



Schools

Health & Safety Newsletter

Autumn
2019

Contractor update - Asbestos (Shine Portal) — Risk Assessments - Accident Reporting – WEEE Regs - Swimming update – Display Screen Equipment Epi-pen training records - Driving at Work – Cleaning – Finger Traps – Window Blinds – Fume Cupboards/LEV – Brexit – Website update -Training - Contacts

CONTRACTOR UPDATE:

School equipment inspections will be undertaken by:

SECONDARY SCHOOLS:

- MSS:** Design and Technology machinery
Dr Keith Bowker: Radioactive sources
Celtic Kilns: Kiln equipment (**please note: kilns that are not used but are not disconnected still require inspection**)
Sportsafe: PE equipment

PRIMARY /SPECIAL:

- Sportsafe:** PE and Outdoor Fixed Play Equipment

The Schools Health and Safety Team will cover the costs of these inspections as part of the Health and Safety Buyback, the cost of any repairs will be covered by the school. Contractors will contact schools by email or phone to book the inspection date. It would be helpful if someone could accompany the **Sportsafe** Inspector so they can explain any issues they find with the equipment – alternatively this can be discussed at the end of the visit.

Sportsafe inspections that were completed between September and December 2018 will now be inspected between October and December 2019.

Sportsafe inspections that were completed after December 2018 will now be completed between April and June 2019.

Having the **Sportsafe** inspections completed over blocks of two/three months will allow us to keep costs down, so can all schools please do your best to accept the inspection dates being offered by **Sportsafe**.

If you have any queries regarding the inspections, please contact Lynette Donaldson at

lynette.donaldson@oxfordshire.gov.uk

ASBESTOS - reminder

Shine: Asbestos Register and Information Portal

All schools should have now received their login details for the Shine database. If you experience any difficulties in accessing your online information or are unsure if you have the login details, contact Shine directly via david.farrell@shinevision.co.uk. Shine are an independent support provider who you could previously access via Carillion but which the Council now deals with directly.

LET'S TALK ABOUT RISK ASSESSMENTS:



The Management of Health and Safety at Work Regulations 1999 places a duty on employers to assess and manage risks to their employees and others arising from work activities (Regulation 3) Schools are legally obliged to provide risk assessments and these can be called upon, and scrutinised, pending a claim for compensation following an injury and/or ill health.

As such risk assessments must be current and reflect **all** known significant hazards and include appropriate control measures. Can you evidence that they have been shared with **all** those that could be affected by identified hazards? Is your documentation dated/signed off by Senior Management/those with a Duty of Care for the site?

Once in place, risk assessments should be viewed as 'working documents' and not just filed away.

Regularly review risk assessment documentation to ensure they remain effective or whether they require amendment following any change in process/procedure i.e. change to the classroom/building use (indoor/outdoor), incidents/accidents/near-misses etc. At least annual review is best practice.

Templates are available from the Schools' H&S Team and the documentation can be edited to suit your site.

PREMISES SITE LOG AND FIRE SAFETY FOLDERS

These are currently being distributed to schools by the Team, please bear with us on this. Folders contain heading inserts only and log books/other documentation should be downloaded from the InSite H&S A-Z. Please also see the Premises Folder Guidance document in section P <http://schools.oxfordshire.gov.uk/cms/node/499>

ACCIDENTS: Reminder of reporting deadlines

We are aware that access to the online system sometimes fails, for a variety of reasons – please let us know of any issues so that we can try to assist you.

Unfortunately, reports are being added weeks (sometimes months) after the event. We do appreciate that workload can be a factor in this - but for us to help you meet any **RIDDOR** reporting deadlines to the **HSE**, it is important that reports are submitted as soon as possible and certainly within 10 days of the event, so we have time to follow up with you if necessary. **As a team we are audited annually in respect of late reporting.**



Reminder: all fields must be completed, particularly full name of assailant for PVA incidents (case evidence for potential pupil relocation, if necessary, cannot be based on initials alone). If an incident/accident happens off-site, please include the school name otherwise the information is worthless. The H&S Team check all submitted reports daily, we will contact you if we need more information. *Review your risk assessment for effectiveness/identify accident trends.

Reminder: all PVA incidents should be recorded using the online system. Minor bumps/scrapes should be recorded in a minor injuries log book. Moderate/serious incidents/accidents should be recorded on the online system.

WASTE ELECTRICAL ELECTRONIC EQUIPMENT REGS



Interpretation from the WEEE Regs Government guidance notes March 2014

In very basic terms: if a school is purchasing light bulbs from a source that is part of a “Producer Compliance Scheme” they can request the PCS to remove the item at the end of its life when it then becomes waste.

To be part of a PCS the “contractor/ supplier” will need to be registered with the environment agency and produce above a certain amount of hazardous waste.

If a school is using a “man in a van” it is unlikely that they will meet these requirements and alternative arrangements will need to be made for safe removal.

Movement of work-related hazardous material in a domestic / private vehicle is against legislation and is a current hot topic for the HSE -

<http://www.hse.gov.uk/waste/waste-electrical.htm>

POLICY UPDATE: Safe Swimming

Thank you for the venue information you have provided.



The H&S Team will be carrying out spot checks of school swimming lessons from **January 2020** to ensure this policy is being adhered to. [Safe Swimming Policy](#)

Reminder: Please complete the School Swimming Governor Checklist that was sent out with the swimming policy and return to: healthandsafetyhelp@oxfordshire.gov.uk.

REMINDER - DISPLAY SCREEN EQUIPMENT ASSESSMENTS:



Now that the new school year is underway and you may well have new members of staff working for you, this is a gentle reminder to consider whether new staff and existing staff need to carry out or refresh a [Display Screen Assessment](#) for their work station.

REMINDER - EPIPEN - ANAPHYLAXIS TRAINING RECORDS

Who are you? Can you please remember to **add the name of your school** to the Epipen training records you send to the H&S Team as these are often blank and we have no idea which school they come from!

DRIVING AT WORK - VITAL EMPLOYER CHECKS

Staff using their own vehicle for 'work-related purposes' (not commute to/from work) must provide the employer with:

- A mandate code allowing the employer to check via the DVLA for penalty points www.gov.uk/check-driving-information
- Evidence of in date 'business insurance'
- Evidence of in date MOT, if appropriate
- It is prudent to insist that staff inform the employer of any prosecution/ban as well as any health condition that could make them unsafe

If this creates some resistance, consider including these requirements in your school specific part 3 H&S Policy document at next review and/or include in your Staff Handbook if you have one. This link may also be useful; page 6, 3rd bullet point <https://www.hse.gov.uk/pubns/indg382.pdf>

REMINDER ON CLEANING CONSIDERATIONS:

Under Health and Safety legislation we all have a duty to manage, so whether you employ your own

cleaners direct or use a contractor, when these staff are on your site you need to ensure some basic health and safety checks are adhered to

Are the staff trained?

- COSHH
- Manual handling
- British Institute Cleaning Science (BICS) or other similar

Have you inducted the staff to the site?

- Lone working
- Fire and other emergency alarms/ bells
- How to report accidents and incidents
- How to report faults to the building

Storage

- Chemicals should be stored in a secure area
- Consider the volumes of chemicals that are stored, are they flammable, do they need to be in a bunded container
- Do you need/have spill kits?

Control of Substances Hazardous to Health (COSHH)

- Do you have an up to date copy of the safety data sheet (SDS), it is a legal obligation for the supplier to provide these
- Have you completed a specific COSHH risk assessment of each item?
 - How do we use the item?
 - How long is the exposure to the user (and others)
 - Is it a spray, mist, diluted, undiluted?
- A copy of the SDS and assessment must be available to the users at all times
- Do you have a COSHH register/inventory (and a copy filed in you Fire folder?)

Personal Protective Equipment (PPE)

- PPE is decided by the COSHH assessment
- PPE should be issued to each person and not shared (its personal!)
- Regular checks that the PPE is still available and in good order
- Staff have a place to store their PPE and a system for replacing when required (at no charge to the employee)

Preventing finger trap injuries from doors

Whilst there is no statutory requirement to fit finger guards to doors, the risk of finger trap injuries is well known and easily prevented.

As with all health and safety hazards a risk-based approach is required when attempting to prevent finger trapping injuries which can in severe cases include crushed, broken and amputated fingers.

Younger children are particularly susceptible to such injuries and whilst all doors in schools could potentially pose a risk, classroom doors, toilet entrance and cubicle doors generally represent the highest risk of finger trapping accidents.

Due to the vulnerability of young children and the potential severity of injuries they could sustain, finger guards would be expected to be fitted to protect the hinge side of doors frequently used by them e.g. classroom doors, toilet doors etc. serving the early years and foundation stage.

Finger guards can include simple plastic guards that cover the gap on the hinge side of doors. They do not interfere with the operation of the door and require minimal maintenance.



Schools and nurseries should therefore inspect and review existing doors and gates with decisions regarding door / gate safety based upon the risk factors outlined below. There should also be an acceptance that there is a point where this becomes a 'social risk' that we could reasonably expect individuals to recognise and manage themselves. Therefore, where older children are involved, finger guarding may not be an appropriate control measure.

Factors to consider when assessing the risk

Review your school or nursery accident / incident records to establish any doors / gates that may have been involved in finger trapping incidents or near misses.

Consider the likely age group using each door / gate and any other individual characteristics such as special educational needs and behavior in determining the level of risk these may pose.

Particular attention should be given to the following locations:

- Circulation routes and doors next to areas where pupils congregate/queue (e.g. dining hall)
- Doors near entrances;
- Doors in unsupervised areas;
- Doors that are susceptible to slamming from strong gusts of wind;
- Heavy doors (with or without dampening mechanisms);
- Pedestrian gates;
- Areas used by after-school clubs or community use, particularly if these involve younger children.

- Any areas where essential equipment (e.g. a paper towel dispenser) has been positioned adjacent to doors and thus increases potential risk

Ensure fire doors and emergency exits are not compromised when fitting any additional safety

devices.

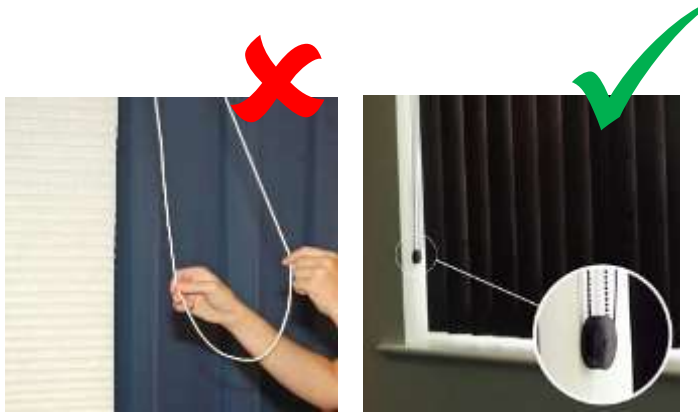
Check that all doors already fitted with self-closures have a two-stage closing action i.e. rapid initial and then slow final close and are regularly maintained.

All door closure devices fitted should be inspected regularly and properly adjusted so that they close within a reasonable amount of time, but don't slam shut.

Consider installing finger guards during routine replacement or refurbishments in order the risk can be designed out. Where this is not possible, and a significant risk is identified then finger guarding devices should be retrospectively fitted.

Caretaking / site staff should undertake a regular visual inspection to ensure that finger guards or any other safety devices installed remain in good condition and effective. This can be done at the same time as your other routine inspections and/or tours of the premises (e.g. all internal fire doors should be checked weekly to ensure they are effectively closing) and you should include this within any checklist you use for this purpose.

Window blinds with looped cords or chains



Looped cords and chains on window blinds can present a strangulation hazard to young children in particular to those in nursery and early years settings. There have been a number of deaths associated with these types of blind cords throughout the UK.

Reducing strangulation risk can be achieved by keeping cords, chains, and tapes and similar out of the reach of children.

Where new blinds are being specified, it is recommended that preference be given to blind systems without looped cords or chains.

Fume cupboards and local exhaust ventilation



Must be inspected, examined and tested by a competent contractor at periods no greater than **14 months**.

Further guidance on the safe management of local exhaust ventilation systems and dust extraction can be found on the HSE's website at www.hse.gov.uk/lev

Your duties to protect the health and safety of people affected by your work will not change with Brexit. You should continue to manage risk in your school in a proportionate way.

The HSE have made [minor amendments to regulations](#) to remove EU references but legal requirements will remain the same as they are now.

Health and safety standards will be maintained.

Further information can be found on the HSE's website at <https://www.hse.gov.uk/brexit/index.htm>



SCHOOLS HEALTH AND SAFETY WEBSITE UPDATE

We have updated most of the guidance documentation on the OCC InSite H&S A-Z / Toolkit page and will continue to do so. Most documents are now password protected; only available to schools currently buying into the Health & Safety package. The password for 2019-20 **has changed** and all schools will have received an email from Lynette Donaldson. The password was also included in the email detailing your 2019-20 monitoring visit date. If you cannot locate it, please get in touch.

HEALTH AND SAFETY TRAINING

Please remember that we are your Health and Safety competent advisers and before you commit to purchasing training or services, please do contact us to ensure this is not already covered in your buy back, or not actually a requirement of the school.

Training is available through Hampshire via **The Learning Zone** – you will need to register for an account; we are aware that this hasn't been a straight forward process for some schools but please persevere.

Instructions on how to register an account can be obtained from the H&S team, please email the H&S help inbox: healthandsafetyhelp@oxfordshire.gov.uk

Courses available include:

- COSHH Awareness
- Asbestos Awareness
- Legionella Awareness
- Fire Safety - Responsible Persons

If dates (offerings) are not available, it is a case of registering your interest on which the Learning & Development team will schedule courses.

For more information on this training please email: course.booking.enquiries@hants.gov.uk

The Schools Health and Safety Team offer the following courses:

- New Headteacher Training (half a day and suitable for School Business Managers) - £40.00

- Health and Safety for Managers in Schools (full day) and includes Selection & Monitoring of Contractors - £90.00
- Caretaker Training - £75.00

HEALTH AND SAFETY LIBRARY - DVDs

We have the following selection of H&S DVD's you can borrow.

5 steps to risk assessment in your workplace

Asbestos	COSHH
DSE	Electrical Safety Maniac
Fire Safety	Food Hygiene
Health & Safety for Cleaners	Health & Safety in the Office
Health & Safety We're All Responsible	Legionella
Risk Assessment the Facts	Introduction to Health & Safety
Manual Handling New Edition	Manual Handling Watch Your Back
Stress in the Workplace	Top 10 Accidents
Working at Heights	Kidsafe A compilation of Child Safety Films
Bring a Smile to Safety Training	FPA Essential 4 Disc collection Fire/H&S
Fire Risk assessment at work	Fire Safety in schools training pack
Safe Lifting and Manual Handling	Blood borne Pathogens-Managing the Risk
Slips Trips and Falls	

To borrow a DVD email lynette.donaldson@oxfordshire.gov.uk

HEALTH AND SAFETY TEAM

Jean Noonan – Schools Health and Safety Manager

- Sue Barnes – Health and Safety Officer
- Nicky Jones – Health and Safety Officer
- Jackie Hemmings – Health and Safety Officer

Lynette Donaldson – Information and Data Support

To email any member of our team use firstname.lastname@oxfordshire.gov.uk

Helpdesk

Health and Safety Helpdesk – 03300 240849 (option 1)

Health and Safety email: healthandsafetyhelp@oxfordshire.gov.uk

Oxfordshire County Council, County Hall, Oxford, OX1 1ND