



North

Yorkshire County Council

Children and Young People's Service

## GUIDANCE ON DEVELOPING YOUR SCHOOL HEALTH AND SAFETY POLICY

### INTRODUCTION

#### What is a health and safety statement?

Your health and safety statement sets out how you implement NYCC Corporate and Children and Young People's (CYPS) health and safety policy, and how you manage health and safety in your school. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

**This is an example of a statement that you can use, fill in and keep in your school. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.**

#### Why do I need a health and safety statement?

The health and safety statement is your starting point in managing health and safety in the workplace. By law, Employers (i.e. the LEA in Community and Voluntary Controlled Schools, or the Governing Body of Voluntary Aided and Foundation Schools) must have a written policy on health and safety at work. Each school should also produce their own statement giving details of the arrangements for putting the employers' policy into practice.

Writing a health and safety statement is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

#### Who should do what?

The main responsibility for health and safety rests with the Local Education Authority, the Head Teacher and the Governing Body, although employees and the self-employed also have duties.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the LEA, Governors and Head Teacher.

Governors and Head Teachers should consult their staff (through safety representatives, if any) about the statement. Everyone should be able to see from the statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

## **When and how should they do it?**

Your statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g., schools' rules, safety checklists, LEA Circulars, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the statement itself.

## **How often do I need to revise the statement?**

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the statement regularly (e.g. annually).

## **Do I have to do anything else?**

Yes, you have other legal duties under other legislation. In particular, under the **Management of Health and Safety at Work Regulations 1999**, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. There will also be other specific legislation that will apply.

**Remember: What you write into the statement has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.**

## **How to use this guidance**

This guidance is split into three parts. It contains a **statement of intent** to adhere to the employer's policy, as required by the **Health and Safety at Work Act 1974**. Then you can record your **organisational responsibilities** and your **arrangements** to ensure the health and safety of employees at your school. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.



North

Yorkshire County Council

Children and Young People's Service

Health and Safety at Work etc Act 1974

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

**West Cliff Primary School**

**Our statement of intent is:**

- Implement the requirements of NYCC's Corporate Health and Safety Policy;
- Implement the requirements of Children and Young People's Service (CYPS) Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with the LEA in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed: Headteacher

Signed: Chair of Governors

Date: 01.01.16

Review date: 01.01.17

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of: **NOTE**

**Christina Zanelli ( Headteacher)**  
**Mark Burnett ( Premises and health and safety committee)**

Insert the name of the Headteacher and the Chair of Governors, (or the Governor with responsibility for health and safety).

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

**Deputy headteacher** (in absence of Headteacher)

**Caretaker – Steve Page**

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

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

Name: Christina Zanelli  
Responsibility: Day to day management; strategic management; liaison with NYCC; reporting to the Governing Body.

Name: Mark Burnett  
Responsibility: Strategic management; representative of the Governing Body.

Name: Caretaker  
Responsibility: Monitoring of site safety; reporting to the headteacher.

Name: Deputy headteacher  
Responsibility: Deputising for the headteacher in their absence.

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

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

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

You may wish to insert a diagram or chart showing your management structure/arrangements.

**Specific responsibilities for head teachers, managers, heads of departments and staff can be found in the NYCC Corporate Health & Safety Policy which can be found in:**

**The School Office**

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

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

**All employees have to:**

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

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by:**

**Christina Zanelli or staff delegated to carry out risk assessments but these will always be reviewed by the headteacher.**

**The findings of the risk assessments will be reported to:**

**Staff who require knowledge of the risk.**

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

**Christina Zanelli**

**The person responsible for ensuring the action required is implemented is**

**Christina Zanelli**

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

#### NOTE

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

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

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

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

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

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

- Five steps to risk assessment INDG163
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218

HSE Books Tel: 01787 881165.

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

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

**Mark Burnett**

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment.

**Assessments will be reviewed every:**

**2 years**

**or when the work activity changes, whichever is soonest.**

## **ARRANGEMENTS**

### **CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are:**

#### **NOTE**

You must consult your employees.

**– caretaking and cleaning**

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

**Fiona Mukerjee – MSA staff**

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

**De Grady - office staff**

**Kath Breckon – kitchen staff**

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

**Consultation with employees is provided by:**

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

**Staff meetings with teaching assistants, teachers and MSA staff.**

**Meeting the school administrator weekly.**

**Regular discussion of issues (2-3 times a week) with caretaker**

**Termly meeting with the cook**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

Christina Zanelli

#### NOTE

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

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

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

Christina Zanelli

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

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

You can find more guidance in HSE's website [www.hse.gov.uk](http://www.hse.gov.uk) or HSE publication:

- Buying new machinery INDG271 (free)

Christina Zanelli

**Problems with plant/equipment should be reported to:**

Christina Zanelli

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

Christina Zanelli



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## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

Christina Zanelli

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

Christina Zanelli

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

Christina Zanelli

**The person responsible for ensuring that relevant employees are informed about COSHH assessments is:**

Christina Zanelli

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

Christina Zanelli

#### NOTE

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

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

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

You can find more guidance at [www.hse.gov.uk](http://www.hse.gov.uk) or HSE publications:

- HSE's COSHH: A brief guide to the regulations INDG 136 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 (priced)
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 (priced)

Assessments will be reviewed every or when the work activity changes, whichever is soonest.

2 years

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Staff room and general office.

#### NOTE

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

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

Joe Ball - School HANDS Service  
07788564522

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

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

Christina Zanelli

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

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

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

Christina Zanelli

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

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## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by:**

Christina Zanelli

#### NOTE

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

**Job specific training will be provided by:**

Christina Zanelli

Employees will need job-specific training, which includes the health and safety aspects of the job.

**Specific jobs requiring special training are:**

School administrator

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

Deputy headteacher

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

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

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

NYCC Education Service has a commitment to provide health and safety training to Headteachers, Governors and Lead Officers etc. For further details of the courses available please contact:

**Training records are kept at/by:**

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De Grady

- CPD Section- CAMAS Tel: 01609 532864
- County Training Tel: 01609 532841

Training will be identified, arranged and monitored by:

Christina Zanelli

## ARRANGEMENTS

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

Health surveillance is required for employees doing the following jobs:

[Redacted]

Health surveillance will be arranged by:

[Redacted]

Health surveillance records will be kept by/at:

[Redacted]

The first aid box(es) are kept at:  
The school general office

[Redacted]

The appointed person(s)/first aider(s) is/are

De Grady, Diane Cook, Wendy Wilson

[Redacted]

#### NOTE

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

- Refer to NYCC Occupational Health  
Tel: 01609 785780

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

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

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

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE website on [www.hse.gov.uk](http://www.hse.gov.uk) or

HSE's free leaflets:

- First aid at work – your questions answered INDG214
- Basic advice on first aid at work INDG215

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

All accidents and cases of work-related ill health are to be recorded in the accident file. The book is kept

In the school general office

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

Christina Zanelli

particular area

You must report accidents to:

**NYCC Safety Risk Adviser Tel: 01609 532589.**

Follow the procedures outlined in your NYCC CYPS Health and Safety Policy and Guidance Manual.

## ARRANGEMENTS

### MONITORING

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

Ensure that health and safety is an agenda item of every staff meeting.

Regularly carry out health and safety checks on practice by termly lesson observations, observations of working practice in the general office, on the playground and elsewhere on the school site.

#### NOTE

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

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

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

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

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

The person responsible for investigating accidents is:

Christina Zanelli

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

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

Christina Zanelli

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

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

Christina Zanelli

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

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Christina Zanelli

#### NOTE

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

The Asbestos Risk Management file is kept in:

**Policy and Procedure** - The yellow 'Asbestos Risk Management' file outlines NYCC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)

The school general office

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

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

The school general office

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

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

**Contractors** - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

Christina Zanelli/De Grady

Asbestos risk assessments will be undertaken by:

**Risk Assessment and Inspection** - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual

Jacobs plc

Visual inspections of the condition of ACM's will be undertaken by:

Caretaker

Records of the above inspections will be kept in:

The school general office

inspection programme of ACM's must be set up. The risk assessment will help you to establish the necessary frequency of visual inspections.

**Emergency Action** - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

• If in doubt always seek **immediate advice** from your BDM area maintenance office:

Scarborough: 01723 508410

Harrogate: 01423 568444

Northallerton: 01609 785718

BDM Asbestos Manager Tel: 01609 785748

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

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

#### NOTE

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

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

Christina Zanelli

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

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

The general office

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

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

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

caretaker

**Changes** - to water systems which may effect the level of risk, must be notified to the -

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

• **BDM Legionella Monitoring Officer**  
Tel: 01609 785710

The school general office

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

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

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## ARRANGEMENTS

### WORK AT HEIGHT

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

Christina Zanelli

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

Christina Zanelli

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

Caretaker

The school general office

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

In the school general office

#### NOTE

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

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

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

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



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You can find more guidance on HSE website [www.hse.gov.uk](http://www.hse.gov.uk) or in the following HSE publications:

- Safe Use Of Ladders And Stepladders (an employers guide) INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder & Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

**Further advice on work at height can be obtained from your NYCC Safety Risk Adviser**

## ARRANGEMENTS

### EDUCATIONAL VISITS

**Off-site educational visits must be authorised by:**

Christina Zanelli

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

Christina Zanelli

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

Class teachers

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

The school general office / headteacher's office

#### NOTE

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

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

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

**NYCC Guidelines** – A copy of the off-site visits code of practice and guidelines must be available at all times in the school.

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

De Grady

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

- **Further advice can be obtained from the Educational Visits Consultant based at Beverley Park  
Tel: 01423 711287**

[www.visits.n-yorks.net](http://www.visits.n-yorks.net)

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Christina Zanelli

#### NOTE

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

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

**Escape routes are checked by/every:**

Caretaker      week

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

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

**Fire extinguishers are maintained and checked by/every:**

Contractor      Annually

**Alarms are tested by/every:**

Caretaker      week

**Emergency evacuation will be tested every:**

**Term**

**The Security Co-ordinator is:**

**Christina Zanelli**

## APPENDICES

List here any other policies relevant to health and safety and state where they are located. *E.g. Medicines Policy, Educational Visits Policy etc.*

## SOME KEY AREAS OF RISK

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

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

## FURTHER GUIDANCE

There are many free health and safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165  
HSE Book Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

Health and Safety Information Services  
Infoline Tel: 08701 545500  
HSE Website: [www.hse.gov.uk](http://www.hse.gov.uk)

## FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

**Andy Dolan – Service Manager**  
*SCHOOL HANDS SERVICE*  
North Yorkshire County Council  
Safety Risk Management Unit  
Room 161a, County Hall  
Northallerton, DL7 8AE

Tel: 01609 532545  
Fax: 01609 532543  
E-mail: [andy.dolan@northyorks.gov.uk](mailto:andy.dolan@northyorks.gov.uk)