marks**
- Is the corrective action taken to prevent the same type of incidents occurring again clearly detailed in the report form? – **1 mark**

5.4 Of the schools that returned their annual self-assessments, 86% rated themselves above the benchmark value of 80%, 9% scored between 70 & 80% with the remaining 5% scoring below 70%. Schools that scored below 70% will be offered extra support when the self-assessment is released later in the year.

## 5.5 **Self-Assessments Summary**

2015/16

- 49 Schools returned audits ( 5 rated good and 44 rated excellent)
- 11 Schools did not return the assessments

2016/17

- All community Schools returned audits (100%) (all rated excellent)
- 10 other schools (VA, Academies, Foundation) Schools did not return the assessments

2017/18

- All community Schools completed audits. The average score was 89%
- 16 other schools (VA, Academies, Foundation) Schools did not return the assessments

5.6 The format and content of the self-assessment audit is reviewed annually following feedback from the schools and any changes in H&S legislation, policy and to maintain continuous improvement.

5.7 Once the results from the annual self-assessment (2019) have been analysed the Authority will note any arising themes or trends and incorporate these into the annual plan which will be shared through school forums/meetings, training opportunities and advice through the schools mailing.

## 6. **Radiation Source Management Inspections**

6.1 In 2015/16 annual inspections under CLEAPSS guidelines (see [www.cleapss.org.uk](http://www.cleapss.org.uk) ) for those schools managing radioactive sources was introduced.

The ten schools below were inspected in 2016/2017.

Addey and Stanhope,  
 Bonus Pastor,  
 Connisborough,  
 Deptford Green,  
 Forest Hill,  
 Haberdasher Askes Knights Academy,  
 Prendergast,  
 Prendergast Ladywell,

- 6.2 The Schools Health and Safety Advisor will be inspecting all schools that hold sources of radiation in the coming term. One school has been inspected so far this term, they were given a rating of 'Good'.
- 6.3 All schools with ionising radiation are given support by the Schools Health and Safety Advisor through onsite checks/inspections. They are also required to ensure that they have a trained Radiation Protection Supervisor who is normally a senior member of the Science Department. This training is provided through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPPS) and it is a legal requirement under the Ionising Radiation Regulations.

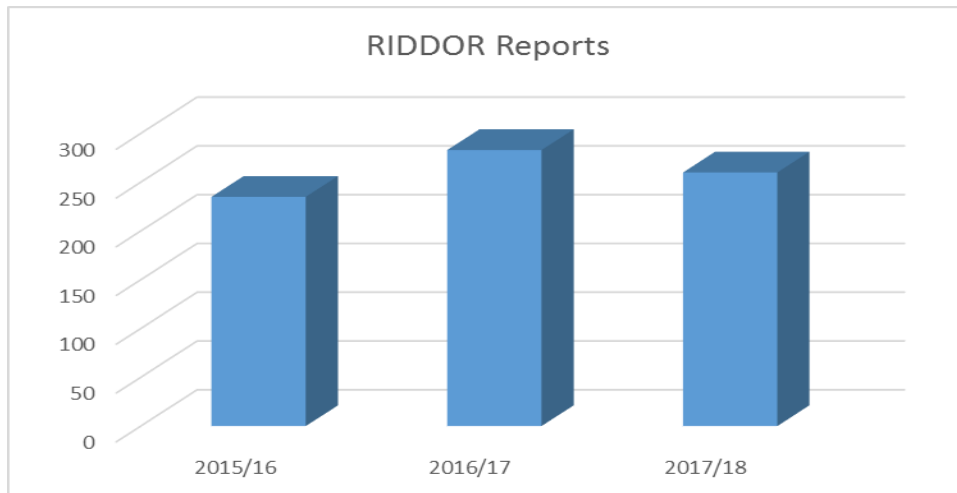
## **7. Health & Safety Training & Support**

- 7.1 Health and safety training is arranged locally by each respective school or federation and based on their local requirements informed by a training needs analysis. E Learning is also being encouraged where appropriate. Additional training and information in health and safety is delivered through other forums e.g. COG meetings, Head teacher Leadership Forum and SAO meetings
- 7.2 The Council offers Health and Safety Lead Governors training termly and a full suite of other courses are being developed for delivery throughout the year from either the Schools Health and Safety Advisor or external sources, based on the competence requirements for the subject matter.
- 7.3 Premises manager training, COSHH awareness, permit to work and risk assessment have been identified as key areas needing further support from the council. Schools will be advised to either arrange this training locally or attend courses arranged and delivered by LBL.
- 7.4 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. Schools have been encouraged to source this training and where the Council runs them, they will be advertised appropriately. Further schools are encouraged to conduct courses as collaborative to increase training opportunities while reducing costs and providing networking opportunities.
- 7.5 Schools will continue to be supported to ensure they comply with their health and safety obligations. Information has been sent since the start of the winter term through school mailings on EVC coordinators training and reporting requirements for visits, asbestos management and advice on defective science equipment from the HSE.

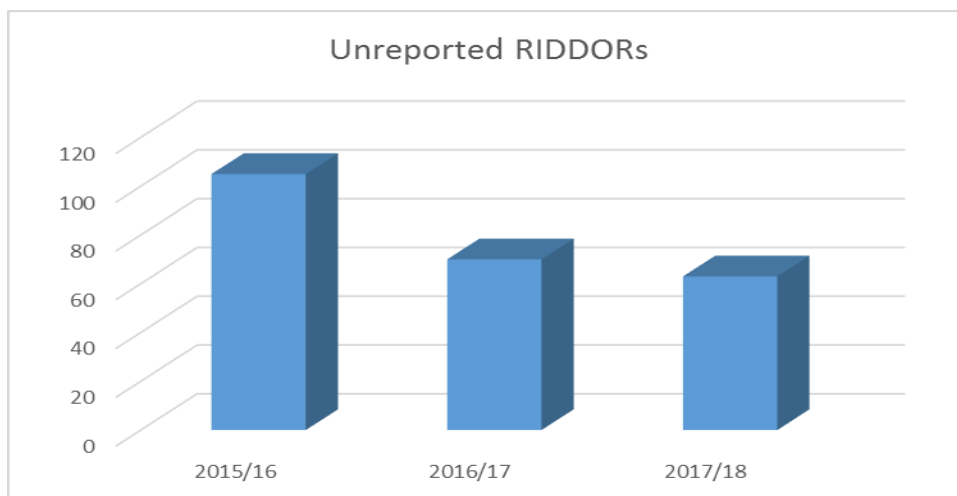
## **8 Incident Reporting**

- 8.1 Accidents, incidents and dangerous occurrences continue to be reviewed regularly

8.2 The total number of Accidents in 2015/16 was 2312, there was a reduction of 16% in 2016/17 where the total was 1942. The downward trend was reversed for 2017/2018 with an increase of 178 (9%) to 2120 for reported accidents – this presented a drop of 10% on the previous year:



The downward trend in number of unreported RIDDORs continued in 2017/18 with a drop to 63 from 70 in 2016/17 and 105 in 2015/16:



The top 5 causes of accidents were;

- Contact with moving / flying/falling objects / person
- Slip / trip / fall / on same level
- Contact with something fixed or stationary
- Assault by a pupil / client on an employee
- Assault by a pupil / client on a pupil / client

8.3 Primary schools continue to report the most accidents and these are largely trips and falls and bumps from collisions.

- 8.4 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 have been individually approached with visits to the Head Teacher from the Schools Health and Safety Advisor – all schools visited have pledged to make improvements in recording accidents & incidents in 2018/19.

## **9. Statutory Maintenance**

- 9.1 In 17/18 all LA maintained schools underwent a statutory compliance review undertaken by the Estates Management Service with all other schools offered the opportunity to purchase a review through a SLA.

- 9.2 The key findings of the review were as follows

What we do well;

- Only 1 school did not have an up to date asbestos risk assessment
- Nearly all schools fire alarms and fire extinguishers maintenance was up to date
- PAT testing was 100% compliant
- Fixed wiring testing was 98% compliant
- All schools have an up to date gas safety certificate
- Security and access control was good

Challenges;

- There were some poor quality legionella risk assessments with very little information, no risk rating and carried out by a company not registered with the required organisations
- No all relevant information is recorded on log sheets
- A number of schools did not have a 'permit to work' system
- 19 schools have not carried out a glazing risk assessment
- Not all schools are familiarising themselves with the action plans in their risk assessments and had not carried out the recommended action (legionella in particular).

- 9.3 As a result of the compliance review Estates management are to procure risk assessments on behalf of schools and will offer this service via an SLA. Schools who purchase the service via this SLA will have their risk assessment reviewed by the Estates management team.

## **10. Educational Visits**

- 10.1 All overseas trips, trips including an overnight stay, and trips involving outdoor adventures e.g. trekking, sailing or kayaking, off-piste skiing, and glacier travel must be reported to the Council before the visit by emailing the final checklist to Edward Farrelly: Edward.farrelly@lewisham.gov.uk

- 10.2 Wide Horizons, who acted as the Authority's advisors for outdoor activities, ceased trading in July of 2018. As Wide Horizons Outdoor Education Trust were the appointed advisor to ensure the Authority complied with its legal responsibilities for all school trips, this has left a void that urgently needs to be addressed. Mike Penny who

held a senior position with Wide Horizons has approached the council and offered to honour the company's commitment to March 2019. He will provide a proposal to carry out the role of trainer for school EVC's and continue to control the 'There and Back' Policy. This will be evaluated along with other options relating to the provision of training for EVC's who may require it urgently. In the meantime schools can source training from the Outdoor Education Advisors Panel (OEAP). Updates will continue via the school mailing.

## 11. CYP Health and Safety Committee

11.1 The CYP Health and Safety Committee is a sub-committee of the Corporate Board and receives and analyses all health and safety information from schools quarterly and feeds into the Corporate Board. The SGM Strategic Service Planning and Business Change is currently chairing the CYP Health and Safety Committee and he sits on the Authority's Corporate Board to report on CYP Health and Safety issues. The committee meet quarterly preceding the Corporate Board. The Committee reviews all proactive and reactive interventions of health and safety in schools and makes recommendations to the Corporate Board. Recent changes to the Committee to improve its performance and representation include having representatives from schools sitting on this Committee. Trade Union representatives are encouraged to be present at every meeting.

## 12. Summary and Actions for 2018/19

<b>Summary of the Action Plan for 2018/19</b>			
<b>Action</b>	<b>Date of Action</b>	<b>Evidence of Action/Completion</b>	<b>Any Further Action</b>
Review and send out the new health and safety self-assessment	November 2018	Questionnaires being finalised	Follow up after closing date
Carry out onsite audits as per current onsite audit programme	ongoing	Audit emails, reports sent to schools	Develop action plan for any deficiencies
Provide health and safety awareness training for Lead Governors	November 2017, February 2018, June 2018	Training records available	Continue promoting the training
Provide Health & Safety training for premises officers and school business managers	Spring term 2019	Improved self-assessment returns.	
Recommend the type of training that schools require to improve their competence in health and safety management. Work closely with schools to ensure training and advice delivered is of acceptable quality	ongoing	Schools training records	Continuous monitoring



Supporting schools to develop their health and safety policies and ensure the main policy is signed	ongoing	A log of health and safety policies in file and main policy signed	Continuous review
Support schools to improve their consultation with staff through developing health and safety committees	ongoing	Functional Health and safety committees or other forum	Continuous review
Supporting schools in making sure they understand their responsibilities under the COSHH Regulations including having COSHH cupboards for storing chemicals	ongoing	COSHH risk assessments in place COSHH cupboards in place and chemicals stored safely COSHH Assessment exemplar template to be provided for schools with training for completing assessment	Continuous review
Supporting schools with PFI to understand their roles for health and safety i.e. that they ultimately have overall accountability for health and safety in the premises. Therefore encouraging close cooperation between PFI and school management	ongoing	Minutes of schools/PFI meetings	Attend PFI/Schools meetings where possible and give advice
Ensuring those schools with Radioactive materials are up to date with their annual checks	ongoing	Schools have completed annual checks	Continuous review
Continue to monitor There and Back Policy and ensure all our EVCs are trained. Also work to create options to cover demise of Wide Horizons	11 September 2017	Policy in place	Promote the Policy to schools through schools mailing etc. Continue to engage with Mike Penny Look at alternative suppliers
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.	ongoing	Improvement in reported data No late reporting RIDDORS reported on time Visit the Head Teacher of schools who are not reporting	Continuous review
Reviewing the monitoring of schools statutory compliance.	ongoing	Up to date Records of statutory maintenance in	Continuous review

		place	
Develop a suite of exemplar documents / policies and risk assessments to guide schools	Sep 18 - July 2019	These will be released throughout the year and will be available on the Services for Schools portal	
Produce a weekly H&S articles for school mailing to improve knowledge and awareness.	Ongoing from Sep 18	Several articles have already been released	

### 13. Further Information

13.1 Should you require any additional information regarding the items contained in this report please contact:

For further information on this report please contact:

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