

## Le Rocquier School - Health and Safety Policy

### 1. Aims:

1. Our aim is to provide and maintain a safe and healthy environment.
2. We will establish and maintain safe working procedures amongst staff, students, and all visitors to the school site.
3. We will ensure that the premises and equipment are maintained safely and regularly inspected.
4. We will achieve this by working in partnership with CYPES and by implementing the adopted devolved Health and Safety management system, policies, minimum standards, and procedures.
5. We will encourage all staff and students to engage pro-actively in all aspects of Health and Safety.

### 2. Roles and Responsibilities:

The Headteacher is responsible and accountable for the overview and implementation of all relevant Health and Safety legislation. He has a duty to:

- Demonstrate visible support and active leadership for Health and Safety within the School.
- Together with the Site Manager, review and implement Government of Jersey and CYPES system requirements, policies, and standards within the school in an appropriate, timely, and effective manner.
- Provide adequate resources in terms of competency, time, and finance for the implementation of these policies.
- Monitor and review Health and Safety within the school.
- Recognize the importance of employee involvement in all Health and Safety issues and ensure the effective communication of policies and standards within school.

### 3. The Senior Leadership Team (SLT):

Will be vigilant and aware of Health and Safety risks arising from work related activities. SLT need to ensure that the Health and Safety policy is applied in everyday practice and ensure that the school systems are regularly reviewed and monitored through the following activities:

- Updating and monitoring all Policies, Systems and Procedures from CYPES.
- Discuss Health and Safety regularly as part of SLT operational meetings.
- Manage risk through the development of risk assessments and risk reduction plans.

### 4. The Site Manager:

Is responsible for the practical management and implementation of the Government and CYPES Health and Safety policies, standards, and guidance within their areas of responsibility and, so far as is reasonably practicable, they will be required to:

- Understand their role as Line Manager with regards to Health & Safety.
- Ensure all 'significant' routine and non-routine work activities have been 'suitably and sufficiently' risk assessed and proportionate operational risk controls developed and implemented.
- Communicate to staff what their Health and Safety responsibilities are and what is expected of them.
- Involve employees and safety representatives in the risk assessment and development process.
- Consult with staff to enable them to effectively discharge their responsibilities.
- Ensure adequate levels of supervision.
  
- Identify occupational health risks and ensure appropriate health surveillance is provided in response to risk assessments.

- Co-ordinate work activities with others in shared places of work (contractors or other departments).
- Obtain specialist advice when required from the Education Departmental Health and Safety Manager.
- Resolve conflicts of Health and Safety issues and operations, and if necessary, escalate to a higher level.
- Conduct accident trend analysis and implement corrective actions.
- The examination of safety audit reports and development of action plans to implement improvements.
- Development and implementation of safety rules and 'safe systems of work'.
- Carrying out Health and Safety inspections as agreed.
- Monitoring and implement the changes in Health and Safety legislation.
- Monitoring the implementation of organisational procedures of the safety management system.
- Monitoring the implementation of risk control measures identified by risk assessments and monitoring the allocation of resources for Health and Safety.

#### **5. Heads of Faculty/Line Managers/Leaders:**

Are responsible and accountable for the supervision and compliance with policy and procedures in the workplace. They will be required to:

- Understand their role as Line Managers with regards to Health & Safety.
- Ensure all curriculum routine and non-routine work activities have been risk assessed and help develop procedures where needed.
- Maintain competence amongst employees.
- Ensure employees under their control are aware of the operational risk controls, and that work is carried out according to the procedure.
- Stop any unsafe practices by employees they have responsibility for.
- Raise any safety issues or concerns through the Site Reporting Form available on desktop and use on site radios for emergencies.
- Report any accidents or near misses through the appropriate routes and assist with any incident or accident reviews with Site Manager and through the reporting portal.

#### **6. All Staff:**

Must make themselves familiar with the requirements of Health and Safety legislation and codes of practice which are relevant to the department in which they work.

All staff must co-operate by:

- Taking reasonable care for their own and others' Health and Safety.
- Using materials and equipment in accordance with the manufacturers' guidelines and training.
- Informing the Site Manager, SLT, Line Manager or HOF at once of any perceived hazard in the workplace or shortcoming in the protection for employees.
- Complete Risk Assessments as needed.
- Report any accidents or near misses through the appropriate routes and assist with any incident or accident reviews (with the Site Manager and through the reporting portal).

## **7. Accident Reporting:**

The Site Manager shall be immediately notified of accidents and Near Misses resulting in injuries to employees, students, pupils, public and any contractor on the school's premises which result in:

1. A death or major injury.
2. 24 hrs hospitalisation.
3. Absence for more than 3 days
4. Attending the Accident and Emergency Department.

It is the responsibility of the Site Manager to investigate accidents and near misses and to report findings to the Headteacher, and to act upon accident investigation findings to prevent recurrence of accidents.

### **Accidents**

All accidents must be reported and recorded by the school office. Notifiable accidents are recorded by the school office and reported online via the to the Government of Jersey, 'Incident Reporting Form', link as below. A notifiable accident is when an ambulance is called or when a staff member or student is sent/take to Accident & Emergency at the General Hospital.

[https://jersey-self.achieveservice.com/service/Incident\\_reporting\\_form](https://jersey-self.achieveservice.com/service/Incident_reporting_form)

### **Incidents/Near Misses/Safety Observations**

An Incident, Near Miss or Safety Observation (hazard) is reported via the below link via the Government of Jersey 'Report a H&S Incident':

<https://forms.office.com/Pages/ResponsePage.aspx?id=ERVWK999XEmBZPVq53bFShndqYKBH6dFpYZhdZIPC8IURVJYTVIIWFIQUFIORjJDQThFVDQxNzIPNy4u>

All incidents, near misses or safety observations must be reported to the school office as soon as possible, on the same day.

### **Employees**

All staff are required to be vigilant with regards to all Health & Safety aspects of their day to day working practice and that of the students in their care.

All staff must complete mandatory Health & Safety training via Connect People and Health & Safety induction training with the Site Manager plus complete any continued professional development mandatory training whilst in post.

### **First Aid**

Le Rocquier School has a large number of qualified staff both teaching and support staff in First Aid with refresher training as part of their continued professional development.

### **Non-Employees**

Non-employees of the school will also be made aware of their responsibilities whilst on site by the Site Manager, to include the level of Health and Safety responsibility expected of them in respect of their own Health and Safety and that of others.

- Ensuring all possible control measures have been implemented before any work or activity takes place.
- Report and record all accidents and near misses (definitions are below).

**Incident:** A set of conditions or circumstances that have the potential to cause injury or ill health. Examples include: a spanner falling from height, hitting an item of equipment resulting in damage but not injuring anybody.

**Accident:** An unplanned event that cause's injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture and impact injuries.

**A Near Miss:** Is an unplanned event that does not cause injury, harm or damage but could do so. Examples include articles falling near to people and short-circuits on electrical equipment.

### **8. Health & Safety Housekeeping:**

The school staff will be expected to immediately report to the Site Team, Business Manager or SLT, any incidents of poor housekeeping around the school that may pose a hazard or a risk to the Health & Safety of the staff, pupils, and visitors in the school.

Any concerns or issues will be dealt with by the Site Team, or the area will be made safe until such time as the matter can be rectified. The Site Manager will conduct regular site walks and checks together with the Caretakers on the following areas:

- **Floors and corridors** – wet, greasy, dusty, or dirty spills or splashes, unsuitable floor surface or covering, trailing cables, congestion, obstruction, inadequate lighting.
- **Furniture and fittings** – check circulation routes are not impeded by the arrangements of furniture and that furniture is not damaged or unstable. Check that furniture is not in a dangerous condition (rough wood, splinters, protruding screws, nails, loose components etc).
- **Storage** – Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves e.g., 2 rung stepladders with handrail.
- **Waste** – Are there adequate containers for the disposal of waste, are they emptied regularly, check waste accumulating on escape routes.
- **Welfare Facilities** – Is there adequate storage for coats and personal belongings, are the facilities for making drinks and snacks kept clean & tidy, is food stored in appropriate containers.
- **Fire** – Are flammable materials kept away from heat and ignition sources and stored in approved, correctly labelled containers. Are all fire exits, call points escape routes correctly marked and labelled?
- **Inspections** – A general workplace inspection of the site will be conducted as an on-going process by the Site Team. Staff will be asked to report back to the Site Team immediately if their classroom/teaching area requires attention.

## Housekeeping

It is the responsibility of **Jersey Property Holdings** to deal with all checks, reporting and monitoring of the following services in accordance with legislation:

- Asbestos
- Legionella
- Lighting
- Emergency Lighting
- Heating systems & boilers
- Gas supplies
- Fire & Intruder Alarms
- Fire Fighting Equipment
- Water Supplies
- Disabled & Passenger Lifts
- Tree maintenance

## 9. Fire and Emergency Evacuation Procedures:

**On hearing the Fire Alarm everyone must leave the building immediately.**

- Leave the building calmly but quickly in an orderly manner. **DO NOT** return to your office/classroom to collect coats, bags etc.
- Do **NOT** use the lifts. Mobility impaired students should be escorted and will go to the refuge points at either end of the stairwells, press the button and await instructions.
- Where appropriate, ensure that members of the public are directed to the fire exits.
- Comply with the instructions of the Fire Marshalls, they are trained and appointed to ensure your safety.
- If the alarm goes off during lesson time exit the room quickly and calmly, students will exit the room first under supervision of the member of staff, close the door behind you. Make your way to the muster areas on the ball courts, students report to their form group for registration.
- Please be aware that in the event of a fire you may be guided by a member of staff via an alternative route to the same or different muster area.
- Staff must wait to be instructed by the Headmaster/Site Manager that they can re-enter the building.

## 10. First Aid:

- First Aid equipment is checked and filled up at regular intervals by the school office staff.
- All equipment replacements and refills are ordered through the school office.

## 11. Care of Substances Hazardous to Health (COSHH):

All hazardous substances must be kept and managed in accordance with CYPES policies. Areas where hazardous substances are located are: Technical Skills, Science, Art, Food Technology and in the Site Team office. A detailed register (inventory) of all hazardous substances used and stored on the school's premises must be kept up-to-date and maintained.

- Obtain material safety data sheets for all identified and suspected hazardous substances.
- Ensure that the containers of hazardous substances are correctly labelled.
- Conduct a risk assessment on each hazardous substance and/or process that presents a **'significant' risk**.
- Ensure that staff and students have received sufficient information, instruction, and training to handle these substances.

- Ensure that all staff working with chemicals can demonstrate competencies regarding safe systems of work.
- Monitor the implementation and effectiveness of control measures.

### **12. The Maintenance and Management of Contractors, Building and Equipment:**

- All outside approved contractors must report to the main office and sign in the Jersey Property Holdings (JPH) logbook.
- All cyclical maintenance for mandatory and statutory works will be monitored and reported to JPH and the Site Manager.
- Outside contract work, all contractors to be aware of our Health and Safety Policy.
- Ensure the correct management of contractors onsite by following the guidance of the Management of Contractors, Operational Policy, Gov. of Jersey
- Contractors are not allowed to use any of the schools' tools or equipment.
- Should all have membership of trade bodies and be on the Property Holdings approved list.
- When necessary, provide risk assessments and permits to work i.e., working at heights and hot metal works.
- All key holders are responsible for the security of the premises, which includes the setting of alarms.

### **13. Electrical Equipment and on-Site Work:**

#### **JPH is responsible and accountable for monitoring electrical safety across all Education sites.**

- Routine inspections and PAT testing will be carried out at regular intervals by a designated approved contractor.
- Electrical installations and equipment are installed in accordance with the current Institute of Electrical Engineers (IEE) Wiring Regulations (advice must be sought from JPH).
- All work undertaken on electrical installations is undertaken by an organisation approved by the NICEIC (National Inspection Council for Electrical Installation Contractors).
- All electrical work is undertaken by electricians approved by the NICEIC or Electricity Training Association (ETA).
- All fixed installations are maintained in a safe condition by carrying out routine safety testing.
- Portable and transportable equipment is visually inspected by the user on a regular basis (HSE guidelines regarding frequency shall be used as best practice).
- Contractors carrying out work, maintaining, inspecting, or testing a system or equipment ensure it is undertaken using a safe system of work.
- Electrical equipment is suitable for use by identifying and assessing operational needs prior to its purchase, obtaining advice and assistance from a competent person (JPH, Principal Maintenance Manager) where necessary.
- Risk assessments relating to fixed and portable electrical equipment are undertaken.
- Work on live systems is undertaken only by approved contractors. Projects involving live working shall only be controlled and managed by JPH.

#### **All School staff must:**

- Ensure that all electrical equipment and systems are treated reasonably and not misused in anyway.
- Not attempt to repair electrical equipment and systems. All defects must be reported to the Site Manager without delay.

Never use electrical equipment in damp surroundings or where flammable vapours may be present, unless you know that it is suitable for that purpose.

- The Site team will conduct yearly visual electrical inspections.
- Portable and transportable equipment is visually inspected by the user on a regular basis.
- All loose connections and faults must be reported immediately to the Site Manager, and all maintenance requests from staff will be followed up promptly.
- Any leads/extensions must be properly used with covers to prevent trips and falls.

#### **14. Labs/Workshops/Practical Working Areas:**

- Individual policy dos and don'ts for users displayed and students informed by staff.
- Correct Personal Protective Equipment (PPE) must be provided.
- Safety signage and instruction must be displayed.

#### **15. Machinery:**

- All staff using machinery must have the correct training; no unauthorised staff to use any machines.
- Staff to make sure they use the correct clothing and safety equipment.
- All equipment must be used with the appropriate safety guards on.
- All equipment must be serviced on a yearly basis.

#### **16. Manual Handling:**

To comply with the requirements of the Manual Handling Regulations the school must undertake the following actions:

- Avoid the need for hazardous manual handling as far as reasonably practicable.
- Identify all manual-handling activities in the school that cannot be avoided.
- Assess the risk of injury from any hazardous manual handling activity that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.
- Control the risk using the hierarchy of controls.
- Provide information, training, and instruction.
- Review effectiveness of the risk control.
- The hazard identification, risk assessment and control process should be undertaken in conjunction with the affected staff and where required, assistance from the safety representative.
- Each step in the process must be documented.

#### **17. Display Screen Equipment (DSE):**

To ensure hazards and risks associated with the habitual use of DSE is reduced and that school is compliant with GoJ/CYPES policies, procedures, and GoJ Minimum Standards for H&S, we will:

- Identify DSE 'Users' in all areas of the school.
- Identify the hazards associated with the equipment.
- Assess and control the risk of an injury arising from each identified hazard.
- Develop management plans to control the risk inclusive of training.
- The hazard identification, risk assessment and control process will be undertaken in conjunction with 'User' of the DSE and with the safety representative.

### **Employee Self-Assessment**

Each employee is required to complete an online assessment.

This can be accessed on Connect People as part of mandatory training.

Upon completion, any concerns identified are to be discussed with the Site Manager in the first instance in order to assist you in any change of working arrangements if required.