

Safety Watch

Health and Safety newsletter



**Occupational Health,
Safety and Wellbeing**
Delivering quality services



Summer into Safety! - Welcome to Safety Watch, termly Health and Safety newsletter for schools. Here you will find the latest news, information and advice relating to a wide range of Health and Safety related topics.

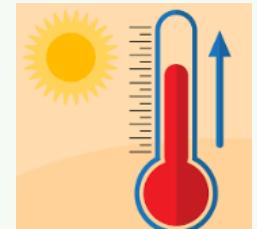
Staying Safe in Warmer Weather



As we move into Summer we might experience warmer days. It's important to be prepared:

- **Hydration is Key!** Encourage students to bring water bottles to school and ensure they have access to drinking water throughout the day. Remind them to drink regularly, even if they don't feel thirsty.
- **Sun Safety:** While the UK sun might not always feel strong, it's still important to protect ourselves. Encourage students to wear appropriate clothing, such as hats, and apply sunscreen before coming to school, especially on sunny days. The school will also [mention any school policy on sunscreen or shade during outdoor activities].

Appropriate Clothing: As the weather can be unpredictable in Spring, encourage layering so students can adjust their clothing to stay comfortable and avoid overheating or getting chilled.



General Health and Safety at School

Spring brings with it new activities and opportunities. Let's remember some key general safety practices:

- **Slips, Trips, and Falls:** With potentially wetter weather and increased movement around the school grounds, please be mindful of wet floors, uneven surfaces, and any obstacles. Report any near miss or hazards in the IAN reporting system.
- **Safe Movement in Corridors:** As we transition between classrooms and activities, let's remember to walk sensibly in corridors and on stairs to avoid bumps and collisions.
- **Reporting Concerns:** If you see something that doesn't look safe, please don't ignore it! Report any concerns to a teacher, staff member, or report into IAN reporting system.
- **First Aid Awareness:** Familiarise yourself with the location of first aid kits and who the designated first aiders are in your area.

Statutory Safety Reminder: Tree Maintenance

It's important to remember our commitment to maintaining a safe school environment. As part of our regular safety checks, we want to remind everyone about the statutory requirement for tree maintenance.



Scheduled Checks: As per regulations, the school undertakes professional inspections of trees on the school grounds at least every five years to ensure they are healthy and don't pose a safety risk.

Reporting Concerns: If you have any concerns about the safety of a tree on school grounds, please report it immediately to Tim.Wetherhill@coventry.gov.uk (Parks & Open Spaces Manager).

Incident reporting:

Incident reporting is crucial in health and safety for several key reasons:



1. **Identifying Hazards:** it helps schools and organisations identify and understand hazards or unsafe conditions in the workplace
2. **Preventing Future Incidents:** By analysing reported incidents, school leaders can take corrective actions to prevent similar events from recurring
3. **Legal and Regulatory Compliance:** it ensures compliance with workplace safety laws and regulations, which often require incident documentation
4. **Improving Workplace Safety Culture:** Encouraging incident reporting promotes transparency and shows a commitment to employee safety
5. **Training and Awareness:** Reports provide real-world examples that can be used to educate and train staff on risk awareness and safety practices

All work-related incidents (accidents, acts of violence and aggression and near misses) that happen as a result of, or in connection with work undertaken or events hosted on our premises and is associated with a failure in procedures, equipment etc must be reported, recorded and investigated, no matter how trivial they appear to ensure that appropriate actions are taken to prevent recurrence.

Safety Management System for the reporting of incidents: The Incident, Accident and Near Miss (IAN) management system is an online reporting tool used to record any incidents affecting employees or members of the public by activities undertaken by the school. Reporting on the IAN system is quick and easy, and ensures that all information flows to the relevant people.

Further information on Reporting and recording incidents can be found [Health and safety for schools – Coventry City Council](#)

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School Inspections



Schools must ensure a safe place of work and safe working environment for everyone who uses the site. In practice, this can be done day-to-day by school staff as a routine visual inspection/ check of their work areas. However, it is the LA's policy for all Local Authority Schools including schools where the LA is the employer, to also undertake a more formal health and safety workplace inspection on a termly basis. These inspections help highlight any issues which may be overlooked during the busy working day but need to be addressed in order to ensure the safety of colleagues.

The termly workplace inspection allows for school leaders (and safety representatives) to walk round their workplace to identify any hazards or concerns within their area and appropriately address them. The inspection checklist is a guide listing the type of hazards to be on a lookout for and to put in place an action plan to better control the risks. The inspection should cover all internal and external areas of the school, including store rooms, car parks, boiler houses and other areas which can be safely accessed.

The City Council School's [workplace inspection form](#) can be used for workplace inspections and provides further information on areas to inspect and what to look for.

Temporary Swimming Pools —

If you are looking to or have installed Temporary Pop-Up Pools in your school, please ensure that they meet the guidance issued by Swim England, the Swimming Teachers' Association (STA) and Swim Wales.

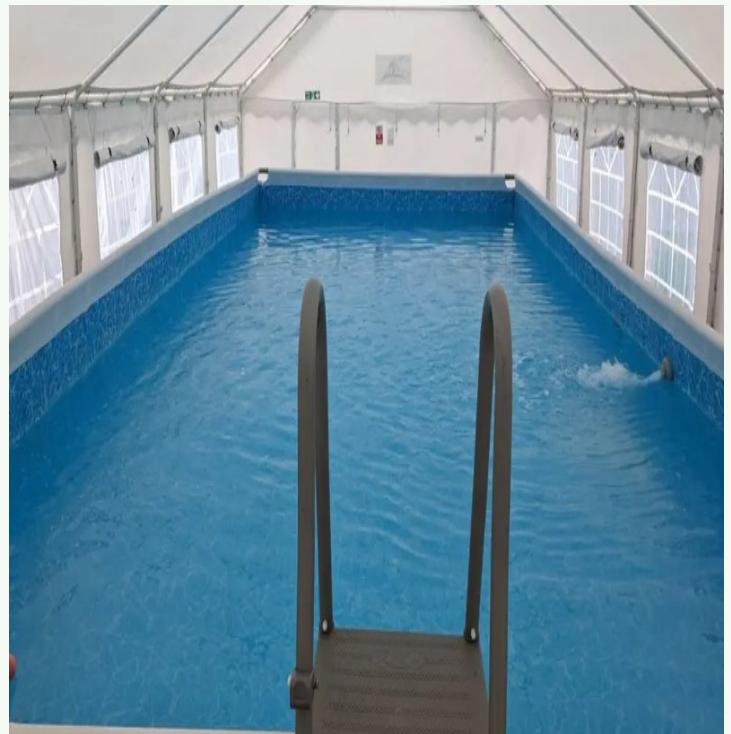
The briefing note provides guidance to support the safe operation of Temporary Pop-Up Pools.

These guidelines are designed to ensure that all temporary aquatic facilities uphold the highest safety, hygiene, and operational standards, safeguarding all who use them.

Swim England, the STA and Swim Wales do not endorse the use of any temporary "pop-up" swimming pools that fail to meet these operational and safety standards.

It is critical that these facilities adhere to the published guidelines, including but not limited to:

- Compliance with relevant health and safety regulations such as HSG179 and PWTAG technical note TN65 Water quality safety.
- Robust structural integrity



Display Screen Equipment (DSE)

The use of Display Screen Equipment is widespread throughout schools and there are recognised health risks associated with its use. These include;

- Musculoskeletal problems
- Upper limb disorders
- Eye strain and Stress

The City Council and schools have a legal duty to protect workers from the health risks of working with display screen equipment, such as PCs, laptops, tablets and smartphones. DSE users include anyone who uses screens for continuous or near-continuous periods (typically defined as an hour or more at a time, daily or most days), and includes staff who work remote or from home. In a school this might include admin staff, care workers and teachers.

A DSE assessment is a tool which helps identify and reduce risks related to prolonged screen use such as eye strain, back and neck pain, repetitive strain injuries and fatigue. Schools are legally required to carry out these assessments and act upon any issues which they identify.

Coventry City Council have [guidance available](#) to schools for Display Screen Equipment and DSE assessors.



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Leading with Safety-Health and Safety training for Head Teachers, Leaders and Governors

A safe and healthy school environment is paramount for the well-being and success of our students and staff. To further strengthen our commitment to safety leadership, **we are pleased to announce upcoming Health and Safety training specifically designed for Head Teachers, School Leaders, and Governors.**

This essential training will provide a comprehensive understanding of health and safety within the school context, empowering you to effectively lead and contribute to a positive safety culture.

H&S news letter

Why is this training important for Leaders and Governors?

As leaders within our school community, Head Teachers, Leaders, and Governors play a vital role in setting the tone and ensuring that health and safety is a priority. This training will equip you with the knowledge and understanding to:

- **Make informed decisions** regarding health and safety matters.
- **Champion a proactive safety culture** throughout the school.
- **Effectively oversee the implementation** of health and safety policies and procedures.
- **Understand your legal obligations** and minimize potential liabilities.
- **Contribute to a safer and more positive learning environment** for everyone.
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Training Details:

- **Target Audience:** Head Teachers, School Leaders (e.g., Deputy Heads, Assistant Heads, Heads of Department), and School Governors.
- **Dates:** 17-09-2025
- **Location:** Canal Basin (In-person)
- **Registration:** Contact Stephen.finlow-bates@coventry.gov.uk for booking and queries



We strongly encourage all Head Teachers, Leaders, and Governors to attend this valuable training. Your active participation will contribute significantly to enhancing the safety and well-being of our entire school community.

Upcoming Safety Training

	The Health and Safety team deliver a number of courses throughout the year designed to equip school leaders and Business managers with the knowledge they need to comply with their legal responsibilities. These courses focus on providing practical advice which is easily relatable to the way you work and will help reduce incidents and accidents within your school;		
	June	July	September
	Fire Marshal: 17 th June	Incident investigation: 17 th July	Incident Investigation: 9 th September
	H&S reporting system: 18 th June	Fire Risk Assessments: 22 nd July	H&S for Head Teachers, Leaders and Governors: 17 th September
	Incident Investigation: 26 th June		Site Service Officers: 24 th September
			H&S reporting system: 30 th September

The Following courses are available upon request. All queries should be sent to Stephen.finlow-bates@coventry.gov.uk

Safe erection and use of mobile tower scaffold	Approx. £100-150 per head based on 8-12 people. Course will only run with a minimum of 8.
Evacuation Chair training	Free to all schools with CCC H&S SLA. Other NonSLA Schools, Academies & Free Schools £35 per person Course will be held on your school premises and can have a maximum of 4 delegates
Working alone in safety / dealing with violence and aggression	Free to all schools with CCC H&S SLA. Other NonSLA Schools, Academies & Free Schools £35 per person
Selection and Management of Contractors	Free to all schools with CCC H&S SLA. Other NonSLA Schools, Academies & Free Schools £35 per person
Practical Fire Extinguisher Training	Available on request. Course will only run with a minimum of 8. Price TBC