



Document Status			
Date of next review	November 2024	Responsibility	H & S Committee
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Date of Policy Adoption by Governing Body		Responsibility	Chair of H & S / BMM chair
Last reviewed: 2023 - 2024		Signed:	<i>Mark Rounding</i>
Method of Communication			
Website, Server			

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Cawood C E Primary School

Our statement of intent is:

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

Signed: *Nicholas B. Payling* Headteacher

Signed: *Mark Rounding* Chair of Governors

Date: 21.11.22

Review date: November 2024

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of: **NOTE**

The Headteacher: NYCC, and the Health and safety governor. (Mark Rounding)

Insert the name of the Headteacher and the Chair of Governors, (or the Governor with responsibility for health and safety).

Day to day responsibility for ensuring this policy is put into practice is delegated to:

LEAD OFFICER N. Payling
Assistant Head: L. Ramsdale

Assisted by:-
SCHOOL H & S CO-ORDINATOR

J. Patterson and S. Edwards

If the Headteacher is not always there, or does not have time to manage on a day-to-day basis, you can delegate this role to someone else, e.g. Deputy Headteacher, Head of Year, and Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name: NYCC representative.
Responsibility: (BMM) Business Management - Premises and Grounds

Name: Nick Payling (Head) and Mark Rounding (Chair of Governors)
Responsibility: Overall operational day to day management

Name: Judith Patterson
Responsibility: Kitchen

Name: Feoffee / Diocese
Responsibility: Maintenance and safety of the building

Name: Class teachers
Responsibilities: Classroom teaching Environment.

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Headteacher / H and S officer/ Office staff/employees/ H and S governor.

NOTE

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

The findings of the risk assessments will be reported to:

Headteacher / H and S officer/ NYCC

You will find some examples of key areas that you should consider, at the end of this guidance.

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

Action required to remove/control risks will be approved by:

Headteacher/H and S officer/NYCC

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

The person responsible for ensuring the action required is implemented is

The member of staff undertaking the activity. Headteacher/ NYCC Health and safety officer.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

You can find more guidance in HSE's free leaflets for example:

- Five steps to risk assessment INDG163
- A guide to risk assessment requirements:

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Common provisions in health and safety law INDG218

The member of staff undertaking the activity. Headteacher/ NYCC Health and safety officer.

HSE Books Tel: 01787 881165.

www.hsebooks.co.uk

www.hse.gov.uk

Assessments will be reviewed every:

Our **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment.

Termly (NYCC H & S assessments) or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NOTE

You must consult your employees.

NYCC- Health and safety officer

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

The diocese- Health and safety

The governing body – Health and safety

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

Teacher and Headteacher unions

You may to use your works committee or another meeting as a forum for consultation.

Consultation with employees is provided by:

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

M. Rounding, J. Rounding, J.Grey

Mark Rounding - H and S governor

Janet Rounding - H and S governor

Jackie Grey – H and S governor

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

NYCC
H and S governor/ governing body
Property services
Cleaning services
NYCC caterers

NOTE

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

Ensuring effective maintenance procedures are drawn up is the responsibility of:

NYCC
H and S governor/ governing body
Property services
Cleaning services
NYCC caterers

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's website www.hse.gov.uk or HSE publication:

The person responsible for ensuring that all identified maintenance is implemented is:

- Buying new machinery INDG271 (free)

NYCC
H and S governor/ governing body
Property services
Cleaning services
NYCC caterers

Problems with plant/equipment should be reported to:

NYCC
H and S governor/ governing body
Headteacher – H and S officer
Property services
Cleaning services
NYCC caterers

Checking plant and equipment health and safety standards before purchase is the responsibility of:

The purchaser
NYCC
H and S governor/ governing body
Headteacher – H and S officer
Property services
Cleaning services
NYCC caterers

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

NYCC
H and S governor/ governing body
Headteacher – H and S officer
The site manager
Property services
Cleaning services
NYCC caterers

NOTE

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

The person(s) responsible for undertaking COSHH assessments is/are:

NYCC
H and S governor/ governing body
Headteacher – H and S officer
The site manager
NYCC Grounds maintenance
Property services
Cleaning services
NYCC caterers

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

You can find more guidance at www.hse.gov.uk or HSE publications:

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

- HSE's COSHH: A brief guide to the regulations INDG 136 (free);
- COSHH essentials: Easy steps to control

**NYCC
H and S governor/ governing body
Headteacher – H and S officer
The site manager
NYCC Grounds maintenance
Property services
Cleaning services
NYCC caterers**

chemicals HSG193 (priced)

- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 (priced)

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

**NYCC
H and S governor/ governing body
Headteacher – H and S officer
The site manager
NYCC Grounds maintenance
Property services
Cleaning services
NYCC caterers**

Checking that substances can be used safely before they are purchased is the responsibility of:

**The purchaser
NYCC
H and S governor/ governing body
Headteacher – H and S officer
The site manager
NYCC Grounds maintenance
Property services
Cleaning services
NYCC caterers**

**Assessments will be reviewed every Termly (NYCC H & S assessments)
At least annually.**

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

The staff room

Health and safety advice is available from your NYCC Safety Risk Adviser:

Janet Morris – 07788 564 532
Janet.morris@northyorks.gov.uk

Further support –

Wayne Thickett 07973 802034
Wayne.Thickett@northyorks.gov.uk

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Headteacher

NOTE

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

You are required to have access to competent advice, either in house or, if not available, external.

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant health and safety information for that location by that employer/company.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by: **NOTE**

The school H and S officer (Nick Payling) Headteacher and/or the assistant headteacher.

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Job specific training will be provided by:

NYCC (skills and job training)
Class teachers
Staff tutor
Contracted training agencies
H and services

Employees will need job-specific training, which includes the health and safety aspects of the job.

Specific jobs requiring special training are:

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Asbestos management
Legionella
Site manager

Some jobs will require additional special training (e.g. manual handling, driving etc.)

First aid – use of epi-pen

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

Fire awareness and fire warden training

Working at heights and safe ladder training
Manual handling/

You should monitor the training records, so that refresher training is given when necessary

Educational visits / SEND/ RPI / Safeguarding/

NYCC Education Service has a commitment to provide health and safety training to Headteachers, Governors and Lead Officers etc. For further details of the courses available please contact:

Training records are kept at/by:

The office staff / H and S officer
In the H and S document file

- CPD Section- CAMAS Tel: 01609 532864
- County Training Tel: 01609 532841

Training will be identified, arranged and monitored by:

Headteacher, Sam Edwards the H and S committee and the H and S officer

ARRANGEMENTS

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs:

DSA for computer operators

Health surveillance will be arranged by:

Headteacher
NYCC occupational Health

Health surveillance records will be kept by/at:

The admin Officer /Health and safety officer in the H and S document management file

The first aid box(es) are kept at:

The staffroom
Library corridor
EYFS – nursery class
All classes

The appointed person(s)/first aider(s) is/are

Ann-Marie Taylor; Karen Jackson, Coryn C – pediatric first aid training
All teaching and non-teaching staff have emergency first aid training
- Updated September 2022

All accidents and cases of work-
Electronic files kept electronically on the main admin computer

The new electronic record keeping system is called Scholarpack

NOTE

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens.

- Refer to NYCC Occupational Health
Tel: 01609 785780

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE website on www.hse.gov.uk or

HSE's free leaflets:

- First aid at work – your questions answered INDG214
- Basic advice on first aid at work INDG215

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:

NYCC Safety Risk Adviser Tel: 01609 532589.
Follow the procedures outlined in your NYCC

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section is:

CYPS Health and Safety Policy and Guidance Manual.

Headteacher

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

NOTE

You must be able to show that you are checking working conditions and systems of work to ensure you are monitoring health and safety.

The H & S committee conduct an inspection every term
All sickness absence followed by a return to work interview
PE equipment tested annually
Emergency lighting tested annually by a contractor
Electrical (PAT) testing annually
Fixed electrical testing
Fire alarms tested every week
Emergency lighting monthly
Ensure contractors complete Authorisation to Work Forms
Site rules given to all visitors in school
Monitoring of water temperature for legionella – Primary Club
Monitoring of asbestos in school
Constant vigilance by all staff and pupils
Investigation of any accidents
Logging of near misses and information shared as necessary
Health and Safety agenda item on staff meeting agenda for any issues raised
Scrutiny of accident records
School Hands Service Inspection
Extraction fans maintenance
JACOBS Premises inspection
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
North Yorkshire condition of building inspection

both actively and reactively, for something goes wrong.

Whether appointed person can be identified, have reports submitted to the Health and Safety Reps, do spot check visits, and carry out regular inspections, etc.

Health and Safety Reps have the right to investigate any incidents and investigate any accidents.

You can investigate any accidents and sickness absences that occur.

The person responsible for investigating accidents is:

The headteacher / H and S officer / H and S governor / Chair of governors

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

The person responsible for investigating work-related causes of sickness absences is:

**The headteacher / H and S officer / H and S governor / Chair of governors
NYCC Occupational health**

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

The person responsible for acting on investigation findings to prevent a recurrence is:

The headteacher /Assistant Headteacher / H and S governor / Chair of governors NYCC Occupational health

When you find out what went wrong – put it right.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher

NOTE

Responsible Officer - All schools must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

The Asbestos Risk Management file is kept in:

Policy and Procedure - The yellow 'Asbestos Risk Management' file outlines NYCC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)

The Headteacher's office

Surveys - A type two survey of the premises should be available, with the location of ACM's identified on a site plan.

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACM's are present in the work area.

The Headteacher's office

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Contractors - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

The Headteacher / The H and S officer /The school admin officers

Asbestos risk assessments will be undertaken by:

Risk Assessment and Inspection - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACM's must be set up. The risk assessment will help you to establish the necessary frequency of visual inspections.

NYCC / The Diocese / The Headteacher / H and S officer

Visual inspections of the condition of ACM's will be undertaken by:

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

NYCC / The Diocese / The Headteacher / H and S officer

Records of the above inspections will be kept in:

The Headteacher's office

- If in doubt always seek immediate advice from your BDM area maintenance office:
Scarborough: 01723 508410
Harrogate: 01423 568444
Northallerton: 01609 785718
BDM Asbestos Manager Tel: 01609 785748
HSE website: www.hse.gov.uk

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

NOTE

The nominated Site Manager under the NYCC Legionnaires Disease Risk Management Policy is:

Headteacher

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

The Hertel file

The person responsible for carrying out the on-site tasks set out in the above assessments is:

The site manager – NYCC cleaning services

Record showing that the above on-site tasks have been undertaken are kept in:

The Hertel file

Site Manager - The Directorate will nominate Site Manager. This will normally be the Headteacher.

Risk Assessment - will be undertaken by Hertel (UK) Ltd. Documentation will then be provided to schools detailing any requirements for on-site monitoring/control tasks (typically temperature recording and flushing).

Site Operator - The site manager may nominate a member of staff (the site operator), to carry out the on-site tasks set out in the risk assessment.

Records - Records of the on-site tasks must be maintained for monitoring purposes.

Changes - to water systems which may effect the level of risk, must be notified to the -

- **BDM Legionella Monitoring Officer**
Tel: 01609 785710

Advice – Further advice is available from the above and in the NYCC Environmental Services publication 'Water Services Hygiene'.
HSE website: www.hse.gov.uk

**January 2022
Health and safety during a
pandemic.**

The aspects of Health and safety and how to reduce risk of harm to staff and pupils will be outlined in a separate document.

This will take the form of a risk assessment that is prepared by the NYCC H and S executive board and approved by the governing body.

ARRANGEMENTS

WORK AT HEIGHT

All work at height in the school must be **NOTE** authorised by:

The Headteacher / The H and S officer

Authorisation - A designated duty holder should be responsible for authorising work at height in the school.

Risk assessments for working at height are to be completed by:

The Headteacher / The H and S officer / all staff members

Risk Assessments - must be in place for all tasks involving work at height where there is a significant risk of injury. These assessments may be generic for repetitive tasks

Equipment used for work at height is to be checked by and records kept in:

School governor document | Headteacher's management file

Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

Training records for persons carrying out work at height are kept:

The H and S Document Management file

Training - should be undertaken by all persons carrying out work at height. As a

minimum, relevant staff should be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

You can find more guidance on HSE website www.hse.gov.uk or in the following HSE publications:

- Safe Use Of Ladders And Stepladders (an employers guide) INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder & Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

Further advice on work at height can be obtained from your NYCC Safety Risk Adviser: Janet Morris

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

The Headteacher / H and S governor

The Educational Visits Co-ordinator(s) is:

The Headteacher

Risk assessments for off-site visits are to be completed by:

The members of staff leading the educational visit.

The Guidelines for Educational off-site Visits for Schools are kept in:

The educational visits file in Headteacher's office

NOTE

Authorisation - A system must be in place to ensure no parties leave the school without the appropriate authority.

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Guidelines are followed.

Risk Assessment - must be in place for all off-site visits These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

NYCC Guidelines – A copy of the off-site visits code of practice and guidelines must be available at all times in the school.

Details of off-site activities are to be logged onto the NYCC database by:

The school admin officers

Database – All off-site visits must be logged onto the NYCC notification database, either as part of a rolling programme, or as an individual visit.

- Further advice can be obtained from the Educational Visits Consultant based at Beverley Park
Tel: 01423 711287

www.visits.n-yorks.net

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

The MBB (HandS/PandG committee)
Headteacher

NOTE

You must carry out fire risk assessments, in the same way as you do general health and safety risk assessments.

Escape routes are checked by/every:

All staff daily

NYCC
(annual
inspection)

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done

Fire extinguishers are maintained and checked by/every:

Walker Fire
DBE services

– Annually

Alarms are tested by/every:

Site manager
DBE services

Weekly
Half yearly

Emergency evacuation will be tested every:

Termly

The Security Co-ordinator is:

The site manager

CYPS Policy and Guidance Handbook
Educational Visits Policy
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Missing Child Procedure
Snow and Ice Procedure
Gritting Plan
Bomb Threat Policy
Display Screen Equipment Policy
Emergency Procedures Policy
First Aid & Medicines Policy
First Aid At Work
Homeworking Policy
Interactive Whiteboards Policy
Intimate Care Policy
Laptop Policy
Lettings Policy, (if applicable)
Lone Worker Policy
Midday Supervisory Policy
Mini Bus Policy & Guidance, (if applicable)
Missing Child / Student Policy
Nappy Changing Policy, (if applicable)
Disaster Recovery Policy
Events Policy
Lockdown Policy
Snow Policy / Procedure
Use Of Chemicals At Work Policy
Use of Sunscreens Policy, (if applicable)
Working At Heights Policy

APPENDICES

List here any other policies relevant to health and safety and state where they are located. *E.g. Medicines Policy, Educational Visits Policy etc.*

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

There are many free health and safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165
HSE Book Website: www.hsebooks.co.uk

Health and Safety Information Services
Infoline Tel: 08701 545500
HSE Website: www.hse.gov.uk

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

Andy Dolan – Service Manager
SCHOOL HANDS SERVICE
North Yorkshire County Council
Safety Risk Management Unit
Room 161a, County Hall
Northallerton, DL7 8AE

Tel: 01609 532545
Fax: 01609 532543
E-mail: andy.dolan@northyorks.gov.uk