

Les Quennevais School Health and Safety Policy

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Date of initial policy	January 2022	Date of next review	January 2025
Reviewed	January 2024		

This policy should be read and implemented along with our Covid19 guidelines.

Roles and Responsibilities

All staff should make themselves familiar with the requirements of the Health and Safety at Work (Jersey) Law 1989 and any other health and safety legislation and codes of practice which are relevant to the department in which they work.

All staff should familiarise themselves with the health and safety aspects of their work to avoid conduct which would put themselves or anyone else at risk.

All staff should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work. In particular, all members of staff should:

- be familiar with the safety policy and health and safety regulations laid down by CYPES
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students
- ensure that all plant, machinery and equipment is adequately guarded
- ensure that all plant, machinery and equipment is in good working order
- not make unauthorised or improper use of the plant, machinery and equipment

- use the correct equipment for the job and any protective equipment or safety device which may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities which they observe to Business and Facilities Manager and/or Site team
- Always report any hazards or unsafe acts they notice (including accidents and near misses) to line manager or Business and Facilities Manager.
- take an active interest in promoting health and safety and suggest ways of reducing risks to line manager or Business and Facilities Manager

Heads of Department, supported by their line managers, are responsible and accountable for the supervision and compliance with policy and procedures in the workplace. They will be required to:

- Help the line manager to ensure all curriculum routine and non-routine work activities have been risk assessed and help develop procedures.
- 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 with their line manager.
- Report any accidents or near misses through the appropriate routes and assist with any incident or accident reviews.

Business and Facilities Manager is responsible for the practical management and implementation of the departmental OHSMS, policies, standards and guidance within his areas of responsibility and, so far as is reasonably practicable, he will be required to:

- 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 OHS 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.

- Assess the competency levels required for posts and ensure the selection and appointment of competent employees.
- Maintain competence amongst employees.
- 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 within from Alexander Richardson Business and Facilities Manager or outside the Department from the Departmental (DfESC) Health and Safety Manager Nick Jewell.
- Resolve conflicts between OHS issues and operations, and if necessary escalate to a higher level.
- Review OHS performance and set objectives to ensure continual improvement in line with the Departments policy.

The Headteacher is responsible and accountable for the implementation of the Corporate (DfESC) OHSMS and any local departmental OHS arrangements relevant to the school. She is expected to:

- Demonstrate visible support and active leadership for OHS within the School
- Together with the Business and Facilities Manager review and implement the Corporate OHSMS 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.
- Integrate the OHSMS into the school business planning processes and ensure business decisions reflect the OHS intentions set out in the policies.
- Monitor and review performance within the School.
- Recognise the importance of employee involvement in OH&S issues and ensure the effective communication of polices and standards within the School.

Non employees of the School will also be made aware of their responsibilities whilst on site and the level of health and safety responsibility expected of them in respect of their own health and safety and that of others. They will be made aware of the Asbestos Management Plan and will be required to sign the log on each visit to the school to acknowledge that they understand where asbestos can be found in the school and to enable them to carry out their work safely. This will be overseen by the Site Team.

Staff with Specific Health and Safety Responsibilities

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety function	Position
Holding Health and Safety Documents DfESC Policies	Business and Facilities Manager
Accident Reporting, Incident Reporting	Business and Facilities Manager Office Staff
Management of Asbestos	Business and Facilities Manager Site Team
First Aid	Nominated First Aiders Office Staff
Fire Precautions; Drills Exits, Extinguishers	Business and Facilities Manager Site Team
Building Maintenance (Control of Contractors)	Business and Facilities Manager Site Team
Safety Inspections	Business and Facilities Manager Site Team - SC
Security and out of hours lettings	Assistant Headteacher Operations Site Team
Trips Visits and Overnight Stays	Educational Visits Coordinator Activity Week Coordinator Assistant Headteacher Operations
Risk Assessment Management	Assistant Headteacher Operations Educational Visits Coordinator
Departmental Health and Safety Policies	Heads of Department
Technicians roles and responsibilities	Heads of Department
Protective Clothing	Heads of Department/ Technicians
Disposal of Chemicals	Lab Technicians/ Site Team

Health & Safety Housekeeping

The school staff will be expected to immediately report to the Site Team; Business and Facilities Manager / Caretaker, 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 Business and Facilities Manager, or the area will be made safe until such time as the matter can be rectified.

Business and Facilities Manager will conduct regular site walks and checks together with the Caretakers on the following areas:

Floors and gangways – 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 stepladder 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 labeled containers. Are all fire exits, call points escape routes correctly marked and labeled.

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 Assistant Headteacher immediately if their classroom/teaching area requires attention.

Pro-forma checklists will be given to staff periodically to carry out for their individual rooms.

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