

**PARKSIDE HOUSE SCHOOL**

**HEALTH & SAFETY POLICY**

July 2014

## HEALTH & SAFETY POLICY

### ABBREVIATIONS

The following are used in the policy:

**COSHH** – Control of Substances Hazardous to Health

**DATA** – Design and Technology

Association **DSE** – Display Screen

Equipment (Computers) **H&S** – Health and Safety

**HSE** – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

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## **PART A - GENERAL STATEMENT**

This policy is produced in respect of Parkside House School only

### **STATEMENT OF POLICY**

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice the school will ensure, so far as is reasonably practicable, that:

- 1 plant, equipment and systems of work are safe and without risks to health.
- 2 the handling, storage or transport of articles and substances will be safe and without risk to health.
- 3 information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- 4 the site is maintained in a safe condition and without risks to health.
- 5 access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
- 6 a working environment is provided that is safe and without risks to health.
- 7 there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

**Signed**.....

**Signed**

..... **Chair of Governors**  
**Head teacher**

**Date**.....

**Date**.....

## **PART B- ORGANISATION**

### **GOVERNORS**

The School governors will ensure that:

- a) The Head Teacher produces a school H&S policy for approval by the governing body and that this policy is regularly reviewed.
- b) Risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) Regular safety inspections are undertaken;
- e) A positive H&S culture is established and maintained.

### **HEADTEACHER**

***(The Head teacher is the day-to-day manager of the site and is responsible for H&S on that basis.)***

The Head Teacher will ensure that:

- a) A school H&S policy is produced for approval by the governing body and that the policy is regularly reviewed and revised as necessary;
- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid are adapted.
- c) Safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- d) Information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual for Schools is kept in the school office, so that it is available to all staff and governors.
- e) A regular safety inspection is undertaken;
- f) An annual report is provided to the school governors on health and safety;
- g) The Head Teacher cooperates with the LEA in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) If the Head Teacher delegates H&S duties to an individual, normally referred to as the H&S Coordinator, she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

## **H&S COORDINATOR**

***(This is the person delegated with specific responsibilities by the Head Teacher in respect of the management of H&S.)***

The H&S Coordinator will:

- a) Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) Advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
- c) In consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out the regular safety inspection.

**Subject Teachers are *responsible for the day-to-day management of Health and Safety issues within an Area/classroom.***

Subject teachers

- a) Ensure that H&S is a standard item on the agenda's of staff meetings;
- b) Produce an Area H&S Policy if required, which follows the conventions of the school safety policy, i.e. will include a statement indicating it supplements the school safety policy, include any specific H&S responsibilities and any specific arrangements or standards followed
- c) Assist the H&S Coordinator in identifying competent persons/carrying out risk assessments;
- d) Ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area budget or brought to the attention of Head/H&S Coordinator as appropriate.

**EMPLOYEES**

**(ALL)**

All employees must:

- a) Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) Not misuse anything provided for health and safety purposes;
- d) Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) Co-operate with management in respect of complying with H&S requirements.

**NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The School does not hold insurance to cover use of private vehicles.**

**SITE STAFF AND CLEANERS**

Have the responsibilities indicated for all employees.

**VOLUNTEER HELPERS**

Have the same duties as those indicated for employees.

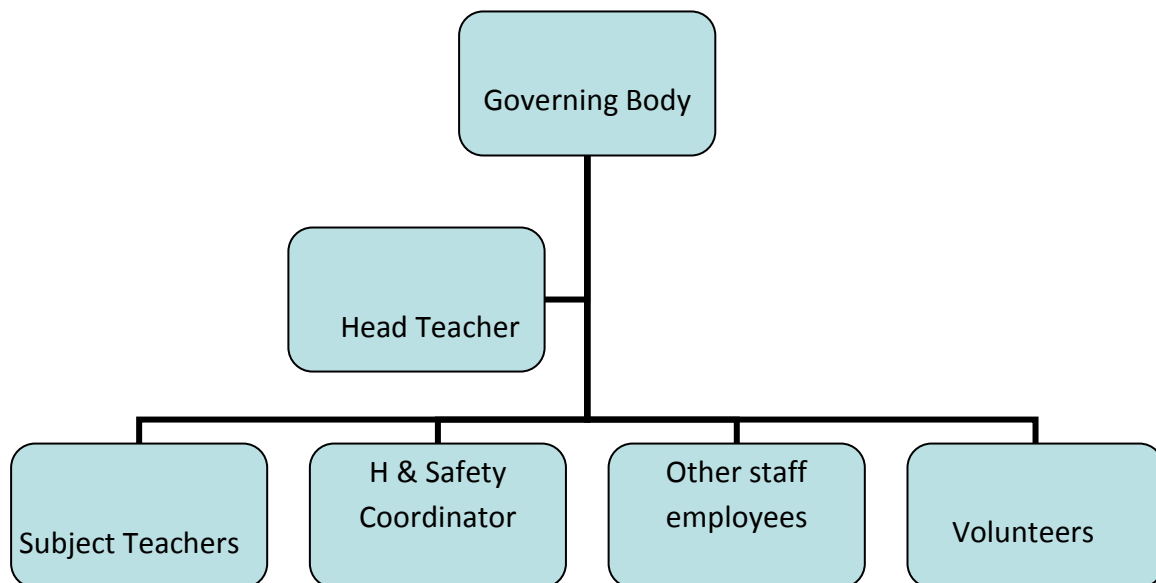
## STUDENTS / Pupils

*(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)*

Students are expected to:

- a) Comply with school rules relating to general behaviour;
- b) Take note of and comply with information provided for safety with regards activities undertaken;
- c) In cases of emergency to remain quiet, listen and obey instructions given by staff; and d) not to misuse anything provided for H&S reasons.

## SCHOOL STRUCTURE AND LINES OF COMMUNICATION



## **PART C –ARRANGEMENTS**

The following arrangements have either been established through risk assessment at school level or are national standards.

### **GENERAL ARRANGEMENTS**

#### **1 ACCIDENT/INCIDENT RECORDING/REPORTING**

**1.1 Pupils** – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school **accident book**, which is kept in the School Office.

In addition any reportable incident will immediately be reported to Riddor. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.

**1.2 – STAFF** – All accidents to staff are to be recorded in the Accident Book with an incident report if required.

**1.3 – VISITORS** – All accidents to visitors other than students are to be recorded in the Accident Book.

**1.4 – NEAR MISS INCIDENTS** – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Governing body.

#### **2 ASBESTOS**

The school Asbestos Management Plan (AMP) is kept by the School Office and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

**NB All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.**

#### **3 - CONTRACTORS ON SITE**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

**3.1 – SERVICE CONTRACTORS** – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.



Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

**3.2 – BUILDING CONTRACTORS** – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

**Hazards** associated with building work relate to personal injury or damage to health caused by:

- a) Slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) Being hit by falling objects dropped by persons working above head height;
- c) Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc. d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

**3.2.1 – SMALL SCALE BUILDING WORKS** – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the **Headteacher**
- b) Before any work is commenced, it is essential that the **Headteacher** is made aware of:
  1. what work is to be undertaken,
  2. where the work is to be carried out
  3. an indication of the likely timescale,
  4. what equipment is to be used,
  5. what services are required.
- c) Before work is to commence, the contractors must be advised by the **Headteacher**
  1. where they can gain access to services,
  2. what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the **Car Park**
  3. any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

**3.2.2 – LARGE SCALE WORKS** - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors.

For all large scale works a pre meeting will take place and the **Headteacher** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

#### **4 CONSULTATION WITH EMPLOYEES**

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) Having H&S as a standard item on the agenda of all staff meetings;
- b) circulating the School Safety News to all staff;
- and
- c) where appointed, consulting with the Trade Union Accredited Safety Representative/ representative(s) of employee safety in good time on all H&S issues. To this end the accredited safety representative/representative of employee safety, if appointed, will be invited to become a member of the **School Safety Committee/the Governors H&S Committee**;

#### **5 COMPETENCY**

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for health and safety the school has a list of items that need to be covered at induction and a supplemental list within each Department.

#### **6 E-SAFETY**

The school has a separate policy for E-safety and a copy of this policy can be found in the school office.

The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

#### **7 FIRST AID**

The school will try to exceed the basic recommendation for first aiders, which is for two persons to have a first aid at work certificate, and a list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

##### **7.1 FOLLOWING ACCIDENT**

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in school.

**NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.**

**7.2 RECORDING** - Any accident where first aid is administered to students is to be recorded initially in the student's accident book and in other cases recorded on the Sentinel system.

**7.3 FIRST AID BOXES/MATERIALS** - First aid boxes are kept on site and these only contain approved materials.

**7.4 – INJURIES INVOLVING BLEEDING** - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept **next to** the first aid box.

## **8. GENERAL MAINTENANCE CONTRACTS**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

### **a) ELECTRICAL INSTALLATION**

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at Work Legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

### **b) FIRE EXTINGUISHERS**

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the **School Fire Officer** to ensure that they are in position and that the pins are in place.

### **c) PORTABLE ELECTRICAL EQUIPMENT**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested within 14 months.

## **9 INFECTIOUS DISEASES**

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the First Aid Room.

## **10 MEDICAL NEEDS**

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs.

## **11 – RISK ASSESSMENTS - The School has a comprehensive School Assessment Policy**

**11.1 – COMPUTER WORKSTATION ASSESSMENTS** - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from School Office, and payment for a basic set of glasses where they are required mainly for use with DSE.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. If staff have any questions on DSE they should initially speak to the Head Teacher.

**11.2 – FIRE** – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

Fire order based on the outcomes have been produced and these are as displayed, whilst fire drills are carried out four times a year, twice in terms 1 & 2, once in terms 3&4 and once in terms 5&6.

**NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building; fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.**

**11.3 – HAZARDOUS SUBSTANCES** - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in the school office.

If staff have any questions on hazardous substances these should be raised with the Head Teacher.

### **SLIPS AND TRIPS**

Parkside House recognises that all times they will endeavour to reduce and limit the chances of slipping or tripping at work.

We recognise the following potential problems.

- Floor which are or can become slippery when wet.
- Spillage or contamination occurring
- Contractors or works are being carried out, where there is a greater risk of tripping. Hazards such as trailing cables.
- Poorly maintained floor coverings

Parkside House School try to reduce these potential problems by:

- Floors are mopped outside of school hours. Any spills are dealt with immediately and a warning notice put up.
- All spillages are cleaned up immediately all chemicals or hazardous substances are cleaned in the appropriate manner per the manufactures instructions.
- Notices will be put up to warn of contractors working in specified areas.
- Floor coverings will be checked and repaired and/or replaced when appropriate.

**11.4 – MANUAL HANDLING** – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

**11.4.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS** – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Department/Faculty a supplemental list has been produced, in a similar format, where there are specific additions or changes from the generic. Staff who undertakes a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

**11.4.2 - WORK AT HEIGHT** – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment. Within school the following written assessments are in place.

**11.4.3 – REGULAR OPERATIONS** – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Area/Department/Faculty a supplemental list has been produced in a similar format where there are specific additions or changes from the generic.

**11.4.4 – SPECIALIST OPERATIONS** – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

#### **11.4.5 SAFEGUARDING**

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept the School Office and also the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People'.

## 13 – SCHOOL TRIPS

At times it is necessary for pupils to leave the school premises for activities. It is the responsibility of the subject teacher organising the visit to ensure that the following measures are taken.

- A parental permission form is completed by Parents / Guardian.
- Pupils are taken to only registered centres and activities.
- A safe mode of transport is provided.
- All pupils are wearing adequate and correct clothing for the activity.
- Adequate staff supervision in relation to the number of pupils available.
- For further information see Health & Safety of Pupils on Educational Visits Policy.



## **14 TRANSPORT**

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

1 - Staff transport students/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council.

**NB Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use.**

2 - Staff transport students/equipment in the school minibus or a minibus hired in for the purpose.

**NB: Only Staff who hold a Council approved MIDAS Certificate are allowed to drive the minibus.**

3 - Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

4 - The parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. (See page 2.810 of the H&S Manual for additional information.)

## **15 WELLBEING**

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff has the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

### **Occupational Health & Work Related Stress**

Stress is the adverse reaction people have to excessive pressure or other types of demands placed upon them. It can be caused by things at work or outside work or both.

Parkside House endeavour to assess the risk to your health from work related stress and put in place measures to eliminate, or where that is not possible reduce that risk.

## **What does stress do?**

Stress in itself is not an illness, but it can lead to increases problems with ill health, if it is prolonged or particularly intense.

For example:

- Physical effects:
- Heart disease
- Back Pain
- Gastrointestinal disturbances

### Psychological Effects

- Anxiety
- Depression

Many people in the country at times feel stressed in the workplace. The Management of Health & Safety at work Regulations 1999 require you as an employee to tell your employer if you are feeling stressed, and if you are aware of any shortcomings in their health and safety arrangements.

All employees have a responsibility to look after their own health and safety and reduce their own stress; this can be done by following the points below.

## **Reducing Stress at Work**

What can you do at Work?

You can help at work by:

- “Doing your bit” for managing work-related stress by talking to the Head of Education, if they don’t know there’s a problem, they can’t help. If you don’t feel able to talk directly to the Head ask a TU or other employee representative to raise the issue on your behalf.

- Supporting your colleagues if they are experiencing work –related stress. Encourage them to talk to the Head TU or staff representative.
- Speaking to your GP if you are worried about your health.
- Discussing with the Head whether it is possible to alter your job to make it less stressful for you. Recognising your and your colleagues needs.
- Trying to channel your energy into solving the problem rather than just worrying about it. Think about what would make you happier at work and discuss this with the Head.

### **Reducing Stress out Of Work**

The following advice will not prevent work – related stress, but may help you take care of yourself and ensure that you don't make the problem worse. You can:

- eat healthily:
- Stop smoking – it doesn't help you to stay healthy, even though you might think it relaxes you.
- Try to keep within Government recommendations for alcohol consumption – alcohol acts as a depressant and will not help you tackle the problem;
- Watch your caffeine intake – tea, coffee and some soft drinks (e.g. cola drinks) may contribute to make you feel more anxious;
- Be physically active – it stimulates you and gives you more energy.
- Try learning relaxation techniques –some people find it helps them cope with pressures in the short term;
- Talk to family or friends about what you're feeling – they may be able to help you and provide the support you need to raise your concerns at work.

### **What to do after stress related illness**

If you have been off work with a stress related illness Parkside House have the authority to request an Independent Psychologist assessment before you are able to return to work.

Parkside House believe this is a necessary cause of action to safe guard the wellbeing of our pupils.

Following a Psychological assessment an individual programme will be set up to support the staff member in the gradual re-introduction to their school and their job

## **DEALING WITH HEALTH & SAFETY EMERGENCIES**

### **Procedures & Contracts**

In any emergency the safety of all pupils and staff is paramount. The procedures to be followed are:

- Fire or major incident
- Remove all persons from immediate area to a safe distance.
- Ensure fire brigade or emergency service is called.
- Inform relevant authorities including Parents/ Guardians,
- LEA's RIDDOR, HSE when appropriate.

The overall message conveyed in this and any other Health & Safety Policy is that it is every person's responsibility to make sure the site is a safe and healthy place to be.

## **LIST OF EMERGENCY NUMBERS**

Emergency Services	999
RIDDOR	0845 300 9923
HSE Info line	08453450055
Pupils Individual Numbers	School Office
Tina Donaldson	0191 2026200
HSE (workplace Contact officer)	