



**EAST RIDING**

**OF YORKSHIRE COUNCIL**

**ELLOUGHTON PRIMARY SCHOOL  
HEALTH AND SAFETY POLICY**

**January 2017  
(next review January 2018)**



## **PART 1: STATEMENT OF SAFETY POLICY**

The Health and Safety at Work, etc. Act 1974 imposes a duty on the East Riding of Yorkshire Council through the Education Authority, as the employer in county and voluntary controlled schools to make provision for the health, safety and welfare of its employees, students, pupils and members of the public. These responsibilities extend to contract work conducted on behalf of the Education Authority.

It is the school's policy to promote the health, safety and welfare of employees, pupils, governors, visitors, volunteers, and contractors and will seek the co-operation of all of these groups in implementing this policy.

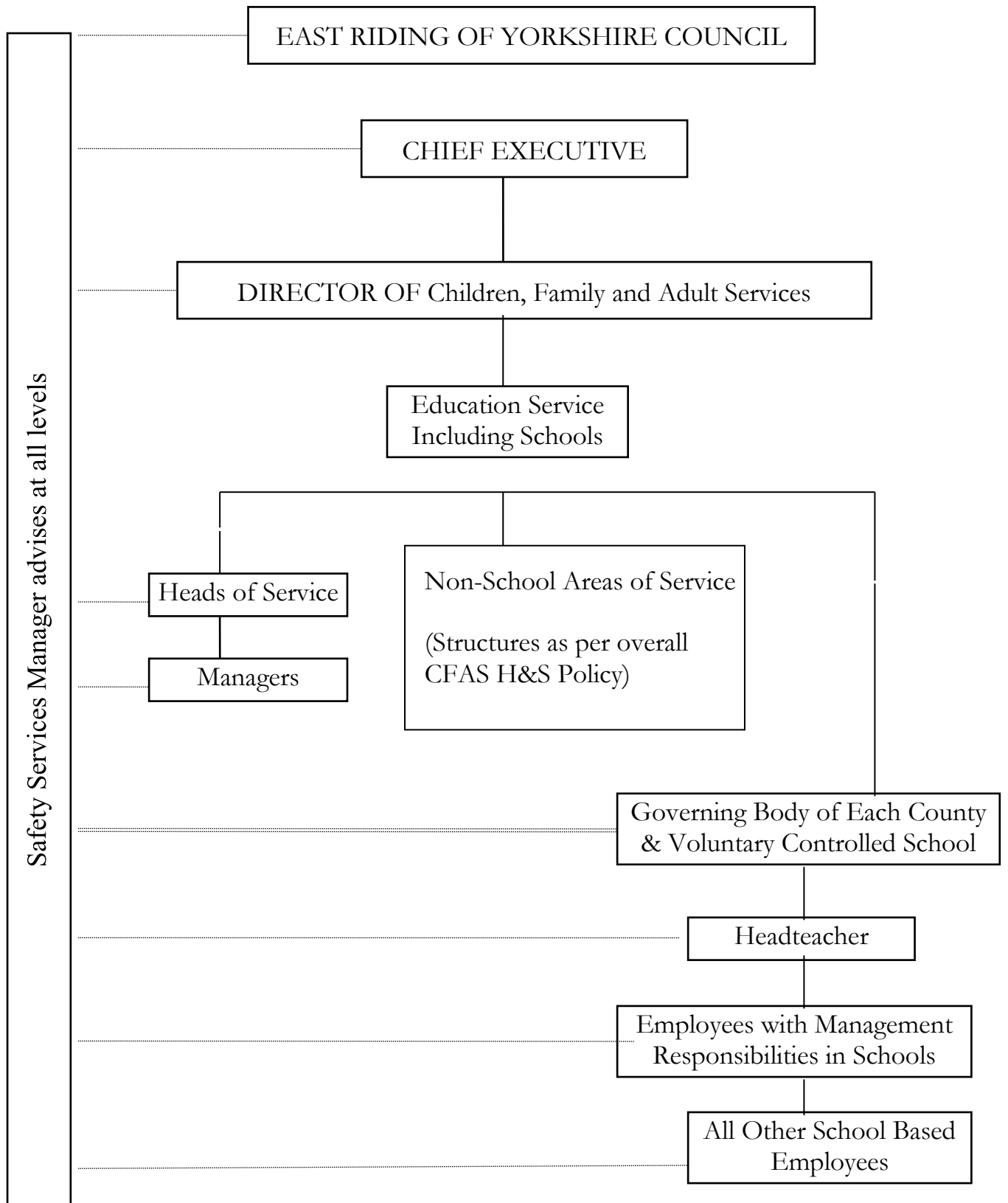
The school will work in conjunction with each and every employee and with the governing body to:

- provide and maintain a safe and healthy workplace;
- provide information, instruction, training and supervision;
- provide and ensure the use of safety procedures and any protective equipment which may be necessary;
- encourage the active interest of all employees, pupils, governors, visitors, volunteers, and contractors in the health and safety of themselves and others.

The school has taken regard of the Local Authority and the Directorate of Children, Family and Adult Service's Annual Safety Policies and incorporated or improved the arrangements within its own Safety Policy.

Signed .....  
(Chair of the Governing Body)

Date.....January 2016



## **PART 2: ORGANISATION FOR SAFETY**

**2.1** The previous page illustrates the framework and lines of responsibility for health, safety and welfare within the Directorate of Children, Family and Adult Services. The levels of responsibility assigned to these positions are identified as follows:

### **2.2 The East Riding of Yorkshire Council**

To arrange, approve, implement and review, on a regular basis, an overall Corporate Health and Safety Policy.

### **2.3 Chief Executive**

The Chief Executive bears responsibility for the overall arrangements and ensuring that the operation of the Council is conducted in such a manner as to ensure the safety, health and welfare of its employees and to protect the public where they are likely to be affected by its operations.

### **2.4 Director of Children, Family and Adult Services**

The Director of Children, Family and Adult Services is responsible and accountable to the Chief Executive for the implementation of the Council Safety Policy and Programme within the Department and to achieve this objective shall:

- a) arrange, implement and review on a regular basis a Departmental Health and Safety Policy;
- b) monitor (including consideration of inspection reports);
- c) confirm or advise on priorities identified;
- d) arrange and consider audits;
- e) provide information;
- f) analyse accident and ill-health/near-miss reports;
- g) facilitate adequate basic training courses through the central training unit for appropriate staff for health and safety, e.g. overview of employers and employees responsibilities under the Health and Safety at Work etc. Act 1974, Risk Assessment, C.O.S.H.H., Manual Handling and First Aid, etc.;
- h) appoint a Safety Co-ordinator to co-ordinate and distribute health and safety information and to receive all accident and incident reports.

### **2.5 Heads of Service**

The duties of the Heads of Service are to:

- a) assume all health, safety and welfare responsibilities in the absence of the Director;
- b) be responsible for all health, safety and welfare matters in the areas for which they are accountable;
- c) ensure that Managers are aware of their duties/responsibilities;

- d) ensure that Managers carry out health, safety and welfare responsibilities and/or tasks as delegated by the Director of Children, Family and Adult Services;
- e) delegate these tasks to Managers, where appropriate.

## **2.6 Managers – Safety Services, Governors Support, Education Officers**

The duties of Managers are to ensure that Governors and Headteachers are aware of their duties/responsibilities through provision of information and advice which will allow them to understand and to carry out their health, safety and welfare responsibilities.

## **2.7 Governing Body**

The duties of the Governing Body are to:

- a) consider and ratify the health and safety policy;
- b) monitor health and safety by annual audit (including consideration of inspection reports)
- c) prioritise actions where resources are required;
- d) include health and safety on Governing Body' meeting agenda;
- e) include health and safety on one of Governing Body's Committees which will receive the Headteacher's verbal report on health and safety matters, to present minutes from Committee meetings to the Full Governing Body.
- f) act as client under Construction (Design and Management) Regulations 2015 (CDM) where building projects are not funded by the Council; If the school funds a construction project with no financial input from the authority then the Governors have responsibility for ensuring compliance with CDM. In this situation the cost of any training required to become conversant with the regulations will have to be borne by the school. This would have to be specifically arranged.

## **2.8 Headteacher**

The duties of the Headteacher are to:

- a) manage on a day-to-day basis all health and safety matters in the school in accordance with the adopted health and safety policy;
- b) ensure that a Health and Safety Plan is agreed and implemented in line with the Council's policy;
- c) monitor, review and report progress of the School's Health and Safety Plan to the Governing Body;
- d) ensure that risk assessments are carried out and reviewed as required by legislation and the Council's Policy;
- e) ensure that methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied;

- f) ensure that all employees are aware of and fulfil their safety responsibilities, arranging for training needs to be addressed and ensuring that all staff are formally inducted into the health and safety policy, reinforced by annual reminders of the need to adhere to the policy;
- g) ensure the provision of adequate plant, equipment, tools and protective equipment to enable work and school activities to be done safely;
- h) ensure that plant, equipment, tools, buildings etc are maintained in a safe condition and arrange inspections to monitor this. This will apply equally in all parts of the school premises – offices, classrooms, workshops, etc;
- i) arrange for the check, verification and investigation, as appropriate, of all accident reports and ensure remedial action is taken including the revision of Risk Assessments;
- j) ensure that formal health and safety inspections are carried out each term and remedial action taken;
- k) establish a system to process safety and health defects and monitor and review progress, report any concerns to the Governing Body;
- l) ensure that fire risk assessments are carried out and that the Fire Log Book is maintained;
- m) ensure that a Health and Safety Coordinator is designated on each site with responsibility for ensuring that health, safety and welfare matters are attended to;
- n) ensure compliance with the Council's Standing Orders or the school's own standing orders (approved by the Local Education Authority) relating to the award of contracts. Ensure that appropriate monitoring and supervision arrangements are in place in relation to each contract.

## **2.9 School Based Staff**

The duties of these staff are to:

- a) manage on a day-to-day basis health and safety in accordance with the health and safety policy of the school;
- b) draw up and regularly review procedures for their group of staff/area;
- c) ensure all necessary action is taken;
- d) identify staff training;
- e) pass on health and safety information received to appropriate people;
- f) act on reports from any member of staff.
- g) co-operate with their employer
- h) conduct their work in accordance with the health and safety policy;
- i) check classrooms/work areas are safe daily;

- j) check equipment is safe before use;
- k) ensure safe procedures are followed at all times;
- l) ensure protective equipment is used, where appropriate;
- m) participate in inspections and the health and safety committee, if appropriate;
- n) bring problems to the relevant manager's attention.
- o) Educate all pupils in correct procedures to ensure they are able to keep themselves and others safe.

**ROLES AND RESPONSIBILITIES OF CARETAKER/SITE MANAGER AND HEALTH AND SAFETY COORDINATOR**

<b>Health &amp; Safety Coordinator</b>	<b>Caretaker</b>
<ul style="list-style-type: none"> <li>• Coordinate health and safety at school and communicate with the Headteacher</li> <li>• Be the point of contact at school for those who have health and safety queries</li> <li>• Prepare an annual Health and Safety Plan and coordinate its implementation</li> <li>• Providing H &amp; S inductions to staff, volunteers and those involved in work experience.</li> <li>• Accident &amp; Incident reporting.</li> <li>• Audit of fault file on a weekly basis.</li> <li>• Undertake the school's termly Health and Safety inspection of the school, in conjunction with the Site Manager (split of responsibilities to be agreed)</li> <li>• Assist Governors with their annual health and safety audit</li> <li>• Coordinating and recording risk assessments</li> <li>• Ensuring suitable health and safety notices are provided for staff, volunteers, and visitors</li> <li>• Preparing of PEEPs (Personal Emergency Evacuation Plans)</li> <li>• Ensure that an appropriate number of Fire Wardens and First Aiders are in place</li> <li>• Maintain records and registers for the above</li> <li>• Refer to the ERYC Health and Safety Adviser for advice and support.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct regular safety inspections and checks around the school, including those for:               <ul style="list-style-type: none"> <li>○ Emergency lighting, fire alarm, fire extinguishers</li> <li>○ Playground inspection and other outside areas.</li> <li>○ Water hygiene checks</li> <li>○ Asbestos re-inspections</li> <li>○ Electrical inspection</li> </ul> </li> <li>• Ensure a fire drill is completed each term</li> <li>• Ensure all signs in use meet the statutory requirements</li> <li>• Coordinate checks, testing and servicing of buildings, equipment and services undertaken by contractors</li> <li>• Undertake the school's termly Health and Safety inspection of the school, in conjunction with the Administrative Officer (split of responsibilities to be agreed)</li> <li>• Assist Governors with their annual health and safety audit</li> <li>• Check the Fault File on a regular basis and deliver any in-house action or coordinate contractors to clear the actions</li> <li>• Assist the Administrative Officer with risk assessments</li> <li>• Report, as appropriate, any health and safety concerns to the Headteacher</li> <li>• Maintain records and registers for the above</li> <li>• Refer to the ERYC Health and Safety</li> </ul>



## 2.11 Pupils

Pupils are:

- a) expected to exercise personal responsibility for the safety of self and others.
- b) observe standards of dress consistent with safety and / or hygiene – to include suitable footwear, P.E. and games kits.
- c) observe all the safety rules of the school and in particular the instructions of all staff.
- d) to use and not wilfully misuse, neglect or interfere with things provided for their safety.

**REFER TO APPENDIX 3**

## PART 3: ARRANGEMENTS FOR SAFETY

The school will update the health and safety policy in line with changes to the Local Authority and Director of Children, Family and Adult Services policies, procedures, guidelines and any changes within the school.

The preparation and review of the Education Authority's Safety Policy and Manuals will be the responsibility of the Director of Children, Family and Adult Services.

### 3.1 Distribution of Health and Safety Information to Employees

Upon appointment, all employees of the school will receive a copy of the school's health and safety policy. The Council's and Education Authority's Safety Policy Statements will be made accessible to school employees either by placing them on the school intranet or on suitable notice boards within the school.

It is the responsibility of the Director of Children, Family and Adult Services to ensure that employees receive all necessary information to enable a safe and healthy working environment to be maintained.

**It must be emphasised that every person has a legal duty not only to look after their own safety but also the safety of others, and report any adverse health and safety matters to their immediate supervisor.**

### 3.2 Consultation on Health and Safety Matters

Under the Safety Representatives and Safety Committees Regulations 1977 the Council must put in place arrangements to enable Trade Union Safety Representatives to be consulted on appropriate issues concerning safety, health and welfare of persons working in and/or attending its establishments, or using its facilities.

The Health and Safety (Consultation with Employees) Regulations requires that the Representative of Employees Safety, who represent non-union employees, is consulted on issues of safety, health and welfare

### **3.3 Safe Systems and Methods of Work**

The Education Authority will prepare, in accordance with existing legislation, general procedures and guidance for maintaining a safe working environment and systems of work, and when necessary monitor and review.

The Headteacher will protect the health and safety of those under their supervision, and others who may be in the workplace.

Supervisors are best placed to review and amend, where necessary, work practices which will ensure the health and safety of those employees under their supervision and any others who may be at that particular workplace. Where it is not possible for the first line supervisor to take action he/she should make recommendations, in writing as soon as practicable having regard to the circumstances, to the Head of Department who, if they consider it necessary, will notify their Headteacher.

Safety guidelines and agreed procedures for safe systems of work will be reviewed and updated as necessary following consultation between Governors, the head teacher, Safety Representatives, Employees Representatives and the Safety Services Unit.

### **3.4 Health and Safety Training**

Health and Safety training is seen as an integral part of the Education Authority's commitment towards the health, safety and welfare of staff. To achieve this aim basic health and safety training will be provided to the appropriate people as a normal part of their training requirements as identified through Training Needs Assessment. The School Governing Body and Headteachers must facilitate other Specialist training.

It is essential that all personnel responsible for technical, health and safety advice and for the creating of safe working procedures and conditions receive regular reviews of their training needs.

All new employees will receive an induction in which the contents of this Policy will be emphasised.

It is the responsibility of persons in charge to ensure that no persons are employed on work unless they have received adequate training in understanding the hazards involved.

Those persons in charge will ensure that high-risk elements in work areas are identified and risk assessed and that detailed individual work procedures and guidance notes are provided. In addition persons in charge will ensure that employees working in such areas are trained in those procedures.

### **3.5 Safety Services Unit**

The Council's Safety Services Unit employs a number of qualified Safety Officers, one of whom is dedicated to providing advice and support to the Education Authority. They also have the authority to enquire into, investigate, and stop work practices if, in their opinion, the activity is giving rise to a possible risk to the health, safety or welfare of pupils, staff, contractors or to members of the public. The work activity will not be allowed to re-start until such time as the cause of the potential danger is removed or rectified.

### **3.6 Identification and Elimination of Hazards**

The head teacher will ensure that Risk Assessments are carried out of known significant hazards before any activity commences. Copies of the Risk Assessments will be kept available during normal working hours.

Employees must comply with Section 7 of the Health and Safety at Work etc Act 1974 by informing their supervisors of hazards, as they become known and by reporting to their supervisors all incidents, including those of 'near miss'. If it is not possible to eliminate the hazard immediately then they will ensure that it is isolated and draw the difficulty to the attention of their Head of Department who will put the matter in hand

All incidents involving injury to staff and members of the public must be reported in accordance with the Council's Accident and Incident Reporting Procedures. Managers will investigate any incidents that occur and assess the likely risk of reoccurrence. Risk Assessments will be reviewed whenever there is a change in activity or new equipment is introduced. Otherwise annually.

### **3.7 Accident Prevention and Recording**

A thorough investigation into all causes of significant accidents, near misses and dangerous occurrences will be undertaken to reduce the risk of future injury or damage to property, by the Manager having direct control of the area in which the incident occurred. The results of the investigation must be recorded and held on site.

All reportable accidents must be reported in line with the procedures set out under the Council's Accident and Incident Reporting Procedures and the Health and Safety Executive's Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The supervisor and not the employee must complete these forms. The employee must ensure that the Accident Book B1510 or Minor Accident Report Book in school is completed.

The Accident and Incident Reporting Procedures and the RIDDOR Regulations will be made available to Headteachers, Senior Officers and Admin Officers. and the procedures are updated whenever a material change in the procedures takes place. Advice on accessing the procedures is available from the Departmental Safety Co-ordinator (Children, Family and Adult Services Support Services Manager) and the Safety Services Unit.

### **3.8 Visitors**

It is the duty of the Education Authority to ensure the safety, health and welfare of all visitors to any of our premises. Where it is reasonably practicable, and to complement security systems, all visitors should sign a visitor's book, which should be available at all times. Visitors will not be allowed to enter work areas unless accompanied by an appropriate member of staff and must observe any safety rules.

In the event of an emergency situation, visitors are in the care of who their business is connected with and they must be directed to a place of safety whilst the employee reports to the assembly point.

Personnel helping out in premises should be made aware of the health and safety arrangements applicable to them through the supervisor/line manager to whom they are assigned. Such notice should be drawn to their attention.

### 3.9 Emergency Procedures

The Regulatory Reform (Fire Safety) Order 2005 replaces previous fire legislation and came into force 1<sup>st</sup> October 2006. The main change is to place responsibility very clearly with the 'Responsible Person' to ensure the safety of the people in the workplace for which they are responsible. The Responsible Person is whoever owns the premises or controls the activities within it. Emphasis is placed on the importance of carrying out Fire Risk Assessments. In schools Head teachers must ensure that fire risk inspections are carried out on all premises where one or more employees or others are at risk in case of fire, using the Health and Safety Inspection forms.

Copies of the fire risk inspections must be kept available on the premises. The Fire Authority are the enforcing body under these regulations and have the power to serve prohibition and enforcement notices.

The Education Authority will issue, through delegated powers, instructions for the evacuation of buildings or part of buildings in the event of emergencies. Emergencies include the outbreak of fire or bomb threats.

#### Fire

1. A fire log will be kept for all premises and will contain information and advice concerning fire precautions including a register of records, which need to be kept. The Principal Fire Marshall has the responsibility for the proper completion of the Fire Log.
2. Specialist maintenance personnel will check all fire fighting appliances, at least annually. The Headteacher has the responsibility to arrange the testing of this equipment within schools.
3. All fire doors must be free swinging at all times so that they are normally closed. All fire exit doors must be unlocked, easily accessible and must be operable from inside the building. There must never be any obstruction of fire exit doors.
4. The fire alarms will be tested on a weekly basis by nominated staff using a different call point each time. A log will be kept of the findings. In addition regular checks will be carried out and a record kept.
5. Fire drills will be held not less than twice per year, when a senior member of staff must note the evacuation time and general performance of the drill.
6. All appropriate members of staff must be trained in the use of relevant fire fighting appliances. Persons in charge are to identify fire training needs to their immediate line management who will arrange for any necessary training.
7. Clear instructions will be issued to staff regarding the nearest fire control point, fire-fighting appliance, and the means of escape and assembly points to be used during fire drills. These instructions must be issued on the first day of employment as part of the induction programme.
8. Appropriate notices indicating means of escape and assembly points must be clearly displayed.

### Bomb Threats and Other Emergencies:

In the event of a warning being received then the emergency department/building procedure must be followed. Any suspicious object found must be reported to the person in charge and on no account should it be touched or moved. If directed to evacuate the building, personal belongings that are immediately available should be taken out with you.

### **3.10 Inspections – Responsibilities and frequency**

Regular systematic inspections for all work areas are essential for the maintenance of standards and the Director of Children, Family and Adult Services will implement the following schedule:

<b>Director of Children, Family and Adult Services (or Head of Inclusion and Resources in his absence)</b>	- will conduct an inspection of a number of Education Establishments once per annum and review items raised during previous inspections. The inspections must precede the preparation of the annual estimates.
<b>Headteachers/Deputy Headteachers</b>	- of all schools (Primary, Secondary, Special, Short Stay) will conduct an inspection termly.
<b>Governing Body</b>	- will conduct an annual health and safety audit
<b>Other Staff in Schools</b>	- will inspect their work areas on a daily basis in the course of their normal duties.

A register of inspections, findings and corrective action must be maintained and kept available for examination during office hours (only the findings need be registered for the daily checks). A copy of the annual inspections undertaken by the Director of Children, Family and Adult Services must be forwarded to the Chief Executive.

### **3.11 New Buildings or Major Alterations to Existing Buildings**

The Education Authority shall ensure that the Safety Services Unit is consulted prior to the acquisition and occupation of new buildings and of all cases of major alterations to existing buildings to assess the health and safety issues relating to those premises before occupancy.

### **3.12 Repair, Maintenance and Upkeep of Education Premises**

As a result of the introduction of Local Management of Schools (LMS) schools may order works through the Self-Help Scheme. Common sense must be exercised in noting any obvious dangers to staff, pupils, students, clients or others. Governors and Headteachers are advised to follow this procedure.

The following procedure should be followed when difficulties arise:

- a) The person in charge of a building should discuss the problem with the contractor on site and if possible agree a solution. It must be emphasised that the person in charge must never place themselves in the position of giving instructions to the contractor as this can result in additional costs which it may not be possible to meet within the budgeted figure for the job.

- b) If the contractor is not on site and there is imminent danger, then the person in charge of the building must take all reasonable steps deemed necessary to ensure persons are not put at risk.
- c) The contractor should be told what has been identified as dangerous and what action has been taken.
- d) Where the Infrastructure and Facilities Department has ordered work the matter should be reported to the appropriate Supervising Officer.
- e) Advice can be obtained from the Infrastructure and Facilities Department and the Safety Services Unit if this is necessary. The power to prohibit imminent danger situations has been granted to all officers of the Safety Services Unit, but this power will be used as a last resort when other avenues have been exhausted.
- f) The appropriate Supervising Officer should always be consulted or notified of the identified danger and what is being done by the person in charge and/or contractor to avoid it.
- g) Co-ordination and co-operation between all parties will be required to reduce any risks.
- h) However, if Governors and Headteachers authorise work through self-help schemes then they will be responsible for the appointment of a competent person appropriately qualified to undertake monitoring and managing the full extent of the work. Governors and Headteachers' attention is drawn to the provision of the Construction (Design and Management) Regulations 2015. Guidance can be obtained from the Infrastructure and Facilities Department.
- i) Where Governors through self-help schemes commission work which falls under the Construction (Design and Management) Regulations 2000 then they will act as the Client.
- g) Governors are reminded that in undertaking any construction works contracts must be awarded in accordance with good tendering practices. This will be in accordance with the Directorate's own procedures for works valued at under £45,000 (or such other limit as may be set by the Council from time to time) and the Council's Standing Orders for works valued at over £45,000 (or such other limit as may be set by the Council from time to time). The tender documents must include appropriate provision for health and safety.

### **3.13 List of Statutory and Non Statutory Inspections**

#### Workplace (Health, Safety and Welfare) Regulations and the Education (School Premises) Regulations

It is the responsibility of the Director of Children, Family and Adult Services through delegated powers to ensure that adequate provisions are made for employees and pupils in relation to the requirements of the above regulations.

#### Provision and Use of Work Equipment Regulations 1998

The Council has produced a policy and guidance note regarding the Provision and Use of Work Equipment Regulations. However, before purchasing or obtaining work equipment (as defined by the regulations) schools must seek the advice of the curriculum adviser. Any new machinery must comply with the Supply of Machinery Safety Regulations 1992 and

come with a Declaration of Conformity and be C.E. marked. If the governors of a school purchase second-hand machinery it is their responsibility to ensure that it complies with the Work Equipment Regulations 1992. Governors should not rely on the supplier of the machinery to have checked that it is safe. Governors may wish to contractually require them to supply machinery guarded to the standards laid down in regulations 11-24 of the Provision and Use of Work Equipment Regulations 1998.

Governors are reminded that in the purchase of machinery they are advised to use the Council's Purchasing and Supplies Division. If they are to purchase goods themselves then they must comply with the Council's Standing Orders. The Director cannot sign contracts unless they have been approved by the Council's Legal Section. All contract documents must include appropriate Health and Safety provisions. Advice can be obtained from the Council's Safety Services Manager.

### **3.14 Statutory Inspections and Examinations**

Many items of plant and equipment are subject to statutory inspections and examinations and it is the responsibility of the Director of Children, Family and Adult Services to ensure that these requirements, through delegated powers, including the scheme of delegation to governing bodies under the Local Management of Schools Scheme, are scheduled into the Annual Safety Programme and to nominate a person to monitor this procedure. A register of competent persons should be held on the school premises.

#### **INSPECTIONS**

To ensure the safe, efficient and effective operation of plant and equipment, it is essential that it is regularly examined and inspected.

Some plant and equipment is subject to a statutory inspection and other to a non-statutory examination system.

#### Statutory

- Local exhaust ventilation
- Fume cupboards
- Pressure systems
- Lifting equipment
- Electrical equipment and services - in accordance with the Council's Safety Policy
- Fire fighting equipment
- Emergency lighting
- Ionising radiation sources
- Gas safety – appliances and heating

#### Non-statutory

- Gymnasium equipment
- Sports equipment
- Playground equipment
- Other heating appliances
- Lightning conductors
- Machinery safeguards
- Gas safety - appliances and heating

The above lists are not exhaustive and may require regular review and modification.

### **3.15 Manual Handling Operations Regulations**

The Director of Children, Family and Adult Services will ensure, through delegated powers, that Headteachers and other persons in charge carry out assessments for manual handling operations. A copy of the assessment must be given to the operative carrying out the task.

If the assessment shows that manual handling training is required, training must be provided.

### **3.16 Personal Protective Equipment at Work Regulation (Protective Clothing and Equipment)**

Once identified through the Risk Assessment process the Headteacher will undertake to supply any necessary personal protective clothing and/or equipment which must be worn or used at all appropriate times. A record of the issue and checking of such items will be maintained. Supervisors have the authority, on behalf of the Headteacher, to ensure that people under their control use the safety equipment provided. Notices will be posted in potentially hazardous areas to define the area of the hazard and to indicate the safety equipment that is required for all persons in the vicinity. Failure of employees to comply will result in suspension without pay for the day or remainder thereof. Subsequent failure to comply may lead to disciplinary actions.

### **3.17 First Aid at Work Regulations**

Headteachers will ensure that first aid provisions comply with existing statutory requirements and with any relevant regulations relating to specific areas of work.

Headteachers will ensure that sufficient numbers of first aiders or appointed persons are recruited and properly trained to meet current and future needs.

Supervisors will identify first aid training needs to their Section Head (Headteacher). The Director will ensure that training is provided.

First aiders must take part in practical refresher sessions to be held at regular intervals.

Those trained in first aid will have access to adequate first aid facilities and be supplied with the prescribed equipment. First aid coverage must be maintained throughout the normal working hours and during off site educational trips and visits.

First Aid boxes must contain the prescribed items. Replenishments of used items will be notified by the first aider or appointed person in charge of the box, to their supervisor, who will arrange with the appropriate person in school to place an official order with the supplier.

Designated first aiders and their location must be posted on medical boxes. There should be sufficient lists so as to reduce the time spent identifying the nearest first aider in the event of an emergency.

A record of treatment must be maintained and shall be used in conjunction with the accident reporting and investigation procedure as a means of accident prevention. Good records of initial treatment may also be valuable if further medical attention is required or if



legal action is considered by those involved in an accident.

### **3.18 Electricity at Work Regulations (EAW)**

All portable electrical equipment will be examined on an annual basis. Infrastructure and Facilities Department is available as a competent adviser to the Education Authority and schools.

The Infrastructure and Facilities Department will carry out the examination of the fixed installations from the socket outlet to the main board.

The Director of Children, Family and Adult Services reserves the right to insist that any personal electrical equipment is examined and tested in accordance with the above and that any costs incurred remain the responsibility of the individual concerned or the school.

Unsafe electrical equipment will be removed from the premises.

Electrical equipment offered for disposal to another user must have been tested annually and must carry the date of the last test, as identified by the Infrastructure and Facilities Department or other competent adviser.

### **3.19 Health and Safety (Display Screen Equipment) Regulations (DSE)**

Schools will ensure that risk assessments have been carried out on all employees who use display screen equipment and that appropriate action is taken on any hazards identified.

### **3.20 Control of Substances Hazardous to Health Regulations (COSHH)**

The Directorate of Children, Family and Adult Services recognises its duties under the Control of Substances Hazardous to Health Regulations. Wherever hazardous substances are to be used and/or generated a suitable assessment of the process will be carried out before the operation commences and any precautions that are necessary to protect the health of employees and others affected will be taken. Managers should ensure that manufacturers' data sheets are available for every potentially hazardous substance they use or generate, that potentially hazardous substances are kept in a locked receptacle with controlled access and that staff are fully aware of the proper methods of use. The Council uses a national company SYPOL to provide up to date COSHH Assessments which can be accessed on the schools Intranet Site. Individual schools will download hard copies of these assessments and make them readily available at all work locations.

### **3.21 Asbestos**

It is the policy of this Authority and, therefore, this Directorate, that any work involving the stripping, removal, repair, sealing or disturbances of asbestos material shall be executed strictly in accordance with the Control of Asbestos at Work Regulations 2012, associated legislation and guidance and any amendments or revisions thereof.

Headteachers should refer to the Code of Practice and Guidelines on Asbestos, SSU/18, issued in April 2001 and any revisions thereof. See also Appendix 1.

### **3.22 Construction (Design and Management) Regulations 2015**

The Regulations place a duty upon clients, designers, and contractors to ensure health and safety is co-ordinated and effectively managed throughout all stages of a construction project.

Reference should be made to the Code of Practice and Guidelines on the Construction (Design and Management) Regulations, SSU/9.

### **3.23 Educational Visits**

The East Riding of Yorkshire Council's Educational Visits Guidelines are intended to help in the planning of a successful school visit. The guidelines are updated as necessary and revised versions published on the Schools Intranet, under

**Search 'educational visits'/educational visits safety guidelines.**

The procedures set down in this document must be followed during the planning process and whilst undertaking visits and journeys. Visits outside of the guidelines should be carefully organised by the establishment and advice should be obtained at least one month before from the LEA.

Each visit organised under these guidelines is expected to be under the authority of a 'responsible person'.

Please refer to the Educational Visits Safety Guidelines when planning for school visits and journeys.

## ASBESTOS IN SCHOOLS

### **Guidance Notes for Governing Bodies and Headteachers.**

#### Asbestos Survey Requirements

Every school Governing Body has a statutory responsibility to ensure that their school has a 'current' asbestos survey available for inspection and to record whether or not that survey is in place. In this context, current means up to three years old. More than three years old and it is no longer valid and needs to be updated.

If a school is a complete 'new build' (ie built since 2000), then no asbestos will have been used for the building and therefore an asbestos survey is not required.

For schools that have had an initial asbestos survey carried out and no asbestos detected, then they do not have to have a renewed survey unless major refurbishment or building work is to be carried out. In this case a new survey is required prior to the work being commenced.

Schools with no asbestos identified in any pre 2006 surveys will still require those surveys updating to current (April 2010) standards. Where no further asbestos is identified subsequent updating will not be required, however where any building refurbishment is being undertaken an intrusive asbestos survey will be required in all instances

Infrastructure and Facilities Services will provide immediate advice and a speedy site response in all instances where suspected, or known, material containing asbestos is reported as being damaged or deteriorated.

Infrastructure and Facilities Services maintain a record (along with each schools premises manual) of all known situations where asbestos is present on sites.

For advice, assistance or general information on asbestos matters please call the Principal Building Surveyor, Infrastructure and Facilities Services on 01482 395937.

#### **The Headteacher or Officer of a Particular Property Should**

- (a) Make an initial inspection of those areas containing asbestos to familiarise themselves with their locations in accordance with survey information, check if labels have been fitted and where not contact Infrastructure and Facilities Services on 01482 395937 to action the labels installation.
- (b) Advise all Union Safety Representatives, staff and others who may work in the premises with the locations of asbestos material.
- (c) Advise any contractors visiting the site the location of identified asbestos to prevent inadvertent manipulation, via the asbestos survey.
- (d) Evacuate any areas of the building where damage has occurred or is suspected of occurring and immediately contact Infrastructure and Facilities Services. Do not allow reoccupation until assurance is received from Infrastructure and Facilities Services that all necessary precautions have been taken.

- (e) Where staff have passed on any concerns at being exposed to asbestos you must contact Infrastructure and Facilities Services 01482 395937.
- (f) Where planned asbestos work is to be undertaken, this must be discussed at length with you and Infrastructure and Facilities Services. You must pass this information to all relevant staff, Trade Union Representatives and others who may be at risk.
- (g) Advise the parents or guardians of minors in the care of the Headteacher or Officer in Charge that Asbestos work is to be undertaken (see specimen letter).
- (h) Where asbestos wall or ceiling panels are identified it is not acceptable to use drawing pins or adhesive tape to fix artwork, decorations etc. Blu-tack or similar must be used.
- (i) Maintain an open and straightforward attitude towards asbestos and process all information as quickly as possible.
- (j) Regularly inspect those accessible products identified as containing asbestos, monitor and record its condition, where any deterioration or damage is observed please contact Infrastructure and Facilities Services on 01482 395937.
- (k) Schools who are undertaking self help projects must ensure that a copy of the asbestos survey is made available and discussed in detail with any designer etc. engaged to carry out the project work. Any asbestos works that are required must be specified by a competent person. It is imperative that the school or its representative works in accordance with this code of practice and guidelines.

**Specimen Letter To Parent/Guardian**

Dear Parent

Perhaps you are aware that some work is being undertaken at the school. The operation includes removing asbestos from.....

The method being utilised is as recommended in the Health and Safety Executive's Guidance Documents and approved Codes of Practice.

The entire operation is being undertaken in a sealed unit which will contain any material being removed. A comprehensive testing programme will be carried out to ensure that the area is clear prior to re-occupation.

May I assure you that every precaution is being taken at all times.

Yours sincerely

Headteacher

**Management of Health and Safety at Work Regulations– Reference to Young Persons**

The Director of Children, Family and Adult Services shall ensure through delegated powers that all young persons under the age of 18 years who are employed by the Department and/or placed with an employer as part of their work experience etc., are not subjected to any risk of injury or harm. The Department or the prospective placement provider or the employer with whom the young person is to be placed or employed must provide the parent (or person who has parental responsibility within the meaning of Section 3 of the Children Act 1989) with comprehensible and relevant information before they commence work.

Where an employer wishes to employ a young person he must consider the risks to the health and safety of young persons and must carry out or review existing assessments. In making or reviewing the assessment, the employer who is to employ a young person shall take the following particulars into account:

- a) the inexperience, lack of awareness of risks and immaturity of young persons;
- b) the fitting and layout of the workplace and workstation;
- c) the nature, degree and duration of exposure to physical, biological and chemical agents;
- d) the form, range and use of work equipment and the way it is handled;
- e) the extent of the health and safety training provided or to be provided to young persons;
- f) the risks from agents or other processes carried out at the work place;
- g) the risk to the young person's health and safety must be identified by the assessment;
- h) the preventative and protection measure to be taken;
- i) any risk notified to him by any other employer who may share the same work place;
- j) any work which is beyond the young person's physical or psychological capacity;
- k) any work involving harmful exposure to agents which are toxic or carcinogenic which can cause heritable genetic damage or harm to the unborn child or which in anyway chronically affect human health;
- l) involving harmful exposure to radiation, heat or cold, or exposure to noise or vibration;
- o) the appropriate procedures to be followed in the event of serious or imminent danger and the name of the competent persons who implement the procedures.

The above factors are just some of the measures to be considered by an employer before allowing young persons to work in or at their establishments.

**Specific Obligations at Elloughton Primary School**

**All Staff**

The safety of pupils on a daily basis is the responsibility of all staff. Teachers have traditionally in law carried responsibility for the safety of pupils when in their charge.

To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, emergency response and to carry them out.

To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.

The mid session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision is designated on the staff notice board, as is absence cover.

Staff are to supervise all children who remain in school.

It is the responsibility of members of staff on duty to determine the safe areas for children to play on at playtimes. Grassed areas may be slippery after rain etc;

If an accident occurs and staff require assistance, a responsible child may be sent to the school office for assistance. Any member of staff receiving such a message is expected to comply immediately. Staff on duty should not leave injured children, particularly a suspected fracture/break, back or neck injury, unsupervised, nor should the child be moved.

At no time within the prescribed school hours should children be left unsupervised.

No child is to leave the school premises, during the school day, for any reason unless accompanied by a parent/adult. Parents should inform the school office of their intention to collect children during the school day and that information passed to the child's teacher. The Headteacher may be notified and any letter making such a request should be kept on file.

Items which are hazardous will be confiscated.

Any member of the public causing a nuisance or disturbance on the premises should be requested to leave. Any refusal to do so requires police assistance.

**Health & Safety Issues relating to Elloughton School**

Sharp pointed scissors must be stored out of the reach of children and only used under supervision. Craft knives cannot be used by any child.

A particularly high level of supervision must be exercised when children are assisting in the movement of equipment.

Children should never move monitors, glass or large equipment.

Computer screens should be sited as to comply with the Health and Safety regulations.

Hot glue guns must be used under teacher supervision.

The school conforms to the Health and Safety at Work Regulations in respect of risk assessment.

### **Smoking**

All areas of the school and grounds are no smoking areas.

### **HIV/Aids & Confidentiality**

All sharps, including hypodermic needles and syringes found on school premises' must be handled with great care by a member of staff. No child should ever handle needles or syringes. The sharps box must be used for safe disposal. Any incidents dealt with must be recorded in writing and the records kept on site. Incidents can be recorded in the accident book in the medical room.

All staff are recommended to wear protective gloves when dealing with any incident involving bodily fluids. It is individual staff responsibility to do so.

Employees with the L.E.A. who are HIV antibody positive, or who have AIDS will not be required to inform their employer. Pupils / students and other service users or their parents / carers will not be required to inform any member of staff, governing body or LEA.

In the event of any employee being informed of any other employee, pupil, student or other service user being HIV positive or having AIDS then it is the responsibility of that employee to maintain strict confidentiality.

Such information, however obtained, must not be disclosed without the employee's written consent. Pupils' written consent must come from the parents or carers.

Any breaches of confidentiality will be treated as a disciplinary matter within normal disciplinary procedures.

Staff should be aware of the L.E.A. policy on HIV AIDS and the guidance kept with the Health and Safety at Work files.

### **Electrical Equipment**

Consider the positioning of all equipment in relation to its suitability for its purpose and safe usage.

Check all equipment is left in clean, safe working order.

All electrical equipment should be turned off at night.

All defective equipment should be removed from use immediately for repair or replacement.

### **COSHH –Control of Substances Hazardous to Health Regulations**

Under these regulations all staff have a duty, to prevent or control, exposure to employees or pupils and visitors to the premises to substances hazardous to health. These include all aerosol sprays and colour correction fluid (Tippex)

All glue in school is purchased in accordance with COSHH regulations.



Staff or visitors bringing their own property into schools must ensure it is used in accordance with the COSHH regulations.

Staff, visitors and pupils should be made aware that no hazardous substances should be brought into school.

COSHH Assessment – Mr D O’Pray – caretaker – school premises

COSHH Assessment – Mrs D Mawe – cook - kitchen area

COSHH Assessment – Mrs L Thompson Frazer – Extended Schools Kitchen

### **Training**

When deemed necessary, training will be arranged for employees to meet the needs of the school and in order to fulfil the requirements of their role within it. All employees have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively.

**All staff are to keep up to date with all Health & Safety Issues this can be done online via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)**

**RECEIPT RETURN SLIP**

**SCHOOLS HEALTH AND SAFETY POLICY**

School \_\_\_\_\_

Adopted by Governing Body at its meeting held on \_\_\_\_\_

On behalf of the Governing Body and the Headteacher, I confirm that we have received, adopted, read and understood our responsibilities of the School Health and Safety Policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return to**

Directorate of Children, Family and Adult Services  
Schools Support Team  
Room AF48, County Hall  
Beverley

**Whole School – Special Obligations**