



Dear Education Colleagues

Welcome to Shropshire Council's Health and Safety Newsletter. Please make sure all your staff get to see a copy. Documents relating to information shared in this bulletin, will soon be available on the new SLG.

As ever, our aim with this Bulletin is to up date you on relevant and topical Health & Safety issues and there are also some staffing updates for you at the end.

With Best Wishes

Tim Tearle

Senior Health and Safety Officer



Contents:



- Slips, Trips and Falls
- First Aid
- Fire Safety
- Governors Health and Safety course
- Radiation and Audits
- CLEAPSS and Asbestos
- Team Updates and Contact Details



Slips trips and falls



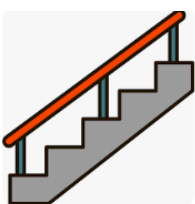
The highest number of accidents reported, we see, are for **Slip, Trips and Falls**.

How can slips, trips and falls be prevented?

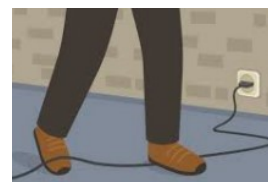
To achieve a reduction there is a need to understand people's attitudes and perceptions. Managers and employees must be able to understand the causes and consequences of slip, trip and fall accidents.

Near miss reporting procedures should be implemented whenever a slip, trip or fall hazard has been identified. Always review your Risk Assessment after an incident.

Stairs



Obstacles



Footwear



People



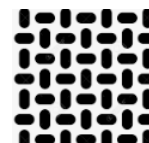
Spills



House Keeping



Floor surface



First Aid



+ Are the contents of your First Aid box up to date?

+ Are your First Aiders Training certificates up to date?

All Course Fees are frozen at 2023 Prices



First Aid training is available—

For dates and to see how to book onto a course, [click here](#)





We can now offer courses during August

TRAINING

First Aid courses available include:	Code	Days
First Aid at Work	FAW	3
Requalification	REQUAL	2
Emergency First Aid at Work	EFAW	1
Paediatric First Aid	PAEDS	2
Public Access Defibrillator and CPR	DEF/CPR	1/2
New Course		
Emergency First Aid at Work and Paediatric First Aid	EFAW & PAEDS	2

Fire Safety




-  Are your Fire risk assessments up to date, and been carried out by an approved Fire Risk Assessor?
-  When was your last fire evacuation drill?
-  Have you actioned outstanding issues on your risk assessment?
-  Are your Fire Wardens trained and prepared?



Training is now available at your school, Emma J Cushing or Jim Noonan can come along and deliver the training at a time to suit you. Please email:

emma.j.cushing@shropshire.gov.uk to arrange.

	Evac Chair Operator Training	Fire Safety Awareness <u>with</u> Fire Extinguisher	Fire Safety Awareness <u>without</u> Fire Extinguisher	Fire Safety Awareness & Fire Warden Training with Fire Extinguisher
April	Upon Request			
May	Upon Request	9 th 10-12 Shirehall	2 nd 10-12 Shirehall	
June	Upon Request			
July	Upon Request			
August	Upon Request			

Training for Governors



Health and Safety Training for Maintained Schools and Academies with a Health and Safety SLA

Governors Health and Safety course

We are running 2 courses in June for school governors in relation to their Health & Safety responsibilities.

The course is free of charge, 1 hour long and is delivered via Microsoft Teams.

The next dates are:

Wednesday 19th June 10.30—11.30am

Wednesday 26th June 5.30—6.30pm

To book please email: kevin.jenkins@shropshire.gov.uk

School Business Manager Health and Safety Training Course

There will be a course in the summer term aimed at School Business Managers and Administrators with health and safety responsibilities and we will circulate the date and joining information nearer the time.

Radiation and Health and Safety Audits



Radiation Protection Service Update

Shelley Reid holds the role of Radiation Protection Officer for Shropshire Council and will be your point of contact for the monitoring of radioactive sources at your school and any related queries. Our new Schools Officer, Kevin Jenkins, will be taking on this role later in the year.

You will shortly receive an email to submit an updated CLEAPSS RPA Form 1 for our files.

The completed Form 1's are sent to Simon Wright, RPA at CLEAPSS. They are saved on file as evidence of the procedures and any changes that have taken place in Shropshire Schools.

Audit visits will continue approximately every 2 years, but if you feel that you need any assistance beforehand, please do not hesitate to contact shelley.reid@shropshire.gov.uk

Health & Safety Audit visits

Health and safety audits of schools continue to be carried out

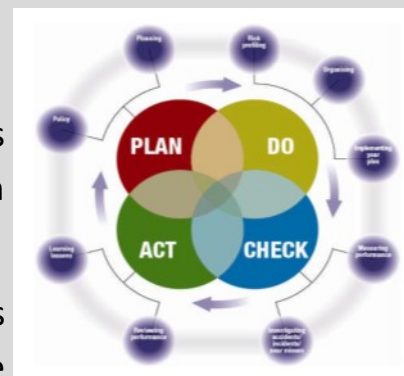
The audit looks at the health and safety management systems within the school to check that there is compliance with health and safety legislation.

The audit also highlights the effectiveness of the Council's health and safety management systems in supporting the school.

It will involve the visiting officer speaking with the Headteacher (and other staff as appropriate) so they can review areas of compliance such as legionella and asbestos management, fire, policies and procedures etc.

The meeting usually lasts 3-4 hours (in primary schools, longer in secondary schools) and gives you the opportunity to ask any other questions about health and safety.

Maintained schools and academies with service level agreements will be contacted in due course. However, you can also book ahead by contacting health.safety@shropshire.gov.uk



CLEAPSS

Asbestos

CLEAPSS

CLEAPSS Subscriptions

CLEAPSS subscriptions are now due for
renewal (2024 - 2025)

CLEAPSS is the advisory service providing support in science and technology for a consortium of local authorities and their schools.

Maintained schools receive this service through Shropshire Council.

Secondary schools are required to subscribe to this in order to receive the RPO / RPA service through Shropshire Council. Unless we are informed otherwise, we will continue to subscribe on your behalf and invoice the school for joint subscription and RPO costs (if schools have radioactive sources).

Academy primary schools have the option to buy into this service. The amount you pay is calculated on your pupil numbers at 20p per pupil. Therefore, an annual subscription for a school with 100 pupils would equate to £20.

If you wish to subscribe to this service, please notify the Health and Safety team at health.safety@shropshire.gov.uk by **Wednesday 24th April** and we can arrange this.

The passwords to access the CLEAPSS resources are sent directly to the school and can be found in the primary school magazine 'Explore' and the secondary school 'CLEAPSS Bulletin'



Asbestos

As they do most years the HSE are visiting schools to check they are compliant. The health & safety team put on some additional asbestos training sessions before Christmas to help ensure schools are trained appropriately, and places are available on our regular courses at Shirehall should you still need to attend. These can be booked via ERP, or by contacting emma.j.cushing@shropshire.gov.uk

Policies and procedures related to asbestos management are available on SLG:

[Asbestos Management Premises Plan](#)

[Asbestos Policy and Procedures](#)

[Asbestos in school - quick guide](#)



Team update and contact details



Team Update:

Dave Preece our first aid trainer will be retiring on 22nd March 2024 and we would like to sincerely thank him and wish him every health and happiness in retirement!

We are pleased to announce that **Kevin Jenkins** joined the team in January as Schools Health and Safety Officer. Kevin replaces Sharon Burt.

TRAINING—

Emma J Cushing joined us in November as Lead Health & Safety/First Aid Trainer, and **Jim Noonan** is also now in post as our Support Trainer.

Courses can be booked via ERP, or for courses to be held on your premises please email

Emma.J.Cushing@shropshire.gov.uk



How to contact us?

A health and safety duty officer from the team is available to assist you on **01743 252819** or by emailing: health.safety@shropshire.gov.uk

Where can I find help?

Health & Safety Arrangements—Shropshire Learning Gateway



These documents are intended to clarify responsibilities under health and safety legislation and to ensure that guidance on the major requirements is readily available to managers, staff and safety representatives.