



***Children & Young People's Directorate***

# **Health and Safety Policy**

**Carfield Primary School**

This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

**Last Review Date: - Sep 20**

**Next Review Date: - Sep 21**



INVESTOR IN PEOPLE

This is the Health and Safety Policy of:

Carfield Primary School

Address:  
Argyle Close,  
Meersbrook,  
Sheffield.  
S8 9HJ

## **Policy Statement**

The Executive Head, Head of School, Governors and staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, the Head of School, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

## Aims

To ensure that the school is always a safe and healthy place in which to work.

To provide plant, equipment and systems of work that are safe and without risks to health

To raise awareness among all users of the school as to their responsibility for themselves and others.

To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work

To ensure the dissemination of all relevant information from the CYPD and other bodies to the correct user[s].

To regularly monitor and review safety procedures throughout the school.

To create and update a central file containing relevant health and safety information.

**This safety policy will be regularly reviewed and updated**

Signed
Position Executive Head
Date Sept 20
Date for Review Sept 21

## Responsibilities

1 Overall responsibility for the management of health and safety in the school is that of

Wendy Edwards (Executive Head Teacher)
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2 Delegated responsibility for the following areas is that of:

Area of Work Whole School Site
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Name
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Hannan Mohammed	(Head of School)
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Daniel Green	(Buildings Manager)
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Liz Smith	(Business Manager)
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Area of Work Leading and Developing Learning Whole school
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Name
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Hannan Mohammed	(Head of School)
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Area of Work Access and Inclusion
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Name
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Debbie Fulk	(Assistant Head teacher)
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Area of Work Foundation Stage Block A
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Name
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Kathryn Wells	(Phase Leader TLR2a)
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Area of Work Y1/2 Block A
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Name
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Hannan Mohammed	(Head of School)
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Area of Work Y3/4 Block B
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Name
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Hannan Mohammed	(Head of School)
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Area of Work
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## **General Responsibilities**

### **The Governors Will:**

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of the CYPD, the governors, through the Head Teacher, will inform the CYPD of the problem and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the LA's Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare and implement a "site-specific" health and safety policy
- Confirm compliance with LA policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- We will ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

**Health and Safety Link Governor: Sarah Anderson**

## **The Executive Head/Head of School Will:**

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, instruction and supervision for all members of staff.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

## **All Staff Members Will:**

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any Codes of Practice produced by the CYPD.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school or on educational visits.
- Attend health and safety training courses as appropriate.
- Bring to the attention of the Head of school any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Head of School any problems that they feel that they cannot deal with themselves.
- All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.

## Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

Risk Assessments must be recorded. This could be in the CYPD's Generic Risk Assessment booklets or on the risk assessment form (a blank assessment form can be found at the back of each of the generic booklets). The booklets must be kept on the school premises. Risks should be assessed periodically, following an accident, on the introduction of any new process/equipment and also any change in circumstances. Educational visits also require a written risk assessment

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

<p>The following people assist with the assessment process for their individual area of work:</p> <p>Name Wendy Edwards and Hannan Mohammed</p> <p>Comments Executive Head with overall responsibility for risk management Head of school with delegated responsibility for risk management</p>
<p>Name All teaching staff</p> <p>Comments All teaching staff should complete an event specific risk assessment for school activities for which they are responsible or have organised themselves (both in and out of school). Evolve system in use.</p>
<p>Name All non-teaching staff</p> <p>Comments All teaching staff should complete an event specific risk assessment for school activities for which they are responsible or have organised themselves (both in and out of school). Evolve system in use.</p>
<p>Name Daniel Green, Liz Smith</p> <p>Comments Completion of and input into the completion of risk assessments for events or circumstances within the school grounds.</p>

It is the Head of Schools responsibility to ensure that risk assessments are carried out. However the Head of School may request the assistance of competent staff in carrying out a risk assessment.



## Fire

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and also consider the storage of combustible materials.

**Hannan Mohammed** is responsible for ensuring that a Fire Risk Assessment has been carried out and also that there is a process in place for reviewing/updating this on a regular

Fire drills are carried out once per term and are recorded in the Fire Precautions Log Book.

**Hannan Mohammed** is responsible for ensuring that fire drills are carried out.

Various other fire precautions should also be recorded in the logbook e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

**Hannan Mohammed** is responsible for ensuring that the Fire Precautions Logbook is kept up to date.

The Fire Precautions Log Book is kept **Main Office**

When the school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc)

Ongoing monitoring is required to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors should be kept closed to stop fire spreading. Hydraulic door closers should be maintained to ensure correct operation (damage to these closers is very common in schools).

## **Permission to Work**

The CYPD Permission to Work process is in place at this school.

### **Intrusive Work**

A permission to work process must be followed for any work that is intrusive to the structure of the building.

**Liz Smith** is responsible for ensuring that the CYPD Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

### **Non-Intrusive Work**

**Daniel Green** is responsible for ensuring that all non-intrusive work is risk assessed and a log kept in a site workbook.

The Non-Intrusive Workbook is located **Main Office**

The Workbook needs to be kept up to date and available for inspection.

## Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was mainly used because of its fire proofing and insulation qualities.

There is an Asbestos Register on site.

This is kept **Main Office**

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

The Head Teacher, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to other competent and trained members of staff.

**Daniel Green** is responsible for ensuring that the asbestos register and the information within is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. (Examples are site staff, surveyors, contractors, computer technicians, visitors, helpers etc)

Asbestos survey information in the form of Asbestos Management Reports and localised survey reports are kept in the asbestos register.

A permission to work process must also be followed for any work that is intrusive to the structure of the building.

Where invasive building works are to be carried out on the school premises (E.g. refurbishments, demolition, additional electrical wiring, installation of whiteboards and projectors etc) a more in depth, type 3, asbestos survey must be carried out at the planning stage and certainly before work commences. (A CYPD Assets Officer can help to arrange the appropriate survey if needed.)

This survey must cover the full scope of works.

**Liz Smith** is responsible for ensuring that the CYPD Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

**Liz Smith** is responsible for liaison with the CYPD Assets team to ensure

- the condition of asbestos materials are reviewed.
- any asbestos hazard risk assessments reviewed.
- any floor plan changes are recorded and updated.

As long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

## Asbestos Hazard Management

This section deals with how specific asbestos hazard items are managed. This can be as simple as where pupils are allowed to gather or not, or more complicated arrangements where key holding may be required for restricted access.

**Liz Smith** is responsible for ensuring that any asbestos hazards that require specific management instructions are logged in this section. Also this person is responsible for making sure this information is understood by anyone who will need to know.

Risk Type	Area Located (See floor plan)	Risk Rating	Management of Risk
Thermal insulation and debris to boiler	01/059 05/055 06/092	<b>B- High</b>	<ul style="list-style-type: none"> <li>Asbestos removed from boiler house by specialist contractor during summer closure 2007.</li> <li>Re-lagging of pipes- work still outstanding. No certification received from IOM to date.</li> <li>Locked to restrict access at all times to boiler house other than to competent personal.</li> </ul>
Insulating boards	05/056	<b>C- Medium</b>	<ul style="list-style-type: none"> <li>Check regularly for any damage or abrasions to insulating boards.</li> <li>Restrict access to area (stockroom).</li> <li>Ensure staff is aware of hazard.</li> <li>Possible re-siting of stock.</li> </ul>
Asbestos/ cement boards and panels	05/	<b>D- Low</b>	<ul style="list-style-type: none"> <li>Check regularly for any damage or abrasions to insulating boards</li> </ul>
Cement products in flue pipes/ incinerator	01/022 07/072 07/072	<b>D- Low</b>	<ul style="list-style-type: none"> <li>Check regularly for any damage, debris or abrasions.</li> <li>Incinerator obsolete and not in use.</li> </ul>
Toilet cistern	02/032 04/013 07/072 07/073	<b>D- Low</b>	<ul style="list-style-type: none"> <li>Check regularly for any damage, debris or abrasions.</li> <li>Replacement to be done following type 3 survey and by registered contractor.</li> </ul>
Floor tiles/ vinyl edging / stair nosing	01/111    07/069 02/036    07/072 05/004    07/078 05/006    07/080 05/007    07/101	<b>D- Low</b>	<ul style="list-style-type: none"> <li>Check regularly for any damage, debris or abrasions.</li> <li>Replacement to be done following type 3 survey and by registered contractor.</li> </ul>
Bitumen sink pad	05/001 05/042 05/043 05/047 07/069	<b>D- Low</b>	<ul style="list-style-type: none"> <li>Check regularly for any damage, debris or abrasions.</li> <li>Replacement to be done following type 3 survey and by registered contractor.</li> </ul>
No access to soffits and fascias above 3 metres.	01/ 04/ 05/ 07/ 08/	<b>Presumed</b>	<ul style="list-style-type: none"> <li>Check regularly for any damage, debris or abrasions.</li> <li>Replacement to be done following type 3 survey and by registered contractor.</li> </ul>
No access to loft hatch	01/111    05/117 08/106    05/114	<b>Presumed</b>	<ul style="list-style-type: none"> <li>Restrict access to area</li> <li>Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>

No access to boxing in	01/021 04/014 05/010 05/063 07/007 01/026 05/002 05/011 05/113 08/106 01/027 05/003 05/945 05/114 01/028 05/004 05/048 06/087 01/029 05/008 05/049 06/088 01/031 05/009 05/050 07/075	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Check regularly for any damage, debris or abrasions</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>
No access to vertical boxing to walls	01/111 06/092 05/003 07/070 05/007 05/055 05/117	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Check regularly for any damage, debris or abrasions</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>
No access to electrics	01/059 01/111 05/055 05/117 06/092 07/070	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Check regularly for any damage, debris or abrasions</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> <li>• Restrict access to area</li> </ul>
Floor void	04/ 07/068	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Restrict access to area</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>
Roof void/ ceilings lofts	04/ 05/043 05/049 07/076 04/012 05/045 05/050 07/080 05/ 05/047 05/115 07/084 05/001 04/048 05/116 05/042 07/086 07/070	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Restrict access to area</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>
No access under MMMF to all pipe work	01/059 05/055 06/092	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Check regularly for any damage, debris or abrasions</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>
No access to back of radiators	01/111	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Check regularly for any damage, debris or abrasions</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>
No access to boiler/ heater / fireplace	01/059 06/092 04/016 07/074 05/055 08/102 05/063 08/102 05/066	<b>Presumed</b>	<ul style="list-style-type: none"> <li>• Check regularly for any damage, debris or abrasions</li> <li>• Remedial work to be only undertaken following type 3 survey and by registered contractor</li> </ul>

## **Legionella Risk Management**

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease.

The germ which causes Legionnaires' disease is a bacterium called Legionella pneumophila. People catch Legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Legionnaires' disease does not spread from person to person.

The bacterium which causes Legionnaires' disease is widespread in nature. It mainly lives in water, for example ponds, where it does not usually cause problems.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, eg in cooling towers, evaporative condensers and whirlpool spas (tradenname Jacuzzi) and from water used for domestic purposes in buildings such as hotels and schools.

A Legionella Survey has been carried out at this school.

The Legionella Survey Report is located in the **Main Office**

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is required at this school.

The Legionella Maintenance Program is located within the Log Book which accompanies the Legionella Survey Report.

**Liz Smith** is responsible for ensuring

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

**Hannan Mohammed** is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

**Liz Smith** is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

**Daniel Green** is responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report.

## Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents to our staff or pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

**Hannan Mohammed** will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the incident call centre (0845 300 9923) and also to the CYPD's Health and Safety Advisers. The Safety Advisers can give assistance in investigating accidents.

**Liz Smith** will record all accidents in our accident book which is kept **in her office**

**Hannan Mohammed** will review any accident reports.

**Hannan Mohammed** will carry out any accident investigations to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt.

**Liz Smith** will record near misses and review if action is needed.

The CYPD Code of Practice (10) will be adhered to following an accident.

## First Aid

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold a relevant first aid qualification.

Name	Usual Location on Site
Helen Morgan – administering medicine	Main Office
Christine Elrick	FS2 Classroom
Claire Cadman	KS2 Classrooms / Breakfast Club
Wendy Evans	Top floor reprographics
Tracey Turpin	KS2 classrooms
Rachel Akers	KS1 Building
Katie Plumtree	KS2 classrooms
Amanda Dodd	First Aid room (lunchtimes)
Daniel Green	Buildings Supervisor
Claire Carlisle	Nursery – paediatric and defibrillator
Tracey Guymer	FS2 classroom – paediatric and defibrillator
Liz Smith	SLT – Mental Health First Aid - England

**Liz Smith** keeps records of qualifications on site and there is a procedure in place for revalidating first aid certificates. The records are kept **in her office**

**Helen Morgan** is responsible for ensuring that the First Aid boxes, located around the premises, are restocked.

Consideration should also be given to the level of first aid provision that is required on off-site activities.

In line with DCSF guidance there should be 1 first aider for every 100 people on site. This is usually made up of 2 three day qualified first aiders, with the remainder being 1 day trained.



## Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **LA Premises Package**)

Portable electrical equipment should be inspected, tested and maintained in accordance with CYPD advice. This is set out to comply with the Institute of Electrical Engineers Guidance (forms part of the Premises support package)

Any personal electrical equipment brought in by staff will be classed as school equipment and should not be used until it has been PAT tested.

The test certificates and recommendation documentation is kept **in Liz Smith's office**.

This school arranges the testing and maintenance the fixed electrical installation through the **LA Premises Package**.

## Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (CORGI registered) Contractor on an annual basis.

**Liz Smith** is responsible for arranging the testing and maintenance of the gas appliances. **Premises package through the LA.**

Gas servicing certificates and recommendation documentation is kept in **her office.**

In case of heating breakdown, there may be a need to bring in supplementary heating (usually Calor gas). Help and advice can be obtained from The CYPD Assets Team.

Code of Practice No 25 in the Health and Safety Manual gives clear advice on this issue.

## Substances

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

The COSHH regulations do not solely apply to cleaning products. Consider cleaning, decoration, maintenance works, janitorial, science, design and technology, art etc.

There is an inventory on site of all hazardous substances

**Liz Smith** is responsible for ensuring the appropriate staff are informed or trained regarding hazardous substances or when handling hazardous substances.

**Daniel Green** is responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances that are being used. Additionally separate risk assessments are carried out for the work processes.

**Daniel Green** is responsible for ensuring that data sheets are available on site and that appropriate assessments have been carried out.

**Liz Smith** is the authorised person to approve purchases of hazardous substances.

Inventory Location	Comments
Liz Smith PC Main office - COSHH	<b>Separate ICT inventory (Blue Box)</b> Asset Register COSHH Register Tool register

## Site Safety and Security

**Hannan Mohammed** is responsible for ensuring that regular inspections of the external areas of the site are carried out. The following checks are carried out at this site.

Item	Frequency
Fencing, walls and access gates	Annually
External Surfaces (Condition / Dangerous Objects)	Annually
Trees (Consult Tree Survey if available)	Annually
Services (Manhole Covers, Drainpipes, Guttering, Gas Governors, Electrical Sub Stations)	Annually
See Premises management file for full checks lists (weekly, twice weekly, monthly, 6 monthly and weekly)	

**In cases of emergencies outside normal hours the following people can be contacted.**

Name	Telephone Number
Wendy Edwards	07557 188518
Hannan Mohammed	07904 283598
Elizabeth Smith (Business Manager)	07939497407
Daniel Green (Building Supervisor)	07801198557
Debbie Fulk (AHT/ Access and Inclusion Manager)	07787197231

## Children And Young People's Directorate

### Useful Contacts

#### Health and Safety Advisers

The CYPD's Safety Advisers and Occupational Health Nurses are based at the **Moorfoot**.

Name	Position	Telephone Number
Aileen Dunn	Occupational Health and Safety Manager	0114 2930 913
<a href="mailto:aileen.dunn@sheffield.gov.uk">aileen.dunn@sheffield.gov.uk</a>		
Claire Hallam	Senior Safety Adviser	0114 293 0911
<a href="mailto:claire.hallam@sheffield.gov.uk">claire.hallam@sheffield.gov.uk</a>		
Sarah Green	Safety Adviser	0114 203 0912
<a href="mailto:sarah.green@sheffield.gov.uk">sarah.green@sheffield.gov.uk</a>		
	Safety Adviser	0114 203 0912
<a href="mailto:alan.rowe@sheffield.gov.uk">alan.rowe@sheffield.gov.uk</a>		
CYPD Health and Safety FAX 0114 203 0914		

#### Occupational Health Nurses

Name	Position	Telephone Number
Deborah David	Senior Occupational Health Nurse	0114 2930 913
<a href="mailto:deborah.david@sheffield.gov.uk">deborah.david@sheffield.gov.uk</a>		
Gillian Lang	Occupational Health Nurse	0114 2930 913
<a href="mailto:gillian.lang@sheffield.gov.uk">gillian.lang@sheffield.gov.uk</a>		
Gillian Bromley	Clerical/Admin Officer	0114 2930 913
<a href="mailto:gillian.Bromley@sheffield.gov.uk">gillian.Bromley@sheffield.gov.uk</a>		

#### Useful Websites

[www.leafonline.co.uk/](http://www.leafonline.co.uk/)

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.dfes.gov.uk](http://www.dfes.gov.uk)

## **Codes of Practice**

Codes of Practice are produced by CYPD and cover many aspects of school safety. Copies of these are kept in the Health and Safety Manual which is kept in Liz Smith's office.

**Liz Smith** is responsible for ensuring the Health and Safety Manual is up to date.

**Wendy Edwards is responsible for ensuring the codes of practice have been brought to the attention of all members of staff.**

The Health and Safety Manual is available for use as a source of reference when carrying out a task (e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown).

Copies of the Codes of Practice can be obtained from the CYPD Health and Safety Team 0114 203 0911.

See next page for a list of the codes of practice.

## Codes of Practice

1. Management of Health and Safety at Work Regulations 1999
2. Workplace (Health, Safety and Welfare) Regulations 1992
3. Fire Precautions (Workplace) Regulations 1999
4. Display Screen Equipment Regulations 1992
5. Manual Handling Operations Regulations 1992
6. Personal Protective Equipment Regulations 1992
7. Provision and Use of Work Equipment Regulations 1998
8. Lifting Operations and Lifting Equipment Regulations 1998
9. Control of Substances Hazardous to Health Regulations 1999
10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
11. First Aid at Work Regulations 1981
12. Guidance on the Cleaning of First Aid Spillages
13. Guidelines for the Use of Disposable Gloves in Schools
14. Guidelines for Staff Organising Educational Visits
15. Guidelines for Staff Organising Foreign Visits
16. Guidelines for Staff Organising Visits to Farms
17. Special Events
18. Safety and Ponds in School Grounds
19. Safe Carriage of Children and Young People on Private Hire Journeys
20. Managing Violence at Work
21. Asbestos and its Treatment in Educational Establishments
22. Contractors on School Premises
23. Use of Volunteers (Construction and Renovation Work)
24. Working at Height
25. Calor Gas Heaters
26. Trade Union Access
27. Mobile Goal Posts
28. Finger Safe Devices
29. Motor Vehicles Entering or Being Driven on Council Premises
30. Needlestick Injuries
31. Disposal of Clinical and Sanitary Waste
32. Guidance on Organised Firework Displays/Bonfires
33. New and Expectant Mothers
34. Working Alone
35. Working in the Sun
36. Control of Noise at Work Regulations
37. Carriage of Dangerous Substances

## **Additional Arrangements for Keeping Our School Safe**

Consideration should be given to the following issues in school:

- Premises Related issues such as visitor/contractor supervision, deterioration in condition, trips hazards etc
- Administration of Medicines
- Work Experience
- PE activities
- Design & Technology
- Science
- Food Technology
- Drama