**Annex H.1 Detailed work programme**

For the project application: VP/2019/001/0015 - “OSH4Edu - European Sectoral Social Partners in Education Enhancing Risk Assessment in Education Institutions”

**Background information**

This project is designed to continue the work of EFEE and ETUCE on the occupational health and safety in the education sector. Education institutions - including all education levels and covering both teaching and non-teaching staff working in the education sector - are the workplace of school leaders, teachers and other education staff, but they are first and foremost education institutions for students. As social partners in education we see it as our joint responsibility to support the creation of an atmosphere where students can learn and teachers and other members of staff in education can carry out their work in a healthy and safe setting.

The risk assessment of the workplace is one of the cornerstones of good health and safety management, and is therefore a legal obligation for the employer, as clearly stated in article 9.1. of the EU ‘OSH Framework Directive’ (89/391/EEC) . In 2019, the European Social Partners in education developed an Online Interactive Risk Assessment (OiRA) tool for the primary and secondary education sector, in cooperation with the European Agency for Occupational Health and Safety (EU-OSHA). The tool is intended to facilitate the systematic and thorough assessment of risks in education institutions of all sizes by the staff member(s) responsible. It aims to help employers to develop an action plan to prevent and combat these risks, in alignment with European legislation, and in close consultation with staff and their union representatives, who understand their workplaces better than anyone else. The online tool is furthermore designed to be adjustable to take account of national settings, and of the circumstances of each individual workplace.

The purpose of the project is to raise awareness on occupational health and safety in the education sector (from primary and secondary education up to Vocational Education and Training (VET) and higher education), by examining the use of risk assessments to tackle health and safety challenges in education institutions (including psychosocial hazards), by promoting the implementation of the jointly developed OiRA tool and by exploring the opportunities to further develop an OiRA tool for the VET and Higher Education level. Herewith ETUCE and EFEE wish to implement their commitment to work jointly towards safer and healthier working environments, which promote success in teaching and learning.

**General objective**

The general overall objective of the project proposal is twofold. Firstly, the project aims to contribute to the employment, social and economic challenges as identified in the European

Pillar of Social Rights, in particular the principles on “Healthy, safe and well-adapted work environment”. In this principle it is stated that workers have the right to a high level of protection of their health and safety at work, and the right to a working environment adapted to their professional needs (which enables them ao to prolong their participation in the labour market). As clearly described in the Commission Communication on “Safer and Healthier work for All” investment in occupational safety and health has an important role to play in improving people's lives by preventing work-related illness and accidents and also has a tangible positive effect on EU economies. [[1]](#footnote-1) In order to make good health and safety management a reality, risk assessments of the workplace are crucial, as stated in the EU ‘OSH Framework Directive’ (89/391/EEC). A quality risk assessment - that is supported by the employer and staff – has the potential to enhance wellbeing of staff and to create a positive, safe and healthy work culture. With this project we aim to provide a concrete example of a risk assessment tool (OiRA), jointly developed by education employers and trade unions, aspiring to contribute to safer and healthier working environments in the education sector in Europe.

Secondly, the project aims to actively implement and to promote the current Work Programme of the European Sectoral Social Dialogue Committee in Education (ESSDE). The project will contribute to advancing the joint work on the selected theme of “promoting occupational health and safety in education”. In the work programme we committed ourselves to deliver updated knowledge, peer learning and common understanding on how to create safe, healthy and decent working conditions in education. Furthermore, confident that Social Partners must work conjointly to prevent and combat occupational risks, ETUCE and EFEE, in close cooperation with the EU-OSHA, have jointly developed an Online interactive Risk Assessment (OiRA) tool for the education sector in 2019. The tool aims to supports - especially small - education institutes in carrying out a risk assessment. The development of the tool was initiated in an ESSDE Joint Declaration on “Preventing and Combating Psychosocial Hazards in the Education Sector” (2016)[[2]](#footnote-2) and an example of the dedicated work of EFEE and ETUCE as social partners in education to contribute to promoting decent, healthy, and safe workplaces in the education sector for a healthier working life. With this project we aim to contribute to the promotion of the implementation and follow-up of the jointly established OiRA-tool as a way to raise further awareness on our work as European Social Partners in Education in the field of occupational safety and health (OSH). Herewith we wish to support education authorities, school leaders and education institutions in taking further steps to address occupational health and safety risks (including psychosocial risks) and creating solutions to them. Creating healthy and safe workplaces is central to the well-being and motivation of education personnel, thus leading to fewer accidents, occupational diseases, less sickness absence, and retaining them in the profession. Moreover, by mapping the knowledge, experiences and views of our members (being education employers and teacher trade unions) on OSH and usability of the OiRA Tool for different education levels, we aim to get insight in their needs and challenges, which will contribute to the identification and development of a joint approach (including future actions) of the ESSDE partners. Through this project, EFEE and ETUCE also aim at consolidating a solid basis for the continuation of the dialogue process both at national and European level, considering that health and safety at work is a shared responsibility of employers and employees. For improved working environments, constructive social dialogue is a prerequisite. The promotion of social dialogue is also one of the key themes within the current joint Work Programme of EFEE and ETUCE. The adherence to this commitment demonstrates the social partners’ thoughtful approach to the development of an effective social dialogue at all levels.

**Focus of the project meetings**

In order to deliver on the project objectives, we will organise 3 events. Two of them are interactive workshops taking place in Slovenia (for southern countries) and Ireland (for northern countries), devoted to raising awareness on the possibilities for implementation of OiRA-tool in national settings; sharing knowledge, experiences and challenges between education employers and trade unions representatives on the use of risk assessments at different education levels (primary, secondary, higher education and VET); and exploring the possibility to further develop OiRA-tool also for higher education and VET (besides the existing tools for the primary and secondary education level) by discussing the specificities of the needs in terms of risk assessment for these education levels. Envisaged participants are education employers (members of EFEE and potential members) and teacher trade unions (members of ETUCE). Furthermore we foresee presentations by EU-OSHA to provide participants with concrete information and tips regarding the OiRA-tools.

Furthermore we will organise one larger dissemination conference in Brussels devoted to sharing the findings of the project (from the Workshop meeting and survey) on the possibilities of implementing and developing OiRA-tool for the different education levels to strengthen OSH in education institutions. A specific panel on psychosocial hazards is foreseen in order to raise awareness on the ways to address psychosocial hazards in different levels of education through risk assessment. Moreover during the conference we will explore together the possibilities for a Joint Statement in which the European Sectoral Social Parnters in Education further commit themselves to the promotion of the implementation of OiRA tools in Education and calling for the need to develop tools specific for VET and Higher education sectors in coming years.

By facilitating the exchange of knowledge, practices and challenges during the meetings, the project aims to find answers to the following key question: “How can social partners in education contribute to the use of risk assessments (in particular OiRA-tools) to tackle health and safety challenges (including psychosocial hazards) in education institutions (and the specific challenges and needs related different education levels: primary, secondary, higher education and vocational education and training)?

Herewith we will focus on the following specific issues:

* How could the jointly developed OiRA-tool (Online Interactive Risk Assessment) for primary and secondary education be used by national/regional/local social partners in education? What are the challenges, benefits, and recommendations for improvement?
* Would there be potential to further develop the OiRA-tool for the vocational education and training sector and higher education level? What would be specific needs and challenges?
* How could challenges related to psychosocial hazards in education be addressed by the use of risk assessments?
* What are the roles of employers, trade unions, education management, school leaders, teachers, and national authorities in quality risk assessments for education?

**Overall design of the work programme**

The work program consists of a *preparatory first phase*, which includes a survey and agreement on basic concepts, as well as the development of a check-list for the Workshop meetings, a *second phase* in which the field work is prepared en executed (including 2 Workshop meetings), and a *third phase* in which the final report, final conference, possible ESSDE outcome is developed. See for the planning of the activities, the ‘detailed project timetable’ below.

**DETAILED PROJECT TIMETABLE - 01/12/2019 to 30/11/2020 (12 months)**

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| **Activities** | **Deliverables (outcome)** | **Time schedule (marked with the number of months)** | **Responsible persons and investment in terms of time (person/days)** |
| **PHASE I: Preparatory phase**  1) Preparation of detailed Project Working Plan  2) Organisation of kick-off meeting / **1st Project Advisory Group meeting**, hosted by EFEE, Brussels  to discuss and agree:   * Project Working Plan * Expected contribution of Project Advisory Group members * Structure, organisation and planning of Workshop meetings * Set questions for reflection forms for the Workshop meetings * Set date for final conference * Develop questions for survey * Division of tasks * AOB   3) Preparation of checklist for hosts of Workshops  4) Send out survey to all EFEE and ETUCE to map their current knowledge, practices and challenges when it comes to the use of risk assessments (in particular OiRA-tool) to promote OSH (including psychosocial hazards) in education institutions | Agreed Project Working Plan by Project manager to be discussed during kick-off meeting  A short feedback email will be produced by project manager summarising:   * Agreed division of tasks * Project procedures agreed upon * Expected input from Project Advisory Group members * Elaboration of the ideas and reflection form for Workshops and schedule of the meetings * First draft questions for survey * AOB   Briefing with checklist for host of Workshops  Insight in the current use of OiRA-tools per education level, the opportunities for spreading the use to other levels, encountered challenges, possible solutions and recommendations for improvement for further work in this area by EFEE and ETUCE | M1 (December 2019)  M1 (December 2019)  M2 (January 2020)  M3 (February 2020) | **Total for Phase I**  **EFEE**  Daniel Wisniewski, General Secretary (regular staff): total 13 days (2 for preparation work, 2 for organising, 1 for participating, 2 for follow-up, 1 for financial administration, 5 for survey)  Sarah Kik, Senior Policy Officer (regular staff): total 6 days (1 for preparation work, 1 for organising, 1 for participating, 1 for follow-up, 2 for survey)  **Members of EFEE in Project Advisory Group:**  **ZRVS**  Barbara Novinec, President (regular staff), total: 3 days (1 for preparation work, 1 for participating, 1 for follow-up)  **ACCS**  John Irwin, General Secretary (regular staff), total: 3 days (1 for preparation work, 1 for participating, 1 for follow-up)  **Other persons involved during the whole project (contributions in kind – no further investment in time specified)**  ETUCE  Susan Flocken, European Director (regular staff)  Marie Raverdeau, Programme Officer (regular staff)  ETUCE members in Project Advisory Group:  1) ETUCE member from UK  2) ETUCE member from Slovenia |
| **PHASE II- Implementation phase**  1) Preparation of interactive Workshop meetings  2) Organisation of **1,5 day interactive Workshop meetings** in 2 different countries Ireland and Slovenia (see planning below)  3) Analysing outcomes of interactive Workshop meetings  Target audience: Envisaged participants are education employers (members of EFEE and potential members) and teacher trade unions (members of ETUCE). Furthermore we foresee presentations by EU-OSHA to provide participants with concrete information and tips regarding the OiRA-tools.  4) 1 **Project Advisory Group meeting** will be organised in the course of the implementation phase (back-to-back to a Workshop meeting in order to save time and money; see planning below). The Project Advisory Group meeting will focus on evaluating the project developments, on monitoring and reflecting on the findings of the survey and Workshop meetings so, to reflect on a possible structure for the final report, to prepare the final conference and reflect on a possible ESSDE Joint Statement  Planning:   * 1st interactive Workshop meeting to Ireland * 2nd interactive Workshop meeting to Slovenia, with back-to-back the 2nd Project Advisory Group meeting   Please note that the final dates of the Workshop meetings will be defined by the Project Advisory Group members (in particular the hosting countries) | 2 background documents for each Workshop describing the risk assessment models in the hosting countries as starting point for exchanging practices with other countries / models.  Training module/presentation on the OiRA-tools for the education sector (Primary and Secondary Education level), developed with EU-OSHA, to be used in the two Workshops.  2 reflection reports (after each Workshop meeting 1) on how and if the programme contributed to our aim to promote the implementation of the OiRA-tools for primary and secondary education level, get insight in possible improvements for further follow-up actions, and enlighten the specific needs and challenges for the possible development of OiRA-tools for the higher education and VET level.). The reports take on board the reflections form filled in by the Workshop participants.  Minutes of the Project Advisory Group meetings are prepared, summarising the main outcomes of the meetings and presenting the agreed structure for the final report, the draft agenda for the final conference, and ideas for a possible joint ESSDE Statement | M4 (March 2020)  M6 (May 2020) | **Total for Phase II**  **EFEE**  Daniel Wisniewski, General Secretary EFEE: total 27 days (4 for preparation work, 5 for organising, 4 for participating, 10 for follow-up incl. meeting reports, 3 for financial administration)  Sarah Kik, Assistant GS EFEE: total 8 days (2 for preparing, 4 for participating, 2 for follow-up)  **ZRVS**  Barbara Novinec, President (regular staff), total: 9 days (1 for preparation work, 3 for organising, 4 for participating, 1 for follow-up)  **ACCS**  John Irwin, General Secretary (regular staff), total: 9 days (1 for preparation work, 3 for organising, 4 for participating, 1 for follow-up) |
| **PHASE III- Dissemination of project results**  1) Project report (including Executive Summary) is written presenting the outcomes of the project activities (Survey and Workshop meetings) and general conclusions on “How social partners in education can contribute to the use of risk assessments (in particular OiRA-tools) to tackle health and safety challenges (including psychosocial hazards) in education institutions and the specific challenges and needs related different education levels.  2) Organisation of **1-day Final Conference** in Brussels to share and discuss project findings (project report, possible joint statement)  This conference is open to all members of EFEE and ETUCE members (including Candidate countries, Acceding countries, and Norway). Furthermore, we will invite European policy makers (including officials of DG EMPL and DG EAC, and representatives of EU-OSHA, the European Parliament and European Economic and Social Committee), representatives of the European cross-sectoral social partners (CEEP, UEAPME, ETUC, BusinessEurope), and other European stakeholders in the field of OSH (including OiRA Community) to this event to jointly discuss the outcomes, investigate synergies between our work, and actively explore possibilities for further joint actions.  We would also like to invite representatives of countries where EFEE has no members yet (e.g. EE, CZ, FR, LT) as well as Candidate Countries in order to familiarise them with the ESSDE with the ultimate goal to strengthen the ESSDE as such.  A total of 60 people can attend.  3) Organisation of 1 **Project Advisory Group meeting** (back-to-back to final conference) to evaluate the project outcomes and take on board feedback received during final conference t further develop ESSDE outcome.  4) Linking material (project report) to the websites of EFEE, ETUCE and members. Project results will also be sent to DG EMPL, DG EAC of the EC and EU-OSHA, European cross-sectoral social partners (CEEP, UEAPME, ETUC, BusinessEurope), and other European stakeholders in the field of OSH. Material will also be spread to a wider audience via social media.  5) Drafting project reporting on implementation of the action to the EC by project manager. | Project report is shared with Project Advisory Group members for feedback  Findings and material are spread among invited participants.  Recommendations from final conference and Project Advisory Group members on possible follow-up and input to possible joint ESSDE outcome, such as joint statement, taken on board by project partners. The Secretariats of and ETUCE will finalise the joint ESSDE outcome.  Outcome of project is on website of partners and distributed to other stakeholders (EU level)  Project reporting is sent to the EC within 60 days after the project ends | M8 (July 2020)  M11 (October 2020)  M11 (October 2020)  M11/M12 (October – November 2020)  M12 (November 2020) | **Phase III**  Total for project report, Final Conference, Project Advisory Group meeting :  **EFEE**  Daniel Wisniewski, General Secretary EFEE: total 15 days (5 for report, 1,5 for preparation work, 4 for organising, 1,5 for participating, 3 for financial administration)  Sarah Kik, Assistant GS EFEE: total 9 days (3 for report, 1,5 for preparing, 3 for organising, 1,5 for participating)  **ZRVS**  Barbara Novinec, President (regular staff), total: 4 days (1,5 for preparation work, 1,5 for participating, 1 for follow-up)  **ACCS**  John Irwin, General Secretary (regular staff), total: 4 days (1,5 for preparation work, 1,5 for participating, 1 for follow-up)  For dissemination and preparing reporting to EC:  **EFEE**  Daniel Wisniewski, General Secretary EFEE (regular staff): 5 days  Sarah Kik, Assistant GS EFEE (regular staff): 2 days |

1. COM(2017) 12 final [↑](#footnote-ref-1)
2. https://educationemployers.eu/wp-content/uploads/2017/02/EN\_EFEE\_ETUCE-Declaration\_Preventing-Psychosocial-Hazards-in-Education\_Adopted.pdf [↑](#footnote-ref-2)