

Health & Safety Schools Newsletter

From: Doug Brady - Health & Safety Advisor

To: All schools

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Corporate Services

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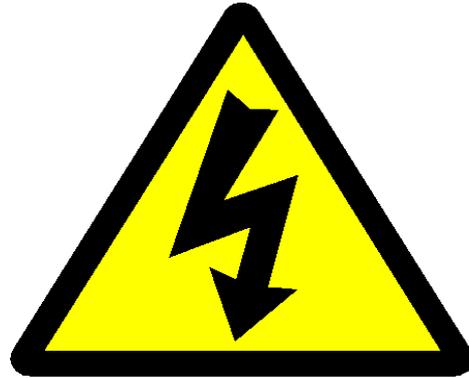
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WATER TESTING



ELECTRICAL SAFETY



Recent visits by the Health and Safety Executive to other Local Authority establishments highlighted some discrepancies with water testing documentation.

You should have copies of water testing by a “competent contractor” and in house temperature checks need to be documented and up to date.

All documentation is required to be kept for five years.

If in doubt contact Doug Brady on 01344 352288 or email at

Doug.Brady@Bracknell-Forest.gov.uk

During a recent building inspection an adaptor plug was found with the fuse wrapped in silver foil. The fuse had obviously blown and whoever was using it decided to wrap the fuse in the foil to get it working again. Fuses are rated for safety and there is a reason it has blown, it may just be old age but it may be something more serious and could cause a fire.

Any personal electrical equipment brought into the any of our buildings must be reported so if necessary it can be “Portable Appliance Tested” prior to being used on site.

Further information can be found at:

[Electricity at work](#)

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CLEANING PROCEDURES



To help prevent the spread of infection from sickness and diarrhoea it is recommended that separate mops and buckets should be used for cleaning toilet areas, kitchens and general areas.

Colour coding the cleaning equipment will help to prevent cross contamination.

For example:

- Toilets - **RED**
- General - **BLUE**
- Kitchens – **GREEN**

IN CASE OF EMERGENCY (ICE)



If you carry a mobile phone and were involved in an accident or were taken ill, the people attending would have your mobile but wouldn't know who to call in case of an emergency.

The 'ICE' (In Case of Emergency) Campaign is a method of contact during emergency situations.

All you need to do is store the number of a person or persons who should be contacted during an emergency under the name 'ICE'.

For more information see:

<http://www.bracknell-forest.gov.uk/how-prepared-are-you-leaflet.pdf>

FIRE BRIGADES RESPONSE



Recently at one of our establishments the fire alarm was activated by a faulty smoke detector and the Fire Brigade refused to attend as staff could not confirm a fire had started.

Since 1st May 2011 Royal Berkshire Fire and Rescue Service (RBFRS) no longer respond to Automatic Fire Alarm Systems operating in Schools and Council premises between 09:00 and 18:00 (excluding residential care homes).

Building managers need to ensure that within their establishments continuity plans that another building is identified as a "safe haven" in the event of not being able to re-enter your building due to an actual fire or fire alarm fault.

Where **practical** a site evacuation drill to the nominated "safe haven" is recommended so as to highlight any problems that may occur. This will be an ideal opportunity to make all building users familiar with the route and location of the designated building.

HEALTH & SAFETY LAW POSTER



Although the new poster has been available for a few years **buildings** have been allowed to display the old version until April 2014. After that date the revised version must be used.

The revised version is available from various sources but one of the cheapest options is probably from HSE Books. The price is £13.20 which includes VAT and no charge for postage. As the VAT (£2.20) is refundable the total cost will be £11.

Details are: Product code
ISBN: 9780717663392

If you want to go ahead and order the A2 poster version then use this link.

[Law poster](#)

DATA PROTECTION



When completing incident reports please ensure the information is an accurate account of the accident. It is important that those filling in the form do not speculate or provide unnecessary information.

The same applies to any related correspondence such as witness statements, emails, meeting notes etc.

The reason for this is that incident reports and any other related correspondence may be used as evidence in any subsequent court case and the Council's Insurers are keen to ensure all records remain purely factual.

CONTRACTORS



The "Health and Safety Executive" has produced some new guidance on using contractors.

INDG368

'Use of contractors: a joint responsibility' provides general health and safety advice on:

- how to specify a safe contract
- select a suitable contractor and
- have arrangements in place to monitor and review the contract.

The guidance can be downloaded from:

[Using Contractors](#)