

# Health & Safety Schools Newsletter



**From:** Doug Brady - Health & Safety Advisor

**To:** All schools

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## DEFIBRILLATORS (AEDs)

All schools in the UK, including maintained schools, academies and independent schools, are able to purchase AEDs from the “NHS Supply Chain” under the arrangements put in place by the Department for Education. The arrangements are also open to:

- Sixth-form and further education colleges
- Maintained and independent nursery schools
- Pre-school establishments
- Private, voluntary and independent nurseries
- Playgroups
- Holiday and out-of-school providers

The arrangements are also open to other organisations (such as local authorities, multi-academy trusts and parents’ associations) purchasing on behalf of such establishments. Details of the school or other eligible setting will be required at the time of purchase. To place an order, schools and other educational institutions should contact NHS Supply Chain directly by calling 0113 385 4858 or emailing [medicaldevices@supplychain.nhs.uk](mailto:medicaldevices@supplychain.nhs.uk)

NHS Supply Chain will ask you to provide:

- The name and address of your school or other eligible setting
- Your school’s six-digit URN (where applicable)
- The name of your local authority (note that this applies regardless of setting type)
- The type and phase of your school or other setting
- An email address and telephone number

Full details can be found in:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/620028/AED\\_guide\\_for\\_schools\\_June\\_2017\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/620028/AED_guide_for_schools_June_2017_.pdf)

## OVER STACKING



We have a recent spate of incidents involving shelving and cupboards being over stacked with books and folders. There have also been a couple of cases of wall mounted storage units collapsing due to excess loading or incorrect fitting of the units. It would be good practice to include visual checking of storage areas as part of your in-house health and safety checks.

## REPORTING OF INCIDENTS



All accidents, Incidents and Near Misses, no matter how minor, that occur to members of staff, visitors and contractors etc., should be reported to the Resources Health & Safety Adviser using the Online Incident Report Form: <https://www.reportincident.co.uk/bracknell>.

Incident reporting is very important, as you will see from the following Case Study:

Tom was in a classroom and was standing underneath a shelf when a stack of files on top began to wobble and almost fell. This was a **Near-miss**. Tom decided not to bother with the hassle of filling out an Incident form, as he didn't see the point.

Dick was in the classroom a week later, when the stack of files on the shelf, wobbled and fell right off almost hitting him. This was an **Incident** but as Dick wasn't injured he also decided not to bother filling out an incident form.

Harry was in the classroom the following day, when the stack of files fell again, hitting him right on the head. He received a cut, which bled slightly. This was an **Accident**, but Harry didn't bother seeking first aid attention or filling in the accident form.

Jane went into the classroom a month later. The stack of files fell, hitting her on the head and knocking her unconscious. She was taken by ambulance to hospital where she spent over a week recovering from her Injury. This was now reportable to the Health & Safety Executive, which could ultimately result in a **Prosecution**. Jane's injury could have been easily prevented, had her colleagues had the common sense to report the near-misses, incidents and accidents that had occurred previously.

**DON'T LET AN ACCIDENT BE YOUR FAULT!!**



## PAPERLESS STORAGE

When you report an incident (accident) electronically to the Health and Safety Team you will receive a “PDF” copy of the report.

The “PDF’s” can then be stored in an electronic folder and this will eliminate the need to keep the original paper copies of the incident

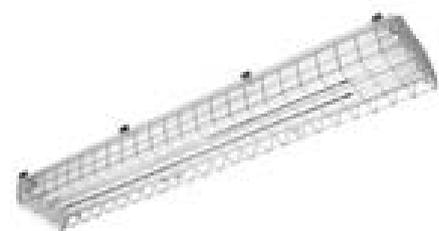


## DATA PROTECTION

One of the fields when filling in the electronic incident (accident) form within the “Injured Person Section” is an option to give an email address for the person whom the report is about.

To ensure that we are protecting personal information the injured person’s home/private email should not be entered on the report.

When you have created a report with the online form you will receive a copy of the report from [support@frontlinedata.co.uk](mailto:support@frontlinedata.co.uk), if this does not happen then please contact your ICT administrator to check that the email is not being blocked by your network security



## SUSPENDED LIGHTING

There have been a few local incidents recently of suspended lighting coming loose from ceilings in School Halls. Introducing visual checking from the ground of the ceiling areas might help to highlight any future issues.

If you use your school Hall for hard ball sporting activities then the lights should be protected from contact by the balls.