

Committee(s)	Dated:
Finance and Estate Committee of the City of London School for Girls	13 September 2021
Subject: CLSG Health, Safety, Compliance and Risk 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 Committee with an update on health and safety compliance, along with risk management 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 our approach to manage the risks of the Covid 19 pandemic.

Recommendation(s)

The Finance and Estates Committee is requested to note the current position.

Main Report

COVID

1. Background

The DfE Operational Guidance was updated over the summer to reflect the changes in step 4 of the GoV roadmap and the lifting of legal restrictions. There is still a duty to control the risks and ensure risk mitigation are in place and followed.

2. Current state of play

Due to the significant changes outlined in the DfE Operational Guidance we have rewritten our whole school risk assessment with a particular emphasis on good hygiene measures, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and the continued encouragement to engage with public health advice on testing, self-isolation, vaccinations programmes and managing confirmed cases of Covid-19.

We have moved information regarding ventilation to a stand-alone hazard to highlight its importance. The DfE have outlined plans to provide all state-funded education settings with CO2 monitors starting in the autumn term. Therefore we have taken a proactive position and CO2 monitors have already been installed within some rooms, these are linked to the BMS system and we have a roaming meter linked to an App to take real time readings within other working environments across the school. We will be devising a rolling programme of CO2 monitoring continuing in to 2022. This will provide an evidence-based approach to identify areas of the schools where additional action may be required.

Onsite Asymptomatic testing of returning pupils is current taking place supported by its own risk assessment.

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

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

Audits and Inspections

1. Background

As set out in our Health and Safety Policy effective monitoring through inspection and audits are in place to review the effectiveness and compliance with regulations and standards.

2. Current state of play

Over the last year we have been more reactive than proactive, however, there have been significant improvements made following audits and our programme of termly inspections. The audit of statutory compliance within the Facilities Department provided a good level of assurance that we can demonstrate and evidence compliance with ISSR Part 5 – Standards of Premises and Accommodation.

Inspection and Audit reports are a standing item on the Health and Safety Committee agenda. This ensures a level of transparency with any gaps identified in our safety

management systems and provided an opportunity for the findings to be discussed by the committee and are scrutinised by the Health and Safety Governor.

3. Anything we are asking for guidance/approval on?
To note the current position.

General Health, Safety and Compliance update

1. Current State of play

The following documents were reviewed over the summer and where required, will be submitted to the Board for Approval:

Document	Substantive changes
Health, Safety and Wellbeing Policy	<ul style="list-style-type: none"> • Reference to link to safeguarding Policy • Inclusion of the Head having due regard for the Institute of Directors / HSE Guidance: Leading health and safety at work • Additional responsibilities for all line managers, as per CoL H&S policy update • Additional information regarding staff representation on the health and safety committee • New asbestos management section
Fire Policy and Procedures	<ul style="list-style-type: none"> • Reference to relevant ISSR regs • Referenced updates to CoL documents • New section for procedures during public exams • New evacuation plans for the Gild Café
Risk Assessment Guidance	<ul style="list-style-type: none"> • Minor changes
CoSHH risk assessment Procedures (New)	<ul style="list-style-type: none"> • New document outlining the process for assessment in line with CoL Policy and Guidance
Contractor Clearance Protocol (New)	<ul style="list-style-type: none"> • New joint CLSG / CLS document outlining vetting process for contractors to ensure compliance with KCSIE and to provide clear guidance to CoL City Surveyors and other contractors of our requirements from them.

The ongoing building improvement programme has seen significant progress over the summer, see below breakdown related to health and safety. Communication with City Surveyors and contractors is much improved and there has been good progress over the summer with the building improvement programme. However, the initial consultation process and substitution of items with minimal consultation has had an impact on unnecessary spend and delays to the project.

Summer works 2021

- Phase 1 of a new fire alarm system has been installed replacing the L3 system to a L2 system. This is providing detection to escape routes and adjoining rooms and any rooms designated as hazardous. Phase 2 scheduled for completion summer 2022. This will include additional fixed wiring and an announcement system.
- The replacement of 3 electrical distribution boards - G floor, A floor, B floor. These replacements are part of the report carried out 2019.
- Replacement radiant heating panels have been fitted to B Floor
- Part upgrade to BMS system
- Anti-slip floor surface has been installed to the outside staircase
- Loading bay platform lift installed
- Replacement fire doors partially installed to G floor
- Additional CCTV and Access control to improve security

The Facilities Manager continues to work closely with City Surveyors and the improving picture will be documented on the risk register CLSG – 07 Maintenance of Buildings and Site.

We have been given approval for a Health and Safety Apprentice to work across CLSG, CLS and CJS, once opened. It is hoped this post will be filled by October 2021 and the successful candidate will provide support to the Compliance Manager and Facilities Managers at both schools.

2. Current State of play

To note the current position.

Risk Register Summary

1. Background

The School's current risk register is attached as appendix 1. The School's risk register is examined and updated at least quarterly with the School's senior management team, and tri-annually with the Board of Governors. The financial and estates risks are also reviewed quarterly by this committee. In addition, the risk register was reviewed by the City's Audit and Risk Management Committee via a Chief Officer Informal Risk Challenge on 12 May 21.

2. Current state of play

The School's risk profile has deteriorated over the last year as we have navigated the impact of Covid-19, historical underinvestment in the building and social-political issues. With ongoing unified efforts and risk mitigation measures now in place we envisage a stabilising effect over the coming year. The risk register is currently being reviewed by SMT and Department Managers and will be submitted to the next Board of Governors.

The School's risk categories have been summarised below in Table 1, with a comparison of the risk profile from the last 12 months.

Table 1: Current risks compared with risk last 12 months

Risk	Red	Amber	Green	Total
June 2020	2	4	4	10
December 2020	1	5	3	9
June 2021	1	9	2	12

The School has one red risk CLSG-01 - Inadequate finances or financial plan. There are encouraging signs regarding pupil intake and regular management accounting has begun to start to improve cost centre control. We will closely monitor and review the impact this has and review the risk rating accordingly.

CLSG-07 - Maintenance of Buildings and Site risk rating was increased last year to an amber risk. Although improvements have been made the risk remains medium due to the backlog of building systems needing renewal and reactive maintenance continues to dominate the current estates management effort.

CLSG—04 – Failure of child protection procedures. We recently increased the risk rating following the shift of focus on child protection matters which lead to the Ofsted sexual abuse in schools and colleges review. CLSG took a proactive approach and has undergone a full safeguarding audit carried out by the Safeguarding Alliance in June 2021. The report and any subsequent action plan will be thoroughly securitised and where necessary, additional actions will be included into the risk register. The advice provided by the audit team regarding the SCR have been implemented over the summer and internal audits will be scheduled from September.

CLSG – 12 Expansion and relocation of Prep school to CJS was added the risk register in June 21. Particular concern that the risk will be carried late into the project as inspection cannot take place until works are largely completed leaving little time for course corrections especially if inspection fails. Mitigation plans to be worked up. A separate risk register is being development for the CJS project and will include actions related to recruitment, achieving pupil numbers, completion of DfE registration, building completion and inspection and governance structure.

CLSG – 08 Protection of pupils and staff and CLSG – 11 Pandemic risks continue to be closely monitored and risk mitigation are in place for both.

Implications

Failure to maintain 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

There have been significant improvements in compliance over the last 12 months and with the continuing transition in developing a culture of improved risk management

and mitigation, ownership and accountability we will be better placed to demonstrate our commitment to continual improvement.

Appendices

Appendix 1 – Risk Register (see Non-Public agenda)

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