

Health & Safety Schools Newsletter



From: Doug Brady - Health & Safety Advisor

To: All schools

Issue No: Summer Term 2008

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Welcome

Welcome to this edition of the Health & Safety Schools Newsletter. If there is anything you want to see or share with other schools then please let me know. The lead Safety Adviser for schools and your first point of contact is Doug Brady on 07717361066. However, if Doug is not available and you require urgent or immediate assistance contact Andy Anderson on 07717361064

We Have Moved

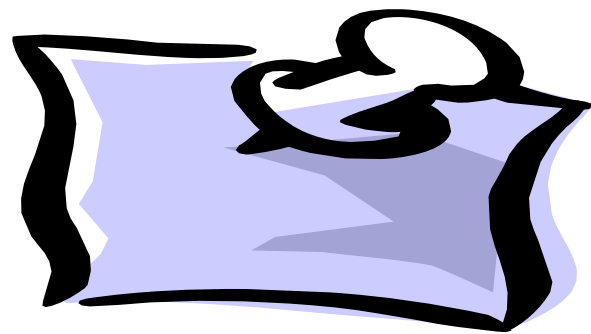


Due to the recent Council restructuring the team of Health and Safety Advisors are now part of Corporate services and are based out of Easthampstead House. Our new contact details can be found at the top of this newsletter.

Accident/Incident/Near miss reporting form's (ARF1) will still be processed by the Environmental Health Team Who are based at Time Square, so please continue to send the form's to:

Admin Support
Environment & Public Protection
1 Floor, Time Square
Market Street
Bracknell
Berkshire RG12 1JD

Health & Safety Law Poster



Due to the recent Council Restructuring and the setting up of Bracknell Holmes the following contact information changes are required to be made to all Health & Safety Law Posters:

Area 1 – Safety Representatives

Name: Unison H & S Representative
(01344 353202)
Location: Unison Office, Easthampstead House,
Town Centre, Bracknell.
Group: Unison members & all non- union
member employees.

Area 2 – Competent person for Bracknell Forest Borough Council

APPOINTED PERSON: HEALTH & SAFETY RESPONSIBILITIES:

Health and Safety Adviser (01344 352000)
Corporate Services
Easthampstead House
Bracknell RG12 1AQ

Area 3 – Enforcing Authority for Bracknell Forest Borough Council

Health and Safety Executive (01256 404000)
Priestley House
Priestley Road
Basingstoke
Hants RG24 9NW

And
EMAS (01256 404000)
Address as above.

Slips & Trips



Reports of staff and pupils tripping over uneven paving slabs and walkways at school properties is on the increase. It is advised that all schools visual check all walkways and play areas on a weekly basis to minimise the risk of accidents happening.

Another area of concern is ramped areas as there has been incidents of visitors, staff and pupils tripping over them. A regular visual check to check their condition and to ensure warning signage is visible is also advised.

Further advice on these areas may be sought from the Councils Building Surveyors and the Health & Safety Advisers.

Evacuations



As you know schools are required to carry out a documented evacuation drill **every term** and so with the new summer term just started this is a good opportunity to take advantage of the better weather and carry out your "Evacuation drill" for this term. If you allow lettings to take place at your school then adequate documented evacuation arrangements need to be in place for groups who use your facilities outside normal school hours.

It is especially important that emergency lighting battery checks are carried out as evening letting groups may be relying on the emergency lighting to lead them to an area of safety outside the building in an emergency situation.