

Health & Safety Monitoring 2018-19

Denbighshire County Council Schools

Date: Oct 2018 – Mar 2019

Schools monitored: Ysgol Brynhyfryd, Ysgol Pen Barras, Rhos Street, Carreg Emlyn Clocaenog / Cyffylliog, Bro Elwern / Betws GG, Ysgol Dyffryn Ial, Ysgol Pentre Celyn, Gellifor / Bryn Clwyd, Ysgol Bro Famau, Ysgol Bro Cinmeirch, Ysgol Llanbedr, Ysgol Llanfair DC, Borthyn, Ysgol Glan Clwyd, Twm o'r Nant, Tremeirchion, Ysgol Dewi Sant, Pant Pastynog, Henllan, Ysgol y Llys, Denbigh High, Ysgol Pendref, Bodfari, Cefn Meiriadog, Ysgol y Faenol, Ysgol y Parc, Esgob Morgan, St Asaph Infants, Ysgol Trefnant, Frongoch, Plas Brondyffryn, Dinas Bran, Bryn Collen, Gymraeg y Gwernant, Bro Dyfrdwy Cynwyd, Caer Drewyn, Carrog CP, Ysgol Mair, Rhyl High, Christchurch, Ysgol Emmanuel, Bryn Hedydd, Ysgol Llywelyn, Ysgol y Castell, Prestatyn High, Ysgol Hiraddug, Ysgol Melyd, Bodnant, Penmorfa, Ysgol Clawdd Offa, St Brigids Primary & Secondary, Ysgol Tir Morfa

No engagement from: Blessed Edward Jones

Monitoring carried out by: Alex Fairclough – Asst. Corporate Health & Safety Advisor
Richard Williams – Corporate Health & Safety Advisor

Summary

This series of monitoring visits was identified in our proactive work plan for 2018-19. Our monitoring areas for schools were decided through concerns regarding infection control following recent health breaches, and within recent internal audit of school health and safety where an action was raised regarding incident reporting. The areas monitored included accident reporting through the DCC online system, management of work equipment, management of cleaning provision, kitchen safety, and use of premises by third parties. We liaised with Business Managers for each of the schools, to arrange meetings with Head Teachers to discuss a fixed format of questions. Some schools were monitored by their Business Manager directly. We reiterated to staff members our role as Advisors, and that the nature of the visit was to provide support and guidance.

Key findings

Accident Reporting

- Schools are recording accidents and incidents locally within the school in a paper accident book or on paper incident forms.
- Since Apr 2018, there are 15 schools that have not submitted any incidents through the DCC online system. This could be due to those schools not having any significant incidents to put through onto the online system, or it could be due to lack of understanding of the system. This message was reiterated to these 15 schools.

- Some schools rely on one staff member within the school to submit incidents on the online system and do not have a contingency for when that person is not available.

Hazards specific to Caretakers/Cleaners (Work equipment, Manual Handling, COSHH, Working at Height, physical agents)

- Work equipment assessed was around cleaning, school kitchen and grounds maintenance.
- Aside from PAT testing, there is no evidence on site for periodic checking of equipment. The maintenance activities seem to take place but this is not recorded.
- Many of the schools do not have specific risk assessments that cover risks arising from the caretaker and cleaner work activities.
- In most schools PPE is supplied to caretaker / cleaners including footwear, aprons and gloves.

Cleaning Management

- The majority of the schools manage caretaker/cleaners on site directly.
- 13 of the schools have bought into DCC Cleaning SLA. Approx. 6 additional schools have made enquiries into DCC SLA.
- All schools have a person on site responsible for cleaning/infection control.
- Many schools who manage their own caretaker/cleaners have not carried out any internal training with them. More than 30 schools have attended School Caretaker training through CH&S, however more than 20 schools have not attended including those in SLA.
- Training provided by Cleaning Services differs from that provided to non-SLA schools.
- Some schools do not have a cleaning schedule/checklist in place for cleaners to manage workload and ensure all areas are cleaned appropriately.
- Colour coded system for mops and cloths is not maintained in two schools.
- The cleaning standards are inspected in most schools but this is not recorded.
- In some schools there is no separate procedure in place for dealing with biohazardous waste.
- A number of schools have a contract in place with pest control.
- Some schools do not have COSHH assessments in place for hazardous cleaning materials.
- In many schools, the Caretaker's lone working risk has not been assessed or a procedure implemented.

Kitchen Safety

- All kitchens are managed by DCC Catering Services.
- All potential hazards within this environment have been assessed and suitable control measures implemented.
- All catering staff are aware of the fire procedure and process for utility shut offs.
- In a few schools, catering staff members are not using PPE provided (gloves).
- Some catering staff members indicated that they may benefit from refresher training in managing safety in kitchens.

Use of Premises by Third Parties

- Most schools allow the use of their premises to third parties including wraparound care services.
- Not all of these schools have written agreements in place with these third parties.

- Not all schools have viewed risk assessments for the activities managed by these third parties.

Conclusions

- Due to the delegated powers of schools, there are inconsistencies in the management of caretakers and cleaning standards within the premises of non-SLA schools.
- There has been a shift recently, with more schools taking up the Cleaning SLA.
- A risk assessment needs to be in place for caretaker and cleaning activities, and appropriate controls put in place to manage risks arising from these activities including provision of training, regular servicing of equipment, and provision of PPE where appropriate.
- Basic infection control measures need to be enforced including cleaning schedules, routine inspections, colour coded systems and biohazardous waste procedures.
- School premises being used by third parties need to be managed appropriately.

General Recommended Actions

1. Completion of specific risk assessments to cover hazards related to caretaker / cleaner work activities

Action owner: School SLT with caretaker / cleaner
 Priority: **High**
 Timescale: **By end of this school year**

2. Ensure there is more than one person on site who is able to submit accidents/incidents on the online incident reporting system.

Action owner: School SLT
 Priority: **High**
 Timescale: **By end of this school year**

2. Review of guidance for electrical equipment testing on the DCC online system.

Action owner: Corporate Health & Safety
 Priority: **High**
 Timescale: **By end of this school year**

3. Provision and recording of regular in-house safety checks of electrical equipment.

Action owner: School SLT with caretaker / cleaner
 Priority: **High**
 Timescale: **By end of this school year**

4. Recommend up-to-date training regarding health and safety risks for caretaker / cleaners across SLA and non-SLA schools to ensure consistency of training.

Action owner: Corporate Health & Safety, Cleaning Services & School SLT

Priority: **Medium**

Timescale: **By end of this school year**

5. Recommend use of guidance for school use by third parties – available on Linc.

Action owner: School SLT

Priority: **Medium**

Timescale: **By end of this school year**

Report by: Alex Fairclough
Corporate Health & Safety

Report date: 28th March 2019

Below is our interpretation of the RAG Status of each school based on our observations during our health and safety monitoring visit:

	All systems are in place, in use, appropriate, monitored and reviewed.
	All or some RA's and work procedures are in place, may be followed, may be correct, not monitored or reviewed. Some uncertainty.
	Significant elements of safety management not in place.
	Not applicable.

Primary School Monitoring Tracking				
	RAG Status			
School	Acc Reporting	Risk Mgt	Cleaning Mgt	3rd Party Mgt
Ysgol Brynhyfryd				
Ysgol Pen Barras				
Rhos Street				
Carreg Emlyn Clocaenog / Cyffylliog				
Bro Elwern / Betws GG				
Ysgol Dyffryn Ial				
Ysgol Pentre Celyn				
Gellifor / Bryn Clwyd				
Ysgol Bro Famau				
Ysgol Bro Cinmeirch				
Ysgol Llanbedr				
Ysgol Llanfair DC				
Borthyn				
Ysgol Glan Clwyd				
Twm o'r Nant				
Tremeirchion				
Ysgol Dewi Sant				
Pant Pastynog				
Henllan				
Ysgol y Llys				
Denbigh High				
Ysgol Pendref				
Bodfari				
Cefn Meiriadog				
Ysgol y Faenol				
Ysgol y Parc				
Esgob Morgan				
St Asaph Infants				
Ysgol Trefnant				
Frongoch				
Plas Brondyffryn				
Dinas Bran				
Bryn Collen				
Gymraeg y Gwernant				
Bro Dyfrdwy Cynwyd				
Caer Drewyn				
Carrog CP				
Blessed Edward Jones				
Ysgol Mair				
Rhyl High				
Christchurch				
Ysgol Emmanuel				
Bryn Hedydd				
Ysgol Llywelyn				
Ysgol y Castell				
Prestatyn High				
Ysgol Hiraddug				
Ysgol Melyd				
Bodnant				
Penmorfa				
Ysgol Clawdd Offa				
St Brigids Primary & Secondary				
Ysgol Tir Morfa				
Plas Cefndy / Gordon Ave				