



Elvington CE VC Primary School



HEALTH AND SAFETY POLICY STATEMENT OF INTENT

School management at Elvington CE VC Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work-related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities on and off school premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessment systems and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school for all
- Ensuring adequate resources are made available for effective health and safety risk management
- Learning from our own health and safety experiences and sharing learning opportunities with other schools and to implement controls where appropriate
- Selecting and engaging competent contractors who work safely
- Providing adequate first aid cover and occupational health support

To ensure the above commitments can be met the City of York Council Safety Management System (SMS) has been adopted. All governors, staff and pupils will play their part in its implementation.

Name: _____ **Signature:** _____ **Date:** _____
(Head Teacher)

Name: _____ **Signature:** _____ **Date:** _____
(Chair of Governors)



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ORGANISATION

In order to achieve compliance with the Statement of Intent, specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

THE HEAD TEACHER

The Head Teacher has the following health and safety management responsibilities – to ensure:

- The school is following the CYC Safety Management System and that appropriate arrangements exist within the school to effectively manage risks
- Sufficient resources are made available in respect of finance, time, equipment and people to deliver a safe and healthy school environment
- Staff understand and accept their health and safety roles and responsibilities in ensuring effective health and safety management within the school
- Consultation takes place with staff and their representatives on health and safety matters
- Effective communication of health and safety information to all staff and contractors
- Systems are in place for the provision of suitable and timely health & safety training for staff
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across CYC
- Educational visits/off site learning is managed in line with the Evolve system adopted by CYC
- Staff have a sensible approach to health and safety within all of the school's activities

THE GOVERNING BODY

The Governing Body has the following responsibilities – to monitor to ensure that:

- The CYC health and safety management system is being implemented effectively
- Competent advice is sought from CYC Health, Safety and Wellbeing Team at appropriate times and implemented
- Persons have sufficient experience, knowledge and training to safely perform tasks required of them
- The head teacher and other school leaders develop a sensible approach to health and safety management ensuring a proportionate response to reducing health and safety risks in the school
- Clear procedures are created to assess risks and put in place sensible/proportionate control measures and safe systems of work.
- Sufficient resources are made available in respect of time, finance, equipment and people to ensure a safe and healthy learning environment
- Only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Health and safety performance is measured both actively and reactively
- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of head teacher or Chair of Governors

TEACHERS & ALL SUPPORT STAFF

As part of their normal work activities in and out of school, teachers and all support staff shall:

- Take reasonable steps to safeguard their own health and safety and that of others including pupil and colleagues



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- Cooperate with colleagues and others including contractors and other CYC employees to ensure the school remains safe
- Raise any health and safety concerns with the head teacher
- Discharge any specific health and safety duties in accordance with current CYC Safety Management System instructions
- Attend health and safety training as directed by the head teacher

ROLES AND RESPONSIBILITIES

The head teacher may delegate responsibilities to the school business manager or a person in a similar role as outlined in the SMS, specifically to:

- Co-ordinate and manage the annual risk assessment review and revision process for the school in line with the SMS
- Co-ordinate the workplace inspection and active monitoring process in line with the SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on school premises when work is being undertaken in line with the SMS.

The following roles are delegated where appropriate (if not delegated the head teacher assumes responsibility):

Site Asbestos Liaison Officer (SALO)	SALO: Headteacher
Site Legionella Representative (SLR)	SLR: Headteacher
Responsible person for fire safety (RPFSS)	RPFSS: Headteacher and V Crinnion (admin) Fire Warden trained
First Aid	First aiders A list can be found on the wall opposite the office
Educational Visits Coordinator	EVC: Headteacher

All staff have a responsibility to advise the head teacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.

Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.



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ARRANGEMENTS

The school will adopt the arrangements found within the compliance notes in the CYC Safety Management System which can be found on the Schools' Portal: http://www.york.gov.uk/info/200774/health_and_safety_for_schools/1264/health_and_safety_for_schools

- Asbestos
- Bed Rails
- Children and Young Persons in the Workplace
- Confined Spaces
- Construction Design Management (CDM)
- Contractors
- Display Screen Equipment (DSE)
- Electricity at Work
- Fire Prevention and Control
- First Aid
- Flammable Liquids
- Food Safety
- Gas
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Incident Reporting & Investigation
- Infection Control
- Joint Consultation
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Noise
- Occupational Health
- Permits to Work
- Personal Protective Equipment (PPE)
- Pressure Systems
- Risk Assessment
- Slips, Trips & Falls
- Stress
- Suspicious Packages and Bomb Threats
- Training and Instruction
- Violence & Aggression
- Water Systems (incl Legionella)
- Work Equipment
- Worker Styles
- Working at Height
- Working Time Regulations



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- Workplace Inspections
- Workplace Transport



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Appendix 1 Health and Safety

ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL PROCEDURES

ACCIDENTS

Where an accident has occurred the following procedure should be followed:

- Administer first aid if necessary; call the named / trained First Aider in the first instance.
- If the accident results in serious injury call an ambulance immediately.
- Contact next of kin if appropriate.
- If the accident results in significant or serious injury (see CYC Health, Safety & Welfare Manual and Appendix) or is likely to require further attention then details should be recorded in the CYC incident book, which can be located in the school office on the desk folder holder in the yellow folder.
- The following details should be recorded in the incident book: kept in the office as above
 - The victim's name, date of birth, address and occupation*
 - The nature, degree and precise location of any injury and treatment administered*
 - The date, time and place of the accident and details of contributory factors*
 - The names/addresses of any witnesses*
 - The signature of the person entering the record along with the time and date of entry.*
- Inform the Headteacher that an accident has occurred and provide details.
- Headteacher to investigate the cause of any accident and take any action necessary to prevent recurrence and record this on the incident form. Head to notify Governing Body of any serious incidents.
- Headteacher to send copy of incident form to LA.
- In the first instance parents will be contacted personally.
- In the second instance a letter / note is to be sent to parents via child's Planner (Suggested format see pro-forma in Appendix 6) which is to be returned signed by parent.

FIRST AID

- First aid boxes are in the main school office and staff kitchen. First aid kits for use on visits out of school can be located in the main entrance.
- The school secretary is responsible for maintaining the first aid boxes and their supplies and responsible for re-ordering supplies.
- First aid kits should contain the following items as a minimum:
 - Polythene gloves and orange waste disposal bags*
 - Alcohol free antiseptic wipes*
 - Plasters – hypo-allergenic*
 - Melolin dressings and non-allergenic tape*
- Reusable ice-packs are kept in the school kitchen in the freezer
- All staff must be aware of basic first aid procedures. These are included in first aid boxes. Duty teachers should send minor playtime casualties into school where they should be dealt with by their class teacher or the Headteacher. Lunchtime supervisors may administer first aid for minor scrapes providing the rest of the children remain supervised, otherwise their class teacher or the Headteacher should deal with the incident. Staff should use the first aid supplies located in that particular area.
- The names of the trained first aiders from whom advice should be sought for more serious injuries is prominently displayed in the school office and around school.



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- Where it is obvious that an ambulance is required this should be called immediately by any available person. If there is an element of doubt then the Headteacher or the trained first aider should decide whether or not to call an ambulance.
- If the next of kin cannot be contacted to accompany the injured person to hospital a member of the school staff should attend.
- The Headteacher may recommend that any person who has required first aid at school should be removed to their home or taken to visit their doctor or the casualty department of the local hospital to check that no further attention is required, particularly in the case of a head injury.
- A first aid kit should be taken on all visits out of school.
- Disposable plastic gloves should be worn when administering first aid to avoid any risk of infection. Any materials contaminated with body fluids should be sealed in the orange plastic disposal bags provided.
- First Aid training will be renewed every three years.

Last completed training: **First Aid in the Workplace October 2013 – Whole Staff Renew Autumn 2016**
Paediatric First Aid Certificate Sept 2014 Renew Sept 2017 EYFS(LR and TG)

MEDICAL CONDITIONS / MEDICINES

- Please see associated policies

ALLERGIES

Staff will be informed about children who suffer from an allergy and this information is held in the class register alongside all other medical issues pertaining to the cohort. The school will train staff to deliver an Epi-Pen where required.

CONTAGIOUS DISEASES

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow CYC advice on advice / reporting diseases as outlined in Health Matters.

If in doubt we will contact the school health service.

ILLNESS

In the case of illness the following procedure should be followed:

- If a member of staff becomes unwell and has reason to leave their class unsupervised they should inform their closest colleague as soon as possible to arrange cover. A message then needs to be sent to the Headteacher. Children should be made aware of procedures for summoning help in emergency situations.
- If a child becomes unwell during the course of the school day his/her parents/carer should be informed and asked to take him/her home. In the event of no one being available for this purpose the child should be monitored and made as comfortable as possible in his/her classroom or by school office if supervision is available. If a child's condition deteriorates



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significantly medical attention should be sought or an ambulance called following procedures already outlined.

- If it is necessary to deal with vomit or other body fluids the following procedure should be followed:

Install child close to sink/toilet

Arrange cover/contact Headteacher

Cordon off soiled area

Contact parents/carer

Cover soiled area with bodily fluids powder (stored in main office and HT office)

Help clean any soiling from child if necessary, and assist with changing into P.E. kit or spare clothes from central store. Place soiled articles in a plastic bag.

After bodily fluids powder has solidified vomit scrape into yellow bag, use disposable plastic gloves, (some should be kept in the teacher's desk drawer or main supply in entrance hall cupboard) inform the cleaner of the area in person or leave a chair with a label so the area can be cleaned well and disinfected.

Dispose of contaminated materials in sealed yellow, or black, plastic bags into the dustbin.

****DISPOSABLE PLASTIC GLOVES SHOULD BE WORN AT ALL TIMES WHEN DEALING WITH BODY FLUIDS TO AVOID THE RISK OF INFECTION****

All the necessary equipment for dealing with such incidents can be located in the cleaning cupboard near the school office.

- Parents are asked to inform the school if their child contracts an infectious disease or condition such as Head Lice or thread worm. All parents will be informed discretely on the school newsletter, or a letter will be sent home to all children in school. The school nurse should be contacted for advice if necessary.
- Parents will be informed of any outbreaks of infectious diseases and given details of any action they should take and where to obtain further advice/information.
- The Headteacher will notify the LA / Health Protection Agency / OFSTED of any notifiable disease for example cases of serious diseases such as Dysentery, Diphtheria, Meningitis, Poliomyelitis, HIV, Hepatitis B, Tuberculosis, Typhoid etc. and seek advice from the Department of Public Health.
- The Headteacher will act on advice given by the Health Protection Agency and notify OFSTED of the action taken.
- The Headteacher will notify OFSTED of any food poisoning affecting two or more pupils looked after on the premises.



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ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL PROCEDURES

HAZARDS & RISKS

All staff are responsible for identifying hazards or potential risks. If necessary they should also take responsibility for implementing preventative or precautionary measures to ensure safety. The Headteacher should be informed of any hazards or potential risks immediately and then take any further preventative or precautionary measures as necessary to ensure safety. Records of such incidents should be kept and a report made to the Governing Body and CYC on an incident form.

The Headteacher will ensure that 'risk assessment' of the premises has taken place and that this is reviewed annually. (See Appendix 4)

The following procedures should be followed in potentially hazardous situations:

Playground/Playtimes:

- Pupils must request that an adult retrieve lost balls etc from beyond school playground or field.
- Pupils to be discouraged from playing physical contact or dangerous games. Lifting, carrying, 'piggy-backs', kicking and 'play fighting' must not be allowed.
- Potentially dangerous equipment or toys or those being used in a dangerous manner should be confiscated, especially skipping ropes.
- Pupils must **not** be allowed to carry hot drinks or empty mugs for staff.
- Hot drinks must be in a covered cup for teachers on duty.
- If help is required, two children should be sent in to request help (a request to come **immediately** will get an immediate response as it suggests a very dangerous situation). Adults requested for assistance are expected to attend for the safety of pupils and staff.

Supervision

- Wet playtime: During wet break (break or lunchtime) there are always 2 members of staff available to monitor pupils in classrooms. 1 adult must supervise between Class 1 and Class 2. 1 adult must supervise between Class 3 and Class 4. An additional member of staff must be required to supervise the pupils in Class 5, either the class teacher, a TA, or the headteacher. The pupils in Class 5 must not be left unsupervised. Year 6 helping hands are allocated to each class.
- Outdoor play: Pupils are directly supervised outdoors during all breaks by two members of staff at morning break, a minimum of 2 MSAs at lunchtime and KS1 are supervised by two members of staff during their afternoon break.
- Adults must not send children out to play without being confident that a member of staff is outside on duty first. (This can be done by directly checking (going outside with your class until the member of staff on duty arrives) or sending two pupils to check if an adult is outside and reporting back.)
- Staff must not leave any pupils unattended in school during breaks.
- Class teachers and teaching assistants should return to their classrooms promptly at the end of breaks and should be in their classrooms to receive children as they come in first thing in a morning, from breaks and after lunch.

Home-School Journeys

- The school will operate a policy of first day contact where staff/pupils are absent without any known reason.



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- Parents should be reminded that their child needs to report to the school office in cases of late arrival.
- Parents are asked to inform the school of all persons authorised to collect their children and to let us know of any changes.
- Pupils should be regularly reminded of basic pedestrian safety rules. Pupils in Years 3 / 4 will receive training from a qualified instructor.
- Pupils should be regularly reminded of personal safety through PSHCE.

Moving around School

- Pupils are not to run.
- Pupils should be encouraged to take extra care on steps. They should be encouraged to use the handrails.

Electrical Equipment

- The Headteacher should ensure that all electrical equipment in the school is subject to regular checks as directed by CYC to ensure safety.
- Pupils should not be allowed to plug in/use electrical equipment unless staff know that the pupils can do so safely.
- The Headteacher should make sure all staff are aware of where to access fire-fighting equipment for electrical fires.
- Electrical equipment which has not been subject to safety checks should not be used in school.

Materials, Equipment & Substances

- The Headteacher should ensure that all staff are aware of and follow safety guidelines for the use of potentially hazardous materials, equipment or substances. For teaching staff these include:
Health & Safety of Pupils on Educational Visits (DfEE 1998 & DCSF 2002)
Safe Practice in Physical Education (BAALPE)
Guidance on First Aid in Schools (DfEE 1998)
Animals and Plants in Schools : Legal Aspects (DCSF Admin. Memorandum 3/90)
COPIES OF THESE DOCUMENTS ARE KEPT IN THE MAIN OFFICE
- All substances bearing warning symbols should be kept locked in the cleaning/caretaking cupboards and their use carefully supervised.
- Manufacturers' instructions for using potentially hazardous materials, equipment or substances should be easily accessible and carefully followed.
- All pens available on the school premises must have safety caps. Parents and children should be aware of this requirement and staff should check to ensure that this is the case.

Transport

- The Headteacher should be satisfied that LA guidelines for transporting school children are satisfied whenever children are taken out of school.
- Parents will very rarely be asked to transport children other than their own to school events in their own cars. If they are, insurance documents (which must be Business Class 1) and the Volunteer Driver CYC instruction must be seen and signed before transportation takes place.
- Only reputable coach companies will be used and all seats will have a seatbelt.
- Children must not sit in the front seats or seats facing down the walkway on a coach.
- Adults must be distributed throughout the coach and not sit together to minimise the risk of all adults being injured.



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- Children are not allowed to eat / drink on coaches and should sit still and not distract the driver or the drivers of other vehicles.

Visits

- The Headteacher should be satisfied that LA guidelines for taking children out of school are followed when children undertake visits.
- Consent must be sought and received from parents before taking pupils out of school (Continuing consent for visits in the immediate school vicinity, separate & specific consent for all other visits).
- A first aid kit, list of medical conditions and emergency contact numbers and anything required to treat medical conditions (e.g. inhalers, glucose drinks/sweets etc.) must be carried where appropriate.
- A **minimum** adult supervision ratio of:
 - 1:10 should be maintained for Y4 to Y6
 - 1: 6 should be maintained for Y1 to Y3
 - 1: 4 should be maintained for Foundation

(from 70 p13 Health and Safety of Pupils on Educational Visits DCSF)

- Pupils should be reminded of road safety rules.
- Risk assessments using the standard risk assessment form and other statutory documents must be carried out by staff prior to taking pupils out of school and submitted to and agreed by the Headteacher. This is done using the Evolve Education Visits online programme (all staff have their own log-in and receive training during their induction).
- During residential visits, involving the Headteacher, the Chair of Governors must hold the pupil contact file including Emergency Procedures Policy and all staff numbers overnight.

Safety during P.E. sessions

- Parents and children will be made aware that the school recommends that long hair be tied back at all times and that teachers will insist it be tied back during P.E.
- Children will not be allowed to wear shoes that may be considered potentially dangerous, e.g. flapping soles, flip-flops, high heels, platform soles etc.
- Parents and children should be aware that children should not wear jewellery at school. Where it must be worn teachers should ensure that it is removed or taped over for P.E. lessons. Earrings, if they must be worn, should be simple studs. Earrings will not be worn during swimming activities under any circumstances.
- When children take part in P.E. they should be appropriately dressed, ie. correct foot ware, and kit etc.

Contractors

- The Headteacher should be satisfied that any contractor working on the school premises is aware of any potential hazards and that they intend to work in a safe manner, not posing any risk to themselves or other users of the premises.
- Contractors' vehicles must only enter school premises with prior consent by the Headteacher.
- Staff must ensure that the pupils in their care do not interfere with the work of contractors.

Lifting/Carrying/Ladders

- All staff/pupils should be aware of safe practices for lifting and carrying, particularly if moving furniture, P.E. equipment etc.



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- Staff should exercise their own judgment over carrying objects themselves and seek assistance if necessary. Pupils should not be required to move/carry heavy objects (including the lunch box trolley) alone or without supervision.
- Small step ladders have advice attached to them and it is the employees responsibility to ensure they are familiar with these before using them. The step ladders must not be used if there is any doubt. Use of ladders must only be carried out after ladder training has taken place. They should not place themselves or others in any danger. Children should **not** be allowed to climb ladders or stand on furniture. Staff and volunteers must **not** stand on any furniture. Step ladder training and Manual Handling training has taken place in Sept 13, all staff using step ladders have read and signed the Workplace Instruction information as recommended by CYC. (See related risk assessments.)

Hygiene

- All users of the building should be reminded to wash their hands after visiting the toilet. Children should be given frequent reminders to wash their hands.
- Children should be reminded to wash their hands in particular before eating.
- The Headteacher should be informed of soiling to any area of the premises and should make appropriate arrangements to remove it. Appropriate warning signs should be displayed if necessary.
- The Headteacher should ensure that appropriate standards of hygiene and cleanliness are maintained throughout the school.
- Animals (with the exception of guide dogs) should not be allowed on the premises without the permission of the Headteacher. Where they are brought onto the premises, for example in connection with a class topic, pupils should be reminded to wash their hands after touching them.

Welfare

- All staff should be vigilant for incidences of bullying and take appropriate action in accordance with school policy.
- All staff should be vigilant for incidences of child abuse and take appropriate action in accordance with school policy.
- All staff should be vigilant for incidences of drug or substance misuse and take appropriate action in line with school policy.
- All adults working and volunteering in the school with access to children will undertake enhanced police checks.
- All pupils will be educated in matters of health, safety and welfare.

Health

- Smoking is not permitted on school premises.
- Parents and pupils will be advised that children should wear hats, sunscreen and keep exposed skin to a minimum on sunny days.
- The school will promote healthy lifestyles through PSHCE.

Stress

- The Governing Body and the Headteacher are committed to preventing and alleviating stress in the school and will endeavour to create a supportive and caring culture and participative problem solving.
- The Governors adopt the Stress Policy produced by CYC on managing stress in schools. (found online at: www.yorkla.org then www.schools.york.gov.uk)
- The Headteacher will give employees a contact number where they may get additional support.



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Cycle Safety

- Pupils in Years 5 / 6 will be offered cycle safety training from a qualified instructor.
- Pupils will be advised and encouraged to wear safety helmets at all times whilst riding bicycles.

VDUs

- The Governors adopt the Work place Instruction and Risk Assessments produced by CYC on the use of display screen equipment. (found online at: www.yorkla.org then www.schools.york.gov.uk)

Violence

- The Governors adopt the Violence and Aggression Policy produced by CYC on violence against employees. (found online at: www.yorkla.org then www.schools.york.gov.uk)



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Appendix 4 Health and Safety

ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL RISK ASSESSMENT

A risk assessment is a systematic consideration of the ways in which an activity can cause harm to anybody followed by restrictions and precautions that are needed to make the risk acceptably low. In practice we all perform risk assessments during the course of our work on a day-to day basis - we recognise hazards and take corrective action.

Significant risks include:

- Fire;
- Activities requiring personal protective equipment;
- The use of power tools and other machines;
- Manual handling operations e.g. lifting, carrying;
- The use of hazardous substances;
- Out-of-school activities;
- The use of mains electricity.

Staff should identify activities that may pose a risk to pupils in their planning and detail any measure they propose to take to minimise risks.

Risks must be assessed using the EVPC (mandatory CYC risk assessment) and the recommended BRAs (Basic Risk Assessment). Staff have been updated and trained on this on 08.03.16. Both documents can be found on the EVOLVE website.



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Health and Safety Appendix 5

ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL HEALTH & SAFETY GUIDELINES FOR CONTRACTORS

This document is issued to all contractors working on the premises of or for, or on behalf of the above and is in accordance with the requirements of the Health and Safety Policy of the above.

Section 4 of the Health and Safety at Work Act 1974 stipulates that the management of a place of work, (namely the above) must ensure that as much as is reasonably practicable there is no risk to the health and safety of non-employees (such as contractors) who are working on the premises.

The above also expects that all contractors will operate in a safe manner and respect all relevant health and safety legislation.

Contractors will also ensure that their work puts neither themselves nor others at risk to health and safety whilst carrying out their work.

Specifically:

1. Equipment must be in a safe condition and in good working order. The management may at any time inspect equipment and prohibit its use if it is found to be unsafe. This includes ladders, scaffolding and portable tools.
2. Methods of work – no unsafe working practices will be allowed on the premises. The contractor must ensure that all relevant risk assessments attributed to his/her work in compliance with the Workplace Regulations 1992 are carried out and where necessary documented.
3. Electrical services and equipment – special care must be taken regarding the isolation and re-connection of electrical services to avoid danger of any kind to both personnel and equipment. The contractor must be aware of the Electricity at Work Regulations 1989 and how these regulations might apply to his/her work.
4. Safety procedures:
 - Contractors must not leave any dangerous working area unattended without adequate warning notices
 - Contractors must be aware of the premises Fire Safety Procedures (copy in school office) and be able to implement the appropriate alarm and evacuation procedure in the event of a fire. Fire exits must remain clear at all times and fire equipment must not be misused.
 - Accidents, however minor, should be reported as soon as possible. Records can then be made and appropriate action implemented if necessary.
 - The contractors have been provided with a comprehensive list of where asbestos is located at Elvington Church of England Primary School.
 - The contractors are aware of the location of all asbestos materials at Elvington and are instructed not to disturb any asbestos material.
 - The contractors must inform the Headteacher of their CHAS registration at www.chas.gov.uk
 - Should the contractor disturb any asbestos they will follow emergency procedures and seal the room, remove all persons, inform the Headteacher and CYC immediately.

I have read and understood the above guidance and on behalf of the contractor, namely:



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.....(CONTRACTOR)
and agree to comply with its contents whilst working on the premises.

Signed..... Date.....

PRINT NAME:

Health and Safety

Appendix 6

**ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL
LETTER SENT HOME IN THE EVENT OF AN ACCIDENT**

Dear Parent / Carer

_____ (name of child) had an accident at school today which we have recorded in our accident book.

Circumstances of accident / Injury _____

Treatment given _____

As a result of the recent accident / injury to your child, you are advised to monitor their condition and if necessary take them to see a doctor or visit a casualty department.

If this is deemed necessary please inform the school via the slip below in order that we may fulfil our legal obligation in reporting accidents to the council and Health and Safety Executive.

Thank you for your co-operation. We hope that the injury is not serious and that your child recovers as quickly as possible and is soon back partaking in school activities.

Yours sincerely
Jenny Rogers
Headteacher

.....
_____ (Name of Child)

Nature of treatment given _____

On _____ (Date) at _____ (Time)

_____ (Outcome)

_____ Signed (Parent / Carer)



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