

LEWISHAM SCHOOLS FORUM			
REPORT TITLE	Schools Health & Safety – Annual Report 2016 - 17		
KEY DECISION	No	Item No.	7
CLASS	Part 1	Date	5 October 2017

1. Purpose of the report

- 1.1. The purpose of this report is to present to members of the Schools Forum and the Children & Young People (CYP) Health, Safety and Welfare Committee a summary of the 2016/17 Health & Safety (H&S) activities undertaken by the Authority.

2. Recommendations

- 2.1. It is recommended that the Schools Forum and the CYP Health, Safety and Welfare Committee 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 based on risk ratings, accident/incident profile and Ofsted reports.
- Health and Safety Self-Assessments of all schools in the Borough
- Inspections of all schools with radiation sources (under CLEAPPS guidelines)
- Health and Safety training and support.
- Manage the online accident/incident reporting platform including review, advice and support to schools.
- An annual building related statutory review of Community schools and all other schools through a Service Level Agreement (SLA)

4. Onsite H&S audits

- 4.1 The council aims to conduct a full (onsite) audit at all community schools on a three year cycle as opposed to four years previously. During the academic year of 2016/17, 20 schools were planned for an onsite audit with 21 being undertaken. This compares favourably with 2015/16 where five schools were audited. Of the 21 onsite audits conducted, two were rated excellent, three required improvement with all other schools achieving a good rating.
- 4.2 The purpose of the onsite audit exercise is to provide the auditor an experience of the health and safety standards 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:

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.

Noted below are lists of schools audited in 2015/16, 2016/17 and those scheduled for an audit in 2017/18

2015/2016

School
Ashmead
Coopers Lane
Drumbeat(Brockley)
Drumbeat(Bromley)
Sedgehill

2016/2017

Schools
Chelwood Nursery
Adamsrill
Athelney
Dalmain
Deptford Park
Elfrida
Fairlawn
Haseltine
Lucas Vale
Rushey Green
Sandhurst Infants
Sandhurst Juniors
Torridon Infants
Torridon Juniors
Connisborough
Deptford Green
Forest Hill
Sedgehill
Sydenham
New woodlands
Watergate

Scheduled for 2017/2018

Schools
Holbeach
Edmund Waller
Grinley Gibbons
Horniman
Turnham
Rathfern
Abbey Manor College
Stillness Infants
Stillness Juniors
Kilmore
Beecroft Garden
Clyde Early Childhood Centre
Gordonbrook

Kender
Marvels Lane
Beecroft Garden
Elliot Bank

- 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.
- 4.4 All the schools that were rated good or excellent for their onsite audit rated themselves excellent for their annual H&S self-assessments. However, the three schools that were rated required improvement for their onsite audit also rated themselves excellent. With only three schools of twenty one requiring improvement it demonstrates the value of annual self-assessments as a tool to support schools to maintain a continuous improvement. It should be noted that the three schools that were rated as requiring improvement for their H&S onsite audit addressed their recommendations very quickly and are consequently rated good.

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 In response to the poor levels of response in previous years a more robust procedure for following up those schools not responding was adopted. This included directly following up the schools via telephone and emails and also extending the closing day of return by three weeks. As a consequence the 2016/17 return rate was the highest since the self-assessment exercise commenced with a 100% return for community schools.

5.4 All schools that returned their annual self-assessments rated themselves excellent. This compares favourably with the onsite audit scores for schools that took part in both and demonstrates the value of self-assessment as a trigger to ensure schools are well prepared for the onsite audit. Only three schools who had onsite audits required improvement and following support these are all now rated good.

5.5 **Please note the comparison below;**

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

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 and policy.

5.7 Based on feedback from a number of forums, the 2017/18 self-assessment audit (to be issued in November) aims to have clearer categories with more explanatory notes. The new questionnaire will be online and in excel form and will automatically provide scoring. The completed questionnaire will be piloted with five schools in September/October before being sent to all schools in early November. Schools will be expected to return the completed questionnaire by the end of February 2018.

5.8 Once the results from the annual self-assessment 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) 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,
Sedge hill and
Sydenham

- 6.2 Two of the above schools did not have trained Radiation Protection Supervisors due to staff leaving the schools. Subsequently both have since sent their appointed staff for training and are now complaint
- 6.3 All other schools were satisfactory and compliant with the Ionising Radiation Regulations
- 6.4 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. H&S 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 throughout the year e.g. Lone Working. A training session for school clerks on lone working has been conducted Three Lead Governors training session were held in 2016/17 However a number of schools do not send representatives to attend these courses. Going forward enhanced awareness and promotion of these courses will be facilitated through Schools mailing and school forums.

Training take up is shown below;

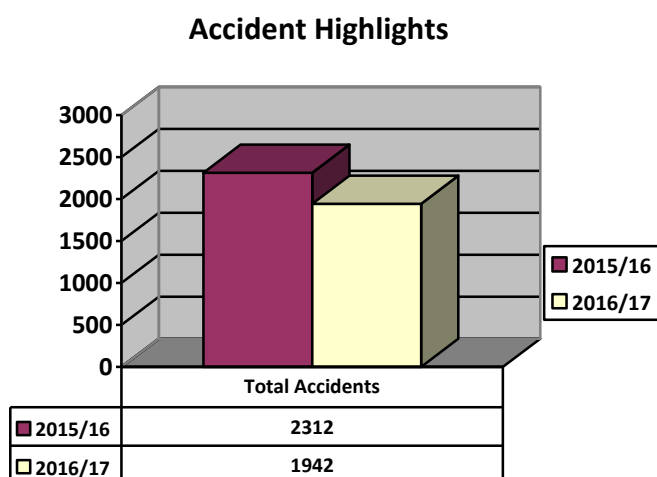
Governor training sessions	2016-17			2015-16		
	Summer	Autumn	Spring	Summer	Autumn	Spring
Health and safety for governors	11	7			10	22

- 7.3 Senior management training, Stress management, lone working and events risk assessment and management have been identified as key areas needing further support from the council. Schools have been advised to arrange this training locally and LBL recommend courses that schools can enrol on.
- 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 have been closely supported to ensure they comply with their health and safety obligations. Information has been sent over the past year through school mailings on the health and safety policy documents schools require, information on First Aid training, EVC coordinators training, changes to the 'There and Back' (TABA) Policy – outdoor education and visits policy and accident and incident reporting including RIDDOR.

8 Incident Reporting

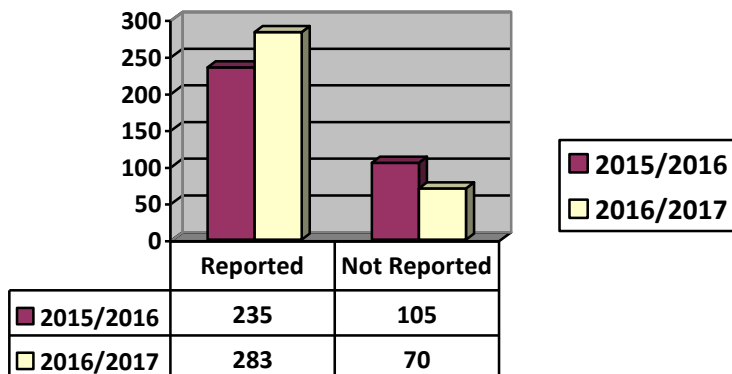
- 8.1 Accidents, incidents and dangerous occurrences continue to be reviewed regularly

The total number of Accidents in 2015/16 was 2312. This number reduced by 16% in 2016/17 where the total was 1942 as per the graph below;



Although the number of reported RIDDORs rose from 235 in 2015/16 to 283 in 2016/17 the number of unreported RIDDORs reduced from 105 in 2015/16 to 70 in 2016/17 as per the graph below;

Riddors



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

- 8.2 Primary schools continue to report the most accidents and these are largely trips and falls and bumps from collisions.
- 8.3 Assaults by pupils have also increased slightly overall and this will continue to be monitored closely. 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.
- 8.4 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.
- 8.5 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 have been 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.

9. Statutory Maintenance

- 9.1 In 2016/17 schools were asked to purchase a Statutory Maintenance Review SLA or self assess their compliance with regulatory building regulations and guidance. Unfortunately the number of schools purchasing the SLA was limited and those submitting information and the quality provided has not provided the Authority with the necessary assurance. Therefore all Community schools will have 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 While limited assurance of building related statutory compliance was evident last academic year due to the method employed by the Authority, onsite H&S audits undertaken often offered praise of the schools compliance with building related regulations and guidance.

10. Educational Visits

The 'There and Back Again (TABA)' Outdoor Education Policy was reviewed recently in conjunction with Wide Horizons who are the Authority's advisors for outdoor activities.

The following key changes have been made to the policy;

- The Policy is to be reviewed every three years
- EVC coordinators are to receive refresher training every three years.
- Key health and safety policy documents (policies and risk assessments) from hosts should be requested and cleared for adequacy before any trip is undertaken.
- A letter from the host organisation confirming that they have adequate arrangements on site to keep our staff and pupils safe will be required

In addition, all overseas trips 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 Charles Shava: charles.shava@lewisham.gov.uk;

Wide Horizons Outdoor Education Trust is the appointed advisor to ensure the Authority comply with its legal responsibilities for all school trips. The Headteacher is appointed to provide overall leadership for each school, centre or service in so far as outdoor trips are concerned. In addition, all schools and children's establishments must have a designated Educational Visits Coordinator (EVC). This may be the Headteacher, senior teacher or senior staff who in the view of the Head teacher is competent to undertake delegated tasks. It became apparent through some of the safeguarding visits that not every school had a trained EVC and we have now started to collect the names of the EVCs and the dates of their training to have a greater oversight of this and ensure that the appropriate staff and the necessary training is in place. The EVC must be trained through Wide Horizon or other accredited trainer

The new policy and handbook has been distributed through Headteacher mailing but is also available through Wide Horizons or by contacting Charles Shava: charles.shava@lewisham.gov.uk

11. CYP Health and Safety Committee

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 Head of Standards and Inclusion is currently chairing the CYP Health and Safety Committee and she 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 2017/2018

Summary of the Action Plan for 2017/2018			
Action	Date of Action	Evidence of Action/Completion	Any Further Action
Send out the new health and safety self-assessment questionnaire	October 2017	Questionnaires sent	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
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	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
Launch the new There and Back	11	Policy in place	Promote the Policy to

Policy and ensure all our EVCs are trained. Also work closely with Wide Horizon to achieve incidents free trips for our schools	September 2017		schools through schools mailing etc.
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	Continuous review
Reviewing the monitoring of schools statutory compliance.	ongoing	Up to date Records of statutory maintenance in place	Continuous review

For further information on this report please contact:

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