



EAST RIDING
OF YORKSHIRE COUNCIL

DIRECTORATE OF LIFELONG LEARNING

MOLESCROFT PRIMARY SCHOOL HEALTH AND SAFETY POLICY



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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.

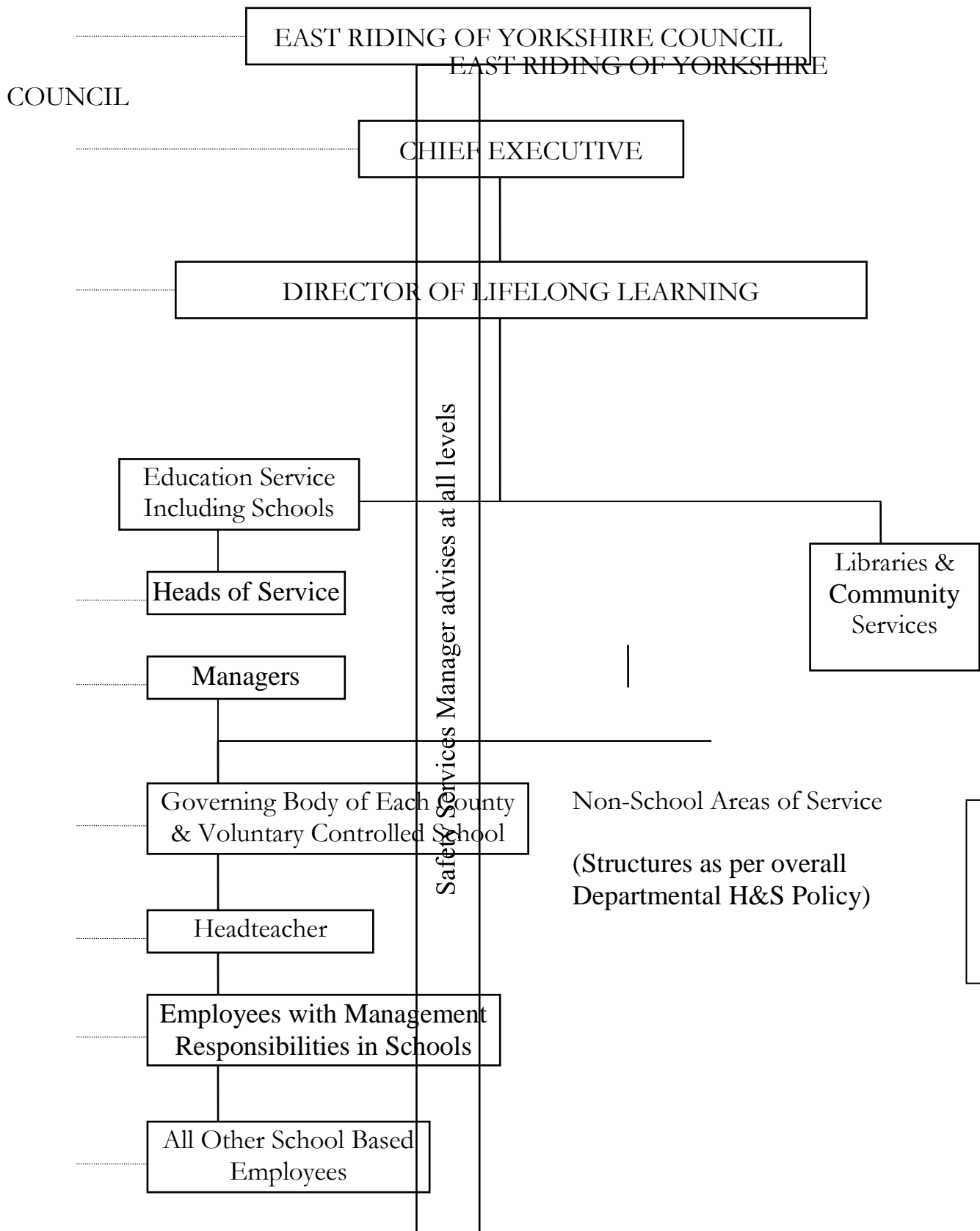
It is the Education Authority's policy to promote the health, safety and welfare of employees, students, pupils, governors and visitors and the Education Authority seeks the co-operation of all of these groups in implementing this policy.

The Education Authority will work in conjunction with each and every employee and with the governing bodies of county and voluntary controlled schools, 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, students, pupils, governors and visitors in the health and safety of themselves and others.

What is set down in this Education Authority Policy should be regarded as complementary to the East Riding of Yorkshire Council's Health and Safety Policy which was approved by the Personnel Sub-Committee on 8 August 1996 and subsequent revisions.

The policy sits alongside the Directorate of Lifelong Learning's Annual Safety Policy and has been considerably amended and annotated to become the schools own Safety Policy. This should be seen in conjunction with the Molescroft Primary School HEALTH & SAFETY MANUAL



PART 2: ORGANISATION FOR SAFETY

The previous page illustrates the framework and lines of responsibility for health, safety and welfare within the Directorate of Lifelong Learning. 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 Lifelong Learning

The Director of Lifelong Learning is responsible and accountable to the Chief Executive for the implementation of the Council Safety Policy and Programme within his Department and to achieve this objective he 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 Lifelong Learning;
- e) delegate these tasks to Managers, where appropriate.

2.6 Managers

The duties of Managers are to:

- a) ensure that Governors and Headteachers are aware of their duties/responsibilities;
- b) provide information and advice in conjunction with the Safety Services Manager to Governors and Headteachers to allow them to carry out their health, safety and welfare responsibilities;
- c) monitor the use of delegated resources to meet health and safety requirements.
- d) arrange for staff training needs to be addressed and ensure that all staff are inducted into the health and safety policy, reinforced by annual reminders of the need to adhere to the policy.

2.7 Governors

The duties of Governors are to:

- a) monitor (including consideration of inspection reports);

At Molescroft Primary School these are sent to the Health and Safety / Premises committee each term. The reports are written following a full site inspection carried out by the Head Teacher, Caretaker and Governor with responsibility for Health and Safety. A copy of the report is sent to the Full Governing Body along with minutes from the committee. Thus the Governing Body can ensure that they:

- b) prioritise actions where resources are required;
- c) ensure actions are taken;
- d) include health and safety on Governors' meeting agenda;
- e) discuss and implement the Headteacher's health and safety report;
- f) consider and ratify the health and safety policy and guidelines for the school premises;
- g) act as client under Construction (Design and Management) Regulations 1994 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 the Construction (Design and Management) Regulations 1994. 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.

- h) monitor and manage, in conjunction with Headteachers, all minor building/contract work not subject to The Construction (Design and Management) Regulations 1994 authorised by the school but not executed or supervised by the Council.

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 this health and safety policy;
- b) ensure that a Health and Safety Plan is agreed and implemented in line with the Council's policy;

Molescroft Primary School has adopted every Health and Safety Policy published by the County Council. In each case a summary has been produced indicating the policy's relevance to the school and how it is to be implemented. These form the Molescroft Primary School Health and Safety Manual. Staff and Governors have discussed these. From these summary reports an action plan has been produced to address any gaps. Regular reviews and repetition of this process ensures that the school maintains a high standard of Health and Safety and is continually returning to the issues.

- c) monitor, review and report progress of the School's Health and Safety Plan to the Board of Governors;

This is completed termly at Molescroft Primary School.

- d) ensure that risk assessments are carried out and reviewed as required by legislation and the Council's Policy;

Every room has a C.O.S.H.H. and Risk Assessment board for specific records and procedures relevant to that location. In addition classrooms have risk assessment posters which must be addressed weekly. These ensure safe practices are maintained. Special Risk Assessment posters are also produced on a location basis. Examples are the Hall, Conservation Area, Adventure Playground. These are visual reminders and location specific guidance to ensure risks are regularly viewed and minimised.

- 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;

All staff and work placement students and regular volunteers at Molescroft Primary School are inducted in Health and Safety requirements and complete with the Head Teacher or his nominated representative the Safety Induction Checklist.

- 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;

All equipment at Molescroft Primary School is subject to an annual test. Records of all tests are monitored in the termly Health and Safety report.

- 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;

All accident records and those of the Near Miss Book are checked within the termly Health and Safety Report.

- j) ensure that formal health and safety inspections are carried out each term and remedial action taken;

As above.

- k) establish a system to process safety and health defects and monitor and review progress, report any concerns to the Board of Governors;

As indicated above, all Health and Safety Reports are discussed by the Health and Safety/Premises Committee. Full reports and minutes of the meetings are sent to the full Governing Body at Molescroft Primary School.

- l) ensure that fire risk assessments are carried out and that the Fire Log Book is maintained;

Fire Risk Assessments were renewed following the opening of the new extension. The Caretaker is responsible for the maintenance of these records and the testing of fire alarm systems. The Head Teacher is responsible for setting Fire Evacuation procedures at Molescroft Primary School. The Fire Drill record is completed, filed and sent to each member of staff on every occasion so that action points are addressed.

- m) ensure that a Safety Supervisor is designated on each site with responsibility for ensuring that health, safety and welfare matters are attended to;

The site Safety Supervisor is a nominated member of staff.

- 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 Heads of Departments (Including staff with management responsibility for a group/groups of staff or an area of the school)
At Molescroft this applies to the: Caretaker (for cleaning staff) Senior Midday Supervisor (for lunchtime staff) Cook in Charge (for kitchen 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) carry out inspections on a termly basis and make reports to the Headteacher;
- d) ensure all necessary action is taken;
- e) identify staff training;
- f) pass on health and safety information received to appropriate people;
- g) act on reports from any member of staff.

2.10 All Other School-Based Employees

The duties of employees are to:

- a) co-operate with their employer
- b) conduct their work in accordance with the health and safety policy;
- c) check classrooms/work areas are safe daily;
- d) check equipment is safe before use;
- e) ensure safe procedures are followed at all times;
- f) ensure protective equipment is used, where appropriate;
- g) participate in inspections and the health and safety committee, if appropriate;
- h) bring problems to the relevant manager's attention.

2.11 Safety Services Manager

The Safety Services Manager's duties are to:

- a) give health, safety and welfare advice to the Director of Lifelong Learning to enable him to undertake his legal obligations;
- b) arrange for the inspection of education establishments by the Safety Services Unit;
- c) compile and issue safe working codes and guidance material;
- d) produce written recommendations on safe practice;

- e) review the Council's Safety Policy.
- f) Investigate particular accidents, incidents and situations as required or as deemed necessary.

PART 3: ARRANGEMENTS FOR SAFETY

The following information is intended to assist the Director of Lifelong Learning in ensuring that the Education Authority's Safety Policy is effectively carried out. Further information to implement this requirement will be found in the Education Authority's Safety Manuals and those of the former Humberside Education Authority which apply in all cases except where replacement documents have been produced by the East Riding of Yorkshire Local Education Authority.

The preparation and review of the Education Authority's Safety Policy and Manuals will be the responsibility of the Director of Lifelong Learning.

3.1 Distribution of Health and Safety Information to Employees

Upon appointment, all employees will receive a copy of the Council's and Education Authority's Safety Policy Statements. Copies will be posted on suitable notice boards.

It is the responsibility of the Director of Lifelong Learning 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 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. It does this by:

Joint Consultative Committees (JCC's) – established to ensure regular consultation with employees and their representatives. Directorate JCC's operate either on a single directorate basis or a combination of two or more directorates and comprise the following representative:

Management side – Director and Heads of Service
Director of Personnel and Performance or his representative

Employee's side – 2 Unison representatives plus others from the directorate on the basis of 1 per recognised or combination of recognised trade unions.

For those establishments which do not have trade union nominated Safety Representatives, the employees (or their representative) must bring appropriate safety, health and welfare issues to the attention of the appropriate management who will, as necessary, arrange for their consideration within the JCC process.

The JCC's act in an advisory capacity in terms of safety, health and welfare, and their recommendations will be considered by the appropriate Director, who will decide and act accordingly.

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 adapts these general procedures, where necessary, to protect the health and safety of those under their supervision, and others who may be in the workplace.

At Molescroft Primary School all procedures and guidance produced by the Education Authority have been made relevant to the school through the Molescroft Primary School Health and Safety Manual. They have been summarised in relation to their relevance to the school. The relevant policies are also posted onto the school's website.

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, Management, 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 Governors 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.

Regularly specific training courses are offered to the school. These are discussed with staff who may need them to ensure everyone is fully aware of the relevance of his or her training level related to his or her job.

All staff and volunteers are introduced to the Health and Safety Policies of the school and receive a safety induction. All immediate Health and Safety issues, procedures and policies are discussed on a one to one basis. Please refer to the Induction Pack.

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.

Staff and volunteers at Molescroft Primary School receive information regarding relevant risk assessments at their Safety Induction Meeting.

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 carries out Risk Assessments of known hazards before any work commences. Copies of the Risk Assessments will be kept available during normal working hours.

They are stored in a central file in the Head Teacher's Office and also relevant assessments are stored with C.O.S.H.H. records in separate working areas. They are also displayed in an interactive poster style in all relevant locations.

The Head Teacher will investigate any incidents that occur and assess the likely risk for reoccurrence. Risk Assessments will be reviewed regularly. 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'. 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.

All staff are responsible for reporting any defects in their area. They will check for hazards in the work place and take the appropriate remedial action wherever possible. 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.

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 using the blue AIR1 form and 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.

Copies of the Accident and Incident Reporting Procedures and the RIDDOR Regulations will be provided to Headteachers, Senior Officers and Admin Officers, initially and whenever a material change in the procedures takes place. Copies are available upon request from the Departmental Safety Co-ordinator (Lifelong Learning Support Services Manager).

There is a visual display of Accident Reporting Systems by the Medical Centre, next to the Staff Room. Pupil accident records are kept in the School Admin Office as is the Near Miss Book.

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.

At Molescroft Primary School all visitors are given a badge indicating who has admitted them onto the site and the date. Those without a CRB clearance must be chaperoned if likely to come into contact with children. All visitors must read the Child Protection Statement.

Visitors will not be allowed to enter work areas unless accompanied by an appropriate member of staff and must observe any safety rules. **Visitors may not enter the Kitchen without permission from the Cook in Charge.**

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. **Signs displayed around the school indicate to visitors where they should assemble in the event of a fire.**

At Molescroft Primary School bells do not sound during the school day. Any alarm ringing therefore should be assumed to be an emergency alarm and the building evacuated accordingly.

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 Fire Precautions (Workplace) Regulations 1997 came into force on 1 December 1997. Headteachers 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.

At Molescroft Primary School the Caretaker keeps Fire Risk Assessments and all related documentation up to date.

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. **This is completed at Molescroft Primary School and records kept by the Caretaker with all other fire records.**

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.

Contracts are set in advance for these tests.

3. All fire doors must be free swinging at all times so that they are normally closed.

Automatic fire door releases are also used at Molescroft Primary School. These enable staff to prop a door open. However as soon as an alarm is sounded, the doors automatically close. The temporary use of doorstops is only permissible to help cleaning staff when the school is closed to pupils, and for very short periods to help the safe movement of equipment.

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.

Essentially it is a priority that all staff ensure that pupils are evacuated safely. However clearly having fire extinguishers without the knowledge of how to use a fire extinguisher is a waste of a valuable safety resource, which could save lives and the building. This is covered by induction to the school.

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 Annual Inspections

Regular systematic inspections for all work areas are essential for the maintenance of standards and the Director of Lifelong Learning will implement the following schedule:

- | | |
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| Director of Lifelong Learning (or Head of Inclusion and Resources in his absence) | - 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. |
| Headteachers/Deputy Headteachers | - of secondary schools will conduct an inspection annually.
- in Primary and Special Schools will conduct an inspection termly. |
| Heads of Department
(Staff with management responsibilities for a group/groups of staff or an area of the school.) | - will conduct termly inspections of their work areas. |
| Safety Representative (Union) and a Representative of Employee Safety (non-union) | - may conduct termly inspections of their work areas, and be advised that these should be jointly undertaken with Headteachers/Deputy Headteachers/Staff with management responsibilities. |
| Other Staff in Schools | - 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 Lifelong Learning 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

Operational Services Department is responsible for ordering building and other similar work in premises used by the Education Service, and for ensuring that it is done to a satisfactory standard and in a safe manner.

This role has been amended in a number of schools as a result of the introduction of Local Management of Schools (LMS) where 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 Operational Services Department has ordered work the matter should be reported to the appropriate Supervising Officer.
- e) Advice can be obtained from the Operational Services 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 1994. Guidance can be obtained from the Operational Services Department.
- i) Where Governors through self-help schemes commission work which falls under the Construction (Design and Management) Regulations 1994 then they will act as the Client.
- (j) 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 1992 and the Education (School Premises) Regulations 1996

It is the responsibility of the Director of Lifelong Learning 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. The relevant H.S.E. information sheet is attached as Appendix 2. 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 Lifelong Learning 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 1992

The Director of Lifelong Learning 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 1992 (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 1981

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.

At Molescroft Primary School the Midday Supervisor with responsibility for first aid is also responsible for the ordering and maintenance of the central first aid stock as well as the satellite first aid boxes found in each cloakroom and the first aid kits prepared for visits.

Lists of designated first aiders and their location must be posted in each building. 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 1989

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

The Caretaker at Molescroft Primary School is trained to PAT test all electrical portable equipment.

The Operational Services Department will carry out the examination of the fixed installations from the socket outlet to the main board.

The Director of Lifelong Learning 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 Operational Services Department or other competent adviser.

3.19 Display Screen Equipment

Users of Display Screen Equipment (DSE) will be entitled to receive an eye test Council's where their work entails using the DSE for more than 1 hour per day. Appointments must be made through the Council's arrangements currently in place. Assistance towards the cost of the test and any necessary spectacles will only be made where the glasses are required for DSE WORK ONLY.

Directorates 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 COSHH regulations

The Directorate of Lifelong Learning 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. Copies of the COSHH Assessments will be kept up to date and readily available at all work locations.

The secretary responsible for ordering stock items ensures that new C.O.S.H.H. forms are collated when required.

3.21 Asbestos

It is the policy of this Authority and, therefore, this Directorate 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 2002, 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.

At Molescroft Primary School all sites where asbestos occurs are clearly labelled.

3.22 Construction (Design and Management) Regulations 1994

The Regulations place a duty upon clients, client's agents, designers, contractors and planning supervisors 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 1994, 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. **The school has its own Educational Visits Policy. Risk Assessments are completed before all visits.**

APPENDIX 1

The following guidelines have been produced by the Authority to assist Governors and Headteachers in complying with their health and safety duties. Additional guidelines will be written and issued, and will require adding to this list.

SSU/1	Corporate Health and Safety Policy.
SSU/2 (rev)	Code of Practice and Guidelines on to the Management of Health and Safety at Work.
SSU/3	Code of Practice and Guidelines on Manual Handling Operations.
SSU/4	Code of Practice and Guidelines on Control of Substances Hazardous to Health.
SSU/5	Guidelines on Scaffolding with Safety.
SSU/6	Code of Practice and Guidelines on Violence and Challenging Behaviour towards Employees and Guidelines on Working Alone in Safety.
SSU/7	Code of Practice and Guidelines on First Aid.
SSU/8	Corporate Accident and Incident Reporting Procedure.
SSU/9	Code of Practice and Guidelines on the Construction (Design and Management) Regulations 1994.
SSU/10	Contract (Health and Safety) Requirements.
SSU/11	Council Representatives Guidelines on Contract Health and Safety Requirements Handbook.
SSU/12	Smoking Policy.
SSU/13	Code of Practice and Guidelines on Confined Spaces.
SSU/14	Code of Practice and Guidelines on Personal Protective Equipment.
SSU/15	Code of Practice and Guidelines on Display Screen Equipment.
SSU/16	Code of Practice and Guidelines on the Provision and Use of Work Equipment.
SSU/17 (a and b)	Application for the Use of Council Facilities.
SSU/18	Code of Practice and Guidelines on Asbestos.
SSU/19	Fire Precautions Code of Practice and Guidelines
SSU/20	Lifting Operations and Lifting Equipment Guidelines
SSU/21	Electricity at Work Guidelines

SSU/22 Electricity at Work Code of Practice
SSU/23 Hand Arm Vibration Syndrome Guidelines

SSU (AN) Advisory Note for Staff responding to Security Alarm Call-Outs

SSU(AN)1 Advisory Note on the Safe Use of Mobile Telephones.

Fire Precaution Act 1971 – Log Book and Risk Assessment.

All guidelines will be reviewed and amended as necessary.

HEALTH AND SAFETY EXECUTIVE INFORMATION SHEET

THE SUPPLY OF MACHINERY (SAFETY) REGULATIONS 1992

(This information has been reproduced from a HSE publication. The information contains notes on good practice which are not compulsory, but which you may find helpful in considering what you need to do. The information is current at 12/94.)

General advice

The Supply of Machinery (Safety) Regulations came into force on 1 January 1993 and implements the EC Machinery Directive (89/392/EEC) and its first amendment (91/368/EEC). Duties are placed upon those who supply machinery. 'Supply' is given a broad definition and those covered by the Regulations include manufacturers, importers and others in the supply chain. There is a transitional period from January 1993 to January 1995, during which time suppliers can either meet the users' national laws in force before 1993 or these Regulations. Machinery first supplied after 1 January 1995 must comply with these Regulations.

These Regulations are being mirrored in other EC countries and also those not in the EC but within the European Economic Area (EC and EFTA countries except Switzerland), so that there will eventually be uniformity in legislation, and legal barriers to trade within the EEA will be removed. The machinery covered is very wide ranging. There are some exclusions, however, such as most manually powered machines, machinery for medical use and most means of transport (see Schedule 5 of the Regulations). Machinery whose risks are mainly electrical are also excluded.

Amending Regulations

In 1994 the Supply of Machinery (Safety) Regulations were extended so as to implement two more recent European Directives. The principal effect of this has been to apply the above requirements, as from 1 January 1995, to safety components, as defined, and widens the scope to include a greater range of lifting machines (but not classical passenger lifts and other specified exclusions). There is a further two-year transitional period from January 1995, during which time compliance with the new requirements is optional with certain conditions.

Meeting the requirements

The duty to meet the requirements mainly falls to the 'responsible person' who is defined as the manufacturer or the manufacturer's representative. If the manufacturer is not established in the EEA, the person who first supplies the machinery in the EEA may be the responsible person, which can be a user who manufactures or imports a machine for his/her own use.

There are basically three steps to dealing with the requirements.

Step 1 – Conformity assessment

The responsible person should ensure that machinery and safety components satisfy the essential health and safety requirements (EHSRs), and that appropriate conformity assessment procedures have been carried out.

The EHSRs are laid out in the Directive and repeated in the Regulations (Schedule 3). This can be done either by reference directly to these requirements or to a relevant transposed harmonised standard where one exists. The European Standards Organisations, CEN and CENELEC are currently preparing harmonised standards, before formal adoption by the European Commission. Harmonised standards will be available for a wide range of industrial machinery, including agricultural, textiles, engineering, construction, woodworking, rubber, printing, and food and packaging machinery. In addition, the responsible person must draw up a technical file (see below).

For certain classes of dangerous machine and safety component, a more rigorous procedure is required. Such products are listed in Annex 4 of the Directive and reproduced in Schedule 4 of the Regulations. In addition to the above requirements, the responsible person must arrange for type-examination of these products by an approved body if there are no harmonised standards formally adopted by the EC for them, or if they are not manufactured to such standards. The Department of Trade and Industry (DTI) has appointed approved bodies in the UK for this purpose. Details are available from DTI, Technology and Innovation Policy Division, 151 Buckingham Palace Road, London SW1W 9SS (Tel: 0171 215 5000).

Step 2 – Declaration procedure

The responsible person must issue one of two forms of declaration:

Declaration of conformity

This declaration should be issued with the finished product so that it is available to the user. It will contain various details such as the manufacturer's address, the machinery type and serial number, and Harmonised European or other Standards used in design.

Declaration of incorporation

Where machinery is intended for incorporation into other machinery, the responsible person can draw up a declaration of incorporation. This should state that the machinery must not be put into service until the machinery into which it is to be incorporated has been given a Declaration of Conformity. A CE mark is not affixed at this intermediate stage.

Step 3 – Marking

When the first two steps have been satisfactorily completed the responsible person or the person assembling the final product should affix the EC mark.

Enforcement

In this country the Health and Safety Executive is responsible for enforcing these Regulations in relation to machinery designed for use at work. Trading Standards Officers are responsible for enforcing these Regulations in relation to consumer goods.

After 1 January 1995 it will be an offence for the responsible person to supply machinery that does not comply with these requirements. It will also be an offence for any supplier to supply machinery which is not safe (and which was not first supplied before 1 January 1995).

Detailed advice for the designer and manufacturer

Technical file contents

The responsible person (defined above) is required to draw up a technical file for all machinery and safety components covered by these Regulations. The file or documents should comprise:

- (a) an overall drawing of the product together with the drawings of the control circuits;
- (b) full detailed drawings, accompanied by any calculation notes, test results etc required to check the conformity of the product with the essential health and safety requirements;
- (c) a list of the essential health and safety requirements, transposed harmonised standards, national standards and other technical specifications which were used when the product was designed;
- (d) a description of methods adopted to eliminate hazards presented by the machinery or safety component;
- (e) if the responsible person so desires, any technical report or certificate obtained from a competent body or laboratory;
- (f) if the responsible person declares conformity with a transposed harmonised standard, any technical report giving the results of tests;
- (g) a copy of the instructions for the product.

For series manufacture, the responsible person must also have available documentation on the necessary administrative measures that the manufacturer will take to ensure that product meets requirements.

Technical file procedure

The technical file documents need not be on a permanent file, but it should be possible to assemble and make them available to an enforcement authority.

The technical file documents should be retained and kept available for at least ten years following the date of manufacture of the product or of the last unit produced, in the case of a series manufacture.

If the technical file documents are drawn up in the United Kingdom, they should be in English unless they are to be submitted to an Approved/Notified Body in another Member State, in which case they should be in a language acceptable to that approved Body. In all cases the instructions for the machinery should be in accordance with the language requirements of the EHSRs.

Further information

Supply of Machinery (Safety) Regulations 1992 SI No 3073 ISBN O11 025719 7 available from HMSO.

Supply of Machinery (Safety)(Amendment) Regulations 1994 SI No 2063 ISBN 011 045063 9 Available from HMSO

Product standards: machinery Explanation booklet on the Supply of Machinery (Safety) Regulations 1992. Available from DTI Business in Europe Hotline, Tel: 0272 444 888.

(This information has been reproduced from a HSE publication)

Management of Health and Safety at Work Regulations 1999 – Reference to Young Persons

The Director of Lifelong Learning 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;
- m) extreme heat or cold;
- n) 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.

RECEIPT RETURN SLIP

**SCHOOLS HEALTH AND SAFETY POLICY
AUGUST 2003 REVISION
Revised at Molescroft Primary School April 2010**

School MOLESCROFT PRIMARY SCHOOL

Adopted by Governing Body at THE HEALTH & SAFETY COMMITTEE MEETING
ON 18TH MAY 2010
