



School's Health & Safety Policy

Reviewed: March 2023
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Ratified by the full governing board: 16 March 2023

Introduction

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. Although the Children and Young People and Families (People's Portfolio) has a safety policy it is important that individual schools have their own site specific policy so that roles and responsibilities are clearly understood.

Our Health and Safety Policy will state our intention to work safely and should be a useful tool to help our school achieve its objectives of providing a safe and healthy environment for all users of the school.

Making Our Policy Work

Everyone working in our school, from the Head teacher to new members of staff has their own role and responsibilities. We involve people that work with us so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate our Health and Safety Policy to all employees which is stored on staff share under 'Policies'.

Communication and Consultation

There is a legal obligation placed upon the employer to consult with appointed representatives on health and safety issues. If there is no formally appointed representative we still must have procedures in place to consult with staff on health and safety matters. This can be done either by consulting with employees as individuals or through a representative who has been elected by all staff on site. Any elected health and safety representative is entitled to reasonable time off, with pay, to enable them to carry out their role.

Many schools will already have adequate procedures in place for consulting with staff; these will include a formal health and safety committee, putting health and safety as an agenda item at formal staff meetings, team meetings, discussions during performance management, appraisals and one to ones etc. Where arrangements are already in place, these should be reviewed to ensure that they remain fit for purpose. Where no formal arrangements exist, we will ensure that appropriate means for consulting with staff are put into place.

This policy will set out the school's approach to communication and consultation.

Help And Advice

Advice on any health and safety matter can be obtained through the People's Portfolio Health & Safety Advisers. Some useful telephone numbers are attached to the policy.

Policy Statement

The Head teacher, Governors and staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to ensure:-

- every child is a respectful, tolerant, caring and compassionate citizen who contributes positively to the global community.
- every child feels safe, happy and emotionally secure.
- every child receives a breadth of opportunity which allows them to fulfil their full potential (and is equipped with the skills they need to succeed in the next stage of their education).
- every child is a confident, creative individual who has a love for learning.
- Dobcroft Junior School is a strong committed school community in which everyone is proud to be a part.

Ratified by the full governing board: 16 March 2023

Quite clearly these educational and social priorities can only be fully realised within a physical and psychological environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, the Head teacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

Aims

- To ensure that the school is always a safe and healthy place in which to work and learn.
- To provide plant, equipment and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work and learn.
- To ensure the dissemination of all relevant information from the Sheffield Council People's Portfolio and other bodies to the relevant people in School.
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

This safety policy will be reviewed and updated annually

General Responsibilities

Health and Safety responsibilities in schools are derived from the Health and Safety at Work Act 1974 legislation, associated regulations and Codes of Practice(See Appendix list). This legislation is enforced by the Health and Safety Executive (HSE). The Health & Safety at Work Act 1974 places overall responsibility for health & safety with the LA.

At Dobcroft Junior School statutory health and safety responsibilities fall on the Local Authority (as the employer) and its staff (as employees). The Headteacher and the Governing Body of the school, are the management body, and have the responsibility to ensure that school staff and premises comply with the LA's Health and Safety Policy (by virtue of this policy being based on the council's template) and practices. This includes taking reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of others at risk whilst they are on the premises.

Specific Responsibilities

Headteacher

Overall responsibility for the management of health and safety in this school is that of the Headteacher and the School Governing Board. The school has a designated Health & Safety staff representative who would accompany the Headteacher on an annual inspection of the school.

The Headteacher and the Governors will ensure adequate consultation takes place between the senior leadership team (HT, Designated Governor and staff rep) and employees to allow everyone to contribute to safe working in the school. In particular to:-

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Ensure the provision of adequate training, instruction and supervision.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors and, if applicable, the local authority and/or HSE.

Ratified by the full governing board: 16 March 2023

- Maintain an updated programme of work, to prioritise the repairs and action needed to make the school a safe, healthy environment.
- Carry out an annual Health & Safety inspection of the school and premises with the Governor with responsibility for health & safety, agree any action to be taken and complete the necessary Fire, Health & Safety, and Risk Management Registers.
- Attend health and safety training courses as appropriate.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working.
- Weekly briefing; health and safety will be a standard agenda item

Staff

- Ensure that they are fully aware of their roles and responsibilities, to co-operate with the schools policies and procedures and follow any Codes of Practice produced by the People's Portfolio.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school or on educational visits.
- Attend health and safety training courses as appropriate.
- Bring to the attention of the Headteacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher or Health & Safety Governor any problems which they feel that they cannot deal with themselves.
- All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their senior leadership team.

Governors

- Will appoint a Governor responsible for Health & Safety
- To ensure adequate consultation takes place between the senior leadership team and employees to allow everyone to contribute to safe working.
- Help prepare and maintain a "site-specific" health and safety risk assessment.
- Ensure that appropriate risk assessments have been carried out
- Ensure that this Health and Safety Policy is brought to the attention of all staff and implemented in school
- Monitor compliance with LA policies and procedures
- Ensure that all staff receive appropriate training.
- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of the People's Portfolio, e.g. structural problems, the governors, through the Headteacher, will inform the People's Portfolio of the problem and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the Headteacher, Health and safety governor from the local authority, building supervisor, staff rep, staff or parents, through their termly meetings or any emergency meetings which may be called due to unforeseen circumstances
- The Governor responsible for Health & Safety will accompany the Headteacher and building supervisor to carry out an annual Health & Safety inspection of the school and grounds. The Head teacher will complete the appropriate entries in the Fire, and Health & Safety Inspection Reports and the Risk Management Register
- Following the Health & Safety inspection to agree a plan with the Head teacher noting action and completion dates to remedy any areas not in compliance, and to report to the Governors accordingly.

Accidents and Incidents

Please also see Procedure for Dealing with Injuries in School.

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Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents to our staff or pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

The Headteacher will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (RIDDOR), are reported to the incident call centre (0845 300 9923) and an online report completed and also reported to the People's Portfolio's Health and Safety Advisers. The Safety Advisers can give assistance in investigating accidents.

All accidents will be recorded by *The member of staff responsible for the child at the time of the accident together with one of the Primary School Assistants*

in our accident book which is kept *In the repographics room*

Completed accident report forms for more serious accidents are kept in the **school office**

Any accident reports will be reviewed by *The Headteacher*

Accident investigations will be carried out by *The Headteacher* to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt. All accident report forms are reported online to the H&S Team of the People's Portfolio.

The People's Portfolio Code of Practice (10) will be adhered to following an accident.

First Aid (please refer to the school's first aid policy)

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. For further details refer to the First Aid Policy.

Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

Risk Assessments are recorded in the People's Portfolio's Generic Risk Assessment booklets (a blank assessment form can be found at the back of each of the generic booklets). The booklets are kept in the school office. Risks should be assessed periodically, following an accident, on the introduction of any new process/equipment and also any change in circumstances. Educational visits also require a written risk assessment (see educational visits policy).

It is the Headteachers responsibility to ensure that risk assessments are carried out. However the Headteacher may request the assistance of competent staff in carrying out a risk assessment.

Fire

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners; cookers etc. and also consider the storage of combustible materials.

The Headteacher is responsible for ensuring that a Fire Risk Assessment has been carried out and also that there is a process in place for reviewing/updating this on a regular basis

Ratified by the full governing board: 16 March 2023

Fire drills are carried out termly and are recorded in the Fire Precautions Log Book.

The Headteacher is responsible for ensuring that fire drills are carried out.

Various other fire precautions should also be recorded in the logbook e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

The Headteacher is responsible for ensuring that the Fire Precautions Logbook is kept up to date.

The Fire Precautions Log Book is kept *In the school office*

Before any maintenance work is carried out in the school, the Duty Holder must be consulted. Examples of specific issues that typically arise are:

- When the school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc)
- Ongoing monitoring is required to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.
- Internal fire doors should be kept closed to stop fire spreading. Hydraulic door closers should be maintained to ensure correct operation (damage to these closers is very common in schools).

Permission to Work

The People's Portfolio Permission to Work process is in place at this school.

Intrusive Work

A permission to work process must be followed for any work that is intrusive to the fabric of the building.

The Headteacher with the assistance of the Buildings' Supervisor is responsible for ensuring that the People's Portfolio Assets Team are informed, via the permission to work scheme, at the planning stage of any such work

Non-Intrusive Work

The Buildings' Supervisor is responsible for ensuring that all non-intrusive work is risk assessed and a log kept in a site workbook.

The Non-Intrusive Workbook is located **in the school office/reprographics room**

The Workbook needs to be kept up to date and available for inspection.

ASBESTOS

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was mainly used because of its fire proofing and insulation qualities.

There is an Asbestos Register on site. This is kept **in the school office**

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

The Head Teacher, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to other competent and trained members of staff.

Ratified by the full governing board: 16 March 2023

School Office staff and/or Buildings' Supervisor (holidays) are responsible for ensuring that the asbestos register and the information within is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. (Examples are site staff, surveyors, contractors, computer technicians, visitors, helpers etc)

Asbestos survey information in the form of Asbestos Management Reports and localised survey reports are kept in the asbestos register.

A permission to work process must also be followed for any work that is intrusive to the fabric of the building.

Where invasive building works are to be carried out on the school premises (E.g. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc) appropriate asbestos surveys must be carried out at the planning stage and certainly before work commences. (A People's Portfolio Assets Officer can help to arrange the appropriate survey if needed.)

This survey must cover the full scope of works.

The Buildings' Supervisor is responsible for ensuring that the People's Portfolio Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

The Buildings' Supervisor is responsible for liaison with the People's Portfolio Assets team to ensure

- the condition of asbestos materials are reviewed.
- any asbestos hazard risk assessments reviewed.
- any floor plan changes are recorded and updated.

As long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

Asbestos Hazard Management

This section deals with how specific asbestos hazard items are managed. This can be as simple as where pupils are allowed to gather or not, or more complicated arrangements where key holding may be required for restricted access.

The Headteacher together with the Buildings Supervisor is responsible for ensuring that any asbestos hazards that require specific management instructions are logged in this section. Also this person is responsible for making sure this information is understood by anyone who will need to know. See Asbestos Register for locations of asbestos.

Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease.

The germ which causes legionnaires' disease is a bacterium called Legionella pneumophila. People catch legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Legionnaires' disease does not spread from person to person.

The bacterium which causes legionnaires' disease is widespread in nature. It mainly lives in water, for example ponds, where it does not usually cause problems.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, eg in cooling towers, evaporative condensers and whirlpool spas (tradename Jacuzzi) and from water used for domestic purposes in buildings such as hotels and schools.

A Legionella Survey has been carried out at this school.

The Legionella Survey Report is located **in the Headteacher's office**

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is required at this school.

The Legionella Maintenance Program is located within the Log Book which accompanies the Legionella Survey Report.

The Headteacher / Buildings' Supervisor are responsible for ensuring

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

The Assets Team of the LA is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

The Buildings' Supervisor (Under the supervision of the accountable officer from Property Premises Management) is responsible for ensuring the activities in the maintenance program are up to date and carried out on time.

The Buildings' Supervisor (Under the supervision of the accountable officer from Property Premises Management) is responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report.

Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a suitably qualified electrician. **(This is carried out by a subcontractor appointed and managed by The Headteacher and the Buildings' Supervisor)**

Portable electrical equipment should be inspected, tested and maintained in accordance with People's Portfolio requirements. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any personal electrical equipment which is more than one year old brought in by staff (e.g. Christmas Lights) or pupils (e.g. own laptops) will be classed as school equipment and should not be used until it has been PAT tested.

The Headteacher/Buildings' Supervisor are responsible for arranging the testing and maintenance of portable electrical appliances.

The test certificates and recommendation documentation are kept **in the Headteacher's office**

Ratified by the full governing board: 16 March 2023

GAS

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safety Registered) Contractor on an annual basis.

The Headteacher/Buildings' Supervisor are responsible for arranging the testing and maintenance of the gas appliances through the Premises Servicing Package.

Gas servicing certificates and recommendation documentation are kept **in the Headteacher's office**

In case of heating breakdown, there may be a need to bring in supplementary heating (usually Calor gas). Help and advice can be obtained from The People's Portfolio Assets Team.

Code of Practice No 25 in the Health and Safety Manual gives clear advice on this issue

SUBSTANCES

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

The COSHH regulations do not solely apply to cleaning products. Consider cleaning, decoration, maintenance works, janitorial, science, design and technology, art etc.

There is an inventory on site of all hazardous substances **and this is kept in the cleaners' cupboard**. (A duplicate is kept in **the Headteacher's office in the Medicines drawer** and a further one **in the Medical Room with emergency medicines**).

The Buildings' Supervisor & LA Appointed Cleaning Contractor are responsible for ensuring the appropriate staff are informed or trained regarding hazardous substances or when handling hazardous substances.

The Buildings' Supervisor & LA Appointed Cleaning Contractor are responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances that are being used. Additionally, separate risk assessments are carried out for the work processes.

Below is the web link to YPO where all substances can be researched in terms of CoSSH.

<https://ypo.sevron.co.uk/sds-distribution.asp>

YPO Tel: 01924 834 834

CoSSH data for glues and paints have been downloaded from the YPO site and added to the COSSH folders in school.

The Buildings' Supervisor & LA Appointed Cleaning Contractor are responsible for ensuring that data sheets are available on site and that appropriate assessments have been carried out.

The Buildings' Supervisor & LA Appointed Cleaning Contractor are the authorised person to approve purchases of hazardous substances.

Site Safety and Security

Ratified by the full governing board: 16 March 2023

A perimeter fence secures this site.

Any issues regarding damage or access to the site should be directed to **the Buildings' Supervisor and the Headteacher**.

The Buildings' Supervisor is responsible for ensuring that regular inspections of the external areas of the site are carried out. The following checks are carried out at this site.

Item	Frequency
Fencing, walls and access gates	Daily as noticed / reported
External Surfaces (Condition / Dangerous Objects)	Daily during unlocking
Trees (Consult Tree Survey if available)	Annually – tree survey
Services (Manhole Covers, Drainpipes, Guttering, Gas Governors, Electrical Sub Stations)	Daily as noticed / reported

A security intruder alarm system is installed at this site.

The Buildings' Supervisor / Wilkin Alarms (contract) is responsible for the maintenance and running of the security intruder alarm system.

Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator, currently the Headteacher, who has received the appropriate Local Authority training and is responsible for:

- Approving educational visits
- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive induction training in the school's process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Office
Educational Visits Generic Risk Assessments	Office

The following people have responsibilities for:

Name	Responsible for:
Head teacher	Educational Visits Co-ordinator

Ratified by the full governing board: 16 March 2023

Head teacher	Reporting Educational Visits to Governors (termly as part of the head teacher's report)
Senior leaders & head teacher	Ensuring staff receive induction training in educational visits
Senior leaders	Ensuring post visit evaluation is completed where necessary

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Head teacher	EVC Co-ordinator Training 2019
Member of SLT- A Kirk	EVC Co-ordinator Training 2022

ICT:

With the introduction of Interactive whiteboards and ceiling mounted projectors etc. the amount of technology led tuition is ever increasing within the school. This has health & safety implications for both staff and the children. It is important to adhere to the requirements regarding the use of display screen equipment covered by the Health and Safety (Display Screen Equipment) Regulations 1992. There is also the responsibility to conform to all the good house-keeping issues around technology such as trailing wires etc. which will be considered as part of the regular premises monitoring.

A guidance note has been issued to all staff regarding Laptop Security

All staff laptops have been encrypted for use off the premises

All data and information about children must only be stored on encrypted memory sticks or encrypted laptops.

(See DJS Information Management and Security Manual 2016)

Visitors (lawful)

All visitors to the school must report to the reception area to sign in and be given a badge to identify them as visitors to the school. This is particularly important in the event of an emergency.

Trespassers (and access without permission)

As well as anyone entering the premises without permission but with lawful authority under the Occupiers Liability Act 1984, a school has a duty to trespassers (and to) to take reasonable precautions to make sure they are not injured by some danger which the school knows about.

Additional Arrangements For Keeping Our School Safe

Consideration should be given to the following issues in school:

- Premises Related issues such as visitor/contractor supervision, deterioration in condition, trips hazards etc
- DBS checks are compliant with current legislation and guidance
- Risk Assessments for the movement and safeguarding of children
- Administration of Medicines
- Work Experience (from Secondary Schools and Universities)
- Transport/Minibus issues
- Swimming/Hydrotherapy Pools
- PE activities
- Design & Technology

Ratified by the full governing board: 16 March 2023

- Science
- Food Technology
- Drama

This is not a comprehensive list

Children And Young People's Directorate

Useful Contacts

Health and Safety Advisers

The People's Portfolio's Safety Advisers and Occupational Health Nurses are based at the

Town Hall

Pinstone Street

Sheffield S1 2HH

Name	Position	Telephone Number
Sarah Green	Senior H&S and Wellbeing Consultants	0114 2734082 sarah.green@sheffield.gov.uk

Useful Websites

www.hse.gov.uk

www.dfes.gov.uk

Codes of Practice

Codes of Practice are produced by People's Portfolio and cover many aspects of school safety. Copies of some of these are kept in the Employee Policies Folder which is kept **in the staffroom** and some in the Health and Safety folder **in the Head's Office**. All other Codes of Practice and Risk assessments can be found on Schoolpoint.

The Headteacher is responsible for ensuring the Health and Safety Manual (comprising Risk Assessments and Codes of Practice) is up to date. This contains a variety of Risk Assessments, some generic and some specific to this school.

The Headteacher is responsible for ensuring the codes of practice have been brought to the attention of all members of staff.

The Health and Safety Manual is available for use as a source of reference when carrying out a task (e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown).

Codes of Practice

1.	Management of Health and Safety at Work Regulations 1999
2.	Workplace (Health, Safety and Welfare) Regulations 1992
3.	Fire Precautions (Workplace) Regulations 1999
4.	Display Screen Equipment Regulations 1992
5.	Manual Handling Operations Regulations 1992

Ratified by the full governing board: 16 March 2023

6.	Personal Protective Equipment Regulations 1992
7.	Provision and Use of Work Equipment Regulations 1998
8.	Lifting Operations and Lifting Equipment Regulations 1998
9.	Control of Substances Hazardous to Health Regulations 1999
10.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
11.	First Aid at Work Regulations 1981
12.	Guidance on the Cleaning of First Aid Spillages
13.	Guidelines for the Use of Disposable Gloves in Schools
14.	Guidelines for Staff Organising Educational Visits
15.	Guidelines for Staff Organising Foreign Visits
16.	Guidelines for Staff Organising Visits to Farms
17.	Special Events
18.	Safety and Ponds in School Grounds
19.	Safe Carriage of Children and Young People on Private Hire Journeys
20.	Managing Violence at Work
21.	Asbestos and its Treatment in Educational Establishments
22.	Contractors on School Premises
23.	Use of Volunteers (Construction and Renovation Work)
24.	Working at Height
25.	Calor Gas Heaters
26.	Trade Union Access
27.	Mobile Goal Posts
28.	Finger Safe Devices
29.	Motor Vehicles Entering or Being Driven on Council Premises
30.	Needlestick Injuries
31.	Disposal of Clinical and Sanitary Waste
32.	Guidance on Organised Firework Displays/Bonfires
33.	New and Expectant Mothers
34.	Working Alone
35.	Working in the Sun
36.	Control of Noise at Work Regulations
37.	Carriage of Dangerous Substances