

<b>Committee(s)</b>	<b>Dated:</b>
Finance and Estate Sub-Committee of the City of London School for Girls – For Decision	4 November 2020
<b>Subject:</b> CLSG Compliance Update	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	1d; 1e; 2a
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	<b>N/A</b>
<b>Report of:</b> Jenny Brown, Headmistress	<b>For Information</b>
<b>Report author:</b> Jane Elliott-Waine, Compliance Manager (CM)	

### Summary

This report provides members of the Finance and Estates Subcommittee with an update on health and safety compliance matters at City of London School for Girls.

Outlined in the report is the continuing scope of work to ensure that levels of compliance are well co-ordinated across key areas of the schools function including meeting the requirements of health and safety, fire safety, risk management, Independent Schools Standards Regulations and the our approach to manage the risks of the Covid 19 pandemic.

### Recommendation(s)

We ask the committee to note the current position.

### Main Report

#### COVID

##### 1. Background

Following the announcement of a second lockdown the School continues to follow Government / DfE advice and guidance and we remain covid secure.

##### 2. Current state of play

The Covid 19 - Whole School Reopening Risk Assessment has been reviewed on a fortnightly basis and following the announcement of a second national lockdown the DfE are currently reviewing and updating the schools guidance, we will act on any new information. As other Covid related information is published this is distributed to relevant staff for action i.e. CIBSE and HSE guidance on air conditioning and ventilation and the findings of the HSE’s spot checks in Scottish Schools. We

continue to communicate with staff, parents and pupils following any significant changes.

3. Anything we are asking their guidance/approval on?

The updated Covid RA will be shared with Governors when updated for approval.

## **Audits and inspections**

1. Background

The School has continued to address recommendations arising from:

- Fire risk assessment November 2019
- CoL Fire Safety Compliance Audit Sept 2019
- CoL Health and Safety Audit report July 2019

2. Current state of play

Good progress has been made on the outstanding actions. There are three outstanding actions from the FRA and also the CoL Fire Audit but all in progress. Four of the five outstanding actions from the H&S audit are low risk and in progress. Following the CoL H&S Audit in 2018 and their review in 2019 there were concerns raised with the Chemistry prep room (chemical storage and housekeeping). A further H&S inspection was completed in January 2020 by the Compliance Manager and a requirement for immediate improvement was again reported. The area was recently reviewed by the CM and Bursar and the findings were little, if any, improvement in the department and therefore the risks in this area remain high.

We have obtained H&S training records from CoL for H&S and are in the process of reviewing the records to identify gaps and assess where refresher training may be required.

Following discussions with CoL Property Facilities Manager accessing up to date building statutory compliance documentation held on Micad remains a challenge. They have provided verbal assurance that relevant records required for an ISI inspection which are centrally managed by City Surveyors will be available on request.

3. Plan for addressing remaining risks

Improve strategic structure to ensure managers are accountable for the timely completion of actions plans to drive improvement.

Revised CLSG Risk Assessment Guidance has been recently approved by SMT and will be published shortly. Compliance Manager will arrange and facilitate in-house training to improve knowledge and understanding of the risk assessment process and the importance of compliance in this area.

CM to follow up outstanding Science Department inspection actions with Bursar and Senior Deputy Head.

4. Anything we are asking their guidance/approval on?

It is envisaged that staffing levels will continue to be a challenge in the timely completion of actions arising from internal / external health and safety inspections and audits in all areas across the school. Resources are required to improve levels of compliance across the areas mentioned above and it is envisaged that extra staff and additional budgets will be required to assist CLSG meet its targets.

To improve training of staff and record keeping additional resources, time and budgets will be required to reach a base line standard.

### **Implications**

Failure to improve compliance could have implications of not meeting the standards required during an ISI inspection, which could lead to reputation damage to the school and corporation. The risks associated with not meeting health, safety and fire legislation include legal, financial and property damage implications to the Corporation and school communities.

### **Conclusion**

The CM will continue to work closely with department managers within the school and CoL to ensure that levels of compliance increase and to provide assurances that we, CLSG, are doing all that is necessary to mitigate levels of risk to the school and CoL.

### **Appendices**

None.

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