

**ANGUS COUNCIL
EDUCATION COMMITTEE - 27 AUGUST 2002
HEALTH & SAFETY
REPORT BY THE DIRECTOR OF EDUCATION**

ABSTRACT

This report advises members of Health and Safety issues addressed during 2001/2002 and outlines areas for development in 2002/2003.

1. RECOMMENDATIONS

It is recommended that the Education Committee notes the contents of this report.

2. BACKGROUND

The Education Department Health & Safety Committee meets regularly (4 times per annum) and includes representatives from teachers' Trade Unions and non-teaching Unions, together with officers from both the Education Department and the Chief Executive's Department. This report details the various issues addressed by the Committee and the Education Department as a whole during the course of 2001/02.

3. 2001/2002 ANNUAL REPORT**▪ School Security Improvements**

This continues to be a major area of work undertaken by the Education Department. Appendix 2 to Education Committee Report 665/01 showed that School Security improvements with a total value of £180,000 were being carried out during the year 2001/2002. The results of the School Security questionnaire showed a very positive response from schools, parents and school boards.

▪ Risk Assessments

- A Risk Assessment Manual to complement the Department Admin Manual has been further updated and distributed to all educational establishments.
- A number of additional risk assessments were completed during the year.
- The Manual is now available on the Education Department Intranet.

▪ Health and Safety Training

- 6 courses, attended by 79 staff have been arranged through S.C.O.T.S. specifically for Education Department Staff, covering the following topics:
 - overview of health and safety; legal position; out of school activities; manual handling; risk assessment; communication

▪ Outdoor Education Guidelines

Updated guidelines have been prepared for educational establishments.

▪ Replacement of Curtain Walling at Forfar Academy

In view of the size of this project and the safety issues involved, Forfar Academy staff have been invited to regular meetings where all concerns have been addressed.

▪ Asset Management Plan

When undertaking condition surveys, particular attention has been paid to Health and Safety issues.

- **Property Maintenance**

In consultation with Property Services, care has been taken to ensure that projects included within the planned property maintenance programme deal with Health and Safety issues, eg. provision of finger guards, water temperatures, provision of safety glass in schools etc.

- **Drinking Water in Schools**

At its meeting of 11 June 2002, the Education Committee approved Report 724/02 advising members of proposals to improve drinking water facilities in schools through additional funding provided through the Education Department Revenue Budget.

- **Communicable Diseases**

Draft Guidelines for the control of infection in Schools and Nurseries have been issued by Tayside Health Board and passed to the Health and Safety Consultative Committee for comment. Thereafter, it is proposed that these Guidelines will be placed on the intranet.

4. ACCIDENTS ANALYSIS

The Committee receives information on a quarterly basis, on the number of accidents, including those reported to the Health and Safety Executive. The position for academic session 2001/2002 is outlined as follows:

Cause of Accident	Employees	Reported to HSE	Non-Employees – (Pupils)	Reported to HSE
Bumped into obstruction	4	1	137	
Contact with sharp edge	4		27	
Exposed to fire	1		2	
Fainted			1	
Fall from height	3	2	3	
Hand tools	1		14	
Injured by animal	1		1	
Harmful substance			6	
Machinery	1		3	
Manual handling	14	1	15	
Other	3		18	
Slip/Trip/Fall	16	1	375	1
Sports Injury	1		51	
Struck by Moving Object	10		85	
Struck by vehicle	1		3	
Violence and Aggression	9 *	1	22	
Total	<u>69</u>	<u>6</u>	<u>763</u>	<u>1</u>

* A more comprehensive report on Violence and Aggression to Staff (which includes verbal aggression – unlike the reports relating to Accident Analysis) has been provided regularly to the JCC (Teachers) and thence to the Education Committee.

5. DEVELOPMENTS 2002/03

It is planned to build on the work undertaken to date with particular emphasis on the following areas:

- Continue to provide in-service training for staff, including Outdoor Activities
- Continue to consider Health and Safety issues as part of the Asset Management Plan and school security improvements.
- While draft exemplar Health and Safety policies for subject departments in secondary schools have been prepared, in consultation with appropriate staff, these need to be further developed.
- Implement more systematic arrangements for monitoring health and safety in schools

- Improve provision of drinking water in schools in accordance with Committee Report 724/02.

6. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

7. HUMAN RIGHTS

There are no Human Rights implications arising directly from consideration of this report.

8. CONSULTATION

The Chief Executive, the Directors of Finance, Law & Administration and Property Services have been consulted in the preparation of this report. The Personnel Services Manager has also been consulted.

9. CONCLUSION

The Departmental Health and Safety Committee works well in highlighting issues of concern and acting as a focus for issues to be raised. It is important, however, that Health and Safety is continually monitored and priority given to further improvements on a wide range of important issues.

Jim Anderson
Director of Education

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.