



## Health and Safety at Work (Jersey) Law 1989.

### Draft - Haute Vallee School Health and Safety Policy Statement.

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#### Introduction

Haute Vallee School recognises the responsibility in ensuring appropriate policies and procedures are in place to comply with the Department for Children, Young People, Education and Skills (CYPES) Health and Safety Policies. Guidelines contained within the CYPES Health and Safety Policies will be followed in the main but slight variation might exist in order to accommodate work practices within the school.

This school Health and Safety Policy recognises the importance of taking all reasonable measures to maintain satisfactory standards of safety for all staff, students, visitors, contractors and users of the school.

The Site Manager, responsible for Health and Safety will, in conjunction with school staff, ensure that policies and procedures are in place and regularly reviewed. The Site Manager will act as Health and Safety Officer (HSO).

#### Our Statement of general policy is:

1. Consult with the Department for Children, Young People, Education and Skills and School Governors on matters affecting health and safety.
2. Provide adequate control of the health and safety risks arising from all school (work) activities.
3. Prevent accidents and cases of work-related ill health.
4. Ensure all staff are competent to carry out their daily tasks, and to give them adequate training (as required), including the safe handling and use of substances.
5. Provide a programme of Health Education for students.
6. Ensure adequate student supervision (on and off site).
7. Establish, practise and maintain effective evacuation procedures.
8. Provide a report procedure for accidents, dangerous occurrences and near misses (a narrowly avoided collision or other accident) to person or property.
9. Maintain appropriate medical facilities and arrangements.
10. Ensure the maintenance of furnishings, safe plant and equipment.

11. Provide guidance for school visits and the use of activities centres.
12. Monitor the use of school transport.
13. Ensure appropriate Health & Safety guidelines for Community Service and Work Experience.
14. Ensure the cleanliness of the building.
15. Ensure the adequate state of repair of the building.
16. Ensure safe working procedures are adopted by internal users and external agencies e.g. builders and contractors.
17. Ensure that all Community Users of the building are aware of the Health & Safety Policy.
18. Review and revise this policy as necessary at regular intervals.

### **Responsibilities**

Overall and final responsibility for health and safety within the school is that of the Head teacher.

The day-to-day responsibility for ensuring this policy and CYPES provided health and safety policies are put into practice is delegated to the Senior Leadership Team (SLT), Site Manager and Heads of Department (HoD) and Teachers in Charge (TiC) of subject areas.

All staff are responsible for ensuring that they are aware of Health and Safety procedures and follow safe practices in all areas of their work. Regular risk assessments must be undertaken by the HoD / TiC in their area and all staff must be informed of Health & Safety issues relating to their particular area of work.

Staff who become aware of any Health & Safety issue must report this to their HoD / TiC. Any additional concerns that can not be addressed by the HoD / TiC must be referred to the Health & Safety Officer, Site Manager or member of the SLT.

All students have to:

- co-operate with teachers and other staff 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 member of staff.

In addition to general practice, and in order to ensure that health and safety standards are maintained / improved, the following people have responsibility in the following specific areas:

Name	Responsibility
Site Manager	School Site (Health and Safety Officer)
Head of Department, Design Technology	Design and Technology
ICT Network Manager	Information Communication Technology, School Theatre
Finance Manager	Off Site Visits
Head of Department, Drama	Drama
Head of Department, Physical Education	Physical Education
Lead Science Technician	Science
Office Manager	School Office and Administration of Medicines
Lead Teaching Assistant ARC	ARC

This group of people (above) will constitute the schools Health and Safety Committee.

## Procedure

### 1. Consult with the Staff, School Governors and CYPES on matters affecting health and safety.

- CYPES have provided guidance on issues related to health and safety. CYPES Health and Safety Specific Policies can be found at:

<https://www.gov.je/Government/Departments/Education/Pages/Policies.aspx#anchor-4>

- Haute Vallee School will adopt the provided policy and procedural documents as much as practically possible.
- The Health and Safety Officer within the school will liaise with CYPES to ensure that appropriate policies and procedures are in place.
- Additional health and safety procedures will be published by each HoD / TiC and kept in the same SharePoint Department Folder. A Health and Safety Specific folder has been created, as required.
- The Health and Safety Officer within the school will ensure that Health and Safety concerns are brought to the attention of the Head teacher and if applicable, the Board of Governors.
- It is the responsibility of the Health and Safety Officer to provide information to staff and students on Health and Safety procedures, including the location of provided policies.
- The Health and Safety Committee will undertake a regular risk assessment analysis. Working procedures / practice in higher risk areas will be monitored and amended on a regular basis.

### 2. Provide adequate control of the health and safety risks arising from all work activities.

- Risk assessments within the school will be undertaken, as required by School Staff, the Site Team, Middle-Leaders, Senior Leadership Team, Representatives of the school Health and Safety Committee or an CYPES Appointed representative, as appropriate.
- The findings of the risk assessments will be reported to the Head teacher.
- Action required to remove / control risks will be managed by the Site Manager.
- The Head teacher will check that the implemented actions have removed / reduced the risks.
- Health and Safety risk assessments will be reviewed annually or when the work activity changes, whichever is soonest.
- All staff will be able to access a copy of this health and safety policy via the Staff Policies folder on SharePoint or via e-mail when the document is amended.

- A health and safety file detailing all provided policies from the along with additional health and safety documents produced by Haute Vallee School will be located on the school SharePoint site.
- It is the responsibility of the Health and Safety Officer to maintain these documents and notify staff of any revisions.

### 3. Prevent accidents and cases of work-related ill health.

#### New Staff and Students.

- All newly appointed staff will undertake a work-related health and safety survey / assessment, carried out by the CYPES.
- The findings of the risk assessments will be reported to the Head teacher (as required).
- Staff and Students with specific support requirements will be considered by the Head teacher.
- Action required to remove / control risks will be managed by the Site Manager and Head teacher.
- The Site Manager will be responsible for ensuring the action required is implemented.
- The Head teacher will check that the implemented actions have removed / reduced the risks.
- All new staff will undertake staff induction, carried out by the respective TiC/ HoD. All relevant health and safety relating to the practices within the work area will be discussed as part of the induction and any training requirements will also be identified.
- All health and safety training requirements will be passed on to the Assistant Head teacher with responsibility for staff development.
- It is the responsibility of the TiC / HoD to ensure that no staff member use equipment within the departmental area unless appropriate training has been given.
- All new students will be given health and safety “rules” as part of their first few lessons when arriving at the school.
- It is the responsibility of the TiC / HoD to ensure that no student uses equipment within the departmental area unless appropriate training has been given.

#### Preventing Accidents.

- All staff are required to be vigilant with regard to all health and safety aspects of their day to day working practice and also the working practices of the students under their care.
- It is recommended that Staff are not permitted to bring personal electrical equipment on to the school site. If in doubt, staff are required to speak with the Site Manager. Permitted Personal electrical equipment must be PAT Tested (Portable Appliance Testing) prior to use.
- TiC / HoD are responsible for ensuring that all equipment used within their departmental area is in good working order, has machine guards in place (if applicable) and is used properly and safely by those who have received the necessary training only.
- TiC / HoD are responsible for ensuring that the required Personal Protective Equipment is identified, available and worn by all personnel when necessary.
- All accidents must be reported to the School Office and recorded in the electronic accident book. **Notifiable accidents** will be recorded by the School Office Team and reported to the Government using the link below. A notifiable accident is when an ambulance is called or when a staff member or student is sent / taken to Accident and Emergency at the General Hospital.
- All near misses must be reported to the School Office as soon as possible; same day.
- It is the responsibility of the Health and Safety Officer to investigate accidents and near misses and report the findings to the Head teacher.
- It is the responsibility of the Health and Safety Officer to act upon accident investigation findings to prevent accident recurrence.

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

#### **4. Ensure all staff are competent to carry out their daily tasks, and to give them adequate training, including the safe handling and use of substances.**

- All staff will have any training requirements identified as part of the initial induction process.
- All staff will undertake fire safety training within the first term of commencing their post at the school.
- TiC / HoD will discuss training requirements / needs during the annual performance review process.
- All health and safety training requirements will be passed on to the Assistant Head teacher with responsibility for staff development, where appropriate training will be arranged.
- An appointed first aid trained person will be available in the office if first aid is required.
- A list of staff who are qualified First Aiders is available in the school office and training in First Aid is regularly offered to staff, as required. Staff working in higher risk areas, DT, Science, PE must undertake the three-day H&S in the Workplace Training.

#### **Technicians**

- All technician staff shall be supervised by the HoD & TiC in their particular area. HoD & TiC are responsible for ensuring technicians are aware of Health & Safety procedures in their area and that these are followed at all times.
- All Technical staff will undertake fire safety training within the first month of commencing their post at the school.
- HoD/TiC should periodically check the work of technicians to ensure safe practices and procedures are followed and where appropriate should provide written guidance.
- Technicians should follow correct procedures at all times. Any concerns they may have with equipment or procedures must first be reported to the HoD / TiC. Regular checks should be made on all equipment.
- It is the responsibility of the HoD / TiC to address issues of Staff Development with their technical staff when the need arises.
- All health and safety training requirements will be passed on to the Assistant Head teacher with responsibility for staff development, where appropriate training will be arranged.
- Technical staff in higher risk areas, DT and Science must undertake the three day H&S in the Workplace Training.

#### **Safe handling and use of substances**

- HoD /TiC will be responsible for identifying all substances within their departmental area which need a COSHH assessment. These include adhesives, paints, cleaning agents, solvents, etc.
- All HoD / Tic will be responsible for identifying and listing substances which need safe handling as part of their departmental health and safety document.
- HoD /TiC / Senior Technicians will be responsible for undertaking COSHH assessments.
- HoD / TiC will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head teacher will be responsible for ensuring that all actions identified in the assessments are implemented.
- TiC / HoD will be responsible for checking that new substances can be used safely before they are purchased.
- Risk Assessments in respect to the safe use of substances will be reviewed annually or when the work activity changes, whichever is soonest.

## **5. Provide a programme of Health Education for students.**

Staff within the school should use every available opportunity to make students aware of risks that they could possibly encounter in life. Some of these are listed below:

PSHE programme (including Tutor Time Programme)

As part of the PSHE programme students' complete units on the following. Some other subject areas will also contribute to the programme of study. E.g. Science, Food Nutrition :

- Substance Use and Misuse (including harm minimisation strategies)
- Relationships including sexual health (contraception, STD protection)
- Disease (including STDs and food hygiene / poisoning)
- Mental and Physical Health & Wellbeing
- Attitudes and Awareness (cyber-bullying, prejudice, stereotyping and general mental conditions)
- Work Experience (Health and Safety Risk Assessment)
- Drugs (including harm minimisation strategies)
- Physical safety at home, in the community & online
- Mental Health strength / strategies to adapt to change

Specific details of the knowledge, skills and attitudes related to each unit are provided by the Co-ordinator of PSHE and Careers.

## **6. Ensure adequate student supervision.**

Staff should ensure compliance with the School Behaviour Policy which can be found in the Schools SharePoint Site.

A supervision rota / duty rota which will comply with the requirements of the CYPES Supervision Ratios will be published on the Staffroom Notice board and staff should fulfil the duties as described. Updates of the duty rota will be shared via email as and when required.

It is expected that all staff and students encourage each other to behave appropriately in all areas around the school. Correcting negative behaviour is everybody's responsibility.

### **Visitors**

- All visitors to the school must report to the school reception, sign in and obtain a Visitors Pass.
- Visitors will either be given a green pass or a red pass. Visitors with a red pass must be accompanied at all times.
- All persons on the school site who are not recognised, do not have a pass or have a red pass and are not accompanied should be challenged and asked to report to the office.
- If persons found on the school premises has no legitimate reason to be on site they should be asked to leave and the matter reported to the School Office. Any refusal to leave should be reported to the SLT (On-Call). On no account should a member of staff attempt physically to remove an intruder from the premises. In all such occasions the matter should be referred to the SLT.
- The police will be informed if there are any concerns that staff and or students could be in danger.

### **CCTV**

The School is covered internally and externally by a network of Closed-Circuit Television Cameras. The use of the camera security system is registered annually with the Data Protection Office and the school will ensure compliance with the CYPES guidelines on the use of CCTV images. All cameras are monitored by the

Network Manager. These images can also be accessed via the computer network by appropriately authorised members of staff.

Please refer to the school's CCTV Policy for further information.

### **7. Establish, practise and maintain effective evacuation procedures.**

Good practice leads us to hold at least one emergency evacuation drill per term. This will be organised by the Health & Safety Officer.

Evacuation procedures are posted in each classroom and around the school.

Fire alarm bells and suitable fire extinguishers are in appropriate areas of the school. The Site Manager will arrange annual inspection and servicing of all equipment used in an evacuation.

It is the responsibility of the Health and Safety Officer to ensure that all staff are familiar with the evacuation procedures. Form Tutors and teachers have the responsibility to ensure that all students are familiar with established procedures.

### **8. Provide a report procedure for accidents and dangerous occurrences to person or property.**

There is a formal procedure for reporting accidents and near misses. Any concerns should be reported to the school office in the first instance. Accidents and near misses should be recorded as a written account of what had occurred.

### **9. Maintain appropriate medical facilities and arrangements.**

On a student's admission to the school, parents are requested to provide details for our medical register. This is kept on the Schools Information Management System (SIMS). An electronic list of student medical conditions is kept in the school office and is circulated to staff at least termly or when information is updated. All staff must familiarise themselves with any medical condition of a student which may call for action or consideration.

One medical room are available for student use only when referred by the school office.

Medication should not be administered to students without parental consent.

Only staff who are qualified and designated as First Aiders are allowed to offer or apply medication to students and then only on the written authorisation of parents.

### **10. Ensure the maintenance of furnishings, safe plant and equipment.**

Where staff become aware that furniture or equipment (e.g. chairs, electrical equipment, laboratory apparatus or workshop machinery) is in an unsafe condition or likely to become unsafe, they should inform their HoD / TiC immediately. If any issues / concerns cannot be addressed by the HoD / TiC then the respective HoD / TiC must then inform the Site Manager.

In the case of immediate hazard, the Site Manager must be informed as a matter of urgency, on the same day. If the Site Manager is not available, please report the concern to the school office.

Inadequacies in safety signage, equipment (e.g. fire extinguishers) or procedures should be reported to the Site Manager.

**Plant:**

- The Site Manager along with the TiC Design Technology will be responsible for identifying all equipment / plant needing maintenance.
- The Site Manager along with the TiC Design Technology will be responsible for ensuring effective maintenance procedures are drawn up.
- The Site Manager will be responsible for ensuring that all identified maintenance is implemented. The Site Manager will liaise with Jersey Property Holdings as required.
- The Site Manager along with the TiC Design Technology will check that new plant and equipment meets health and safety standards before it is purchased.

**11. Provide guidance for school visits and the use of activities centres.**

- Staff must follow the procedure as laid down in the Off Site Policy Document for all off site visits. All such visits must be authorised in writing by the appropriate member of the SLG.
- CYPES has to authorise all off Island visits and provides advice on the suitability of Activity Centres.
- Staff must ensure that they follow the established procedures and issue all the appropriate documentation to parents.
- When organising an off-site visit, off or on island, please consult with the school Finance Manager in the first instance. Please see section below: **Staff arranging local visits.**
- The completed documentation, including risk assessments for off island visits must be lodged with CYPES at least 16 weeks prior to travel.

**12. Monitor the use of school transport.**

- It is not permissible for staff to hire a self-drive mini bus in Jersey or the UK for the transport of students.
- The school have a Minibus that may be used to transport students but only if the Driver is a staff member who has completed and passed the required Public Vehicle Licence training. This training is provided by the CYPES.
- The hire of all coaches for local visits must be undertaken through the School's Finance Manager.
- Any problems relating to the safety of coaches or buses must be reported to the appropriate member of the SLG.

**13. Ensure appropriate Health & Safety guidelines for Community Service and Work Experience.**

- **Trident Work Experience.** In Year 10, the Trident Work Experience Programme provides the framework for work experience and community service. The placements for work experience are vetted by Skills Jersey who also provide the necessary paperwork that ensures proper Health and Safety measures are met by the employers. The responsibility of the Head of Careers in the school is to provide a link between Skills Jersey, the student and the parent. No student can go out on a Project Trident work experience without returning a consent form to the Head of Careers that has been signed by the employer and the parent. Each student will also receive Health & Safety input prior to commencement of placement. The bespoke to placement H&S is covered by the employer on the first day of placement. There is an official form which the student and the employer complete to this end on the first day to verify this has taken place and a copy is kept by the school.
- **Staff arranging local visits.** For any visits arranged by staff within the local community it is the responsibility of the organising member of staff to be aware of any potential hazards and to respond, where necessary, by informing parents and instructing students. Where the place to be visited is



unknown then advice should be sought from the Health and Safety Officer at the school. A preliminary visit may then be required and a safety check of the premises conducted. The full procedure for the planning, authorisation and management of off site visits is available from the School Finance Manager.

#### **14. Ensure the cleanliness of the building.**

- The Site Manger is responsible for maintaining the cleanliness of the whole school and ensuring that the cleaning staff and contracted cleaners on site observe all health and safety codes of practice.
- The contract cleaning company must have and present copies of their Health and Safety policy document and associated risk assessments to the Site Manager.
- All staff employed by the contract cleaning company must be aware of and follow the guidelines laid down in the aforementioned document.
- All staff must report problems relating to the cleanliness of the building to the caretaker / duty caretaker.
- The Restaurant service is provided by an external contractor who is responsible for Health and Safety within the defined limits of the Kitchen and Serving Area. A copy of the contract is available from the Finance Manager.

#### **15. Ensure the adequate state of repair of the building.**

- Where staff become aware of hazards arising from the state of repair of the building (e.g. faulty windows, loose masonry or fixtures, faulty wiring or gas installations, dangerous projections, fire hazards, insanitary plumbing, inefficient heating or ventilation) these should be referred to the Site Manager.
- In the case of immediate hazard, it should be drawn to the attention of the Site Manager urgently.

#### **16. Ensure safe working procedures are adopted by external agencies e.g. builders and contractors.**

- All contractors are met by the Site Manager and informed of the standards required whilst they are on site. They are given a policy document which details these expectations.
- Each is required to sign in and out using the visitor's book.
- Their work is monitored whilst they are on site and is not signed off by the Site Manager until he is satisfied that the work has been completed to a satisfactory standard.

#### **17. Ensure that all Community Users of the building are aware of the Health & Safety Policy.**

- When an interested party has indicated that they wish to hire other facilities the Community Booking procedures will be followed. A copies of the procedures are available from the school Finance Manager.
- All community users must at all times comply with any or all safety and security policies and procedures in force on the premises. This includes safeguarding of all users of the school site.

#### **18. Review and revise this policy as necessary at regular intervals.**

This policy will be revised biennially.