

HEALTH AND SAFETY AUDIT REPORT RECOMMENDATIONS

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1. Purpose of Report

The purpose of this report is to summarise the Education Services Action Plan for Health and Safety, which has been informed by the main findings of a broad remit audit carried out by the Corporate Health and Safety Team.

2. Recommendations

Members are asked to note the key actions and timeline as detailed at section 4 of the report and full action plan as detailed in the **Appendix**.

3. Background

3.1 A broad remit audit was conducted by members of the Corporate Health and Safety Team between November 2010 and January 2011 (available on Sharepoint). The audit process focussed on a range of pre-school, primary and secondary schools across the estate and also covered dedicated Education Services and office accommodation. Due to the size of the secondary schools, high risk areas (Technical, Science, Physical Education, Home Economics etc) formed part of the main focus, however an overview was established through the full audit programme. In each selected location a range of Education staff were involved, headteachers, management team, teaching staff, admin staff etc. The involvement ranged from interviews to observations and asking for documented evidence to verify in house Health and Safety arrangements.

3.2 The conclusion detailed by the Corporate Health and Safety Team states that the audit demonstrated a reasonable overall standard of Health and Safety Management in relation to the risks faced by the Education Services. It also lists key areas for action that the Service must address. The Education Services Health and Safety Action Plan reflects these recommendations and has made good progress towards them. It was however recognised through the reorganisation of the service that there was a need for a dedicated member of Education staff with a remit solely for Health and Safety. A Safety Improvement Officer has been successfully appointed and this lead will now have the responsibility for driving this agenda forward. The appointment will supplement the existing Corporate Health and Safety provision and work collegiately with the appointed Education Services Health and Safety Advisor and other members of the Corporate Health and Safety Team.

4. Considerations

4.1 The table below summarises the key areas for action which have shaped the overall Education Service Health and Safety Action Plan.

Key area for action	Recommendations	Timescale	Status
Policy	Produce documentation which can demonstrate that the Education Services Health and Safety Arrangements documents have been brought to the attention of all staff.	Dec 2011	On target

Writing A Health And Safety Report

RJ Shavelson



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