



# Health and Safety Newsletter

issued by the

## Strategic Risk Management Team

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**Spring  
2023**



Welcome to our Spring Newsletter with the spring equinox officially marked on 20<sup>th</sup> March this year, according to the astronomical definition.

I am excited to introduce Kin Ho, Health and Safety Advisor, who joined the team on 6<sup>th</sup> March. Kin is an experienced health and safety professional having worked in a regulatory role overseas and more recently for the NHS. You will hear more from Kin next term.

Following the School Bulletin articles and emails about the decommissioning of the ENABLE platform by Virtual College, you will be aware we have paused the health and safety self-assessment. This will enable us to explore different options and discuss these with our Schools Joint Health and Safety Committee representatives later in the year.

We are currently reviewing our guidance on Infection Control in schools and in case you haven't seen them, our SCC Public Health colleagues have produced free downloadable action cards that can be used as a teaching resource. There are cards for teaching about handwashing, ventilation and microorganisms and a poem about washing germs away. The cards can be found here: [Infection Prevention Control \(IPC\) – Free Action Cards and Resources for Schools | Surrey Education Services \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/infection-prevention-control-ipc-free-action-cards-and-resources-for-schools).

If you have seen or used the resources, our PH colleagues are also asking for feedback to help improve their impact [SCC Public Health Schools Infection Prevention and Control \(IPC\) Resources \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/scs-public-health-schools-infection-prevention-and-control-ipc-resources).

Finally, do have a look at the recent Department for Transport updated guidance on seat belt buckles and transporting children with additional needs.

Wishing you all a relaxing Easter break.

Best wishes,

Lesley Graham  
Health and Safety Manager – Strategic Risk Management

**Surrey  
Education  
Services**

## RIDDOR Reporting and Schools

Ideally, schools would not have to face any accidents or cases of ill-health. Unfortunately, these can and do happen even in the best managed and most cautious settings. As the number of pupils in schools in England reached 9 million in 2022 with an increase of 88,000 from the previous year, it is more important than ever to ensure that incidents and accidents are prevented where possible.

### What is RIDDOR?

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. This also applies to schools, whether an accident happens to a member of staff or a student.

While most incidents that happen in schools or on school trips do not need to be reported, it is important to understand circumstances when an incident needs to be reported to the Health and Safety Executive (HSE) under RIDDOR.

### Why is this important?

The school must report serious accidents, outbreaks of disease or dangerous occurrences to HSE. It is a legal requirement to notify HSE under certain circumstances and within defined guidelines. The HSE explain this in their guidance which can be found here: [EDIS1 \(hse.gov.uk\)](https://www.hse.gov.uk/edis1/). While doing so enables authorities to hold workplaces accountable for failings in health and safety, it gives you opportunity to evaluate schools' processes and identify and correct any safety issues to improve your compliance and keep everyone safe. Remember: failure to report an incident is a breach of Health and Safety law. It could result in serious consequences for your school.

### RIDDORs in Surrey Schools

Between April 2022 and February 2023, the Strategic Risk Management team have been made aware of 19 incidents which have been reported as RIDDORs to Health and Safety Executive (HSE), 13 of these happened in this academic year. While most of the persons involved sustained minor injuries, there have been some serious incidents with potential lifechanging consequences. Unfortunately, incidents do occur from time to time, though most of the time these can be prevented if risks are identified and well managed.

While there have been a number of different incident causes, we identified some areas which we would like to highlight to your attention:

#### *Finger trapping incidents*

- The reported incidents highlighted the importance of good maintenance practice and checks, and the importance of identifying the risks to children and putting suitable measures in place to manage these.
- Therefore, you need to ensure that you complete suitable and sufficient assessment and put suitable measures in place to manage the identified risks. The significant findings of your assessments should be recorded in writing.

### *Forest schools and outdoor learning*

- You must ensure that your staff are trained and there is a suitable level of supervision in place.
- Ensure that you have a suitable and sufficient risk assessment in place, considering all relevant areas, including falls from height. This includes ensuring that there are no objects such as pallets or boxes placed against school fences.
- Ensure that a dynamic risk assessment is completed at the start of each session, any issues are dealt with, and a health and safety briefing is given to the students.
- Review your record keeping and ensure that suitable records are kept.

### *Premises management and maintenance checks*

- The importance of periodic inspections and suitable maintenance schedules being in place have been highlighted.
- Please ensure that you review your arrangements and ensure that all relevant areas are in good condition and any issues are dealt with.
- Are your finger guards and doors in good working order? Is your fencing in good condition? What about tree management?
- Ensure that you have a suitable system in place to not only manage your premises and complete your checks but also to keep a written record of the work completed.

### *Asbestos and contractors*

- Do you have a suitable system in place to manage asbestos in your school? If so, do you share the information with your contractors?
- Remember that it is a legal requirement to manage asbestos in your school and HSE is completing inspections to ensure that your arrangements are suitable and sufficient.
- Please let our team know if HSE is planning to visit your school.

Our finger trapping guidance, asbestos management resources, risk assessment templates, schedules and much more are available on our [Resource Pages | Surrey Education Services](#).

### **What does the school need to do?**

In addition to HSE guidance, you may find our '**School Incident Reporting Flowchart**' helpful when deciding if your incident is RIDDOR reportable.

RIDDOR reports must be submitted within 10 days of the incident, though it can be submitted within 15 days if the accident resulted in an employee's absence from work for more than seven days. If the incident is an occupational illness or disease, the report should be submitted as soon as the person receives a diagnosis from their doctor.

Please contact us on [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk) if you need help to make a decision or if you believe that your incident is RIDDOR reportable. We will support you with this process, including recording the necessary details on your OSHENS incident record.

## News from Paul Bowen Outdoor Education Advisor

### • OEAP National Guidance updates

National Guidance has updated and created a number of valuable documents and all the updates can be viewed here:

<https://oeapng.info/ng-documents-updated/>

There are several new documents, plus a range of revised documents. Some of particular note are below:

- 2.5k [Natural England \(2022\): Links between Natural Environments, Learning and Health](#)
- 8.1c [Model Field Monitoring Form](#)
- 8.1r [Swimming pool provider statement](#)
- 3.2e [Inclusion](#)
- 4.3d [Parental Consent and Informing Parents](#)
- 4.1j [Investigating a Serious Incident which provides advice on the steps to take when investigating a serious incident](#)
- 4.3h [Adult Participants](#) which provides advice for when a group includes participants who are age 18 and over.

### • Exchange Visits

Exchange visits are of course of enormous benefit. However, the Keeping Children Safe in Education (2022, Annex D) document infers that if overseas children are billeted with UK host families where they are in effect embedded with those families and enjoy family activities and outings, for example during school holidays or at weekends, additional checks might be needed for those within that family over the age of 16, such as a DBS check on at least the titular 'head' of the family.

If overseas students are merely staying with UK hosts overnight on a 'B&B' basis while attending school during the daytime, for instance, then a DBS is not normally required but the school must be satisfied that there are no safeguarding dangers lurking.

### • Funding and Grants

For most schools, funding outdoor education, schools' trips and adventurous activities can be challenging.

The Council for Learning Outside the Classroom (CLOtC) has a dedicated page to search for funding and grants:

<https://www.lotc.org.uk/category/funding/>

FundEd provides inspiring case studies, expert guides and access to the very latest school grants. FundEd has a grant search facility: <https://funded.org.uk/grants/>

and a 'Guide to School Fundraising':

<https://funded.org.uk/media/2310/A-Guide-to-School-Fundraising.pdf/>

### • Tips for Snowsport Visits

Now that we are in the season of school ski trips, an article by Jake Wiid (an OEAP Adviser colleague) in a recent edition of School Travel Organiser provides us with some 'top tips' (read the full article [here](#))...

1. Look for a reputable provider to support you, for example one who is a member of the School Travel Forum and has positive reviews on [Kaddi.com](https://www.kaddi.com).

2. Visit an artificial ski slope before travelling to get an understanding of the group's skills and abilities.

3. Check out the resort, does it have the facilities you need? Is it a reasonable travel time? What is the snow like that time of year?

4. Check passport validity and visa requirements even if it is somewhere that you have visited before - things can and do change.

5. Ensure the visit is appropriately staffed; students can get tired, injured, and homesick, so having a floating member of staff is crucial.

6. Make sure you have a code of conduct in place covering drugs and alcohol, and that you set boundaries and rules for your students. Where can they go? Who with? etc.

7. Check suitable insurance cover is in place and covers the areas you are travelling to. Pay close attention if you are travelling to USA or Canada.

8. Plan well in advance to allow parents to make payment plans, for you to get enough interest and sign off from relevant people.

9. Finally, train your staff appropriately. Snowsport visits are unique, and staff should be competent to lead.



Supporting practical science, D&T and art  
- in schools & colleges

## • CLEAPSS Website Access

As you will be aware, [CLEAPSS](#) offer resources which give teachers ideas for exciting and engaging practical activities, and go on to show teachers and technicians in detail how to translate the ideas into safe and exciting experiences in the classroom.

CLEAPSS advice and documentation is recognised by the Health and Safety Executive and the Department for Education.

Access to the CLEAPSS website is included in the Strategic Risk Management team's Gold and Silver health and safety packages. If you are a maintained school or an Academy which buys back one of our packages, please email [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk) to request the login details for 2023.

## • CLEAPSS Spring Bulletin

The CLEAPSS Bulletin 176 (Spring 2023) is also now available and articles include:

- ✓ Pupils consuming / 'snorting' chemicals
- ✓ Hazcards Update
- ✓ CLEAPSS School Suppliers Meeting
- ✓ Revised dissection guidance
- ✓ Thanks to Sheila Liddle - RPA
- ✓ Four chances to work for CLEAPSS
- ✓ MISAC competitions
- ✓ Wiring a plug updated guidance
- ✓ Air rockets update
- ✓ Pressure Systems (PSSR) updates
- ✓ Labaid support
- ✓ New CLEAPSS Technician courses
- ✓ List of CLEAPSS Courses

The CLEAPSS bulletin is available at [CLEAPSS Bulletins](#). Alternatively, this bulletin and previous editions can be downloaded from our Resources page when logged into the Surrey Education Services Hub.

Please visit the [Strategic Risk Management | Resources](#) and follow the link to Curriculum and CLEAPSS Newsletters.

## News from our Moving and Handling Advisors

In general, Georgie Hills covers the West of the county and Sarah Viney covers the East areas, with a little crossover in Guildford and Woking.

We have seen an increase in the number of referrals into our service since September 2022 and this along with the transitions has kept us very busy.

The transitions list will be shared with us after the Easter holidays when we will begin supporting the schools to create a smooth transition into their new settings. Please contact us to assist you if the child has a physical disability and requires specialist equipment such as a change bed or hoist.

If you are employing new staff to support the children, please ensure that they complete the Moving and Handling Theory training on the Surrey Education Services Hub (see below).

### **Moving and Handling Theory training and Hoist training**

The Strategic Risk Management team provides Moving and Handling Theory training and on-line and practical hoist sessions for school staff, supporting children with physical disabilities in Surrey schools and nurseries. All delegates will need to have completed the Theory training before the hoist session.

The aim is to raise awareness of safer moving and handling techniques, the process of risk assessment in Surrey schools and which children require risk assessments. It will also highlight employee and employer responsibilities in relation to handling tasks in our schools in line with the current legislation.

For more detailed information and to book delegates on this course, please visit [Surrey Education Services | Training](#) page and search for 'Moving and Handling'. The training takes approximately 30-60 minutes.

Please ensure that staff members are aware of the type of training they are attending and that they are happy to work with the child that has been identified as requiring physical assistance.

Staff should be physically fit, motivated and aware of the responsibilities they are taking on, and as a part of the training, staff can be offered an Individual Risk Assessment form, available on the SES Hub.

### **Refresher training**

Staff should repeat the Theory training every two years if they are still employed in a role that involves moving and handling students.

For more details please contact Sarah and Georgie via [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk).

## HSE news: City council fined after school caretaker dies

Last month, a council was fined after a school caretaker died following a fall from a ladder. Mr Mobsby, 71, had been cleaning the roof of a bike shed at Blatchington Mill School, a community school in Hove, using a standard-length broom and a telescopic surface cleaner before falling approximately 2.5 metres onto the tarmacked surface below.



Source: HSE [Press Release](#)

An investigation by the Health and Safety Executive (HSE) found Brighton and Hove City Council, the local authority that employs staff at

Blatchington Mill School, had failed to ensure that the cleaning of the school's bike shed was properly planned, appropriately supervised, and carried out using a safe work method.

Brighton and Hove City Council pleaded guilty was fined £66,666 and ordered to pay £5,000 in costs at Brighton Magistrates' Court on 28 February 2023. HSE inspector Natalie Pomfret said: "Falls from height remain one of the most common causes of work-related fatalities in this country and the risks associated with working at height are well-known. In this case, this tragic incident led to a man's avoidable death. This death could have been prevented if his employer had acted to plan and supervise the work activity and ensured a safe method of work was in place."

It is vital for schools to carefully consider work at height tasks and to ensure the right steps are taken to address this risk. To support schools in the management of working at height, guidance documents and a template risk assessment are available in our [Resources area](#) on the Surrey Education Services Hub.

## Railway Safety

Although falling outside most schools' immediate health and safety focus, the safety of pupils and students in relation to railways is highly important, particularly for schools close to unmanned crossings or where students may travel to school each day by train. We are reminded of this risk area when remembering the recent heart-breaking incident described in [Harrison's Story](#).

Network Rail are committed to the safety of people on and around the railway, stating that "Education is key, especially for young people". Network Rail have developed a range of age targeted films, interactive games and classroom activities, that teach pupils to be aware of risky behaviour and develop hazard-spotting skills.

For educational resources that encourage young people to stay 'switched on' around the railway please visit: [Safety education - Network Rail](#).



## Recently Updated Guidance Documents

The Strategic Risk Management team would like to highlight three recently updated guidance documents which we have published during the last couple of months. We hope that you may find them helpful in your setting, and should you have any questions please do contact us.

- **Developing a First Aid Policy V2**

This document is based on updated non-statutory Department for Education (DfE) guidance. Content has been updated throughout and additional information added for early years providers. The guidance includes a risk assessment template to assess first aid provision needs.

- **Supporting Children and Young People with Medical Conditions V4**

This guidance is based on the Department for Education (DfE) statutory guidance: [Supporting pupils with medical conditions at school \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school).

It is intended for all types of settings who have the responsibility for the management of medication; and for those schools where Surrey County Council holds the responsibility. The purpose of this document is to:

- define SCC policy, organisation and arrangements for cooperating with parents and health professionals to ensure children and young people's health,
- provide guidance to settings on developing their own policies and procedures which support children and young people's health needs,
- provide settings with general information about the use, handling, storage and disposal of medicines and where to obtain further information and support,
- clarify responsibilities for the medical care of children and young people.

This version includes additional information added under the Individual HealthCare Plan. It replaces all previous versions.

- **Guidance for Preventing Finger Trapping Incidents in Doors and Gates V2**

This document has been updated and arranged to reflect Health and Safety Executive (HSE) 'Steps needed to manage risk' process. Additional guidance is provided on how to assess and manage this risk area, along with minor updates to terminology.

The guidance includes a new Door Inspection Checklist to assist schools as they complete their risk assessment in relation to finger trapping risks.

These documents are available to download on the Surrey Education Service hub, in the SRM resources section: [Health and Safety - Strategic Risk Management Resources Area | Surrey Education Services](#) (login required).

## Seatbelt Buckle Guards

Driver and Vehicle Standards Agency (DVSA) issued a bulletin in February regarding the use of seatbelt buckle guards. The bulletin highlighted that fitting buckle guards to a seat belt breaches the Road Vehicle (Construction and Use) Regulations 1986, regulation 48 (4). The use of a seat belt buckle guard is a deliberate and intended addition to the seat belt and is not exempt under regulation 48 (5) of the regulations.

To avoid disruption to your operations, do not use buckle guards. Not only do they pose a significant safety risk, but if DVSA examiners encounter these at the roadside, you will face enforcement action.

General guidance for transporting children with additional needs is available from RoSPA (Royal Society for the Prevention of Accidents) here: [Children With Additional Needs | Child Car Seats](#), and do contact your transport provider or the team if you have any further questions.

## Strategic Risk Management – Training Programme

Upcoming Training Courses			
<i>Available every calendar month</i>	Moving and Handling Theory Training	e-Learning	Online
<b>24 April 2023</b>	Educational Visits Coordinator (EVC) Training	09:30 – 12:30	High Ashurst, Mickleham, RH5 6DQ
<b>22 May 2023</b>	Educational Visits Coordinator (EVC) Training	09:30 – 12:30	TBC
<i>Summer Term 2023</i>	Moving and Handling Hoist Training)	e-Learning followed by Practical Session	Online and on-site
<i>Future date to be published on SeS</i>	Risk Assessment Webinar	13:00 – 14:30	Online

For further information about any of the courses listed above please visit the Surrey Education Services Hub Training pages and if you have any questions, please email any enquiries to: [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk).

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*The Strategic Risk Management team hope you find our Health and Safety Newsletter useful. If you would like any particular areas of health and safety covered in future issues please do contact us. Full details of the team with our contact details can be found overleaf.*

## Strategic Risk Management – Health and Safety Team

<p><b>For all general enquiries please email us:</b> <a href="mailto:srm.hands@surreycc.gov.uk">srm.hands@surreycc.gov.uk</a></p>	<p>General enquiries Course bookings First aid and general training enquiries OSHENS and EVOLVE enquiries Invoicing and payments</p>
<p><b>Lesley Graham</b> <b>Head of Strategic Risk Management</b></p> <p>Lesley leads the team and is responsible for the day-to-day operation. She has oversight of all policies and legislation and works closely with other teams in SCC to support schools.</p>	<p><b>Phone:</b> 07794 252381 <b>Email:</b> <a href="mailto:lesley.graham@surreycc.gov.uk">lesley.graham@surreycc.gov.uk</a></p> <p>Policies and procedures Complex health and safety enquiries Emergencies HSE accident investigation</p>
<p><b>Miriama Orsagova</b> <b>Senior Health and Safety Advisor</b></p> <p>Miriama is the deputy for the team, leading on school policies and the services for school portal, as well as monitoring and compliance.</p>	<p><b>Phone:</b> 07800 512475 <b>Email:</b> <a href="mailto:miriama.orsagova@surreycc.gov.uk">miriama.orsagova@surreycc.gov.uk</a></p> <p>Health and safety advice Policies and risk assessments Emergencies HSE accident investigations Audits Radiation Protection Officer</p>
<p><b>Chris Redfern and Kin Ho</b> <b>Health and Safety Advisors</b></p> <p>Chris and Kin manage our helpdesk and answer enquiries relating to health and safety. They are also responsible for monitoring and providing guidance on accident reports (OSHENS) and overseeing our training offering.</p>	<p><b>Phone:</b> 07973 879042 <b>Email:</b> <a href="mailto:chris.redfern@surreycc.gov.uk">chris.redfern@surreycc.gov.uk</a></p> <p><b>Phone:</b> 07854 238245 <b>Email:</b> <a href="mailto:kin.ho@surreycc.gov.uk">kin.ho@surreycc.gov.uk</a></p> <p>Health and safety advice Accident reports and investigations Training and resources</p>
<p><b>Paul Bowen</b> <b>Outdoor Education Advisor</b></p> <p>Paul monitors and approves all residential, overseas, and adventurous activities, and provides expert advice and support for all overseas cultural and exchange visits, and expeditions to schools, youth services, children's homes on all aspects of planning. Paul also provides Physical Education advice.</p>	<p><b>Phone:</b> 07968 832367 <b>Email:</b> <a href="mailto:paul.bowen@surreycc.gov.uk">paul.bowen@surreycc.gov.uk</a></p> <p>Guidance for offsite emergencies including Operation Duke Educational Visit Coordinator (EVC) and Offsite Visit Leader training Guidance for Physical Education, School Sport and Physical Activity (PESSPA).</p>
<p><b>Sarah Viney and Georgie Hills</b> <b>Moving and Handling Advisors</b></p> <p>Sarah and Georgie assess the moving and handling needs of students and the staff who support them in mainstream schools and nurseries. They provide training, advice and guidance on reducing the risk of injury to students and staff involved in moving and handling tasks.</p>	<p><b>Risk assessment advice and training</b></p> <p><b>Email:</b> <a href="mailto:sarah.viney@surreycc.gov.uk">sarah.viney@surreycc.gov.uk</a> <b>Phone:</b> 07794 033704 (Works Tuesday to Friday, term time only)</p> <p><b>Email:</b> <a href="mailto:georgie.hills@surreycc.gov.uk">georgie.hills@surreycc.gov.uk</a> <b>Phone:</b> 07966 323330 (Works Monday to Thursday, term time only)</p>



Surrey Education  
Services is a  
traded name of

