

## The Highland Council

### Education, Children and Adult Services Committee – 27 August 2015

Agenda Item	23.
Report No	ECAS 69/15

#### Service Health and Safety Policy

#### Report by the Director of Care and Learning

##### Summary

This report seeks Members' agreement to the new Health and Safety Policy for the Care and Learning Service.

#### 1. Background

- 1.1 The former Health and Social Care and Education, Culture and Sport Services produced separate Service-specific Health and Safety Policies, which complemented the main Highland Council Policy. With the creation of the new Care and Learning Service, a new Service specific policy has been prepared and is attached at **Appendix A-Aiii**.

#### 2. Main Features

- 2.1 The draft Policy sets out the health and safety objectives of the Service and the respective roles and responsibilities of the Director; Heads of Service; line managers; staff; the Health, Safety and Wellbeing Team; and Trade Union Health & Safety representatives. It also includes a commitment to the development of a Service Health and Safety Plan and a Service Health and Safety Risk Register. The Plan will form the basis of subsequent annual Health, Safety and Wellbeing Reports that will be submitted to this Committee.

#### 3. Next Steps

- 3.1 Following the approval of the Policy, officials will develop the detailed Action Plan and Risk Register.

#### 4. Implications

- 4.1 **Resource:** the Policy does include commitments to the provision of sufficient resources for implementation, and to the provision of additional resources where these are necessary to implement specific recommendations arising from risk assessments and audits.
- 4.2 **Legal:** the Policy forms part of action by the Council to discharge its responsibilities under Health and Safety legislation.
- 4.3 **Equalities:** an Equalities Impact Assessment has been prepared and is at **Appendix B**.

4.4 **Risk:** the Policy forms part of action by the Council to minimise the risk of legal challenge to the Council's current procedures, by ensuring these comply with relevant legislation.

4.5 There are no **Climate Change/Carbon Clever, Gaelic** or **Rural** implications.

## **5. Recommendation**

5.1 Committee is asked to:

- approve the content of the new Policy
- note that an annual report and action plan will be submitted to a future committee

Designation: Director of Care and Learning

Date: 12 August 2015

Authors: Brian Porter, Head of Resources

**CARE AND LEARNING SERVICE**

**HEALTH AND SAFETY POLICY**

**STATEMENT OF POLICY**

- 1.1 The Director of Care and Learning (hereafter referred to as “The Director”) accepts responsibility for the administration of the Highland Council’s Occupational Health Safety and Wellbeing policy within the Care and Learning Service (hereafter referred to as “the Service”).
- 1.2 The Director accepts responsibility for, so far as is reasonably practicable, the health, safety and wellbeing of Service staff and for those affected by the work the Service undertakes.
- 1.3 The Service recognises the importance of health, safety and wellbeing in the workplace and recognises that a high standard of health and safety is integral to service delivery.
- 1.4 The objectives of this policy are therefore to ensure that:
  - There is a positive culture embedded across the Service that recognises and accepts the importance of health, safety and well-being for all staff and service users;
  - There is a planned systematic approach to implementing the Highland Council corporate occupational health safety and wellbeing policy, based on competent risk assessment.
  - Tasks and activities are risk assessed and reduced to the lowest risk level that is reasonably practicable. Remaining significant risks will have suitable and sufficient controls to manage them.
  - There is a recordable process to ensure that all managers and employees are made aware of their specific health and safety responsibilities, including statutory duties, on an on-going basis;

- Appropriate and proportionate health and safety training is provided for all employees, as identified through risk assessment;
- Employees comply with health and safety training and arrangements identified through risk assessment.
- A safe working environment is provided for all Care and Learning employees and any other users of our buildings and service.
- Resources and arrangements are in place to provide competent health and safety union representatives for the Service's activities.

1.5 This policy document reflects the Council's corporate health, safety and well-being policy requirements.

1.6 Arrangements will be made to monitor the Service's health and safety performance on a quarterly basis, together with the production of an annual report evaluating the health and safety performance of the Service to comply with the corporate HSW policy.

## **2. SCOPE**

2.1 This policy is applicable to all locations from which the Service operates. It applies to all full and part time employees within the Service, including temporary workers, those undertaking placements and similar roles, and all other users of Care and Learning facilities.

2.2 The Highland Council health and safety policies and guidance are maintained on the Highland Council Intranet:

<http://ntintra1/persintra/health&safety/health&safety.htm>

These documents provide guidance to fulfil and maintain compliance with all statutory, corporate and sector specific requirements.

### 3. ROLES AND RESPONSIBILITIES

- 3.1 General health safety and wellbeing responsibilities are set out in the corporate health, safety and wellbeing policy. In addition, specific responsibilities in relation to Care and Learning are set out below.
- 3.2 A structure diagram for the Service Management Team within the Care and Learning Service is enclosed as **Appendix i**.
- 3.3 **The Director** holds ultimate responsibility for health, safety and wellbeing across the Service.

The Director is responsible, so far as is reasonably practicable, for:

- The implementation and monitoring of the Corporate HSW Policy within the Service, and ensuring good communication about the content with employees at all levels;
- The preparation, review and monitoring of the CAL Health and Safety Policy
- Ensuring the effective implementation of the Service Policy and Plan.
- Ensuring that sufficient resources are available to ensure compliance with all policy requirements;
- Establishing arrangements for consultation on Service specific health, safety and wellbeing policy and other related issues; consulting and communicating with the workforce on health and safety issues raised at any Service team meeting, accident reports, etc. Consultees will include Union H&S representatives, and employee representatives for non-union staff.
- Bringing to the attention of Service managers that health, safety and wellbeing responsibility is shared and that they will be accountable for the health, safety and wellbeing of employees, or others who may be affected by the work of the Service;

- Submitting an annual health, safety and wellbeing report and action plan to the Education, Children & Adult Services Committee and Central Safety Committee;
- Ensuring the health, safety and welfare of all CAL staff and others who may be affected by their work activities;
- Ensuring that all staff receive appropriate training so they are competent for their activities and duties.
- Ensuring that suitable and sufficient risk assessments of the Service's activities are made in writing; that significant risks are identified, and that the controls hierarchy applied bring them to an acceptable level.
- Monitoring, auditing and reviewing the health and safety performance of the Service.

3.4 In practice, the Director may delegate to Heads of Service, or other Senior Managers, responsibility for progressing actions to fulfilling these responsibilities on a day to day basis.

3.5 **Heads of Service and Area Managers** are responsible for the implementation of health, safety and wellbeing management arrangements throughout their area of responsibility. These duties will include, so far as is reasonably practicable:

- Ensuring that appropriate, valid risk assessments are available, and regularly reviewed, for significant risk arising from activities conducted by the service;
- Raising awareness of this policy in their area of responsibility;
- Ensuring systems for control, including monitoring, of contractor activities are in place and that staff are aware of them;
- Ensuring that the Service identifies, and maintains an updated list of Responsible Premises Officers (RPOs) and, where applicable, depute RPOs for all Council owned Service establishments, including buildings of complex occupancy;

- Ensuring that there is regular consultation and discussion with health and safety trade union representatives, either via the Service's quarterly trade union meetings or via the Local Negotiating Committee for Teachers (LNCT) Executive Group meetings.
- Meet the obligations outlined in the Highland Council and CAL Service Occupational Health, Safety and Wellbeing Policies.
- Ensure the health, safety and welfare of staff within their respective areas of responsibility, as well as others affected by their work activities. Special consideration will be given to vulnerable groups such as young persons, and new or expectant mothers
- Establishing arrangements that comply fully with all Corporate and Service Specific policies/guidance relating to health and safety, including risk assessments, accident reporting and investigation, first aid, fire procedures, etc.
- Co-ordinate the development of CAL policies to ensure that health and safety issues are integral and adequately addressed.
- Maintain adequate two-way communication and consultation of health and safety issues with line managers (see section 4.4).

3.6 The Head of Resources, Care and Learning, has an over-arching responsibility for co-ordinating Health and Safety activity within the Service, and Chairing the Service Health, Safety and Wellbeing Group.

3.7 **Line Managers** are responsible, within their remits, for:

- Implementing this policy;
- Ensuring compliance with all legal requirements and relevant Council and Care & Learning health, safety and wellbeing documents;
- Communicating Care and Learning and Corporate health, safety and wellbeing policies and guidance to staff for whom they have a direct line management responsibility, as well as service users;

- Identifying and nominating persons to be trained for risk assessment, and ensuring that suitable and sufficient risk assessments are carried out and reviewed at annual intervals or when a specific need arises;
- Ensuring that any significant findings arising from risk assessments and any related changes to work practices are communicated to staff; and where additional controls are identified, to pass the information to senior management for inclusion in the service H&S plan;
- Ensuring action plans arising from risk assessment, inspections and audits (including fire risk assessments) are followed through and completed within the prescribed timescales: where additional resources are required to implement the actions, the information should be passed to head of service.
- Motivating and empowering employees and service users to work in a safe and healthy manner in order to encourage a positive attitude to health, safety and wellbeing in the workplace and adopt safe working practices;
- Ensuring that all staff for whom they have a direct line management responsibility have received suitable and sufficient training at induction and refresher training on an on-going basis;
- Consulting with the Health, Safety and Wellbeing Team when appropriate;
- Addressing appropriately any health, safety and wellbeing concerns raised by an employee; and liaising with colleagues in the Property Risk Management Team in order to address/mitigate any property-related health, safety and well-being risks identified.
- Encouraging the reporting of accident/incidents, episodes of antisocial behaviour and violence against staff in line with the related corporate and Care and Learning Service policy and procedures.

3.8 Each **employee** is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or anyone else. Whilst the Council accepts the main responsibility for the implementation of this policy, individuals are legally obliged to co-operate to ensure a healthy and safe working environment.



- 3.9 It is required that **contractors and visitors** to Care and Learning premises will comply with relevant health and safety policy and guidance. It is important that the RPO ensures that relevant health and safety information is communicated effectively.

#### **4. GENERAL ARRANGEMENTS**

- 4.1 The Service Health, Safety and Wellbeing Group will meet quarterly, or at a greater frequency where the need is identified. The constitution of the group will comply with the policy and guidance on health and safety consultation. Representation on the group will reflect all sectors of the Service and the trade unions, including the Local Negotiating Committee for Teachers (LNCT). The Minutes of each meeting will be made available to each group member, to the Directorate to all Heads of Establishment and to the OHSW Manager (for publication on the Council Intranet). It is mandatory that this information is disseminated as appropriate within each staff grouping.
- 4.2 The Service will be represented at each Area Health and Safety meeting. The Area Meeting will consider local issues that have been identified at an establishment level and require further consideration.
- 4.3 The Service will have a Health and Safety Planning Group, composed of senior managers who will ensure that health, safety and wellbeing activities are proactively addressed and who will monitor the development of the Service health and safety plan. A diagram of how the planning group fits within the Service can be found at **Appendix ii**.
- 4.4 Every employee will undergo the [Corporate Induction](#) Process. Thereafter, additional job specific training will be provided as identified in the job description and through risk assessments. In addition and in compliance with corporate health and safety training guidance, specific training needs,

including refresher training, should be discussed as part of the Employee Development and Review (ERD) or process (or equivalent).

- 4.5 In order to comply with legislation, the C & L Estates team will oversee the procurement of centrally funded test and inspection contracts for the work equipment and services identified in **Appendix iii**.
- 4.6 The Service will develop, monitor and review a Health, Safety and Wellbeing plan. The aim of the plan will be to maintain legal compliance and deliver constant improvement in the standards of Health, Safety and Wellbeing across the Service. The plan will be informed by policy/guidance requirements, information gathered from health and safety audits, accident investigations, corporate targets and will be included in the annual report and monitored by the Service Directorate.
- 4.7 The Service will develop, maintain and update a health and safety risk register. This will be reviewed by the Care and Learning Health and Safety Group and the Directorate, and will be incorporated within the overall Service Risk Register.
- 4.8 Where longer term risks to health are identified through the risk assessment process, or where identified by the Guidance on Health Surveillance; mandatory health monitoring will be provided by the current Occupational Health Provider.
- 4.9 When a fit note for a member of staff specifies stress as the reason for an absence the line manager must make an occupational health referral. Exceptions to this policy must be sanctioned at Head of Service or Area CAL Manager level.
- 4.10 All referrals to Occupational Health must be discussed with the member of staff affected prior to the request for appointment being made.

4.11 The Service recognises the importance of effective health and safety communication throughout the Service and that effective communication is a two way process. Health and safety information will be communicated to all staff and where necessary to service users through the following mediums:

- Service health, safety and wellbeing consultation group;
- Planning group and sub groups
- Standing Item on Senior Management Team Meetings
- Heads Up;
- Staff briefings and team meetings
- User Manuals;
- Training;
- Emails, Circulars and other correspondence;
- Accident investigation recommendations and findings
- Standing agenda items at LNCT Executive Group meetings and the quarterly ECS non-teaching trade union meetings.

Staff are encouraged to identify and report health and safety concerns to their line managers. Managers are required to treat these concerns seriously and to take appropriate action and where necessary escalate. Where proposals merit further considerations and potential policy implications they should be referred to the C & L health, safety and wellbeing group. The Service recognises the value of having Health and Safety representatives in establishments who will have an important role in two way communication on HSW. The Service will review resources with a view to encouraging an increase in representatives.

4.12 Additional sources of health and safety information are located on the corporate health and safety intranet pages. Advice and contact details can be sought from the Corporate Health Safety and Wellbeing Team.

4.13 This policy will be reviewed on an annual basis and in light of any significant changes in the Corporate Health, Safety and Wellbeing Policy, legislation, health and safety guidance and sector specific guidance.

Bill Alexander

Director of Care and Learning

3 August 2015

**Director of Care & Learning  
Bill Alexander**

Secretary to Director of Care & Learning  
**Margaret MacDonald**

**Head of Health  
Sheena MacLeod**

**Management:** Early Years, Child Health Commission.  
**Leadership:** Nursing.

Principal Child Protection Adviser

**Kath Clarke**  
Health Professional advisor for Child Protection and link between NHS and Council.

Lead Nurse - Looked After Children (LAC)

**Jane Park**  
Lead Nurse for Looked after Children and link between NHS and Council.

Midwifery Development Officer

**Sandra Harrington**  
Professional advisor for Midwifery and link between NHS and Council.

Parenting Development Officer

**Alan Richards**  
Implementation of the supporting parents framework.

Principal Officer Nursing

**Susan Russel**  
Professional advisor for Nurses and link between NHS and Council.

**Head of Resources  
Brian Porter**

**Management:** Capital & Asset Management, Workforce Planning, Catering, Cleaning & FM, Information Management, ICT strategy and systems support.

Estates Strategy Manager

**Robert Campbell**  
Asset management, capital projects, property maintenance and condition.

Workforce Planning and Staffing Manager

**Anne MacPherson**  
Workforce planning and school staffing.

Education Officer

**Ian Jackson**  
School Statutory Consultations, School Transport Policy and Health & Safety Co-ordination.

Facilities Services Manager

**Norma Murray**  
Catering, Cleaning and Facilities Management.

PPP Projects Officer

**Gavin Bowie**  
Schools PPP Contracts.

ICT Project Manager

**Kenny Templeton**  
ICT Re-provisioning.

ICT Curriculum Liaison Manager

**Andy Robb**  
Schools ICT Support.

Service Information and Support Manager

**Vacant**  
Systems training and support, policy and performance, process developments.

Change Project Manager

**Phil Tomalin**  
Change management support for catering, cleaning and FM.

**Head of Children's Services  
Sandra Campbell**

**Management:** Child Protection, Looked after children, Early Years, Residential Care and Commissioned Services.  
**Leadership:** Social Care.

Resource Manager - Early Years

**Sam Brogan**  
Early Years and Childcare.

Resource Manager - Looked After Children (LAC) & Child Protection (CP)

**Linda MacLennan**  
Strategic lead Corporate Parenting.

Development Officer - Child Protection (CP)

**Pene Rowe**  
Supporting the Child Protection Committee.

Resource Manager - Fostering & Adoption (F&A)

**Alison Gordon**  
Fostering and Adoption Services.

Resource Manager - Residential Care

**Neil Campbell**  
Strategic lead Residential Care.

Programme Manager

**Malina MacDonald**  
Alternative to out of authority placements.

Principal Officer Social Care

**Amelia Wilson**  
Strategic lead for social care profession.

Children's Planning Manager

**Ian Kyle**  
Co-ordination of Service Planning and Improvement.

**Head of Education  
Jim Steven**

**Management:** Schools, 16+, Health promotion, ICT Learning strategy.  
**Leadership:** Curriculum, Schools.

Lead Officer Developing Scotland's Young Workforce

**Nicky MacLennan**  
Strategic lead for the implementation of the authority implementation plan for DYW.

Gaelic Development Manager

**Kenny Murray**  
Strategic lead for delivery and development of Gaelic education.

Education Policy Officer

**Ros Bell**  
Review and development of policy, Parental Engagement and Students.

Health Improvement Policy Manager

**Cath King**  
Strategic lead for Health and Equalities policy development.

QIO Strategic Developments

**Vacant**  
Teacher development and leadership development.

ICT in Learning Curriculum Lead

**Louise Jones**  
Strategic lead in developing the use of ICT in the delivery of learning and training and online learning.

Quality Improvement Manager -Curriculum

**Vacant**  
Strategic lead in developing the 3-18 curriculum.

Music Development Officer

**Norman Bolton**  
Lead for music tuition service & coordination of regional groups.

**Head of Additional Support  
Bernadette Cairns**

**Management:** Additional Support Needs (ASN), Disability, Educational Psychology.  
**Leadership:** Allied Health Professionals (AHPs), Educational Psychology, PMHWs.

Lead Primary Mental Health Worker (PMHW)

**John Sinclair**  
Professional leadership and management of the PMHW Service and liaison with NHS Highland CAMHS.

Principal Education Psychologist

**Louise McClatchey**  
Professional leadership and management of the Highland Council Psychological Service.

Additional Support for Learning Coordinator

**Barrie Forbes**  
Strategic lead for policy and guidance in relation to the legislative requirements of additional support for learning.

Development Officer ASN

**Jane Baines**  
Strategic lead for curricular support and professional development of ASN staff in schools and preschool centres.

Education Psychologist - Early Years

**James McTaggart**  
Educational Psychologist with a specialist developmental role for the Early Years across agencies.

Education Officer - Child Protection

**Elizabeth MacIntosh**  
Strategic lead for Child Protection within schools, nurseries and other associated staff groups.

Development Officer - Positive Relationships

**Linda Thom**  
Strategic lead for promoting positive relationships through support, guidance and training.

Development Officer - Disability

**Marlyn Campbell**  
Strategic lead for children and families affected by disability.

Principal Officer AHPs

**Claire Wood**  
Professional leadership and management of allied health professionals within Highland Council and liaison with NHS Highland.

**Head of Adult Services  
Fiona Palin**

**Management:** Adult Care Commission, HLH Commission, Criminal Justice, Mental Health Officers, Out of Hours SW, External Funding.  
**Leadership:** Criminal Justice SW, Mental Health Officers (MHOs).

Commissioning Officer Adult Services

**Isobel Murray**  
Monitors the delivery of commissioned Adult Social Care services provided by NHS Highland.

Principal Officer Criminal Justice

**James Maybee**  
Manages and commissions Criminal Justice Social Work Services across Highland.

Principal Mental Health Officer

**Karin Campbell**  
Manages and monitors the delivery of Mental Health Officer Services across Highland.

High Life Highland Client Manager

**Vacant**  
Ensures the effective management and delivery of the contract with Highlife Highland.

Senior Emergency Services Coordinator

**Robert Gibson**  
Manages the out of hours social work services for services provided by Highland Council and NHS Highland.

External Funding Manager

**Vacant**  
Manages service delivery contracts and advises on wider funding opportunities.

Museums Officer

**Lorna Cruickshank**  
Provides professional advice and manages/monitors Service Level Agreements with museums.

**Area Managers x 3**

**Management:** Operational delivery of services for children.



**Area Manager (South)  
Callum Mackintosh**

**South**  
Children's Service Manager  
**Mairi Morrison**

Education Quality Improvement Manager  
**Peter Finlayson**

ASN Manager  
**Veronica McKay**

**Area Manager (West)  
Norma Young**

**West**  
Children's Service Manager  
**Kath McAvoy**

Education Quality Improvement Manager  
**Don Esson**

ASN Manager  
**Richard Hendry**

**Area Manager (North & Mid)  
Maurice McIntyre**

**Mid**  
Children's Service Manager  
**Debbie Milton**

Education Quality Improvement Manager  
**Donald Paterson**

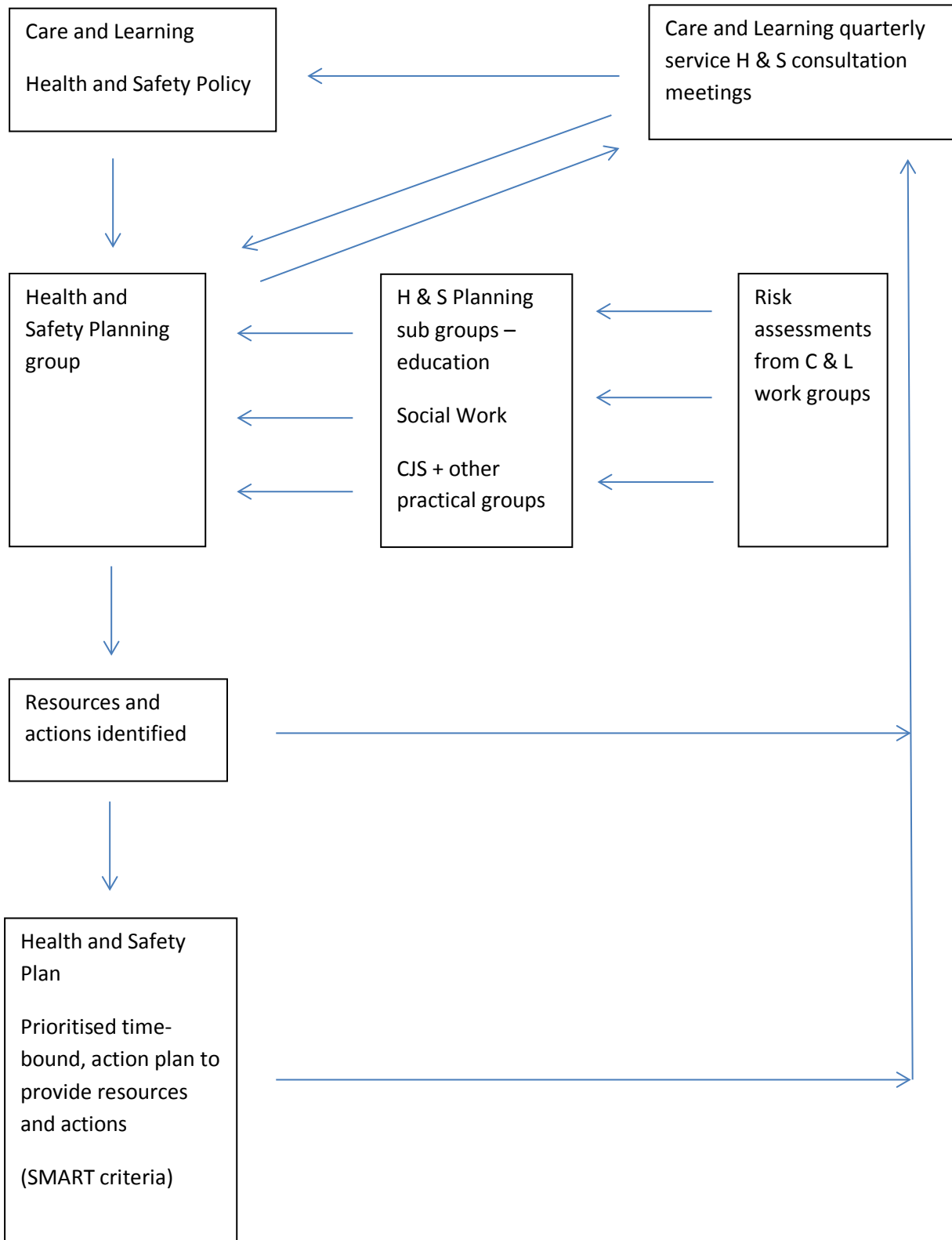
ASN Manager  
**Bill Couston**

**North**  
Children's Service Manager  
**Dawn Grant**

Education Quality Improvement Manager  
**Barry Northedge**

ASN Manager  
**Roger Bamfield**

Care and Learning health and safety process flow chart 17 July 2015



**INSPECTION, MAINTENANCE AND SERVICING REQUIREMENTS**

Estimated Costs - 24 June 2014

Requirement	Frequency	Annual Cost	Primary	Secondary	CCFM	Former HSC	Private Houses	CLL	Former ECS Houses	Comments
<b>Development and Infrastructure Contracts</b>										
Asbestos Re-Inspections	One-Off	£25,000	£20,000	£5,000						
ASN Lifting and Mobility Equipment	Annual	£53,000	£20,000	£8,000		£4,000	£17,000	£4,000		Robert to provide a schedule of equipment to be serviced. Concerns regarding equipment that is located in private properties.
	Repairs	£12,000	£5,000	£2,000		£1,000	£3,000	£1,000		
Climbing Walls	Annual	£5,000	£5,000							Robert to provide a list of sites and equipment.
Craft Design and Technology Equipment/Local Exhaust Ventilation	Annual	£140,000		£140,000						List has gone out to RPO's via Jane Day. Includes PPP Schools.
	Repairs	£50,000		£50,000						
Gas Issues - Houses	Annual	£10,000							£10,000	
Gas Issues -CDT/HE	Annual	£10,000		£10,000						
Grease Traps	Annual	£20,000			£20,000					Ongoing may go with kitchen canopy contract.
	One-Off	£40,000			£40,000					
School Security - CCTV/Door Access	Annual/Repairs	£50,000	£40,000	£10,000						Costs required. Replacements to Robert for approval.
Sports Equipment	Annual	£35,000	£30,000	£5,000				???		Property list to be confirmed by Robert & Jane. Village hall equipment to be identified/clarified. Policy and risk assessment to be put in place for daily checks. HLH sites not all in contract. Repairs are not being progressed and a collective view will be taken by C&L on how to proceed. Sportsafe advise the school that equipment is condemned. Jane then e-mails the RPO to take equipment out of use. Need further controls to be put in place.
	Repairs	£25,000	£20,000	£5,000				???		Procedure required.
Stage Lighting/Equipment & Bleacher Seating	Annual	£120,000	£50,000	£70,000				???		HLH? Robert to advise.
	Repairs	£10,000	£5,000	£5,000				???		May be more
Synthetic Playing Fields/MUGA's	Annual	£40,000	£20,000	£20,000						
	Repairs	£30,000	£15,000	£15,000						
	New Schools - Regular	£10,000	£10,000							
	<b>Sub-Total</b>	<b>£685,000</b>	<b>£240,000</b>	<b>£345,000</b>	<b>£60,000</b>	<b>£5,000</b>	<b>£20,000</b>	<b>£5,000</b>	<b>£10,000</b>	
<b>Other Contracts</b>										
Playground Equipment (Community Services)	Annual	£10,000	£10,000							
Uplift of Chemicals	Annual	£5,000		£5,000						
	<b>Total</b>	<b>£700,000</b>	<b>£250,000</b>	<b>£350,000</b>	<b>£60,000</b>	<b>£5,000</b>	<b>£20,000</b>	<b>£5,000</b>	<b>£10,000</b>	
<b>Other Issues</b>										
Catering Equipment	Funded by Catering, Cleaning and FM								Charleston Academy Review Asbestos Roux Kitchen. No PPP Schools?	
Kitchen Canopies										
Grass Cutting	Community Services									
Insurance Contracts	Previously administered by Finance - to be administered in future by Property, possible increase in cost									
PAT Inspections	Community Services: PPP schools to be added									
Snow Clearing and Gritting	???									
Vehicles	Community Services									

	<b>Item</b>	<b>Frequency</b>	<b>Contract Owner</b>	<b>Budget</b>
1	Access Equipment, Ladders and Towers	Annual	Property	Care and Learning
2	Air Conditioning Systems	Annual	HAPS	HAPS
3	Air Handling Units	Annual	HAPS	HAPS
4	Air Receivers and Compressors	Annual	HAPS	HAPS
5	Atmospheric Steam Ovens	Annual	HAPS	HAPS
6	Automatic Door Systems	Annual	HAPS	HAPS
7	Biomass Boilers	Annual	HAPS	HAPS
8	Boiler Servicing	Annual	HAPS	HAPS
9	Burglar Alarms	Annual	HAPS	HAPS
10	Chemical Uplift	Annual	ECS	ECS
11	Chimney Inspections	Annual	HAPS	HAPS
12	Clock Servicing	Annual	HAPS	HAPS
13	Cooling Systems	Annual	HAPS	HAPS
14	Craft Design and Technology Equipment	6 Monthly	HAPS	ECS
15	Door Access Systems & CCTV	Annual	HAPS	HAPS
16	Duct Hygiene (Air Handling Units, Cooling units & Air Terminals)	Annual	HAPS	HAPS
17	Electrical for Portacabins	Annual	TECS	TECS
18	Electrical Supply & Boards	Annual	HAPS	HAPS
19	Emergency Lighting	Annual	HAPS	HAPS
20	Extract Fans	Quarterly	HAPS	HAPS
21	Extract Fans - Kitchens	Annual	HAPS	ECS
22	Fire & Intruder Alarms	Quarterly	HAPS	HAPS
23	Fire Doors (With Magnetic Hold Devices)	6 Monthly	HAPS	HAPS
24	Fire Extinguishers	Quarterly	HAPS	HAPS
25	Fire Systems	Annual	HAPS	HAPS



26	Fixed Catering Equipment	Annual	HAPS	ECS
27	Fixing Systems, Fixed Eye Bolts, Lines (Lifts)	Annual	TECS	TECS
28	Fuel Oil Storage	Annual	HAPS	HAPS
29	Full Duration Testing	Annual	HAPS	HAPS
30	Fume Cupboards	Annual	HAPS	ECS
31	Gas	Annual	HAPS	HAPS
32	Gas Equipment	Annual	HAPS	HAPS
33	Gas Fired Boilers	Annual	HAPS	HAPS
34	Gas Fired Heating Systems	Annual	HAPS	HAPS
35	Generators	Annual	HAPS	HAPS
36	Grass Cutting	As Required	TECS	TECS
37	Grease Traps	Annual	HAPS	ECS
38	Gym Equipment	Annual	HAPS	ECS
39	Hoists and Trailers (Minibuses)	Annual	HAPS	ECS
40	Home Economics Equipment - Electrical Testing	Annual	HAPS	ECS
41	Home Economics Gas Equipment	6 Monthly	HAPS	ECS
42	Kilns	Annual	HAPS	ECS
43	Legionella Checks	Various	HAPS	HAPS
44	Lifting and Mobility Aids	6 Monthly	HAPS	ECS
45	Lifts and Equipment	Annual	HAPS	HAPS
46	Lightning Conductors	Annual	HAPS	HAPS
47	Local Exhaust Ventilation System	6 Monthly	HAPS	ECS
48	LPG Boilers and Pipework	Annual	HAPS	HAPS
49	Mechanical Object Lifts	Annual	HAPS	HAPS
50	Menerag Units	Annual	HAPS	HAPS
51	Oil Fired Heating System	6 Monthly	HAPS	HAPS

52	Outdoor Play Equipment	Annual	TECS	ECS
53	Passenger Lifts	Annual	HAPS	HAPS
54	Portable Appliance Testing	5 Yearly	TECS	TECS
55	Portable Hoist and Slings	6 Monthly	HAPS	ECS
56	Powered Window Maintenance	Annual	HAPS	HAPS
57	Pressure Cookers, Autoclaves and Steam Engines	Annual	HAPS	HAPS
58	Pressurised Equipment (Kitchen)	Annual	HAPS	HAPS
59	Private Water Supplies	Annual	HAPS	HAPS
60	Refrigeration Systems	Annual	HAPS	HAPS
61	Roof Anchor Points	Annual	HAPS	HAPS
62	Scottish Water Supplies	Annual	HAPS	HAPS
63	Sewage Pumps	6 Monthly	HAPS	HAPS
64	Snow Clearing and Gritting	As Required	TECS	ECS
65	Sprinkler Systems	Annual	HAPS	HAPS
66	Stage Lighting, Control Panels and Bleacher Seating	Annual	HAPS	ECS
67	Stair and Platform Lifts	Annual	HAPS	HAPS
68	Swimming Pool Maintenance	Annual	HAPS	HAPS
69	Swimming Pools/Hydrotherapy Pools - Electrical	Annual	HAPS	HAPS
70	Synthetic Surfaces	Various	HAPS	ECS
71	Thermostatic Mixing Valves	As Required	HAPS	HAPS
72	Vehicles	Annual	TECS	TECS
73	Ventilation Duct System	Annual	HAPS	HAPS

HIGHLAND COUNCIL  
CARE AND LEARNING SERVICE  
EQUALITY IMPACT ASSESSMENT

This Equality Impact Assessment has been prepared in respect of proposed revisions to the Care and Learning Service Health and Safety Policy and Plan.

**Details of Consultation Carried Out:** Consultation with a wide range of Service representatives and the Corporate Health, Safety and Wellbeing Team.

### IDENTIFIED IMPACTS

Equality Category	Impact	Evidence
AGE	Neutral.	The draft policy and plan will apply to Service staff irrespective of age.
DISABILITY	Positive.	The draft policy and plan will allow the Service to identify and manage any particular health and safety issues that arise in respect of disabled staff.
GENDER	Neutral	The draft policy and plan will apply to Service staff irrespective of gender.
PREGNANCY AND MATERNITY	Positive	The draft policy and plan will allow the Service to identify and manage any particular health and safety issues that arise in respect of staff who are pregnant.
GENDER REASSIGNMENT	Neutral	The draft policy and plan will apply to Service staff irrespective of any gender reassignment.
MARRIAGE AND CIVIL PARTNERSHIP	Neutral	The draft policy and plan will apply to Service staff irrespective of marital or civil partnership status.
MINORITY LANGUAGES	Largely neutral but with some potentially positive effects.	In certain limited circumstances it is possible that risk assessments could identify a need for safety advice to be provided in minority languages.
RACE	Neutral	The draft policy and plan will apply to Service staff irrespective of race.

RELIGION OR BELIEF	Neutral	The draft policy and plan will apply to Service staff irrespective of religion or belief.
SEXUAL ORIENTATION	Neutral	The draft policy and plan will apply to Service staff irrespective of sexual orientation.
LOOKED AFTER CHILDREN	Neutral	The draft policy and plan will apply to staff so will have no impact on Looked After Children.
YOUNG CARERS	Neutral	The draft policy and plan will apply to staff so will have no impact on Young Carers.
CHILDREN AND YOUNG PEOPLE LIVING IN DEPRIVATION	Neutral	The draft policy and plan apply to staff so will not have any effect on children living in deprivation.