

Health & Safety Schools Newsletter



From: Doug Brady - Health & Safety Advisor

To: All schools

Issue No: Autumn Term 2010

Corporate Services

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Incident Reporting

Responding to Fire Alarms



Having incurred some unforeseen remote access issues with the new electronic online system we are at this moment in the middle of some testing of the system with a handful of schools.

The plan will be to go live with the system to all schools on the 1st of November.

You will soon receive by e-mail your schools individual log in details and a link to the system user guide.

If you require any assistance or information about the system then do not hesitate to contact the Health & Safety Advisors.

Royal Berkshire Fire & Rescue Service response procedure requires "BFC" to provide a key holder to respond to non domestic premises out of normal hours within 20 minutes of a fire alarm activation to facilitate entry to the building and to reset the Automatic Fire Alarm System. The policy also requires that the Responsible Person for each building nominates a Key holder who is familiar with the premises to respond at all times that a signal is generated by the fire alarm within 20 minutes of the alarm being activated.

Where establishments use an Alarm Receiving Centre or a Telecare Service Provider the responsible person will need to ensure procedures are in place for contacting key holders.

Information about our in house key holder service can be found using the following link: [Forestcare](#)

Asbestos Workshops



To ensure compliance of regulation 10 of the asbestos regulations employees based in Council premises who have responsibility for or are involved in planning/carrying out minor repairs and maintenance to buildings must attend Asbestos training to ensure that they are able to act safely and that health and safety guidance is followed. If you have a member of staff who requires training then please send me their name and contact details.

Risk Assessments

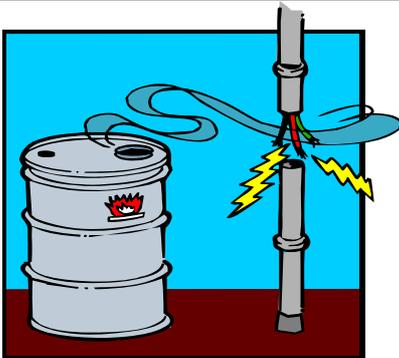


Risk assessments are required if you **employ** your own maintenance, cleaning and kitchen staff. Some areas to look out for are:

- Lone working
- Working at height
- Suitable equipment availability
- Equipment servicing / inspection
- Personnel protective equipment
- Adequate job training / supervision

Please get in contact if you require any further information or assistance with these assessments

Boiler Rooms/Electrical Cupboards



Boiler rooms, electrical cupboards, switch rooms, plant rooms etc. should not be used as workrooms, offices or rest rooms. They should be kept tidy and locked when not in use (*pupil switched off the mains electrical in an unlocked cupboard during a class break*).

Generally they should not be used for storage and definitely not for the storage of any hazardous substances or combustible materials. This should be **prohibited** as it will represent a potential fire hazard.

Any emergency isolating switches, taps, valves etc. must be marked as such and have unobstructed access. Also gas, water and electricity meters must be unobstructed and easily read.

Evacuations



Now is the time to carry out your Autumn documented evacuation drill as you will all have new pupils in school and many of you will may also have new lettings starting. Please ensure 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