

Welcome to The Safety Scene!

I am delighted to welcome you to the 1st issue of The Safety Scene, brought to you by Kym Allan Health and Safety Consultants Ltd.

We are growing from strength to strength and as well as providing you with a 1st class service for all your health, safety and welfare needs, we now have exclusive access to a number of high quality services which will support you in meeting your broader safeguarding responsibilities. Look on page 8 for details of some of the new providers.

Since KAHSC was launched in April 2011 well over 100 Head teachers and Governing Bodies have both seen and reaped the benefits of the services we have to offer. As well as an extensive website packed full of new user friendly documents available to subscribing schools, we have now created a one stop shop for all your health, safety and welfare needs. By working alongside a number of elite Associates we can now provide schools with a myriad of services in order to help ensure that your pupils are safeguarded and all adults working with children and young people are supported in their individual roles. Value for money is high on your priority list, it is also important to us here at KAHSC. Discounted rates have been agreed with many of the Associate providers for those who subscribe. We are passionate about the service we provide and will ensure you continue to receive the highest quality of service. No other Cumbrian Health and Safety Consultant can provide you with the range of support you need in this vital area of education.

Read on to see what other exciting initiatives are coming your way...



Our office front premises in Carlisle

Meet the KAHSC Team - So who are we anyway?

Some of you know some of us very well; some of you know all of us as the voice of reason at the end of the phone; some of you know only our individual reputations.

To all of you we hope we will become a highly recommended source of quality information, valued advisors and friendly faces.

Kym Allan - Director

After ending an illustrious career spanning 34 years working for Cumbria LA and over 20 years managing health, safety and welfare for Cumbria Children's Services, Kym has now forged a new business as an independent health, safety and welfare consultant. As a highly qualified professional with an immeasurable wealth of knowledge on all kinds of health, safety and welfare matters in the education and care sectors, Kym is well placed to lead KAHSC in the provision of excellence in service now and in the future. Building on a personal reputation in the LA for handling every kind of regular and random school related issue, Kym is committed to improving the support given to schools in this vital area of management.



Helen Blamire - Health and Safety Officer

After ending a similarly illustrious career with the LA spanning 20 years; the last 8 as a highly successful, widely appreciated and down to earth Health and Safety Auditor, Helen brings to the business a priceless wealth of knowledge. Also a highly qualified professional within the LA, Helen's breadth and depth of experience and her passion to provide the best, common sense and user friendly advice and guidance makes her a prized member of the team. Helen's specialist subjects include asbestos management, fire risk assessment, kitchen and site management and security.



Penny Gosling - Health and Safety Officer/Trainer

After a career spanning 15 years in management, teaching and the education sector, the last 5 as the Educational Visits Administrator in the LA, Penny also brings to KAHSC an invaluable wealth of knowledge.

As both a qualified teacher and health and safety professional, Penny's experience on all sides of the fence, from parent to teacher and trainer to advisor, gives her a unique perspective. Penny is similarly passionate about providing the very best in "common sense: common safety" advice and guidance making her a highly valued member of the team. Penny's specialist subjects include learning outside the classroom, radiation protection, manual handling, ASD and child protection.



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Common Sense: Common Safety - what does it all mean?

It was a report by Lord Young of Graffham to the Prime Minister following a Whitehall-wide review of the operation of health and safety laws and the growth of the compensation culture, which was warmly welcomed by the Health and Safety Executive (HSE) as a tremendous opportunity to refocus health and safety on what it is really about - managing workplace risks to keep people safe. Getting this right is good for employers, employees and Britain as a whole prioritising reasonable actions and sweeping away health and safety 'excuses' not to do things. The HSE continues to champion a sensible and proportionate approach to dealing with serious risks in the workplace - not eliminating every minor risk from everyday life and KAHSC sees itself at the forefront in this.

The Occupational Safety Consultants Register established out of this report will provide details of consultants who have met the highest qualification standard of recognised professional bodies and who are bound by a code of conduct that requires them to give advice which is both sensible and proportionate. Although this is already our very *raison d'être* and something we strive for daily, KAHSC is currently undergoing this process.

The KAHSC Website!

- Scratching your head with a health, safety or welfare issue?
- Searching for the Fount of all Knowledge? (Google it)?
- Have you looked at the KAHSC Website lately?

Subscribing settings have free and unlimited access to the KAHSC website where you'll find the very latest information and guidance including exclusive training opportunities. There is no limit to the number of staff or governor member log-ins an establishment can have and set-up takes less than 60 seconds.

Once logged in to this Health and Safety treasure chest you can not only browse documents by subject, but now find the specific guidance you're looking for by using the new search facility in 'My Account'.

Busy Head teachers soon become incredibly accomplished in identifying issues that must be dealt with immediately; new information and guidance that should be acted on when the time is right to devote to it and then everything else they'll get round to as soon as a spare moment appears. Here, we can help.

We are proud to announce the introduction of the KAHSC Website "Alerts" system which will keep you updated with new, amended or obsolete guidance in what we feel will be the most painless way possible. Does your inbox get jammed with updates from various organisations all of whom want a piece of you and your school? KAHSC are keen to avoid overloading schools with information. However, that left us with the tricky problem of keeping you up-to-date. The Alert is just the right tool to crack that nut. No more than once per week all members with personal logins will receive an email alerting them to new, revised or deleted documents, guidance and advice. A comment on each document describes the purpose and what, if anything, you need to do with it. We hope this approach will keep you informed in the least burdensome way possible.

We are continually working to improve your website experience so don't hesitate to get in touch to tell us what you think or let us know what else you want to see.



New-On-line Accident and Incident Reporting System

A user friendly online accident reporting system is due to go live after half-term. This new system will effectively replace the need for Voluntary Aided, Foundation, Academy and Independent schools to complete a KAHSC Accident Form, although the forms will continue to remain available where preferred. Instead, when an incident is recorded on the new online system via our website it automatically submits to KAHSC so that where required the incident can be reported to the HSE. You can then download individual incident details or statistics of your own accidents whenever you like for your records.

Norovirus

With its almost predictable annual cycle, the Norovirus will soon be rearing its ugly head with the onset of the winter months. The personal hygiene message (in particular, good handwashing regimes) needs to be high profile in all our schools. The following website link contains all sorts of information and lesson plans targeted specifically at schools and pupils from KS1 on. Guidance on dealing with a Norovirus Outbreak in your School is available to download from the KAHSC Website.

<http://www.hpa.org.uk/HPA/Topics/InfectiousDiseases/InfectionsAZ/1191942127068>



Fire Risk Assessments

Look out for the simplified fire risk assessment procedure

Down from 13 Sections to just 4, the new approach will make the process of fire risk assessment in school a simpler one. Previously 12 of the Sections each required completion of a fire questionnaire, a risk assessment and a separate action plan. Now in Section One you will find all 12 questionnaires which when completed will inform Section Three where you will complete a single combined risk assessment and action plan. Section Two will become your Business Continuity Plan built on the guidance you'll find there and a brand new section four is specifically for the attention of fire-fighters. There you will record information like the location of isolation switches, highly flammable substances, radioactive sources, gas cylinders, wet/dry risers etc. You will also put a copy of your asbestos register in there with any CAD or floor plans highlighting any of the above issues or access points.

"I can't praise Kym and her team enough, they are always available to support, at any time, with excellent and up to date advice. Kym's incredible depth of knowledge and expertise has always given me absolute confidence in all matters relating to health and safety including school trips, safeguarding, grounds - the list is extensive. I cannot commend Kym Allan Health and Safety Consultants highly enough!"

Louise Northern *Headteacher*
St. Begh's Catholic Junior School,
Whitehaven)

STOP PRESS!

Online Visits Notification System in Development

We are very excited to bring you news that KAHSC is currently investing in the development of a 100% web based notification, approval and database system for visits. With powerful search and sort facilities and comprehensive monitoring and reporting tools we are confident staff will find it simple to use and an effective monitoring tool.

‘Elf and Safety!’

Some of the more bizarre and groundless ‘health and safety’ bans affecting young people.

Children banned from their own playground in Oxfordshire as health and safety officials decide monkey bars are too dangerous.

Pupils from John Hampden Primary School in Thame were told equipment they had previously used in the 30-minute period after school, under adult supervision was now limited to school hours only. Parents described the move as 'health and safety gone mad', one father commenting that 'it seems to me quite strange that the county council won't allow children to play on this at school but will provide unsupervised public playgrounds for them with the same equipment.

Schoolyard football games banned - unless the ball is made of sponge.

Malvern Primary School in Huyton, an area of Merseyside responsible for producing some of Britain's top footballers has banned leather footballs on safety grounds. Parents' overriding response was concern that their children would stop playing such active games and were being prevented from learning about risk and control in a relatively safe environment. Tam Fry, chairman of the Child Growth Foundation, a leading children's anti-obesity charity said: "Children must be exposed to risk, otherwise how can they be expected to learn?"

Children no longer allowed to take part in a sack race at Sports Day

Teachers at John F Kennedy Primary School in Washington, Tyne and Wear, dropped them after discussions with Beamish Open Air Museum, where the sports day was being held. 'We looked at a three-legged race and a sack race but we want to minimise the risk to the children,' said Simon Woolley, head of education at Beamish

School Trips

150 pages of unduly complex guidance slashed to just 8

You may have read this headline with wild joy, trepidation or mild indifference. Gone is HASPEV and all of its supplements which no longer apply as government guidance to schools and colleges engaging in off-site.

The HSE welcomed the principle warmly, issuing the supporting document Tackling the Health and Safety Myths to do just that - tackle the myths around school trips, red tape and prosecution.

This policy statement from them was developed to encourage all schools and LAs to remove wasteful bureaucracy.

The Association for Physical Education (AfPE) cautiously welcomed the new DfE document Departmental Advice on Health and Safety for Schools saying "it does exactly what it says on the tin", agreeing that young people should learn to understand and manage risks that are a part of normal life and supporting the principle of reducing unnecessary procedures and form filling. However, AfPE raised a concern that the DfE advice claims to replace the 1998 DfES Guidance Health and Safety of Pupils on Educational Visits (HASPEV) yet the two serve very different purposes. The DfE Advice provides a summary of the law while the DfES Guidance offers sound, detailed planning and management advice that many establishments have found extremely helpful. The Outdoor Education Adviser's Panel (OEAP), a leading advisory body to the government, identified the very same concern and set about producing their Employer Guidance (EG) marrying the principles of the new Advice with the previously helpful procedural guidance updated to reflect today's changing educational environment. The purpose of the OEAP EG is for employers to adopt it as their own policy and guidance for their staff to use from the website as a one-stop shop for planning, conducting and assessing off-site visits and learning outside the classroom. Community and Voluntary Controlled schools should now refer to it using the new online visits notification system EVOLVE. KAHSC also recognised the clear differences between the new Advice and the old Guidance and to assist schools in continuing to plan and manage visits with the minimum of bureaucracy but the very best outcomes, has prepared a Model School Visits Policy based on the OEAP EG. The KAHSC model policy fully incorporates the OEAP EG with some helpful additional directions to schools on developing their establishment specific procedures based on their unique circumstances. All schools of every type will find the Model a useful reference tool and schools where the LA is not the employer are particularly encouraged to personalise and use it as their overarching Visits Management Procedure.

‘Once Only’ Parental Consent Form

In addition to the reduction in guidance on off-site visits available to schools, The DfE has developed a ‘once-only’ parental consent form, which covers all activities outside the school gates as well as those outside the normal school day. Effectively, a consent form will only be required at the time a child starts a new school, rather than each time a school trip is planned. The school is then simply required to inform parents in advance of each activity so that the parent can choose whether or not they wish their child to attend.

Education secretary Michael Gove said: "Children should be able to go on exciting school trips that broaden their horizons. That is why we are cutting unnecessary red tape in schools and putting teachers back in charge.

A Model Consent Form for use in schools is available to download from the KAHSC Website along with guidance for parents on the new system and how the new ‘single’ consent form will operate in the future.

Image courtesy Samuel Kings School, Alston

Courses Available to Book NOW.

Check out the wide range of courses we and our associates can offer. Enquire or book place by contacting **Penny on 01228 210152** or email penny.gosling@kymallanhsc.co.uk

Course	Date	Venue	Course fee
Safeguarding Level 1 - 2 hours From Anne Sutherland of AS Training also known as the 'Whole School Approach' this is a great way to fulfil your legal duty.	Your date	Your premises	£45 per person. KAHSC Subscribers £35 per person. Session £ on request.
	28 Nov 11	Carlisle TBC	
Safeguarding Level 2 REFRESHER ONLY - 3 hours From Safe Haven Consultancy this supports Designated Personnel in updating their understanding of their safeguarding role.	2 Dec 2011	Black Combe Juniors, Millom	£50 per person
Safer Recruitment - 1 day From Anne Sutherland of AS Training comply with the legal duty to appoint staff by a panel including someone trained in this.	23 Nov 11	Kendal	£110 per person. KAHSC Subscribers £100 per person.
Safeguarding for School Governors - 1 day From The learning Consortium, this introduces Governors to their statutory duties and responsibilities for safeguarding pupils.	1 Nov 11	Workington TBC	
	3 Nov 11	Kendal TBC	£50 per person. KAHSC Subscribers
	10 Nov 11	Carlisle TBC	£40 per person.
	8 Feb 12	Barrow TBC	
IOSH Managing Safely in Schools REFRESHER ONLY From Clearwater Risk Management. This course is only for those who have already passed the IOSH Managing Safely in Schools Course and want to maintain and refresh it.	1 Nov 11	Kingmoor Jnrs Carlisle	£240 per person.
	24 Jan 12	St Pat's & St Greg's School, Whitehaven	
Various e-Safety Courses - your time frame From a foremost authority in Cumbria, Jeff Haslam, opportunities for staff, pupils and parents to attend tailored courses to gain a greater understanding of e-Safety both in school and at home.	Your choice of date	Your premises	£ reasonable & negotiable/session. Currently only available to KAHSC Subscribers.
Safety Essentials for School Site Managers From Clearwater Risk Management through KAHSC a tailored core competence course for school site managers and others with school premises management responsibilities.	17 Nov 11	Kingmoor Jnrs Carlisle	
	24 Nov 11	Dowdales, Dalton	£170 per person.
	26 Jan 12	Workington Adult Ed Centre	
	3,4 Nov 11	Barrow TBC	
Paediatric First Aid (12 hr) 'Paediatric' covers 0-15yr olds. This 2 day course is ideal for people who care for children in schools, nurseries, pre-schools and child minding. Hands on teaching in a warm and friendly environment by experienced and accomplished C2 Training Consultancy meeting the legal requirement under EYFS and the requirements of OFSTED.	14,15 Nov 11	Workington TBC	£100 per person.
	8,9 Dec 11	Carlisle TBC	
	26,27 Jan 12	Kendal TBC	KAHSC Subscribers £95 per person.
	9,10 Feb 12	Penrith TBC	
	15,16 Mar 12	Carlisle TBC	
Emergency First Aid at Work (EFAW) Fully HSE Approved. 1 day (6hrs) course plus a bespoke package (3hrs) to cover high risk activities e.g. PE, DT, Food Tech etc. satisfying legal requirements. Contact C2 Training & Consultancy Ltd for individual advice. Various other first aid courses available.	Various	Various	£80 per person KAHSC. Subscribers £76 per person. Other course fees on request.
Manual Handling (Objects) From KAHSC this 75-90 min. practical hands on course is suitable for all kinds of school staff from teaching to kitchen, cleaning and site management.	Your choice of date	Your premises	£140/session KAHSC Subscribers £120 per session or FREE in SLA time.
Visits Management From KAHSC this 75 min. course is for everyone involved in planning authorising leading and assisting off-site visits.	Your choice of date	Your premises	£120/session KAHSC Subscribers £100 per session or FREE in SLA time.
Risk Assessment From KAHSC this 75 min. course is for staff needing to understand their role and responsibility with regard to risk assessment including how to do them.	Your choice of date	Your premises	£120/session KAHSC Subscribers £100 per session or FREE in SLA time.
Health and Safety in Primary PE Update Course - 2 hours From PE Specialist Vanessa Foster this course will update primary teachers on specialist PE and extra-curricular activity issues.	10 Jan 12	Kendal TBC	£40 per person
	11 Jan 12	Whitehaven TBC	KAHSC Subscribers
	12 Jan 12	Kingmoor Jnrs	£35 per person

Training Directory

Many courses can be specially tailored to meet individual needs. Please enquire to KAHSC or direct to the provider.

AS Training

Offering independent training & consultancy on all aspects of child protection, Anne's invaluable knowledge founts from 27 years' experience in Education Welfare. She is a highly respected professional and fully accredited by the Children's Workforce Development Council. Anne welcomes individual enquiries.

Anne Sutherland

Tel: 01228 560921 Mobile: 07712 051544 Email: anne.sutherland6@btinternet.co.uk

C2 Training and Consultancy Ltd

Offering a wide range of high quality first aid training from Paediatric to full Emergency First Aid at Work, C2 present highly recommended practical and theory mix course that give clients hands on confidence in applying the skills they learn.

Dominique Casson

Mobile: 07734 649800 Email: enquiries@C2trainingConsultancy.co.uk
Website: www.C2trainingconsultancy.co.uk

Safe Haven Consulting Ltd

Systems House, 6 Netherfield Close, Hensingham, Whitehaven, Cumbria CA28 8YL
An independent company delivering high quality training in the field of Safeguarding they also provide Education Welfare Services to schools and colleges specialising in attendance and safeguarding issues.

Diane Jackson

Tel: 01946 694467 Mobile: 07523 277957 Email: djackson@safehavenconsulting.co.uk

Jeanette Wright

Tel: 01946 814979 Mobile: 07801 439864 Email: jwright@safehavenconsulting.co.uk
Website: www.safehavenconsulting.co.uk

The Learning Consortium Ltd.

A network of local specialists and trainers in learning and development, consultancy and communications in education and children's services set-up to provide high-quality courses for schools and colleges.

Contact penny.gosling@kymallanhsc.co.uk to find out more about:

- ★ Growing Potential; ★ Indigo Children's Services Consultancy Limited;
- ★ Intelligent Advantage Limited; and ★ Stoneleigh Communication Limited.

Vanessa Foster: PE Specialist

35 Liddle Close, Lowry Hill, Carlisle, CA3 0DS.
A renowned PE Specialist offering consultancy services as well as quality training for school staff adults in the community and training programmes for youngsters, Vanessa welcomes individual queries and bespoke training requests.

Vanessa Foster

Tel: 01228 545018 Mobile: 07765 640 619 Email: pe@vanessafoster.com
Website: www.vanessafoster.com

Associates Directory

AS4S - Accountancy Services 4 Schools - Alison Evans

42 Beaver Road, Carlisle, CA2 7PS
Offering bespoke financial services to schools whether cheque book or E5 managed, Alison is a fully qualified and experienced accountant who managed school funding and finance for over 12 years in the LA. Ask how she can help you and your budget.

Tel: 07909 837313 Fax: 01228 525391 Email: as4s@talktalk.net

E-Safety Advisor - Jeff Haslam

Available to subscribers of KAHSC Jeff is one of the foremost authorities in Cumbria on internet safety in school and in the home. Experiencing cyber bullying? Worried about staff or pupils putting themselves at risk on the internet? Jeff can help you develop policies and strategies to combat these issues as well as training to deal with them. Enquiries to KAHSC welcome.

S.C.S Fire Safety Services Ltd - Simon Stewart

Simon Stewart - Grad.I.Fire.E - 35 Edmondson Close, Brampton, CA8 1GH
A highly qualified and experienced ex Fire Service Manager Simon can advise on fire safety inc. Building Regulations and fire risk assessment. Also offering bespoke training for Fire Marshalls and Fire Wardens as well as fire extinguisher servicing Simon welcomes all enquiries.

Tel: 016977 41722 Mobile: 07881 571818 Email: simonstewart42@hotmail.com

Please see the back page to see our other highly qualified, experienced & valued associates.

Ofsted concerns over child safety in schools

Some 21 per cent of state schools in England are no better than satisfactory on child safety, the watchdog said, suggesting they must make "considerable improvements" to stop pupils being injured or prevent strangers entering buildings.

Inspectors warned that a further two per cent of schools were judged inadequate when it came to "safeguarding".

Many of these were failing to complete risk assessments, keep a central record of checks for adults working with children and monitor and review their policies on protecting pupils, it was claimed.

In a report, inspectors said the best schools had "robust" systems in place to keep children safe.

This includes telling children to be "cautious" of any adult entering buildings without an identification badge and the increased use of CCTV cameras around school sites.

But head teachers' leaders criticised the conclusions, saying schools were being unfairly punished by Ofsted for minor bureaucratic failings.

Brian Lightman, general secretary of the Association of School and College Leaders, said: "They cannot state that 21 per cent of schools were 'only satisfactory' and draw the conclusion that this indicates the need for 'considerable improvement'.

"While everyone would like all schools to be excellent or good, when a school is satisfactory it has reached the appropriate standard in terms of safeguarding."

Pupil safety is among a number of key issues schools must address to satisfy Ofsted under a new inspection regime drawn up by the Coalition. The other areas are teaching quality, leadership, pupil behaviour and academic achievement.

According to the latest report, safeguarding procedures are "good or outstanding" in 77 per cent of schools.

New Ofsted Safeguarding Guidance is available to download from the KAHSC website.

"We are absolutely delighted with the service we receive from Kym Allan Health and Safety Consultants Ltd. The Safety Series Guidance is invaluable, and always up-to-date and the website contains a wealth of information which is easily accessible. From advice on safeguarding to information on illnesses and accidents, I cannot recommend the services of KAHSC highly enough"

Christopher Ashcroft, Headteacher
Bookwell Primary, Egremont

The 'Safety Series'

Following a very busy summer, KAHSC can now present to you the 'Safety Series'. A completely new or significantly updated set of guidance documents for schools. User-friendly and easy to navigate around to find exactly the advice you need on many different health, safety and welfare subjects.

- General Safety Series
- Design Technology Safety Series (includes a New Code of Practice)
- Science Safety Series (includes a new Code of Practice)
- Physical Education Safety Series (includes a new School Swimming Code of Practice)
- Medical Safety Series



Voluntary Aided, Foundation, Academy and Independent schools subscribing to KAHSC services can confidently replace any guidance they currently hold with the 'Safety Series'. The Safety Series guidance is equally applicable to all Community and Voluntary Controlled schools and is fully updated as of September 2011. Such schools are, however, advised to adhere to guidance issued by their employer, the Local Authority

New for 2011/12 Look out for the following guidance in the General Safety Series:

- Children Absconding and Protection from Unauthorised Visitors
- Control of Substances Hazardous to Health
- Dealing with Potential Suicide
- Fire Safety Management
- Hot Work in Schools
- Keeping and Handling Animals in School
- Managing Violence in Schools
- Nuisance and Trespass on School Premises
- Noise
- Outdoor Play Equipment
- Personal Protective Equipment
- Provision and use of Work Equipment

Incorporating the very latest in government advice, reports and requirements, these guides will help you understand the law as it applies to your establishment, the risks arising, how to manage these sometimes very difficult issues and what additional support is available from KAHSC.

Significantly updated Safety Series. Now available to download...

First Aid – incorporating changes to first aid course requirements as well as a host of new guidance on accident response and the management of first aid provision.

Accident and Incident Reporting & Investigation – breaking down RIDDOR reporting and with a whole new section to help schools master accident investigation.

Managing Asbestos in Schools – incorporating the latest HSE recommendations on accreditations of surveyors, contractors, analysts etc. that schools should be looking for.

Risk Assessment in Schools – now includes guidance on the 2010 statutory General Teaching Requirement

Driving a Minibus – with clearer weight limits and Section 19 Permits advice and a new Driving Essentials section covering limiters, seatbelts etc.

Knives, Offensive Weapons and Other Inappropriate Items – incorporating new government guidance on searching pupils and confiscation.

Also new for 2011/12 are KAHSC's specially devised **Codes of Practice** to give schools a no-nonsense, leading edge on some of the more complex departmental operations and broader whole school areas. Look out for these new Codes of Practice:

- Caretakers and Site Managers
- Secondary PE
- Secondary DT
- Secondary Science
- Secondary Art
- Secondary Drama
- School (swimming and) swimming pools
- Primary Curricular Activities

The new **Code of Practice** for School Cleaning is an update on what was previously known as the Cleaning Health and Safety Reference Manual.

New - Catering Health and Safety Package

Do you run your own school kitchen? For a small addition to your current subscription fee, you can now add on a full catering package. You will receive the very latest edition KAHSC Code of Practice for School Catering including:

- Information for New Starters (Staff Handbook)
- Health and Safety requirements
- Guidance for operating kitchen equipment including Dangerous Machinery
- Guidance on the development of a safety management system
- Food hygiene requirements
- Training records
- HACCP information as required by 2006 Food Hygiene (England) Regulations
- Risk assessment templates
- Control of Substances Hazardous to Health information including risk assessment templates
- Training requirements

As well as unlimited free telephone and email support you will also be entitled one visit per year from a competent person to audit, provide support on school's deployment of their safety management system and give advice on:

- Food hygiene practices
- Cooking practices and best use of equipment
- Food hygiene including food safety systems (HACCP) in accordance with Food Hygiene (England) Regulations 2006
- Health and Safety compliance in accordance with Health and Safety at Work etc. Act, 1974 and subordinate legislation
- Equipment - advice on purchases to include best value/best practice.
- Any inspection or audit reports supplied
- Staff e.g. dress, communication, food handling skills etc.
- Risk assessments
- Training (provision of specific training can be supplied and/or sourced at additional cost as and when requested)
- Auditing of health and safety management systems and monitoring health, safety and welfare standards.

All schools can be fully audited once every 3 years in consultation with the school but Kitchens can receive their own Health and Safety Management Audit as part of the annual visit.



Notable Accidents

Essex school fined over caretaker injury

Shenfield High School was prosecuted after one of its staff fell from height while re-cladding the outside of the school kitchen on 28 July 2010. The 54-year-old caretaker was working with a colleague on an unguarded work platform when he lost his footing and fell 1.9 metres to the ground. He broke two ribs and needed a three-inch metal plate and multiple metal screws inserted into a broken arm.

Chelmsford Magistrates' Court was told that Shenfield High School failed to take suitable and sufficient measures to prevent an employee falling from height while carrying out work and after pleading guilty to breaching Section 2(1) of the Health and Safety at Work etc. Act 1974 the school was fined £ 6,500 and ordered to pay costs of £ 2,243.85. HSE Inspector Corinne Godfrey said: "As falling from height often results in severe injury or death, the outcome of this incident could have been much worse, but could have been avoided altogether if an appropriate work platform had been provided by Mr Springett's employers".

Teacher experienced electric shock due to damaged cable

A teacher recently received an electric shock, when plugging a laptop into a wall socket on school premises, This resulted in serious arm and hand pain.

Following the accident an electrician checked the wiring and found a staple had been embedded in the cable linking the laptop to a plug socket, which had made the staple 'live'.

The staple could only have been inserted with a staple gun, so the school carried out a risk assessment and implemented additional control measures regarding the use of staple guns with the aim of preventing similar incidents in the future.

There is a model risk assessment for general classroom activities available on KAHSC Website, which schools can adapt to include existing/and or new control measures for using staple guns in schools. We would like to remind schools of the importance of carrying out visual checks when plugging in and using electrical equipment. Please see Safety Series G17 - Safe Use of Electricity in Schools for further information.

School fined following failure to assess a builder's competence

A school was recently fined £ 25,000 after a worker was killed while demolishing a building on the site.

The Health and Safety Executive (HSE) prosecuted after the school arranged for a team of inexperienced building workers to demolish a large wooden classroom over the summer of 2007.

The HSE investigation revealed the workers had no effective plan in place and removed integral supports within the classroom's structure, causing the roof to collapse while five men were inside.

One worker suffocated when the roof, which weighed 2.4 tonnes, fell on top of them. The four other workers survived without serious injury thanks to the chance positioning of a dumper which was parked inside part of the building, creating an escape route.

The court heard that the school had arranged for a self-employed general building worker, who was undertaking some minor roofing work on the site, to carry out the work. That individual then asked four other self-employed building workers to assist in the demolition even though none of them had training or relevant experience.

The school failed to make any reasonable enquiries into the competence of the building workers to undertake the demolition prior to it beginning

It's not only people who Risk Assess!



With the help of research and the views of many organisations and individuals, the HSE have devised some simple principles of sensible risk management.

Sensible risk management is about:

Ensuring that workers and the public are properly protected by:

- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks - both those which arise more often and those with serious consequences

Sensible risk management is not about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering

Who should risk assess?

Risk assessment is a mandatory requirement for all companies that employ five or more people. Therefore it is important that you consider which of your activities give rise to greater than normal day to day risk, as these activities must be assessed, and then the significant findings recorded.

Within large organisations the responsibility will be passed to the manager, headteacher etc. who could then delegate to an employee to carry out health and safety duties. Be aware! that you can only pass on the duties; you cannot pass on the responsibility. Therefore it is important that the Managers, Governors, and Headteachers are aware of any findings and monitor performance. When a risk assessment is being carried out, it is also beneficial to include anyone who has an input with the activity to be involved. Training should also have been received on how to carry out risk assessments.

A hazard or a risk, what is the difference?

- A hazard is anything that has the potential to cause harm, and a risk is the likelihood of harm occurring.

The law does not expect you to eliminate all risk, but you are required to protect people as far as is 'reasonably practicable'.

Record Breaking Audit Score

We are incredibly proud to bring you news that Roose School in Barrow have just smashed the record for best H&S audit score in Cumbria, ever. Although signed up to KAHSC services and having benefitted from a pre-County audit, Roose's success really has much less to do with the wide range of specialist support we offer and everything to do with the effectiveness of their Health and Safety Coordinator Angela Bell, who with the 110% backing of her Head teacher Wendy Jacobs and the full commitment every single member of staff have achieved such outstanding results.

Making Sense of Safeguarding Conference

Look out for the 'Making Sense of Safeguarding Conference' to be held in Spring of 2012. Covering e-safety, health and safety, cyber-bullying, child protection, safer recruitment, educational visits, administering medication and careplans etc. etc. Further details will be issued at a later date. Expressions of interest would be welcome.

Christmas Myths

Please be reassured that . . .

'It is acceptable to use new sets of tree lights without first having them subject to a portable appliance test'.

They should come pre-checked and with plug attached but check that the lights are CE marked.

'Tinsel is not banned', though try to avoid too much at high level and hanging down near intruder alarm sensors. Neither the Police nor out-of-hours contact people will be happy if called out due to badly positioned Christmas decorations and you might find them rearranged in a way you never thought possible!

'Christmas trees are able to be put up in schools', though put top level decorations on before putting tree upright if over 6 feet and consider location, i.e. away from fire exits and hot surfaces.



And while we are on the subject of winter.....

Make sure that you have sufficient Salt Grit supplies – **CHECK NOW** – when there is snow on the ground, salt grit disappears from the stores like the proverbial 'snow off a dyke'. Also make

sure that it is reasonably accessible to the person allocated with the task of spreading it first thing in the morning. Don't buy salt grit in such large quantities that you end up with a manual handling hazard. You should also ensure that your parents/carers and pupils are fully aware of the safe routes into school following a snow fall. You should be informing your parents now via a newsletter to save having to hurriedly send one out when that first snowflake floats past your nose.

Check that you have appropriate pipe lagging now – not when water is pouring through the ceiling!



Schools covered by the CFM radio station areas can now access a new webpage aimed specifically at recording school closures due to bad weather, lack of heating etc. The Head teacher or other Senior Manager can register the school details at the following link www.cfmradio.com/s157_school-closures-registration/ and then upload details at the time of closure. Any details recorded will then be announced via the breakfast radio show. No more searching for radio telephone numbers and trying to get through when all other schools are doing the same. This is a brilliant and innovative way of ensuring that information gets out to your parents in good time in the event of an emergency closure of your school. Register now so that you are ready for the winter.

Service Level Agreements for 2011-12 and beyond

A number of schools have asked for details of longer term contracts with KAHSC. From 2011 you will be able to buy into 1, 2 or 3 year packages from KAHSC. Inflation proof your budget by buying longer terms of service. **Details available on request and via the website in due course.**

Governor Monitoring Packs

Look out too for the newly REVISED Governor Monitoring Packs. Updated in line with the latest in government guidance e.g. 'Screening, Searching and Confiscation', 'Departmental Advice on Health and Safety for Schools' etc. the revised Governor Monitoring remains the tool of choice to help Governors fulfill their duties and responsibilities. Broken down into easy termly sections governors can be confident at the end of it that they will have successfully:

- Monitored the school's Health and Safety Policy
- Made sure that procedures are in place to carry out the policy
- Made sure they, the Governing Body receive regular reports on Health and Safety issues
- Made sure the school keeps effective Health and Safety records.

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