

Update



Dear Education Colleagues

Welcome to Shropshire Council's Health and Safety Summer Newsletter. Please make sure all your staff get to see a copy. Remember to report all near misses and accidents—this helps us with prevention planning. I've tried to keep a focus on topical issues and reminders in this newsletter.

With Best Wishes

Sharon Burt

School's Health and Safety Officer

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We are all responsible for Health & Safety

How to prepare for the holidays



Start planning now, to ensure your school is less at risk!

The summer holidays are fast approaching. But while you start planning a relaxing break, your school is at risk. The statistics show that schools are most at risk from arson attacks towards the end of the summer holiday period.

Now is the time to start thinking about how to reduce the risk, by introducing controls that will make a potential attack more difficult.

- When did you last have your school's alarms serviced?
- Are your school's perimeters secure?
- Who will lock the gates to prevent unauthorised access?
- Are there any broken fences anywhere?
- Are the bins in a locked bin store, and kept away from buildings?



School and Site Security

Consider security of the school buildings and temporary security of the contractor's working areas (e.g. Heras fencing and other measures to prevent unauthorised access to scaffolding and the roof, ladders removed at night etc).

It is important that school staff know that access to their school is controlled by the principal contractor when construction and maintenance work is being undertaken. School staff are effectively visitors to the school and must report to the principal contractor and sign in and out. There will be no access to areas where the work is taking place.

Where schools are hosting visitors (lettings, holiday clubs etc) over the holiday period, consider risks to them from the planned works.



Science Department

- As it is our last Bulletin before the summer break CLEAPSS have prepared a list of tasks to help you prepare the science department for the summer holidays. They also wrote about this in Bulletin 174, summer 2022 in the article 'Preparation for the summer holiday starts NOW!' which you may want to revisit.
- They have produced a list of mandatory checks that schools should schedule to take place during a summer break. You will need to check how this is organised in your school, and who carries out those tests. It is important that science technicians are involved in this process, because it will help them understand what is happening, and, if equipment has failed a test, they can make an informed decision whether to send it for repair or safely dispose of it.

[Click here](#) for the link to the check list that CLEAPSS have provided:

Contractors/Asbestos Register



Schools have duties under the Health and Safety at Work etc. Act 1974 to its employees or others who may be put at risk by its premises or activities, including contractors undertaking work on its premises. Schools must ensure that contractors who carry out work on the School premises do so in a way that does not create risks for pupils, staff, visitors or other contractors.

Select a suitable contractor

You will need to satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor – do they have the right combination of skills, experience and knowledge?

For more information on the selection of contractors please see “Contractors—A Guide for Premise Managers” available on the SLG”

Induction of Contractors

All contractors should receive an induction prior to being allowed to work on the site.

Contractors that visit the site regularly will not need a full induction on every visit. They will, however, need a brief induction reminding them of safety rules, evacuation procedures and any health and safety that is specific to the task they are carrying out.



Schools should provide every contractor with information on emergency procedures relevant to the premises and provide details of particular hazards in the area (for example, gases, chemicals or biological hazards). Information on specialist hazards such as Asbestos (see below) or contaminated land must be supplied.

For many Head Teachers, School Business Managers and School Governors, the implications of CDM Regulations will be unfamiliar. The management of contractors for major construction work in schools is usually not directly managed by members of staff at the school. However, they may need to manage the school site differently during construction works including the security of the school site and the entrances and exits for pupils and visitors.

It is important that school staff know that access to their school is controlled by the principal contractor when construction and maintenance work is being undertaken. They are effectively visitors to the site and must report to the principal contractor and sign in and out. Access will be restricted for areas where the work is taking place

Head teachers should explain temporary signing-in arrangements to staff before end of term where ideally, there should be no access to staff for the duration of the project

Asbestos Register – This must be available and signed by all contractors working on the school structure. This is a vital requirement for managing the risk from asbestos and preventing accidental disturbance of asbestos containing material (ACM).

Head teachers please ensure that the documentation is available for ALL contractors who may need to access the site over the Summer. Refurbishment projects will be subject to an enhanced project specific asbestos survey over an above the stand management survey on school sites

Hot works



Hot Work Risks over Summer Holiday Construction Projects Risks

The Summer holidays, are traditionally a high risk period for schools as a variety of contractor activity is likely, which may include hot work. 15% of all work place fires are caused by hot work and these can cause significant disruption. Hot work fires are preventable when the risks associated with this type of work are carefully managed.

Hot Work Policy

- Shropshire Council has its own Hot Work Policy – details below for all Shropshire Council schools.

Non-Shropshire Council maintained schools are politely reminded of the importance of managing risk in this area where contractors attend site to undertake repairs or projects requiring application or the generation of heat/sparks. Non-Shropshire Council maintained schools are advised to speak to their Insurers with regard to managing this risk.

Shropshire Council Maintained Schools - Hot Work Policy and Awareness Training Update

- The above policy is available via Shropshire Learning Gateway.
- Hot working refers to temporary work activities (by contractors) that involve the application or the generation of heat/sparks during their execution.
- Such activities include cutting, welding, brazing, grinding soldering and the use of blowlamps. Hot Work, in the main, is associated with the application of heat either directly to, or adjacent to plant, pipes, buildings, roof structures etc. These processes create a significant fire risk and have to be formally managed.
- **This means that in most situations the premise/school must issue contractors with a daily Hot Work Permit,** as explained in the policy.

Failure to follow the controls identified in the policy has potential to invalidate the Council's Buildings Insurance.

Hot Work Awareness Training

- Hot Work Awareness training is available through the Health and Safety Team – A Hot Work Awareness session is being delivered remotely using [Microsoft Teams](#) on **Wednesday 19th July 2023 at 11am**. This is aimed at staff responsible for managing contractors on site and would be appropriate for Head Teachers, Business Managers, Site Managers etc.
- The aim of the brief session (one hr) is to highlight the risk and explain how to manage and issue the mandatory use of Shropshire Council Hot Work Permits to contractors.
- Further sessions can be scheduled.

If you would like to book a slot on the Teams session detailed above please email adam.griffiths@shropshire.gov.uk

Asbestos Management

Please assure yourselves that the risk from accidental asbestos disturbance over the holiday period/project duration has been properly considered. For example;

- Where refurbishment is scheduled, that an additional and specific asbestos refurbishment survey has taken place to inform those managing/working on the project of potential risk and allow appropriate remedials to be undertaken.
- The school's asbestos register must be available and signed by all contractors working on the school structure. This is a vital requirement for managing the risk from asbestos and preventing accidental disturbance of asbestos containing material (ACM). Consider which contractors may be on site and how you will ensure that they see this document given that the school is closed for the holiday period.

Head teachers please ensure that the documentation and extra blank signing-in forms are in place. More detail – see SLG Asbestos Policy & Asbestos Management Premises Plan for blank signing in sheets etc.

The asbestos and security aspects raised above should all have been discussed at pre-start meetings with contractors and surveyors, in addition to other areas.

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First Aid Kits



What do you actually need within your First Aid Kit?

First Aid containers - suitably stocked and properly identified

- easily accessible, near to hand washing facilities if possible
- should not contain tablets or medicines
- have minimum contents (where no special risk arises in the workplace) suggested as follows: (British Standard BS8599-1:2019)

Contents	Small	Medium	Large	Travel
First Aid Guidance Leaflet	1	1	1	1
Contents List	1	1	1	1
Medium Sterile Dressing (12cm x 12cm)	2	4	6	1
Large Sterile Dressing (18cm x 18cm)	2	3	4	0
Triangular Bandage (90cm x 90cm x 127cm)	2	3	4	1
Eye Pad Sterile Dressing	2	3	4	0
Plasters	40	60	100	10
Alcohol-free Moist Cleaning Wipes	20	30	40	10
Adhesive tape roll	1	2	3	0
Nitrile Disposable Gloves (Pairs)	6	9	12	2
Sterile Finger Dressing	2	3	4	0
Resuscitation face shield	1	1	2	1
Foil Blanket (130cm x 210cm)	1	2	3	1
Burn Dressing (10cm x 10cm)	1	2	2	2
Clothing cutters	1	1	1	1
Adherent dressing	0	0	0	1
Medium trauma dressing	0	0	0	1

Note:

1. This is suggested contents list only; equivalent but different items will be considered acceptable.
2. Stock levels must be maintained.
3. All first aid containers must be identified by a white cross on green background.
4. Additional materials that might be identified as necessary could include scissors, adhesive tape, individually wrapped moist wipes, disposable aprons etc.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or saline (0.9%) in sealed, disposable containers should be provided. Where the seal has been broken, the container should not be used. The container should not be used beyond its expiry date



Legionella



Reminder Flushing of infrequently used outlets – showers, taps and WCs.

As part of the suite of measures provided under the Shropshire Council commissioned Legionella risk assessment and monitoring, local building managers/staff are required to flush through any water outlets that are not used at least once per week, for a suggested 5 minutes on a weekly basis. These weekly checks should be documented.



Why?

Stagnation of water leads to conditions which encourage the Legionella bacterium to grow quickly. Stagnant water tends to be warm and dirty, ideal for high numbers of micro-organisms. This procedure is to be implemented whenever stagnation occurs (e.g. an infrequently used shower or tap; a room which is currently unoccupied; part or all of a building that is temporarily un-occupied).

Where?

Infrequently used showers and taps are defined as outlets used less than once a week. You should identify these outlets on your site.

When?

All infrequently used showers and outlets are to be operated for a suggested 5 minutes at least once per week.

How?

Identify the infrequently used showers and taps as discussed above;

- Run the hot and cold taps at full flow for time suggested.
- Flush all WCs with lids closed following system shutdowns and holiday periods of over one week's duration should be included when flushing all other water outlets..
- Ensure that this exercise is conducted at least once every week.
- In the case of showers this should be done creating as little aerosol as possible. This can be done by immersing the shower head in a bucket of water before turning the shower on.
- Maintain a simple record that you have implemented the flushing regime.

Following plant shutdowns and holiday periods of over one week's duration (where weekly flushing to all outlets has not been carried out), thermal disinfection should be undertaken by raising the temperature at the calorifier to 60°C for more than one hour (depending on the size of the water system) and running each outlet for five minutes, working back from the most remote outlet to the water heater. All hot outlets must reach 60°C for at least 5 minutes during the thermal disinfection process. Cold outlets shall be run with the respective hot outlet. Maintaining the weekly flushing of all outlets over any shutdowns or holiday periods removes the requirement for thermal disinfection.

For more information, please speak to PSG in the first instance.

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Sun Safety



If you are planning to run a summer activity club, then you will need to think about sun safety and the health effects to both staff and pupils.

What are the risks?

Skin cancer is one of most common forms of cancer in the UK. Too much exposure to UV radiation from the sun can cause skin damage including sunburn, blistering, skin ageing and in the long term could lead to skin cancer. Those with a family history of skin cancer (and those with pale skin/ fair hair) may be more at risk.

Simple advice for staff

- * Keep your top on! cover up by wearing appropriate light weight, long sleeve clothing.
- * Wear a hat.
- * Stay in the shade whenever possible, especially during breaks
- * Use a high-factor sunscreen.
- * Watch for symptoms that include appearance of new moles or spots, changes to shape, size, colour of moles and spots or if they itch or bleed (seek medical advice).
- * Drink plenty of water to avoid dehydration.



Sun safety for children

The Sun Safe Schools Accreditation Scheme has been developed by national skin cancer charity; Skcin. The key objective of the charity is to prevent skin cancer through education, promote early detection and reduce the soaring incidence rates in the UK. Their mission via Sun Safe Schools is to assist primary schools in their duty of care to provide a sun safe environment and to educate children on the importance of sun safety, to influence behaviour and ultimately, save lives. Details of the resources available can be found here: <https://www.sunsafeschools.co.uk/>



Lone workers/Boilers/Training/ H&S Team



Lone working

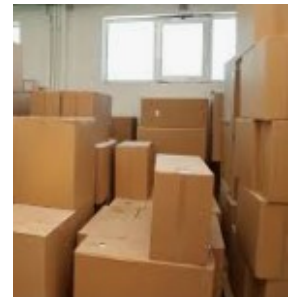


If staff are working alone over the summer, remember there will be several jobs that shouldn't be tackled when lone working. Schools should have a policy which sets out the procedures for lone working and this is particularly relevant for site staff. Your Lone Working Risk Assessment may identify some jobs which shouldn't be undertaken by lone workers ie working at height. Further guidance from the HSE can be found [here](#)

Boiler Servicing



Are you having your boiler serviced over the summer holidays? Is your Boiler Room full of boxes? Or is it storing items restricting access to the boiler—now is a good time to clear it out and keep the access to the boiler free.



Training

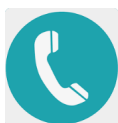
Our Health & Safety Training Officer David Parsonage is no longer with the Council, we have a casual trainer with us at the moment and we are recruiting for a permanent replacement for the role.

Training can be booked via the ERP system. If you require Face-to-Face training, then please email: health.safety@shropshire.gov.uk



How to contact us?

A health and safety duty officer from the team is available to assist you on:



01743 252819



health.safety@shropshire.gov.uk