



## 1. POLICY

### **EAST RIDING OF YORKSHIRE COUNCIL STATEMENT OF SAFETY POLICY**

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Statement is relevant to Molescroft Primary School. The statement is the basis of all Health & Safety policies and procedures in the school.

The Molescroft Primary School Health and Safety Policy is based on the school's version of the corporate policy and is annotated to demonstrate its relevance. Together with the Health & Safety Manual it forms the guiding principals to all Health & Safety issues.

## 3. KEY ISSUES

The successful implementation of this Policy is directly linked to a thorough induction process and the School Handbook.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Governors**  
**Head Teacher**

## 5. PERSONS FOR WHOM INDUCTION IN ALL HEALTH & SAFETY ISSUES IS REQUIRED.

**Governors**  
**Head Teacher**  
**Caretaker**  
**Cleaners**  
**Cooks**  
**Teachers**  
**Teaching Assistants**  
**Office Staff**  
**Lunchtime supervisors**  
**All volunteers**



## 1. POLICY

### **REPORTING ACCIDENTS and INCIDENTS SAFETY GUIDANCE NOTE Also ACCIDENT/INCIDENT INVESTIGATION**

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

All staff could be required to complete Accident Records and therefore a display of the process for recording is located at the Medical Centre.

The Admin staff are available to support in all occasions, as is the Lead First Aider.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**MEDICAL CENTRE / LEAD FIRST AIDER**

**Admin Office**

**Head Teacher**



## 1. POLICY

### CODE OF PRACTICE AND GUIDELINES RELATING TO THE ASBESTOS AT WORK REGULATIONS 2002

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

The Head Teacher to advise all staff of the location of asbestos.

To inform staff that drawing pins and adhesive tape must not be used on surfaces where asbestos exists.

The Asbestos Risk Assessment is complete and updated.

There are no points of concern and signage has been fully updated.

The condition of asbestos is inspected every term and reported to the Governors Premises Committee.

All contractors are shown a copy of the Asbestos report before starting any work on the site. Contractors must sign to indicate that he or she has seen and understood the contents.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**

**Head Teacher**



## 1. POLICY

### MANAGING CONFINED SPACES SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

There are no spaces in Molescroft Primary School, which involve a person being required to enter a confined space.

## 3. KEY ISSUES

There are no outstanding issues.

There is a presumption however that no one would be allowed to enter drains, go under the floor or enter a roof space. **NO STAFF SHOULD EVER ENTER THESE SPACES.**

Contractors requiring access to these spaces will not be allowed to enter without an appropriate and relevant risk assessment being completed.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Governors**  
**Caretaker**  
**Head Teacher**



## 1. POLICY

### CONSTRUCTION (DESIGN AND MANAGEMENT) SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School from the moment that construction work is planned on the site.

Should the school wish to remain as the client a significant number of duties have to be fulfilled? However the Council can be asked to be the client on behalf of the school. This is normally the case and is subject to a 17% charge on top of the bill. By taking this route the school can be confident that professionals who are trained in such fields are taking responsibility for ensuring all aspects of Health and Safety, within the remit of this policy, are adhered to.

It is not however unusual for schools to take on the management of small projects themselves. The Head Teacher must ensure that whenever a contractor is to be employed by the school, this policy is addressed by the contractor before any work starts.

The best way forward would be for the contractor and the Head Teacher to meet and hold a meeting where minutes are taken. The agenda should be as headed in this policy.

NOTE that should the council be used to organise the contract they will take responsibility for arranging all of the above. Even so the Head Teacher as site manager has a responsibility for ensuring that he is alert to breaches of this policy.

## 3. KEY ISSUES

Should the school wish to 'manage' a construction project, this policy will have to be worked through step by step, to ensure full compliance. The Policy also needs to be seen in relation to fair and competitive tendering processes.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Governors**  
**Caretaker**  
**Head Teacher**



## 1. POLICY

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

**NO ONE CAN BRING AN UNREGISTERED SUBSTANCE ONTO THE PREMISES WITHOUT THE HEAD TEACHER BEING INFORMED AND A PROPER C.O.S.H.H RISK ASSESSMENT BEING COMPLETED IN ADVANCE**

The best way to avoid risks is to reduce to a minimum the substances used on the premises, which are potentially hazardous to health.

## 3. ISSUES WHICH NEED ADDRESSING

Satellite COSHH record files are sited in every area where materials are kept.

These records relate solely to the materials stored there.

A central updated COSHH record is stored in the school office.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**

**Admin Officer responsible for C.O.S.H.H records**

**Head Teacher**



## 1. POLICY

### DISPLAY SCREEN EQUIPMENT SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The policy is for those staff that habitually use Display Screen Equipment.

This potentially includes

School secretaries/Admin officers

Curriculum Secretaries

The Head Teacher

## 3. KEY ISSUES

Those who work at Display Screen Equipment should complete the Workplace & Display Screen assessment form ANNUALLY.

The Head Teacher will respond to this.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Administrative Staff**

**Head Teacher**



## 1. POLICY

### ELECTRICITY AT WORK: Code of practice, Guidelines, Typical Reports and Certificates

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is fully relevant to Molescroft Primary School.

The Duty Holder at Molescroft Primary School is the Caretaker. It is the Head Teacher and Caretaker's shared responsibility to ensure that all electrical work conducted on site is within the code of practice.

## 3. KEY ISSUES

Individuals **MUST NOT** be engaged on any work where technical knowledge or experience is necessary to prevent danger or injury unless they possess that technical knowledge or experience. Technical knowledge or experience may include:-

- (a) Adequate knowledge of electricity.
- (b) Adequate experience of electrical work.
- (c) Adequate understanding of the system to be worked on and practical experience of that class of system.
- (d) Understanding of the hazards which may arise during the work and the precautions to be taken.
- (e) Ability to recognise at all times whether it is safe for work to continue.

Unless Functional Managers and those in control of buildings, sites or Directorates see themselves as being "Electrically Competent", and accept the associated responsibility they should appoint a competent nominated person in control of Electrical issues to act on their behalf as **DUTY HOLDER**.

There is no nationally agreed competence standard for Electrical Companies and no-one to monitor performance. Anyone can call themselves an Electrician. East Riding of Yorkshire Council monitors and assesses the Electrical Companies it employs to ensure that they are competent and that electrical work is undertaken correctly. We do this by two methods.

1. Operational Services employ electrically trained "competent" persons. These people design, order, and supervise electrical work for other Directorates; monitor the competence of Electricians; and maintain a list of Electricians approved to work on our properties and equipment. ERYC policy states that only those electricians on the approved list should be employed.
2. We also ensure as a policy that all Electrical Contractors we employ are members of the National Inspection Council for Electrical Installation Contracting (N.I.C.E.I.C.) and/or members of the Electrical Contractors



# HEALTH & SAFETY MANUAL

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Association. These bodies are the only voluntary electrical regulatory bodies

that East Riding of Yorkshire Council approves. There is no statutory regulatory body as I said earlier, however this may change.

Individuals ordering Electrical work on behalf of East Riding of Yorkshire Council **MUST** be competent to know if what an Electrician provides satisfies Legislation and East Riding of Yorkshire Council requirements. Unless you are specially trained you will not have the knowledge and experience to **KNOW** that what you are getting is safe to use.

## AT HEAD TEACHER LEVEL

- \* Appoint a “competent person” as nominated person in control of all electrical work within your Directorate. This applies to all electrical works, new, existing and alterations, however big or small the works may be. This is obviously a two edged sword. It is a recognition that electricity is a specialised issue and it also places a duty on the nominated person in control to act as **DUTY HOLDER**, for the Directorate.
- \* Ensure that this nomination is known to everyone in the Directorate and ALL electrical work is routed through this person.
- \* Provide resources to ensure that full records of maintenance for fixed electrical systems and electrical equipment are kept throughout the life of the system or equipment. Where these records do not exist they will have to be created. Unfortunately these records do not exist for some of East Riding of Yorkshire Council property; we are working on it.
- \* Provide training for functional and property managers so that they know that they need these records and what they should be doing with them. These records are live working documents; not something to gather dust on a shelf.
- \* Provide training for everyone who uses or supervises others who use electrical equipment to ensure that they know about electrical danger.
- \* Provide budgets for fixed electrical systems, Fire Alarm and Emergency Lighting Systems, to be regularly tested and inspected and maintained.
- \* Provide budgets for all electrical equipment to be regularly tested and inspected and records maintained.

## FUNCTIONAL/PROPERTY MANAGER LEVEL I.E DUTY HOLDER

- \* Do not allow any electrical work to be undertaken that is not routed through the **DUTY HOLDER**.
- \* Maintain records in good condition and make them available to anyone undertaking electrical work in property or on equipment for which you are responsible.
- \* Provide competence training for operatives who operate electrical circuit breakers as part of their duties.
- \* Ensure that all electrical circuit breakers, switchgear, distribution boards and switchboards are only accessible with the use of a key.
- \* Ensure that electrical switchrooms are not used to store materials.
- \* Ensure that only operatives with successful competence training have access to the keys.
- \* Locate and identify points where electricity can be isolated safely if required. Make these points of isolation known to trained **competent** people who work with you.

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\* Ensure that records are updated and certified for all alterations and all new

electrical works and equipment brought onto your site. You will probably need training on what to expect.

\* Provide training for others to recognize electrical DANGER in their immediate workplace. Update this training regularly.

\* Provide training to deal with electric shock.

\* Ensure that fixed electrical installations are tested regularly and records updated.

\* Ensure that electrical equipment is tested regularly and records updated.

\* Ensure that all “user” tests are completed on electrical systems, fire alarms, emergency lighting, R.C.D. units etc. and records updated.

## INDIVIDUAL STAFF LEVEL

\* We must all co-operate with East Riding of Yorkshire Council to identify electrical **DANGER**.

\* Do not operate electrical circuit breakers, switchgear, distribution boards or switchboards unless you have attained a certificate of competence.

\* Report all suspected defective equipment or electrical wiring to your supervisor immediately.

\* Do not use any equipment or wiring that you suspect to be defective.

\* Do not use equipment that you have not been trained to use.

\* Do not use electrical equipment that does not have a current label on it stating that it has been electrically tested and inspected. The exception is equipment within the original manufacturer’s warranty which does not need a test label.

\* Do not attempt any repairs, remove covers, or interfere with electrical systems or equipment.

\* Do not undertake electrical work of ANY nature unless you are recognised by East Riding of Yorkshire Council as being “competent”.

\* Do not bring any electrical equipment from home or elsewhere unless it is first approved by your nominated competent person in control.

\* Never attempt to use equipment labelled to indicate that it is not safe to use.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker  
Head Teacher**

**All staff are issued with Section 1 ‘A Conversation with Electric Bill’**



## 1. POLICY

### **FIRE SAFETY GUIDANCE DOCUMENT and FIRE SAFETY – AUTOMATIC OPEN DEVICES FOR SELF CLOSING DOORS GUIDANCE NOTE**

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

The school has a full professional Fire Risk Assessment, carried out in accordance with LA requirements in this policy.

Refer to the Fire Risk Assessment, on going provision and remedial action.

Refer also to Fire Alarm testing, Fire Evacuation reports, Fire Extinguisher tests and provision and the Induction Handbook.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Head Teacher**  
**Caretaker**



## 1. POLICY

### FIRST AID AT WORK SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

All the Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

First Aid kits for visits off site need to be relevant to the number of pupils on the visit.

Yellow waste disposal bags should be used for medical waste. A medical pedal bin is provided at the Medical Centre. The LA DOES NOT COLLECT THIS SEPARATELY and HAVE INSTRUCTED US TO PUT THE WASTE IN THE NORMAL BINS! However no sharps must be thrown away in bags. These must go in the sharps bin.

Hot and Cold water is available from the staff room immediately adjacent to the Medical Centre as is an access to a fridge for cold compresses.

The Medical Centre is by the Staff Room entrance.

First Aid cover is provided at every break.

Blankets and pillows are at the Medical Centre.

Disposable drinking cups are available at the medical centre.

A Z Bed is provided at the Medical Centre, which doubles up as an emergency first aid base.

First Aid boxes are provided in all cloakrooms.

Every year group has Teaching Assistants qualified as 'First Aiders'. There will be no further financial enhancement.

Paediatric First Aid is available in the Foundation Year.

A First Aider accompanies all visits.

The Lunch Time First Aider controls First Aid stock and is also a Paediatric First Aider.

A wheelchair is provided at the Medical Centre.

First Aid reporting is conducted in line with County Policy and the Health & Safety Executive.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**SMT who collectively are the 'Appointed Person'      First Aiders      Caretaker**

## 5. MEDICINES AT MOLESCROFT PRIMARY SCHOOL

**REFER TO THE SEPARATE MEDICINES POLICY and summary in the School Handbook and Prospectus.**

**MEDICINES CAN ONLY BE STORED IN THE LOCKABLE CABINETS IN THE STAFF ROOM  
MEDICINES ARE STORED (ONLY AFTER PERMISSION HAS BEEN GRANTED BY THE HEAD TEACHER)  
IN THE LOCKABLE MEDICINE CABINET IN THE STAFF ROOM.**



## 1. POLICY

### VIBRATION AT WORK SAFETY GUIDANCE NOTE

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

### VIBRATION WHITE FINGER

No employees regularly use hand held tools and machines which produce high levels of vibration.

## 3. KEY ISSUES

There are no outstanding issues.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**  
**Head Teacher**



## 1. POLICY

### HEALTH AND SAFETY MANAGEMENT FOR SCHOOLS

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

This Policy is extremely relevant to Molescroft Primary School.

It comprehensively explains what a school must do to effectively manage Health & Safety issues in a school.

The Policy is about the managing and recognition of Risk and the reduction of it.

Risks specifically relate to:

- Asbestos
- Accidents
- C.O.S.H.H
- Contractors
- Display Screen Equipment
- Educational Visits
- Electricity & Electrical equipment
- Fire Safety
- First Aid at work
- Gas Safety
- Gas Cylinders
- Infection Control
- Lifting Equipment
- Pressure vessels
- Radiation
- Risk Assessment
- Safety Inspections & Audits
- Traffic Management
- Ventilation
- Water Systems & Legionella

## 3. KEY ISSUES

The school has a full complement of Risk Assessments. These are reviewed to become more

- a) User friendly
- b) Location and personnel specific
- c) Engage the personnel in the monitoring and maintenance of the Risk Assessment status.
- d) Involve pupils

Risk Assessments are reviewed at least annually in addition to on-going review and response to changing circumstances.



There are basically eight categories into which accidents generally fall.

1. Striking against objects.
2. Falling or tripping.
3. Falling objects.
4. Access to/egress from
5. Using hand tools.
6. Manual Handling.
7. Skylarking/horseplay.
8. Children at play during normal school activities.

Hazards fall into the following categories:

1. Mechanical hazards.
2. Workplace hazards
3. Radiation hazards
4. Electrical hazards
5. Hazardous substances
6. Environmental hazards
7. Radiation hazards

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**

**Head Teacher**

**SMT**

**NOTE RISK ASSESSMENTS ARE LOCATED IN THE ROOMS TO WHICH THEY APPLY AS WELL AS CENTRALLY**



## 1. POLICY

### GUIDELINES ON WORKING AT HEIGHTS WITH SAFETY

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

### SCAFFOLDING

Under no circumstances should any member of staff at Molescroft School be setting up scaffolding or using scaffolding.

### MOBILE SCAFFOLDING TOWERS

Under no circumstances should any member of staff at Molescroft School be setting up or using a mobile scaffolding tower.

### LADDERS

These may only be used by those trained to use ladders in conjunction with another competent member of staff.

Special safety frame ladders are available in school for such purposes. No other ladders may be used.

The safety ladders are available for the adjustment of Drama Lights and the hanging of curtains, scenery and decorations. They are to be used in the hall. When any competent person is using the ladders there MUST be an additional person supporting. There must not be any other activity in the hall at the time which involves people especially children moving about.

They may also be used outside for the clearing of gutters. However the operator must remain on the ladders at all times AND MUST NOT GO ON THE ROOF IN ANY CIRCUMSTANCES.

### STEP LADDERS and STEP STOOLS

These are provided in areas where they will be of assistance to staff in reaching equipment from high shelves. Staff must not over reach or attempt to lift anything, which is too large or too heavy. Refer to Manual Handling Guidance. Staff must not attempt to reach or lift things down from heights by standing on tables or chairs.

## 3. KEY ISSUES

The Caretaker is the Duty Holder. It is his responsibility to ensure that contractors using ladders or scaffolding or towers or indeed going on the roof are aware of their responsibilities in connection with this policy for their own safety and that of others on this site.

The caretaker should check that all staff have easy access to step ladders where they may need to collect equipment off a higher shelf or hang decorations.

**NO ONE SHOULD GO UP A LADDER IF THEY ARE ON SITE ALONE.**

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.



Molescroft Primary School

# HEALTH & SAFETY MANUAL

MARCH 2003. REVIEWED: AUGUST 2007, APRIL 2010, SEPTEMBER 2013 AUGUST 2016



**Caretaker**

**Head Teacher**

**Competent people using ladders**



## 1. POLICY

### INFECTION CONTROL SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

All staff are to receive direction to this policy.

This policy is particularly relevant regarding clearing up bodily fluids. It is noted that grains are provided which soak up bodily fluids and ease the removal process.

In addition antibacterial gels are provided in all rooms and many corridors are expected to be used by adults and pupils

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**ALL STAFF TO BE DIRECTED TO THIS POLICY**



## 1. POLICY

### HOME WORKING POLICY AND PROCEDURES

### SUPPORTIVE SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is not particularly relevant to Molescroft Primary School as no employee is asked to work from home or officially set up to work from home.

## 3. KEY ISSUES

Teachers and Head Teacher and SMT may like to refer to the policy for best practice advice, if individuals decide to take Management Time or PPA at home.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Governors**  
**Caretaker**  
**Head Teacher**



## 1. POLICY

### WORK EQUIPMENT (INCLUDING LIFTING EQUIPMENT AND LIFTING OPERATIONS) SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

There is no lifting equipment on the site, which is covered by these regulations.

The caretaker, cleaning staff and kitchen staff are key workers who use equipment on site. This policy is highly relevant and ensures all staff using equipment know how to use equipment safely according to the manufacturers instructions and where required, following appropriate training.

New equipment must be risk assessed.

Only people meeting the required threshold of knowledge to use a piece of equipment should use the equipment.

## 3. KEY ISSUES

On the exceptionally rare occasions when a lifting machine is to be used on site, the full risk assessment must be completed to ensure that the use of it meets all safety requirements.

Contractors will not be allowed to bring onto site or use any lifting equipment without an appropriate risk assessment being completed.

Checks apply to all apparatus, which is non-electrical, but which has a tool application should be made.

WORK EQUIPMENT GENERALLY USED:

- Tools and equipment used by the caretaker;
- Tools used by pupils in Science and Technology
- Equipment used in the school kitchen
- Equipment used by Admin Staff
- Equipment used in the staff room
- Equipment used in the parish centre

The Machinery Safety Check sheet should be used where appropriate.

Kitchen staff are to conduct a full audit on their cleaning days each term.

The Caretaker should conduct a full audit and check of his equipment in the Summer Holiday.

Second Hand Equipment **MUST NOT BE PURCHASED** or used.

Equipment from HOME must not be used without going through the same checks as all the equipment above.

Everyone should be vigilant when using any equipment and always check equipment being given to pupils to use. Any faulty equipment must be handed/reported to the Caretaker/Head Teacher at any time.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.



## 1. POLICY

### MOVING AND HANDLING OF OBJECTS SAFETY GUIDANCE NOTE

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The manual handling operations regulations apply to the moving and handling of loads i.e. by human effort as opposed to mechanical handling.

A load is defined as any discrete moveable object including any person or animal.

## 3. KEY ISSUES

This policy has major implications for teachers and other staff at Molescroft Primary School. All staff to be made fully aware at induction that

- a) Lifting, pushing, pulling or carrying of heavy and awkward items should be avoided
- b) When lifting any item proper precautions must be taken – refer to staff room poster.

The Caretaker takes responsibility for the lifting and moving of heavy items and receives training for this.

A trolley is provided for the safe transportation of heavy and or awkward items.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**  
**Head Teacher**  
**Cleaners**  
**Teachers**  
**Teaching Assistants**  
**Cooks**  
**Lunch Time Supervisors**  
**Admin Staff**



## 1. POLICY

### MOVING AND HANDLING OF PEOPLE SAFETY GUIDANCE NOTE

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is partially relevant to Molescroft Primary School.

## 3. KEY ISSUES

Most of this policy is covered by:

1. First Aid practices. No injured person should be moved without the advice of a First Aider. First aiders are listed on green First Aider posters displayed at multiple key points around the building.
2. Good Behaviour Policy with reference to restraint. All teachers and TAs receive restraint techniques training every three years.
3. Manual Handling – Lifting advice.
4. Note: A wheelchair is available at the Medical Centre.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Head Teacher**



## 1. POLICY

### MANAGING NOISE AT WORK SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is not particularly relevant to Molescroft Primary School.  
However should contactors be on site noise issues could become an issue.

## 3. KEY ISSUES

There is no requirement to complete a separate Risk Assessment.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Head Teacher**



## 1. POLICY

### PERSONAL PROTECTIVE EQUIPMENT SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

PROTECTIVE CLOTHING such as aprons, protective clothing for adverse weather conditions, gloves, safety footwear, safety helmets, high visibility waistcoats etc.

Uniforms provided for the primary purpose of presenting a corporate image and ordinary working clothes are not subject to these conditions.

## 3. KEY ISSUES

An outdoor coat is provided for the caretaker/high visibility to protect him from the elements. The maintenance and condition of the following should be included on the termly site Health and Safety Inspection.

Coat for caretaker

Gloves for caretaker

Overall/trousers/shirt for caretaker

Aprons hats and shoes for kitchen staff

Aprons for lunchtime supervisors

High visibility jackets for teachers for visits

NOTE: Cleaning staff are provided for by their employer.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**

**Head Teacher**





## 1. POLICY

### **PLANNING PACK FOR EVENTS ON COUNCIL PROPERTY (Land and Buildings)**

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

The school itself gives permission for events on school property. This includes the Friends of The School Association. The school and FOMS must take note of the Health and Safety advice and good planning procedures for all 'events' which are organised in house as well as expecting outside users to adhere to the policy.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Friends of Molescroft Primary School Committee**  
**Caretaker**  
**Head Teacher**



## 1. POLICY

### CODE OF PRACTICE AND GUIDELINES RELATING TO PREVENTION OR CONTROL OF LEGIONELLOSIS INCLUDING LEGIONNAIRES DISEASE

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

The water systems are checked annually.

The water tanks have been replaced and meet all standards (December 2009) Work carried out by the LA.

Water temperatures are checked by the Caretaker to ensure safety

Air conditioning in the hall met the LAs approval.

The LA takes responsibility, as far as is reasonably practicable, to ensure that provision of a safe working environment in respect to all water systems installations and prevention of legionella bacteria.

A full legionellosis assessment was completed and reported to the school in December 2012. This led to a further review of all outstanding issues, which were acted upon and recorded.

#### HEADTEACHER RESPONSIBILITIES

To ensure the Caretaker is instructed to:

1. Carry out checks at water outlets and storage vessels.
2. Report any problem in the operation of services to the building and related services department.
3. Undertake the pasteurisation of the hot water supply where required.
4. Flush the shower and any other infrequently used water systems weekly.
5. Clean tap heads.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**

**Head Teacher**



## 1. POLICY

### **SAFETY GUIDANCE DOCUMENT FOR NEW AND EXPECTANT MOTHERS AT WORK**

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3 KEY ISSUES

An employee must inform the Head Teacher when she is aware that she is pregnant. This is to enable a full Risk Assessment to be completed and necessary precautions put in place for the protection of the mother to be.

The Risk Assessments are carried out for each Trimester. The Assistant Head Teacher reports action points to the Head Teacher.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Assistant Head with Responsibility for Expectant Mothers**

**Head Teacher**

**Expectant mothers**



## 1. POLICY

### WELLBEING AT WORK CODE POLICY

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

Refer to the school's own Stress Policy

Refer to the B.A.H.L.O.W. committee "Being Alive Healthy Living Our Welfare". This committee, which includes representation from all staff groups and governors, is designed to encompass the change agenda and focus on the welfare of staff and pupils.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**All staff: Stress Policy**



## 1. POLICY

# EMPLOYEE PERSONAL PROTECTION SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

Most of the Policy is relevant to Molescroft Primary School, though some sections clearly do not apply. There has never been a violent incidence at the school provoked by a visitor however this does not mean it is not possible.

## 3. KEY ISSUES

- All staff when meeting a member of the public must ensure that a colleague who is present knows that the meeting is occurring and at what time it should be over.
- All staff may choose to request to hold the meeting in an official meeting room.
- Advice is presented through a Risk Assessment Policy on what to do if he or she feels uncomfortable in the presence of a member of the public.
- Also refer to the site security procedures as outlined in the Safeguarding Policy and induction pack.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**  
**Head Teacher**  
**Admin Staff**



## 1. POLICY

### PREVENTION AND MANAGEMENT OF MUSCULOSKELETAL DISORDERS SAFETY GUIDANCE DOCUMENT

Molescroft Primary School has adopted this Policy, as recommended by the East Riding of Yorkshire Council.

## 2. SECTIONS WHICH ARE PARTICULARLY RELEVANT TO MOLESCROFT PRIMARY SCHOOL

The Policy is relevant to Molescroft Primary School.

## 3. KEY ISSUES

Musculo-skeletal disorder (MSD) refers to a range of conditions, which affect the bones, muscles, joints, tendons and ligaments - the musculo-skeletal system. MSDs can usually be eliminated or prevented by using a common-sense approach and assessing the risks in the workplace.

Health Surveillance and identifying the Risk Factors are the main tools available to Managers and Supervisors in assisting them to eliminate or prevent MSDs occurring. Further guidance can be found in the accompanying guidance notes or by contacting the Safety Services Unit.

### Risk Factor

3.1 Both the physical and psychosocial factors need to be identified and controlled in order to have the greatest benefit. The best way to achieve this is by using an ergonomic approach, which looks at achieving the best “fit” between the work, the working environment and the needs and capabilities of the workers.

3.2 **Physical** risk factors such as force, posture and repetition can be harmful to the body and can lead to employees developing musculo-skeletal disorders. However, HSE research has shown that **psychosocial** risk factors also need to be taken into account.

3.3 **Psychosocial** risk factors are things that may affect employees’ psychological response to their work and workplace conditions (including working relationships with supervisors and colleagues). Examples are:-

- high workloads,
- tight deadlines,
- lack of control of the work and working methods.

3.4 Consider the following control measures that can be often be applied to improve the working environment within your workplace:-

- reducing the monotony of tasks where appropriate;
- monitor work loads, deadlines and demands;
- ensuring good communication and reporting of problems;
- encouraging teamwork;
- providing appropriate training;

### Health Surveillance

3.5 Surveillance can improve the health of employees by identifying a disease or a condition related to work or which may arise out of work activities. The primary purpose of health surveillance

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is the early detection of adverse health risks associated with work activity. It allows staff at

increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

3.6 The occupational health unit can advise on any specific actions to take with regard to affected employees.

## 10. Physical Risk Factors

10.1 There are a number of risk factors associated with MSDs:

- **Repetition** — where the same movements are repeated frequently over a relatively long period of time (e.g. keyboard work).
- **Force** — the amount of force exerted on the musculoskeletal system by activities such as pulling, pushing or lifting. The greater the force, the greater the risk of subsequent injury.
- **Duration** — the longer someone is engaged in the same work, the greater is the risk of cumulative damage.
- **Lack of rest** — lack of rest and time for recovery increases the risk of musculoskeletal damage.
- **Posture** — work carried out in awkward postures greatly increases the risk. This is true of sedentary jobs such as typing or checkout work, or in manual jobs such as lifting.
- **Working in adverse conditions** — manual work where the hands are cold, the floor uneven or slippery, or where loads are difficult to handle, increases the risk. Working in uncomfortable conditions at computer workstations increases the risk of upper and lower limb disorders.
- **Vibration** - Vibrating tools and equipment can cause damage to blood vessels, nerves, bones and muscles leading to potentially painful condition. The two most common are known as 'Whole Body' and 'Hand Arm Vibration Syndrome'.
- **Stress** — jobs carried out whilst under constant pressures, etc. increases the risk of musculoskeletal disorders, especially in the upper limb area.
- **Individual factors** — factors such as age and sex, height, weight and strength, a history of such conditions (or a pre-existing condition), and pregnancy will have an influence on the risk of musculoskeletal injury.
- **Other Life Style Elements** – smoking, drinking, sporting activities including extreme sports and hobbies can also influence individuals predisposition to the onset of MSD's and equally can exacerbate any pre-existing conditions and lead to development of new conditions. Smoking in particular can affect the neurovascular system increasing susceptibility to developing certain types of MSD related conditions.

## 11. Psychosocial Risk Factors

11.1 **Physical** risk factors such as force, posture and repetition can be harmful to the body and can lead to people developing musculoskeletal disorders. However, HSE research has shown that **psychosocial** risk factors also need to be taken into account.

11.2 **Psychosocial** risk factors are things that may affect workers' psychological response to their work and workplace conditions (including working relationships with supervisors and colleagues). Examples are:-

- high workloads,
- tight deadlines,



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- lack of control of the work and working methods.

11.3 As well as leading to stress, which is a hazard in its own right, psychosocial risk factors can lead to musculoskeletal disorders. For example, there can be stress-related changes in the body (such as increased muscle tension) that can make people more susceptible to musculoskeletal problems; or individuals may change their behaviour, for example doing without rest breaks to try and cope with deadlines.

11.4 Both the physical and psychosocial factors need to be identified and controlled in order to have

the greatest benefit. The best way to achieve this is by using an ergonomic approach, which looks at achieving the best “fit” between the work, the working environment and the needs and capabilities of the workers.

11.5 Many jobs are not well designed and include some or all of the following undesirable features, which may lead to psychosocial risks:-

- workers have little control over their work and work methods (including shift patterns);
- workers are unable to make full use of their skills;
- workers, as a rule, are not involved in making decisions that affect them;
- workers are expected to only carry out repetitive, monotonous tasks;
- work is machine or system paced (and may be monitored inappropriately);
- work demands are perceived as excessive;
- payment systems encourage working too quickly or without breaks;
- work systems limit opportunities for social interaction;
- high levels of effort are not balanced by sufficient reward (resources, remuneration, self-esteem, status).

## 12. Reducing the risks of Psychosocial Factors

12.1 As with physical risk factors, psychosocial issues are best addressed with full consultation and involvement of the workforce. Consider the following control measures that can be often be applied to improve the working environment within your workplace:-

- reducing the monotony of tasks where appropriate;
- ensuring there are reasonable work loads (neither too much or too little), deadlines, and demands;
- ensuring that task rotation is implemented particularly where task of repetitive;
- ensuring good communication and reporting of problems;
- encouraging teamwork;
- monitoring and controlling shift work or overtime working;
- reducing or monitoring payment systems, which work on piece-rate;
- providing appropriate training;

## RESPONSIBILITIES OF HEADTEACHERS

2.1 Heads of Service for their respective Service Areas must ensure that any job in which there is risk of musculo-skeletal injury must be risk assessed and any risks identified should be effectively managed.

Heads of Service are responsible for:

- ensuring managers/supervisors carry out risk assessments in accordance with regulation three of the Management of Health and Safety at Work Regulations
- allocating sufficient resources to allow appropriate follow-up action resulting from risk assessments to be taken
- arranging suitable training for managers/supervisors to enable them to carry out



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their duties in respect of health surveillance



## RESPONSIBILITIES OF SUPERVISORS

2.2 Managers and supervisors must ensure that:

- a. Risk assessments are carried out and recorded in their area of responsibility
- b. Adequate information and training are provided.
- c. Injuries related to Musculo-Skeletal Disorders are recorded
- d. Employees are competent to perform the required task
- e. All reasonable adjustments/modifications and adaptations must be provided for employees who have a medical condition covered by the Disability Discrimination Act 1995
- f. adequate control measures are put in place to reduce risks as far as possible
- g. they seek advice on risk reduction from a safety officer,

## RESPONSIBILITIES OF EMPLOYEES

2.3 Employees must ensure that

- a. They report to their line manager any personal condition that may be related to musculo skeletal disorders.
- b. They comply with all instructions and training in relation to the execution of their work.
- c. Their own health and safety and that of other employees are not put at risk by their actions.
- d. They use equipment provided for the task as it is intended to be used.
  - e. They report any problems to their Manager.

## 4. PERSONS FOR WHOM A FULL COPY OF THIS POLICY IS REQUIRED.

**Caretaker**  
**Head Teacher**