

SELBY HIGH SCHOOL

SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE

Health & Safety Policy 2026

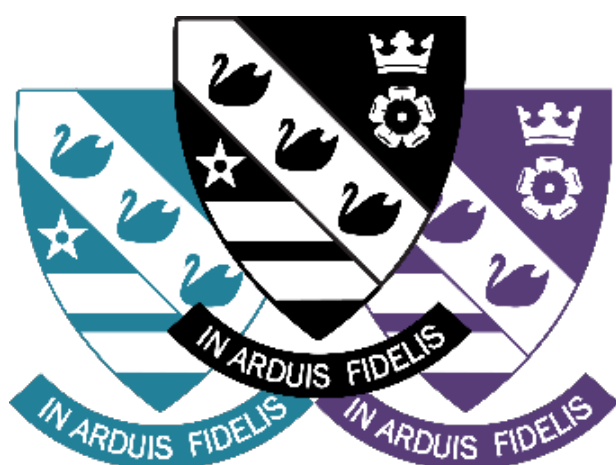
Ratified by the Board of Governors

Date March 2026

Signed Andy Reed

Chairperson: Andy Reed

Reviewed: March 2027



Learning today, leading
tomorrow

Aspiration
for all

A caring school at the
heart of the
community

www.selbyhigh.co.uk

Contents

Contents.....	1
Introduction	4
Context.....	4
Introduction to health and safety at Selby High School	4
Statement of intent.....	4
Summary statement of intent	4
Arrangements for monitoring and reviewing the policy statement.....	5
Health and safety documentation.....	5
Roles and responsibilities	5
Roles and responsibilities of the School Board of Governors.....	6
Roles and responsibilities of the Principal	7
Roles and responsibilities of the Health and Safety Co-ordinator.....	7
Roles and responsibilities of all employees	8
Function and rights of safety representatives.....	9
Roles and responsibilities of areas.....	9
Roles and responsibilities of school site team.....	10
Facilities Manager	10
Premises Officers	10
Students.....	10
Specific health and safety arrangements.....	11
Health and safety risks arising from our work activities.....	11
Arrangements for consultation on health and safety matters.....	11
Safe plant and equipment	12
Safe handling and use of substances.....	12
Information, instruction and supervision	12
Competency for tasks and training	13
Unsafe working	13
Accidents, incidents, first aid and work-related ill health	13
Reporting near misses	14
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR.....	14
Asbestos risk management	15
Legionellosis minimisation	15
Work at height	15
Educational visits and the supervision of students - offsite.....	16
Emergency procedures – Fire and evacuation.....	16
Organisational issues.....	16
Involvement in health and safety	16
Check logs	16
Visitors and users of the establishment	16
Arrangements for the supervision of students outside supervised lessons	17
Beginning and end of the school day	17
First Aid.....	17
Medical room.....	17
First aid boxes and their location.....	17
Accidents.....	17
Environmental health act.....	18
School letting.....	18
Mopeds on Site	18
Adopted NYC Policies & Guidance	19
Supplementary School Policies & Guidance	19
Appendix A	20

Use of Chemicals at Work	20
General Statement	20
The Legal Position	20
Procedures.....	20
Employee Duties.....	21
Employee Training	21
Monitoring	21
COSHH – Guidance Notes.....	21
Material Safety Data Sheets (MSDS)	21
COSHH Assessments	21
Storing Chemicals.....	22
Appendix B.....	23
Display screen equipment	23
General Statement	23
Definition of ‘User’	23
Procedures.....	24
Employees’ Duties	24
Laptop Users.....	24
General Statement	24
Student Use of Laptops.....	25
Manual Handling and Lifting.....	25
Personal Safety and Security	25
Equipment Safety.....	26
Posture	26
Docking Stations & Laptop Stands	26
DSE Risk Assessment.....	27
Whiteboard use policy	27
Guidelines	27
Appendix C	28
Lone Working Policy	28
General Statement	28
Definition	28
Risk Assessment.....	28
Control Measures.....	29
Unacceptable Lone Working.....	29
Line Managers.....	29
Lone Worker Duties.....	29
Appendix D	30
Home Working	30
General Statement	30
Legal Position.....	30
Appendix E.....	31
Events Management.....	31
Appendix F	32
Technology & Science	32
Equipment in Laboratories and Practical Areas.....	32
Appendix G.....	34
Assessing and Recording	34
Appendix H	35
Health and Safety Training	35
General Statement	35
The Legal Position	35
Procedure	35
Employee’s Duties	36
Health and Safety Training Records	36

Introduction

Context

This document outlines the procedures and responsibilities of all individuals at Selby High School with regard to Health and Safety Policy and Practice. This is the Core Health and Safety Policy but it needs to be read in conjunction with North Yorkshire County Council's (NYC) *"Children and Young People's Service Health and safety policy and guidance handbook. Prepared by health and safety risk management - corporate property management"*.

Introduction to health and safety at Selby High School

All persons at the school need to understand their role in creating a safe and healthy environment in which to learn and work. All members of staff are required to read this policy and sign to indicate that they have read and understood it.

Statement of intent

This statement supplements North Yorkshire Council's Corporate Health and Safety Policy Statement, the aim of which is: *"to be an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, service users, students, partners and others whomay be affected by our work activities."*

The Board of Governors, Principal, and Senior Leadership Team accept the duties and obligations placed on the employer by the Health and Safety at Work Act 1974 and associated legislation, including the Management of Health and Safety at Work Regulations 1999. In particular, we will ensure the health, safety and welfare of all employees and others affected by our activities as far as is reasonably practicable. We are committed to placing health and safety, as well as safeguarding, as overriding priorities within the school and see health and safety as a key management responsibility, equal to that of any other management responsibility.

Whilst accepting the minimum standards set by legislation, it is Selby High School's continuing aim to promote and maintain a positive safety culture throughout the school. As a school we will encourage everyone to be vigilant in the interests of the health and safety of all employees, students, the public and others, and to report to the Senior Leadership Team any hazards which they believe are not effectively controlled whether it relates to premises, equipment or systems of work.

NYC, as the employer, accepts that it has overall and final responsibility for health and safety. At Selby High School we will strive to ensure that we comply fully with NYC Policy and associated procedures and within the legal framework. In summary and for the purpose of this document NYC is the employer of all school staff.

In fulfilling health and safety responsibilities, employees of NYC are required to observe the statement of commitment in the Council Equalities Policy Statement as follows: *"NYC is committed to equality and to making fair and equitable treatment an integral part of everything we do. We make this commitment because we want to provide the best service to our community and because we value the commitment our employees make to achieving this"*.

Summary statement of intent:

The Board of Governors, Principal, and Senior Leadership Team intend to:

- implement the requirements of NYC's Corporate Health and Safety Policy;

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

Arrangements for monitoring and reviewing the policy statement

The Senior Leadership Team will monitor and review the effectiveness of this policy and arrangements as and when necessary, but at intervals not exceeding 12 months. The Board of Governors will review this Health & Safety Policy Statement and any associated policies on an annual basis, or more frequently if the need arises.

Health and safety documentation

This policy also outlines the processes of Risk Assessment at Selby High School. The majority of Risk Assessments are held electronically on the school's online web pages, by the Facilities Manager and on the school computer system. NYC's "Children and Young People's Service Health and safety policy and guidance handbook" is held in the Business Managers' Office. Documentation for Health and Safety at Selby High School is available in the Health & Safety section on the school's web page.

Roles and responsibilities

Responsibility	Name
Overall responsibility for health and safety within the school is that of:	Mr Nick Hinchliffe (Principal) and Mr Andy Reed (Chair of Board of Governors).
Day to day responsibility for ensuring this policy is put into practice and therefore undertaking the role of H & S Co-ordinator is delegated to:	The School Business Manager supported by the Facilities Manager.

Name	Responsibility
Mrs Humera Carter	COSHH & Science
Mr Jeremy Needham	COSHH & Cleaning
Mr Jeremy Needham Miss Gail Smith (To deputise in relation to the dedicated EVC)	Approval of Education visits in consultation with the Board of Governors, Educational Visits Co-ordinator and Children and Young People's Service as necessary

Mr Anthony Priestley	Stage Area and Performances
Mr Jeremy Needham	Fire
Mr Ben Sheehan / Mr Derek Block	PE
Mr Andy Graham	Design Areas & COSHH
Mrs Joanne Carter-Mills	H&S Training and CPD
Student Receptionists	Recording of Accidents at work reported using BSAFE system (NYC) unless serious where the School will use the RIDDOR reporting system: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). First-aid box checking. Recording of ill health at work reported using BSAFE system (NYC) unless serious where the School will use the RIDDOR reporting system: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
Mrs Caroline Airth	H&S Notices. H&S Administration.
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).	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 must be clear about whom they must tell, so that concerns can be addressed.

Roles and responsibilities of the School Board of Governors

Selby High School Board of Governors have major responsibilities for the management of health and safety matters. However, NYC is the employer of school staff and therefore retains the majority of duties imposed under health and safety legislation.

The Board of Governors of Selby High School will ensure that school management and staff comply with the Children and Young People's health and safety policy and guidance. The Board of Governors, having control of premises, will take reasonable steps to ensure that the buildings equipment and materials are safe and do not put persons at risk whilst they are on the premises.

The Board of Governors of Selby High School understand and accept their obligations under the Health & Safety at Work Act 1974. Through its delegated powers the Board of Governors will endeavour to ensure (as far as it is reasonably practical) a safe and healthy place to work for all staff, students, visitors and contractors on this school's premises. Specific responsibilities of governors are:

- To take all measures within their power, as a body, to ensure the establishment premises are safe and not hazardous to the health and safety of staff, students, service users or visitors.
- Monitor the application of this policy and to carry out monitoring, including consideration of inspection reports.

- To include health and safety on the agenda of all governors' meetings.
- To confirm that all the necessary annual checks, maintenance services and logs have been conducted as required.
- To undertake an annual Health and Safety Walk Through.
- To evaluate and monitor any reports on Health and Safety undertaken at the school and ensure that required actions are undertaken appropriately.

The Board of Governors expect the school staff to ensure that this Health & Safety Policy is adhered to at all times. Staff must ensure their own health and safety and also ensure that all students and other visitors to the school, in their care, are not put at risk due to their acts or omission. This must be done through safe methods of work and good practice by every individual.

Roles and responsibilities of the Principal

The Principal is accountable to the School's Board of Governors for all health and safety matters affecting the school. In the Principal's absence, the teacher with deputising responsibility will fulfil this role. The Principal's main duties are as follows:

- To be responsible for the day to day operational health and safety management within the school and activities outside school, (e.g. educational visits).
- To assume the role of 'controller of premises' when dealing with visitors, contractors and others, including other organisations that may share the same site.
- To organise, control, monitor and review the health and safety arrangements within the school so as to ensure the health, safety and welfare of staff, students and others, as far as is reasonably practicable.
- To ensure the school complies with the Health and Safety at Work Act 1974 and other relevant health and safety legislation.
- To work with the Board of Governors and Senior Leadership Team to implement an effective health and safety policy for the school.
- To apply and support the policies of NYC, CYPS and the school.
- To ensure that risk assessments are carried out for all appropriate activities and that the actions and preventative measures that come out of these assessments are implemented and adhered to by everyone concerned. The results of the risk assessments must be communicated as appropriate to all those concerned, e.g. staff, students, visitors and contractors.
- To ensure effective monitoring of health and safety, e.g. including consideration of safety inspection reports and the recording of all accidents and incidents (including near miss reports).
- To prioritise actions where resources are concerned and ensure their implementation.
- To include health and safety on the agenda of staff and management team meetings.
- To ensure approval of educational visits in consultation with the governors, educational visits co-ordinator and CYPS, as appropriate.
- To provide an annual report on health and safety.
- To comply with the duties of all employees.

Roles and responsibilities of the Health and Safety Co-ordinator

The Health & Safety Co-ordinator is accountable to the Principal for ensuring this policy is put into practice. In the Principal's absence, the Vice Principal will deputise responsibility. The Health & Safety Co-ordinator's main duties are as follows:

- To implement the day to day operational health and safety management within the school.
- To coordinate with the Facilities Manager and ensure that the Facilities Manager assumes

the role of “Controller of Premises” when dealing with for example visitors, contractors and others including other organisations that may share the same site.

- To organise, control, monitor and review the health and safety arrangements within the school so as to ensure the health, safety and welfare of staff, students and others as far as is reasonably practicable
- Ensure the school complies with the Health and Safety at Work Act 1974 and other relevant health and safety legislation
- To work with the Principal, Board of Governors and their Senior Leadership Team to implement an effective Health and Safety Policy for the school.
- Applying and supporting the policies of the Council, Children and Young People’s Service and the School
- To ensure that risk assessments are carried out for all activities and that the actions and preventative measures that come out of these assessments are implemented and adhered to by everyone concerned. The results of the risk assessments must be communicated to all those concerned e.g. staff, students, visitors.
- To ensure effective monitoring of health and safety e.g. including consideration of safety inspection reports and the recording of all accidents and incidents (including near miss reports).
- Prioritising actions where resources are concerned and ensuring their implementation.

Roles and responsibilities of all employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to North Yorkshire

County Council’s disciplinary procedures. In particular, employees are required to:

- Take reasonable care for the health and safety of themselves and those who may be affected by what they do or fail to do at work.
- Co-operate with all managers, supervisors and the health and safety risk management unit on health and safety matters.
- Familiarise themselves with, and act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention.
- Act in accordance with any health and safety training which has been provided to them or any verbal instructions issued to them.
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager.
- Not take part in any ‘horseplay’ or interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- Report any accident (no matter how minor the injury) or incident, including near misses, by informing their supervisor or manager. This should be done on the day of accident / incident or as soon as possible thereafter. It includes reporting any accident/incident involving a non-employee (e.g. student) whilst on council premises, or sites affected by NYC activities, which comes to their attention.
- Report to their supervisor or manager any work situation which they consider to represent a serious and immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety.
- Follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.

Function and rights of safety representatives

Safety representatives are appointed by trade unions recognised by CYPS. The names of safety representatives should be added to the health and safety law poster displayed in all NYC buildings. Under the Safety Representatives and Safety Committees Regulations 1977, safety representatives have legal rights and these include:

- Representing their members in consultation with the employer to develop arrangements for effective co-operation in measures to ensure the health, safety and welfare of employees.
- Investigating accidents and dangerous occurrences in the workplace.
- Taking up complaints from employees they represent.
- Making representations to the employer on matters arising out of the above points.
- Carrying out safety tours/inspections of the workplace (every three months or longer).
- Representing employees in consultation with Health and Safety Executive (HSE) Inspectors.
- Attending safety committee meetings as appropriate.

Roles and responsibilities of areas

Area	Post
Whole school site / car parks / grounds / internal general areas.	Facilities Manager
English rooms	Faculty Leader, English
Over view of Ebacc Classrooms	Faculty Leader Ebacc,
<i>Geography rooms</i>	<i>CAL Geography</i>
<i>History rooms</i>	<i>CAL History</i>
<i>Modern foreign languages rooms</i>	<i>CAL MFL</i>
<i>RE rooms</i>	<i>CAL RE</i>
Hemingway Suite	CAL ICT
LRC	LRC Manager
Maths rooms	Faculty Leader Maths
Performing arts rooms	CAL Drama
Physical education	Faculty Leader Physical Education
Science	Faculty Leader Science
Facilities Manager's premises office	Facilities Manager
Technology	CAL Technology

PE, science and technology are all areas that have been identified with additional higher risk and as such will require greater assessment of risk and greater control measures. Additional to the overall responsibility listed above, the following members of staff have further responsibility with relation to their roles in school.

Area	Post
ICT Management	The ICT Manager needs to ensure the safe operation of ICT equipment in the school.
Science Technicians	Need to follow guidance as indicated by the Faculty Leader for Science, with regard to handling chemicals or other scientific equipment.
Whole school administration areas, student services and reprographics area.	School Business Manager. Including the RA of DSE.
School Kitchens	School Catering Manager

Roles and responsibilities of school site team

Facilities Manager

The Facilities Manager has a particularly important role in the maintenance of health and safety within the school. The Facilities Manager is responsible for health and safety in the following areas:

- Undertaking management responsibility for the security and supervision of the site and premises. The Facilities Manager will work closely with the Principal, and School Business Manager to ensure that the grounds and buildings are maintained and cleaned to the highest possible standard.
- Be a key holder and named police contact in case of an emergency call out.
- Ensure the school is provided with an efficient building cleaning service through regular monitoring and liaison with the Cleaning Services Area Manager to achieve a good standard of cleaning.
- Ensure that school site risk assessments are completed as required.
- Ensure the Fire Risk Assessment is completed in line with the statutory guidelines.
- Monitor staff to ensure they meet all health and safety standards as set out in the School's Health & Safety Policy together with taking into account COSHH responsibilities.
- Ensure that contractors on site follow HSE, NYC and school policy with regards to H & S, safeguarding and emergency evacuation.

Premises Officers

The Premises Officers perform a key role within the school, they are responsible for a wide range of duties and functions, helping to ensure the healthy and safe running of the school. The Premises Officers assist the Facilities Manager in the safe and efficient maintenance of the premises to ensure that the school provides a welcoming environment where teaching and learning can safely take place.

Students

Students need to follow all school rules as prescribed in their student planner, school website, Positive Behaviour Policy and through the Home School Agreement. These rules ensure that students are safe while in the care of the school.

Injuries to students requiring hospital treatment must be reported to NYC within 10 days and failure to do so may result in prosecution. All injuries must be reported to Student Services for recording in the accident book.

Specific health and safety arrangements

Health and safety risks arising from our work activities

Risk assessments will be undertaken by the following staff:

- The H&S Coordinator, Facilities Manager, identified staff responsible for specific areas, SENCO, School Social Worker, SLT, Technicians within curriculum areas, Group Leaders of visits and trips.
- The findings of the risk assessments will be reported to the Principal if requiring his action, Line Managers, H&S Coordinator, SLT if requiring their action, the Board of Governors if requiring their action.
- Action required to remove/control risks will be approved by the Principal, Line Managers, H&S Coordinator or a member of SLT.

Arrangements for consultation on health and safety matters

The Board of Governors has agreed the following mechanism for consultation with teaching staff, support staff and, where appropriate, contractors:

- The Principal will inform teaching staff and support staff of health and safety updates.
- The Facilities Manager will draw the attention of contractors to the Health & Safety Policy.
- All members of staff have access to a copy of the Health & Safety Policy online. Copies will be available in the Principals PA Office, the Vice Principals Office, the LRC and in the Staff Room.
- All members of staff have access to representation on the Governors.
- Any person on the premises has a duty to report to the Principal or the appointed Health & Safety Co-ordinator any item of concern relating to health and safety. Health & Safety and Near Miss notification forms are available from the Student Services.

Employee Professional Association and Union Representatives are:

- Vacant – NASUWT
- Emma Owen - NASUWT
- Sara McCabe – NEU
- Charlotte Cole- H&S Rep, NEU
- Vacant - UNISON

Consultation with employees is provided by regular meetings with the Principal. The school will co-operate with a H&S Union representative if they approach the Principal and will also support a health and safety inspection on behalf of the Associations / Unions if requested via the principal. In addition, an equality walkthrough is conducted each year to highlight areas that might constitute potential hazards under the Disability Discrimination Act. The members of this team vary each year but are normally composed of the:

- Equality & Inclusion Governor
- SENCO
- A parent or other wheelchair user
- NYC CYPs Rep and the Facilities Manager

All staff meetings and line management meetings contain health and safety and safeguarding as a standing item on the agenda.

Safe plant and equipment

Identifying equipment/plant which will need maintenance, checking plant and equipment health and safety standards before purchase, ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented is the responsibility of each area:

- Facilities Manager
- Design Technology Curriculum Area Leader
- PE Curriculum Area Leader
- Science Curriculum Area Leader
- Catering Manager

Safe handling and use of substances

Checking that substances can be used safely before they are purchased, identifying substances which need a COSHH assessment and undertaking COSHH assessments are the responsibility of:

- Head of Science – COSHH & Science
- Facilities Manager – COSHH & Cleaning
- Head of Technology – COSHH & Design Areas

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

Information, instruction and supervision

Health and Safety Law posters are displayed at a range of locations around the school including:

- Site Premises Office
- Student Services
- Technology areas
- School Kitchen
- Science Staff Room
- English Staff Room
- ICT Staff Room
- Mathematics Staff Room
- Main Staff Room
- Gibson Guidance Kitchen Area

“Health and Safety Law What you need to know” pocket cards are available from Reception. Health and safety advice is available from our NYC Safety Risk Adviser, Janet Morris. The supervision of young workers and trainees, including PGCE, ITT students and NQTs will be arranged/undertaken/monitored by:

- ICT Network Manager for ICT work placement
- Simon Birkenshaw for work experience
- Facilities Manager for site support students. Working in conjunction with SSC staff and Year Leaders.
- Head of Science in conjunction with the Senior Science Technician for science work experience technicians
- Faculty Leaders/CALs where not mentioned above

Ensuring that our employees working at locations under the control of other employers and that they are given relevant health and safety information is the responsibility of the Principal, Health & Safety Co-ordinator and CPD Co-ordinator.

Competency for tasks and training

Health and safety training, instruction and information forms an integral part of the overall training provided to employees. Employees should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. Managers and supervisors should assess the health and safety training needs of all staff and ensure appropriate training and refresher training is carried out. Induction training will be provided for all employees by:

- Jo Carter-Mills and Rebecca Harwood for all new Teachers and HLTAs.
- The SENCO for TAs
- Jeremy Needham for new site staff and site contractors.
- Kirsty Ward for new catering staff.
- Hannah Carpenter for all other new support staff.
- Jenny Mackay for new science technicians or science staff.
- Andy Graham for new technology staff.
- Ben Sheehan / Derek Block for PE staff.
- NYC for Cleaning Staff

Job specific training will be provided as identified by Curriculum Area Leaders, Health & Safety Co-ordinator and the Facilities Manager. Specific tailored training will be organised by the CPD co-ordinator. Specific jobs requiring special training include:

- Manual handling – site staff / science technicians / SSC Support Staff.
- Working at heights – site staff / performing arts staff on the stage.
- Cutting equipment in the technology area – technology teachers and DT technicians.
- Cutting equipment in the art area – art teachers.
- Stage area – performing arts risk assessment.
- Kitchens – catering staff.

All training records are kept by the CPD Co-ordinator and further training will be identified, arranged and monitored by the Health & Safety Co-ordinator in conjunction with the CPD Co-ordinator.

Unsafe working

No employee will be expected to carry out tasks where there is risk to their health, safety and welfare. Equally, no employee will be expected to carry out any task that would impose a similar risk to others. All employees should bring such activities to the attention of the person in charge of the work.

Accidents, incidents, first aid and work-related ill health

At given periods of time Selby High School may have an employee/s that will need to be subject to health surveillance. Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this. These procedures include:

- developing specific risk assessments;
- simple methods, such as looking for skin damage on hands from using certain chemicals;
- technical checks on employees, such as hearing tests;
- more involved medical examinations.

This type of medical attention must not be confused with promotion or general health checks. Employees doing the following jobs must be considered for health surveillance.

- Catering staff / cleaning staff – hand immersion, particularly multiple short-term immersion using soap or detergent, is associated with dermatitis.

- Site staff – due to manual handling elements of their role.
- Design technology staff – solvents, fumes, and other substances hazardous to health. If so, health surveillance may be needed under the Control of Substances Hazardous to Health Regulations 2002.
- Administration staff and identified DSE users – who may need surveillance as a result of working with DSEs.
- Science staff – solvents, fumes and other substances hazardous to health. Prescribed certified member of staff/technician to act as Radiation Protection Supervisor.

Health surveillance at Selby High will be arranged by the Health & Safety Co-ordinator in conjunction with the Principal. The Health Surveillance Records will be kept by the PA to SLT on the employee's records.

All accidents, near misses and cases of work-related ill health are to be recorded. They should be recorded using the electronic accident book and the NYC B-Safe system. Any staff needing assistance with this should contact student services. The aforementioned systems are used for recording:

- Accident Reporting
- Minor Injuries – Members of staff
- Minor Injuries- Students
- Near Misses

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC CYPS Health and Safety section is the Principal or H&S Coordinator. The person responsible for investigating accidents is the Health & Safety Co-ordinator. The person responsible for investigating work-related causes of sickness absences is the Principal. The Principal is also the person responsible for acting on investigation findings to prevent a recurrence. The Principal will report these incidents on a termly basis to the Board of Governors.

Reporting near misses

It is important that the school is proactive in its approach to health and safety at all times. Therefore, all “near misses” must be reported to the Health and Safety Co-ordinator for investigation and action. The forms for student “near misses” are held in Student Services, staff “near misses” recorded on the staff portal, and archived in line with retention guidelines.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents. Reporting accidents and ill health at work is a legal requirement. All aspects of RIDDOR are reported directly to NYC HandS. We must report the following:

- Deaths
- Major injuries
- Accidents resulting in over 3-day injury absence
- Diseases
- Dangerous occurrences
- Gas incidents

The school will also maintain a record of minor injuries to both students and staff.

Asbestos risk management

The Responsible Officer for asbestos management at Selby High School is the Facilities Manager. The Facilities Manager maintains the “Asbestos Risk Management” file which is kept in the Site Office. This file contains a site plan showing the location of Asbestos Containing Materials (ACM’s) as identified from a “Type 2 Survey”. Ensuring that contractors are made aware of the location of ACM’s and that they sign the relevant permit to work is also the responsibility of the Facilities Manager. The location of ACM’s indicated on the plan must be brought to the attention of all contractors coming on site. The “authorisation to work” confirming this fact must be completed by the contractor before work commences. The Facilities Manager will also ensure that Asbestos Risk Assessments are conducted and recorded.

Surveys – A Type 2 survey of the premises must be available, with the location of ACM’s identified on a site plan. A Type 3 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. Visual inspections of the condition of ACM’s will be undertaken every term and the records of such inspections will be kept by the Facilities Manager.

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 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’ must be readily available and brought to the attention of all staff. A copy of this is located in The Emergency Response Guide.

Full information and guidance is found in the NYC Asbestos Management Manual which has been sent to all schools and establishments. Further copies, and details of the asbestos training programme, are available from the CYPS website:

<http://cyps.northyorks.gov.uk/health-safety-policy-and-guidance-handbook>

Legionellosis minimisation

The nominated person under the NYC Legionnaires Disease Risk Management Policy is the School Facilities Manager. The risk assessments detailing on-site tasks for the minimisation of Legionellosis risk are kept in the site office. The Facilities Manager is also the person responsible for carrying out the on-site tasks set out by NYC with regard to minimising the potential of Legionellosis at Selby High School. The record showing that the on-site tasks have been undertaken are kept in the Site Office. Changes to water systems which may affect the level of risk, must be notified to the North Yorkshire Legionella Monitoring Officer, Tel: 01609 785710.

The Legionella Initiative Action Plan is currently being followed by the Facilities Manager to monitor the school buildings.

Work at height

All work at height in the school must be authorised by the Facilities Manager accompanied by the appropriate Risk Assessments. 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 used for work at height are to be checked by the Facilities Manager and records kept in the Site Office. Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks must be maintained.

Training records for persons carrying out work at height are retained on personal files. Training - must be undertaken by all persons carrying out work at height. As a minimum, relevant staff must be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

Educational visits and the supervision of students - offsite

The Educational Visits Policy is a policy in its own right.

Emergency procedures – Fire and evacuation

The Emergency Procedures – Fire and Evacuation Policy is a policy in its own right.

Organisational issues

Involvement in health and safety

All employees and members of the school need to be fully involved in the ethos of health and safety in the school. This will be achieved in a number of ways.

- All employees will be asked to read and then sign a proforma to state that they have read this policy.
- Health and safety and safeguarding are standing items on the agenda for all meetings.
- The induction programme of all new staff will include a section on health and safety.
- Training will be made available to staff as required, to ensure that the school complies with all health and safety legislation that is applicable.
- Training will be made available to staff as required for activities which they are required to undertake as part of their job.
- All staff will be encouraged to proactively participate in the identification of hazards and risks and assist when possible in the control of such hazards and risks.
- Staff will be involved in the production of risk assessments that impact directly on their normal working practices or environment.

Check logs

The site team maintain a number of check logs of the school site, specific areas of the site are inspected and recorded. Any action required is then taken to ensure that the site is safe and healthy.

In addition, the Facilities Manager will organise for staff to complete classroom checklists at least twice a year which the CALs will check and approve.

Visitors and users of the establishment

The Board of Governors acknowledge their duty of care to all visitors and users of the school premises, including those letting the premises, and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy. All visitors and contractors must sign in and out using the computerised system. Each visitor is issued with a badge which contains the following information:

- A colour code with regard to whether an individual must be accompanied or supervised on the school site.
- Information with regard to H&S on site
- Information with regard to safeguarding
- Information with regard to the School Emergency Evacuation procedure

Arrangements for the supervision of students outside supervised lessons

Beginning and end of the school day

All teaching staff are required by law to supervise the arrival of students at 8.40am, and the dismissal of students at 3.10pm. However, on each day a dedicated duty team will have specified duty areas that ensure the safe arrival and departure of students. These rotas are published by the Assistant Principal each term.

Breaks and Lunchtimes

The Board of Governors has agreed that staff will be on duty as follows:

- Break – following a published rota
- Lunchtime – as arranged by the Assistant Principal

(NB: Teachers' Conditions of Service require duty before and at the end of each a.m. and p.m. session and at break times but not at lunchtimes). The Principal is delegated by the Board of Governors to ensure that all teaching staff are engaged in supervisory duties. In addition, he will ensure that all members of staff are provided with a basic understanding of the school's agreed policy on student behaviour, how to report incidents and how to obtain first-aid assistance.

First Aid

The Board of Governors acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified members of staff to become qualified first aid personnel thus ensuring that the establishment has first aid cover at all times. The identified members of staff will receive appropriate first aid training at designated intervals to maintain certification and lists bearing their names will be published and displayed in the school. The PA to SLT will maintain a record of all members of staff holding qualifications for First Aid at the school. The CPD co-ordinator will ensure that the areas identified as requiring coverage for the school and trips is maintained, through ensuring appropriate training is provided.

Medical room

The medical room is located next door to Student Services. Students must see a member of the Student Services team before they can use this room. Student Services must maintain a list of students in the medical room. This list must give a reason for being in the room, the date and times.

First aid boxes and their location

The Student Services team will provide first aid boxes on request. First aid boxes are located throughout the building. All rooms contain notices indicating the location of the nearest first aid box. Higher concentrations of first aid boxes are to be found in high-risk areas such as science, technology and PE. In addition, eye boxes and burn boxes are maintained in higher risk areas. These first aid boxes will be reviewed on a half termly basis and records kept. This review will be undertaken by the Reprographics Technician.

Accidents

If a student, employee, visitor or contractor requires hospital treatment then the North Yorkshire Accident / Incident Form must be completed by a member of the Student Services Team with any details from staff concerned. If a member of staff has an accident they are advised to see a First Aider so that the North Yorkshire Accident / Incident Form can be completed. All forms will be sent to the Health & Safety Co-ordinator at County Hall.

In the event of a student accident:

- Contact must be made with Student Services. A call can then be made for a qualified First-Aid staff member to attend. Student Services can then coordinate the response.
- If an ambulance is called then parents, carers and guardians must be contacted as soon as possible to accompany the ambulance to hospital, follow in their own vehicle, or meet the ambulance at Accident and Emergency.
- If no parent, carer or guardian is available to accompany a student then a member of staff will accompany them to the hospital. In the first instance this will be a member of the Student Services or Pastoral team. They must take with them a copy of the student's details from Arbor and a school mobile phone.
- All accidents to students must be recorded on the North Yorkshire Accident / Incident Form. In the case of a serious accident, the Principal will inform NYC immediately. In case of serious injury please do not move the patient.

Environmental health act

The Board of Governors is aware of, and agrees to comply with, the Environmental Act 1990 and the Code of Practice. The Site Team will take all reasonable steps to ensure that the grounds are litter free and safe in accordance with the Environmental Protection Act. Science will follow CLEAPSS guidance with regard to the destruction and disposal of chemicals and radioactive materials and records and the Faculty Leader will maintain certificates for Science.

School letting

School letting is an important facility provided by the school. It helps establish the school in the community providing resources and accommodation that supplements and enhances their lives, the work of the school, as well as providing an income stream. However, the Board of Governors recognise that they have a duty of care to all those that use the site. Therefore, persons that enter the site through school letting will be provided with the Emergency and Evacuation Policy. They will be told how to find Site Staff should they require assistance. Site staff will inform the letting users of issues that may have arisen; they will also record any issues of health and safety that need addressing.

Mopeds on Site

As a school we understand that students, once they reach sixteen years of age, can travel to school by moped, providing we have the space to accommodate these mopeds securely. However, this brings with it responsibilities for the school and for those students choosing to do so. Parents, carers and guardians are requested to sign an agreement with the school that their son or daughter follows the rules with regard to bringing a moped onto the school site. Students also have to provide copies of their licence and insurance. Signing the agreement will result in permission being given to bring a motorcycle onto the site and a parking pass will be issued. Failure to follow these rules will result in the parking pass and permission to bring the moped onto the school site being withdrawn.

- Any vehicles entering the school site must follow the speed restriction of 5 miles per hour. These speed restrictions are in place to protect students and staff from the movement of vehicles.
- Mopeds or scooters brought onto site must be parked in the bicycle park. It will mean that the mopeds will be protected by locked gates and CCTV during the day.
- Mopeds must not be used during the school day.
- Crash helmets can be stored in the site office.

- Letters and passes are available from the Principal.

Adopted NYC Policies & Guidance

The following policies have been adopted from NYC:

- Asbestos
- Authorisation to Work on Site Scheme – Management of Contractors
- Construction Design and Management
- Inspecting and Testing of Electrical Equipment (Portable Appliance Testing)
- Lift Checking Procedures
- Manual Handling
- Medication and Invasive Care of Children with Disabilities
- New and Expectant Mothers
- Water Services Hygiene (including Legionellosis Risk Minimisation)
- Health and Wellbeing Services
- Provision of Drinking Water
- The Working Environment
- Working at Heights Policy

Supplementary School Policies & Guidance

As outlined in the introduction of this policy, specific areas of health and safety warrant their own specific policies and procedures. These are outlined in the following Appendices.

Appendix A

Use of Chemicals at Work

General Statement

It is our policy to ensure that the risks associated with the use of chemicals on-site is minimised at all times. This will be achieved by implementing a series of risk control measures.

Our starting point will be to eliminate the use of hazardous chemicals wherever possible. If this can't be done then we will take all reasonable steps to find less hazardous chemicals. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation, will be introduced. Personal protective equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. The use of new chemicals will be assessed prior to use and where this expertise is not available in-house, it will be brought in from suitably qualified third parties.

This policy must be read in conjunction with the details outlined in the NYC Health and Safety Policy Guidance Handbook.

The Legal Position

The use of chemicals in the workplace is governed by the **Control of Substances Hazardous to Health Regulations 2002** (COSHH). These require us to minimise the risks from using chemicals at work and to introduce control measures to manage those which may remain. COSHH also requires us to train employees in the safe use of chemicals and to monitor the effectiveness of any control measures.

In certain circumstances, we are required to conduct health surveillance. This will occur if any employee is exposed to a hazardous substance which is known or is likely to cause a disease or be detrimental to health. COSHH also requires us to store chemicals safely in order to avoid the risks of fire, explosion or environmental damage.

Procedures

It is our policy that this procedure will be followed by all staff with responsibilities for the procurement and safe use of chemicals whilst on our premises.

Ordering chemicals

Adequate information on each chemical must be obtained prior to its use. This will take the form of a Material Safety Data Sheet (MSDS), which must be provided by the supplier of the chemical. If the intention is to use a chemical for the first time, then the relevant MSDS needs to be obtained before the chemical is ordered. Where necessary, further information will be obtained from the chemical supplier and other resources, such as the Health and Safety Executive website <http://www.hse.gov.uk>

Use of chemicals on-site

The use of all chemicals on-site will be assessed. For those which have relatively low-hazard properties, this process will be straightforward. In these cases, it will be assumed that implementation of controls in line with the MSDS will be sufficient.

In the event that we have high-hazard substances such as potential cancer-causing agents being used, managers are expected to try and source less hazardous substitutes. Where this is not possible good controls will be required.

If chemicals need to be mixed with other materials, each must be assessed in order to ensure that no adverse reaction will occur. The MSDS will provide information on incompatible chemicals. The importance of this procedure must not be overlooked as even everyday cleaning agents can cause a serious reaction if mixed.

Storage

We will provide appropriate storage according to the properties of each chemical. The type of storage necessary will be determined by reference to the MSDS. Special consideration will be given to flammable liquids, environmentally hazardous chemicals and oxidising agents (due to the risks of explosion). The suitability of all chemical storage will be reviewed as necessary by the Facilities Manager for site specific chemicals, the Subject Leader for Science for science curriculum chemicals and the Subject Leader for Technology for technology curriculum chemicals.

Employee Duties

All employees will be expected to co-operate with us in respect of any controls which have been introduced, to ensure the safe use and storage of chemicals on-site. Where PPE has been deemed to be necessary, employees will be expected to wear and maintain it, in line with the manufacturer's recommendations.

We also expect all employees to report any concerns to their line manager or supervisor. These will be dealt with promptly. Should any further action be required, the employee raising the concern will be informed as to what form it will take.

Employee Training

All employees will receive information, instruction and training on how to use chemicals safely. This will be repeated as necessary e.g. on the introduction of new chemicals or processes. Training will be provided in a practical form in which the hazards and controls are clearly understood, e.g. training on operating procedures.

Monitoring

This policy will be monitored by managers through the carrying out of periodic safety audits. These will cover the following:

- Use of chemicals.
- Maintenance of control systems.
- Adherence to safe working practices.
- Provision of information to employees.
- Storage of chemicals.

Where contractors are engaged on site, they will be monitored to ensure that they do not pose a hazard to employees, visitors or themselves.

COSHH – Guidance Notes

Managers who have deemed the need for chemical use essential, must be aware of the COSHH guidelines from the HSE. They must inform the members of staff using the chemicals of the need to follow the guidance given.

Material Safety Data Sheets (MSDS)

In order to devise safe systems of working with hazardous substances the material safety data sheets (MSDS) must be used. These must be provided by suppliers and must arrive with the chemical or substance. The guidance given on these sheets must be followed.

COSHH Assessments

An essential element of a safe system of work is a COSHH Assessment. These are often confused with Material Safety Data Sheets (MSDS), but are not the same. The purpose of a COSHH assessment is to describe how the chemicals will be used at Selby High School and an MSDS does

not do this. Most commercial chemicals will contain a warning label to indicate whether COSHH applies. A two part assessment process must be used:

Preliminary COSHH Assessment Guidance

This identifies whether or not a more in depth assessment will be necessary. For a typical low to medium risk environment such as Selby High School, this is all that is necessary for the majority of the time in order to keep the school legally compliant. It asks you 10 questions which require brief answers. These include questions about the substance, its hazards, your control measures and whether or not they are working properly. If when complete the manager still has doubts about the use of the chemical then **a full COSHH Assessment should be undertaken.**

COSHH Assessment

The COSHH Assessment form is divided into sections which cover the hazards, the controls in place, their maintenance, whether elimination/substitution of the substance is possible and whether any additional controls are required. As a rule of thumb, a full assessment will be required if respiratory sensitisers such as glues are used and there are processes which generate dust and fumes.

Storing Chemicals

Chemicals stored on-site, are to be stored securely in designated areas in line with the storage guidelines given. In relation to storing chemicals on site the following points will be considered:

- The need for a risk assessment.
- Providing alternatives if possible.
- Ensuring chemicals are isolated / enclosed.
- The need to provide local exhaust ventilation or general ventilation.
- Maintaining good housekeeping and staff welfare.
- Providing Personal Protective Clothing and Equipment as required.
- Maintaining the controls.
- Providing information and training as required.
- Recording and reviewing the use of chemicals on site.

Appendix B

Display screen equipment

General Statement

Please refer to the most up-to-date version of NYC's Eyecare Policy.

Definition of 'User'

The Guidance to the DSE Regulations defines a 'user' as someone who uses a computer for **continuous spells of an hour or more at a time' on a daily basis**. Taking this into consideration, we consider that the following job roles qualify as users under these Regulations. Additional users will be identified as required:

Post Title	Reason
ALL Senior Leadership Team	Administration User
Data and Examination Officers	Administration User
Cover	Administration User
PA and All Administrative Officers	Clerical
LRC	Clerical
Reception	Clerical
Reprographics	Clerical
All Finance Officers	Clerical / Administration User
ICT Infrastructure Manager / ICT Technicians	Technical User
Pastoral Team	Pastoral Team who regularly use DSE for long periods of time for administration purposes.
ICT Teachers	ICT User
Teaching staff with management responsibilities	Teaching staff who extensively use laptops for long periods of time for administration purposes.
Teaching staff	Teaching staff who habitually use a white board for teaching / Use laptops for long periods of time.

Implications for students

Although students often use ICT equipment at school, they are not in this instance regarded as defined "users". However, good practice must prevail whenever students are required to work on a PC. The teacher in charge must consider and monitor to ensure:

- Appropriate lighting conditions.
- Posture of position of use.
- Duration of use.
- Tripping hazards created by cables etc.

- Save use of equipment
- Clutter free areas around the equipment

Due to the nature of the timetable students predominantly only spend single periods on DSE. However, if a student spends more than one lesson on DSE then it is important that the teacher ensures that a short break is taken. The teacher also needs to ensure that the student is able to move away from the DSE for this break.

Procedures

In order to comply with the DSE Regulations, we have introduced some procedures which are to be followed by all staff, these are as follows:

- All new employees who are required to use computers as part of their job role undertake a DSE risk assessment as soon as possible after starting work with us. It is the duty of their line-manager to provide this to all new starters.
- All existing employees need to have completed a risk assessment. However, should a member of staff change workstations or become a DSE user for the first time, then another one must be completed. This must be done shortly after the change in location or job role. Any queries can be referred to the individual's line manager.
- Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual's line manager to ensure that these are rectified, through the line management system.
- Members of staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time must be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this must be brought to the attention of the individual's line manager. Where possible, this situation will be rectified.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.
- The DSE Risk Assessment Form is available for download from the H&S pages online.

Employees' Duties

Employees are expected to complete the risk assessment in conjunction with their Line Manager in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees must bring this to the attention of their Line Manager as soon as possible. Each employee is also expected to abide by the procedures laid down in this policy.

Laptop Users

General Statement

The Board of Governors will ensure that the Health and Safety (Display Screen Equipment) Regulations 1992 are implemented for users of laptops. Many of our staff use laptops instead of, or in addition to, desktop computers. This mainly applies to teaching staff at the school. This section of the H&S policy must be read in conjunction with the **'Display Screen Equipment'** section above and the ICT Policy

The smaller size and design of laptop computers mean that, if used wrongly, users can experience discomfort. This is because the smaller screen and keyboard encourages poor posture, causing

shoulder and neck problems. As a result, it is school policy that laptops will be used according to the following guidelines:

- Laptops are only to be used in areas of the school where no alternative PC is available.
- Although this situation is rare and unlikely there may be occasions where staff use their laptops in cars. The Board of Governors advise staff of the school that this must be kept to a minimum. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space.
- Laptop bags must not be overloaded and the distribution of weight must be as even as possible.
- Wherever possible the laptop must be positioned on a firm surface, which is the right height for its use.
- Users must be advised to angle the computer screen to minimise reflections.
- Users must ensure that they have enough space in front of the laptop to rest their wrists and forearms whilst working.
- Users must take regular breaks, at least ten minutes in every hour.
- If any discomfort is experienced whilst using a laptop, it must be reported immediately. To a line manager.

Student Use of Laptops

Students are not defined as “users”. However, good practice must prevail whenever students are required to work on laptops. The teacher in charge must consider and monitor to ensure:

- Appropriate lighting conditions.
- Posture of position of use.
- Duration of use.
- Tripping hazards created by cables etc.

Manual Handling and Lifting

The weight of the laptop and all the accessories required for operation must be a prime consideration before purchase e.g. lighter alternatives. Chargers and spare batteries, if required, add a considerable weight. Members of staff are encouraged to avoid carrying hard copies of files which are on the computer. The computer must be carried in a carry case using a padded shoulder strap or a wheeled luggage carrier. The weight of the computer and accessories must be well within the physical capabilities of the person being asked to carry it.

Personal Safety and Security

The following guidelines will help to minimise the threats of theft and attacks in carrying expensive ICT equipment in public spaces.

- Use unmarked carry cases.
- Park in the school car park.
- Use well lit areas and travel in pairs if possible.
- If challenged the advice is to hand the computer over.
- Lock the computer in the boot even if you are in the car.
- The school will ensure that the computer is security coded; bar coded and requires a logon username and password to protect data.
- All laptops will be encrypted to protect the data.
- The school will ensure that regular back-ups of data are kept to prevent loss.

Equipment Safety

All laptops at school will be included within the regime of inspection and test as detailed within the Electricity at Work Regulations 1989. The equipment is classified as 'Portable Equipment' and must have a formal visual and technical inspection in accordance with Electrical Equipment guidance note found in the NYC Health and Safety Handbook. In addition to the above the user must make regular checks of the following:

- Damage, e.g. cuts, abrasions (apart from light scuffing) to the cable covering
- Check for loose wires
- Damage to the plug e.g. cracked or the pins bent
- Non-standard joints, e.g. taped cables
- Un-gripped outer covering visible where the cable enters the plug
- Unsuitable conditions e.g. wet or dusty environments
- Loose parts or screws
- Evidence of overheating/burn marks
- Ensure that trailing cable do not present a trip hazard for yourself or others

If any problems are noted, the equipment must not be used and the problems reported to the ICT Infrastructure Manager immediately.

Posture

Guidance to staff in the use of laptops will include the following instructions:

- Never use when on your lap, such use could cause burns should the equipment overheat, even through clothing
- Always use a desk and chair. Avoid easy chairs and coffee tables
- If you have to use the computer in the car, always sit in the front passenger seat with it pushed back and ensure the computer is placed on top of the computer case to raise it to an acceptable level.
- Avoid slouching and sitting forward in a 'curled' position
- Try not to put the laptop on the edge of the desk as this will cause you to look down putting undue strain on your eyes
- Do not lean or bend to one side as this will put undue strain on your back
- Position the laptop to minimise glare and reflection
- Keep the screen clean and free from static
- Check your posture regularly
- Avoid sitting too high or too low to minimise the risk of strain injuries, use a height adjustable chair to achieve this if possible
- Try to keep your forearms roughly horizontal to minimise the bend in your wrists
- Always use a mouse or glide pad so that the hand remains flat and fingers relaxed

Docking Stations & Laptop Stands

If indicated by the risk assessment, heavy use users of laptops may request a docking station or laptop stand. Docking stations are a separate keyboard which a laptop can be plugged into with an adjustable elevated platform which houses the laptop. The docking station would enable the laptop to be viewed at a more acceptable height and allow the keyboard to be adjusted separately from the screen.

The Regulations require that an assessment is undertaken of each workstation used. The DSE risk assessment form must be used, this is provided in Google Forms format.

Whiteboard use policy

Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits which HSE uses as a guide for compliance with applicable legislation. Therefore, although such exposure limits are not statutory, the HSE considers the following advice to be good practice in respect of the use of these projectors by employers in the education sector.

Interactive whiteboards are a tool which can assist teachers in delivering exciting and engaging lessons to learners of all ages and abilities. They enable teachers to deliver lessons interactively using a variety of methods, including video clips, use of the internet, interactive presentations, colour visuals and traditional blackboard skills. Additionally, they allow for the manipulation of text, objects, and calculations by students as well as teachers.

Guidelines

The Board of Governors at Selby High School instruct teachers, other staff and students:

- That they must avoid staring directly into the projector beam at all times.
- That standing facing into the beam is minimised. Users, especially students and teachers, must try to keep their backs to the beam as much as possible. When entering the beam, users must not look towards the audience for more than a few seconds.
- Students must be adequately supervised when they are asked to point out something on the screen.
- Installations at the school also try to ensure that projectors are located out of the sight line from the screen to the audience/class; this ensures that when presenters look at the audience/class, they do not also have to stare at the projector lamp. This has been achieved by ceiling-mounting rather than floor or table-mounting the projector. The newest whiteboards on site use “ultra-short throw” projection lenses again reducing the possibility of looking into the beam.
- The height of whiteboards can create discomfort for users. As a result whiteboards in the main have been fitted to suit members of staff. Projectors are installed above 2.2m. The newest installations are height adjustable.

Selby High School has developed H&S notices that must be posted adjacent to interactive whiteboards, although the content or posting of such notices is not a requirement under law.

Lone Working Policy

General Statement

The School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours alone. This may occur during normal working hours at an isolated location within the normal workplace, or when working outside normal business hours. As a school, although the normal working day extends from 8.40am to 3.10pm there is a huge element of flexibility in working hours around these times. The school site is usually open between 6.30 a.m. and 9.30 p.m, and also from 9 am to 1pm on Saturday mornings for the purpose of school lettings, during which times a member of the premises team will always be available on site. Staff should not attempt to enter the building outside of these core times.

For the most part, very few individuals work completely alone at Selby High School. However, staff may often work in isolated locations within the school; cleaners working independently, members of teaching staff staying late etc. Elements of this policy apply to these individuals. The most likely employees to be considered “lone workers” are the premises staff. Therefore, all cleaning staff must sign in/out using the In-Ventry signing in system upon arrival and when leaving.

All other staff who are deemed to be lone workers e.g. during holiday periods, must sign in on the In-Ventry system upon arrival and ensure they sign out upon departure. The premises team will have access to In-Ventry to enable them to check on a daily basis, outside of normal office hours, who is on site and where it is deemed that an employee may be working in an isolated higher risk, i.e. Technology, a member of the site team will make periodic contact to check on their wellbeing.

Members of the site team should use the phone notification system at the end of their shift to ensure that others are aware that they are safe at the end of the day.

Risk Assessment

A risk assessment has been developed for lone working and is posted online. Our risk assessments cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support in the event of an emergency. Risk assessments will consider the following factors in controlling whether an activity should take place:

- **Risk of violence**
- **The type of plant and equipment being used**
- **Work at height**
- **The fitness of the member of staff in relation to the task**
- **Access and egress**
- **Location of the lone worker**

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

- **Communication** – Site staff are required to keep their radio on when they are working in isolation and carry the mobile phone provided when lone working. Whenever a member of staff who has been issued with a radio is on site, they must ensure this radio is turned on so that they may hear any requests for assistance.
- **First aid** – Lone workers need to ensure that they are aware of the location of first aid kits.
- **Emergency procedures** – In the event that a lone worker falls ill, or into difficulties, they are to use the mobile phone/panic alarm as provided.

Unacceptable Lone Working

- Using long ladders.
- Approaching individuals on site outside normal working hours. Assistance must always be sought first.

Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described in the “unacceptable lone working” section, are not carried out by one person alone. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

Lone workers are expected to co-operate fully with any instructions given by their Line Managers. They are also expected to follow the school’s safe systems of work and any associated procedures.

Home Working

General Statement

Although, under normal circumstances, it is rare at Selby High School there may be occasions where staff work at home. However, a homeworker is defined as an employee who works at home, instead of their employer's premises. This arrangement normally involves an agreement to work at home for a set number of days a week or month. It does not apply to those members of staff who may work at home on an ad-hoc basis, e.g. to make it easier to meet a particular deadline. Under normal circumstances, Selby High School have one employee who would be defined as a "Home Worker", this being our Web Designer who regularly works from home. However, during the Covid-19 pandemic this has applied to the majority of employees of Selby High. Many teachers do undertake PPA at home. Members of staff that undertake PPA at home or other administration tasks using a laptop should follow the guidance on safe laptop use.

Legal Position

Home Working arrangements are covered by the Health and Safety at Work Act 1974. This means that we have a duty to manage homeworkers' health, safety and welfare in exactly the same way that we would if these staff were based on our premises. This is because employees are still 'at work' and all current health and safety legislation applies.

Events Management

NYC HANDS provides guidance on the organisation of events. When large scale events are organised at Selby High School this guide will be adopted and followed.

Technology & Science

Due to the nature of the subject; technology has to consider H&S with great care. As a result technology requires its own H&S policy documentation. This documentation must include:

- A statement of intent
- Roles and responsibilities of departmental members
- A training record of departmental members with regard to H&S
- Risk assessments on the use of equipment, chemicals and tools.
- The subject leader also needs to have undertaken a self-audit of the department using the documentation provided by the NYC.

Science needs to complete similar documentation except for the H&S SEF. However, science needs to keep full records of risk assessment related to COSHH. It must also maintain open access to the CLEAPSS Science CD-ROM in case of an emergency.

Equipment in Laboratories and Practical Areas

The Board of Governors acknowledges and agrees to comply with guidance circulated by the NYC CYPs regarding safe practice in specialist areas. This includes guidance regarding the necessity for prior training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

The Board of Governors has identified the following items of equipment as requiring servicing at the frequency specified:

Item	Location	Frequency of Inspection/Servicing
Photocopiers	Reprographics/Learning Resource Centre	As per hire schedule
Electrical Equipment	Whole School	Annually
Woodworking Equipment Dust Extractor	Technology	As required
Metal Working Equipment	Technology	As required
Cad-Cam Machine	Technology	As required
Static Fume Cupboard & Mobile Fume Cupboards	Science	On request
Autoclave	Science	Annually
Radioactive Sources	Science	Annually
Cookers	Food Technology Rooms DT1 and DT2	As per hire schedule
PE Equipment, including the climbing wall.	PE Areas	Annually

Lift	LRC	As per contract
Fire Bells	All areas	To be checked monthly on a rolling programme
Fire Equipment	All areas	Annually serviced and refilled as necessary
Hot Water Heating Boiler / Boilers	Plant Room / Kitchens	Annually
Acoustic Wall	All areas	Annually
Kiln	Technology	Annually
Lifts	LRC Build / Main Hall	As per contract
Golf Buggy	-	Annually
Ladders / Scaffolding	-	Annually

Line managers for each of the identified areas will be responsible for ensuring these inspections take place. The Facilities Manager will ensure site equipment will be inspected.

Assessing and Recording

Risk Assessment will be co-ordinated by the Health & Safety Co-ordinator and carried out in accordance with legislation. A risk assessment is an examination of what, within the school, could cause harm to people and whether enough precautions have been taken to prevent harm.

A risk assessment is an important step towards protecting our staff, students, visitors etc. and our organisation, as well as complying with the law. It helps us to focus on the risks that really matter in our workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or that cupboard doors and drawers are kept closed to ensure people do not trip. For most, that means simple, inexpensive and effective measures to ensure we protect our most valuable asset – our people. The law does not expect us to eliminate all risk, but we are required to protect people as far as is 'reasonably practicable'.

Assessment of the risks within the school will be carried out by using the NYC HANDS templates.

Health and Safety Training

General Statement

The school is committed to ensuring that all our staff have received adequate training to be able to carry out their duties safely and without risk to themselves or others. The Health & Safety Co-ordinator is required to ensure that up to date records of training on health and safety issues for current staff are kept in the science, design & technology and physical education departments. These can be held as part of the department's Health & Safety/Risk Assessment File. Other staff training records will be kept on personnel files. In addition the Principals PA maintains a record of all H&S training. Temporary, part time and supply staff must be informed of their responsibilities and the school agreed policy, prior to the commencement of their duties.

The Legal Position

Providing adequate training to our staff is a requirement of the Health and Safety at Work Act 1974. It is also required by other more specific legislation which relates to use of machinery, handling activities, use of hazardous substances and the wearing of personal protective equipment.

Procedure

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

Induction training

All new starters will receive induction training. This is based around our health and safety induction checklist which covers key areas such as fire safety, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have received and understood the contents of this training. A copy of this signed checklist will be kept on their personnel file.

Determining training needs

Some training is a statutory requirement e.g. manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other non-statutory needs will be identified during the annual performance management process.

Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by the line manager. It is the responsibility of the employee's line manager to ensure that this is carried out. This training will also be given if an employee changes jobs and is unfamiliar with the equipment or processes involved. It is our policy that this will always be undertaken before work begins.

If new machinery or equipment is introduced into our school, further training is likely to become necessary. If so, this will be arranged with the manufacturer or supplier before an employee is allowed to begin work with it.

External training courses

If certain training is needed and it cannot be provided in-house, then an individual employee and their line manager will need to identify a suitable external course. Members of staff are expected

to find the most cost effective training available. All reasonable expenses, such as travelling will be reimbursed.

Employee's Duties

Employees are expected to co-operate with us fully with regard to attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if that is not possible we will be notified well in advance.

Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter. Employees are also expected to carry out their tasks in accordance with any training given at all times. This is to enable us to maintain effective safe systems of work.

Health and Safety Training Records

The PA to SLT maintains a record of all H&S training.