

Committee(s)	Dated:
Finance and Estates Sub-Committee of the City of London School for Girls	11 February 2021
Subject: CLSG Health, Safety and Compliance Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1d; 1e; 2a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Jenny Brown, Headmistress	For Information
Report author: Jane Elliott-Waine, Compliance Manager (CM)	

Summary

This report provides members of the Finance and Estates Sub-Committee 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)

The Sub-Committee is requested to note the current position.

Main Report

COVID

1. Background

The DfE required all educational establishments to produce a Covid-19 – School Reopening Risk Assessment to confirm that adequate controls were in place to ensure that the School was, and continues to be, Covid Secure. The Risk Assessment has been reviewed regularly since the start of the Academic year.

2. Current state of play

Following the announcement of the current National Lockdown in January the School closed to all but a skeleton staff and contractor once a very small number of critical workers moved to other schools' supervision. The Risk Assessment was

reviewed in early January stating our move to remote learning and we will be introducing some additional cleaning controls in readiness for reopening. At the end of December, the DfE announcement arrangements for a Covid-19 National Testing Programme for staff and pupils in schools. They provided a detailed Handbook and training programme that we are currently assessing. We are not currently offering testing onsite as are utilising the CoL Lateral Flow Testing facility for any staff wishing to take part. When we have greater clarity of our return date, we will follow the guidance set out on the Handbook to introduce a safe testing facility in School.

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

The updated Covid RA will be shared with Board of Governors at the next meeting.

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

The Fire Risk Assessment was reviewed and Mandated by the Facilities Manager in January 2021 and the action plan was discussed at Health and Committee on 22 January 2021. The electrical issues remain the most significant unresolved risks. However these are under the management of the City Surveyors and being addressed through the Gateway Process with works required in the summer works programme for 2021.

We have seen improvements in housekeeping in the Science Department and we will continue to monitor progress on an ongoing basis. Further work will be done once the technicians are back on the school site. However, progress is limited with the current facilities provided, particularly in relation to the Chemistry prep room. An interim solution is being identified for the 2021/22 academic year. A major redevelopment of the Science department is planned for summer 2022 when a new Chemistry prep room will be created.

The common areas of the school were inspected in December with report submitted to the Bursar, Senior Deputy Head and Facilities Manager. The Facilities Team confirmed at Safety Committee that all actions have been completed.

All staff were asked to complete the mandatory Health and Safety modules on City Learning in January 2021. The training reports will be reviewed in the second half of term. There were unforeseen challenges with the system that are being investigated with the CoL Learning and Development Department which prevented some staff members from completing the training on the allocated day.

3. Plan for addressing remaining risks

- Identify means of ensuring managers are held accountable for the timely completion of actions plans to drive improvement.

- Compliance Manager to follow up outstanding Science Department inspection actions with Bursar and Senior Deputy Head upon return to School.
- School development plan to ensure the need for improved facilities for the Science Department is addressed.

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

- Whilst there has been significant progress in many areas, ongoing compliance with the full range of standards and regulations which apply to schools remains difficult given the comparatively limited resources in key areas of the school. Additional staff have now been appointed for HR and a further post has been included in the budget for Facilities Management but there will be continuing challenges given the levels of compliance required.
- It is likely that additional resources will be required to improve the training of staff and record keeping to ensure that the School is reaching an appropriate standard of compliance.
- The level of work that is required on the site is significant. Large tasks, such as resolving the electrical issues, take a long time to resolve, partly because of the restrictions involved on working on a functioning site. Previous postponements of redevelopment work, including those for the Science Department have contributed to the scale of the problems. Issues of this nature cannot be resolved quickly or without major financial commitment.

Risk Register

1. Background

We are asked to provide the risk register to this Sub-Committee, copy attached as appendix 1.

2. Current state of play

There are currently nine risks identified. During the last year the School's risk profile has deteriorated as a result of the Covid pandemic as well as underinvestment.

Risks have increased to some degree in the following areas:

- CLSG-01 Loss of income
- CLSG-07 Maintenance of Buildings and Site
- CLSG-08 Threat from raised security level

Mitigation plans have been put in place as described in the risk register. We are currently reviewing our internal processes and approach to the risk register to develop its effectiveness in managing current risk and horizon scanning for future events that may have an impact on the school and/or Corporation. We plan to increase its alignment with the CLSG strategic plans, aims and ethos to enhance its usefulness. This work should be completed in time for the CoL Informal Risk Challenge which is scheduled for May 2021.

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 Compliance Manager will continue to work closely with department managers within the school and the City of London Corporation 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 the City of London Corporation.

Appendices

Appendix 1 – Risk Register

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