

ASTON FENCE J & I SCHOOL



HEALTH & SAFETY POLICY

January 2019

Our Health & Safety statement of intent is:

The school's Governing Body and Leadership Team recognise and accept their responsibilities Health and Safety at Work etc Act 1974 and the management of health and safety at work regulations

As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

Aston Fence J & I School is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

In compliance with the Health and Safety at Work Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

- o The premises are maintained in a safe condition
- o Safe access to and egress from the premises is maintained
- o All plant and equipment is safe to use
- o Appropriate safe systems of work exist and are maintained including offsite visits
- o Sufficient information, instruction, training and supervision is available and provided
- o Arrangements exist for the safe use, handling and storage of articles and substances at work;
- o A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body and Head Teacher also recognise its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc, are or may be affected by the school activities, the Governing Body and Head Teacher will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body and Head Teacher will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Governing Body and Head Teacher is committed to this policy and all staff are required to comply as a condition of employment and are encouraged to support the Governing Body and Head Teacher commitment to continuous improvement in our health and safety performance.

For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- o To take care of their own safety and that of others
- o To co-operate with the Governing Body and Leadership team so that they may carry out their own responsibilities successfully.
- o All relevant Regulations, Codes of Practice will be complied with as necessary.
- o Consultation with employee representatives will be held as and when appropriate on all matters affecting the health, safety and welfare of employees concerned.
- o A copy of this statement is provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
- o This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed: **Head Teacher** **Date**.....

Signed:..... **Chair of Governors** **Date**.....

ORGANISATION

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Duties of the Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Head teacher, will:

Make itself familiar with the Local Authority's Safety Policy and the advice and guidance provided by the LA;
Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

Identify and evaluate all risks relating to;

- The premises
- School activities
- Educational visits
- School-sponsored events

Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;

Create and monitor the management structure to enable the implementation of health and safety.

In particular the Governing Body undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exits
- Plant equipment and systems of work which are safe
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance
- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner.
- Health and safety training which is appropriate to their duties and responsibilities.
- Pupils with information considered appropriate to the school-related activities which they are carrying out.
- Regular updates to training.
- The required personal protective equipment and clothing together with information on its use
- Adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Head teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- This policy;
- All other relevant health and safety matters;
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Head teacher

As well as the general duties of all members of staff, the Head teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads senior members of staff, teachers and others as appropriate.

The Head teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Head teacher will, on a day-to-day basis, be responsible for:

- Ensuring safe working conditions of the school premises and facilities
- Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- Ensure safe working practices and procedures throughout the school so that all risks are controlled
- Arrange systems of risk & COSHH assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LEA are made aware of the findings
- Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk
- Collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally
- Monitor the standards of health and safety throughout the school, including all school-based activities
- Monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues;
- Encourage staff and others to promote health and safety.
- To manage the keeping of records of all health and safety activities

The Duties of Supervisory Staff

Supervisory staff includes: Head teacher, Deputy Head teachers, Site Supervisor, administration staff, Senior HLTA, Building manager, Kitchen staff

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Head teacher or the member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility;
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- Staff, pupils and others in their area of responsibility are instructed in safe working practices;
- New employees working within their area of responsibility are given instructions in safe working practices;
- Risk assessments are conducted in their area of responsibility as required by the Head teacher or as necessary;
- COSHH assessments are conducted in their area of responsibility as required by the Head teacher or as necessary;
- Regular safety inspections are made of their area of responsibility as required by the Head teacher or as necessary;
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- All plant, machinery and equipment in the area of responsibility in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area of responsibility in which they work;
- Hazardous and highly flammable substances in the area of responsibility in which they work are correctly stored and labelled, and exposure is minimised;
- They monitor the standard of health and safety throughout the area of responsibility in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
- All health and safety information is communicated to the relevant persons;
- They report any health and safety concerns to the Head teacher.

Duties of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Risk assessments are conducted in their area of responsibility as required by the Head teacher or as necessary
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice and to ensure that they are applied;
- Give clear oral and written instructions and warnings to pupils where necessary;
- Follow safe working procedures personally
- Require the use of protective clothing and guards where necessary
- Make recommendations to the Head teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all accidents, defects and dangerous occurrences to the Head teacher

Duties of All Employees [including temporary, volunteers and contractors]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety;
- Act in accordance with any specific H&S training received
- Report all accidents in accordance with current procedure
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- Inform their line manager of any shortcomings they consider being in the School's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- Know and apply the procedures in respect of fire, first aid and other emergencies;
- Co-operate with the appointed trade union Health and Safety Representatives and any representative of an Enforcement authority (Health and Safety Executive, Fire Service, Environmental health).
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.
- Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence.
- The employee's immediate line manager must approve such re-assignments.

Duties of School Health and Site Supervisor -

- The School Health and Safety Co-ordinator has the following responsibilities:
- To co-ordinate and manage the annual risk assessment process for the school;
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- To make provision for the inspection and maintenance of work equipment throughout the school;
- To manage, along with the Head Teacher, the keeping of records of all health and safety activities
- To advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- To carrying out any other functions devolved by the Head teacher or Governing Body

Duties of School Health and Safety Representatives

The Governing Body and Head teacher recognise the role of Safety Representatives.

Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. (Refer to Safety Representatives and Safety Committees Regulations 1977).

The schools Employee safety representatives are:

Mr D Needham - Site Supervisor

Mrs C Dawson - Headteacher

Duties of Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene; e.g. dress code for P.E.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

Duties of Visitors, Members of the Public (including Parents & Carers) and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them and their children when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. The Head Teacher will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

GENERAL ARRANGEMENTS

The following procedures and arrangements have been established within our school to minimise health, safety and Welfare risks to an acceptable level

Accident Reporting, Recording and Investigation

The school will report and investigate accidents, incidents and near misses seriously and the school will adhere to the required procedure for accident reporting and investigation

In line with the procedure, all staff will be encouraged to report accidents, incidents and near misses and the head teacher will investigate such incidents and identify and implement means to prevent a recurrence.

An accident forms (Form BI510) will be completed for all accident/incident/near miss

Accidents should be reported to the LEA Health and Safety office who will then report any RIDDOR incidents to HSE following liaison with school.

Asbestos

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

Complying with all regulations and LEA policy concerning the control of asbestos;

Removing asbestos containing materials where the risk to building users is unacceptable;

To have a named employee (the asbestos manager) who will have responsibility for the implementing the Asbestos Management

Contractors

The school follows the guidance issued by the LA for Contractors on Site and advice on this can be sort from Mr D Fenton at 'risk and regulation services' on 01709 254821, dean.fenton@rotherham.gov.uk or the information is available from the RMBC intranet .

This should include:

- Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
- Having clearly identified personnel who are points of contact for contractors and visiting workers;
- Having all significant and unusual hazards and risks on site clearly identified;
- Exchanging information on hazards and risks.

Arrangements for monitoring and controlling works in progress, key areas to focus attention are:

- Segregation of traffic and pedestrians;
- Segregation of contractors and occupants of the school (where possible);
- Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
- Implications on fire precautions due to possible increased risk and interference with fire alarm;
- System and routes of evacuation;
- Safeguarding the welfare of students, staff and visitors.

Communication

The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- Providing visitors with copies of appropriate hazard registers such as the asbestos register
- Telling visitors about other hazards on site
- Asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- Controlling access so that contractors know who may also be working on site;
- Sign-off/safe completion certificates
- Ensuring completion of the Log Book by contractors and visiting persons (held in Reception).

Curriculum Safety

The school recognise that programmes of study and learning require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.

All teacher support staff must be informed of the safety procedures and practices relating to any of the activities that they support.

In some programmes of study and learning, due to high risk levels the following maybe required

- Close supervision
- Reduced group size
- Particular skills need to be taught
- Personal protective equipment (PPE);
- Increased levels of hygiene.

Drugs & Medications

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition. Parents should obtain details from their child's General Practitioner (GP) or other Health Practitioner if needed.

If required the school may seek specialist advice on a Child's medical condition to provide additional background information for staff.

There is no legal duty requiring school staff to administer medicines. However the school recognises that Children with medical needs have the same rights of admission to school as other children.

If possible a child's medication should be administered outside the course of the school day, however, for some children it may be necessary for them to bring medication to school.

If the timing of the medication is essential during the course of the school day, it is essential that the smallest practicable dose should be brought to school.

Clear written instructions as to the name of the child, name of medication, the dosage and how it is to be given should be sent.

Glass containers are unsuitable to be carried by children.

The medication, along with the patient information leaflet, should be taken to the general office and children should report there for the administration.

These requirements also apply to asthma medication that has to be brought to school on a regular basis.

Parents of children who become unwell at school or have had an accident will be contacted.

It is the responsibility of parents to make arrangements for ill children by collecting them and taking them home, to the doctor or to the hospital.

It is important, therefore, that school has access not only to home telephone numbers, but work numbers and other emergency contact numbers such as those of relatives, and that these are correct and up to date.

Employees are not allowed to bring medication or drugs on site with prior authorisation of the head teacher.

Electrical Equipment [fixed and portable]

Portable appliance electrical safety checks will be carried out on an annual basis by the site supervisor.

Fixed and periodic electrical checks will be carried out at three year in intervals

These frequencies are based on risk assessment and statutory requirements.

Fixed and periodic checks on equipment not owned by the school will be carried out as a minimum to statutory requirements.

Portable appliances belonging to staff which are on-site, after approval of the head teacher, will have safety checks carried out prior to use and then every 12 months.

Fire Precautions & Procedures

A Fire Safety Risk Assessment will be carried out and reviewed on an annual basis or when significant changes occur that may affect the finding of the assessment and thus the safety of persons on site

The Head teacher and site supervisor has responsibility for the implementation of the fire Management Plan by:

- Detailing any significant findings from the fire risk assessment and any action taken
- Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- Testing of fire-warning systems, including weekly alarm tests and arranging periodic maintenance by a competent person
- Recording of false alarms
- Testing and maintenance of emergency lighting systems
- Testing and maintenance of fire extinguishers, hose reels and fire blankets etc
- Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems
- Recording and training of relevant people and fire evacuation drills
- Planning, organising, policy and implementation, monitoring, audit and review
- Maintenance and audit of any systems that are provided to help the fire and rescue service
- All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

First Aid

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

The school will appoint a suitably trained person to take charge of first aid requirements

The schools appointed person for first aid is: Deborah Turner

Glass and Glazing

So far as is reasonably practicable all glass in doors and side panels is to be safety glass.

So far as is reasonably practicable all replacement glass will be safety glass

Through continual assessment of the premises where there is low standard glass the glass will be covered with plastic film where necessary and so far as is reasonably practicable.

Hazardous Substances

The school will take all reasonable steps to secure the health and safety of employees and other persons affected by their work activities that are exposed to or work with hazardous substances. In particular, arrangements will be made to:-

- Identify hazardous substances used in the workplace or which arise directly or indirectly out of work activities. This should include infected body fluids when cleaning up vomit, blood, spit, been bitten and potential biological hazards such as hepatitis
- Ensure that all operations which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible.
- Ensure that engineering controls are properly maintained and monitored to ensure their continued effectiveness
- Inform all employees and others who may work in affected areas of the safe operation of all engineering controls
- Ensure that personal protective equipment (PPE) is normally only used as a last resort and that the appropriate assessment indicates why control cannot be achieved by other means
- Assess the type and use of PPE and arrange for appropriate maintenance in accordance with manufacturer's instructions
- Provide appropriate health surveillance where the need has been identified during the assessment process
- Arrange for employees to be provided with information and training regarding the safe use of any hazardous substances they may be required to work with
- Notify employees of the results of any monitoring or health surveillance carried out

Health and Safety Advice

Health and safety advice is obtained from Mr D Fenton at 'Risk and Regulation Services' on 01709 254821 or dean.fenton@rotherham.gov.uk

Handling & Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

This risk assessment should also consider the manual handling of students.

Lone Working

The head Teacher will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts

Members of staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Maintenance / Inspection of Equipment

The Head Teacher, Buildings Manager and Site Supervisor are responsible for identifying all plant and equipment that requires maintenance testing and inspection they will also be responsible for ensuring effective procedures are in place and the maintenance is carried and implemented.

Records of such maintenance will be recorded

The Head teacher and site supervisor will be responsible for ensuring that all new and second hand plant and equipment purchased meets all current safety regulations.

Personal Protective Equipment (PPE)

Class teachers and supervisors will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided.

Staff and employees are responsible for ensuring that they use PPE where it is provided and report any defective PPE.

Risk Assessments

The completion of risk assessment is the responsibility of the Head Teacher.

Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk.

The outcome of the risk assessments should be recorded and communicated to those affected and records maintained.

Risk assessments should be reviewed periodically or where there is a change in circumstances.

School Visits/ Off-Site Activities

See the separate School Educational Visits Policy.

School Transport

The head teacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

Employees who are required to use their private vehicles for official business are personally responsible ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

The LEA also has a corporate transport policy and an educational visits policy which schools is aware of with specific guidance on transport.

Staff Consultation

The governing body, through the head teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff will be offered a role in these consultations.

Staff Health and Safety Training and Development

The head teacher will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally.

This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues will be addressed as a matter of priority.

Smoking

See the separate School No Smoking Policy

Staff Well-being / Stress

The head teacher will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, the head teacher and class teachers will deal with the issue in a sensitive and constructive manner and where required utilising a staff counselling scheme.

Use of VDUs / Display Screens

The majority of staff within the school are not considered to be DSE users.

The school will adhere to the Display Screen Equipment (DSE) guidelines and regulations

All employees who are classified as users of display screen equipment will have an assessment made of their workstations and may be entitled to a regular eye test subject to the findings of the risk assessment.

A user is defined as someone who spends at least 2 hours continuous use of a VDU in the school day.

Vehicles on Site

The governors will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;
- Wherever possible avoid same-access for all.

Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process.

Security in the school is the responsibility of head teacher and governing body who will liaise with their local crime prevention officer.

The head teacher is responsible for assessing the risks of violence to staff.

Where violence is identified as a significant risk the head teacher will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

Working at Height

The head teacher will ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Workplace Inspections and Premises Risks

The site supervisor will ensure that hazards associated with premises are monitored and controlled. Holding a copy of the asbestos register on site is an example of significant property risk that is being controlled.

SOME OTHER KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working 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

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment (INDG163)
- A guide to Risk Assessment requirements (INDG218)
- Buying new machinery (INDG271)
- COSHH (HSG193) - ACOP
- First Aid at Work (INDG214)
- Consulting employees on health and safety (INDG232)

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from:

Dean Fenton
Risk and Regulation Manager
Rotherham Metropolitan Borough Council
Children and Young People's Services
Riverside House
Main Street
Rotherham
S60 1AE

Telephone: 01709 822536

Electronic mail: dean.fenton@rotherham.gov.uk – please note that this document is available electronically.