

INTRODUCING YOU TO EEC

LOGGING ON

The EEC website address is: <https://www.eeclive.co.uk/public/plogon.asp?aid=14>

Save this address as a favourite on your browser - EEC can be accessed from any computer with an Internet connection.

The following EEC guidance documents can also be found on the SCC Health and Safety Extranet:
<http://extranet.somerset.gov.uk/health-and-safety/training/>

Further guidance on Outdoor Education when completing an External Visit can be found on the SCC Outdoor Education Website:

<https://slp.somerset.org.uk/sites/sccoea/SitePages/Planning%20a%20Visit%20or%20Activity.aspx>

SUPPORT

Helpline - European Education Consultants

Email: terry@eec-home.co.uk

Telephone: 01204 300944

Steve Dorrall - Senior Business Support Officer, Business Support, County Hall

Email: sdorrall@somerset.gov.uk

Telephone: 01823 355953 or 07811 309112

Somerset County Health & Safety Unit, County Hall

Email: CHSU@somerset.gov.uk

Telephone: 01823 355089

TRAINING AND SUPPORT

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- Telephone support and guidance is available for EEC queries. Please call Steve Dorrall on 01823 355953 for guidance and support.
- Training is provided by our Corporate Health and Safety Officers. Please call 01823 355089 to arrange training.
- You can also click on the hyperlinks located throughout this document that will provide further guidance on the common working areas of the EEC website.

ADMINISTRATION

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- Establishment Users: Managers may view, add and edit users. For further guidance see the section on setting up new users
<http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113275&servicetype=Attachment>.
- Establishment Details: Managers may view, edit and set up sub units for their establishment.
- The ability to access parts of this page might be restricted depending on the users' access level.

MODULES

ACCIDENT REPORTING

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- Accident reporting provides automatic notification to CHSU and HSE if RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if the accident is reportable. Further guidance is available from the H&S policy 'Reporting H&S incidents HS003':
<http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=35529>.
- Advice on accident investigations can be found from the H&S policy HS018 -
<http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=35751>
- An accident data collection form is available to collate details of the accident/incident before input to the EEC site: <http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=32117>
- Guidance on completing an accident report:
<http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=110752>

AUDIT

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- Managers can view the Health & Safety audit report and action plan and perform self-audits, <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113299&servicetype=Attachment>.

BEHAVIOUR MONITORING

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- This module provides a monitoring/management system for behaviour of individuals, based on the Team Teach model, helping schools to create preventative procedures where required <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113300&servicetype=Attachment>

EXTERNAL VISITS MANAGEMENT

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- Users can plan a new visit, and recreate past visits and activities.
- Automatic approval system for category A, B & C visits via your External Visit Co-ordinator as well as local authority approval for category B and C trips and activities.
- A Visit/Activity information collection sheet is available to draft out your trip or activity before completing your online external visit application - <https://slp.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Visit-activity%20Information%20collection%20Sheet.pdf>
- A step-by-step guide on how to plan visit is available from: <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113298&servicetype=Attachment>

MANAGEMENT REPORTS

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- This module provides a reporting tool detailing health and safety activities that have taken place in a given period in your school or establishment. The report details accidents, completed risk assessments, external visit applications and more.
- Reports can act as the basis of health and safety discussions for Senior Leadership Team or Governor meetings <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113292&servicetype=Attachment>

ONLINE FIRE TRAINING

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- All establishments must give fire training/annual refreshers to all members of staff.
- This training can be delivered to staff in various ways e.g. INSET staff meetings, inductions. Minute with Governors that it has taken place.
- The training modules are available on the SCC Extranet: <http://extranet.somerset.gov.uk/health-and-safety/training/>

REALLY USEFUL STUFF

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- Links to information and several useful websites including:
 - Current Health and Safety news and information
 - Venues for Visits
 - Maps, route planners, weather forecasts and tide tables
 - Plant and fungi database
 - Safety Signs (free to download!)

RISK MANAGEMENT

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- A step-by-step guide on how to complete a risk assessment <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113276&servicetype=Attachment>
- Guidance on how to find a risk assessment, including secure assessments (related to Special Educational Needs and individual Medical requirements) - <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113277&servicetype=Attachment>
- Guidance on creating a risk assessment action plan - <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113278&servicetype=Attachment>
- Federated establishments can also view risk assessments within their group. Guidance for staff that are located in a federated establishment - <http://extranet.somerset.gov.uk/EasysiteWeb/getresource.axd?AssetID=113279&servicetype=Attachment>