

# Health & Safety Schools Newsletter



**From:** Doug Brady - Health & Safety Advisor

**To:** All schools

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Corporate Services

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## School Kiln



If you have a Kiln on site then you should be having the Kiln electrically tested annually by "CLM". You should also have robust procedures in place to check the following:

- General condition of the Kiln.
- A Risk Assessment covering the use of the Kiln and emergency procedures for dealing with a fire originating from the Kiln area.
- The location of the correct fire fighting equipment for the equipment.
- Appropriate training for staff using the Kiln.
- General housekeeping of the Kiln working area. No flammable objects left near or around the Kiln.
- Security of the area to ensure that only authorised members of staff will have access to the Kiln.

## Ladder Training



Accidents involving the use of ladders are still occurring at many of "BFC" establishments. If you have any members of staff who has no **alternative** other than to use ladders as part of their normal working duties then they **must** receive Ladder safety training. This training is a requirement to comply with The Work at Height regulations which came into effect on April 2005.

Our own training department are running a training session on the **9th of April**. For more information and to book a place please ring

[Sue Dyckes](mailto:Sue.Dyckes@bracknell-forest.gov.uk) on 01344 352293.

Updated guidance on the safe use of ladders can be found in section 3 (10) of the Health, Safety and Welfare Manual of Guidance. <http://www.bracknell-forest.gov.uk/safe-use-of-ladders.pdf>

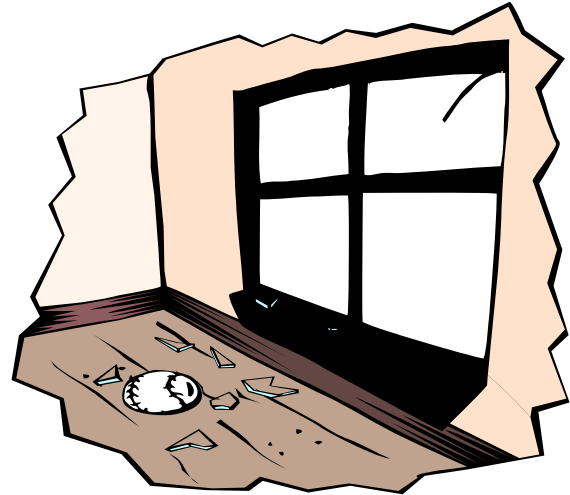
## Playground Equipment



Hopefully we will now have seen and end to cold weather and pupils will want to play on your outside playground equipment. As well as an annual certified detailed inspection carried out by a competent person, you should have your own checking procedures in place so as to prevent injury from damaged or unsafe equipment. Prior to the start of each term an operational inspection by the site controller/caretaker should take place to check the operation, stability, wear etc of the equipment. The results of the inspection should be recorded which should be available for examination if required. Routine visual inspections should be carried out by the site controller or by a playground supervisor to identify any hazards for example: vandalism, weather damage, broken glass etc. The frequency of these visual inspections will be determined by such factors as the security of the site and the location of the equipment.

Further information can be found using this link: <http://www.bracknell-forest.gov.uk/05-school-premises-management.pdf>

## Safety Glazing



Aesthetically, glass is great, yet every year there are approximately 20,000 serious injuries involving glass. Many accidents are down to people running into glass; simply because they haven't spotted it or because they have forgotten it was there!

BFC is currently assessing the need for Glazing Audits in all of its properties but what precautions can you take now to prevent collision with glass?

- Transfers or sticker can highlight dangerous glass areas.
- Keep loose rugs or mats or any other trip hazards away from glass doors, panels and windows
- Low-level glass areas can be screened with plants or furniture to act as a barrier
- When buying furniture with glass doors or tops, ensure it is fitted with approved safety glass
- Keep glassed areas well lit
- Ensure safety glass is used to replace broken or cracked glass

Further advice may be sought from:  
[The Councils Building Surveyors.](#)