

Health and Safety at Work Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Boroughbridge High School Policy Number – HS003

Our statement of intent is:

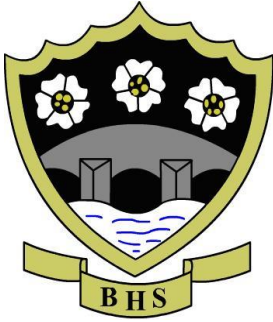
- to implement the requirements of the NYCC Property Services Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of Health and Safety risks arising from our work activities;
- to consult with our employees on matters affecting their Health and Safety;
- to co-operate with the LEA on matters relating to Health and Safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to undertake their tasks and to provide them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy at regular intervals and following significant change.

Signed: _____ Name: Kathryn Stephenson Headteacher

Signed: _____ Name: Malcolm Dawson Chair of Governors

Date: September 2020

Review date: August 2021



Boroughbridge High School Health and Safety Policy – HS003

RESPONSIBILITIES

Overall responsibility for Health and Safety within the school is that of: **NOTES:**

Kathryn Stephenson (Headteacher)
Brian Horner (Health and Safety Governor)
Justin Waters (Director of Business Services)

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Justin Waters (Director of Business Services)
Ben Ambler (Assistant Business Manager)
David Williams (Site Manager)

If the Headteacher is not always there, or does not have time to manage on a day-to-day basis, you can delegate this role to someone else, e.g. Deputy Headteacher, Head of Year or Premises Officer etc. Ensure that the person with overall responsibility is kept informed of Health and Safety matters and trained as required – it will still be the Headteacher's overall responsibility

To ensure Health and Safety standards are maintained/improved, the following people have responsibility in the following areas:

Name: Mrs J Flowers
Responsibility: Design & Food Technology

Name: Mr S Field
Responsibility: Physical Education

Name: Mr A Scott
Responsibility: Science

Name: Mr B Ambler/Mrs S Bloomfield
Responsibility: Visits, trips etc

Name: Curriculum Leaders
Responsibility: Subject Areas

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

Ensure that they are competent to undertake their Health and Safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any Health and Safety concerns they can be reported to the right person so they can be dealt with.

Note: If a member of staff is absent from their place of duty for a prolonged period of time, they are to nominate a replacement and inform the Headteacher.

Specific responsibilities for school governors, headteachers, managers, heads of departments and staff can be found in the NYCC Corporate Health and Safety Policy which can be found in:

Head's PA Office

All employees have to:

- **co-operate with supervisors and managers on Health and Safety matters;**
- **not interfere with anything provided to safeguard their Health and Safety;**
- **take reasonable care of their own Health and Safety; and**
- **report all Health and Safety concerns to an appropriate person (as detailed in this policy statement).**

Employees have legal responsibilities to take care of the Health and Safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues they should be clear about whom they should inform so that concerns can be addressed.

ARRANGEMENTS (1)

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk Assessments will be undertaken by:

Director of Business Services, Site Manager, Assistant Business Manager, Head Chef, Heads of Department and EVC.

Risk Assessments are to be written by any member of staff undertaking an activity including; subject leaders, educational visit leaders and outside of school curriculum activity leaders. Department Heads are to ensure that Risk Assessment are in place for their department and linked to Lesson Plans/Schemes of Work

Before the activity, the findings of the risk assessments are to be reported to:

All staff

Action required to remove/control risks will be approved by:

Director of Business Services, Site Manager, Assistant Business Manager, Heads of Department and Sarah Bloomfield EVC.

The person responsible for ensuring the action required is implemented is

After approval, the staff member undertaking the activity

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Director of Business Services, Site Manager, Assistant Business Manager, Heads of Department, Head Chef and EVC and Leadership Team.

Assessments will be reviewed:

In the event of an accident and annually or, when the work activity, equipment or work environment changes, whichever is soonest.

NOTE

You must assess risks to the Health and Safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

You will find some examples of key areas that you should consider at the end of this guidance.

You will need to involve a number of different people, including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

You can find more guidance in HSE's free leaflets through:

www.hse.gov.uk

Your **NYCC Property Services Safety Risk Adviser** will provide help and guidance on risk assessment and where applicable, the use of the Schools Health and Safety Risk Management Service risk assessment software package.

ARRANGEMENTS (2)

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NUT representative:
Mr C Inglis

NOTE

You must consult your employees.

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may use your works committee or another meeting as a forum for consultation.

If you have a Health and Safety committee, you could list what it does, who is on it and how often it meets.

Consultation with employees is provided by:

Agenda item for staff meetings

Staff briefings

Staff Health and Safety Notice Board

In addition, it is a standing agenda item on Governors and senior management meetings

ARRANGEMENTS (3)

SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

Director of Business Services, Assistant Business Manager and Site Manager
Head Chef
Mr A Scott - Dept
Mrs J. Flowers - Dept
Mr S Field - Dept

NOTE

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

It may be worthwhile using a **logbook** to record the maintenance checks.

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Director of Business Services, Assistant Business Manager and Site Manager
Head Chef
Mr A Scott - Dept
Mrs J. Flowers - Dept
Mr S Field - Dept

When buying new or second hand plant and equipment, you must check it meets Health and Safety standards before buying it.

You can find more guidance in HSE's publication:

- Buying new machinery INDG271 1998 and additional publications

The person responsible for ensuring that all identified maintenance is implemented is:

Director of Business Services, Assistant Business Manager and Site Manager
Head Chef
Mr A Scott - Dept
Mrs J. Flowers - Dept
Mr S Field - Dept

The School will aim to formally adopt BS416:2014 via NYCC Health and Safety Policy

Problems with plant/equipment should be reported to:

Director of Business Services, Assistant Business Manager and Site Manager
Head Chef

Checking plant and equipment health and safety standards before purchase is the responsibility of:

Director of Business Services, Assistant Business Manager and Site Manager
Head Chef
Mr A Scott - Dept
Mrs J. Flowers - Dept
Mr S Field - Dept

ARRANGEMENTS (4)

SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

Head Chef
 Site Manager
 Assistant Business Manager
 Mr A Scott (Science)
 Mrs J Flowers (Design & Food Technology)
 Mrs R Bibbings (Art)
 Any other staff member who has access to such substances.
 Ground Contractors

The person(s) responsible for undertaking COSHH assessments are:

Head Chef
 Site Manager
 Assistant Business Manager
 Mr A Scott (Science)
 Mrs J Flowers (Design & Food Technology)
 Mrs R Bibbings (Art)
 Any other staff member who has access to such substances.
 Ground Contractors

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Head Chef
 Site Manager
 Assistant Business Manager
 Mr A Scott (Science)
 Mrs J Flowers (Design & Food Technology)
 Mrs R Bibbings (Art)
 Any other staff member who has access to such substances.
 Ground Contractors

The persons responsible for ensuring that relevant employees are informed about COSHH assessments are:

NOTE

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

AoR: Area of Responsibility

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

You can find more guidance in:

- HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 07176 2421 8
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

Head Chef
Site Manager
Assistant Business Manager
Mr A Scott (Science)
Mrs J Flowers (Design & Food Technology)
Mrs R Bibbings (Art)
Any other staff member who has access to such substances.
Ground Contractors

Checking that substances can be used safely before they are purchased is the responsibility of:

Head Chef
Site Manager
Assistant Business Manager
Mr A Scott (Science)
Mrs J Flowers (Design & Food Technology)
Mrs R Bibbings (Art)
Any other staff member who has access to such substances.
Ground Contractors

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS (5)

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed by the Director of Business Services in the:

Staff management corridor / kitchen area
Staffroom
School kitchen

NOTE: The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about Health and Safety.

You are required to have access to competent advice, either in house or, if not available, external.

Health and Safety advice is available from NYCC Property Services and your Health and Safety Risk Adviser:

NYCC Risk Adviser

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

The person who is managing / supervising their work assisted by Site Manager

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant Health and Safety information for that location by that employer/company.

Ensuring that our employees working at locations under the control of other employers, are given relevant Health and Safety information is the responsibility of:

Headteacher
Director of Business Services
Site Manager
Assistant Business Manager
Head Chef

ARRANGEMENTS (6)

COMPETENCY FOR TASKS AND TRAINING

Induction information and/or training will be provided for all employees by:

Managers and Curriculum Leaders / Subject Leaders, and as requested via Director of Business Services - site NYCC Property Services training department.

NOTE

All employees must be given Health and Safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic Health and Safety such as First Aid and Fire Safety.

Employees will need job-specific training, which includes the Health and Safety aspects of the job.

Job specific training will be provided by:

NYCC Property services training department
Curriculum Leaders/Subject leaders
Contracted training agencies
Department Head
Headteacher
Health and Safety Service

You also have to provide Health and Safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Some jobs will require additional special training (e.g. manual handling, driving etc.)

Specific jobs requiring special training are:

*Asbestos/Legionella training
Assistant Business Manager to monitor when refresher training is required

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

***Site Staff. Training records to be kept by the Director of Business Services and in personal records held by the office.**

**First Aid training, Epipen, Diabetes, Epilepsy
Mrs W Firth to monitor Magnetic Swipe, Epilepsy Awareness, Defibrillator training

****Medical training and Health and Safety training records are to be maintained by the School Administration Office**

You should monitor the training records, so that refresher training is given when necessary

Assistant Business Manager to monitor:
Fire Awareness training
Safe ladder use
Manual Handling

NYCC CPLU/ Health and Safety NYCC Training Service has a commitment to provide Health and Safety training to Headteachers, Governors, Lead Officers etc. For further details of the courses available please contact:

Sarah Bloomfield:
Educational Visit Training

- CPD Section- CAMAS 01609 532864
- NYCC SCHOOL HANDS SERVICE 01609 532545

Training records are kept at/by:

The training record is kept in the School Administration Office. Personal files should hold copies of training qualifications and training attended.

Training will be identified, arranged and monitored by:

School Administration Office
Curriculum Leaders/Subject Leaders
Assistant Business Manager

ARRANGEMENTS (7)

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs:

Display Screen Equipment (DSE) assessments for computer operatives. Sciences

NOTE

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals). This will identify any health problems early on so that action can be taken before an employee’s condition worsens.

- **Refer to NYCC Property Services and NYCC Health and Safety**

Health surveillance will be arranged by:

Assistant Business Manager
Dept Heads – Sciences, Technology etc as required

NYCC Health and Safety / Occupational Health

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. *The health care professional doing the surveillance will hold the actual medical records, as these are confidential.*

Providing immediate first aid can prevent minor injuries becoming major ones.

Health surveillance records will be kept by/at:

In Health & Safety Management file in Head’s PA Office

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE’s free leaflets:

- First aid at work – your questions answered INDG214 1997
- Basic advice on first aid at work INDG215 (rev) 1997.

First aid box(es) are kept in the:

School Main Kitchen
Science Classrooms B2, B6, B9, B10 and B11
PE Office
DT Workshops A23, A25, A8
Art Rooms A20, A21
Medical Room

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:
NYCC Property Services Risk Adviser - 01609 532589. Follow the procedures outlined in your Education Service Health and Safety Policy and Guidance Manual.

**The appointed persons / first aiders are:
(First Aid at Work and emergency first aiders*)**

T Godsell-Wright

W Firth, A Haggath-Smith, S Field

N Webb, S Allam*,

The near misses form is to be completed by the member of staff who witnessed the 'near miss'. Once the form is completed they are to speak to the Director of Business Services who may take further action as required. Blank and completed near miss forms are to be kept on file in the school First Aid room

All accidents and cases of work-related ill health are to be recorded in the accident book by one of the first aiders. Near misses are also to be recorded. The Accident Book and near misses folder are kept

In the Medical Room

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC Property Services Education Health and Safety section is:

Head's PA
The School Administration Office

The defibrillator is checked regularly to ensure that it is in working order and a report is sent to Yorkshire Ambulance Service. **The person responsible is Mr B. Ambler, Assistant Business Manager.**

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will carry out the following:

- Legionella testing
- Asbestos inspection
- Termly Visual Health and Safety inspection
- School Health and Safety Service Inspection
- Fixed appliance electrical testing
- Extraction fans maintenance
- LA: Premises inspection
- Prioritised programme of risk assessment
- Boiler room annual inspection
- Gulleys and Gutters checked and cleaned
- Pest control
- Sports and Gym equipment maintenance
- Lift inspection
- DT inspection
- Department risk assessment and review
- Fire alarm inspection
- Drama lighting
- Lift Maintenance
- Sports Equipment
- Portable Appliance Testing (PAT)
- Inspection of Gas Appliances in Main Kitchens and Food teaching rooms
- Inspection of Gas Taps in Science laboratories/rooms

NOTE

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring Health and Safety.

You can do this both actively and reactively, i.e. before and after something goes wrong.

Actively - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively - you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

The person responsible for investigating accidents is:

- Appointed person or
- Assistant Business Manager to monitor

When you find out what went wrong – put it right.

The person responsible for investigating work-related causes of sickness absences is:

- Deputy Head – Mr R Grierson
- NYCC Property Services Occupational Health

The person responsible for acting on investigation findings to prevent a recurrence is:

- Director of Business Services
- NYCC Occupational Health

ARRANGEMENTS (9)

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Director of Business Services
Site Manager
Assistant Business Manager

The Asbestos Risk Management file is kept in:

Site Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Site Office

Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant permit to work is the responsibility of:

Director of Business Services
Site Manager
Assistant Business Manager

Asbestos risk assessments will be undertaken by:

Site Team

Visual inspections of the condition of ACMs will be undertaken by:

Site Manager
Assistant Business Manager
Site Team

Records of the above inspections will be kept in:

Site Office

NOTE

Responsible Officer - All schools must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

Policy and Procedure - The yellow 'Asbestos Risk Management' file outlines NYCC CPLU policies and procedures for managing of risk arising from Asbestos Containing Materials (ACMs)

Surveys - A type two survey of the premises should be available, with the location of ACMs identified on a site plan.

A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACMs are present in the work area.

Contractors - The location of ACMs indicated on the plan **must be** brought to the attention of all contractors coming on site. The Permit/Authority to Work form confirming this fact must be completed by the contractor **before** work commences.

Risk Assessment and Inspection - A risk assessment must be undertaken for all known ACMs. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACMs must be set up. The risk assessment will help you to establish the necessary frequency of visual inspections.

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff. If in doubt always seek immediate advice from NYCC:

Mark Wagstaff, Health and Safety Risk Manager Property Services – Tel: 01609 536514 and/or Building Maintenance Officer Richard Day -

ARRANGEMENTS (10)

LEGIONELLOSIS MINIMISATION

NOTE

The nominated Site Manager under the NYCC Property Services Legionnaires Disease Risk Management Policy is:

Miss K Stephenson
Headteacher

Site Manager - The Directorate will nominate Site Manager. This will normally be the Headteacher.

Risk Assessment - will be undertaken by Hertel (UK) Ltd. Documentation will then be provided to schools detailing any requirements for on-site monitoring/control tasks (typically temperature recording and flushing).

Risk assessments detailing on-site tasks for the minimisation of Legionellosis risk are kept in:

Site Office

Site Operator - The site manager may nominate a member of staff (the site operator), to carry out the on-site tasks set out in the risk assessment.

Records - Records of the on-site tasks must be maintained for monitoring purposes.

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Site Manager
Assistant Business Manager
Site Team

Changes - to water systems which may affect the level of risk, must be notified to:

Mark Wagstaff, Health and Safety Risk Manager Property Services – Tel: 01609 536514 and/or
Richard Day , Building Maintenance Officer

Record showing that the above on-site tasks have been undertaken are kept in:

Site Office

Advice – Further advice is available from the above and in the NYCC Property Services Environmental Services publication 'Water Services Hygiene'.

ARRANGEMENTS (11)

WORKING AT HEIGHT

All work at height in the school must be authorised by:

Site Manager
Assistant Business Manager

Risk assessments for working at height are to be completed by:

Director of Business Services
Site Manager
Assistant Business Manager

Equipment used for work at height is to be checked by and records filed in:

| | |
|-----------|-------------|
| Site Team | Site Office |
|-----------|-------------|

Training records for persons carrying out work at height are kept:

Health and Safety Management file in the Site Office

NOTE

Authorisation - A designated duty holder should be responsible for authorising work at height in the school.

Risk Assessments - must be in place for all tasks involving work at height where there is a significant risk of injury. These assessments may be generic for repetitive tasks

Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

Training - should be undertaken by all persons carrying out work at height. As a minimum, relevant staff should be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

You can find more guidance in the following HSE publications:

- Safe Use Of Ladders and Stepladders (An Employers' Guide) INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder and Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

Further advice on work at height can be obtained from your NYCC Property Services / Health and Safety Risk Adviser

ARRANGEMENTS (12)

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Miss K Stephenson
Headteacher

The Educational Visits Co-ordinator(s) is/are:

Mr J Waters
Mrs S Bloomfield
Mr B Ambler
Educational Visits Co-ordinator

Risk assessments for off-site visits are to be completed by:

The Group Leader

The Guidelines for Educational off-site Visits for Schools are kept in:

The School Office and held by:
Director of Business Services

Details of off-site activities are to be logged onto the NYCC database by:

Mrs Wendy Firth - Recruitment Administrator & Receptionist

Foreign / residential visits are inputted by:
Mr J Waters

NOTE

Authorisation - A system must be in place to ensure no parties leave the school without the appropriate authority.

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Educational Visits Guidelines are followed

Risk Assessment - must be in place for all off-site visits. These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

NYCC Educational Visits Guidelines – A copy of the off-site visits code of practice and guidelines must be available in the school.

Database – All off-site visits must be logged onto the NYCC notification database either as part of a rolling programme, or as an individual visit.

For further information:

**Learning Beyond the Classroom Adviser
Adrian Clarke Tel: 07855 212888**

ARRANGEMENTS (13)

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Director of Business Services
 Site Manager
 Assistant Business Manager

Escape routes are checked by/every:

| | |
|-----------|-------|
| All Staff | Daily |
|-----------|-------|

Fire extinguishers are maintained and checked by/every:

| | |
|-------------------------|------------------|
| Site Team Contractor | Daily / Annually |
|-------------------------|------------------|

Alarms are tested by/every:

| | |
|-----------|-------------------|
| Site Team | Weekly and Termly |
|-----------|-------------------|

Emergency evacuation will be tested every/recorded

| | |
|------|------------------|
| Term | Head's PA Office |
|------|------------------|

The Security Co-ordinator is:

Assistant Business Manager

NOTE

You must carry out fire risk assessments, in the same way as you do general Health and Safety risk assessments.

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done

List here any other policies relevant to Health and Safety and state where they are located. E.g.

Medicines Policy, Educational Visits Policy etc. Fire Emergency & Evacuation Plan Safety File –

Site HR related policies

Education visits

Safeguarding

Medicine

Lone working

Radioactivity

Science policy

Located in:

The School Document Management File kept in ('G' Drive)

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects /collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Science in general
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High and low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

There are many free Health and Safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165

HSE Book Website: www.hsebooks.co.uk

Health and Safety Information Services

Infoline Tel: 08701 545500

HSE Website: www.hse.gov.uk

FURTHER INFORMATION

Further advice on completing this Health and Safety Policy document is available from your Safety Risk Adviser or contact:

Dale Barton – Head of Service
SCHOOL HANDS SERVICE
North Yorkshire County Council
Safety Risk Management Unit
Northallerton, DL7 8AE

Tel: 01609 532545
Fax: 01609 532543
E-mail: dale.barton@northyorks.gov.uk