



Jersey College for Girls Health and Safety Policy

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| Reviewed by: | June Fosse & Pierre Louw |
| Date: | December 2016 |

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| Agreed by Staff: | January 2017 |
| Agreed by Governors: | March 2017 |
| Next review: | Spring Term 2019 |

Aims

Our aim is to ensure, so far as is reasonably practicable, the health and safety of all staff, students and members of public who come into contact with the college. We will achieve this by working in partnership with Education and by implementing the adopted devolved Health and Safety management system, policies and procedures.

Objectives

It is everyone's duty of care to ensure that health and safety is managed, monitored and adhered to in a positive and practical manner. The detailed code of practice for the JCG health and safety policy is supported by these general principles and should be applied with the following in mind:

How we will achieve this:

1. By raising awareness – reporting near misses and minor events
2. By reviewing and monitoring all current practices
3. By making improvements where necessary
4. By training staff (through relevant courses)
5. By encouraging all staff to engage pro-actively in all aspects of health and safety

Management and the Health and Safety Committee

It is the responsibility of senior leaders to be vigilant and aware of health and safety risks arising from work related activities. The Management and Health and Safety Committee have an important part to play in making Education Policies and Procedures effective and a reality. The ability to manage health and safety effectively is an important component within the skills required by professional managers operating within the College and the teams will ensure that the Colleges systems are regularly reviewed and performance measured against Education's systems and procedures.

This is achieved through:

- Updating and monitoring all Education Policies, Systems and Procedures.
- Holding Health and Safety meetings once a term.
- Managing risk through the development of risk assessments and risk reduction plans.
- Conducting accident trends analysis and implementing 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 the introduction of any measures in the workplace which may substantially affect the Health and Safety legislation and which are likely to have an impact on the College and Department.
- 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.

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 facilities department at once of any perceived hazard in the workplace or shortcoming in the protection for employees
- Ensuring all possible control measures have be implemented before any work or activity takes place
- Report and record all accidents and near misses

Health and Safety Committee

The Health, Safety and Security Committee at JCG comprises of the Site Manager (Chairman), Schools Sports and Facilities Manager Education, a Governor Representative, AVA Assistant, Technology Technician, Science Technician, and one member of staff. The Committee will meet once a term.

Education Policies, Procedures and Systems

Accidents and Near Miss Reporting

This will also cover visitors who are members of the public and therefore not classed as 'at work' and for the purposes of this procedure, brief definitions and examples of an 'accident' and a 'near miss' are given below.

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 or damage, but could do so. Examples include: articles falling near to people and short-circuits on electrical equipment.

The Senior Management Team shall be immediately notified of accidents resulting in injuries to employees, students, pupils, public and any contractor on the College's premises which result:

1. in a death or major injury;
2. 24 hrs hospitalisation
3. that prevent the injured person from continuing at his/her normal work, or absence for more than **three (3) days**, and;
4. Accidents/incidents involving a student/pupil/contractor or a visitor (member of the public) (Lawful or unlawful) on any of the College's premises requiring emergency service transfer to hospital.

Further internal and external notification by the Principal and Senior Management Team, will be undertaken depending upon the circumstances.

Staff must report all accidents and incidents in the workplace to the main office or Site Manager or in their absence a member of the SMT.

- Accident forms can be collected from the office and all details must be completed fully. Witnesses must also complete a report form and return it to the office.
- The office will inform parents/guardians if students are involved.

Emergency evacuations

The **Health and Safety at Work (Jersey) Law 1989** requires every employer to establish suitable procedures to safeguard employees, so far as is reasonably practicable, in the event of imminent danger.

The College has:

- Established procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
- Nominated competent persons to implement the above as regards evacuation of premises.
- Ensured that no employee has access to a restricted area unless that employee has been appropriately trained.

Staff, Students, Parents, Visitors and Contractors must:

- Co-operate with management to meet the requirements of these arrangements.
- Bring to their immediate managers' attention any weaknesses or shortcomings in these arrangements so that additional control action can be implemented.
- Students must be instructed to follow the same procedures as employees of the College and familiarise themselves with the actions to take in the event of an emergency.

Evacuation Co-ordinators and Fire Marshalls must:

- Ensure that their areas are clear and correct procedures are followed during an emergency and report any shortfalls and non-compliance to appropriate officers.
- Report the presence of disabled individuals located in disabled refuges.
- Review all emergency activities regularly and if required put in remedial measures to ensure that the highest standard is maintained.
- Regularly inspect the means of escape and inspect fire fighting equipment and fire warning signs.
- Be familiar with the different types of emergencies and the action to take.
- Locations of fire extinguishers on the work map.
- Display the "fire routes" sheet in your classroom.
- All appropriate kinds of extinguisher are in place.
- There are arrangements for evacuation in every room. Usually only one building will require to be evacuated at any time so it is important to know the whereabouts of students in your care at all times.
- A guided system to the assembly area.
- A fire practice every three months, this includes all false alarms, which are recorded by the Site Manager.

Fire and Emergency Evacuation Procedures

On Hearing the Fire Alarm you must leave the building immediately not to do so places you, other staff, students, members of the public, fire marshals' and the emergency services in potential danger. Do not return to your office/department/classroom/desk or work areas to collect your coats or for any other reason. Terminate all telephone calls immediately.

You must follow the instruction of Management, Staff or Fire Marshalls, If you are asked to leave the building then do so immediately.

Management, teaching staff, and Fire Marshalls will give you specific instructions as to what you should do and where you should go. These are also displayed in all teaching, reception and resources areas.

- When you leave the building, do so calmly but quickly. **DO NOT** return to your office/classroom to collect coats, bags etc. **DO NOT** carry drinks down the stairs.
- 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 gather in a straight line with your subject teacher at the clearly marked points at the assembly area for your year groups.
- If the alarm goes outside of lesson times please gather in your year tutor groups at the marked points and wait in silence.
- You must wait to be instructed by a member of staff before you re-enter the building (staff must wait to be instructed by Facilities Staff that they must re-enter)
- Please be aware that in the event of a fire you maybe guided by a member of staff via an alternative route to the same or different assembly point
- If you are sitting an exam you will remain in the exam room and continue with the exam as normal until advised by the Exams Officer whether you leave the building or not.
- Do **NOT** re-enter the building until you receive instructions from your Fire Marshall to do so.
- Do **NOT** use the lifts.

Bomb Threat Warning Notice

As soon as this alarm sounds staff in charge will instruct the students to follow the appropriate procedures

- Gather all the belongings you have with you in the room.
- Do not touch anything unusual but report its presence to the staff in charge.
- Leave the room door open.
- Follow the route as for fire evacuation unless this is blocked when guidance to an alternative route will be given by staff in charge.
- Assemble as for fire evacuation and listen in silence to instructions.

First Aid

- First aid equipment can only be used by qualified staff - Office, PE, Science and HE are amongst members of staff holding First Aid at Work qualifications. An up-to-date list of all qualified staff can be obtained from the main office.
- The equipment is checked and filled up at regular intervals by the office staff.
- All equipment replacements and refills are ordered through the Office.

The handling, Storage and Management of Hazardous Materials

All Hazardous substances must be kept and managed in accordance with Education Policies and Procedures and the following guidelines will assist you in achieving this. Areas where hazardous substances can be located are, Design Technology, Science, Facilities department, ground caretakers' storage and the Kitchen.

- A detailed register (inventory) of all hazardous substances used and stored on the schools 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 with regard to safe systems of work.
- Monitor the implementation and effectiveness of control measures.

The Maintenance and Management of Contractors, Building and Equipment

- All outside approved contractors have to report to the main office and sign in the Property Holdings (PH) log book.
- All cyclical maintenance for mandatory and statutory works will be monitored and reported to PH by the Site Manager.
- Outside contract work, all contractors to be aware of our Health, Safety and Security Policy.
- Contractors are not allowed the use any of the Colleges tools or equipment.
- Should all have membership of trade bodies and be on the Property Holdings approved list.
- Should be aware to health and safety and 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.

Electrical Equipment and on Site Work

The Jersey Property Holdings (PHs) Department 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 the (PHs).
- 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).
- The fixed installation is 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) (see Appendix 4).
- Contractors carrying out work, maintaining, inspecting or testing a system or equipment 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 (the States of Jersey Property

Holdings Department, Principal Maintenance Manager) (the Education Department's Approved Contractor) where necessary.

- Risk assessments relating to fixed and portable electrical equipment are undertaken
- Work on live systems is undertaken only by approved contractors only. Projects involving live working shall only be controlled and managed by the PHs Department.

All College staff **shall:**

- 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 Facilities and ICT departments will conduct yearly visual electrical inspection.
- Portable and transportable equipment is visually inspected by the user on a regular basis.
- All loose connections and faults have to be reported immediately to the site manager, where all Maintenance requests from staff will be followed up promptly.
- Any leads/extensions have to be properly used with covers to prevent trips and falls.

Training

- First aiders - current members of trained first aiders include Office staff, PE, HE and Science. Individual members of staff.
- Health and safety machinery – Craig Nicol.
- Health and Safety on cleaning/caretaking – Site Manager, Caretakers.
- Staff to go on courses where Health and Safety is relevant to their job.

Labs/Workshops/Practical Working Areas

- Individual policy do's 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.

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 to be used with the appropriate safety guards on at all times.
- All equipment has to be serviced on a yearly basis.
- Kitchen staff to follow hygiene procedures with regards to clothing and cleanliness.

Manual Handling

To comply with the requirements of the Manual Handling Regulations the College must undertake the following actions.

- Avoid the need for hazardous manual handling as far as reasonably practicable.
- Identify all manual-handling activities in the College 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.

VDU Equipment

To ensure the hazards and risks associated with the habitual use of DSE equipments is reduced and that the College is compliant with Education's policies and procedures we will:

- Identify Display Screen Equipment 'Users' in all areas of the College.
- 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 'Users' of the display screen equipment and with the safety representative.
- Each step in the process will be documented.



Jersey College for Girls Hot Drinks Guidance

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| Author: | June Fosse – Site Manager |
| Date: | December 2016 |

We have a duty of care to maintain the safety and welfare of all children and adults who access our services and premises. This includes the responsibility to ensure the health and safety of all those using and/or visiting the premises.

Rationale:

- To eliminate the risk of students, staff and visitors sustaining burns and scalds as a result of hot drinks in school.
- To recognise potential dangers.
- To take action to avoid/remove the danger.
- To reduce risk and eliminate accident and injury.

Guidance:

- All staff, our students, our visitors, work experience students and volunteers must adhere to the Hot Drinks guidance.
- Hot drinks in an open top cup or mug may be offered in a designated safe area, this includes all areas of the school out of school hours.
- All hot drinks carried in any area where there may be others present must be in a cup with a sealed lid.
- Students may have a hot drink before or after school and during break times provided it is consumed in the Dome or the Sixth form centre, that it is in a sealed drinking cup and is not left unattended.
- Staff on duty at break time may have a hot drink provided that it is in a sealed drinking cup and is not left unattended.
- All hot drinks transported from a kitchen area to a meeting room must be carried securely on a tray or transported on a trolley.

A practical common sense risk assessment should be applied to all situations however, there may be times in a very busy corridor where it would not be sensible to carry a drink even in a sealed cup. Equally over short distances it may be deemed safe to carry an open topped cup provided that caution is exercised.

Risk Assessment:

A risk assessment has been carried out and control measures put in place.

The risk assessment will be reviewed from time to time against the effectiveness of this guidance.