

SCC School Periodic Bulletin

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Keeping schools safe

The Corporate Health and Safety Service



18th of June

2024

Corporate Health and Safety

Important News for all schools

It is not too late to sign up for the Health and Safety Service Level Agreement!

We encourage all SCC Schools to sign up for the New [2024-2025 Service Level Agreement](#).

Ad-Hoc Services are available to purchase on demand for those who don't wish to sign up. Please contact our [team](#) for information.





Corporate Health and Safety team would like to encourage all schools to start using their SLA package services.

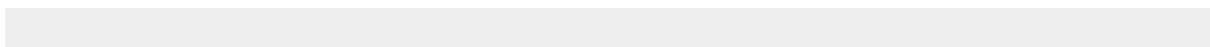
Please contact our team to organise your yearly Health and Safety Audit at your earliest convenience. All schools that haven't had their Health and Safety Audit done in more than two years are required to have one carried out in this academic year.

It is highly important for all schools to ensure that all Health and Safety related guidelines and legislation are being followed and checked periodically.

Our team is fairly flexible and are here to help you in any Health and Safety Issues you might encounter.

All other services offered in your SLA packages (Basic or Enhanced) are available for you to use such as:

- Access to HSMS; Sypol, HelpDesk ; Radiation Officer (secondary Schools only)
- Meet the Headteacher and Governors;
- Support with Enforcing Authorities;
- Training Courses;
- Legionella reviews;
- Risk Assessments reviews; etc





New Guidance in process

The Corporate Health and Safety Service team is working presently on creating a new SWP regarding guidance of use and disposal of lithium batteries. Please watch out for our future bulletins.

HSE NEWS

RIDDOR Reportable incidents in Schools



The HSE has updated the RIDDOR reporting form for all incident/accidents. Therefore, please ensure all serious incidents that will need to be reported on HSE website, contain clear information regarding the following:

- What was the work activity being undertaken at the time of the accident?
- What happened in the lead up to the accident?
- What were the environmental conditions at the time of the accident e.g. weather, temperature, lighting, floor/ ground condition?
- What was the name and type of the machinery / equipment / substances involved in the accident?
- What action have you taken to prevent similar accidents occurring?
- Describe the nature of the injuries sustained
- Is there any other relevant information which describes what happened?

Important Note: All of the above mentioned are new questions implemented in the RIDDOR Reporting form. Please ensure that all this information is clearly stated in the HSMS reporting form in the Managers' Review section (comments box).

Failure to receive this information, the CHSS will not be able to submit a RIDDOR report in a timely manner.

New Training Courses Announcement



The Corporate H&S team are reviewing the training it offers and would like to invite schools to consider if there is any specific training, which they feel may be suitable for face-to-face training.

Some ideas we have considered already are:

- Working at Height – steps and ladders – suitable for site managers/caretakers?
- Slips, trips and falls – general staff training?
- COSHH and Sypol – suitable for cleaners and site managers?
- Manual handling – suitable for site managers/caretakers?

If you have any training, which you feel might be appropriate for your school and which other schools may be interested in, please email caroline.james@southampton.gov.uk

Important:

If your school is interested in hosting any of the training courses and have a suitable room available with internet connection and a screen to connect to with a laptop, please contact us to organise this event. Ideally there should be toilets close by and provision of tea and coffee. In return, Corporate Health and Safety will offer one or

two free training course places depending on the number of delegates the room can comfortably hold.



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