

# CYPS health and safety policy and guidance handbook

November 2012



# Children and Young People's Service Health and safety policy and guidance handbook

Prepared by health and safety risk management -  
corporate property management

## **Preface**

This health and safety handbook comprises the policy, procedures and guidance of the Children and Young People's Service (CYPS) of North Yorkshire County Council (NYCC). There are two main sections:

Section 1 is the health and safety policy document including Statement of Intent, responsibilities of staff, managers and senior management and the specific arrangements for health and safety in CYPS. The health and safety arrangements part of section 1 is further expanded in section 2, as well as in other CYPS documents such as the guidelines for educational off-site visits and activities. In section 2 of the handbook, you will find specific guidance and pro formas covering risk areas ranging from asbestos to workplace inspections.

In some cases, terms used or guidance provided may only relate to specific settings e.g. primary schools or children's centres. If you require any clarification about the relevance of a specific reference to your workplace, you should consult your line manager or health and safety risk manager.

All managers should ensure that this handbook is readily available to all employees, who should read and understand the contents of section 1 and relevant parts of section 2. The handbook is also available on the cyps.info website at <http://cyps.northyorks.gov.uk>

**Health and safety risk management**

**November 2012**

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## Section 1

### Part 1: Statement of intent

This statement supplements the County 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, pupils, partners and others who may be affected by our work activities".

The Children and Young People's Service (CYPS) leadership team (CYPLT), including myself as corporate director, acknowledges and accepts the duties and obligations placed on the employer, managers and employees by the Health and Safety at Work Act 1974 and associated legislation. In particular, we will ensure the health, safety and welfare of all employees and others affected by our activities, so far as is reasonably practicable.

Whilst accepting the minimum standards set by legislation, CYPS will continue to promote and maintain a positive safety culture throughout its establishments, and to develop high standards of health and safety management. Achieving these high standards will make a significant positive contribution to the overall quality of service. We are committed to placing health and safety as an overriding priority within CYPS and see health and safety as a key management responsibility, equal to that of any other management responsibility.

The County Council's health and safety risk management team provides CYPS with a health and safety service, including the preparation of this handbook. It is very important that all establishments comply with the policy within the handbook and follow the guidance in section 2.

North Yorkshire County Council, as the employer, accepts that it has overall and final responsibility for health and safety. However, the success of the County Council policy and our CYPS responsibilities in relation to it, depend upon all of us taking personal responsibility to fulfil the requirements of the policy and associated procedures.

We would encourage employees to be vigilant in the interests of the health and safety of all employees, pupils, service users, the public and others, and to report to management any hazards that they believe are not effectively controlled, whether in relation to premises, equipment or systems of work.

CYPLT will monitor and review the effectiveness of this policy and arrangements, as and when necessary, but at intervals not exceeding 12 months.

**Signed**

**Date**

**Cynthia Welbourn, Corporate Director, Children and Young People's Service**

## **Part 2: Health and safety organisation and duties**

### **Overview**

As a large and complex directorate, CYPS has a structure in place which ensures that responsibilities for health and safety are clearly defined. The organisational structure not only reflects the County Council's legal duties as an employer under the Health and Safety at Work Act 1974 and associated regulations, but also the objective of developing a positive safety culture throughout its establishments.

The corporate director of CYPS exercises the County Council's functions for health and safety within the directorate, schools and other settings, in line with the general health and safety policy of North Yorkshire County Council. Where necessary, this function is carried out in consultation with the relevant executive members. CYPLT accepts, and is committed to, implementing this health and safety policy.

The Health and Safety Executive (HSE) enforces health and safety legislation relating to the activities of North Yorkshire County Council, which includes CYPS and all maintained schools and settings.

### **Responsibilities regarding CYPS**

The employer has overall responsibility for health and safety under the Health and Safety at Work Act 1974. In addition, all employees, including managers, have separate and distinct responsibilities and duties. The directorate comprises a number of service areas: Prevention and commissioning, quality and improvement, children's social care and access and inclusion. In addition to the corporate director, all employees including staff, line managers and senior managers/heads of service have specific health and safety responsibilities which are detailed in this section.

### **Responsibilities regarding schools**

The local authority, as the employer, has overall responsibility for health and safety in community and voluntary controlled schools. In voluntary aided and foundation schools, the school's governing body is the employer and, as such, must ensure compliance with all requirements of health and safety legislation. This document can be used as information and guidance for the governing bodies of such schools where the local authority is not the employer.

In private finance initiative (PFI) schools, the provider is responsible for the premises, its maintenance, grounds maintenance, utility services, cleaning and, normally, catering. Consequently, the provider has responsibility for health and safety for these services and the staff they employ. However, overall responsibility for health and safety in relation to teaching and day to day operation of PFI schools is with the school management, governing body and local authority.

### **Responsibilities of executive members**

Statutory responsibilities of the employer under the Health and Safety at Work Act 1974 and all duties imposed by regulations made under this Act are the responsibility of the Executive.

Executive members shall ensure that all decisions they make are in accordance with both statutory provisions and North Yorkshire County Council policy and procedures for health and safety. Executive members will seek to ensure the following:

- That the declared statement of health and safety policy is achieved, so far as is reasonably practicable, for the health and safety at work of all employees and those persons who are affected by CYPS activities.
- That health and safety issues receive appropriate attention and that sufficient resources are made available to implement necessary measures.
- That adequate monitoring of the effectiveness of this policy is carried out.

### **Responsibilities of the corporate director CYPS**

The corporate director of CYPS takes overall responsibility for health and safety within the directorate. In particular, the corporate director is required to:

- Ensure that adequate resources are available to successfully manage health and safety within CYPS.
- Ensure implementation of corporate health and safety policy and procedures.
- Ensure the development and implementation of a health and safety action plan for continuous improvement in health and safety.
- Ensure the development, implementation and review of the CYPS health and safety policy including the statement of intent, organisation and arrangements, in line with the risk profile.
- Uphold the guiding principles for health and safety and require the same from managers, supervisors and all employees within the service.
- Ensure the development, implementation and review of structures and systems within CYPS to promote management control, co-operation, communication and competence on health and safety matters.
- Use the appraisal framework to measure performance of senior managers against health and safety targets and objectives.
- Ensure effective proactive and reactive monitoring of health and safety at all management levels.
- Measure and review CYPS performance against indicators, targets and health and safety action plans and take action to improve standards in areas of low performance.
- Advise CYPLT on new regulations and any proposed changes to existing regulations.
- Seek appropriate advice and guidance from North Yorkshire County Council's health and safety risk management team.
- Give direction to the governing body and headteacher at any community or voluntary controlled school where the health and safety of persons on-site or engaged in off-site school activities is at risk.
- Ensure implementation of a CYPS health and safety audit programme and monitor progress of remedial actions.

### **CYPS health and safety champion**

The health and safety champion for CYPS is a senior manager appointed by the corporate director to co-ordinate the health and safety effort across the service and to lead in health and safety planning, reporting, monitoring and reviewing.

The champion meets on a regular basis with the corporate director and health and safety risk manager and with the chairs of the directorate's 'learning beyond the classroom' and risk management groups. The champion should ensure health and safety plans and performance are continually reviewed.

### **Responsibilities of senior managers and heads of service**

Senior managers and heads of service are responsible for ensuring that the directorate health and safety policy and guidance is implemented within their areas of responsibility. In particular, they are required to:

- Monitor the application of policies, procedures and action plans within their area of responsibility.
- Ensure that the requirements of the Health and Safety at Work Act 1974 and other relevant legislation are adhered to.
- Apply and support the policies of North Yorkshire County Council and CYPS so as to ensure a safe and healthy workplace for employees and anyone affected by their activities (including pupils/service users).
- Ensure managers and staff are provided with sufficient training and resources to carry out their responsibilities.
- Ensure that arrangements are in place to introduce, co-ordinate and monitor suitable standards of health, safety and welfare within activities under their control.

### **Responsibilities of health and safety lead officers**

Heads of service assign business support managers as health and safety lead officers (HSLOs) to take a lead role for health and safety within their service area. HSLOs are required to undertake and participate in health and safety management activities on behalf of their service area and in partnership with managers of service areas, and in particular:

- Serve as a member of the CYPS directorate risk management (DRM) group.
- Provide advice to their assistant director about items of relevance to the service area.
- Serve as a member of any sub-group or working group formed by the DRM group, as required.
- Work in partnership with their head of service to develop an annual health and safety action plan for the service area, and contribute to the directorate action plan.
- Co-ordinate the implementation of the CYPS and service area action plans within their service area.
- Represent and champion the views of their service area at all meetings, particularly during the formulation of the directorate's annual health and safety action plan.

- Act as a point of contact in the service area to facilitate taking items to the DRM group and to facilitate communication between the service area and the health and safety risk manager.
- Ensure effective consultation takes place within the service area on any proposals, new procedures or policy produced by the DRM group.
- Monitor, through the service area's management team, the implementation of all health and safety procedures.
- Be aware of the appropriate communication channels in CYPS to facilitate resolution of ad-hoc issues.
- Consider trends of ad-hoc issues and bring to the attention of the DRM group.
- Know the structure and content of the directorate's health and safety plan, and be aware of the action plans of any working groups and/or sub-groups.
- Contribute to, and engage in, the development of directorate and corporate policies and procedures relating to health and safety.
- Be aware of legislation relevant to the directorate and service area, particularly when associated with the introduction of new policies.
- Participate in health and safety training provided for lead officers.

### **Responsibilities of controllers of premises, heads of department, managers, supervisors and responsible officers in children's social care**

Below are the main responsibilities a manager/supervisor/responsible officer (children's social care) is required to undertake within their workplace:

- Familiarise themselves with the relevant corporate/ CYPS/school/social care unit's health and safety policies and guidance and establish means for effective implementation of these within their area of responsibility/premises.
- Ensure all staff are made aware of their health and safety responsibilities and are provided with the necessary information, instruction, training and supervision to enable them to carry out their work safely.
- Ensure all staff are familiar with the CYPS/school/social care unit's health and safety policies, guidance and procedures.
- Ensure pupils/service users and visitors are made aware of their health and safety responsibilities and ensure they are provided with necessary information, instruction and supervision to enable them to co-operate with all emergency arrangements and safe work systems.
- Ensure all new employees and pupils/service users (includes transferees, promoted staff, temporary employees and those given new tasks) are given adequate health and safety induction training.
- Arrange for all staff to be properly trained in accordance with CYPS training programmes.
- Liaise with health and safety co-ordinators, internal and external services/ organisations on premises issues.
- Ensure that risk assessments and, where necessary, safe working procedures are implemented, carried out and regularly reviewed within their area of responsibility.



- Develop action plans, where necessary, for addressing risks identified in the risk assessment process of work activities in their premises or designated location.
- Carry out regular safety inspections to identify hazards and take remedial action as necessary. Co-operate in safety inspections/safety tours carried out by service area lead officers, employee health and safety representatives, health and safety co-ordinators and governors.
- Communicate and co-ordinate arrangements with other organisations/service providers within shared premises or multi-use sites.
- Actively encourage staff to report accidents, incidents (including near misses) and hazards in accordance with CYPs procedures and monitor accident and sickness reports.
- Investigate any accident, dangerous occurrence or high risk near miss or industrial disease which may cause injury to an employee, pupil or visitor and ensure the appropriate reporting.
- Ensure suitable and sufficient first aid provision and suitably trained staff are allocated appropriately, including in shared designated locations, or multi-use sites.
- Ensure fire drills take place to a minimum of twice a year, are reviewed and remedial actions identified and completed. Ensure alarm systems are suitably maintained, tested and records maintained. Ensure an annual fire risk assessment is completed and documented.
- Actively encourage staff consultation on health and safety matters and ensure health and safety is placed as an agenda item on meetings with staff
- Ensure that their manager's or safety risk manager's advice on health and safety matters is sought when necessary.
- Support their health and safety lead officer/safety co-ordinator by providing and disseminating information as requested and participating in reviews of health and safety policies and working practices.
- Ensure the need for health surveillance, where appropriate, is identified in any risk assessment, and resources are allocated to ensure staff are able to access occupational health support and guidance.
- Ensure that any machinery or equipment is adequately installed and maintained and that staff, pupils and service users are properly trained in its use.
- Ensure that adequate welfare facilities are provided such as: rest areas for pregnant workers, fresh drinking water, clean sanitary conveniences etc.
- Ensure that there are sufficient fire marshalls/first aiders and appointed persons within their area of responsibility and ensure that employees, visitors, contractors and others are aware of workplace safety/emergency arrangements.
- Promote and support healthier and safer working practices and set a good example by working in a safe manner.
- Co-operate and assist in the co-ordination of health and safety matters with managers and staff from other service areas/organisations that share the same workplace.
- In addition to the above, adhere to main duties of all employees.

### Responsible officers and health and safety co-ordinators (children's social care only)

The health and safety co-ordinator shall be the most senior member of the admin support team at the designated location. The responsible officer, as referred to above, shall be the most senior manager/member of staff at the designated location. For clarification of the responsible officer role in multi-occupancy sites, contact your health and safety risk manager.

The duties of the health and safety co-ordinator are:

- To maintain an up to date copy of the CYPS health and safety policy and guidance handbook.
- To support the responsible officer in recording inspections, assist in safety inspections/ tours and maintain documented records appropriately.
- To support the responsible officer in the management of contractors, including the completion of the Authorisation to Work on Site (ATWS) form and the Completion of Work (COW) form.
- To support line managers on reporting/identifying faults/hazards and monitor remedial actions as required.
- To assist line managers with the induction of all new staff in health and safety arrangements for the designated location.
- To ensure all accidents/incidents and near misses are reported, recorded and investigated, and monitor remedial action as required.
- To ensure an up to date Health and Safety Executive (HSE) health and safety law poster and corporate health and safety policy poster are displayed in appropriate locations.

### Responsibilities of health and safety risk manager

The health and safety risk manager for CYPS is responsible for the provision of advice and support to the directorate on all general health and safety matters and to ensure that all those working for CYPS who have health and safety responsibilities are supported. However, the health and safety risk manager role does not relieve managers and supervisors of their own health and safety responsibilities. The specific duties of the health and safety risk manager include:

- Contribute to the effective development of health and safety risk management strategies and policies.
- Develop a health and safety action plan for the directorate.
- Monitor and report on the implementation of health and safety risk management within the directorate.
- Support and empower management in the directorate and schools/other settings to develop and implement effective health and safety risk management in their areas.
- Liaise with health and safety enforcing authorities and maintain professional working relationships.
- Monitor health and safety on building projects.
- Manage the health and safety budget and make effective use of available resources.
- Monitor all adverse safety events and carry out investigations as appropriate.
- Carry out health and safety audits of schools and directorate establishments

The health and safety risk manager is supported by a small team who assist in carrying out these duties.

A managed service, the School HandS Service, is available to those schools/settings that wish to subscribe to it, providing support in implementing and documenting health and safety management procedures.

### **Responsibilities of school governors**

School governors have major responsibilities for the management of schools, including health and safety matters. However, in non-foundation and voluntary controlled schools, North Yorkshire County Council is the employer of school staff and therefore retains the majority of duties imposed under health and safety legislation.

As the management body, the governors should ensure that school management and staff comply with CYPS health and safety policy and guidance. The governing body, having control of premises, must take reasonable steps to ensure that buildings, equipment and materials are safe and do not put persons at risk whilst they are on the premises.

The governing body should adopt a detailed health and safety policy for their school. This is a strict legal requirement for foundation and voluntary aided schools.

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, pupils, service users or visitors.
- To carry out monitoring, including consideration of inspection reports.
- To prioritise actions where resources are required.
- To monitor the effectiveness of remedial actions taken.
- To include health and safety on the agenda of governors' meetings.
- To produce an annual report on health and safety.

### **Responsibilities of headteachers**

The headteacher is accountable to the school's governing body for all health and safety matters affecting the school. In the headteacher's absence, the teacher with deputising responsibility will fulfil this role. The headteacher's main duties are:

- 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, pupils 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 governing body and senior management team to implement an effective health and safety policy for their school.
- To apply and support the policies of North Yorkshire County Council, 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, pupils, visitors and contractors.
- To ensure effective monitoring of health and safety, e.g. including consideration of safety inspection reports and the recording 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 all 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.

### Responsibilities of 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. pupil) whilst on council premises, or sites affected by North Yorkshire County Council 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 North Yorkshire County Council 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.

### **Health and safety risk management groups within CYPS**

Children and Young People's Service leadership team (CYPLT) receives reports on health and safety performance on a quarterly basis. A number of strategic and operational health and safety risk management groups meet on a regular basis and report as necessary to CYPLT and the corporate risk management group.

These groups include, at a strategic level, the directorate risk management strategic group and, operationally, the directorate risk management group and the learning beyond the classroom risk management group. The structure and function of these groups can be found in appendices 1-3 at the end of this section.

## Part 3: Health and safety arrangements

### Introduction

To ensure that the statement of intent is implemented effectively, CYPS has specific health and safety arrangements outlined below. However, more comprehensive guidance on those arrangements is contained within section 2 of this health and safety policy and guidance handbook or in separate publications which are referenced below.

### Accident and incident reporting and investigation

All accidents and incidents (including acts of violence and near misses) involving employees and non-employees are to be recorded on appropriate forms. Employees should use an accident form, available at all workplaces, to record (or have recorded by another person) any accident involving injury. In normal circumstances, accident forms will be held centrally i.e. in the general office. The headteacher or manager of the area is responsible for ensuring that an accident/incident form is completed as soon as practicable after the accident/incident, whether it involves an employee, pupil, service user, visitor or other person.

If the accident /incident is an event that comes within the parameters of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, it will be reported to the Health and Safety Executive (HSE) by the health and safety risk manager. In order to facilitate the necessary reporting to the HSE, all categories of events that come under RIDDOR 1995 should be reported without delay. Full information concerning reporting of accidents and incidents, including those involving pupils, is contained in section 2 of this handbook.

Reporting, recording and investigating of adverse safety events (accidents, incidents, reportable diseases or dangerous occurrences) should be carried out by immediate line managers, responsible officers or supervisors. Other senior managers, assistant directors, heads of service, headteachers or the health and safety risk manager may become involved in investigations as is necessary. The health and safety risk manager will provide any necessary assistance in preparing reports and/or determining remedial actions/measures required to prevent re-occurrence of the accident, incident or dangerous occurrence.

### First aid

CYPS provides first aid cover and facilities for employees to meet the requirements of the Health and Safety (First Aid) Regulations 1981. Managers are responsible for ensuring that there are a suitable number of trained first aiders and appointed persons in their areas of responsibility. First aid training can be arranged through CYPS workforce development or corporate workforce development unit.

Regular examinations (not exceeding three months) of all first aid boxes should be undertaken by a nominated member of staff who should make an appropriate signed entry in the appropriate log. Full information and guidance on first aid and medical matters is contained in section 2 of this handbook.

## **Training**

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

CYPS has an established programme of health and safety awareness training which is designed to meet the needs of managers, headteachers, governors, service area lead officers, safety co-ordinators and other employees.

Induction training, including the provision of necessary health and safety information and instruction for all new employees entering the County Council, is arranged through line managers. Further information, including the health and safety e-learning course, can be found on the Learning Zone. Health and safety training courses within CYPS can be accessed via the [cyps.info](http://cyps.info) website.

## **Consultation with employees**

CYPS consults employees on matters affecting their health and safety via their trade union appointed safety representatives, as required by the Safety Representatives and Safety Committee Regulations, and representatives of employee safety, as required by the Health and Safety (Consultation with Employees) Regulations 1996. Formal consultation at a directorate level takes place through channels such as directorate and learning beyond the classroom risk management groups (see appendices 1-3 at the end of this section).

## **Unsafe working**

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

## **Health and safety monitoring including auditing**

Schools and other settings will be subject to periodic health and safety auditing by CYPS to ensure satisfactory standards of safety performance are achieved. As part of an effective safety management system, other pro-active and reactive monitoring should be carried out by managers and others with control of premises. The frequency and levels of monitoring, for example safety inspections, will depend upon the size and complexity of the establishment and the nature of activities carried out there.

These monitoring measures assist in ensuring that the County Council's CYPS/school's health and safety policy is being effectively implemented and help to determine the standard of safety performance. Where there are health and safety deficiencies, appropriate remedial action should be initiated.

## Health surveillance

The County Council provides an occupational health service for its employees. This service will promote and maintain high standards of physical, mental and social wellbeing for employees working in all occupations. The occupational health service is responsible for providing suitable health surveillance where required - for example, for employees exposed to the hazards of noise and vibration, or repetitive tasks such as using computers.

Line managers or supervisors can assist by identifying employees and others exposed to activities that may require health surveillance and refer them as necessary to the occupational health service.

## Risk assessment

The process of risk assessment is central to the management of health and safety. As such, CYPS is committed to ensuring that a programme of documented risk assessments is in place in all establishments and for all activities that require such assessments. In line with the requirements of the Management of Health and Safety at Work Regulations 1999, these assessments will be suitable and sufficient so as to ensure the identification, assessment and control of risks presented by its undertakings to employees and others affected.

The guidance and procedures in place for identifying hazards, assessing risk and monitoring the implementation of the control measures, as well as requirements for review, are detailed in section 2 of this handbook.

## Safe working environment

CYPS will ensure the working environment complies with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. For workplaces under the control of CYPS, this means a healthy and safe place of work for all its employees and others who enter those premises.

Managers and controllers of premises are responsible for ensuring regular (e.g. monthly, quarterly, six monthly or annually) safety inspections are carried out within their area of responsibility. The frequency of inspection will depend on the nature of the work carried out.

Guidance and further information including a pro forma for Managers' Health and Safety Inspections for Directorate Establishments can be found at [cyps.northyorks.gov.uk](http://cyps.northyorks.gov.uk) under Health and Safety Matters.

## Work equipment

Work equipment includes all equipment that is used at work, e.g. from PE equipment to photocopiers, ladders and circular saws. CYPS is committed to complying with the requirements of the Provisions and Use of Work Equipment Regulations (PUWER) 1998 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Furthermore, all work equipment hired or owned will be registered and inspected in accordance with any statutory requirements.



Every manager or supervisor, for the working area under their control, must ensure that:

- Any hazardous equipment or machinery has been adequately assessed before purchasing, on installation and whilst in operation.
- Employees and others, e.g. pupils/service users, receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are permitted to use it.
- All work equipment is registered and properly maintained.

### **Manual handling**

CYPS is committed to meeting the requirements of the Manual Handling Operations Regulations 1992. Where reasonably practicable, manual handling tasks which create a significant risk of injury should be avoided. Where they cannot be avoided, manual handling activities must be subject to a formal risk assessment by a competent person.

Managers must ensure that:

- All manual handling activities within their area of responsibility are identified and, where necessary, assessed.
- All staff carrying out manual handling tasks have the necessary information and training to do so safely.

### **Hazardous substances**

CYPS will ensure compliance with the following legislation relating to hazardous substances:

- Control of Substances Hazardous to Health Regulations 2002
- Control of Lead at Work Regulations 2002
- Control of Pesticides Regulations 1986
- Control of Asbestos Regulations 2012

In particular, managers will ensure that any substance or process that is hazardous to health will be adequately assessed before purchasing the substance, using or allowing a process to start.

Managers must ensure that material safety data sheets are sourced from suppliers and that COSHH assessments are carried out. The results of assessments are to be made available to employees and others using the substance.

Further information and guidance can be found in section 2 of this handbook.

### **Electrical appliances**

CYPS will ensure that competent persons are appointed to carry out testing of all portable appliances within premises under County Council control. The frequency of testing will be based on HSE guidance and use of equipment. Last date tested and next test due dates should be displayed. The manager responsible for the area/premises should:

- Retain back up records of testing carried out by the competent person.
- Ensure all employees are aware of the requirement to carry out visual checks and inspections before using any appliance, and the means for reporting defects.

### Display screen equipment (DSE)

The Health and Safety Display Screen Equipment (DSE) Regulations 1992 govern all users of computers and other similar display screen equipment. It is important not only to comply with the requirements of these regulations but to ensure that all workstations are set up to meet the latest ergonomic standards as far as is reasonably practicable. Managers should ensure that workstation assessments are completed for each workstation, all users have the necessary information and training and health surveillance is in place for all users. The CYPS health and safety risk management unit can assist managers with the selection and provision of specialised ergonomic equipment, e.g. ergonomic chairs for users, where such items are required.

### Fire and emergency arrangements

Senior managers/heads of service and headteachers must ensure that a fire safety risk assessment is carried out for all County Council controlled premises, as required by the Fire Regulatory Reform Order 2005. The frequency of inspection and review of assessments is dependent upon the building's risk classification.

Controllers of premises will ensure periodic evacuation drills are carried out in all premises for which they are responsible. The results of such evacuation drills should be recorded in the building's fire logbook. Specific arrangements are required for the evacuation of all persons with disabilities who use the building.

Furthermore, controllers of premises are responsible for:

- The adequacy of all means of escape, fire detection/alarm systems and maintenance of fire fighting equipment and any other emergency equipment such as Evac-chairs.
- The appointment of fire marshalls, where appropriate.
- Identifying training needs and ensuring appropriate resources are available to meet training needs.

Fire and emergency procedures must be in place for all CYPS controlled premises.

Full information on the management of emergencies in schools can be found in the schools emergency response guide which has been sent to all schools and is also available on the cyps.info website.

### Contractors and 'authorisation to work on site' scheme

The appointment and management of contractors is a major health and safety responsibility. When appointing a contractor, it is important to ensure the competence of the contractor to carry out the proposed work. Sufficient checks on competence and other relevant matters must be carried out before selection, and monitoring is required whilst work is underway. Contract work involving occupied premises carries dual responsibility. Employees organising

such work should ensure that there is effective liaison between the contractor and the controller of premises or workplace concerned. All parties involved should understand their responsibilities in relation to health and safety.

Controllers of premises/work area must ensure contractors are aware of both the risks they may encounter during the course of their work, e.g. presence of asbestos, and the preventative measures in place to reduce those risks, e.g. evacuation measures for the building, traffic management.

All contractors must have complied with the Authorisation to Work on Site scheme and the site must keep the completed Authorisation to Work on Site (ATWS) form and Completion of Work on Premises (COW) form for inspection.

### Management of asbestos

CYPS appreciates the risks to health posed by exposure to asbestos and has a comprehensive management system in place to control those risks. Those employees who may be at risk of exposure to asbestos whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training. All employees who inadvertently uncover asbestos containing materials, or suspected asbestos, in the workplace are required to stop work and follow the Asbestos Emergency Action Plan until the material has been correctly identified or analysed.

In particular, North Yorkshire County Council provides controllers of premises (responsible officer) with a training programme to appreciate the risks associated with asbestos and the steps required to effectively manage any asbestos that may be found in the premises. CYPS will ensure compliance with the Control of Asbestos Regulations 2012.

Full information and guidance is found in the North Yorkshire County Council Asbestos Management Manual which has been sent to all schools and establishments. Further copies, and details of the asbestos training programme, are available from Gill Elstob, Corporate Landlord Service, on **01609 535748** or go to: [http://intranet.northyorks.gov.uk/directorate/hr/health\\_and\\_safety\\_matters/managing\\_health\\_safety/asbestos/Pages/Home.aspx](http://intranet.northyorks.gov.uk/directorate/hr/health_and_safety_matters/managing_health_safety/asbestos/Pages/Home.aspx)

### Management of legionella and water hygiene

CYPS is committed to ensuring the implementation of a County Council plan to effectively manage the risk of legionella in water systems throughout North Yorkshire County Council establishments. A programme of risk assessment, training and maintenance has taken place to identify and eliminate, or effectively manage the risk presented by the legionella bacterium.

Hertel Solutions, on behalf of North Yorkshire County Council, have prepared a water hygiene log book containing the legionella risk assessment, together with control measures and management regime. This has been sent to all establishments, schools and settings.

For further information and guidance, including details of training opportunities, please go to: [http://intranet.northyorks.gov.uk/directorate/hr/health\\_and\\_safety\\_matters/managing\\_health\\_safety/legionella/Pages/Home.aspx](http://intranet.northyorks.gov.uk/directorate/hr/health_and_safety_matters/managing_health_safety/legionella/Pages/Home.aspx) or contact Gill Elstob, Corporate Landlord Service, on **01609 535748**.

### Personal protective equipment (PPE)

The requirement for using suitable PPE should be based on a risk assessment of the specific task being considered. Managers should ensure that PPE is only considered as the last resort and find other ways to eliminate or reduce risk at source. When the need for PPE cannot be avoided, provision should be made for the selection of suitable PPE, the provision of information or instruction on its use and the requirement for effective maintenance, replacement and storage.

PPE and protective clothing is provided to employees and pupils free of charge when required by a risk assessment or safe working procedure.

### Management of swimming pools

Full information and guidance on the management of swimming pools is available in the CYPs publication 'Management of Swimming Pools' and in HSE's guidance document, 'Managing Health and Safety in Swimming Pools (HSG 179)'. CYPs is keen to promote high levels of competence in swimming pool maintenance and has in place a programme of training for competent persons. Contact the health and safety risk manager for more information or go to <http://cyps.northyorks.gov.uk>.

### Employees working away from normal place of work

Employees visiting locations and premises other than their usual place of work should, so far as is reasonably practicable, acquaint themselves with hazards likely to be encountered and the precautions to be taken. When appropriate, they should make contact with the controller of premises, or someone acting on his/her behalf, to determine risks that may be encountered. When visiting locations or premises, employees should ensure their conduct does not constitute an unnecessary risk to themselves or other persons.

### New and expectant mothers

New and expectant mothers can be at risk from particular hazards in the workplace, e.g. manual handling or exposure to certain chemical or biological agents. Competent persons carrying out risk assessments should consider the risks to new and expectant mothers whilst carrying out risk assessments of tasks or activities, and introduce appropriate measures to eliminate or reduce the risk.

### Learning beyond the classroom

CYPs has developed a comprehensive and robust policy for all categories of visits by schools and other settings for off-site educational and other outdoor activities. This is published through the code of practice document, 'Children and Young People's Service Guidelines for Educational Off-site Visits and Activities'.

All establishments are required to appoint an educational visits co-ordinator (EVC). All EVCs are required to attend the appropriate local authority EVC training. Additionally, establishments are strongly recommended to ensure appointed group leaders attend the local authority group leader training course.

All establishments are required to log all off-site visits on the Visits Notification Database, as part of planning. Go to **<http://visits.northyorks.gov.uk>**. Additional support and information is also provided on this website.

Direct guidance and advice on planning and preparation for educational visits is provided by the Quality and Improvement Service education development adviser for Learning Beyond the Classroom, email **[visitsafety@northyorks.gov.uk](mailto:visitsafety@northyorks.gov.uk)** or go to **<http://cyps.northyorks.gov.uk>**.

### **Lone working and personal safety**

The risks to employees working alone, whether on-site or off-site, should be effectively managed, as far as is reasonably practicable, by those managers and controllers of premises responsible. Employees are not expected to go alone into a situation that presents a potential high risk to their health and safety, nor should they put themselves at unnecessary risk.

A programme of risk assessments should be in place to assess the risks to those employees involved both in lone working, e.g. emergency medical situation, and in relation to duties where there is a risk of violence or aggression. Managers responsible should ensure employees have sufficient information, training and support to enable risks to personal safety to be eliminated or effectively controlled. A corporate voice connect system is available for all staff who lone work on and off-site.

### **Work related stress**

CYPS recognises the importance of managing work related stress. County Council led initiatives include making available training in stress management and appointing lead officers to co-ordinate measures to manage the risk from work-related stress. Managers should incorporate stress management into their overall planning for health and safety. In particular, managers should ensure that there is compliance with the Display Screen Equipment Regulations 1992 which require stress factors to be considered when carrying out workstation risk assessments.

### **Visitors and the public**

CYPS will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out by its employees, whether on County Council premises or not.

### **Work placements**

CYPS will ensure that effective procedures are in place in respect of the health and safety of pupils sent on work placements by schools and other establishments, where it has a responsibility.

## Appendix 1

### **North Yorkshire County Council Children and Young People's Service**

#### **Directorate Risk Management Group: terms of reference**

1. To provide a focal point for risk management issues and co-ordinate the risk management resources and activities within the directorate.
2. To co-ordinate risk management information, especially the results of analysis relating to all types of incidents, and create working groups where necessary, eg. health and safety.
3. To review, monitor and control action plans of working groups.
4. To ensure directorate prioritisation/actions that are contained within the risk management action plan (MAP) are fed into the directorate service plan.
5. To process all risks from the risk prioritisation process and other 'traditional' risks, e.g. fire safety, which will assist in constructing the directorate risk MAP, and establish a procedure for monitoring these risks
6. To co-ordinate initiatives from the corporate risk management group and decide on directorate prioritisation/actions.
7. To report on progress to the corporate risk management group, as agreed.
8. To have the necessary membership to ensure appropriate links with CYPLT and representation of all parts of the directorate.

## Appendix 2

### **North Yorkshire County Council Children and Young People's Service**

#### **Learning Beyond the Classroom Risk Management Group**

##### **Terms of reference**

##### **1. Purpose of the group**

The purpose of the group is to consider all risk management issues as they affect all 'learning beyond the classroom', to oversee the development of best practice and guidance for establishments and to promote risk management activities by establishments.

Learning beyond the classroom encompasses all off-site educational visits and activities from, and organised by, all maintained establishments working with children and young people from 0 to 19 years.

##### **2. Role of the group**

The group will:

- i. Provide a focal point for risk management issues that affect learning outside of establishments and provide input into the co-ordination of activities undertaken in relation to risk management.
- ii. Have a membership that is sufficient to ensure appropriate links with both the directorate and establishments generally:
  - Education development adviser for learning beyond the classroom
  - Head of outdoor learning service
  - Pupil referral service representative
  - Children's resource centre representative
  - Children's centre representative
  - Youth support service representative
  - Duke of Edinburgh award co-ordinator
  - Other representatives co-opted as required
- iii. Ensure that an establishment's perspective is provided in:
  - The co-ordination of risk management resources and activities undertaken in respect of visits and activities undertaken by establishments.
  - The development of material for establishments, including information about best practice and guidance and also general information.
- iv. Co-ordinate and communicate risk management information, especially the results of analysis relating to all types of incidents on visits and activities undertaken by establishments, and propose that specific work is undertaken where appropriate.
- v. Promote risk management activity by establishments through appropriate methods as agreed by the group.
- vi. Co-ordinate initiatives from the directorate risk management group, as agreed.
- vii. Report on progress to the directorate risk management group.

**Appendix 3**

**Arrangements for health and safety in CYPS**

**Strategic:**

**Corporate director of Children and Young People’s Service (CYPS)**  
 Overall responsibility for all aspects of health and safety throughout CYPS



**Directorate Health and Safety/Risk Management Strategic Group**

**Chair:** Assistant director, prevention and commissioning

**Frequency:** Termly

**Membership:** Assistant directors for access and inclusion, children’s social care, quality and improvement, and the directorate business manager

**Reports to:** Corporate director CYPS via termly report to CYPLT

**Purpose:**

To have oversight of policy in relation to health and safety within CYPS.

To maintain oversight of key performance indicators in respect of health and safety.

To ensure that assistant directors are aware of their responsibilities in relation to health and safety and are able to ensure implementation of policy in respect of their own service areas.

**Operational:**

Assistant director: prevention and commissioning	
↑	↑
Directorate health and safety/risk management operational group	Risk management group for learning beyond the classroom
Chair: Assistant Strategic Planning Manager	Chair: EDA 0-19 Learning Beyond the Classroom
Frequency: Half termly	Frequency: Half termly
<ul style="list-style-type: none"> <li>• Membership:</li> <li>• Health and safety risk manager</li> <li>• Business support officers for each area of CYPS</li> <li>• School HandS representative</li> </ul>	<ul style="list-style-type: none"> <li>Membership:</li> <li>• Health and safety risk manager</li> <li>• Insurance and risk officer</li> <li>• Head of outdoor learning service</li> <li>• HandS representative</li> <li>• Duke of Edinburgh co-ordinator</li> <li>• Children’s centre service manager</li> <li>• Youth support service representative</li> <li>• Manager: Children’s social care residential services</li> </ul>