

ANGUS COUNCIL
EDUCATION COMMITTEE - 21 AUGUST 2001
HEALTH & SAFETY
REPORT BY THE DIRECTOR OF EDUCATION

ABSTRACT

This report advises members of Health and Safety issues addressed during 2000/2001 and outlines areas for development in 2001/2002.

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' professional associations and non-teaching Unions, together with officers from both Education and Personnel Departments. This report details the various issues covered by the Committee and the department as a whole during the course of 2000/01.

3. 2000/2001 EDUCATION DEPARTMENT ANNUAL REPORT

The following details the matters addressed during the course of 2000/01:

▪ **School Security Improvements**

This continues to be a major area of work undertaken by the Education Department. Appendix 2 to Education Committee Report 880/00 showed that School Security improvements with a total value of £180,000 had been carried out during the year. 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 completed and distributed to all educational establishments.
- A number of additional risk assessments were completed during the year.

▪ **Health and Safety Training**

- 3 courses have been arranged by 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

▪ **Display Screen Equipment**

Training courses, organised by the Safety Section, for all Education Department staff have been undertaken during the course of the year.

▪ **Vandalism**

A comprehensive questionnaire has been undertaken for Audit Scotland as part of an audit on Property Risk Management in Schools.

- **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.

- **School Health and Safety Policies**

Exemplar Health and Safety policies have been prepared for all secondary schools.

- **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.

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 2000/2001 is outlined as follows:

Cause of Accident	Employees	Reported to HSE	Non-Employees – (Pupils)	Reported to HSE
Bumped into obstruction	2		44	
Contact with sharp edge	1		14	
Exposed to fire			1	
Fall from height	2	2	3	
Hand tools	1		5	
Harmful substance			15	
Machinery	1			
Manual handling	7	1	7	
Other	4		10	
Slip/Trip/Fall	22	4	83	1
Sports Injury	1		25	
Struck by Moving Object	9		37	
Violence and Aggression	5 *	1	14	
Total	<u>55</u>	<u>8</u>	<u>258</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) is provided regularly to the JCC (Teachers) and thence to the Education Committee.

It should be noted that both the total number of accidents and those reported to HSE have been reduced compared to 1999/2000.

5. DEVELOPMENTS 2001/02

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

- Provide in-service training for staff
- Continue to consider Health and Safety issues as part of the Asset Management Plan and school security improvements.
- Develop exemplar Health and Safety policies for subject departments in secondary schools
- Review guidance for educational establishments on Outdoor Activities

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 and the Directors of Finance, Law and Administration, Personnel and Property Services have been consulted in the preparation of this report.

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.